



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:		Maine DOT Region 2 Fleet		
Department Contract Administrator or Grant Coordinator:		Michael Colson		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 6595.57	Advantage CT / RQS #:	RQS 17D 20211124*0589	
CONTRACT	Proposed Start Date:	15 Sept 21	Proposed End Date:	1 Nov 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:		Beauregard Equipment, Scarborough Me.		
Brief Description of Goods/Services/Grant:		Repairs to backhoe T21-109 a 2010 Case 580sm not all Hydraulic functions working and leaking wainroy cylinder		

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		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.

Backhoe 21-109 not all hydraulic functions were working for the rear backhoe operation and wainroy bucket on rear had a leaking cylinder. Repairs totaling \$6,595.57 were made. The decision to move forward with these repairs was made consistent with Maine DOT Fleet Management's guidance considering the equipment age, hours and anticipated replacement schedule. The estimated replacement cost for this equipment is \$120,000.00. This unit is not currently scheduled to be replaced. The decision to use a commercial repair facility was made after careful consideration of the availability and expertise of Department personnel and the operational need to get the equipment back in service.

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

The Fleet Augusta heavy shop was busy and is down 2 Techs. The vendor for this work was able to get it in and has Case trained technicians along with all the special tools for the repair and replacement of the parts associated with this issue. The magnitude of this repair was considered, and the logical decision was to send this unit to the dealer.

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

Beauregard Equipment is the closest Case construction equipment dealer. We have had work done there in the past and when compared with the other equipment brand dealers, their rates were the same or very close. They are able to efficiently and cost effectively do a repair of this significance. This repair would not have been something the department could have cost effectively done and completed in a timely manner.

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

If we could convince more Case equipment dealers and service facilities to move into more locations in the state it would potentially foster better competition.

PART IV: LATE JUSTIFICATION

1. Is the vendor currently working? Yes 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.

PART IV: LATE JUSTIFICATION

This is a backhoe that is used in the summer to do ditching, culvert replacement and other tasks done in warmer weather and load salt into plow trucks in the winter. Operational needs required MaineDOT to make immediate repairs to the equipment.

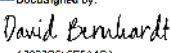

PART V: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

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>		
	<small>DocuSigned by:</small>  <small>A3023C576E5A4CA...</small>		
Printed Name:	David Bernhardt	director	M&O Date: 11/24/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>066BBD96EE5347F...</small>		
	Printed Name:	Michelle Fournier	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
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Signer Events

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

Signature

DocuSigned by:

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Sent: 11/23/2021 10:43:59 AM
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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
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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**

Envelope Summary Events	Status	Timestamps
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

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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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.

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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

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 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.

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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 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.

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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..

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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.

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- 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.