



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 Office of State 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 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 #: | | T01-912 | |
| Amount: (Contract/Amendment/Grant) | \$ 6,000.00 | Advantage CT / RQS #: | 20241107000000000689 |
| CONTRACT | Proposed Start Date: | 9/16/2024 | Proposed End Date: 9/17/2024 |
| 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: | | C&J Trailer Repair & Towing | |
| Brief Description of Goods/Services/Grant: | | Recovery & Towing | |

| 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 9/16/2024 around 8:00am T01-912 was hauling a load of rock on the Long Falls Dam Rd. for a ditching project. We received a call in the Wilton Office that T01-912 had been in an accident and the truck was on its side with a full load of rock. The only information that we received was that the truck was on its side, loaded, and was in a very deep ditch. The Kingfield Supervisor went to investigate the accident and reported back to me that the truck was in fact on its right side, down a ditch, loaded with rock, and buried in mud.

With this information it was decided to call C&J Trailer Repair & Towing as we needed to move quickly. I requested 2 trucks due to the information I had, and explained to them that I would give them more details once I arrived at the accident site.

When we arrived at the site, we found the truck on its right side, fully loaded with rock, and the front end back to the exhaust buried in mud. I contacted C& J and advised to continue with expediting with the two vehicles as the road was shut down due to safety reasons and to allow the tow trucks room to work.

Dot employees utilized the excavator on site, rocks were removed from what had spilled out to lighten the load on the body. After C&J flipped the truck over and pulled out of ditch the truck was then towed to Dixfield Fleet Garage.

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

I called C&J Trailer Repair & Towing as they were the closest recovery service that had two recovery vehicles to handle this job and they were able to assist with no delay.

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

C&J Trailer Repair & Towing having two recovery vehicles made the recovery safe and expedited the time T01-912 was left in the ditch.

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

There are two other towing services we use but they do not have recovery services compared to C&J Trailer Repair & Towing. We also use towing services in relation to their location and the recovery location we need them.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

| |
|--|
| <input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies. |
| <input checked="" type="checkbox"/> No – If No, proceed to Part V. |

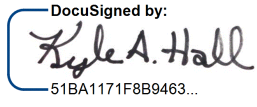

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

| |
|---|
| <input checked="" type="checkbox"/> The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes. |
|---|

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

| | | | |
|--|---|-------|------------|
| Signature of requesting Department’s Commissioner (or designee): |  | | |
| Typed Name: | Kyle Hall, Director Maintenance & Operations | Date: | 11/6/2024 |
| Signature of DAFS Procurement Official: |  | | |
| Typed Name: | Sherri Brooker | Date: | 11/13/2024 |