



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 #:		T01-204	
Amount: (Contract/Amendment/Grant)	\$7,000.00	Advantage CT / RQS #:	20231204000000000822
CONTRACT	Proposed Start Date:	11/22/2023	Proposed End Date: 11/24/2023
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:		C&J Trailer Repair & Towing	
Brief Description of Goods/Services/Grant:		Truck Recovery/Accident	

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.

On Wednesday the 22nd I received a call from the Shirley TCL that T01-204 was on its side on Rt. 15 outside of Greenville. He reported the situation to me, and I immediately started reaching out to towing company and sent the Field technician to the incident. Boulet towing company was assisting on another call and would be at least a 2-to-3-hour delay. C&J trailer Repair & Towing were just finishing up on a call and could leave immediately for assistance. While continuing to talk to the TCL at the accident, it was clear that it may be possible more than 1 wrecker would be needed, so I had the TCL send pictures and I forwarded them on to C&J Trailer Towing. It was determined that another wrecker would be needed in this case. Field technician had to cut the pins to release the pressure from the plow, wing was chained up. The truck was looked over for any damage that would prevent the truck to be towed. Plow was loaded and delivered to Shirley DOT lot. Truck was then towed to Dixfield Fleet for further evaluation.

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

I tried two towing company's we use near that area; Boulet's would have added 3 extra hours of response time. C&J was able to respond immediately. With the vehicle on its side, I decide that the best action to take was get the vehicle back upright and off the snow-covered road.

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

When we have a snow plowing event most towing companies are very busy with other vehicle calls. I this situation, a truck on its side, getting the vehicle up righted and out of the roadway so we can evaluate repairs is the deciding factor. C&J was the quickest option for a lesser impact on that vehicle out in a snow-covered road.

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

There is a limited option for towing company's during a snowstorm. I make the calls and in this type of situation if we don't take the towing company that is ready at the time of the call that it can be hours before we get them to service our need.

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

Does this request utilize ARPA/MJRP funds?

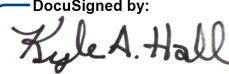
Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):

DocuSigned by:

51BA1171F8B9463...

Typed Name:

Kyle Hall, Director Maintenance &
Operations

Date:

12/4/2023

Procurement Justification Form (PJF)

Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> 2D5B6E39E57E44A...		
Typed Name:	william J.E. Allen	Date:	12/15/2023

NOI 1220231377 12/18/2023 - 12/24/2023