



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 & Forestry/Bureau of Parks and Lands/Crescent Beach State Park		
Department Contract Administrator or Grant Coordinator:		Samantha Wilkinson		
(If applicable) Department Reference #:				
Agency Department Code:	01A	Advantage CT / RQS #:	RQS 20260716*0100	
Amount: (Contract/Amendment/Grant)		\$12,987.00		
CONTRACT	Proposed/Original Start Date:	5/20/2026	Proposed/Most Recent End Date:	7/22/2026
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:		Casella, DBA Pine Tree Waste, Williston, VT (physical address 32A Lewiston St. Mechanic Falls, ME 04256)		
Brief Description of Goods/Services/Grant:		Pumped 20.16 tons of sand from Crescent Beach State Park Septic tank #1		

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
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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.	A large accumulation of beach sand in septic tank #1, resulted in a critical failure, bathroom closures, and porta potty installations in order to provide sanitary facilities for the large volume of beachgoers. To permanently eliminate this costly and unsanitary problem, BPL requested a quote from Casella (Crescent Beach's current contracted septic service provider) to pump out the sand. There were extensive email communications between BPL and Casella, during which Casella confirmed in writing that the estimated volume of sand was between 5 and 15 yards, and that the cost would not exceed \$10,000. Unfortunately, Casella underestimated the volume of sand that was in the tank, pumping out a staggering 20.16 tons. BPL was not aware of this increase until receiving an email from Casella after the work was done.
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.	Casella is Crescent Beach State Park's contracted septic pumping provider, and possesses the specialized equipment necessary to pump the sand.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The BPL received an estimate for pumping 5-15 yards of sand, and confirmed with the provider that the cost would not exceed \$10,000. The volume of sand turned out to be vastly underestimated. The referenced communications are in an email chain which is available upon request.
4. Describe the plan for future competition for the goods or services.	This service was necessary to immediately restore function to the bathroom facilities. Maine State Parks will solicit bids for the remaining two tanks in the coming months.

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

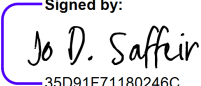
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

☒ 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.

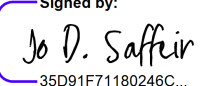
PART VI: APPROVALS

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:  35D91F71180246C...		
Typed Name:	Jo D. Saffair	Date:	7/27/2026

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):	Signed by:  35D91F71180246C...		
Typed Name:	Jo D. Saffair	Date:	7/27/2026

****OSPS Section Only****

Signature of DAFS Procurement Official:	Signed by: Sterling Doiron 4C537C52B586437...		
Typed Name:	Sterling Doiron	Date:	7/28/2026

Certificate Of Completion

Envelope Id: 30D94D3E-5BD0-8BC9-8211-CC1AC4114092
 Subject: Complete with Docusign: Crescent_Sand_Pumping_PJF_Final.docx.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
 7/28/2026 9:39:52 AM
 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: 7/28/2026 9:39:56 AM
 Viewed: 7/28/2026 9:40:01 AM
 Signed: 7/28/2026 9:40:46 AM
 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	7/28/2026 9:39:56 AM
Certified Delivered	Security Checked	7/28/2026 9:40:01 AM
Signing Complete	Security Checked	7/28/2026 9:40:46 AM
Completed	Security Checked	7/28/2026 9:40:46 AM

Payment Events

Status

Timestamps