



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:		Dixfield Fleet REG 3	
Department Contract Administrator or Grant Coordinator:		Roger Berry Jr.	
(If applicable) Department Reference #:		T21-115	
Amount: (Contract/Amendment/Grant)	\$ \$7,884.36	Advantage CT / RQS #:	20230918000000000451
CONTRACT	Proposed Start Date:	5/11/2023	Proposed End Date: 6/9/2023
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:		Beauregard equipment, Bangor Maine	
Brief Description of Goods/Services/Grant:		No HYD to backhoe	

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.

T21-115 lost all HYD functions to the backhoe. Fleet tech checked the equipment it over and try to run the functions. The tech found that it had no HYD pressure at the backhoe controls.

After our technician determined that the HYD pump was good and that the problem exists in the backhoe valve, we called Case in Bangor to see if they had time to look at it. They had an opening, so we sent it up to them.

Beauregard Tech found that there was a lot of metal in one of the spool valves and that it was badly damaged from the metal, they also indicated they found metal in two of the check valves.

Relying on the technicians diagnose the decision was made to move forward with the repairs. After re-conditioning the spool, changing relief valve, orifice & hydraulic filter and cleaning visible debris, the backhoe still did not function correctly.

Technician discussed with Fleet, that all of the hydraulic back components should be pulled apart and cleaned with a complete hydraulic system flush.

The cost for this work, was an additional \$15,000.00. With consideration of the age of the unit, and monies for the additional work, management decided to not have the work performed and we took the unit back.

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

With the work not able to be done inhouse do to Dixfield Fleet garage full and Augusta Fleet busy with new truck set ups and short on techs. We decided to reach out to Beauregard equipment to see if they were able to do this job in a timely manner, in which they were able to get this job right in and start on it.

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

Beauregard is a local Case dealer Fleet Services has had work done there in the past and with no other case dealers to compare pricing to. They have certified case technician that are able too efficiently and cost effectively do a repair of this significance.

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

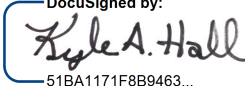
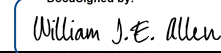
Beauregard Equipment is the closest Case construction equipment dealer. We have had work done there in the past and when compared with the other equipment brand dealer's their rates where the same or very close.

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

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: 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:	9/18/2023
Signature of DAFS Procurement Official:	DocuSigned by:  2D5B8E39F57E44A...		
Typed Name:	William J.E. Allen	Date:	9/28/2023

NOI 0920231072 09/29/2023 - 10/05/2023