

## 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:		Dixfield Fleet REG 3		
Department Contract Administrator or Grant Coordinator:		Roger Berry		
(If applicable) Department Reference #:		T11-712		
Amount: (Contract/Amendment/Grant)	\$ 14,471.44	Advantage CT / RQS #:	RQS 17D 20210407*0940	
CONTRACT	Proposed Start Date:	9/15/2020	Proposed End Date:	10/8/20
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:		Allegiance Trucks (Morrison & Sylvester)		
Brief Description of Goods/Services/Grant:		Rebuild motor		

### 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
<b>x</b>	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.**

The truck was brought in for an antifreeze leak, found that it had a bad degas bottle which had a crack in it. Replaced that and also performed a lot of other work to the truck like replacing leaking injectors. After those repairs were done, the truck was road tested and found the oil pan was getting antifreeze in it. The oil pan was pulled and it was determined that the #2-cylinder sleeve ring was bad. The truck was sent to the vendor and while there, the technician found the O-rings were bad on 3 more sleeves and that 2 of the pistons had cracks in them, so replacement of all 6-cylinder kits was done. It was also determined that the camshaft had 2 bad cam

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### PART III: SUPPLEMENTAL INFORMATION

lobes and was recommended that it be replaced. The vendor replaced the cam shaft and only charged for the parts as the truck was all apart already for the cylinder replacement.

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

With our shop being very busy and Augusta Fleet also busy doing new truck set ups and low on techs, we decided to look at vendors.


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

Region 3 called around and got 3 estimates on getting an in-frame motor rebuild done and selected Morrison & Sylvester's (now which is Allegiance Trucks). This vendor had the lowest price. MaineDOT has used this vendor in the past and the previous work done was of good quality and reasonable price.

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

The plan is to call around and get quotes for the jobs that need to be done. The vendor selected to do the work will be chosen based on price, availability to do the work and quality of work done in the past, if applicable.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	William Pulver, C.O.O. for Bruce A. Van Note	<b>Date:</b>	4-5-2021
<b>Signature of DAFS Procurement Official:</b>	DocuSigned by: <i>Michelle Fournier</i>		
<b>Printed Name:</b>	Michelle Fournier	<b>Date:</b>	4/22/2021