

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		DACF / Bureau of Parks & Lands / Northern Region Parks		
Department Contract Administrator or Grant Coordinator:		Matthew Hamilton		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 7194.80	Advantage CT / RQS #:	RQS 01A 20210106*0659	
CONTRACT	Proposed Start Date:	1 Dec 2020	Proposed End Date:	31 Jan 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, Caribou, Maine		
Brief Description of Goods/Services/Grant:		Tractor repair		

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

<input checked="" type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input 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 checked="" type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

We needed to have a certified technician diagnose the clutch related issue. The tractor is the main piece of equipment that does groundwork, tree clean up, and snow removal for this year-round facility. This is one of the most important pieces of equipment that we need to do multiple jobs throughout the park. This equipment is especially essential for snow removal this time of year.

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PART III: SUPPLEMENTAL INFORMATION

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

The Aroostook State Park Manager called around for three estimates to do the work. Beaugard Equipment from Caribou was the only business that gave us a quote to do the work. The total including parts and labor was figured to be about \$6,320.77. This was the estimate given for trouble shooting and replacing the clutch. The actual issues had not been verified/diagnosed.

The other two businesses contacted were MPG Truck and Tractor and Thereault Equipment, both from Presque Isle. MPG came right out and said that Beaugard equipment is the Ford dealer and that they would be the company to do the repair. Thereault Equipment (Tyler, service manager) tried getting an estimate, but could not get a price on the clutch as it was going to be an aftermarket refurbished repair. He was trying but could not come to a total.

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

Funding will be from the Northern Region dedicated Loon account.

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

At least three businesses will be contacted for quotes to ensure competition for future services.

PART IV: 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>		
	<i>Amanda E. Beal</i>		
Printed Name:	<small>20AF3A2882BB4AA...</small>	Date:	1/11/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>		
	<i>William J.E. Allen</i>		
Printed Name:	<small>2D5B6E39F57E44A...</small> William J.E. Allen	Date:	1/25/2021

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