



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 #:		T21-686		
Amount: (Contract/Amendment/Grant)		\$ 7,629.51	Advantage CT / RQS #:	20231222000000000912
CONTRACT	Proposed Start Date:	25 Sept 23	Proposed End Date:	30 Nov 23
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:		Jordan Equipment, Augusta me.		
Brief Description of Goods/Services/Grant:		Repairs to Bobcat-parking brake not working		

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 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.

Bobcat T21-686 park brake would not engage. The DOT field tech check fuses, wiring, and plugs but couldn't locate the issue. The DOT field tech did not have a diagnostic computer or the special tools (break out box and or test harness) needed for some diagnosing electrical issues. Repairs of this significance is not something that we would have a field tech do and with the region not having a full staff of field techs and having a considerable workload, it was decided to send to a vendor.

These are the vendor tech repair notes-TRACED AND TESTED WIRING FOUND THAT THE BOBCAT CONTROLLER WAS BAD. ORDERED NEW CONTROLLER. INSTALLED NEW CONTROLLER TESTED AND UPDATED CONTROLLER. PUT MACHINE BACK TOGETHER. NOTICED THAT THREE OF THE DRIVE WHEEL SEALS WERE LEAKING INFORMED SERVICE MANGER TO CONTACT CUSTOMER. Repairs totaling \$7,629.51 were made. Also noting the vendor also replaced axle seals and bearings. The decision to move forward with these repairs was made consistent with Maine DOT Fleet Management's guidelines considering the vehicles age, mileage, and anticipated replacement schedule. 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 into 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 equipment shop was very busy and is down four Tech's. The Region 2 Field Technicians were missing three people. The vendor for this work has John Deere trained technicians and along with all the special tools needed for the repair and replacement of the parts associated with the issue. The magnitude of this repair was considered, and the logical decision was to send this unit to the vendor.

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

Jordan Equipment is a Bobcat vendor and we have used them numerous times over the years. Their pricing is very competitive to the industry standards. They can efficiently and cost effectively do a repair of this significance. Taking into consideration the time of year, necessity of loaders to load salt onto plow trucks and the lack of trained personnel, this is not 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 Bobcat vendors and service facilities to move into more locations in the state, it would potentially foster better competition.

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.

Procurement Justification Form (PJF)

Signature of requesting Department's Commissioner (or designee):	DocuSigned by: <i>Kyle A. Hall</i> 51BA1171F8B9463...		
Typed Name:	Kyle Hall, Director Maintenance & Operations	Date:	12/21/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> 2D5B6E39F57E44A...		
Typed Name:	william J.E. Allen	Date:	1/5/2024

NOI 0120240024 01/05/2024 - 01/11/2024