



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: | | Maine DOT region 2 Fleet | |
| Department Contract Administrator or Grant Coordinator: | | Michael Colson | |
| (If applicable) Department Reference #: | | | |
| Amount: (Contract/Amendment/Grant) | \$ 5604.15 | Advantage CT / RQS #: | RQS 17D 20220107*0780 |
| CONTRACT | Proposed Start Date: | 27 Dec 21 | Proposed End Date: 4 Jan 22 |
| 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: | | Daigle & Houghton, Hermon, ME | |
| Brief Description of Goods/Services/Grant: | | Repairs to T11-518, a 2007 International patrol truck – starting hard and running rough | |

| 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.

Plow truck 11-518 had hard start issues and was running rough, had to replace fuel pump regulator, fuel injector wiring harness, fuel injector drive module. Repairs totaling \$5604.15 were made. The decision to move forward with these repairs was made consistent with Maine DOT Fleet Management's guidance considering the vehicle's age, mileage, and anticipated replacement schedule. The estimated replacement cost for this vehicle is \$188,000.00. 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 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.

The Fleet Augusta heavy shop was busy and is down 2 Techs. The vendor for this work was able to work it in and has International trained technicians along with all the special tools for the repair and replacement of the parts associated with this issue. The magnitude of this repair was considered, and the logical decision was to send this unit to the dealer.

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

Daigle & Houghton is an International dealer and Fleet Services has negotiated a lower labor rate with them, we have also had work done there in the past and when compared with the other International dealer their rates were the same or in some cases a little cheaper. They are able to efficiently and cost effectively do a repair of this significance. This repair would not have been something the department could have cost effectively done and completed in a timely manner.

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

If we could convince more International truck dealers and service facilities to move into more locations in the state it would potentially foster better competition.

PART IV: LATE JUSTIFICATION

1. Is the vendor currently working? Yes 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 vehicle.

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

| | |
|--|--|
| 1. 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 VI |

| PART VI: APPROVALS | | | |
|--|---|--------------|-----------------|
| Signature of requesting Department's Commissioner (or designee): | By signing below, I signify that I approve of this procurement request. | | |
| | DocuSigned by: <i>David Bernhardt</i> | | |
| 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 | |
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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 |
|-----------------------|---------------|-------------------|
|-----------------------|---------------|-------------------|

Electronic Record and Signature Disclosure

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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 paper copies from Carahsoft OBO Maine Department of Transportation

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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- 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.