



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:		Fleet Services Augusta		
Department Contract Administrator or Grant Coordinator:		Dan Rolfe		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$62,808.00	Advantage CT / RQS #:	20230718000000000124	
CONTRACT	Proposed Start Date:	7/10/2023	Proposed End Date:	8/30/2023
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 Motors, 199 Riverside Dr. Augusta Maine 04330		
Brief Description of Goods/Services/Grant:		(1) 3500 GMC Crew Cab W/6.5 Bed		

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.

REV 10/7/2021

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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.

Fleet Services has an immediate need to procure (1) 3500 GMC 6.6L Diesel Crew Cab with a 6'.5" Bed to replace their current hydrail truck. This truck will replace their 2015 Crew Cab 4x4 that has more than 203,000 miles. The concern is the current market waiting period for chassis ordering, delivery time and supply chain issues have been well over a year.

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

O'Connor Motors currently has this type of vehicle on their lot for sale and has offered to us a fair market price. Recent bid request for similar vehicles have not produced pricing or availability to order. Because this vehicle is used by M&O - Multimodal rail division. Multimodal has requested the same type. Crew Cab, single rear wheel, 4-wheel drive with 6.5-foot rear bed.

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

After reviewing the chassis specifications, MSRP (Manufactures Suggest Retail Price) @ \$66,708.00. The dealer quote @ \$62,808.00 which including \$600.00 credit, minus the rear 6.5' bed. O'Connor Motors currently has this vehicle on their lot and has offered it to us at a fair price.

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

When specification and pricing become available along with supply chain issues improve, we plan to competitively bid for this type of vehicle.

PART IV: LATE JUSTIFICATION

1. Is the vendor currently working? Yes X 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.

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).

X No – If No, proceed to Part VI

PART VI: APPROVALS

Signature of requesting Department's Commissioner (or designee):

By signing below, I signify that I approve of this procurement request.

DocuSigned by:

Kyle A. Hall

Printed Name:

Kyle Hall, Director Maintenance & Operations

Date:

7/17/2023

Signature of DAFS Procurement Official:

DocuSigned by:

William J.E. Allen

Printed Name:

william J.E. Allen

Date:

7/27/2023

NOI 0720230830 07/27/2023 - 08/02/2023