



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 #:		T11-730		
Amount: (Contract/Amendment/Grant)		\$ 7,667.38	Advantage CT / RQS #:	20240409000000001460
CONTRACT	Proposed Start Date:	2/26/2024	Proposed End Date:	3/12/2024
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:		Daigle & Houghton (Allegiance truck) Hermon Me.		
Brief Description of Goods/Services/Grant:		Repairs to T11-730 a patrol truck had check engine light on, tringle light on and transmission pan leaking and corroded.		

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.

Plow truck T11-730 had check engine light on, triangle light on, and trans pan leaking. The DOT field technician at the Washington camp didn't have a diagnostic laptop and has not had any training on International diagnostic program. He did however check the transmission pan leak and found the pan was corroded and should be replaced. DOT field technician checked with Fleet TCS about changing transmission pan, and he informed him that changing the transmission pan requires special tooling that DOT does not have. With the region not having a full staff of field technicians, and the two-field technicians that have diagnostic laptops were already working on trucks with computer issues. With Fleet in Augusta being down 6 technicians and it being the winter season, it was decided to send it to a vendor. These are the vendor technician repair notes. PULLED TRUCK INTO THE SHOP AND TOOK HEALTH REPORT. HOOKED UP WITH ABS SOFTWARE AND LOOKED AT CODE FOR RIGHT STEER SPEED SENSOR AIR GAP. TAPPED SENSOR BACK INTO PLACE, CODE WENT INACTIVE. TEST DROVE WITH NO ISSUES. BROUGHT TRUCK IN TO REPLACE TRANSMISSION PAN DUE TO CORROSION. DRAINED TRANSMISSION FLUID. TRIED FINDING A TOOL THAT WOULD WORK ON PAN BOLTS BUT THEY ARE SO BAD, STARTED WELDING NUTS ON THE TRANSMISSION PAN MOUNT BOLTS TO REMOVE THEM BECAUSE THE HEADS ARE ALL CORRODED OFF. COOLER LINES STILL HOOKED UP, ONE FITTING BROKE FREE EASY, BUT THE OTHER FITTING BROKE FREE EASY AT THE PAN, BUT IT DIDN'T BREAK FREE WHERE IT NEEDED TO ALLOW HOSE TO SPIN WHILE TURNING OFF, OTHERWISE IT TWIST AND KINKS HOSES WITHOUT THEM FREE. HIT IT WITH PENETRATING OIL, THEN HEAT, TRIED WITH WRENCHES TO BREAK IT NO LUCK, GOT TORCHES AND PUT SOME MORE HEAT TO IT, GOT IT TO BREAK FREE, DRAINED LINES. HAD A WELDED NUT IN THE CORNER ON A BOLT, GOT THAT OUT THEN GOT EASY OUT SOCKET SET WITH HALF INCH IMPACT TO BREAK ALL THE REST FREE. NO WELDING NEEDED FOR THE REST, REMOVED THE FILTERS, PAN WAS NOT EMPTY OF TRANS OIL, LOOKED PAN OVER AGAIN, VERIFIED ALL THE BOLTS WERE OUT. TAPPED ON IT WITH HAMMER ONE SIDE DROPPED DOWN, OTHER SIDE LOOKED LIKE IT WAS HANGING UP ON A DOWL PIN. USED PRY BAR TO WORK IT OFF THE PIN, ONCE REMOVED TOOK OVER TO WORKBENCH FOR STRIPPING AND SWAPPING OF FITTINGS AND PLUGS. CHANGED OUT O-RINGS AND CLEANED SEALS OF THE FILTER CAPS ON TRANSMISSION SIDE. ONCE ON THE BENCH, BREAKING DOWN THE PAN, NOTICED THE METAL PLATE HAD A CRACK IN IT. PARTS FOUND A KIT FOR THE SEALS AND NEW METAL PLATE. THE NEW GASKET WHEN INSTALLING MATCHING UP TO THE OLD, NOTICED THE NEW METAL GASKET WAS NOT THE EXACT SAME AS THE OLD. WORKED WITH PARTS TO VERIFY THIS WAS A THE CORRECT PART FOR THE TRUCK. PARTS CONFIRMED WITH ALISON THIS IS THE UPDATED PART. WORKED ON CLEANING AND INSTALLING TO MAKE INSTALL GO FASTER. STARTED REASSEMBLY OF THE VALVE BODY FOR THE OIL PAN. HAD TO ORDER A FEW ADDITIONAL PARTS. FOUND THAT THE DOWEL PIN IS STUCK AND BROKE WHEN REMOVING. HAD TO DRILL AND TAP THE DOWEL PIN TO GET A BOLT THREADED INTO IT IN ORDER TO USE IT AS A PULLER. AFTER HEATING AND RESETTING TOOL A BUNCH OF TIMES THE PIN FINALLY CAME OUT, CLEANED UP THE HOSES. INSPECTED THE TRANSMISSION MAIN ELECTRICAL PLUG AND FOUND 4 GREEN PINS, TOOK THE CONNECTOR APART THEN INSTALLED 4 NEW PINS AND PUT THE CONNECTOR BACK TOGETHER CLEANED THE BOTTOM OF THE TRANSMISSION INSTALLED TRANSMISSION PAN AND NEW FILTERS THEN FILLED WITH NEW OIL AND RUN TRUCK UP TO TEMP AND TOPPED OFF OIL, TEST DROVE AND RECHECKED FLUID. EVERYTHING IS FULL AND NO LEAKS.

Repairs totaling \$7,667.38 were made. The decision to move forward with these repairs was made consistent with Maine DOT Fleet Management's guidance considering the vehicle's age, mileage, and anticipated replacement schedule. The estimated replacement cost for this vehicle is \$188,00.00. 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.

**PART III: SUPPLEMENTAL INFORMATION**

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 equipment shop is down six technicians. Region 2 was down three field technicians. The vendor for this work has International trained technicians and along with all the special tools needed for the repair and replacement of the parts associated with the issue. The magnitude of this repair was considered, and the logical decision was to send this unit to a vendor.

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

Daigle & Houghton is an International vendor and we have had work done there in the past. They are able too efficiently and cost effectively do a repair of this significance due to factory/dealer training and special tooling. 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 International vendors 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, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

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); PURCHASES BY THE STATE**

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

Yes, the requesting Department signatory understands and acknowledges [Title 17, Chapter 101, §3104](#).

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by: <i>Kyle A. Hall</i> 51BA1171F8B9463...		
Typed Name:	Kyle Hall, Director Maintenance & Operations	Date:	4/8/2024
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> 2D5B8E39F57E44A...		
Typed Name:	William J.E. Allen	Date:	4/17/2024

NOI 0420240404