



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 Fleet Services		
Department Contract Administrator or Grant Coordinator:		Jeremy Schobel		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$8,545.31	Advantage CT / RQS #:	RQS 17D 20211221*0702	
CONTRACT	Proposed Start Date:	11/05/2021	Proposed End Date:	12/13/2021
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:		Beauregard Equipment – Scarborough, Maine		
Brief Description of Goods/Services/Grant:		Diagnose and repair engine, transmission codes and repair dipper seal		

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.

T21-122, a 2010 Case 580SM backhoe, was sent to Beauregard's Equipment (Scarborough) to diagnose engine issues, transmission issues and a leaking dipper cylinder, as the machine was running poorly and the transmission wasn't shifting properly. Region 4 Fleet Services does not have the capability to read Case Equipment codes. To fix the engine skip, the vendor technician replaced the injection pump and fuel lines as they were rusted and corroded. Additional repairs included replacing the transmission filter, strainer and all trans fluids and recalibration of the transmission parameters via laptop programming. The technician also repacked and installed a seal kit to repair the leaking dipper cylinder. Repairs totaling \$8,545.31 were made. The decision to move forward with these repairs was made consistent with MaineDOT Fleet Management's guidance considering the equipment's age, hours, and anticipated replacement schedule. The estimated replacement cost for this equipment is \$140,000.00. This unit is not scheduled to be replaced. The decision to use a commercial repair facility was made after careful consideration of the availability of Department personnel and the operational need to get the equipment/vehicle 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 selected vendor for this work has certified technicians trained in the diagnostic repairs associated with the Engine Codes and Transmission Codes. The magnitude and scope of this repair was considered, and the logical decision was to send the Unit (T21-122) to the nearest Case dealer. At the time of the breakdown Region 4 Fleet Services had 13 pieces of large equipment down. In order to speed up the repair and return the backhoe to the crew, the decision was made to send unit T21-122 to the dealer for repairs.

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

Beauregard Equipment is a local and certified Case Dealer. They have 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 number of backhoes that were down at the time and have gotten the unit returned to the crew in an acceptable turnaround time.

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

Only a very limited number of repair shops in the Bangor area have the capacity to undertake repairs of this significance. The criticality of returning this Backhoe to service as soon as possible, Beauregard Equipment (Scarborough) was willing to do the repairs upon request and in a timely manner.

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.



MaineDOT's operational needs required repairs be made to this unit to return it back to service as soon as possible.

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>A3023C518E5A4CA...</small>		
Printed Name:	David Bernhardt	Director M&C	Date: 12/21/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>41C2BA36FAF44CD...</small>		
Printed Name:	Kathy Paquette	Date:	12/27/2021

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

Envelope Id: 28DA5960732C49B58554B6B4C20FAFBA	Status: Completed
Subject: Please DocuSign: T11-722.pdf, T21-122.pdf, T11-567.pdf	
Source Envelope:	
Document Pages: 16	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


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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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Sent: 12/21/2021 1:41:58 PM
Viewed: 12/21/2021 2:03:51 PM
Signed: 12/21/2021 2:05:02 PM

Electronic Record and Signature Disclosure:
Accepted: 12/21/2021 2:03:51 PM
ID: 388d8641-6348-4595-9fb2-6288765b564e

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: 12/21/2021 2:05:04 PM
Viewed: 12/21/2021 2:05:38 PM

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	12/21/2021 1:41:58 PM
Certified Delivered	Security Checked	12/21/2021 2:05:38 PM
Signing Complete	Security Checked	12/21/2021 2:05:02 PM
Completed	Security Checked	12/21/2021 2:05:38 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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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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- 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.