



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:		Dixfield Fleet REG 3		
Department Contract Administrator or Grant Coordinator:		Roger Berry Jr.		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$6,674.67	Advantage CT / RQS #:	RQS 17D 20220112*0794	
CONTRACT	Proposed Start Date:	1/6/2022	Proposed End Date:	1/11/2022
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, Maine		
Brief Description of Goods/Services/Grant:		Exhaust Manifold leaking		

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.

REV 10/7/2021

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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.

T11-588 is a 2014 International patrol with 5,400 hours on it. In the middle of a storm, the exhaust got very loud and started filling the cab with fumes, then the check engine light came on. We hauled the truck back to the shop to check it over. That's when we found that the back of the exhaust manifold was cracked. We also hooked up the laptop to check the engine light and found it has codes for the EGR and EGR Cooler. Repairs totaling \$6674.67 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, miles, and anticipated replacement schedule. The estimated replacement cost for this equipment is \$140,000.00. This unit is not scheduled to be replaced. With the Fleet garages full of work and low on Techs we decided the quickest way to get the truck plowing snow was to send the work out to the dealer.

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

With the work not able to be done in-house due to a full workload schedule, the region decided to reach out to other vendors to see if they had available service appointments. After calling a few different vendors, Daigle in Bangor was able to get the truck right in and start the job.

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

After looking the job over, the vendor called with a quote of \$4,200.00. The region reviewed the cost proposal, granted authorization to proceed with the repairs. The vendor technician found that the EGR cooler was plugged and starting to leak. An additional price quote of \$2,300.00 for parts and labor was provided to the region. After reviewing the second cost proposal for the additional work, the repairs were authorized. Once the repair was done, the emission system was recalibrated.

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

The region will continue to check availability with Maine DOT 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 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.

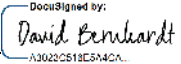

Operational needs required Maine DOT to make immediate repairs to the vehicle.

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

1. Does this request utilize ARPA/MJRP Funds?

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>		
	<small>DocuSigned by:</small>  <small>A3622C518E5A4CA...</small>		
Printed Name:	David Bernhardt Director M&O	Date:	1/12/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>066BB096EE5347F...</small>		
Printed Name:	Michelle Fournier	Date:	1/14/2022

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

Envelope Id: CCCC4CF689664FD8B0C81C573191BF7C

Status: Completed

Subject: Please DocuSign: T11-588.pdf

Source Envelope:

Document Pages: 6

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

Cheryl Whittington

AutoNav: Enabled

16 SHS

Envelopeld Stamping: Enabled

Augusta, ME 04333-0016

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

cheryl.A.whittington@maine.gov

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Record Tracking

Status: Original

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1/12/2022 1:47:56 PM

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Security Appliance Status: Connected

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Transportation

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David Bernhardt

DocuSigned by:



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David.Bernhardt@maine.gov

Viewed: 1/12/2022 1:52:08 PM

Director M&O

A3023C516E5A4CA...

Signed: 1/12/2022 1:52:44 PM

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style

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Accepted: 1/12/2022 1:52:08 PM

ID: 558e9b1c-4596-428e-8b6d-87e12d17d60c

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



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cheryl.a.whittington@maine.gov

Viewed: 1/12/2022 1:53:33 PM

20211110000000000167

MaineDOT

Using IP Address: 198.182.163.121

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	1/12/2022 1:51:03 PM
Certified Delivered	Security Checked	1/12/2022 1:53:33 PM
Signing Complete	Security Checked	1/12/2022 1:52:44 PM
Completed	Security Checked	1/12/2022 1:53:33 PM

Payment Events	Status	Timestamps
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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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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.