



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:		Roger Berry Jr.		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$6732.99	Advantage CT / RQS #:	RQS 17D 20211206*0635	
CONTRACT	Proposed Start Date:	11/15/2021	Proposed End Date:	11/22/2021
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:		Daigle & Houghton, Bangor Maine		
Brief Description of Goods/Services/Grant:		No power		

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.

REV 10/7/2021

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 has no power, the engine light is on, and driver can smell fuel. After the technician diagnosed it, the vendor called with an estimate for replacing a bad fuel pressure rail sensor. The region reviewed the cost proposal and authorization was given to perform the repair work. While repairing the sensor, the technician found that high pressure fuel pump was not putting out enough pressure. The region received an emailed estimate for that repair, after reviewing the cost proposal permission was given to complete the additional repair work. Repairs totaling \$6,732.99 were made. The decision to move forward with these repairs was made consistent with MaineDOT Fleet Management's guidance considering the equipment age, hours, and anticipated replacement schedule. The estimated replacement cost for this equipment is \$200,000.00. 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.

Sent truck to a commercial repair facility for repair because the Dixfield Fleet garage was full of work and short on staff. Skowhegan Fleet Garage was still getting set up from moving into the new facility. The vendor was contacted for service availability and was able to take the truck in for diagnosis and repair.

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

The region received and reviewed the two cost proposals for the work that needed to be done to complete the repairs. The pricing was reasonable and in line with past work done by this vendor for the Department.

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

The region will contact in-house Fleet facilities for availability to perform the repair work. If the work cannot be done in-house, certified outside commercial repair facilities will be contacted for cost proposals and availability of service appointments.

PART IV: LATE JUSTIFICATION

- | | | |
|-------------------------------------|---|--|
| 1. Is the vendor currently working? | <input checked="" type="checkbox"/> Yes x | <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.

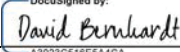

Operational need required MaineDOT to make immediate repairs to the equipment as this is a truck that is used to plow roads in the winter.

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>  <small>A3023C516E54MCA...</small>		
Printed Name:	David Bernhardt	Director M&C	Date: 12/6/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>066BBD96EE5347F...</small>		
	Printed Name:	Michelle Fournier	Date: 12/8/2021

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

Envelope Id: D82492CEED2443C2A02A430812838D0A	Status: Completed
Subject: Please DocuSign: T01-245.pdf, T01-274.pdf, T19-547.pdf	
Source Envelope:	
Document Pages: 30	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 12/6/2021 12:12:22 PM	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:

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Signature Adoption: Pre-selected Style
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Sent: 12/6/2021 12:19:48 PM
Viewed: 12/6/2021 12:20:43 PM
Signed: 12/6/2021 12:22:33 PM

Electronic Record and Signature Disclosure:
Accepted: 12/6/2021 12:20:43 PM
ID: f2cf4af8-7d93-4d3a-9e6c-1a34a55ec8e9

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
MaineDOT

VIEWED
Using IP Address: 198.182.163.121

Sent: 12/6/2021 12:22:40 PM
Viewed: 12/6/2021 12:31:24 PM

Security Level: Email, Account Authentication
(None)

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

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/6/2021 12:19:48 PM
Certified Delivered	Security Checked	12/6/2021 12:31:24 PM
Signing Complete	Security Checked	12/6/2021 12:22:33 PM
Completed	Security Checked	12/6/2021 12:31:24 PM

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

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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 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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- 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.