



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 Administrative and Financial Services (DAFS) Bureau of General Services (BGS)	
Department Contract Administrator or Grant Coordinator:		Brian Keezer, BGS Director	
(If applicable) Department Reference #:		Tractor Repair	
Agency Department Code:	18A	Advantage CT / RQS #:	RQS # 20260707*0035
Amount: (Contract/Amendment/Grant)		\$10,239.01	
CONTRACT	Proposed/Original Start Date:	6/3/2026	Proposed/Most Recent End Date: 6/23/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		UNITED AG & TURF NE LLC ~VC0000243167 216 Center Road, Fairfield, ME 04937	
Brief Description of Goods/Services/Grant:		Repair of Tractor for Grounds/Maintenance	

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 transmission housing has cracked on one of the two tractors used by the grounds crew to mow the East Campus. During the summer months, this tractor operates an average of 30 hours per week. Without it, the grounds crew will be unable to maintain the weekly mowing schedule, as there is no backup tractor available to perform this work.

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.

Because this was considered an emergency repair due to the critical need for the mower during the peak mowing season, and the original repair estimate was below the \$10,000 threshold, we did not believe it was necessary or practical to obtain additional quotes from two other vendors. Time was of the essence to return the tractor to service, and the original estimate of **\$9,109.13** was within the applicable purchasing threshold.

During the course of this complex repair, however, the technician discovered additional issues that required attention, including the replacement of additional seals and a failed MFWD speed sensor. As a result, the final cost exceeded the original estimate by a modest amount.

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

United Ag & Turf is a well-respected tractor repair vendor that BGS has used successfully in the past for equipment repairs. Based on the scope of work performed, this was a major drivetrain repair involving replacement of the transmission housing and extensive disassembly and reassembly of the tractor. As an additional point of reference, an independent assessment of the repair scope indicates that work of this nature typically costs between \$9,000 and \$14,000, placing the final repair cost within the expected range for this type of repair.

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

In the future if we feel the costs will exceed \$10K, we will plan to obtain three quotes.

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

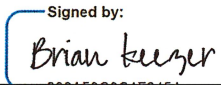
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

☒ 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.

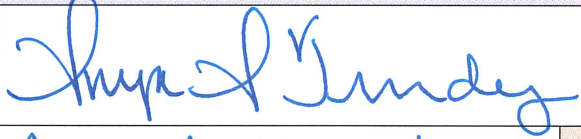
PART VI: APPROVALS

Governor/Department Commissioner or Designee

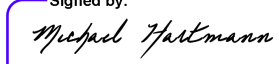
1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	Signed by:  393A58C0C1F3454...		
Typed Name:	Brian Keezer	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:	Anya A. Trundy	Date:	07/17/26

****OSPS Section Only****

Signature of DAFS Procurement Official:	Signed by:  0AA4C3C8A6C2460...		
Typed Name:	Michael Hartmann	Date:	7/20/2026