

## 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:		Maine DOT Region 2 Fleet		
Department Contract Administrator or Grant Coordinator:		Michael Colson		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$13,328.13	Advantage CT / RQS #:	RQS 17D 20210407*0949	
CONTRACT	Proposed Start Date:	15Dec2020	Proposed End Date:	25Jan2021
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 ME		
Brief Description of Goods/Services/Grant:		Repairs to truck T01-266 – has oil leak and crack in front engine cover and making a ticking sound at idle		

### 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 01-266 had an oil leak on front engine cover. While inspecting, tech found a crack in cover near fan drive and fan drive case was broken. After removal of front cover, found broken teeth on drive gears and when checking high pressure fuel pump, found broken gears inside. Had to replace pump, drive gears under front cover, front cover and fan drive. Had to remove oil pan bolts for front cover removal while doing this tech noticed rust spot on oil pan, leaking oil and power steering lines rusted and seeping so these were also replaced. Please see attached invoice for more detail.

## State of Maine Procurement Justification Form

### PART III: SUPPLEMENTAL INFORMATION

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

The Fleet Augusta heavy shop was busy and is down 2 techs and could not get it for a week or more. The vendor for this work was able to get it in a couple of days, has International trained technicians along with all the special tools for the repair and replacement of the parts associated with this issue. The magnitude of this repair was considered, and the logical decision was to send this unit to the dealer. This is a plow truck and with the winter season here, it was necessary for the repair to keep the region plow fleet ready for winter events and public safety.


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

Daigle & Houghton is an International dealer and Fleet Services has negotiated a lower labor rate with them, we have also had work done there in the past and when compared with the other International dealers, their rates were the same or in some cases a little cheaper. They are able to efficiently and cost effectively do a repair of this significance. This repair would not have been something the department could have cost effectively done and completed in a timely manner.

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

If MaineDOT could convince more International truck dealers and service facilities to move into more locations in the state, it would potentially foster better competition.

### 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>	<small>DocuSigned by:</small> <i>Michelle Fournier</i>		
<b>Printed Name:</b>	<small>066BBD96EE5347F...</small> Michelle Fournier	<b>Date:</b>	4/22/2021