



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF 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 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:		DACF/Agriculture, Food and Rural Resources/PFAS	
Department Contract Administrator or Grant Coordinator:		Nancy McBrady	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 13,500.00	Advantage CT / RQS #:	CT 01A 20221003*986
CONTRACT	Proposed Start Date:	10/5/2022	Proposed End Date: 11/30/2022
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:		Dale Hubbard, Hartland, ME	
Brief Description of Goods/Services/Grant:		PFAS -contaminated hay bale removal	

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 checked="" 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.

Misty Brook Farm at 156 Bog Rd in Albion Maine is currently in a PFAS-contamination reduction plan with the Maine Department of Agriculture's PFAS Unit. Misty Brook Farm has 330 bales of PFAS-contaminated hay that need immediate removal due to their location to the farm, animals, and farm production. Dale Hubbard will be contracted to pick up, load, haul, and remove the PFAS-contaminated bales. He will take each load to an agreed-upon location at the Hartland Landfill in Hartland, ME. This landfill is licensed by the Maine Department of Environmental Protection (DEP), DEP #S-038463-WU-Q-N, to accept certain special waste materials for disposal.

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

Dale Hubbard is a local, individual contractor familiar with the area and the farm. He has the all the necessary equipment to do the work and is willing to haul the PFAF-Contaminated bales immediately.

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

Due to Dale having little to no overhead, he can do the job quickly, efficiently, and as soon as possible. His full rate of \$13,500.00 is reasonable considering the volume of bales and work involved in hauling and disposing of those 330 bales. The cost of keeping these bales on the farm any longer would be a higher price to pay. The farmers at Misty Brook Farm risk lost livelihood if more animals and water sources become contaminated with PFAS because of these bales.
The breakdown is as follows: 34 trips @\$300 per trip equals \$10,200.00. 33 loads (x2)x\$50.00 for each activity equals \$3300.00. Total cost equals \$13,500.00.

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

DACF will work with DEP to get a list of state-run landfills that will accept PFAS contaminated waste, along with asking DEP for assistance with finding contractors that will haul PFAS contaminated waste.

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

Procurement Justification Form (PJF)

The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):	<small>DocuSigned by:</small> <i>Randy Charette</i> <small>BF3DD480C23241F...</small>		
	Typed Name:	Amanda E. Beal or Randy Charette	Date: 10/7/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Kathy Paquette</i> <small>41C2BA36EAE44CD</small>		
	Typed Name:	Kathy Paquette	Date: 10/11/2022