



## 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:	DMR/Bureau of Marine Patrol			
Department Contract Administrator or Grant Coordinator:	Captain Colin MacDonald/HQ-Finance			
(If applicable) Department Reference #:				
Agency Department Code:	13A	Advantage CT / <b>RQS</b> #:	20250902000000000360	
Amount: (Contract/Amendment/Grant)	\$12,000			
CONTRACT	Proposed/Original Start Date:	<b>8/27/2025</b>	Proposed/Most Recent End Date:	12/31/2025
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:	Billings Diesel and Marine Service 72 Moose Island Rd Stonington, ME 04681 207 367-2328			
Brief Description of Goods/Services/Grant:	PV Sergeant Emergency Aftercooler Repair			

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.

**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 Department of Marine Resources - Bureau of Marine Patrol maintains and operates a fleet of large patrol vessels along the coast for enforcement of fisheries and boating safety laws and regulations, as well as to conduct search and rescue missions within Maine’s coastal and offshore waters. The Bureau’s large vessel fleet are critical to the Bureau’s ability to carry out their statutorily mandated purpose and duties, as well as meet the requirements of enforcement agreements maintained with the Federal government.

The P/V Sergeant is a 46-foot offshore patrol vessel operated by the Bureau providing year-round patrol and search and rescue capabilities in both inshore and offshore coastal waters. When operating a vessel upwards of 50 nautical miles offshore in the Gulf of Maine, the maintenance and condition of the vessel and its systems are critical to the vessel’s ability to operate effectively and safely.

Annual maintenance and repair work aboard these vessels is routinely and historically conducted in the spring and early summer and requires services be completed at commercial boatyards by experienced and certified vendors. Maintenance and repair work vary by vessel and by year but is always tailored to the vessel’s needs and the Department’s ability to have the work completed.

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.

The listed vendor has an established history of performing repair and maintenance services aboard the P/V *Sergeant* and is a certified marine diesel mechanic for MAN engines. The vendor is also geographically located in the area where the P/V *Sergeant* suffered this breakdown, ensuring immediate availability to complete the required repairs without delay.

**Scope of Work – Engine Cooling System**

- Replace leaking fuel cooler.
- Pump contaminated fuel from bottom of fuel tank.
- Clean Racor fuel filter and replace engine fuel filter.
- Clean aftercooler cores and heat exchanger cores.
- Reassemble system and complete test run.

*Note:* This estimate assumes the engine injectors were not damaged by the leaking fuel cooler.  
**Estimated Material and Labor Cost:** \$9,000.00

**Scope of Work – Pullmaster Winch**

- Remove winch.
- Disassemble and reseal.

**PART III: SUPPLEMENTAL INFORMATION**

- Reinstall winch aboard vessel.

**Estimated Material and Labor Cost:** \$3,000.00

**Total Estimated Cost:** \$12,000.00

Given the vendor's certifications, prior experience with the vessel, proximity to the breakdown, and ability to perform the work immediately, this repair is both justified and necessary to return the P/V *Sergeant* to operational status without further delay.

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

The selected vendor is a reputable company whom we have utilized for timely and routine repairs to the P/V *Sergeant* and other vessels owned by the bureau in the past.

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

Most repair and maintenance work aboard the Bureau's large vessel fleet is completed by professional marine mechanics and boatyards through the State of Maine competitive bid process.

**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'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):	<i>Carl Wilson</i> <a href="#">Carl Wilson (Sep 4, 2025 11:25:08 EDT)</a>		
Typed Name:	Carl Wilson, Commissioner	Date:	09/04/2025
2. Additional signature required <b>ONLY if box E (Emergency) is selected in PART II</b> . The signature below indicates approval by the Department's Commissioner, or the <u>designee specifically authorized to approve emergency procurement requests</u> .			
Signature of requesting Department's Commissioner (or designee):	<i>Meredith Mendelson</i> <a href="#">Meredith Mendelson (Sep 4, 2025 11:31:32 EDT)</a>		
Typed Name:	Meredith Mendelson, Deputy Commissioner	Date:	09/04/2025

**\*\*OSPS Section Only\*\***

Signature of DAFS Procurement Official:	DocuSigned by: <i>Martha Verhille</i> <a href="#">891CE7A1493D45B...</a>		
Typed Name:	Martha verhille	Date:	9/9/2025









# RQS PJF 13A 20250902-0360

Final Audit Report

2025-09-04

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