



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 #:		T01-272		
Amount: (Contract/Amendment/Grant)	\$10,817.29	Advantage CT / RQS #:	RQS2022020100000000871	
CONTRACT	Proposed Start Date:	1/7/2022	Proposed End Date:	1/21/2022
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 Herman, Maine		
Brief Description of Goods/Services/Grant:		Fuel pressure pump bad		

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

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.

T01-272 is a 2014 with 6588hrs on it. In the middle of a storm the truck went into low power mode, then the check engine light came on. We hauled the truck to the Dixfield shop to check it over. That's when we found that it had a fuel pressure code. With repairs totaling \$10817.29 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 \$250,000.00. 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 sub the job 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 inhouse we decided to reach out to other vendors to see if they were able to get it for us. After calling a few different vendors Daigle in Bangor was able to get it 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 they called with a quote of \$5600.00. So, we had them go ahead with the work. They found that the EGR cooler was plugged and starting to leak. They called with a quote of \$4500.00 for parts and labor. We had them keep going with the repairs. Once the repair was done, they had to recalibrate the emission system.

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

Keep looking to do work in house, and if not able to look at vendors that can get the trucks back on the road the quickest.

PART IV: LATE JUSTIFICATION

1. Is the vendor currently working?	<input checked="" type="checkbox"/> Yes x	<input type="checkbox"/> No – If No, proceed to Part V
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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>A3023C516E5A4CA...</small>		
Printed Name:	David Bernhardt	Date:	2/17/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>066BBD96EE5347F...</small>		
Printed Name:	Michelle Fournier	Date:	2/22/2022