

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 #:				
Amount: (Contract/Amendment/Grant)	\$ 12716.09	Advantage CT / RQS #:	RQS 17D 20210407*0944	
CONTRACT	Proposed Start Date:	12/2/2020	Proposed End Date:	12/8/2020
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:		Daigle & Houghton Hermon, Maine		
Brief Description of Goods/Services/Grant:		T11-558: Antifreeze leak at the right rear corner of the head.		

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	x	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 to Daigle for a head gasket issue. While taking it apart, the technician found the head was cracked. After getting it torn down, the technician noticed that the EGR cooler was leaking antifreeze also. After reassembling the head gasket and the EGR cooler, there was an engine code for a DPF temp sensor, so approval was given to repair a bad temp sensor on the DPF. The vendor road tested truck and all was good.

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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 called Augusta Fleet to see if they could do the job, but they were short on technicians and full of work. They did say they could might be able to get it in, but it could take up to a month or two. The region's shop was full of trucks, and the wait time on parts was a week out or more. MaineDOT called two different dealerships and Daigle was able to get it right in and start on it. An estimate was provided, the region reviewed it and determined it was a good price.

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

A price quote was provided for the proposed work which was reviewed. The price was reasonable and past work done by the vendor has been of good quality, so approval was given to order the parts and complete the work.

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

The plan is to keep trying to get work done in-house and if that is not possible, call around to various qualified vendors and get the best price.

PART IV: APPROVALS

**Signature of requesting
Department's Commissioner
(or designee):**

By signing below, I signify that I approve of this procurement request.



Printed Name:

William Pulver, C.O.O. for
Bruce A. Van Note

Date:

4-5-2021

**Signature of DAFS
Procurement Official:**

DocuSigned by:



Printed Name:

066BBD96EE5347F...
Michelle Fournier

Date:

4/22/2021