



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:		Maine DOT Fleet Services	
Department Contract Administrator or Grant Coordinator:		Dan Rolfe	
(If applicable) Department Reference #:		T37-1743	
Amount: (Contract/Amendment/Grant)	\$ 7,012.50	Advantage CT / RQS #:	20231205000000000828
CONTRACT	Proposed Start Date:	10/23/2023	Proposed End Date: 10/26/2023
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		Howard P. Fairfield, Skowhegan, Maine 04976	
Brief Description of Goods/Services/Grant:		Repairs to T37-1743 body rebuild and subframe paint.	

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.

T37-1743 is a stainless-steel dump body. As part of the on-going deployment of new snowplow trucks, MaineDOT determined it would be more cost effective to refurbish and continue to use previously purchased truck bodies. Given the price volatility of new equipment, Fleet Services determined refurbishing would not only prolong the life of equipment already in place, but also provide the Department with a cost savings.

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 Fab shop was too busy to take this task on. The vendor for this work was able to work it in and has trained technicians.

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

The labor and parts rates for the body refurbished are comparable to the other installation services currently under contract with his vendor. A cost proposal was provided to Fleet Services for review and approval was given for the work to be done.

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

Fleet Services will continue to utilize the complete bidding RFP process when new trucks and plow gear are scheduled to be purchased.

### 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:

*Kyle A. Hall*

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Typed Name:

Kyle Hall, Direct Maintenance & Operations

Date:

12/5/2023

Signature of DAFS  
Procurement Official:

DocuSigned by:

*William J.E. Allen*

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Typed Name:

William J.E. Allen

Date:

12/15/2023

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