



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 2 Fleet			
Department Contract Administrator or Grant Coordinator:		Michael Colson			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 5,658.21	Advantage CT / RQS #:	RQS2022090800000000321		
CONTRACT	Proposed Start Date:	9 May 22	Proposed End Date:	14 June 22	
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:		MB Tractor & Equipment Me.			
Brief Description of Goods/Services/Grant:		Repairs to T23-037 a 2016 Kubota M7060D tractor that the clutch is slipping in high gear			

### 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.

Tractor T23-037 clutch was slipping in high gear. Upon inspection tech found a seal had failed causing fluid to get into clutch pack area causing the clutch to fail, the tech had to split tractor in half to replace clutch pack and seal. Repairs totaling \$5,658.21 were made. The decision to move forward with these repairs was made consistent with Maine DOT Fleet Management's guidance considering the equipment age, hours and anticipated replacement schedule. The estimated replacement cost for this equipment is \$49,200.00. This unit is not currently scheduled to be replaced. 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 was busy and is down 2 Tech's. The vendor for this work was able to get it in and has Kubota 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 to send this unit to the dealer.

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

MB tractor & equipment was the closest Kubota dealer, MDOT has purchased tractors from MB in the past and when compared with the other equipment dealer's their rates were the same or very close. They are able to 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.

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

To try to use the closest dealer to where the equipment is broken down to save on transportation/ emission cost as long as the rates are the same or close enough so that transportation cost would make it more costly to transport to a different dealer.

### 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.

**PART IV: LATE JUSTIFICATION**

This tractor mows road side to keep vegetation down so motorist can have a clear view at intersection and load salt into plow truck in the winter.



**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>A3023C518E5A4CA...</small>		
Printed Name:	David Bernhardt	Director M&O	Date: 9/8/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>2D5B6E39F57E44A...</small>		
	Printed Name:	William J.E. Allen	Date: 9/13/2022

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