



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 #:		T01-177		
Amount: (Contract/Amendment/Grant)	\$7759.24	Advantage CT / RQS #:	RQS20220324000000001071	
CONTRACT	Proposed Start Date:	1/21/22	Proposed End Date:	2/18/22
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:		O'Connor's VC100006945 Portland, Maine 04103		
Brief Description of Goods/Services/Grant:		Hard start no start		

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.

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.

T01-177 is a 2007 Volvo plow truck with 12100hrs with repairs totaling \$7759.24 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. With the Fleet garages full of work and low on Techs and not having all the specialty tools for the job we decided the quickest way to get the truck back in service and 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 O'Connor's to see if they were able to get the truck in to be diagnosed it for us. After talking to them, they had an opening to get it right in. We felt with lack of technicians it was the best and quickest way to get it diagnose and repaired at the Portland O'Connor's.

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

O'Connor's diagnosed the issue was 3 injectors cups were leaking. They quoted the repair to be \$4500.00. We had them go ahead with the work. During disassembled they found that 3 of the injectors that the tips was burnt off. They called with a quote of \$3000.00 more for additional parts and labor. At that point, we asked them to continue with the repairs.

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? Yes x 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):	By signing below, I signify that I approve of this procurement request.		
	DocuSigned by: <i>David Bernhardt</i> A3022C51B59A9CA...		
Printed Name:	David Bernhardt	Date:	3/24/2022
Signature of DAFS Procurement Official:	DocuSigned by: <i>Michelle Fournier</i>		
	066BBD96EE5347F...		
Printed Name:	Michelle Fournier	Date:	3/29/2022

Certificate Of Completion

Envelope Id: 85AB83B050744FDA93D94CBF80A8A0EB	Status: Completed
Subject: Please DocuSign: T01-177 Procurement Justificaton Form (PJF).10.7.21.pdf	
Source Envelope:	
Document Pages: 7	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: 67.242.208.141

Record Tracking

Status: Original	Holder: Sharon Krechkin	Location: DocuSign
3/24/2022 3:49:02 PM	Sharon.Krechkin@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Carahsoft OBO Maine Department of Transportation	Location: DocuSign

Signer Events

David Bernhardt
 David.Bernhardt@maine.gov
 Director M&O
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 A3023C516E5A4CA...
 Signature Adoption: Pre-selected Style
 Using IP Address: 198.182.163.113


Timestamp

Sent: 3/24/2022 3:51:14 PM
 Viewed: 3/24/2022 4:12:48 PM
 Signed: 3/24/2022 4:13:17 PM

Electronic Record and Signature Disclosure:

Accepted: 3/24/2022 4:12:48 PM
 ID: 2cfda7ae-b2ba-43fd-af8a-1427235e0e8c

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


 Signature Adoption: Pre-selected Style
 Using IP Address: 67.242.208.141

Sent: 3/24/2022 4:13:19 PM
 Viewed: 3/25/2022 6:35:13 AM
 Signed: 3/25/2022 6:35:27 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	3/24/2022 3:51:14 PM
Certified Delivered	Security Checked	3/25/2022 6:35:13 AM
Signing Complete	Security Checked	3/25/2022 6:35:27 AM
Completed	Security Checked	3/25/2022 6:35:27 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.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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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.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

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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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- 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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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:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- 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.