

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:		MaineDOT Region 5		
Department Contract Administrator or Grant Coordinator:		Keith Richards		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$17,924.90	Advantage CT / RQS #:	RQS 17D 20210407*0947	
CONTRACT	Proposed Start Date:	15Dec2020	Proposed End Date:	15Jan2021
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:		Albert Farms Inc		
Brief Description of Goods/Services/Grant:		Repair to truck T01-228		

PART II: JUSTIFICATION FOR VENDOR SELECTION

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

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

T01-228 had overheated while plowing and contributed to lack of power. The technician first diagnosed the cause as loose injector cups. The cups were just part of the issue, the head had an internal crack causing the overheating. The technician notified us that the head was cracked, and the overheating damaged the turbo. Approval to complete the repairs was given. This wheeler plows I-95 in the Sherman area throughout the winter, with limited spares in the Region, this unit is essential for a timely turn-around.

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PART III: SUPPLEMENTAL INFORMATION

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

Caribou Fleet was busy and unable to start this for another couple of weeks. The vendor for this type of work was able to start it immediately and had the diagnostic tools and experience for these repairs. The magnitude, time and experience of these repairs were considered, the best course of action was to send it to a certified technician to get the truck back into service.


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

Albert Farms is a respectable vendor with a timely record for repairs. They are one of the few certified vendors in the northern area, and labor rates are 15-20% less than other competitors. The repairs would not have been something that department could have cost effectively done and completed in a timely manner.

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

The Region will continue to evaluate the need for diagnostic tools and education for keeping MaineDOT Fleet competitive and work done in-house vs private sector when opportunity allows.

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:	<i>Michelle Fournier</i>		
	<small>DocuSigned by: 000BBB90EE5347F...</small>		
Printed Name:	Michelle Fournier	Date:	4/22/2021