



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:	Public Safety		
Department Contract Administrator or Grant Coordinator:	Fire Marshal Joseph Thomas Assistant Fire Marshal Lt. Troy Gardner		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 54,990.00	Advantage CT / RQS #:	RQS 16A 20220527*1396
CONTRACT	Proposed Start Date:		Proposed End Date:
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:	Darling Ford – 403 Hogan Rd Bangor, ME. 04401		
Brief Description of Goods/Services/Grant:	Vehicle Purchase: 2022 F-150 Crew Cab Pick-up (Hybrid Engine)		

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 type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization


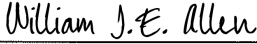
Please respond to ALL of the questions in the following sections.

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.	<p>We are in critical need of replacing our vehicles which are aging and high on mileage. We determined for safety reason this needed to be done immediately. We reached out to vendors to see if there was the possibility of purchasing a hybrid vehicle to help reduce greenhouse gas emissions. We were able to find a vehicle that met our needs and was a hybrid.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>Darlings Ford is a dealership that we use to purchase vehicles for the state. They are located in Bangor and provide warranty repairs and services for state vehicles. Due to the critical need and the unavailability of hybrid vehicles we moved forward to acquire the vehicle.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>Hybrids are very difficult to find and as such, we are paying the price that dealership is quoting us. Currently due to the scarcity of hybrid vehicles this is considered a fair and reasonable rate. This is an emergency purchase and the vehicle is being ordered but is the same as an off the lot purchase.</p>
4. Describe the plan for future competition for the goods or services.	<p>Our goal is to have a better fleet management plan moving forward. We need to maintain a more consistent vehicle purchase and rotation management process to ensure that our fleet remains healthy and cost effective. Going forward when we are not in a critical situation we will look to go through a competitive process.</p>

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Kendra Coates	Date:	5/28/2022
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	2D5B6E39F57E44A... William J.E. Allen	Date:	6/1/2022

NOI 0620220524 06/01/2022 - 06/07/2022