



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 #:		T01-267			
Amount: (Contract/Amendment/Grant)	\$ 20,018.30	Advantage CT / RQS #:	RQS20220428000000001266		
CONTRACT	Proposed Start Date:	10 Feb 22	Proposed End Date:	15 Apr 22	
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:		AT MAINE VS0000025482 Daigle & Houghton, Fort Kent, ME			
Brief Description of Goods/Services/Grant:		Repairs to T01-267, a 2014 International Wheeler truck – had accident damage, second drive axle was ripped out of truck.			

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		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 T01-267 this is a Wheeler that had an accident as where the truck hit a jersey barrier on the right side of the second drive axle causing it to be ripped out from under the loaded truck Repairs totaling \$20,018.30 where 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 \$200,261.80. 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 and 1 out sick, they do not have the special tooling needed to this repair. The vendor for this work has International trained technicians along with all the special tools needed 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.	Daigle & Houghton is an International dealer and Fleet Services has negotiated a lower labor rate with them, we have also had work done there in the past and when compared with the other International dealer their rates where the same or in some cases a little cheaper. 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 International truck dealers and service facilities to move into more locations in the state it would potentially foster better competition.

PART IV: LATE JUSTIFICATION		
1. Is the vendor currently working?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No – If No, proceed to Part V
2. If you answered Yes to question 1, explain why the vendor is working before the contract is final approved.		

PART V: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)
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1. Does this request utilize ARPA/MJRP Funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part VI

PART VI: APPROVALS

Signature of requesting
Department's Commissioner (or
designee):

By signing below, I signify that I approve of this procurement request.

Printed Name:

David Bernhardt

Date:

4/28/22

Signature of DAFS Procurement
Official:

DocuSigned by:

Printed Name:

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William J.E. Allen

Date:

5/4/2022