



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:		Department of Education - Education in The Unorganized Territories	
Department Contract Administrator or Grant Coordinator:		Gary Lewis	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 47,400.00	Advantage CT / RQS #:	05C 20231101*1271
CONTRACT	Proposed Start Date:	11/1/2023	Proposed End Date: 10/31/2026
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:		Roy Boys Truck Works 63 River Rd. Caribou, ME 04736 VC0000265859	
Brief Description of Goods/Services/Grant:		Winter Season Snow plowing & shoveling, salting/sanding for Connor Elementary School 2023-2026	

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

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<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.
	Vendor agrees to Plow and maintain parking lots, remove snow/ice to ensure sidewalks and entry ways are clear and or sanded for snow events with 2" accumulation or more or at the principal's request.
2.	Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.
	Connor school set flyers in local establishments with the specifications. Selected vendor was the only interested party and was the sole respondent. Vendor is familiar needs of the school as well as performs similar service for the locally.
3.	Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.
	Although the selected vendor was the sole respondent the quoted rate is comparable with rates at other EUT schools for the services provided. Funding to provide though EUT Education General Fund Dollars
4.	Describe the plan for future competition for the goods or services.
	The EUT will put this service out to RFP for 2026 and beyond.

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.	

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PART V: APPROVALS			
The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Daniel A. Chuhta Deputy Commissioner	Date:	11/2/2023
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	<small>D66BBD96EE5347E</small> Michelle Fournier	Date:	11/9/2023



Certificate Of Completion

Envelope Id: B855B74B516D4BF8AC3721B95EA25A20
 Subject: Please DocuSign This Document
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 Certificate Pages: 1
 AutoNav: Enabled
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Envelope Originator:
 Daniel A. Chuhta
 Daniel.Chuhta@maine.gov
 IP Address: 64.207.219.136

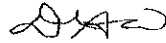
Record Tracking

Status: Original 11/2/2023 1:28:43 PM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

Signer Events

Daniel A. Chuhta
 Daniel.Chuhta@maine.gov
 Deputy Commissioner
 Maine Department of Education
 Security Level: Email, Account Authentication
 (None)

Signature



Signature Adoption: Drawn on Device
 Using IP Address: 184.61.72.124
 Signed using mobile

Timestamp

Sent: 11/2/2023 1:28:44 PM
 Viewed: 11/2/2023 1:29:12 PM
 Signed: 11/2/2023 1:30:58 PM
 Freeform Signing

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/2/2023 1:28:44 PM
Certified Delivered	Security Checked	11/2/2023 1:29:12 PM
Signing Complete	Security Checked	11/2/2023 1:30:58 PM
Completed	Security Checked	11/2/2023 1:30:58 PM
Payment Events	Status	Timestamps