



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 #:		T23-036		
Amount: (Contract/Amendment/Grant)		\$ 6,975.51	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	24 Aug 23	Proposed End Date:	18 Sept 23
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 Fairfield Me.		
Brief Description of Goods/Services/Grant:		Repairs to T23-036 a 2016 Kubota tractor that would not move forward.		

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.

Mowing tractor T23-036 would not move forward MDOT field tech went to crossover on I95 to check, he checked fluid and fuses and checked for linkage and couldn't find anything. After speaking with Fleet, it was determined special tools were needed to diagnose the issues. It was loaded on to a trailer and sent to MB Tractor where their tech did diagnostic on the unit, checking pressures for the forward clutches in the transmission. It was found the forward clutch pack was bad. The dealer tech had to disconnect wiring harness, linkage, fuel lines and a/c to split the tractor in half to replace the forward clutch pack and bearings in the transmission. Repairs totaling \$6,975.51 where 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.

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

Region 2 is down 2 field techs and Fleet Augusta heavy shop was busy and is down 2 techs. The vendor for this work was able to work it in and has dealer 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. The estimated replacement cost for this vehicle is \$58,000.00. The decision to use a commercial repair facility was made after careful consideration of the availability and expertise and the operational need to get the equipment back in service.

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

MB Tractor is a Kubota dealer we have had work done there in the past and when compared with the other Kubota dealer their rates where the same. They are able too efficiently and cost effectively do a repair of this significance due to factory/dealer training and having special tools that maybe needed.

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

If we could convince more Kobota dealers and service facilities to move into more locations in the state it would potentially foster better competition.

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

Procurement Justification Form (PJF)

The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):	DocuSigned by: <i>Kyle A. Hall</i> 51BA1171F8B9463...		
	Typed Name:	Kyle Hall, Director Maintenance & Operations	Date: 10/2/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> 2D5B6E39F57E44A...		
	Typed Name:	William J.E. Allen	Date: 10/11/2023