



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:	Department of Defense, Veterans and Emergency Management			
Department Contract Administrator or Grant Coordinator:	KATHERINE ST. PETER-GUNN			
(If applicable) Department Reference #:	Amendment #4			
Amount: (Contract/Amendment/Grant)	\$ 53,553.84	Advantage CT / RQS #:	20171013*1378	
CONTRACT	Proposed Start Date:	Click or tap to enter a date.	Proposed End Date:	Click or tap to enter a date.
AMENDMENT	Original Start Date:	11/1/2017	Effective Date:	11/1/2022
	Previous End Date:	10/31/2022	New End Date:	10/31/2023
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:	Pine Tree Waste 31 Freedom Parkway Hermon, ME 04401			
Brief Description of Goods/Services/Grant:	Trash and Recycling Removal – Bangor and Portland			

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.

Trash and Recycling Services are needed to keep a clean and safe work environment.

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

These services were first awarded from RFP 201708152. All renewals have been exhausted and this one year extension is to all time for a new RFP process with new services starting 11/1/2023.

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

The pricing was negotiated with vendor and a slight increase due to rising cost to do business.

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

A new RFP will be issued for services starting 11/1/2023.

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


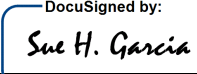
Does this request utilize ARPA/MJRP funds?

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):	 Digitally signed by Young, Scott A Date: 2022.09.09 08:00:16 -04'00'		
Typed Name:	Scott A. Young	Date:	09/09/2022
Signature of DAFS Procurement Official:	 DocuSigned by: Sue H. Garcia E5DB92AC0F8D490...		
Typed Name:	Sue H. Garcia	Date:	9/15/2022