



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 Region 2 Fleet		
Department Contract Administrator or Grant Coordinator:		Michael Colson		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 6,003.07	Advantage CT / RQS #:	RQS 17D 20211130*0599	
CONTRACT	Proposed Start Date:	10 Oct 21	Proposed End Date:	8 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:		O'Connor Motors, Augusta, ME		
Brief Description of Goods/Services/Grant:		Repairs to T01-222, a 2010 Volvo plow truck – had a coolant leak on back side of engine		

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

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.

Truck 01-222 had a coolant leak on back of the engine head. The vendor found the tube on back side of engine had been leaking. Also, found the EGR valve leaking into exhaust and exhaust leaking at slip joint, both needing to be replaced. Repairs totaling \$6,003.07 were made. The decision to move forward with these repairs was made consistent with MaineDOT Fleet Management's guidance considering the vehicle's age, mileage, and anticipated replacement schedule. The estimated replacement cost for this vehicle is \$200,261.80. 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 work it in and has Volvo 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.

O'Connor's is the closest Volvo dealer and MaineDOT has had work done there in the past. When compared with the other Volvo dealers, this vendors rates were the same. 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 more Volvo truck dealers and service facilities were to establish more repair facilities 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.

Operational need required MaineDOT to make immediate repairs to the equipment as this is a truck that is used to plow roads in the winter.

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):	By signing below, I signify that I approve of this procurement request.		
	<small>DocuSigned by:</small> <i>David Bernhardt</i> <small>A3023C518E5A4CA</small>		
Printed Name:	David Bernhardt	Director M&O	Date: 11/30/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Michelle Fournier</i> <small>066BBD96EE5347F...</small>		
	Printed Name:	Michelle Fournier	Date: 12/8/2021

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

Envelope Id: CD52C73FAC064A96A2DC7906226221E1

Status: Completed

Subject: Please DocuSign: T01-222.pdf, T01-277.pdf

Source Envelope:

Document Pages: 13

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

Cheryl Whittington

AutoNav: Enabled

16 SHS

Envelopeld Stamping: Enabled

Augusta, ME 04333-0016

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

cheryl.A.whittington@maine.gov

IP Address: 198.182.163.121

Record Tracking

Status: Original

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11/30/2021 1:08:05 PM

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Security Appliance Status: Connected

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Transportation

Location: DocuSign

Signer Events**Signature****Timestamp**

David Bernhardt

DocuSigned by:



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David.Bernhardt@maine.gov

Viewed: 11/30/2021 1:24:12 PM

Director M&O

Signed: 11/30/2021 1:25:09 PM

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style

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Accepted: 11/30/2021 1:24:12 PM

ID: e446058d-02ea-4193-87f6-bae889eea412

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



Sent: 11/30/2021 1:25:11 PM

cheryl.a.whittington@maine.gov

Viewed: 11/30/2021 1:30:18 PM

20211110000000000167

MaineDOT

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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	11/30/2021 1:20:16 PM
Certified Delivered	Security Checked	11/30/2021 1:30:18 PM
Signing Complete	Security Checked	11/30/2021 1:25:09 PM
Completed	Security Checked	11/30/2021 1:30:18 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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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:

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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.

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

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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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- 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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