



## 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:		Maine State Museum		
Department Contract Administrator or Grant Coordinator:		Sheila McDonald, Deputy Director		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 5,559.95	Advantage CT / RQS #:	RQS 20220725*0136	
CONTRACT	Proposed Start Date:	Service Date 6/21/22	Proposed End Date:	Service Date 6/21/22
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:		Clean Harbors Environmental Services, Inc. P.O. Box 734867 Dallas, Texas 75373-4867 VC 1000017219		
Brief Description of Goods/Services/Grant:		Lab pack mobilization; packaging, transportation, disposal of identified hazardous chemicals and materials		

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 type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input checked="" type="checkbox"/>	J. Willing and Qualified
<input checked="" 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.

During the evacuation of the museum spaces in advance of the Phase II Cultural Building Renovation Project, a specified number of laboratory chemicals and materials held by the Maine State Museum's conservation lab had to be safely and efficiently collected and disposed.

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

Clean Harbors is a qualified company, specially certified to collect, transport, and dispose of hazardous chemicals. The chemicals that are the subject of the RQS were collected by Clean Harbors at the invitation of the Maine State Museum, which procured the chemicals many years ago for essential museum conservation laboratory work. The conservation lab has had to vacate its space in preparation for extensive asbestos abatement work. [Click or tap here to enter text.](#)

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

The museum has procured services from Clean Harbors in the past and has found the company's special work to be conducted safely, according to environmental laws, and at a reasonable price.

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

The museum will continue to check for companies that can provide these specialized services according to law and at a reasonable price.

[Click or tap here to enter text.](#)

**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:

Sheila McDonald

Date:

8/2/2022

Signature of DAFS Procurement Official:

DocuSigned by:  
Justin Franzose

Typed Name:

AEED9C7B3A8044E...  
Justin Franzose

Date:

8/10/2022