



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:		Maine Correctional Center	
Department Contract Administrator or Grant Coordinator:		Karen Yeaton	
(If applicable) Department Reference #:			
Agency Department Code:	03C	Advantage CT / RQS # :	20250806*0220
Amount: (Contract/Amendment/Grant	\$42403.41		
CONTRACT	Proposed/Original Start Date:	7/31/2025	Proposed/Most Recent End Date: 10/31/2025
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:		WD Matthews Machinery Co Auburn, ME	
Brief Description of Goods/Services/Grant:		Warehouse Forklift	

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 type="checkbox"/>	J. Willing and Qualified
<input checked="" type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. Higher Education Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

<b>PART III: SUPPLEMENTAL INFORMATION</b>	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.	<p>In May of 2025 the warehouse at the Maine Correctional Center was moved from its old location due to asbestos abatement and the building and systems being outdated. To a new location in Building 1 that was originally designed as a maintenance shop, that was re-gearred to hold warehouse supplies and function as our long-term warehouse.</p> <p>The old location had an elevated loading dock for the unloading of deliveries; this allowed for the safe removal of supplies from delivery trucks. The new location does not have any type of elevated loading dock. This forces us to unload deliveries outside of Building 1 on the pavement which is pitched away from the building. We are currently using equipment to unload trucks that are not designed for this application. This process is dangerous because the warehouse staff unload pallets weighing several thousands of pounds, in the elements, on pavement that is uneven, using equipment at full articulation that is not designed for it. The potential for a serious accident is possible every time we unload a truck.</p> <p>We worked with a representative of WD Matthews Machinery and have identified the most appropriate solution that will keep staff safe and that is the purchase of an electric Forklift. This equipment would allow the staff to unload deliveries safely without putting them in harm's way.</p>
2. Provide brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number and the date of award notification, if applicable.	<p>WD Matthews Machinery Co provided a responsive quote of \$41,304.41 for a Toyota Model 8FBES15U 3-wheel electric forklift, which meets the operational and safety needs of the Maine Correctional Center Warehouse. Immediate procurement is requested under emergency conditions, according to State procurement guidelines, to mitigate further risks to staff safety. This equipment comes with a basic 12-month warranty and 36-month powertrain. Requesting the purchase of an additional 5-year more comprehensive warranty at a cost of \$1099.00. Bringing the total of the purchase to \$42,403.41 which is still less expensive than competitor pricing for the equipment alone.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to the grantee.	<p>This cost is reasonable and aligns closely with current market pricing for similar 3-wheel electric forklifts, which generally range between \$41,000 - \$45,000 depending on specific configurations and features.</p>
4. Describe the plan for future competition for goods or services.	<p>The Department will use the competitive process for non-emergency purchase requests for similar commodities in the future.</p>

**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.

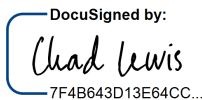
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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 signatory understands and acknowledges Maine's Conflict of Interest statutes.

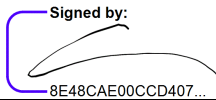
**PART VI: APPROVALS**

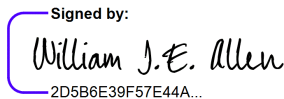
The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Chad Lewis	Date:	8/6/2025

**PART VII: EMERGENCY – Required only if selecting E. Emergency Justification**

The signature below indicates approval by the Commissioner or designee of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Anthony Cantillo	Date:	8/6/2025

Signature of DAFS Procurement Official:			
Typed Name:	William J.E. Allen	Date:	8/18/2025