



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:                     |                      | Maine DOT Region 2 Fleet   |                       |                         |
| Department Contract Administrator or Grant Coordinator: |                      | Michael Colson   |                       |                         |
| (If applicable) Department Reference #:                 |                      | T21-703  |                       |                         |
| Amount:<br>(Contract/Amendment/Grant)                   |                      | \$ 7,032.42  | Advantage CT / RQS #: | RQS20230330000000001203 |
| CONTRACT  | Proposed Start Date: | 6 Feb 23   | Proposed End Date:    | 21 March 23             |
| 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:              |                      | United Construction & Forestry VC0000250782<br>Westbrook Me. 04092   |                       |                         |
| Brief Description of Goods/Services/Grant:              |                      | Repairs to T21-703 a 2012 John Deere loader, would not go forward or reverse, left flashers and front wiper would not turn off |                       |                         |

| 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.

Loader T21-703 would not move forward or reverse the left front and rear flasher and front wiper where on as soon as you powered up loader. Dealer tech connected computer and found code for open circuit for forward/reverse but when turned switch off and back on issue went away. Tech disassembled shift joystick and found high resistance in switch-replaced switch. Tech was looking over some notes on the loader from last work done and given the issues are back and he believes that the 3.5-amp driver inside the VCU is burnt, he replaced the Vehicle control unit and the shift joystick harness and switch. Repairs totaling \$7,032.42 where made. The decision to move forward with these repairs was made consistent with Maine DOT Fleet Management's guidance considering the equipment's age, hours, and anticipated replacement schedule. The estimated replacement cost for this equipment is \$165,000.00. 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.

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

The Fleet Augusta heavy shop was busy and is down 3 Tech's. The vendor for this work was able to work it in and has International 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 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.

United Construction & Forestry is a John Deere dealer we have had work done there in the past. 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 construction 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)**

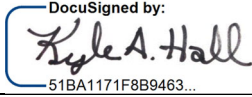
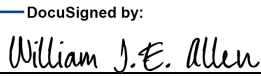
Does this request utilize ARPA/MJRP funds?

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): |  |              |                 |
| Typed Name:  | kyle Hall   | Director M&O | Date: 3/30/2023 |
| Signature of DAFS Procurement Official:                          |  |              |                 |
| Typed Name:  | William J.E. Allen  |              | Date: 4/5/2023  |

**Certificate Of Completion**

|   |                             |
|---|-----------------------------|
| Envelope Id: 53F469E60FE84E718CDD9C22EBA6DDCA                   | Status: Completed           |
| Subject: Complete with DocuSign: 21-703 # 2 PJF 22 March 23.pdf |                             |
| Source Envelope:  |                             |
| Document Pages: 6   | Signatures: 1               |
| Certificate Pages: 5  | Initials: 1                 |
| AutoNav: Enabled  | Envelope Originator:        |
| EnvelopeId 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                     | Holder: Sharon Krechkin                                | Location: DocuSign |
| 3/30/2023 1:15:10 PM                 | Sharon.Krechkin@maine.gov                              |                    |
| 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**

Sent: 3/30/2023 1:16:49 PM  
 Viewed: 3/30/2023 1:22:56 PM  
 Signed: 3/30/2023 1:24:12 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: 3/30/2023 1:24:13 PM  
 Viewed: 3/30/2023 1:40:05 PM  
 Signed: 3/30/2023 1:40:16 PM

**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 |

| <b>Envelope Summary Events</b> | <b>Status</b>    | <b>Timestamps</b>    |
|--------------------------------|------------------|----------------------|
| Envelope Sent                  | Hashed/Encrypted | 3/30/2023 1:16:49 PM |
| Certified Delivered            | Security Checked | 3/30/2023 1:40:05 PM |
| Signing Complete               | Security Checked | 3/30/2023 1:40:16 PM |
| Completed                      | Security Checked | 3/30/2023 1:40:16 PM |

| <b>Payment Events</b> | <b>Status</b> | <b>Timestamps</b> |
|-----------------------|---------------|-------------------|
|-----------------------|---------------|-------------------|

**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.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

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](mailto: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](mailto: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](mailto: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:

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- ii. send us an email to [dawn.seagroves@maine.gov](mailto: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.