



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:		Department of Corrections – Mt. View Correctional Facility	
Department Contract Administrator or Grant Coordinator:		Chad W. Cooper	
(If applicable) Department Reference #:			
Agency Department Code:	03E	Advantage CT / RQS #:	03E 20250205*1859
Amount: (Contract/Amendment/Grant)	\$589,525		
CONTRACT	Proposed/Original Start Date:	2/1/2025	Proposed/Most Recent End Date: 6/30/2026
AMENDMENT	New Effective Date:	7/1/2026	New End Date (if Applicable): 06/30/2027
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Guilford-Sangerville Utilities District Guilford, Maine	
Brief Description of Goods/Services/Grant:		Tipping fees for wastewater disposal	

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.

Mountain View Correctional Facility has brought a wastewater holding tank online to replace the septic system/leach field that was at the facility. The tank holds 100,000 gallons of wastewater. The wastewater from the tank needs to be hauled to a wastewater treatment plant to be treated several times per week.

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.

Three quotes were solicited from nearby wastewater treatment facilities and Guilford-Sangerville was again selected. They have the lowest overall cost as well as the capacity and infrastructure to treat the volume of waste produced by the MVCF and the physical proximity to the facility makes trucking cost reasonable.

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

The proposed price received from Guilford-Sangerville Sanitary District (\$45.50 per 1,000 gallons) which is actually a decrease from last year's rate. The next lowest was \$53.83 and Guilford-Sangerville is 10% less which the Department considers fair and reasonable.

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

Mt. View Correctional Facility has reached out to other wastewater treatment facilities in the area. Guilford-Sangerville has the capacity to handle this volume as well as the best price per 1,000 gallons. The Department will re-evaluate options at the end of the contract period.

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:
Scott Goulette
74A20E43E4BA460...

Typed Name: Scott Goulette, Financial Analyst

Date: 6/29/2026

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):

Typed Name:

Date:

OSPS Section Only

Signature of DAFS
Procurement Official:

Signed by:
William J. E. Allen
2D5B0E39F57E44A...

Typed Name: William J. E. Allen

Date: 6/30/2026