



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, Bureau of Parks and Lands, Off Road Recreational Vehicle Office	
Department Contract Administrator or Grant Coordinator:		Lana LaPlant-Ellis, Senior Planner	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 12,000	Advantage CT / RQS #:	01A-20220307000000002015
CONTRACT	Proposed Start Date:	3/25/2022	Proposed End Date: 3/26/2023
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:		Anderson's Repair PO Box 84 Monticello, Maine 04760	
Brief Description of Goods/Services/Grant:		Amendment to a contract to perform trail maintenance when necessary on the Southern Aroostook Rail Trail from Houlton to Presque Isle	

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 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.

Due to excessive rain, in Aroostook County and the increased costs of fuel and materials, this maintenance contract needs to be amended. The rail trails across Maine are often in need of emergency repairs. Having a contract in place allows these repairs to be performed in a timely fashion. Many of these repairs are due to heavy rain events and beaver activity which cause washouts on the trail which present a safety issue for trail users. These washouts can completely shut down a trail until repaired.

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

Originally Bid packages were sent to:	
Lee Theriault – Fort Kent	Masse Construction - Woodland
Soderberg – Caribou	Langille Construction - Washburn
Anderson's Repair – Monticello	McLaughlin Construction - Houlton
Ouellette & Daughters – Caribou	Westin Enterprises - Woodland
McGillan Co – Fort Fairfield	BKB Construction, Mars Hill

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

Originally, there were two bidders on this project:

Soderberg Construction - \$74,280.00
Anderson's Repair - \$25,239.50

The bid was awarded to the lowest bidder. In the past, Anderson has performed satisfactory work for the Department.

Click or tap here to enter text.

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

We will continue to go out to bid for these rail trail projects.

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):	DocuSigned by: <i>Randy Charette</i> 8F3DD450C23241F...		
Typed Name:		Date:	8/14/2022
Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> 891CE7A1493D45B...		
Typed Name:	Martha verhille	Date:	8/15/2022