



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 4 Fleet	
Department Contract Administrator or Grant Coordinator:		Jeremy Schobel	
(If applicable) Department Reference #:		T23-003	
Amount: (Contract/Amendment/Grant)	\$ 7,474.96	Advantage CT / RQS #:	20240426000000001525
CONTRACT	Proposed Start Date:	3/22/2024	Proposed End Date: 4/17/2024
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:		Dorr's Equipment 1468 Hammond Street, Bangor Me. 04401	
Brief Description of Goods/Services/Grant:		To repair the PTO Clutch Pack	

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.

Crew 71404 was attempting to use the PTO driven woodchipper attached to unit T23-003 a 2006 M6800 Kubota Tractor. Upon startup the chipper seemed to run fine, Once the crew started feeding wood into the chipper the feed rolls the drum that holds the blades would stop turning. After a brief diagnosis by one of the MDOT Heavy vehicle and equipment technicians it was determined the PTO (Power Take Off) clutch pack was defective, this is very unfortunate as the tractor needs to be split into three sections and the cab must be removed to repair the PTO clutches. At this point the decision was made to send this unit to a vendor. Once Dorr's received the unit they proceeded to remove the cab, the loader brackets and split the unit into three sections, Once the unit was separated, they noticed the main shuttle clutch was worn out. The replacement parts were ordered to rebuild the shuttle clutch and PTO clutch, the flywheel had to be resurfaced as well, Once the vendor received all the parts the tractor was reassembled. During reassembly, the Dorr's tech noticed the fuel tank was badly corroded and starting to leak diesel fuel. A new fuel tank was ordered and reinstalled, all fluids were refilled, the machine was greased and tested. The total repair cost for this unit was \$7,474.96.

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 work it in and has Kubota 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 vendor.

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

Dorr's Equipment is a Kubota dealer and we have had work done there in the past and when compared with the other Kubota dealers their rates were reasonable. The vendor is very capable to 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 Kubota tractor dealers and service facilities to move into more locations in the greater Bangor area 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:	4/26/2024
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> 2D5B0E39F57E44A...		
Typed Name:	William J.E. Allen	Date:	4/30/2024

NOI 0420240491