



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:		Inland Fisheries & Wildlife, Engineering Division	
Department Contract Administrator or Grant Coordinator:		Richard Parker, Director	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 18,119.85	Advantage CT / RQS #:	CT 20240426*2996
CONTRACT	Proposed Start Date:	5/6/2024	Proposed End Date: 6/30/2024
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:		VC0000250782, United Construction & Forestry: 396 County Road, Westbrook ME 04092	
Brief Description of Goods/Services/Grant:		Replacement of both left and right final drives on the department owned 2002 Kobelco 115 SR DZ Excavator	

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 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 checked="" type="checkbox"/>	E. Emergency	<input checked="" 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.

The machine was working on a project at the Maine Wildlife Park when the final drive, which powers the rotation of the track, stopped working rendering the machine un-movable. A rental machine was needed to complete the project at a cost of \$8,000 per month. It is imperative the machine be fixed and placed back in service as quickly as possible to avoid additional high rental expenses.

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

United Construction & Forestry has been repairing and servicing all our heavy equipment for the past 2 years, providing excellent service, timely repairs, and fair pricing. The machine was trailered to their shop in Westbrook in hopes of a simple repair. Troubleshooting the issue involved removing the tracks and drive sprockets to open the final drives to diagnose their failure. The machine is currently apart in their shop awaiting approval for repairs.

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

An online search was conducted and a Kobelco dealer questioned and both methods confirmed the estimate from United Construction and Forestry was reasonable. Dealer also indicated their schedule was 90 day out before they could undertake the repair which would result in an additional \$16,000 in rental fees for the department in addition to the cost of the repair.

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

Ideally, repairs such as these are made during off-season routine maintenance visits where opportunities to put such a service out to bid are far more feasible.

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.

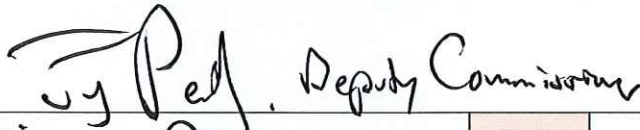

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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

Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Timothy Peabody	Date:	4/26/2024
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>2D5B6E39F57E44A...</small>		
Typed Name:	william J.E. Allen	Date:	5/1/2024

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