



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 #:		T21-133		
Amount: (Contract/Amendment/Grant)	\$14,557.00	Advantage CT / RQS #:	RQS2022110300000000637	
CONTRACT	Proposed Start Date:	9/10/22	Proposed End Date:	10/26/22
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, Bangor Maine VC1000007906		
Brief Description of Goods/Services/Grant:		Backhoe loader Engine Running rough		

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

Page 1 of 3

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.

T21-113 was brought into the Dixfield shop running rough. After looking it over it was determined there was a bad injector. With the shop full of trucks that we are setting up for winter we decided the fastest way to fix it was to send it out to the dealer. After the dealer started working on it, they found the #3 injector was not working. While working on getting the injector out they determined that they would need to remove the cylinder head to remove the injector. They also found that the turbo was froze up and not working correctly. We decided to have them replace all 4 injectors. So, we had them write up an estimate for all the work needed to be done.

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

The Dixfield Fleet shop schedule was full, down shop technicians and getting ready for the winter season. The vendor for this work was able to get it in and has Case 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.

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 were the same or very close. 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.

Convince more Case or Equipment dealers that are qualified to provide this same service to move into more locations in the state it would potentially foster better competition.

PART IV: LATE JUSTIFICATION

- | | | |
|-------------------------------------|---|--|
| 1. Is the vendor currently working? | <input checked="" type="checkbox"/> Yes x | <input type="checkbox"/> 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.

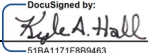
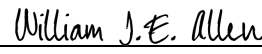
This backhoe is being used to load salt in our plow truck, move snow and other tasks in our winter season. It was crucial that the problem gets repaired in a timely manner.

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>		
	<div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small>  <small>51BA1171F8B0463...</small> </div>		
Printed Name:	kyle hall	Director	Date: 11/3/2022
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small>  <small>2D5B6E39F57E44A...</small> </div>		
Printed Name:	william J.E. Allen	Date:	11/18/2022

NOI 1120221174 11/21/2022 - 11/27/2022

Certificate Of Completion

Envelope Id: 5A55CBC6A5C24F749F65D3B1FF85289C	Status: Completed
Subject: Complete with DocuSign: Docu Sign Procurement Justificaton Form (PJF).T21-133.pdf	
Source Envelope:	
Document Pages: 7	Signatures: 1
Certificate Pages: 5	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Sharon Krechkin
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	16 SHS
	Augusta, ME 04333-0016
	Sharon.Krechkin@maine.gov
	IP Address: 198.182.163.113

Record Tracking

Status: Original 11/3/2022 8:40:14 AM	Holder: Sharon Krechkin Sharon.Krechkin@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Carahsoft OBO Maine Department of Transportation	Location: DocuSign

Signer Events

Kyle Hall
kyle.hall@maine.gov
Director M&O
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:


51BA1171F8B9463...
Signature Adoption: Uploaded Signature Image
Using IP Address: 198.182.163.121

Timestamp

Sent: 11/3/2022 8:42:20 AM
Viewed: 11/3/2022 8:55:52 AM
Signed: 11/3/2022 8:56:11 AM

Electronic Record and Signature Disclosure:
Accepted: 12/9/2021 5:43:55 AM
ID: 61fec6ac-3574-49d2-b5cd-c142a27c6d52

Sharon Krechkin
sharon.krechkin@maine.gov
Contract/Grant Specialist
MaineDOT
Security Level: Email, Account Authentication (None)


Signature Adoption: Pre-selected Style
Using IP Address: 198.182.163.113

Sent: 11/3/2022 8:56:13 AM
Viewed: 11/3/2022 9:08:52 AM
Signed: 11/3/2022 9:12:53 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

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
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	11/3/2022 8:42:21 AM
Certified Delivered	Security Checked	11/3/2022 9:08:52 AM
Signing Complete	Security Checked	11/3/2022 9:12:53 AM
Completed	Security Checked	11/3/2022 9:12:53 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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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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To request paper copies from Carahsoft OBO Maine Department of Transportation

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dawn.seagroves@maine.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- 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

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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.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

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- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- 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.