



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 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:		Maine Department of Transportation (Maine State Ferry Service)	
Department Contract Administrator or Grant Coordinator:		Chris Smalley	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)		\$60,000.00 Est	Advantage CT / RQS #: MA2022072700000000145
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	8/9/2022	Effective Date: 9/1/2024
	Previous End Date:	8/31/2024	New End Date: 8/31/2026
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Milton CAT VC10000265280 Boston, MA 01757	
Brief Description of Goods/Services/Grant:		Repair and maintenance parts and supplies for Caterpillar engines and generators on MSFS vessel	

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 checked="" 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.

We use Cat parts for maintenance of our engines and generators. Per a conversation with the Service Manager, Cat recommends we use OEM parts for all maintenance/repair by our Engineers as this will help with warranty issues if they arise. Tier 3 status can, or may, be affected and is not as severe an issue.

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

Milton Cat is New England provider for engines to Maine State Ferry Service. They are also dealer for depot level maintenance through maintenance contract. We use Cat filters/supplies/consumables to maintain warranty and Tier 3 certification for our engines.

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

Milton Cat has agreed to the following terms for parts purchases.

1. 25% discount off retail for all fuel, lube oil and air filters/dust filters.
2. All other parts and fluids will be purchased at retail prices

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

MSFS will work to ensure OEM part are sourced responsibly to maintain warranty through discount that may be granted to MSFS by Milton Cat. Going forward, we will work to have an MA in place for parts purchases.

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) – 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 signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: 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:	10-16-2024
Signature of DAFS Procurement Official:	<div data-bbox="570 596 846 695"> <p>DocuSigned by:  <small>2D5B6E39F57E44A...</small></p> </div>		
Typed Name:	William J.E. Allen	Date:	10/16/2024

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