



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 submitted to the Office of State Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Agriculture, Conservation & Forestry/Bureau of Parks & Lands/Rangely Lake State Park		
Department Contract Administrator or Grant Coordinator:		Samantha Wilkinson		
(If applicable) Department Reference #:				
Agency Department Code:	01A	Advantage CT / RQS #:	RQS 20260611*1935	
Amount: (Contract/Amendment/Grant)		\$11,755.77		
CONTRACT	Proposed/Original Start Date:	5/25/2026	Proposed/Most Recent End Date:	6/11/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Burns Inc. Farmington, ME		
Brief Description of Goods/Services/Grant:		Emergency response to no water at Rangely Lake State Park		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☐	G. Grant
☐	B. Amendment	☐	H. State Statute/Agency Directed
☐	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☒	E. Emergency	☐	K. Client Choice
☐	F. Higher Education Cooperative Project	☐	L. Other Authorization

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

Rangeley Lake State Park has a current construction contract, which resulted in the installation of an entirely new engineered water system for the campground. Shortly after operating for the first time, and as the campground was opening for the season, the system went down. Both in-house staff and the contractor's plumbing & electrical subcontractors tried to diagnose and repair the problem, but they could not determine the cause. The campground remained without water for days, causing health and safety concerns for the visiting public. Burns Well Drilling, which specializes in water pumps, was subsequently contacted.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

Burns Well Drilling is a specialist in the field of water pump repair, was available to complete the work, and is located near the state park.

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Burns was called in to resolve an emergency and restore water to the park campground. Rates are reflective of professional service providers.

Maine State Parks will also seek reimbursement for this expense – from the original contractor due to engineering flaws; and/or through warranty on the original pump – due to untimely corrosion on new equipment.

4. Describe the plan for future competition for the goods or services.

This was an emergency situation and is not expected in the future. Should planned needs arise, Maine State Parks will collaborate with Procurement to use the competitive bidding process.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

☐ Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

☐ Yes, ARPA funds (025) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.

☒ No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

☒ The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):

DocuSigned by:
Nancy McBrady
9BB4B81276874FC...

Typed Name:

Nancy McBrady

Date:

6/12/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting
Department's Commissioner
(or designee):

DocuSigned by:
Nancy McBrady
9BB4B81276874FC...

Typed Name:

Nancy McBrady

Date:

6/12/2026

OSPS Section Only

Signature of DAFS
Procurement Official:

DocuSigned by:
Justin Franzose
AEED9C7B3A8044E...

Typed Name:

Justin Franzose

Date:

6/24/2026