



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 and Forestry, Board of Pesticides Control		
Department Contract Administrator or Grant Coordinator:		Karla Boyd		
(If applicable) Department Reference #:				
Agency Department Code:	01A	Advantage CT / RQS #:	20210921*761	
Amount: (Contract/Amendment/Grant)		\$ 34,435.32		
CONTRACT	Proposed/Original Start Date:	10/13/2021	Proposed/Most Recent End Date:	6/30/2026
AMENDMENT	New Effective Date:	7/1/2026	New End Date (if Applicable):	11/30/2026
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Tradebe Environmental Services, LLC Merrillville, IN 46410		
Brief Description of Goods/Services/Grant:		Annual obsolete pesticide event in the Fall at four sites for collection, packing, transport, and disposal of unwanted or unusable pesticides.		

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.

The BPC and DEP hold an annual event in the Fall that is free for people to bring any unusable or obsolete pesticides to one of four locations (Portland, Augusta, Bangor, and Presque Isle) for proper disposal. This event is a needed service because it reduces pesticide pollution and ensures that homeowners, gardeners, and small farmers are properly packaging, transporting, and disposing of these chemicals.

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.

The selected vendor (Tradebe Environmental Services, LLC) is licensed to handle hazardous waste collection, packaging, transport, and disposal. The company is reputable and has serviced other entities for hazardous waste disposal. They have been selected because of their credentials and projected low costs for the State of Maine as a part of the RFP# 202107107 selection process. Given the timeline for a new RFP may disrupt service, BPC is seeking to renew their contract with Tradebe Environmental Services, LLC for a fifth renewal period while seeking an RFP for the 2027 season.

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

The costs presented to the State of Maine reflect a good value even while hazardous waste disposal costs are increasing across the industry. The costs were determined based on a breakdown of types of materials to be collected, size of containers for wastes, estimated amount of material to be collected, and the set up and tear down of each event. These costs are reflected in the Cost Proposal Excel Spreadsheet provided with RFP 202107107.

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

For every contract renewal year, costs will be evaluated. If costs increase significantly, or do not seem like a good value to the State of Maine, the contracts will go back out to bidding. A contract extension is necessary given that the currently developed RFP timeline coincides when service must begin. Renewing the contract for a fifth season will avoid disruption of this service. An RFP is being created for future pesticide collection events and will be open for competitive bidding in the Fall of 2026.

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:

6/30/2026

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:
Sterling Doiron
4C537C52B586437...

Typed Name:

Sterling Doiron

Date:

6/30/2026

Certificate Of Completion

Envelope Id: 96FEA8DE-6192-85F1-8133-2048052E7CAC
 Subject: Complete with Docusign: 2026_Obsolete_Pesticide_PJF_20210921_761.pdf
 Source Envelope:
 Document Pages: 3
 Certificate Pages: 1
 AutoNav: Disabled
 Envelopeld Stamping: Disabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

 Envelope Originator:
 Sterling Doiron
 77 State House Station
 111 Sewall Street
 Augusta, ME 04333
 Sterling.Doiron@maine.gov
 IP Address: 198.182.163.113

Record Tracking

Status: Original
 6/30/2026 2:37:24 PM
 Holder: Sterling Doiron
 Sterling.Doiron@maine.gov
 Location: DocuSign

Signer Events

Sterling Doiron
 Sterling.Doiron@maine.gov
 Sterling Doiron
 Security Level: Email, Account Authentication
 (None)

Signature

Signed by:

 4C537C52B586437...
 Signature Adoption: Pre-selected Style
 Using IP Address: 198.182.163.113

Timestamp

Sent: 6/30/2026 2:37:39 PM
 Viewed: 6/30/2026 2:37:43 PM
 Signed: 6/30/2026 2:37:56 PM
 Freeform Signing

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	6/30/2026 2:37:39 PM
Certified Delivered	Security Checked	6/30/2026 2:37:43 PM
Signing Complete	Security Checked	6/30/2026 2:37:56 PM
Completed	Security Checked	6/30/2026 2:37:56 PM

Payment Events

Status

Timestamps