

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:		Region 1 Fleet		
Department Contract Administrator or Grant Coordinator:		John Small, Fleet T.O.M.		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 9,847.30	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	12/1/2020	Proposed End Date:	12/15/2020
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:		New England Diesel Services, Inc. Windham, ME		
Brief Description of Goods/Services/Grant:		Diagnose for no power/poor running condition		

PART II: JUSTIFICATION FOR VENDOR SELECTION

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

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		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.

T11-570 was diagnosed for a skip and possible scuffed cylinders. The engine head was removed and inspected finding a loose injector (#5) causing damage to the injector cup and cracking the head. The upper half of the engine was repaired and tested. The truck performed correctly after the repairs.

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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 Scarborough Fleet facility workload to keep up on doing repairs and services didn't allow time to make repairs. We requested estimates from 2 vendors and New England Diesel was the lower one. The vendor took T11-570 right in and started on it to get it back in service for winter operations.

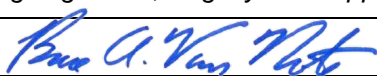
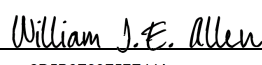
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The need of the repairs and impact to the crew operations year-round. T11-570 was sent to New England Diesel Services for the repairs to be completed in a timely manner and under the estimated cost.

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

Vendors will be contacted and cost proposals requested. Vendor selection will be based on lowest price, ability to do the work in a timely manner and past experience if the vendor has done work for the region.

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>		
			
Printed Name:	Bruce A. Van Note	Date:	3/12/21
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	2D5B6E39F57E44A... William J.E. Allen	Date:	3/16/2021

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