



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 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:		Corrections/Maine Correctional Center		
Department Contract Administrator or Grant Coordinator:		Karen Yeaton		
(If applicable) Department Reference #:		NA		
Amount: (Contract/Amendment/Grant)		\$136,457.00	Advantage <u>CT</u> / RQS #:	03A 20241126*1389
CONTRACT	Proposed Start Date:	12/9/2024	Proposed End Date:	2/28/2025
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:		Portland Pump Company Scarborough, Maine		
Brief Description of Goods/Services/Grant:		Replacement of oil tank due to leak		

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 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

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 current underground tank located on the “old” campus side of MCC is leaking. This is an underground tank that holds #4 fuel oil and is used as backup fuel to keep the generators working in case of a power outage. This work will include removal and disposal of the current oil tank, installation of a new tank that meets DEP standards.

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

Portland Pump has been our vendor for the inspections of this underground tank for years. They are the ones that notified us of this emergency, and they are the ones that have contacted Maine DEP about this violation. They are fully aware of the system and have worked on this tank previously. This vendor is available to do this emergency work as soon as MCC can get approval to do so.

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

The rates are in line with the current market costs for these services.

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

The Department of Corrections will continue to follow the appropriate procurement process when procuring these services in the future.

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):	Signed by:  <small>8E48CAE00CCD407...</small>		
Typed Name:	Anthony Cantillo, Deputy Commissioner	Date:	12/6/2024
Signature of DAFS Procurement Official:	DocuSigned by:  <small>BE7E88805FFD419...</small>		
Typed Name:	Sherri Brooker	Date:	12/10/2024