



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:		Inland Fisheries & Wildlife		
Department Contract Administrator or Grant Coordinator:		Karen Estabrook		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$9,999.00	Advantage CT / RQS #:	09A-20230804000000000258
CONTRACT	Proposed Start Date:	9/1/2023	Proposed End Date:	9/30/2023
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:		HC Haynes – VS0000005047 P.O. Box 96, Winn, ME 04495		
Brief Description of Goods/Services/Grant:		Roadside brush mulching/mowing and road grader work		

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 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.

The Lower Drew Road is a discontinued road that provides the only access to the Page Farm Unit. This access is used by both the public and IFW biologists. Significant road work was undertaken twelve years prior during initial management activities in the Unit. The road has received no maintenance since. The road has since begun to close in with alders and other vegetation. Blowdowns are also an annual event. The road itself is riddled with potholes and standing water. Management activities are scheduled for this coming winter. Heavy equipment will need to access the Unit and the road needs to be able to accommodate this equipment.

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

The selected vendor is local and was contracted to do the original road work twelve years ago. The work to be contracted requires several different pieces of equipment. The selected vendor owns all three pieces of equipment and therefore does not need to sub-contract for any of the work which could complicate timing of the work. Equipment includes: 50 hp tractor with an offset brushhog, an excavator with a mulching head, and a road grader with a rock rake. Contracting with a local vendor also reduces additional cost related to travel and moving equipment great distances.

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

The Rates are \$65/hr for John Deere 50 horse tractor with a Woods offset bushhog to accomplish mowing of smaller diameter and forb vegetation, \$160/hr for Caterpillar 316 E excavator with an FAE UML 100 mulching head to mulch brush roadside, and \$135/hr for Caterpillar 140 M grader with rock rake. These listed hourly rates are fair and reasonable based on similar work contracted here and in other parts of the state. Costs for similar work to be accomplished from other contractors would require a subcontract to some, or all of the equipment, and would increase costs for the overall services to be provided.

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

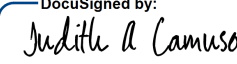
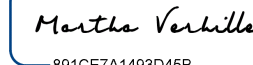
The Department is not aware of any other vendor in the immediate area that can do all the work required and has all the equipment necessary during the proposed dates. Should other local vendors become available and can be competitive in cost, quality, and knowledge of the work, the Department would consider their services in the future. A competitive bid process is currently being developed for the scheduled management activities this winter at the Mattawamkeag River WMA:Page Farm Unit.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> 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:  2E11918D8425475...		
Typed Name:	Judy Camuso	Date:	8/4/2023
Signature of DAFS Procurement Official:	DocuSigned by:  891CE7A1493D45B...		
Typed Name:	Martha verhille	Date:	8/8/2023