

to



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 Defense, Veterans and Emergency Management		
Department Contract Administrator or Grant Coordinator:		Sherrill L. Hallett, Contract Grant Specialist		
(If applicable) Department Reference #:		Bid – 21-016		
Amount: (Contract/Amendment/Grant)		\$ 12.500.00	Advantage CT / RQS #:	CT15A202101070*1989
CONTRACT	Proposed Start Date:	11/6/2020	Proposed End Date:	4/30/2021
AMENDMENT	Original Start Date:	11/1/2021	Effective Date:	4/30/2022
	Previous End Date:	Click or tap to enter a date.	New End Date:	Click or tap to enter a date.
GRANT	Project Start Date:	Click or tap to enter a date.	Grant Start Date:	Click or tap to enter a date.
	Project End Date:	Click or tap to enter a date.	Grant End Date:	Click or tap to enter a date.
Vendor/Provider/Grantee Name, City, State:		Picture Perfect Landscapes 380 Post Road Bowdoin, ME 04008		
Brief Description of Goods/Services/Grant:		Snow plowing and sanding for Armed Forces Reserve Center Brunswick (Marine Corp Section)		

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 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 checked="" type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice

<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization
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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 Marine Corp are located at the Brunswick, AFRC. Snow and Ice Removal are needed to gain access to the facility. Marine Corp will need to access the facility safely for operational purposes.

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

Went out to Bid last year. Bid 21-016. Perfect Picture was low bidder.

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

Picture Perfect agreed to do contract for a cost of \$2,500 per month, same as last year.

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

Department plans to continue working on a RFP for the AFRC Brunswick once we have full staff. DVEM has recently lost (2) two of three of the Contracting staff.

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):	Scott A. Young, Deputy Commissioner	DocuSigned by: <i>Scott A. Young</i> 8EDC934F194048D...
Typed Name:	Scott Young, Deputy Commissioner	Date: 30 November 2021 Click or tap to enter a date.

Procurement Justification Form (PJF)

Signature of DAFS Procurement Official:	DocuSigned by: <i>Sue H. Garcia</i> Sue H. Garcia 12/3/2021		
Typed Name:	Click or tap here to enter text. <small>E5DB92AC0F8D490...</small>	Date:	Click or tap to enter a date.