

## 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 Reg3		
Department Contract Administrator or Grant Coordinator:		Roger Berry Jr.		
(If applicable) Department Reference #:		T21-711		
Amount: (Contract/Amendment/Grant)	\$ 6173.14	Advantage CT / RQS #:	RQS 17D 20210407*0948	
CONTRACT	Proposed Start Date:	1/7/2021	Proposed End Date:	1/22/2021
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:		Nortrax Bangor Maine		
Brief Description of Goods/Services/Grant:		Keeps shutting down and no power		

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

Loader had no power and kept shutting down while running, also the hydraulic system stop working all together. While working on the loader they found that the control panel had a bad circuit board. The SSM (Sealed Switch Module) was removed, the plug and wiring were checked. The SSM was replaced and all of the buttons and lights worked properly. The VGT was worn out so the turbo was also replaced and the new VGT was calibrated.

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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 Augusta and Dixfield Fleet shops were busy, low on techs and could not work on the loader. The decision was made to send the loader to the dealer who has the required diagnostic tools, technicians and parts availability to do the work.


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

After hauling the loader up to the dealer, MaineDOT was contacted with the problem and a price quote. The price was fair and comparable to previous repair work, so the region had the vendor start working on it.

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

The Fleet garages are low on techs and trying to keep up with breakdowns, the region will continue to call around for prices on jobs. Work will be given to the qualified vendor with the lowest price and ability to do the work in a reasonable timeframe.

### 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>	<small>066BBD96EE5347F...</small> Michelle Fournier	<b>Date:</b>	4/22/2021