



## 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:	Bureau of Capitol Police		
Department Contract Administrator or Grant Coordinator:	Steven M. Trahan		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 38,499.04	Advantage CT / RQS #:	2022121500000000753
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
GRANT	Project Start Date:	10/30/2022	Grant Start Date: 10/30/2022
	Project End Date:	9/30/2023	Grant End Date: 9/30/2023
Vendor/Provider/Grantee Name, City, State:	Quirk Ford of Augusta, Maine		
Brief Description of Goods/Services/Grant:	Capitol Police will use the funds to purchase a new all-wheel drive police patrol vehicle that will be marked and used daily for patrol. The funds will also be used to purchase the related equipment and install said equipment on the patrol vehicle for full use.		

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 checked="" 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 Bureau of Maine Capitol Police is charged the safety and security at the State Capitol. As the Bureau completed its daily mission of safeguarding the citizens of the State of Maine, we are continually upgrading equipment and related technology. A new all-wheel drive police vehicle that will be marked and used as a daily patrol vehicle and will replace an 8 year old vehicle with well over 100,000 miles on it.

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

Quirk Ford has this vehicle in stock and it is priced at \$38,499, which is approximately \$2,600 less than a comparable vehicle through Darlings. If we do not purchase this vehicle ( which is only one of three white ones in the current 2022 model year ) we will need to wait for a 2023 unit. We are told that the 2023 units are 6-9 months out for delivery. The State has purchased vehicles from Quirk for years and this is priced right and is in stock for immediate delivery. The cruiser that this vehicle is replacing is failing – needing recurring repairs, and is in the shop frequently, taking it out of our fleet.

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

The cost, as stated above is approximately \$2,600 less than a similar vehicle as quoted in the Master Agreement from Darlings. This price falls well within the less-than-average costs of current police vehicles. The funds for this vehicle are from a 2020 subgrant through the Department of Public Safety.

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

In the future, Capitol Police will follow statute and utilize the Procurement Services competitive bid process.

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

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

### PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting  
Department's Commissioner  
(or designee):

*Derek A Gorneau*

Typed Name:

Derek Gorneau

Date:

Jan 5, 2023

Signature of DAFS  
Procurement Official:

DocuSigned by:  
*William J.E. Allen*

Typed Name:

2D5B6E39F57E44A...  
william J.E. Allen

Date:

1/20/2023

NOI 0120230071 01/20/2023 - 01/26/2023






# Quirk Procurement Justification Form UPDATED 01-04-2023.docx

Final Audit Report

2023-01-05

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