



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 / Bureau of Parks & Lands / Northern Region Parks		
Department Contract Administrator or Grant Coordinator:		Matthew Hamilton		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		6,166.20	Advantage CT / RQS #:	RQS 20230717*0118
CONTRACT	Proposed Start Date:	Click or tap to enter a date.	Proposed End Date:	Click or tap to enter a date.
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:		Mattingly Products Company Inc.		
Brief Description of Goods/Services/Grant:		3500 psi Concrete		

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.

This purchase of concrete is part of a larger renovation of the Lake George Regional Park Social Hall.

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

Since transportation is a significant component of cost and this vendor is closest to the park, Mattingly was chosen. The quoted total was less than \$5,000. Additional concrete was needed to complete the placement causing the total cost to be over \$5,000.

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

The concrete cost from Mattingly was the lowest quote and in line with the cost of material in most of Maine. Funding is from non-lapsing dedicated revenue donations.

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

We will follow Division of Purchases policies to ensure future competition.

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:

Amanda E. Beal

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Typed Name:

Amanda Beal

Date:

10/4/2023

Signature of DAFS
Procurement Official:

DocuSigned by:

William J.E. Allen

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Typed Name:

William J.E. Allen

Date:

10/10/2023