



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:		MDOT REGION 6 Entry Level Driver Training (ELDT)	
Department Contract Administrator or Grant Coordinator:		David Chasse	
(If applicable) Department Reference #:		T09-001	
Amount: (Contract/Amendment/Grant)	\$7558.00	Advantage CT / RQS #:	RQS2023021300000000985
CONTRACT	Proposed Start Date:	12/19/2022	Proposed End Date: 12/23/2022
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:		Harry J. Smith Co. 13 Sanger Ave. Waterville Me. 04901 VC1000034996	
Brief Description of Goods/Services/Grant:		Repair/Replace King Pins and 3 Axle Alignment	

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.

Kenworth T09-001 While performing a 50-hour service was found to have loose kingpins, Tires jacked up off the floor using a bar to reveal movement of more than ½ inch on both the left and right sides. The decision to use a commercial repair facility was made after careful consideration of the availability and expertise of department personnel and operational needs. H.J. Smith Co. informed MDOT that the front axle would need to be re-bushed or replaced. Bushing was cheaper, axle had to be stripped for the boring and shims to be completed. Both kingpins were replaced, new wheel seals inside on both sides, with one hub oil cap installed, axle sleeve was added after boring, wheel bearing kits inside and outside. Retro kit was for wheel alignment of the rear suspension, this was loose and would not be able to be aligned. This kit tightens the needed areas so alignment could be done. The bars on top of the rear end were worn, the rear end alignment arms were loose. The bushings were needed with the Retro kit to be able to align all axles, the Retro Kit was shipped to HJ Smith Co. from another vender.

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

The Bangor and Augusta fleet facilities were backlogged with other vehicles down for repairs, and winter operations being priority the decision was made to send the unit to Harry J. Smith Co where the technicians along with specialized tools needed for the repair and replacement of parts associated with the issue. It was also suggested for an all-axle alignment be done for tire longevity.

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

The Maine Department of Transportation has used the Harry J. Smith Co. for many years for their services and availability. They can efficiently and cost effectively do a repair of this significance. The 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.

Harry J. Smith Co. was recommended for the repair as they are used by the department out of the Bangor and Augusta area. Central location in the state and availability to perform the task at hand in a timely manner.

PART III: SUPPLEMENTAL INFORMATION

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

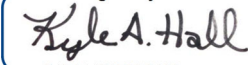
Does this request utilize ARPA/MJRP funds?

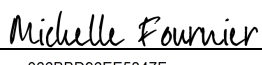
Yes – If Yes, please attach the approved Business Case(s).

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):	<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block;"> <small>DocuSigned by:</small>  <small>51BA1171F8B9463...</small> </div>		
Typed Name:	kyle Hall	Director M&O	Date: 2/13/2023

Signature of DAFS Procurement Official:	<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block;"> <small>DocuSigned by:</small>  <small>066BDD96EE5247F</small> </div>		
Typed Name:	Michelle Fournier		Date: 2/24/2023

Certificate Of Completion

Envelope Id: C6F8D02180EF4D7096772E8FA90F4AF6	Status: Completed
Subject: Complete with DocuSign: HJ Smith Procurement Justification Form (PJF). T90-001 2.10.2023.pdf	
Source Envelope:	
Document Pages: 6	Signatures: 1
Certificate Pages: 5	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Sharon Krechkin
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	16 SHS
	Augusta, ME 04333-0016
	Sharon.Krechkin@maine.gov
	IP Address: 45.46.21.64

Record Tracking

Status: Original 2/10/2023 7:29:47 AM	Holder: Sharon Krechkin Sharon.Krechkin@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Carahsoft OBO Maine Department of Transportation	Location: DocuSign

Signer Events

Kyle Hall
kyle.hall@maine.gov
Director M&O
Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:


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Signature Adoption: Uploaded Signature Image
Using IP Address: 198.182.163.113

Timestamp

Sent: 2/10/2023 7:31:40 AM
Viewed: 2/13/2023 5:28:25 AM
Signed: 2/13/2023 5:30:13 AM

Electronic Record and Signature Disclosure:
Accepted: 12/9/2021 5:43:55 AM
ID: 61fec6ac-3574-49d2-b5cd-c142a27c6d52

Sharon Krechkin
sharon.krechkin@maine.gov
Contract/Grant Specialist
MaineDOT
Security Level: Email, Account Authentication
(None)


Signature Adoption: Pre-selected Style
Using IP Address: 45.46.21.64

Sent: 2/13/2023 5:30:15 AM
Viewed: 2/13/2023 6:36:20 AM
Signed: 2/13/2023 6:36:34 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

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
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/10/2023 7:31:40 AM
Envelope Updated	Security Checked	2/10/2023 9:43:37 AM
Envelope Updated	Security Checked	2/10/2023 9:43:37 AM
Envelope Updated	Security Checked	2/10/2023 9:43:37 AM
Certified Delivered	Security Checked	2/13/2023 6:36:20 AM
Signing Complete	Security Checked	2/13/2023 6:36:34 AM
Completed	Security Checked	2/13/2023 6:36:34 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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 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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- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- 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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The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

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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.