



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:		Dixfield Fleet REG 3		
Department Contract Administrator or Grant Coordinator:		Kevin Davidson		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 8,436.36	Advantage CT / RQS #:	20250410000000001477	
CONTRACT	Proposed Start Date:	2/3/2025	Proposed End Date:	2/14/2025
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:		Ripley & Fletcher, So. Paris, ME. 04281 Vendor #VC0000207841		
Brief Description of Goods/Services/Grant:		CEL, converter, manifolds.		

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.

T03-997 shut down with CEL light on. This truck was on loan from Pugmill due to the REG 3 service truck being in Augusta Fleet having a new body installed. We have no spare service truck, so we had to have this unit repaired to cover Eustis, Kingfield, Mercer and Fairbanks Road calls. Pugmill also needed this truck to get ready for the summer season.

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

T03-997 CEL light on, losing power. Call was made to Farmington Ford, Hight Chevy and Ripley & Fletcher in Farmington. Farmington Ford was two months out due to the lack of technicians. Hight Chevy was also two months out and recommended we try Ripley & Fletcher in Farmington. Ripley & Fletcher in Farmington had an opening in the Paris shop. T03-997 broke down while on the route so the truck was towed to So. Paris.

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

With Dixfield/Skowhegan Fleet not having the ability to diagnosing without the software, the decision was made to have Ripley & Fletcher make the repairs

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

We will have to use outside vendors for automotive computer issues until Dixfield/Skowhegan Fleet are able to get the software to do computer related issues.

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.

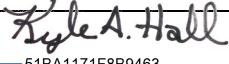

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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):	Kyle Hall, Director Maintenance & Operations <small>DocuSigned by:</small>  <small>51BA1171F8B9463...</small>		
Typed Name:		Date:	4/8/2025
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>891CE7A1493D45B...</small>		
Typed Name:	Martha verhille	Date:	4/25/2025