



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 Fleet Services		
Department Contract Administrator or Grant Coordinator:		Dan Rolfe		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$12,581.25	Advantage CT / RQS #:	RQS2022110200000000632	
CONTRACT	Proposed Start Date:	09/13/2022	Proposed End Date:	10/28/2022
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:		HP Fairfield – Skowhegan, Maine VC1000036943		
Brief Description of Goods/Services/Grant:		Refurbishment of MaineDOT plow truck Stainless Steel body T37-1091		

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.

REV 10/7/2021

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.

T37-1091 is a 2004 stainless steel Everest dump body. As part of the on-going deployment of new snowplow trucks, MaineDOT determined it would be more cost-effective to refurbish and continue to use previously purchased truck bodies. Given the price volatility of new equipment, Fleet Services determined refurbishing would not only prolong the life of equipment already in place but also provide the Department with a cost savings. The body rebuild included the following items: replace the bed chain, gearbox, both shafts, all bearings and sprockets, tarp system, under-body lift arms and cylinder, new bushings and pins for the hoist system, front and rear up dump pivot pins and ears, cut out both steel long sills and weld in new stainless-steel long sills and the toolbox seals. Repairs were also made to free up the metering door, tighten/replace linkage as needed, fill in the dump pin pockets, A general over-all check of the doors, toolboxes, gates, and pivots was also performed.

Repairs totaling \$12,581.25 were made. The decision to move forward with these repairs was made consistent with MaineDOT Fleet Management's guidance considering the equipment's age, hours, and anticipated replacement schedule. The estimated replacement cost for this equipment is \$40,000.00. This unit is not 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/vehicle 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.

HP Fairfield was the vendor for the bodies at the time of the original purchase. The vendor has also been contracted to set up various items such as the bodies and plow gear on the new trucks and is very familiar with the equipment used and MaineDOT's set-up specifications, standards, and requirements. The Fleet garages had full schedules of repair, maintenance, and winter prep work; the vendor had availability to accept the work.

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

The labor and parts rates for the body refurbishment are comparable to the other installation services currently under contract with this vendor. A cost proposal was provided to Fleet Services for review and approval was given for the work to be done.

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

Fleet Services will continue to utilize the competitive bidding RFP process when new trucks and plow gear are scheduled to be purchased in the future.

PART IV: LATE JUSTIFICATION

1. Is the vendor currently working?

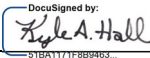
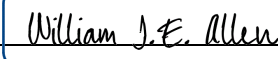
Yes

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 MaineDOT to make immediate repairs to this equipment as part of our new truck build.

1. Does this request utilize ARPA/MJRP Funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> No – If No, proceed to Part VI	

PART VI: APPROVALS			
Signature of requesting Department's Commissioner (or designee):	By signing below, I signify that I approve of this procurement request.		
	 <small>DocuSigned by: Kyle A. Hall</small>		
Printed Name:	Kyle Hall	Director M&O	Date: 11/2/2022
Signature of DAFS Procurement Official:	 <small>DocuSigned by: William J.E. Allen</small>		
	Printed Name:	William J.E. Allen	Date: 11/15/2022

NOI 1120221166 11/16/2022 - 11/22/2022