



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:		Kevin Davidson	
(If applicable) Department Reference #:		T01-277	
Amount: (Contract/Amendment/Grant)	\$ \$11,665.70	Advantage CT / RQS #:	20231113000000000730
CONTRACT	Proposed Start Date:	<b>10/10/2023</b>	Proposed End Date: 11/1/2023
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:		Allegiance Trucks Company, Bangor	
Brief Description of Goods/Services/Grant:		Low power/Oil leak/Steering binding	

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.

T01-277 Wheeler was being used for ditching in Jackman when the garage received a call that the truck exhaust was blowing black smoke. The field technician was sent to diagnose the issue. The technician checked all fluid levels, looked for any leaks, and found oil was leaking from the oil pan. The truck was started, and it was determined from the black smoke that it was an internal issue. This type of repair is beyond the scope of work for the field tech capabilities, which also requires specialty tools for such repair. It was also discovered while loading the truck, the steering was binding, and the power steering pump was making grinding noise. With the complexity of the possible repairs, and with limited specialty tools, it was decided to contact Allegiance. Allegiance had the availability to diagnosis, and possibly repair so, it was transferred over to Allegiance. Once receiving report of the issues, (oil pan was leaking, steering pump was bad, ERG valves were bad) we looked into the availability of our own garages and determined the wait period was too long. At that time, it was decided it was in the best interest of the department to get this repaired and back on the road. Allegiance got it repaired and back on the road, instead of having it sit in our shop for weeks waiting repairs.

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

Skowhegan Fleet was working on T01-271 wheeler from Jackman replacing the oil cooler cover and had their other bays full, also one technician out. Dixfield Fleet was replacing injectors, PMs, and replace an engine on one of the hay mulchers. They also had one of Jackmans wheeler T01-204 having the body blast & painted. Dixfield Fleet had two technicians out, Augusta Fleet was called and they also being down technicians, and behind on new truck set ups.

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

Allegiance called with an estimate for repairs, oil pan was leaking, steering pump was bad, and after testing the low power issue with black smoke it was the ERG valves bad. Knowing Jackman was down two wheelers and Allegiance being able to start working on the repairs quickly. We had them go ahead with the repairs.

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

We are very limited in Dixfield and Skowhegan to find any repair shops close by. Dixfield, Augusta, and Skowhegan Fleet are all shorthanded and schedules are at least two to three weeks out, making our repair facilities limited. Will continue to reach out to departments for availability for repairs.

### 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.

**Procurement Justification Form (PJF)**

Signature of requesting Department's Commissioner (or designee):	DocuSigned by: <i>Kyle A. Hall</i> 51BA1171F8B9463...		
Typed Name:	Kyle Hall, Director Maintenance & Operations	Date:	11/7/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> 2D5B8E39F57E44A...		
Typed Name:	William J.E. Allen	Date:	11/16/2023

NOI 1120231277 11/17/2023 - 11/23/2023