



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: | | MaineDOT, Bureau of Maintenance & Operations | |
| Department Contract Administrator or Grant Coordinator: | | Mark Hume, Highway Maintenance Engineer | |
| (If applicable) Department Reference #: | | | |
| Amount: (Contract/Amendment/Grant) | \$200,000.00 | Advantage CT / RQS #: | |
| CONTRACT | Proposed Start Date: 6/1/2025 | Proposed End Date: | 5/1/2027 |
| 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: | | See the attached list, which will be updated as additional vendors become available. | |
| Brief Description of Goods/Services/Grant: | | Hay Bales (commodity code 32540) | |

| 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 checked="" 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.

Hay is needed for erosion control and to help the grass germinate after the soil has been disturbed due to performing highway maintenance activities. Hay used for these projects is considered construction materials which is DOT's purview. DOT purchases hay bales from multiple vendors located around the state near worksites

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

DOT will purchase bales of hay from any willing and qualified vendor.

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

Hay prices in Maine are reasonably consistent across vendors. If any one vendor becomes too expensive there are numerous others on the attached list that can be used.

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

We will continue to utilize willing & qualified vendors by comparing the price of hay, where the hay is needed, and the cost to transport the hay to that location. We will continue to welcome additional suppliers and competition and will expand the attached list accordingly.

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.


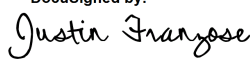
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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: | Bill Pulver, C.O.O. | Date: | 5-23-2025 |
| Signature of DAFS Procurement Official: | <small>DocuSigned by:</small>  <small>AEED9C7B3A8044E...</small> | | |
| Typed Name: | Justin Franzose | Date: | 6/12/2025 |

| Region | VC NUMBER | VENDOR | | 2022 MIA Number | End Date |
|--------|---------------|---|--|-----------------|----------|
| 2 | VC1000086690 | STEPHEN T NELSON | Box 233 Drake Hill Rd, Albion ME, 04910 | 220712-003 | 12/31/24 |
| 2 | VC1000040950 | Jeff Kemp | Bog Rd Monmouth Maine | 220712-004 | 12/31/24 |
| 2 | VC1000006011 | Arthur Russell | Newcastle Maine | 220712-005 | 12/31/24 |
| 4 | VC1000007983 | Beecher Rowell | 86 Streison Road West, Levant, Maine 04456 | 220712-006 | 12/31/24 |
| 4 | VC0000250236 | Beem Farm/Gary Beem | 151 Oxbow Road, Palmyra, Maine 04965 | 220712-007 | 12/31/24 |
| 4 | VC10000011987 | Calvin F. James | 1383 Ayers Junction Road, Charlotte, Maine 04666 | 220712-008 | 12/31/24 |
| 4 | VC1000013364 | Carroll Lufkin | 83 Old Military Road, Winn, Maine 04495 | 220712-009 | 12/31/24 |
| 3 | VC0000163047 | Dan Mantor Farm | 476 Thurston Hill Rd, Madison, ME | 220712-010 | 12/31/24 |
| 5 | VC0000209818 | David Appar | Danforth, Maine | 220712-011 | 12/31/24 |
| 3 | VC0000227811 | Donna Tracy / Maple Hill Farm | Farmington, Maine | 220712-012 | 12/31/24 |
| 5 | VC1000027388 | Ed Leathers | Island Falls, Maine | 220712-013 | 12/31/24 |
| 3 | VC0000238432 | Elden Bean | Vienna, Maine | 220712-014 | 12/31/24 |
| 1 | VC0000165300 | Harold W Bridgham | 307 Center Minot Hill Road, Minot ME, 04258 | 220712-015 | 12/31/24 |
| 5 | VS0000015952 | Harry Donovan r Ed Leathers | Blaine, Maine | 220712-016 | 12/31/24 |
| 4 | VC0000162396 | Howard Farms Inc./David Howard Harold W. Bridgham | 605 Center Drive, Orrington, Maine 04474 | 220712-017 | 12/31/24 |
| 5 | VC0000249372 | Jimmie Bacon | Caribou, Maine | 220712-018 | 12/31/24 |
| 3 | VC1000045194 | Jon Swan / Swan's Haying | 162 Sunday River Rd, Bethel ME | 220712-019 | 12/31/24 |
| 4 | VC1000046517 | Judith Whitmore | 362 Old Town Road, Hudson, Maine 04449 | 220712-020 | 12/31/24 |
| 4 | VC1000049937 | Kenneth Speed | 7 Fernald Road, Garland, Maine 04939 | 220712-021 | 12/31/24 |
| 2 | VC1000071319 | Paul Stiphen | Pittston Maine | 220712-022 | 12/31/24 |
| 5 | VC1000073641 | Peter M. Voisine | South Perley Brook Rd, Fort Kent | 220712-023 | 12/31/24 |
| 4 | VC0000209642 | Philip Wright | 648 State Rt 46, Bucksport, Maine 04416 | 220712-024 | 12/31/24 |
| 1/3 | VC1000073110 | Pierre LaPlante | 1303 Hamlin Road, Hamlin, Maine 04785 | 220712-025 | 12/31/24 |
| 2 | VC1000079307 | Ronald Reid | 89 Reid Road Thorndike Maine | 220712-026 | 12/31/24 |
| 2 | VC0000154824 | Sherry Wilson | 652 Benton Rd, Albion Maine | 220712-027 | 12/31/24 |
| 3 | VC0000190873 | Suzanne Kidd | PO Box 107, Strong, ME | 220712-028 | 12/31/24 |
| 5 | VC0000237610 | Valley Pride Farms/Vinnie Oulette | Ashland, Maine | 220712-029 | 12/31/24 |
| 2 | <Pending> | Vaughan Boynton | Prospect, Maine | | |
| 2 | <Pending> | Vaughan Brook Farm | 113 Litchfield Road, Farmingdale, Maine | | |
| 3 | VC0000263377 | Martin Wood Farm | Starks Me | 240920-038 | |