



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:		MaineDOT Fleet Services	
Department Contract Administrator or Grant Coordinator:		Kevin Hiles	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 12,248.50	Advantage CT / RQS #:	20250507000000001637
CONTRACT	Proposed Start Date:	3/5/2025	Proposed End Date: 3/14/2025
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:		T03-041 Quirk Ford Augusta, ME.	
Brief Description of Goods/Services/Grant:		Repairs, Service, Maine State Inspection	

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.

T03-041 had a check engine light on. Fleet Services doesn't have the diagnostic tools to determine the cause of the engine light, so it was sent to Quirk Ford of Augusta. Diagnostics determined the truck needed a new turbo and EGR valve. After discussions, it was determined that while the truck was getting repairs it also needed to be inspected. Quirk also indicated they had the resources to install our sander while it was in their shop for repair and inspection. (The sander was purchased from Messer on 2/25/25 under a \$25,000-3 quote contract CTM 20250226*559)
 We planned on installing the sander ourselves, but due to shortage of personnel, were unable to complete the work in a timely manner, so it was determined it would be more efficient and cost effective in getting the truck put back into service if Quirk performed all tasks required.

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

Quirk Ford is an authorized maintenance facility for Ford products. They have Ford certified technicians. Quirk is the vendor Fleet Services uses to service, and repair Ford vehicles. The availability of the dealer would allow for tasks to be done in a timely manner.

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

Based on previous invoices received from Quirk, the amount charged for services was acceptable. We have used this vendor in the past and have found that their repairs and prices are fair and reasonable.

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

Since the time of this repair, Quirk has joined our growing list of vendors providing Repairs & Preventative Maintenance for light & heavy-duty vehicles through Master Agreements.
 MA 18P 250502-114 = Quirk Ford Augusta

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.

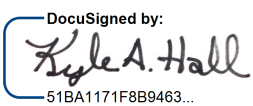
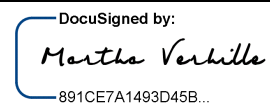
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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):			
Typed Name:	Kyle Hall, Director, Maintenance & Operations	Date:	5/5/2025
Signature of DAFS Procurement Official:			
Typed Name:	Martha verhille	Date:	5/14/2025