



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:		Agriculture, Conservation and Forestry	
Department Contract Administrator or Grant Coordinator:		Jenny Stevens	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$174,770.00	Advantage CT / RQS #:	RQS-01A-20220906*315
CONTRACT	Proposed Start Date:	9/2/2022	Proposed End Date: 10/30/2022
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:		City Of Old Town Old Town, Maine 04468	
Brief Description of Goods/Services/Grant:		Paving the Old Town headquarters parking lot; removal of old pavement and fresh payment installed.	

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.

Paving project for the Old Town Regional Headquarters parking lot and road. Reclaim, grade and compact existing pavement (5,226sy), pave 19mm HMA binder at 2 ½", and pave 12.5mm HMA surface at 1 ½"

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

City of Old Town was conducting blacktop surfacing of road and airport infrastructure, so to help with cost and quality we are using the same vendor they have conducting that project.

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

The negotiated cost was discounted due to lumping it into the same project with the City of Old Town and paying our portion to them.

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

We would discuss with City of Old Town the other options of available contractors for paving and see which ones in the local area could cover such a large-scale project and conduct bidding.

### 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

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by: <i>Randy Charette</i>		
Typed Name:	Randy Charette	Date:	10/5/2022
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i>		
Typed Name:	William J.E. Allen	Date:	10/31/2022