



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:		MaineDOT Region 2 Fleet		
Department Contract Administrator or Grant Coordinator:		Michael Colson		
(If applicable) Department Reference #:		T11-554		
Amount: (Contract/Amendment/Grant)	\$ 7,034.23	Advantage CT / RQS #:	RQS20220726000000000137	
CONTRACT	Proposed Start Date:	July 20, 2022	Proposed End Date:	July 22, 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:		AT Maine VS0000025482 Daigle & Houghton Inc Ft. Kent 04743		
Brief Description of Goods/Services/Grant:		Various repairs to T11-554, including addressing check engine light issue, white smoke coming from exhaust, using coolant and a/c issues.		

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.

T11-554 is a Patrol truck that presented with various issues: its check engine light was on, white smoke was coming from exhaust, it was using coolant and a/c was not working. Allegiance's technician ran diagnostics and determined that the EGR valve was bad and that both EGR coolers were leaking into the exhaust, causing the white smoke. The technician also found the A/C compressor has a bad seal. The tech replaced EGR valve, both EGR coolers, the A/C compressor, and recharged the A/C system. Repairs totaling \$7,034.23 were made. The decision to move forward with these repairs was made consistent with Maine DOT Fleet Management's guidance considering the vehicle's age, mileage, and anticipated replacement schedule. The estimated replacement cost for this vehicle is \$188,00.00. The decision to use a commercial repair facility was made after careful consideration of the availability and expertise of Department personnel and the operational need to get the equipment back in service.

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

The Fleet Augusta heavy shop could not accommodate the repairs in a timely manner due to being down 3 techs (and with another out sick). Additionally, they do not have the special tooling needed to make the necessary repairs. Allegiance has International trained technicians and the special tools needed for the repair and replacement of the parts associated with this issue.

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

Allegiance is an International dealer and Fleet Services has negotiated a lower labor rate with them, we have also had work done there in the past and when compared with the other International dealers, their rates were the same or in some cases a little cheaper. They were able to efficiently and cost effectively carry out a repair of this significance. This repair would not have been something the department could complete in a timely or cost-effective manner.

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

If we could convince more International truck dealers and service facilities to move into more locations in the state it would potentially foster better competition. 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 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 MaineDOT to make immediate repairs to the vehicle.

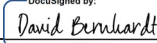

PART V: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

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>A2023C518E5A4CA...</small>		
Printed Name:	David Bernhardt	Director	M&O Date: 7/26/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>2D5B6E39F57E44A...</small>		
	Printed Name:	william J.E. Allen	Date: 8/2/2022

NOI 0820220756 08/03/2022 - 08/09/2022

Certificate Of Completion

Envelope Id: 6383B6B49CBA4CF4B36F69EB940B8EF1	Status: Completed
Subject: Please DocuSign: T11-554 Procurement Justification Form 07.25.2022.pdf	
Source Envelope:	
Document Pages: 6	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 7/26/2022 8:07:38 AM	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:


A3023C518E5A4CA...
Signature Adoption: Pre-selected Style
Using IP Address: 65.207.64.4

Timestamp

Sent: 7/26/2022 8:09:43 AM
Viewed: 7/26/2022 10:20:22 AM
Signed: 7/26/2022 10:20:42 AM

Electronic Record and Signature Disclosure:
Accepted: 7/26/2022 10:20:22 AM
ID: 089426b8-abae-403c-8854-658f4e696411

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: 7/26/2022 10:20:43 AM
Viewed: 7/26/2022 10:29:38 AM
Signed: 7/26/2022 10:29:45 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	7/26/2022 8:09:43 AM
Certified Delivered	Security Checked	7/26/2022 10:29:38 AM
Signing Complete	Security Checked	7/26/2022 10:29:45 AM
Completed	Security Checked	7/26/2022 10:29:45 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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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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 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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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- 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..

Required hardware and software

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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.