



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:		Kevin Davidson	
(If applicable) Department Reference #:		T11-590	
Amount: (Contract/Amendment/Grant)	\$17,335.91	Advantage CT / RQS #:	2023120400000000821
CONTRACT	Proposed Start Date:	10/10/2023	Proposed End Date: 11/7/2023
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:		Allegiance Trucks Company, Bangor	
Brief Description of Goods/Services/Grant:		Skipping/Smoking	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for 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.

T11-590 Patrol truck was being used in Solon hauling material for the wash outs from all the rain and flooding, we have been experiencing. Technician received a call that T11-590 was skipping and blowing smoke at the Solon shed. When technician arrived, truck was off, and was having a hard time to start. Once the truck was running, he observed that the exhaust was blowing an excessive amount of smoke, smelling of anti-freeze, skipping, and barely running. The issue with the engine blowing smoke and smelling of anti-freeze has been a common problem with the EGR coolers going bad. The symptoms of the smoking, smelling of anti-freeze, and starting hard determined that the problem was more than just a computer issue. There was no need to diagnose any further, as the coolers would have to be replaced, and this was more than the Field technician was able to repair at the Fleet garage. Reached out to Allegiance and they had the availability to service to get the vehicle back in service.

The vehicle was transported to Allegiance to replace the EGR coolers. Once cooler was replaced and ready for road test, they backed the truck out of their shop the A/C compressor seized. I gave them the ok to replace A/C compressor seeing it was already in their shop and to avoid any further delays.

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

Augusta fleet was unable to assist in this repair as they were behind on new truck set ups and not having enough technicians. Dixfield Fleet were down two technicians, and the shop was full of wheelers from Rt 17. Skowhegan was also down a technician leaving them with one technician and not equipped to do that type of work.

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

Allegiance was called and would start on the repairs when we delivered the truck. We explained the issue and they would send us an estimate when they completed their diagnostics. With the number of units and lack of technicians down we decide to have Allegiance complete the work.

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

We are very limited in Dixfield and Skowhegan to find any repair shops close by. Dixfield, Augusta, and Skowhegan Fleet are all shorthanded and schedules are at least two to three weeks out, making our repair facilities limited.

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

Does this request utilize ARPA/MJRP funds?

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

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Procurement Justification Form (PJF)

Signature of requesting Department's Commissioner (or designee):	DocuSigned by: <i>Kyle A. Hall</i> 51BA1171F8B9463...		
Typed Name:	Kyle Hall, Director Maintenance & Operations	Date:	12/1/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> 2D5B6E39F57E44A...		
Typed Name:	William J.E. Allen	Date:	12/15/2023

NOI 1220231376 12/18/2023 - 12/24/2023