



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:		Agriculture, Conservation and Forestry/ Maine Forest Service/ Forest Health and Monitoring		
Department Contract Administrator or Grant Coordinator:		Amy Emery		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 6500	Advantage CT / RQS #:	CT 01A 20181017*1378
CONTRACT	Proposed Start Date:	Click or tap to enter a date.	Proposed End Date:	Click or tap to enter a date.
AMENDMENT	Original Start Date:	12/1/2018	Effective Date:	
	Previous End Date:	6/30/24	New End Date:	6/30/2025
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		One Call Maintenance, PO BOX 4702, Augusta, ME 04330		
Brief Description of Goods/Services/Grant:		Snowplowing, sanding, mowing, weeding at 50 Hospital St, Augusta		

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 checked="" 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.

One Call Maintenance provides plowing, sanding, shoveling, mowing, weed whacking, and minor repairs to the property at 50 Hospital St, Augusta. Additional funds and time will provide coverage for anticipated services to maintain this property.

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

One Call Maintenance was the only bidder that responded to our requests on the last bid.

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

Anticipated expenses will be similar to previous years to carry out the needs to maintain this property in usable conditions.

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

An amendment is being processed to continue services for the only vendor who bid on this contract last time. A new competitive bid is planned for 2025.

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: APPROVALS

The signatures below indicate approval of this procurement request.

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

DocuSigned by:
Randy Charette

Typed Name:

8F3DD450C23241F...
Randy Charette

Date:

5/6/2024

Signature of DAFS
Procurement Official:

DocuSigned by:
Martha Verhille

Typed Name:

891CE7A1493D45B...
Martha Verhille

Date:

7/25/2024