



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 #: | | | | |
| Amount: (Contract/Amendment/Grant) | \$10,655.26 | Advantage CT / RQS #: | RQS 17D 20211018*0423 | |
| CONTRACT | Proposed Start Date: | 7/7/2021 | Proposed End Date: | 10/14/2021 |
| 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: | | Daigle & Houghton, Hermon, ME | | |
| Brief Description of Goods/Services/Grant: | | Repairs to T11-118, a 2016 International patrol truck – check engine light on and engine making whistle sound | | |
| 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.

Plow truck 11-118 had check engine light on and was de-rated. Dealer connected computer and found low boost pressure, check turbo and found turbo was coking up, had end play and waste gate was seized up. Also found broken exhaust manifold bolts. Repairs totaling \$10,655.26 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 \$188,000.00. 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 work it in and has International 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.

Daigle & Houghton 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 dealer their rates were the same or in some cases a little cheaper. 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.

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.

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.

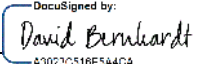

Operational needs required DOT to make immediate repairs to the vehicle to complete seasonal work.

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>A3D23C518F5A4CA</small> | | |
| Printed Name: | David Bernhardt | Director M&O | Date: 10/18/2021 |
| Signature of DAFS Procurement Official: | <small>DocuSigned by:</small>  <small>066BBD96EE5347F...</small> | | |
| Printed Name: | Michelle Fournier | Date: | 10/21/2021 |

Electronic Record and Signature Disclosure**DocuSign****Certificate Of Completion**

Envelope Id: D788EF98B7D94B9586AF2D996BCE378C

Status: Completed

Subject: Please DocuSign: T11-118.pdf

Source Envelope:

Document Pages: 7

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

Cheryl Whittington

AutoNav: Enabled

16 SHS

Envelopeld Stamping: Enabled

Augusta, ME 04333-0016

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

cheryl.A.whittington@maine.gov

IP Address: 198.182.163.121

Record Tracking

Status: Original

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10/18/2021 10:35:32 AM

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Security Appliance Status: Connected

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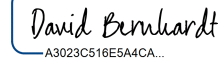
Pool: Carahsoft OBO Maine Department of
Transportation

Location: DocuSign

Signer Events**Signature****Timestamp**

David Bernhardt

DocuSigned by:



Sent: 10/18/2021 10:40:31 AM

David.Bernhardt@maine.gov

Viewed: 10/18/2021 11:11:35 AM

Director M&O

Signed: 10/18/2021 11:12:12 AM

Security Level: Email, Account Authentication
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Signature Adoption: Pre-selected Style

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Electronic Record and Signature Disclosure:

Accepted: 10/18/2021 11:11:35 AM

ID: 075924b7-452b-4179-af86-e7cc20988ab4

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**

Cheryl Whittington



Sent: 10/18/2021 11:12:14 AM

cheryl.a.whittington@maine.gov

Viewed: 10/18/2021 12:14:16 PM

MaineDOT

Security Level: Email, Account Authentication
(None)

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Not Offered via DocuSign

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 | 10/18/2021 10:40:31 AM |
| Certified Delivered | Security Checked | 10/18/2021 12:14:16 PM |
| Signing Complete | Security Checked | 10/18/2021 11:12:12 AM |
| Completed | Security Checked | 10/18/2021 12:14:16 PM |

| Payment Events | Status | Timestamps |
|-----------------------|---------------|-------------------|
|-----------------------|---------------|-------------------|

Electronic Record and Signature Disclosure

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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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- 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

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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.

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- 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.