



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 Service (Augusta)		
Department Contract Administrator or Grant Coordinator:		Loren Niemi		
(If applicable) Department Reference #:		T03-041		
Amount: (Contract/Amendment/Grant)		\$7,518.00	Advantage CT / RQS #:	2023110300000000702
CONTRACT	9/15/2023	9/15/2023	Proposed End Date:	10/13/2023
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:		Quirk Ford of Augusta 7 Water Street, Hallowell, ME 04347		
Brief Description of Goods/Services/Grant:		Repairs to F-350 Ford		

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.

T03-041 came into Fleet service because of engine code and engine noise. During the Fleet technician inspection, they noticed the oil pan and exhaust manifold leaking as well as having a turbo noise. Without the proper diagnostic software for the ford pick chassis, we couldn't diagnose the vehicle code. The decision was made to send it to the nearest Ford Dealer for further evaluation. Once the ford tech removed the oil pan, they found the oil pan spacer/upper oil pan was warped and had to be replaced. While the removing oil pan the tech noticed a transmission coolant line rusty. The turbo charge pipe and exhaust manifold, gasket & bolt was replaced as well during this repair. Code was a bad map sensor. Replaced Map sensor, cleared all diagnostic, road tested, and truck is running as designed.

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

Augusta Fleet Service Shop does not have Ford diagnostic software to properly diagnose Ford engine and along with the shops workload we wouldn't have been able to get it in the shop a timely manner. We contacted Quirk Ford of Augusta, which is the closest Ford dealer, and they could get the truck in right away to perform these repairs.

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

Quirk Ford has shown in the past to have fair and reasonable rates and comparable with the surround ford dealers. The repairs were needed to be done in a timely manner. Quirk Ford provided these services in an efficient and cost-effective manner with the final cost coming in at \$7,518.00 which was slightly higher than estimate of \$6,000.00 to \$7,000.00.

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

Fleet will continue to check availability with MaineDOT facilities to have the work done in-house. If MaineDOT resources are not available, commercial repair facilities will be contacted for cost estimates and availability of prompt service appointments. The cost proposals will be reviewed, and the work will be awarded to the facility that can best meet the needs of MaineDOT.

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

Does this request utilize ARPA/MJRP funds?

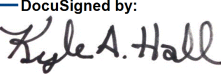
Yes – If Yes, please attach the approved Business Case(s).

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:

51BA1171E8B9463

Typed Name:

Kyle Hall, Director Maintenance &
Operations

Date:

10/31/2023

Procurement Justification Form (PJF)

Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> <small>2D5B8E39F57E44A...</small>		
Typed Name:	william J.E. Allen	Date:	11/8/2023

NOI 1120231253 11/09/2023 - 11/15/2023