



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:		DAFS/OIT/Data Center Operations	
Department Contract Administrator or Grant Coordinator:		Roger Gagnon	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 29,788.80	Advantage CT / RQS #:	CT 18B 20240718-0130
CONTRACT	Proposed Start Date:	8/1/2024	Proposed End Date: 7/31/2027
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:		Southworth-Milton, Inc. DBA Milton CAT 100 Quarry Drive Milford, MA 01757	
Brief Description of Goods/Services/Grant:		Diesel Generator 3412 - TFT0158 Maintenance & Emergency Services	

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.

Milton CAT provides support, preventative maintenance and executes necessary emergency repairs on the State of Maine’s Caterpillar Diesel Generator Set, Model #: 3412 supporting a data center, E-911 call and dispatch center, Maine Emergency Management Agency and radio services at Commerce Drive, Augusta. Equipment at the Cross Building is maintained by BGS.

Milton CAT is the original vendor that installed the unit and has a great deal of historical background. They have always supported the unit since installation.

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

This service has been competitively bid in the past, only Milton CAT has responded. Milton Cat has experience with the Caterpillar Model # 3412; carries appropriate insurance; and tools for their technicians. Milton Cat has on-call technician’s w/parts with the ability to respond 24 x 7, as needed for emergency services.

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

Preventative maintenance 3-years \$14,788.80 with additional \$15,000.00 reserved for emergency service and parts, all billed as work performed.

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

The Caterpillar Diesel Generator Set has been competitively bid in the past and only Milton CAT has responded.

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) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

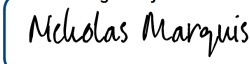
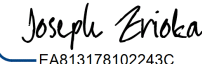
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Does the requesting Department signatory understand and acknowledge Maine’s COI Statute?

Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by:  A29C99359A37464...		
Typed Name:	Nicholas Marquis, Chief Information Officer	Date:	8/19/2024
Signature of DAFS Procurement Official:	DocuSigned by:  EA813178102243C...		
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	8/14/2024