



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:		DAFS		
Department Contract Administrator or Grant Coordinator:		Tom Paquette		
(If applicable) Department Reference #:				
Agency Department Code:	18P	Advantage CT / RQS #:	MA 260206-076	
Amount: (Contract/Amendment/Grant)	\$0			
CONTRACT	Proposed/Original Start Date:	7/1/2026	Proposed/Most Recent End Date:	9/18/2029
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:		CD, LLC dba Carbon Day Automotive, Wheeling, IL		
Brief Description of Goods/Services/Grant:		EV Charging Stations, Final Installation and Maintenance		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☒	A. Competitive Process	☐	G. Grant
☐	B. Amendment	☒	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice
☐	F. Higher Education Cooperative Project	☐	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 State of Maine has initiated a statewide (5 MRS 1830,12) goal of reducing emissions from internal combustion engines in state owned light duty vehicles by procuring and operating hybrid and EV vehicles. With the purchase of these vehicles there is a need for agencies to provide charging stations for EV vehicles and to provide charging stations to the general public visiting the State complexes. This Master Agreement (MA) is needed to procure, install and maintain EV chargers statewide. Additionally, there is a BGS project underway to increase charging infrastructure with Carbon Day for our ChargePoint charging units throughout the Augusta area. Carbon Day is the authorized dealer/installer for the State of Maine.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

In 2020 The State of Maine issued RFP 202003048 for Electric Vehicle Charging Stations and CD, LLC dba Carbon Day Automotive was selected and awarded MA 200730-004 for the purchase and installation of ChargePoint chargers.

The State of Maine, in order to leverage multi-state spend, selected to utilize a cooperative contract awarded via a competitive process via the Sourcwell RFP 021825. Sourcwell had awarded a contract to ChargePoint, Inc distributed through Carbon Day Automotive.

Although competitively bid, the sole reason for checking the single-source box is because the cooperative solicitation did not post in the KJ for three consecutive days.

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

The Sourcwell multi-state cooperative competitively bid these chargers/installations through RFP 021825 for Electric Vehicle Supply Equipment with Related Services. The evaluation process scored respondents to determine the cost was fair and reasonable.

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

When this contract nears expiration DAFS will either issue a new RFP and/or participate in an available multi-state cooperative RFP.

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) or (026) – 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

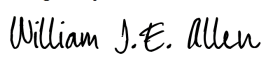
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

☒ The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	Signed by:  2D5B6E39F57E44A...		
Typed Name:	William J.E. Allen	Date:	8/4/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:	Signed by:  066BBD96EE5347F...		
Typed Name:	Michelle Knox	Date:	8/4/2026

NOI 0820260577 08/04/2026 - 08/10/2026