



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

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:		Mountain View Correctional Facility		
Department Contract Administrator or Grant Coordinator:		Chad W. Cooper		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 770,000	Advantage CT / RQS #:	20240626*3806
CONTRACT	Proposed Start Date:	7/1/2024	Proposed End Date:	6/30/2026
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:		Guilford-Sangerville Sanitary 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.)			
<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.

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.

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

Guilford-Sangerville Sanitary District has a wastewater treatment plant that has the capacity and equipment to receive and treat the wastewater produced at Mountain View Correctional Facility. Not all wastewater treatment plants in the area have the capacity or facilities to treat the volume of waste the prison produces. Guilford-Sangerville offers MVCF the best price, easy access and no blackout period so it is the best choice to meet our needs. Guilford-Sangerville has also sought and received board approval as well as Maine DEP.

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

This proposed price received from Guilford-Sangerville Sanitary District (\$48 per 1,000 gallons) is the lowest price in the area for wastewater disposal. 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 our options at the end of the 2-year contract.

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) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

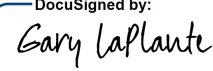
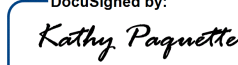
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by:  6/28/2024 <small>8D4961C6A14B41C...</small>		
Typed Name:	Gary LaPlante, Director of Operations	Date:	
Signature of DAFS Procurement Official:	DocuSigned by:  <small>41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	7/9/2024