



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: | | MaineDOT Region 5 | |
| Department Contract Administrator or Grant Coordinator: | | Keith Richards | |
| (If applicable) Department Reference #: | | T21-683 | |
| Amount: (Contract/Amendment/Grant) | \$ 16,564.21 | Advantage CT / RQS #: | RQS20230224000000001019 |
| CONTRACT | Proposed Start Date: | 12/30/2022 | Proposed End Date: 2/28/2023 |
| 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: | | Untied Construction & Forestry VC0000250782 Scarborough, Maine 04074 | |
| Brief Description of Goods/Services/Grant: | | Brakes failure and diff lock not working on T21-683 | |

| 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.

The operator of loader T21-683 was communicating with the mechanic, the brakes would no longer hold the loader and the differential lock was not working. After talking with the mechanic in Oakfield, we determined that Caribou could not perform this work. United estimated the repairs around \$14,000 and would be able to start the repairs as soon as it was dropped off. The decision to move forward with these repairs made consistent with Maine DOT Fleet Management's guidance considering the vehicle's age, mileage, and the fact this truck is not on the replacement schedule. The estimated replacement cost for this vehicle is \$180,000. 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 in service. This equipment is used for numerous activities in the winter month including snow roads, loading materials, cutting shelves and snow removal in critical areas of visibility.

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

The Caribou Fleet facility was already back logged with fixing trucks, backhoes and repairs waiting to come in the shop. The duration of this work and lack of knowledge on such components, this would only extend the Region's back log on repairs. Untied Construction & Forestry has the certified John Deere trained technicians along with all the special tools needed for the repair and replacement of the parts associated with this issue. The magnitude of this repair was considered, and the logical decision was to send this unit to the dealer.

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

We have used Untied Construction & Forestry for key repair and diagnostic in the past. The prices compare to others is the same industry. They are able too efficiently and cost effectively do a repair of this significance. This 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.

If we could convince more John Deere dealers 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)

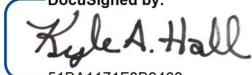

Does this request utilize ARPA/MJRP funds?

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.

| | | | |
|--|--|--------------|----------------|
| Signature of requesting Department's Commissioner (or designee): | DocuSigned by:  <small>51BA1171F8B9463...</small> | | |
| Typed Name: | Kyle Hall | Director M&O | Date: 3/1/2023 |
| Signature of DAFS Procurement Official: | DocuSigned by:  <small>0668B908EE8347E...</small> | | |
| Typed Name: | Michelle Fournier | Date: | 3/9/2023 |

Certificate Of Completion

| | |
|--|---------------------------|
| Envelope Id: ADB1A8DDBDD641DC992452D75285E474 | Status: Completed |
| Subject: Complete with DocuSign: Procurement Justification Form (PJF)T21-683.pdf | |
| Source Envelope: | |
| Document Pages: 9 | 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 2/24/2023 11:07:51 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

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 Viewed: 3/1/2023 2:49:27 PM
 Signed: 3/1/2023 2:50:22 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: 3/1/2023 2:50:24 PM
 Viewed: 3/2/2023 11:24:18 AM
 Signed: 3/2/2023 11:24:29 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 | 2/24/2023 11:09:50 AM |
| Certified Delivered | Security Checked | 3/2/2023 11:24:18 AM |
| Signing Complete | Security Checked | 3/2/2023 11:24:29 AM |
| Completed | Security Checked | 3/2/2023 11:24:29 AM |

| Payment Events | Status | Timestamps |
|-----------------------|---------------|-------------------|
|-----------------------|---------------|-------------------|

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.

All notices and disclosures will be sent to you electronically

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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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.