



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Maine DOT Region 2 Fleet		
Department Contract Administrator or Grant Coordinator:		Michael Colson		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 7,568.31	Advantage CT / RQS #:	2025010700000000942
CONTRACT	Proposed Start Date:	22 Oct 2024	Proposed End Date:	29 Nov 24
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:		Quirk Ford Augusta me.		
Brief Description of Goods/Services/Grant:		Repairs to bucket truck T03-123, trailer plug issues, check engine and TPMS lights on		

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.

Becket truck T07-123 had trailer light, check engine light and TPMS light on in dash. The DOT tech checked the trailer plug for corroded wires and bad terminals -all looked good, he also checked wires on the frame for chaffing but did not find any. DOT doesn't have a diagnostic computer to connect to a F 350 so the truck was sent to a vendor for diagnostic & repair. The following are vendor tech notes (CUSTOMER STATES THE WRNCH LIGHT IS ON
 VERIFIED THE CUSTOMER'S CONCERN OF WRENCH LIGHT ON, TURN SIGNALS BLINK BOTH SIDES AND CAB LIGHTS. ROAD TESTED THE VEHICLE 1 MILES. PERFORMED A VISUAL INSPECTION AND FOUND NOTHING ABNORMAL. ACCESSED THE DIAGNOSTIC PORT AND PERFORMED A SCAN USING THE IDS. RESEARCHED AND ANALYZED FOR THIS SYSTEM. FOUND NO DOCUMENTS RELATED TO THE VEHICLES CONCERN. PERFORMED A JUNCTION BOX EXAMINATION AND DIAGNOSTIC. HAD HOURS AND HOURS OF DIAG TESTING CIRCUITS AND UNPLUGGING DIFFERENT MODULES AND AFTERMARKET ADD ONS. HANDED OFF TO SHOP FOREMAN AT ONE POINT AND CONTACTED FORDS FSE. FURTHER EXAMINATION FOUND THE JUNCTION BOX HAS AN INTERMITTENT SHORT CIRCUIT.
 ACCESSED, REMOVED AND REPLACED THE JUNCTION BOX. ALSO ACCESSED, REMOVED AND REPLACED BODY CONTROL MODULE AND STEERING COLUMN CONTROL MODULE. BATTERY JUNCTION BOX IS PART OF ENTIRE ENGINE HARNESS. HAD MOST EVERYTHING UNDER HOOD APART AND MUCH OF TRUCKS INTERIOR APART. CLEARED ALL DIAGNOSTIC TROUBLE CODES AND VERIFIED CODES DID NOT RETURN. ROAD TESTED THE VEHICLE 7 MILES TO VERIFY REPAIRS. THE SYSTEM IS NOW OPERATING AS DESIGNED.)
 Repairs totaling \$7,568.31 were made. The move forward with these repairs was made consistent with Maine DOT Fleet Management's guidance considering the vehicle's age, mileage, and anticipated replacement schedule. 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.

The Fleet Augusta heavy equipment shop is down five technicians. The vendor for this work has Ford trained technicians and along with all the special tools needed for the repair and replacement of the parts associated with the issue. The magnitude of this repair was considered, and the logical decision was to send this unit to a vendor.

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

Quirk Ford is a Ford vendor, and we have had work done there in the past. They are able too efficiently and cost effectively do a repair of this significance due to factory/dealer training and special tooling. This repair would not have been something the department could have cost effectively done and completed in a timely manner.

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

If we could convince more vendors and service facilities to move into more locations in the state, it would potentially foster better competition.

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

Does this request utilize ARPA/MJRP funds?
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/> No – If No, proceed to Part V.

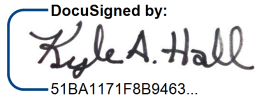

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Kyle Hall, Director, Maintenance & Operations	Date:	1/2/2025
Signature of DAFS Procurement Official:			
Typed Name:	Sherri Brooker	Date:	1/8/2025