



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:		Maine DOT Region 4 Fleet		
Department Contract Administrator or Grant Coordinator:		Jeremy Schobel		
(If applicable) Department Reference #:		T21-712		
Amount: (Contract/Amendment/Grant)		\$ 13,030.00	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	5/24/2024	Proposed End Date:	6/21/2024
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 are needed to the front brakes		

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.

In consideration of the number of trucks and equipment needing attention, and the shortages of technicians in the Region, the decision was made to send this unit to a qualified vendor. Unit T21-712 had a loud shudder from the front axle when stopping, with the number of trucks currently down in region 4 the decision was made to send this unit to a qualified vendor. Once at the vendor's the machine was test driven and confirmed to have a brake issue by one of their tech's. The unit was then pulled into the shop, and He checked front axle oil. Oil was very old and burnt. He then tried to pull brake inspection plugs to confirm brakes were burnt but could not get plugs out due to rust. Decided to Drain oil in front and rear axle to see if there were any metal shavings. The rear axle oil was also very burnt. The front axle oil had small amounts of metal in it so decided to jack up the machine and remove the hubs. Jacked up the machine and removed the front wheels. Disconnected brake lines and removed plugs from bottom of outer hubs. Magnet on plugs was covered in metal shavings. Removed bolts holding hubs in place and pulled hubs from machine. Removed bolts holding planetary gears in and removed the gears. Removed brake discs and found that they were burnt. Removed piston retaining plate and spring. Repeated this process for both sides. The wheel bearings on the right side had some metal go through them so I decided they should be replaced. The left side looked ok. Removed bearing races from right hub and cut bearings off gears and outer hub. Installed new races and bearings. Installed new brake seals and back up rings, cleaned and reinstalled pistons Installed wheel seals and new brake discs. Put hub back together and installed the planetary retaining bolts. Repeated this for the left side. Installed new O rings on axle ends and installed hubs. Hooked up brake lines to outer hubs and installed end caps. Installed wheels and torqued wheel bolts. Filled axle with oil. Refilled Rear axle with oil and test drove machine. Brakes work fine and do not make any noise while stopping. Pulled machine back into shop and confirmed axle was full of oil. The total cost of this repair was \$13,030.00.

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 to be diagnosed and repaired 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 at 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 with the amount of Trucks & Equipment Region 4 has currently waiting to be repaired.

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

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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.

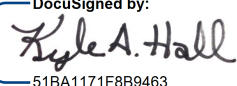
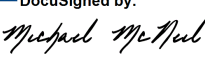
PART V: CONFLICTS OF INTEREST (COI); PURCHASES BY THE STATE

Does the requesting Department signatory understand and acknowledge Maine’s COI Statute?

Yes, the requesting Department signatory understands and acknowledges [Title 17, Chapter 101, §3104](#).

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:	7/1/2024
Signature of DAFS Procurement Official:	DocuSigned by:  7008796FB36A449...		
Typed Name:	Michael McNeil	Date:	7/15/2024

NOI 0720240807