



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 4 Fleet		
Department Contract Administrator or Grant Coordinator:		Jeremy Schobel		
(If applicable) Department Reference #:		T07-111		
Amount: (Contract/Amendment/Grant)		\$ \$19,346.89	Advantage CT / RQS #:	2023102000000000646
CONTRACT	Proposed Start Date:	7/19/2023	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:		Hews Company, South Portland Me.		
Brief Description of Goods/Services/Grant:		Repairs To T07-111, An F550 Sigh Truck with Hydraulic Issues.		

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.

Unit T07-111 is a 2012 F550 Bucket/Auger/Sign truck assigned to Region 4. This unit had multiple hydraulic leaks in the retracting boom system and numerous cracks and peeling in the non-conductive coating on all the hydraulic hoses. The retracting boom and Man-bucket needed to be completely disassembled to access the hydraulic issues, all the hydraulic hoses carried in the cat track showed cracking and excessive wear in the non-conductive coating, posing a serious hazard to the operators. Please see attached picture showing the condition of the hydraulic hoses in the cat track. The cat track allows the hydraulic hoses to extract and retract with the boom without crossing over each other or getting kinked. This amount of worked required to fix this unit is beyond the scope of work Region 4 Fleet can do, So the decision was made to send the unit to Hews Company as this is their specialty.

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

Region 4 Fleet currently does not have the experience, the equipment, the tools or the space to completely take apart a retracting boom, remove all of the hydraulic hoses and components and reassemble with all new non-conductive components without causing possible damage to the non-conductive coatings. Hews Company has the ability and knowledge to do these types of repairs and was willing to do so, So the logical decision was made to send this unit to a vendor

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

Hews Company is a Vendor that the Department of Transportation uses frequently. Hews Company had the earliest timeline available to assess the work needed and perform said work. This work was done cost effectively and in a timely manner.

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

We will continue to reach out to all approved Vendors in the area with issues that are beyond Region 4's capabilities. We will work with all vendors that are able to assist in getting repairs done in a cost effective and timely manner.

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

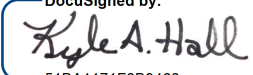
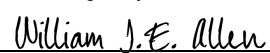
Does this request utilize ARPA/MJRP funds?

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:  <small>51BA1171F8B9463...</small>		
Typed Name:	Kyle Hall, Director Maintenance & Operations	Date:	10/19/2023
Signature of DAFS Procurement Official:	DocuSigned by:  <small>2B5B6E39F57E44A...</small>		
Typed Name:	William J.E. Allen	Date:	11/1/2023

