



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:		Secretary of State, Bureau of Motor Vehicles	
Department Contract Administrator or Grant Coordinator:			
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 9,135.17	Advantage CT / RQS #:	29B 20230307000000001072
CONTRACT	Proposed Start Date:		Proposed End Date:
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:		John R Wald, 10576 Fairgrounds Rd., Huntington, PSA. 16652	
Brief Description of Goods/Services/Grant:		Follow up emergency major repair of the license plate blanking press at the Plate Shop. Includes Parts. This is a Confirming RQS.	

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 checked="" 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 blank press at the Plate Shop blanks out each plate while cutting out the four bolt holes on each plate after the aluminum leaves the applicator which adheres the aluminum to the license plate sheeting. The blanker is one of the key machines used to make license plates. By statute the prison Plate Shop must make the license plates used in the state of Maine. Without the blanker no plates can be made. This RQS is for follow up repair for work done on 05/25/2022. Blanker developed a new problem.

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

The blanker is a very complicated machine which requires special insight and training in to how the machine functions. The blanker was designed and built by John R Wald Co. There are very few if any other companies that have the insight and training to perform this repair.

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

Based on past invoices for similar services the cost for this repair is compatible

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

To go out to bid for similar services and repair.

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):

David Lachance

Typed Name:

David Lachance

Date:

3/7/2023

Signature of DAFS
Procurement Official:

DocuSigned by:
William J.E. Allen

Typed Name:

William J.E. Allen

Date:

3/29/2023