



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 \$5,000 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:		Inland Fisheries & Wildlife	
Department Contract Administrator or Grant Coordinator:		Karen Estabrook	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 9,600.00	Advantage CT / RQS #:	09A-20240909000000000512
CONTRACT	Proposed Start Date:	10/1/2024	Proposed End Date: 10/31/2024
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 Winn, ME	
Brief Description of Goods/Services/Grant:		Shared Road Improvements including Drainage Improvements and Gravel	

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 Eastern Road is a Shared Road that provides east to west access to both the Macwahoc Stream WMA and HC Haynes Inc. lands. This access is used by the public, HC Haynes Inc., and IFW Staff. The road was washed out due to high water and rain events winter of 2023-24 along with a beaver issue at the bridge location on this section of road. Passenger vehicle and heavy equipment will need to access the area 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 is the Shared owner of the Right of Way on this portion of the road accessing the WMA. The work to be contracted requires several different pieces of equipment. The selected vendor owns all the equipment and therefore does not need to sub-contract for any of the work which could complicate timing of the work. Equipment includes: an excavator, a dump truck, and a loader. 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 \$250 per load for 12 yds of 2" minus gravel, \$1.50 /ft for ditching, \$500 for a culvert replacement, \$500 for each culvert install, \$200 for each turnout install, all being conducted with an excavator with a ditching bucket. These listed lump sum 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 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 aware of other vendor in the immediate area that can do all the work required. But this vendor is the Landowner for the Shared section of ROW requiring improvements 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 outside of the Shared section of Road ROW in the future. A competitive bid process is currently being developed for the scheduled road improvement activities next summer at the Macwahoc Stream WMA due to scope and costs associated with that project.

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.

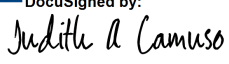

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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 signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	DocuSigned by:  <small>2E11918D8425473...</small>		
Typed Name:	Judith A. Camuso	Date:	9/13/2024
Signature of DAFS Procurement Official:	DocuSigned by:  <small>891CE7A1493D45B...</small>		
Typed Name:	Martha Verhille	Date:	9/16/2024