



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				
		Maine DOT Materials Testing and Exploration		
Department Contract Administrator or Grant Coordinator:		Wade McClay		
(If applicable) Department Reference #:		T58-098		
Amount: (Contract/Amendment/Grant)		\$ 6,748.41	Advantage CT / RQS #:	2023102600000000671
CONTRACT	Proposed Start Date:	<b>10/25/2023</b>	Proposed End Date:	11/25/2023
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:		Atlantic Motorcar Center, Wiscasset, ME		
Brief Description of Goods/Services/Grant:		Repairs to T58-098 to pass ME State Inspection		

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.

On 10/25/2023 T58-098, the Department's Data Collection Vehicle, was taken to Atlantic Motorcar for its annual state vehicle inspection. During this inspection, multiple issues were found in need of repair before passing inspection. This included tires, ball joints, brakes, turbo gaskets, and driveshaft bearing replacement.

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

There are only 2 Mercedes dealerships in the state. We have tried to use them in the past but were looking at 1-2 months of downtime due to their limited availability.

In looking at other options we began using Atlantic Motorcar and they were able to do service for us in a timely and cost-effective manner. This vehicle is vital to collecting data for our FHWA annual reporting to the Highway Performance Management System and a failure to report on time can result in the loss of considerable Federal funding.

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

Atlantic Motorcar is a repair shop, specializing in European models. With limited Mercedes repair facilities in the state, we have had work done there in the past and when compared to other repair shops, their rates were the same or in some cases a little cheaper.

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

Moving away from a Mercedes Sprinter van in the future, would open us up to being able to have a wider selection of repair facilities.

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

Does this request utilize ARPA/MJRP funds?

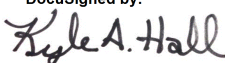
Yes – If Yes, please attach the approved Business Case(s).

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:

10/26/2023

**Procurement Justification Form (PJF)**

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