



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/Animal and Plant Health/Certified Seed	
Department Contract Administrator or Grant Coordinator:		Ann Gibbs	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$11,000	Advantage CT / RQS #:	RQS 01A 20211006*0360
CONTRACT	Proposed Start Date:	9/27/2021	Proposed End Date: 11/26/2021
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:		Cavendish Farms Operation, Inc.	
Brief Description of Goods/Services/Grant:		Storage Space Rental - post-harvest testing of seed potatoes	

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 Cavendish Farms storage building was chosen due to several factors, the most crucial was its availability in an area with limited unoccupied commercial space. Another factor was because the building was previously used as a potato storage and packing facility, it has the needed infrastructure for the storage of seed potatoes being prepped for post-harvest testing. The facility has a loading dock to unload large trucks and has an insulated room that is used to warm the potatoes prior to testing, which are necessary for this project.

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

Cavendish Farms was selected since the Department has rented storage space from them before in Mapleton and has an established working relationship with the company. As mentioned earlier there is practically no alternative for a facility that has the needed infrastructure to accommodate temporary potato storage.

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

The Certified Seed employees in the county know all the players in the industry and this is the only suitable space, size-wise and pricewise for seed potato sample storage pending testing.

Prior to securing the Cavendish facility, the department leased for a period of approximately six weeks for several falls a Cavendish facility in Mapleton. This facility cost \$3,500 for the duration of time and was significantly smaller than the current facility, which somewhat hindered the seed potato preparation for the testing process. The current facility is much larger, has better infrastructure and is more centrally located for farmers to drop off their samples. The period of rental has also been extended to eight weeks due to changes resulting from not sending seed samples to Florida for winter grow out.

This 2021 rental charge includes an additional cost of \$2,500 to cover the electrical charges incurred in the storage warming room.

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

In this case there is not much in the way of competition or alternatives facilities at this time in the area that can accommodate the storage of seed potatoes and the preparation process. If an alternative facility is identified in the future the department can look at the cost and the infrastructure to see if it can accommodate our needs.

**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):	DocuSigned by: <i>Aimee Carlton</i> <small>554808D3FFE0495...</small>		
Typed Name:	Aimee Carlton for Amanda E. Beal, Commissioner	Date:	11/15/2021
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> <small>2D5B6E39F57E44A...</small>		
Typed Name:	William J.E. Allen	Date:	11/15/2021

NOI 1120210915 11/15/2021 - 11/21/2021