



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		Maine DOT Region 4 Fleet	
Department Contract Administrator or Grant Coordinator:		Jeremy Schobel	
(If applicable) Department Reference #:		T03-991	
Amount: (Contract/Amendment/Grant)	\$ 5,027.26	Advantage CT / RQS #:	20250321000000001341
CONTRACT	Proposed Start Date:	2/26/2025	Proposed End Date: 3/12/2025
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:		Central Maine Motors Auto Group	
Brief Description of Goods/Services/Grant:		Vehicle running rough suspect Cam or Timing issues.	

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 T03-991 was throwing engine codes for camshaft position (timing over retarded), random/multiple cylinder misfire, cylinder # 3 misfire and cylinder # 4 misfire. The decision was made by region 4 fleet personnel to have this unit looked at by a qualified Vendor. We tried to get this unit looked at by Whited Ford, Darlings Ford and Pellitier Ford with no availability. This unit was sent to Central Maine Ford as they agreed to get it into their shop as soon as possible. The central Maine Ford techs ran their own diagnostics and found the cam plate and VTC (Variable Timing Control) solenoids needed to be replaced; while replacing the solenoids the Central Maine Ford tech noticed the right bank timing chain was running at an angle due to excessive wear and requested permission to replace as well. On the timing side of the repairs the timing chain was replaced, the timing chain tensioner, the v-belt and v-belt tensioner were also replaced. The Central Maine Ford tech also replaced the left side exhaust manifold as the original one was cracked, they replaced the failing muffler and tail pipe as well. The total cost of this repair was \$5,027.26
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	The vendor for this work was able to get the unit in to be diagnosed and repaired in a timely manner and has Ford trained technicians along with all the special tools for the repair and replacement of the parts associated with this issue. The magnitude of this repair was considered, and the logical decision was for the vendor to complete the repair.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	Central Maine Ford is a Ford authorized dealer that we have had work done in the past as they are an approved Vendor. 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 with the amount of Trucks & Equipment Region 4 has currently waiting to be repaired coupled with being down four fleet technicians. Click or tap here to enter text.
4. Describe the plan for future competition for the goods or services.	We will continue to work with all Approved Vendors in the Greater Bangor area. In this case Central Maine Ford (Formerly Ray Haskell Ford) was the only Ford dealer that would accept this vehicle in its current state, and had the best skill set and availability to get the Unit in for repairs and returned to Maine DOT in a timely manner.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	

No – If No, proceed to Part V.

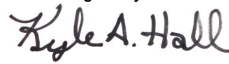
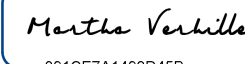
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	DocuSigned by:  51BA1171F8B9463...		
Typed Name:	Kyle Hall, Director Maintenance & Operations	Date:	3/18/2025
Signature of DAFS Procurement Official:	DocuSigned by:  891CE7A1493D45B...		
Typed Name:	Martha verhille	Date:	3/27/2025