



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:		MDOT Region 4 Fleet Services		
Department Contract Administrator or Grant Coordinator:		Jeremy Schobel		
(If applicable) Department Reference #:		T01-191		
Amount: (Contract/Amendment/Grant)	\$ 8332.25	Advantage CT / RQS #:	RQS 17D 20211124*0587	
CONTRACT	Proposed Start Date:	07/01/21	Proposed End Date:	11/05/21
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:		H.P. Fairfield		
Brief Description of Goods/Services/Grant:		To remove Henderson Dump Body, Rear Wing Tower Assembly and all Hydraulic and Valve Body Controls.		

#### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before 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 T01-191 was scheduled to have the frame sandblasted and painted at Cliff's. During this process due to excessive rust, it was determined that the dump body, rear wing tower assembly and all hydraulic and valve control assemblies needed to be removed. With the shortage of help at the Augusta Heavy Fleet shop it was sent to H.P. Fairfield to complete this task.

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

H.P. Fairfield is the vendor that originally set this unit up for MaineDOT. After everything was removed from the unit, it was sent back to Cliff's to continue the blasting and painting process, Once painted it was sent back to H.P. Fairfield to be completely reassembled.

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

H.P Fairfield has all the appropriate tools and training to efficiently and cost effectively complete a repair of this significance. This repair would not have been something the Department could have cost effectively undertaken given the amount of work to be done and get the unit back to Cliff's to complete the paint process.

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

Region 4 uses a variety of repair shops to help keep the Region's Fleet running. H.P Fairfield has the expertise and capability to do the mentioned repairs needed. At the time of the issue, they agreed to get T01-191 in the shop and remove said equipment from the unit, store the removed equipment at their site and reinstall all said equipment once the paint process was completed.

### PART IV: LATE JUSTIFICATION

- |                                     |   |  |
|-------------------------------------|---|--|
| 1. Is the vendor currently working? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No – If No, proceed to Part V |
|-------------------------------------|---|--|

2. If you answered Yes to question 1, explain why the vendor is working before the contract is final approved.

Operational needs required MaineDOT to make immediate repairs to the vehicle.

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

1. Does this request utilize ARPA/MJRP Funds?

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

No – If No, proceed to Part VI

**PART VI: APPROVALS**

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
Printed Name:	David Bernhardt <small>DocuSigned by: David Bernhardt A3023C5-6CEA4CA...</small> Director M&O	Date:	11/24/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Michelle Fournier</i>		
Printed Name:	Michelle Fournier <small>066BBD96EE5347F...</small>	Date:	11/30/2021

**Electronic Record and Signature Disclosure****DocuSign****Certificate Of Completion**

Envelope Id: 80F2EFC187FA498088A654031A210D4C	Status: Completed
Subject: Please DocuSign: T01-191.pdf, T01-196.pdf, T21-109.pdf	
Source Envelope:	
Document Pages: 20	Signatures: 3
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Cheryl Whittington
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	16 SHS
	Augusta, ME 04333-0016
	cheryl.A.whittington@maine.gov
	IP Address: 198.182.163.121


**Record Tracking**

Status: Original 11/23/2021 10:36:38 AM	Holder: Cheryl Whittington cheryl.A.whittington@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Carahsoft OBO Maine Department of Transportation	Location: DocuSign

**Signer Events**

David Bernhardt  
David.Bernhardt@maine.gov  
Director M&O  
Security Level: Email, Account Authentication  
(None)

**Signature**

DocuSigned by:  
  
A3023C516E5A4CA...  
Signature Adoption: Pre-selected Style  
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**Timestamp**

Sent: 11/23/2021 10:43:59 AM  
Viewed: 11/24/2021 9:14:12 AM  
Signed: 11/24/2021 9:17:00 AM

**Electronic Record and Signature Disclosure:**  
Accepted: 11/24/2021 9:14:12 AM  
ID: 5894938d-570a-4a44-869f-3c2170e2de9f

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp**

Cheryl Whittington  
cheryl.a.whittington@maine.gov  
20211110000000000167

**VIEWED**  
Using IP Address: 198.182.163.121

Sent: 11/24/2021 9:17:05 AM  
Viewed: 11/24/2021 9:18:47 AM

MaineDOT  
Security Level: Email, Account Authentication  
(None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp**

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	11/23/2021 10:43:59 AM
Certified Delivered	Security Checked	11/24/2021 9:18:47 AM
Signing Complete	Security Checked	11/24/2021 9:17:00 AM
Completed	Security Checked	11/24/2021 9:18:47 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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**Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Carahsoft OBO Maine Department of Transportation (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Carahsoft OBO Maine Department of Transportation:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [dawn.seagroves@maine.gov](mailto:dawn.seagroves@maine.gov)

**To advise Carahsoft OBO Maine Department of Transportation of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [dawn.seagroves@maine.gov](mailto:dawn.seagroves@maine.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request paper copies from Carahsoft OBO Maine Department of Transportation**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [dawn.seagroves@maine.gov](mailto:dawn.seagroves@maine.gov) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Carahsoft OBO Maine Department of Transportation**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to dawn.seagroves@maine.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO Maine Department of Transportation as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO Maine Department of Transportation during the course of your relationship with Carahsoft OBO Maine Department of Transportation.