

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 #:		T01-196		
Amount: (Contract/Amendment/Grant)	\$ 16758.04	Advantage CT / RQS #:	RQS 17D 20210407*0943	
CONTRACT	Proposed Start Date:	11/2/2020	Proposed End Date:	12/2/2020
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:		O'Connor's, Portland Maine		
Brief Description of Goods/Services/Grant:		Replace turbo and bad EGR valve		

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.

Sent truck down to have the turbo replaced along with a bad EGR valve. While they were taking the turbo apart, they noticed that the exhaust manifold was cracked and starting to leak so approval was given to order the parts for that as well. While taking that apart, the technician found the wiring harness was full of oil and had gotten into the truck's ECM. The vendor called MaineDOT with a price to do the job, and approval was given to do that also. While the truck was out for repairs, the vendor replaced the turbo and exhaust manifold, the EGR valve, also replaced the truck's ECM and engine wiring harness. They also repaired two manufacturer recalls at no charge.

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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 Region 3 shop was full at the time, so we called the Augusta garage and they were too busy due to not having enough technicians in their shop. We also tried O'Connor's in Augusta, but they were too busy to get it in. O'Connor's in Portland was able to get us right in so we went with them.


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

The vendor called the Region with a quote to do the Turbo, which was a fair price, so approval to go ahead with the repairs was given. They also called each time with prices with the other items found that needed to be addressed. The vendor was able to help out with saving some of the labor cost for the additional repairs made because the truck was already taken apart which allowed access to the area needing work.

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

The plan is to call around to qualified vendors and get cost proposals if the regional garages are unable to do the work in-house.

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:	William Pulver, C.O.O. for Bruce A. Van Note	Date:	4-5-2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Michelle Fournier</i>		
Printed Name:	<small>066BBD96EE5347F...</small> Michelle Fournier	Date:	4/22/2021