



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 4 Fleet Services	
Department Contract Administrator or Grant Coordinator:		Jeremy Schobel	
(If applicable) Department Reference #:		T03-990	
Amount: (Contract/Amendment/Grant)	\$ \$11,406.51	Advantage CT / RQS #:	RQS20230221000000001010
CONTRACT	Proposed Start Date:	1/11/2023	Proposed End Date: 1/31/2023
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:		Whited Truck Center, VC1000096249 207 Perry Road, Bangor Me. 04401	
Brief Description of Goods/Services/Grant:		T03-990 had a significant engine noise, when asked to accelerate the unit ran extremely rough (Skipping) and lack of power	

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.

Unit T03-990 is a Region 4 Fleet service truck, The unit arrived at the Bangor Fleet Garage with a significant engine noise, idling rough and lack of power while accelerating. After a quick inspection at The Bangor Fleet Facility, it was determined to be an internal engine failure. Giving the amount of work required just to evaluate the issue and the need to have a quick turnaround time to get T03-990 a Fleet Road mechanic service unit back into operation the decision was made to send it to a qualified dealer. Whited Truck Center evaluated the issue, noted a stuck intake valve that the #3 Cylinder had struck several times causing severe damage. Whited Truck center Gave an Estimate of around \$13,200 to replace the damaged engine that had 157652 current miles. With no recent turn ins in Augusta available the decision was made to move forward with the repair.

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

Region 4 currently has a large number of units down for repairs or PM services, given the time of year and the priority going Plow trucks the decision seemed appropriate to send T03-990 to Whited Truck Center for repairs and get it back promptly as it is a fleet road service truck.

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

Whited Truck Center has shown in the past to have fair and reasonable rates. The repairs were needed to be done in a quick and timely manner. Whited Truck Center provided these services in an efficient and cost-effective manner with the final cost coming in at \$11,406.51 which was significantly lower than the original estimate of \$13,200.00.

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

In the future it may be possible, depending on the time of year and availability of spare vehicles to shop around for better rates, repair warranties, and service facilities to do these types of repairs. In this instance We felt like Whited Truck Center was our quickest and most efficient way to get our road service truck back up and running and providing the service it was intended to do.

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):	DocuSigned by: <i>Kyle A. Hall</i> 51BA1171F8B9463...		
Typed Name:	kyle Hall	Director M&O	Date: 2/21/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Michelle Fournier</i> 066BBD96EE5347F		
Typed Name:	Michelle Fournier		Date: 3/1/2023

Certificate Of Completion

Envelope Id: 9DDE4C85B52D4C9E9D6A04E359C2DB9F	Status: Completed
Subject: Complete with DocuSign: Procurement Justification Form T03-990_.pdf	
Source Envelope:	
Document Pages: 5	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: 198.182.163.113

Record Tracking

Status: Original 2/21/2023 1:35:38 PM	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:


 51BA1171F8B9463...
 Signature Adoption: Uploaded Signature Image
 Using IP Address: 198.182.163.113

Timestamp

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 Viewed: 2/21/2023 3:50:55 PM
 Signed: 2/21/2023 3:51:13 PM

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: 198.182.163.113

Sent: 2/21/2023 3:51:15 PM
 Viewed: 2/22/2023 7:20:52 AM
 Signed: 2/22/2023 7:21:04 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	2/21/2023 1:37:17 PM
Certified Delivered	Security Checked	2/22/2023 7:20:52 AM
Signing Complete	Security Checked	2/22/2023 7:21:04 AM
Completed	Security Checked	2/22/2023 7:21:04 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Carahsoft OBO Maine Department of Transportation (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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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.

To withdraw your consent with Carahsoft OBO Maine Department of Transportation

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..

Required hardware and software

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:

- 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.