



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:		DACF, QAR, Weights & Measures	
Department Contract Administrator or Grant Coordinator:		Bradford Bachelder	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$5859.34	Advantage CT / RQS #:	RQS 20230322*1174
CONTRACT	Proposed Start Date:	01/01/2023	Proposed End Date: 03/17/2023
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:		CTI Service Center 74 Airport Rd Old Town, ME 04468	
Brief Description of Goods/Services/Grant:		Repair and maintenance for inspection of Kenworth box truck used for testing large capacity scales.	

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.

Quote from CTI service center includes exhaust work, power steering lines, brake shoes and drums, air bags, shocks, and lights and markers.

This truck tests large capacity scales used in commerce, generally mills purchasing logs, scrapyards etc. Without the repairs, the box semi truck will be forced to sit idle as the inspection is expired and these are safety related items. Winter in Maine is an important time to test large capacity scales as it is common for snow and ice to get under the weighing platform, hinder the movement of linkages and cause the scale to read lighter than what the trucks actually weigh. This could create a burden and financial hardship for Maine's loggers, truckers and landowners that earn wages based solely on the scale's readout.

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

The particular vendor was selected for several reasons. Their reputation for quality work and prior relationship with the State of Maine and DACF was taken into consideration. Due to the expired inspection and safety related repair items (brakes, power steering lines, air bags, shocks) their close proximity to where the vehicle was housed was important.

[Click or tap here to enter text.](#)

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

Relationship history and prior experience where multiple quotes were obtained has shown the vendor to be competitive in their costs and rates. The quote was reviewed and evaluated by current W&M inspectors (former DOT Auto Mechanic II and Transportation Crew Supervisor) and found to be fair and reasonable based on their experience.

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

Future service will be on an at least annual basis and at that time, many factors will be considered. If vehicle repair does not include safety issues, multiple quotes can be retrieved from area businesses.

[Click or tap here to enter text.](#)

### 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.

Procurement Justification Form (PJF)

Signature of requesting Department's Commissioner (or designee):	DocuSigned by: <i>Randy Charette</i> 8F3DD450C23241F...		
Typed Name:	Randy Charette	Date:	3/27/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> 2D5B6E39F57E44A...		
Typed Name:	William J.E. Allen	Date:	3/30/2023