



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 #:		T01-248	
Amount: (Contract/Amendment/Grant)	\$11,791.74	Advantage CT / RQS #:	2023100200000000535
CONTRACT	Proposed Start Date:	7/10/2023	Proposed End Date: 9/21/2023
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:		O'Connor's Portland Maine	
Brief Description of Goods/Services/Grant:		Engine has loud noise under the valve cover.	

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.

T01-248 came into the Garage with a loud noise coming from under the valve cover. Technician pulled the valve cover off to find that the valve train had come apart and had damaged the camshaft.

With the shop being full of work and checking with Augusta Fleet and them busy with new truck set ups, I talked it over with my manager, and it was decided to look for a vendor that could do the work.

T01-248 is a 2010 and is in great shape. With the Truck still being in service and with no replacement insight we decided to have the repairs done.

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 both Dixfield and Augusta Fleet full of work, we decided to reach out to Portland O'Connor's to see if they were able to do this job in a timely manner. They were able to get it 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.

After sending the truck to Portland O'Connor's they called with an estimate for repair to the camshaft and injectors. The estimate came back at around \$10,000. With no scheduled replacement for the truck, we had them go ahead with the repairs needed to the camshaft and injectors.

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

With not many shops in the area we will keep checking to do work in house and then reach out to the other DOT shops then reach out to Dealers.

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

Does this request utilize ARPA/MJRP funds?

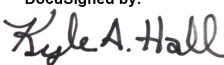
Yes – If Yes, please attach the approved Business Case(s).

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:

9/26/2023

**Procurement Justification Form (PJF)**

Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i>		
Typed Name:	2D5B8E39E57E44A... William J.E. Allen	Date:	10/11/2023