

## 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 #:		T01-120		
Amount: (Contract/Amendment/Grant)	\$ 6572.44	Advantage CT / RQS #:	RQS 17D 20210407*0945	
CONTRACT	Proposed Start Date:	12/28/2020	Proposed End Date:	1/4/2021
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:		O'Connor GMC , Portland Maine		
Brief Description of Goods/Services/Grant:		T01-120 Bad injectors		

### 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.**

Truck started running rough and had no power. After putting the laptop on it, the diagnostics showed that the #1 injector was not working. The region decided to send it out to have all 6 injectors because the other 5 had the same number of hours on them. While the technician was working on the truck, the all the injector connectors were found to be loose and coming apart. These were also replaced.

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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 regional shop was full of trucks to be serviced and repaired, so the Augusta Fleet garage was contacted and were still short on technicians and also very busy. The region called O'Connor's in Augusta, but they were booked out about 3 weeks. O'Connor's in Portland was contacted and were able to get the truck in right in. The quote was reviewed and found to be a reasonable price. Past work done there has been of good quality and at comparable prices so approval was granted to complete the repairs.

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

Since MaineDOT does a lot of business with this vendor, they are able to provide the department with a reasonable and competitive labor rate. After the determination was made that this work could not be done in-house given current workloads, O'Connor's in Portland was the vendor with the best availability to get the repairs completed quickly. Price and vendor availability factored into the decision to have the work done at this vendor.

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

When repairs cannot be done by the department, the region will continue to contact qualified vendors for price estimates and to check availability. Past experience with prior repairs, if applicable, will also factor into the vendor selection process.

### 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:**

*Michelle Fournier*

**Printed Name:**

DocuSigned by:  
066BBD96EE5347F...  
Michelle Fournier

**Date:**

4/22/2021