



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:		Maine DOT Region 4 Fleet		
Department Contract Administrator or Grant Coordinator:		Jeremy Schobel		
(If applicable) Department Reference #:		T21-715		
Amount: (Contract/Amendment/Grant)		\$ 12,689.04	Advantage CT / RQS #:	20250515000000001722
CONTRACT	Proposed Start Date:	3/13/25	Proposed End Date:	5/5/2025
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:		United Construction & Forestry, Hermon, Me.		
Brief Description of Goods/Services/Grant:		Repairs to the pinion seal and wheels are needed.		

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.

Region 4 Fleet personnel assessed the leaking wheel seals and leaking pinion seals on unit T21-715 which is a John Deere model 444K loader. With the department being down 2 techs, and need for specialized tools and brand-named diagnostic software it was determined it was in the best interest to send this to a qualified vendor to perform the work. The vendor chosen for this repair was United Construction & Forestry, to accomplish this repair. The UC&F techs needed to remove the front frame access cover, and the front end needed to be lifted off the ground and supported on jack stands. Once supported the two front wheel and wheel assemblies were removed then the front brake lines needed to be removed and sealed to prevent brake fluid loss. The drain plugs had to be removed to drain the differential fluid. The steel brake lines, and front driveline were now ready to be disconnected from the axle housing. With the front driveline removed now the UC&F techs can proceed with removing the axle input yoke and the failed pinion seal. With all parts and surfaces cleaned and ready to accept the new parts the new input seal and yoke are reinstalled along with the front driveline and all fasteners are torqued to factory specs. New brake line fittings and O-rings and bleeder valves are now ready to be installed into the wheel hubs and the brake lines are ready to be bled to remove air in the brake lines. The left-hand rear wheel seal was also leaking and needed repair, The UC&F techs proceeded to remove the left rear wheel and wheel assembly and set the axle on a jack stand to remove the jack. Again, the brake lines had to be disconnected, and lines plugged in to prevent the loss of Brake fluid. The entire hub assembly had to be disassembled, and all parts had to be cleaned and inspected to make a parts list. With a new sleeve, and new brake seals installed in the inner and outer hub, the brake piston and seal are ready to be lubricated and installed along with the brake piston return spring, and brake and friction disks. The inner and outer hubs are put back together along with the planetary carrier shaft and sun-gears. The hub assembly is now reinstalled to the axle housing and all bolts are torqued to factory specs. At this point the brake assemblies are re assembled and brake lines are bled, the new drain plugs are installed and both axle housings refilled with differential oil. The total cost of this repair was \$12,689.04

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 get the unit in, perform diagnostic testing and make the repairs in a timely manner and has John Deere 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 for the vendor to complete the repair.

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

United Construction & Forestry is a John Deere dealer that we have had work done in the past as they are an approved Vendor. 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 without any means to perform diagnostic testing.

**PART III: SUPPLEMENTAL INFORMATION**

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

We will continue to work with all Approved Vendors in the Greater Bangor area. In this case United Construction & Forestry had the best skill set and availability to get the Unit in for repairs and returned to Maine DOT in a timely manner.

**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**

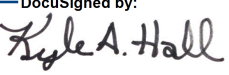
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

☒ 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):

DocuSigned by:  
  
51BA1171F8B9463...

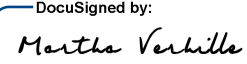
Typed Name:

Kyle Hall, Director,  
Maintenance & Operations

Date:

5/12/2025

Signature of DAFS  
Procurement Official:

DocuSigned by:  
  
891CE7A1493D45B...

Typed Name:

Martha verhille

Date:

5/21/2025