



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of 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 Division of Procurement Services intranet site (Forms page) for additional instructions.

| PART I: OVERVIEW | | | |
|---|----------------------|--|------------------------------|
| Department Office/Division/Program: | | Department of Transportation/M&O/Sign Shop Manufacturing | |
| Department Contract Administrator or Grant Coordinator: | | Wayne Arsenault Operations Manager | |
| (If applicable) Department Reference #: | | | |
| Amount: (Contract/Amendment/Grant) | \$ 7500.00 | Advantage CT / RQS #: | RQS20220707000000000028 |
| CONTRACT | Proposed Start Date: | 7/11/2022 | Proposed End Date: 9/11/2022 |
| AMENDMENT | Original Start Date: | | Effective Date: |
| | Previous End Date: | | New End Date: |
| GRANT | Project Start Date: | | Grant Start Date: |
| | Project End Date: | | Grant End Date: |
| Vendor/Provider/Grantee Name, City, State: | | American Traffic Safety Material Inc. (ATSM) VS0000010536 P.O. Box 1449, Orange Park, FL 32067-1449 | |
| Brief Description of Goods/Services/Grant: | | 36"X50 yards Black Vinyl NVP23650 | |

| PART II: JUSTIFICATION FOR VENDOR SELECTION | | | |
|--|-----------------------------------|--------------------------|----------------------------------|
| Check the box below for the justification(s) that applies to this request. (Check all that apply.) | | | |
| <input type="checkbox"/> | A. Competitive Process | <input type="checkbox"/> | G. Grant |
| <input type="checkbox"/> | B. Amendment | <input type="checkbox"/> | H. State Statute/Agency Directed |
| <input checked="" type="checkbox"/> | C. Single Source/Unique Vendor | <input type="checkbox"/> | I. Federal Agency Directed |
| <input type="checkbox"/> | D. Proprietary/Copyright/Patents | <input type="checkbox"/> | J. Willing and Qualified |
| <input type="checkbox"/> | E. Emergency | <input type="checkbox"/> | K. Client Choice |
| <input type="checkbox"/> | F. University Cooperative Project | <input type="checkbox"/> | 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.

DOT has a request to build 480 Public Safety Signs (Distracted Driver Warning Signs) requested by the Department of Public Safety. With this large order we need additional 36"X50 yards Black Vinyl. We have a MA with the 3M Company to supply this material. We currently have this material on order with 3M since March of 2022. They have informed us they can not meet our request until November 2022.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

ATSM supports our sign manufacturing operation with transparent material. We reached out to ATSM for a one-time purchase of this material. ATSN has this material available to support our immediate needs for building Public Safety order. 3M cannot meet our needs for this material in a timely manner.

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

We requested a price and availability through ATSM. 3M MA price is \$315.00 per role. ATSM price is \$387.00 per role. The increase cost of \$72.00 along with availability meets our needs. This will be paid for with state funds.

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

We will look at expanding our requested items for more competitive bidding moving forward.

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

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

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



Typed Name:

William Pulver, C.O.O.

Date:

7-7-2022

Signature of DAFS
Procurement Official:

DocuSigned by:
William J.E. Allen

Typed Name:

2D5B6E39F57E44A...
William J.E. Allen

Date:

7/12/2022

NOI 0720220686 07/12/2022 - 07/18/2022