



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:		Fleet Services Augusta		
Department Contract Administrator or Grant Coordinator:		Kevin Doyle		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$17,880.11	Advantage CT / RQS #:	RQS 17D 20220107*0779	
CONTRACT	Proposed Start Date:	06/28/2021	Proposed End Date:	12/14/2021
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:		Cues, Inc – Amherst, NH		
Brief Description of Goods/Services/Grant:		T07-120, a 2016 International wheeler with Elliott Crane – repair control handle & valve for boom & pulsar units		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
x	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		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.

T07-120 is a 2016 International wheeler that is used by the Interstate Sign Crew as a high reach aerial bucket truck. The boom got stuck in the full up position and had to be brought down with alternate procedures. During the process to lower the boom, the control handle and valve were bent and the unit had to be transported to the repair facility. The vendor technicians found the handle was so severely bent, its spring was staying compressed and would not return to the neutral position. The valve was ordered but a manufacturer backlog of 8+ weeks caused a delay for repairs to be completed. The hand-held remote was also not functioning properly but was diagnosed and repaired while waiting for the valve to arrive. When the valve arrived, the truck was brought back to the vendor's repair facility. During the valve installation, the technician found 8 of the 12 pulsars had plastic and O-rings that were warped and damaged. 2 had been previously replaced, the new valve came with 2 pulsars, leaving 8 to be repaired on vendor recommendation to ensure they would seat correctly and no further incidents would occur with the remote control. Fleet Services reviewed the information and authorized this repair was well.

Repairs totaling \$17,880.11 were made. The decision to move forward with these repairs was made consistent with MaineDOT Fleet Management's guidance considering the equipment's age, hours, and anticipated replacement schedule. The estimated replacement cost for this equipment is \$364,000.00 This unit is not scheduled to be replaced. The decision to use a commercial repair facility was made after careful consideration of the availability and expertise of Department personnel and the operational need to get the equipment/vehicle back in service.

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

This work could not be completed in-house, the regional Fleet facility does not have technicians trained in this type of repair for Elliott cranes. Cues, Inc. is the closest certified facility and was able to accommodate the unit into their schedule. They have technicians specifically trained and certified for this type of specialty equipment.

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

MaineDOT requested price proposals and detailed information on the specifics of the issues to be addressed to fully assess the scope of work and costs. Fleet Services' review determined the costs were acceptable for the scope of work to be done and authorized the work to proceed. Secondary authorization was given after the same process was followed for the vendor's pulsar replacement recommendation.

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

The region will continue to check availability with MaineDOT facilities to have the work done in-house. If MaineDOT resources are not available, commercial repair facilities will be contacted for cost estimates and availability of prompt service appointments. The cost proposals will be reviewed and the work will be awarded to the facility that can best meet the needs of MaineDOT.

PART IV: LATE JUSTIFICATION

- | | | |
|-------------------------------------|-----------------------------------------|--------------------------------------------------------|
| 1. Is the vendor currently working? | Yes <input checked="" type="checkbox"/> | <input type="checkbox"/> No – If No, proceed to Part V |
|-------------------------------------|-----------------------------------------|--------------------------------------------------------|

2. If you answered Yes to question 1, explain why the vendor is working before the contract is final approved.

Operational needs required MaineDOT to make immediate repairs to the equipment.

PART V: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

1. Does this request utilize ARPA/MJRP Funds?

 Yes – If Yes, please attach the approved Business Case(s). No – If No, proceed to Part VI**PART VI: APPROVALS**

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	DocuSigned by: <i>David Bernhardt</i> A792527193-152133		
Printed Name:	David Bernhardt	Director M&O	Date: 1/7/2022
Signature of DAFS Procurement Official:	DocuSigned by: <i>Michelle Fournier</i> 066BBD96EE5347F...		
	Printed Name:	Michelle Fournier	Date: 1/14/2022

Electronic Record and Signature Disclosure**DocuSign****Certificate Of Completion**

Envelope Id: 71CEBAD3BDAE438F80061EE704E89BCE	Status: Completed
Subject: Please DocuSign: T01-209.pdf, T07-120.pdf, T11-518.pdf	
Source Envelope:	
Document Pages: 17	Signatures: 3
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Cheryl Whittington
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	16 SHS
	Augusta, ME 04333-0016
	cheryl.A.whittington@maine.gov
	IP Address: 66.66.226.28


Record Tracking

Status: Original	Holder: Cheryl Whittington	Location: DocuSign
1/7/2022 1:08:27 PM	cheryl.A.whittington@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Carahsoft OBO Maine Department of Transportation	Location: DocuSign

Signer Events

David Bernhardt
David.Bernhardt@maine.gov
Director M&O
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

A3023C516E5A4CA...
Signature Adoption: Pre-selected Style
Using IP Address: 172.100.83.205

Timestamp

Sent: 1/7/2022 1:11:25 PM
Viewed: 1/7/2022 2:09:12 PM
Signed: 1/7/2022 2:12:53 PM

Electronic Record and Signature Disclosure:
Accepted: 1/7/2022 2:09:12 PM
ID: 41bd0b26-77c8-447f-8c41-c527acba3315

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**

Cheryl Whittington
cheryl.a.whittington@maine.gov
20211110000000000167

VIEWED
Using IP Address: 66.66.226.28

Sent: 1/7/2022 2:12:59 PM
Viewed: 1/7/2022 2:16:00 PM

MaineDOT
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Carbon Copy Events**Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp**

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/7/2022 1:11:25 PM
Certified Delivered	Security Checked	1/7/2022 2:16:00 PM
Signing Complete	Security Checked	1/7/2022 2:12:53 PM
Completed	Security Checked	1/7/2022 2:16:00 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO Maine Department of Transportation:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: dawn.seagroves@maine.gov

To advise Carahsoft OBO Maine Department of Transportation of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dawn.seagroves@maine.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dawn.seagroves@maine.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to dawn.seagroves@maine.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- Until or unless you notify Carahsoft OBO Maine Department of Transportation as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO Maine Department of Transportation during the course of your relationship with Carahsoft OBO Maine Department of Transportation.