



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.

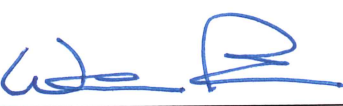
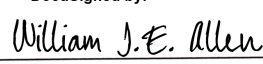
PART I: OVERVIEW			
Department Office/Division/Program:		Maintenance & Operations Region 5	
Department Contract Administrator or Grant Coordinator:		Anthony Dow	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)		\$ 5,903.00	Advantage CT / RQS #:
CONTRACT	Proposed Start Date:	8/24/2022	Proposed End Date: 9/30/2022
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:		Viking-Cives of Maine 2085 Lisbon Road, Lewiston, Maine 04240	
Brief Description of Goods/Services/Grant:		Finger Plow Parts to include, trip end weldment, carbide edge secondary number 2 stage plow, carbide triple end stage 2 stage plow, and spring tines.	

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 parts ordered are for the finger plows used by the department for plowing snow. Only available from this company currently.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	We don't buy a huge amount of these, but we need these replacement parts for the few specific plows to ensure our equipment is ready to utilize in a snow event.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	We usually process this thru Mancon, however it is \$900.00 over allowable amount as the price has increased.
4. Describe the plan for future competition for the goods or services.	Working with the contract department and Mancon to have these parts as a stocked item in their system, so they will be readily available.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> 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):			
Typed Name:	William Pulver, C.O.O.	Date:	9-26-2022
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	2D5B6E39F57E44A... William J.E. Allen	Date:	9/30/2022

NOI 1020220982 10/03/2022 - 10/09/2022