



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:		Environmental Protection/Bureau of Air Quality		
Department Contract Administrator or Grant Coordinator:		Peter Carleton		
(If applicable) Department Reference #:				
Agency Department Code:	06A	Advantage CT / RQS #:	20260217*1737	
Amount: (Contract/Amendment/Grant)	\$75,698			
CONTRACT	Proposed/Original Start Date:	9/30/2024	Proposed/Most Recent End Date:	9/30/2026
AMENDMENT	New Effective Date:	7/1/2026	New End Date (if Applicable):	9/30/2026
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Hutchins Motors Inc. (dba O'Connor GMC Inc.) 187 Riverside Drive Augusta, Maine 04330		
Brief Description of Goods/Services/Grant:		The increase justification is due to an increase in base price of new school buses in 2025/2026.		

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
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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 Maine Department of Environmental Protection (DEP) received a federal EPA award through the National Clean Diesel Campaign for Diesel Emission Reduction Act (DERA) approved projects. The Maine DEP will subaward a grant to O'Connor GMC, Inc. for administering the Maine Clean School Bus Program to purchase new school buses powered with CARB certified Low NOx engines.

The Clean School Bus Program provides grants for 35% of the 2023FY school bus base price approved for the propane category under the Maine Department of Education's School Bus Purchase Program.

DEP received DERA FY2023 grant funds in January 2024 and is executing this contract to fund projects as outlined in the DERA state work plan approved by EPA. Reducing exposure to diesel exhaust in and around school buses is a priority of the DERA state work plan.

The July 2026 contract amendment justification is due to an increase base price of school buses in 2025/2026

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.

O'Connor administered the Clean School Bus Program in 2021 disbursing over \$1.9 million in Volkswagen settlement funds to school districts to purchase new school buses and scrap older diesel school buses. O'Connor has the experience and the expertise in the school bus industry to successfully administer this program.

O'Connor GMC, Inc. is the only school bus dealership in Maine offering the BlueBird school bus with the CARB certified Low NOx Cummins propane engine.

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

O'Connor established administration procedures already in place including forms, invoice and reimbursement procedures and agreements with school districts. The amended cost is required due to an increase in base price of the specified buses. Initially, three buses had been purchased under the contract with the 35% DERA funding portion of the base price at \$46,008 per bus. The 35% DERA funding portion of the base price of the remaining 14 school buses increased to \$51,415 per bus during the contract period due to the overall base price of the buses increasing during the term of the contract from \$131,450 per bus to \$146,900 per bus.

PART III: SUPPLEMENTAL INFORMATION**Calculation for cost amendment:**

Total amount contract, less admin fee:	\$784,136
Three buses at initial base price (\$46,008)*(3)	-\$138,024
Fourteen buses at increased base price (\$51,415)*(14)	-\$719,810
	- \$75,698

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

All projects that receive funding are competed for and those that receive funding are the most cost-effective projects for reducing diesel particulate.

For future competition, all qualified suppliers will be provided the opportunity to respond to an RFP in the next round of funding. We are currently and actively seeking out potential interested parties to research and inform whether they may be able to bid on the next funding round to encourage fair competition. At this time, we are in the process of developing an RFP for the next Clean School Bus grant cycle.

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):	<i>David R. Madore for Melanie Loyzim</i> 08/07/2026		
Typed Name:	Melanie Loyzim, Commissioner	Date:	

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:  Sterling Doiron 4C537C52B586437...		
Typed Name:	Sterling Doiron	Date:	9/1/2026

Certificate Of Completion

Envelope Id: 6342AFE2-6D5A-873A-8054-5884E744F2E5

Status: Completed

Subject: Complete with Docusign: Revised Hutchins Motors PJF_REV 9.24.25 EK (2).pdf

Source Envelope:

Document Pages: 4

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Sterling Doiron

AutoNav: Disabled

77 State House Station

Envelopeld Stamping: Disabled

111 Sewall Street

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Augusta, ME 04333

Sterling.Doiron@maine.gov

IP Address: 198.182.163.113

Record Tracking

Status: Original

Holder: Sterling Doiron

Location: DocuSign

9/1/2026 11:58:06 AM

Sterling.Doiron@maine.gov

Signer Events

Sterling Doiron

Sterling.Doiron@maine.gov

Sterling Doiron

Security Level: Email, Account Authentication
(None)

Signature

Signed by:

Sterling Doiron

4C537C52B586437...

Signature Adoption: Pre-selected Style

Using IP Address: 198.182.163.113

Timestamp

Sent: 9/1/2026 11:58:15 AM

Viewed: 9/1/2026 11:58:21 AM

Signed: 9/1/2026 11:58:41 AM

Freeform Signing

Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

9/1/2026 11:58:15 AM

Certified Delivered

Security Checked

9/1/2026 11:58:21 AM

Signing Complete

Security Checked

9/1/2026 11:58:41 AM

Completed

Security Checked

9/1/2026 11:58:41 AM

Payment Events

Status

Timestamps