



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DIVISION OF 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 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:		Augusta Fleet Services		
Department Contract Administrator or Grant Coordinator:		Dan Rolfe		
(If applicable) Department Reference #:		T09-001		
Amount: (Contract/Amendment/Grant)	\$9,629.12	Advantage CT / RQS #:	RQS2022071200000000086	
CONTRACT	Proposed Start Date:	5/16/2022	Proposed End Date:	6/30/2022
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:		O'Connor' Trucks VC1000069485 Portland, Maine		
Brief Description of Goods/Services/Grant:		Hour meter/backup alarm installation, front/rear input shaft replacement, heater valve replacement, regulator and window motor replacement, shifter tower replacement, misc. repairs.		

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.

T09-001 is a 2000 Kenmore W900 with 665,686 Miles on it. The truck was giving to MDOT from the state police to be used in our ELDT driver training program. Due to the ongoing COVID-19 pandemic and a shortage of personnel in the Fleet garages, we decided the quickest way to get the truck repaired was to sub the job out, as time was key factor in deciding where the repairs would be made. O'Connor Truck had the diagnostic software program for the Detroit engine and an available slot to make the repairs in a timely manner. This unit is not scheduled to be replaced.

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

Because the necessary repairs could not be done in house in a timely manner, we reached out to external vendors to check on their availability to make the necessary repairs to the truck. After calling a few different vendors, O'Connor Trucks was able to get it right in and start the job.

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

The original quote for repairs was \$7,209.8; upon receiving the quote O'Connor was directed to proceed with the work. In carrying out the quoted repairs, it was discovered that the entire third assembly needed to be replaced, which brought the cost up to \$9,629.12, at which time we directed O'Connor to continue with the repairs.

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

We will keep looking to carry out work in house. If unable, we will move forward with vendors that will get the trucks back on the road the quickest.

PART IV: LATE JUSTIFICATION

- | | | |
|-------------------------------------|---|--|
| 1. Is the vendor currently working? | Yes <input checked="" type="checkbox"/> | <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.


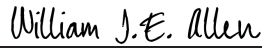
Operational needs required Maine DOT to make immediate repairs to the vehicle.

PART V: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

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):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<small>DocuSigned by:</small>  <small>2D5B6E39F57E44A...</small>		
Printed Name:	David Bernhardt	Director	M&O Date: 7/13/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>2D5B6E39F57E44A...</small>		
Printed Name:	william J.E. Allen	Date:	7/19/2022

NOI 0720220706 07/19/2022 - 07/25/2022

Certificate Of Completion

Envelope Id: 9C061473DA2E472E817A53E91B634970	Status: Completed
Subject: Please DocuSign: T09-001 Procurement Justification Form (PJF) 07.12.2022.pdf	
Source Envelope:	
Document Pages: 9	Signatures: 1
Certificate Pages: 5	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Sharon Krechkin
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	16 SHS
	Augusta, ME 04333-0016
	Sharon.Krechkin@maine.gov
	IP Address: 198.182.163.113

Record Tracking

Status: Original 7/12/2022 1:40:39 PM	Holder: Sharon Krechkin Sharon.Krechkin@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Carahsoft OBO Maine Department of Transportation	Location: DocuSign

Signer Events

David Bernhardt
David.Bernhardt@maine.gov
Director M&O
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

A3023C516E5A4CA...
Signature Adoption: Pre-selected Style
Using IP Address: 172.101.53.107


Timestamp

Sent: 7/12/2022 1:42:30 PM
Viewed: 7/13/2022 8:47:37 AM
Signed: 7/13/2022 8:48:03 AM

Electronic Record and Signature Disclosure:

Accepted: 7/13/2022 8:47:37 AM
ID: deffde0a-e495-4c71-b322-7f697a8665595

Sharon Krechkin
sharon.krechkin@maine.gov
Contract/Grant Specialist
MaineDOT
Security Level: Email, Account Authentication (None)


Signature Adoption: Pre-selected Style
Using IP Address: 198.182.163.113

Sent: 7/13/2022 8:48:04 AM
Viewed: 7/13/2022 8:50:33 AM
Signed: 7/13/2022 8:50:48 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/12/2022 1:42:30 PM
Certified Delivered	Security Checked	7/13/2022 8:50:33 AM
Signing Complete	Security Checked	7/13/2022 8:50:48 AM
Completed	Security Checked	7/13/2022 8:50:48 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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How to contact Carahsoft OBO Maine Department of Transportation:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: dawn.seagroves@maine.gov

To advise Carahsoft OBO Maine Department of Transportation of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dawn.seagroves@maine.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request paper copies from Carahsoft OBO Maine Department of Transportation

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dawn.seagroves@maine.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to dawn.seagroves@maine.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO Maine Department of Transportation as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO Maine Department of Transportation during the course of your relationship with Carahsoft OBO Maine Department of Transportation.