

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) | \$5,507.40 | Advantage CT / RQS #: | RQS 17D 20210407*0951 | |
| CONTRACT | Proposed Start Date: | 5Jan2021 | Proposed End Date: | 16Feb2021 |
| 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 T01-269, loss of power and check engine light on | | |

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 | | 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 01-269 had a loss of power due to the high pressure fuel pump coming apart and metal pieces going throughout the fuel system. This caused the need to replace the high pressure fuel pump, fuel manifold and all the lines. The engine light came on due to the drop in fuel pressure. Please see invoice for more detail. 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.

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's workload was full and could not get it in for approximately two weeks. The vendor for this work was able to get it in their shop the next day. This vendor has International trained technicians along with all the special tools for the repair and replacement of the parts associated with this issue. The amount of work needed for the repair was considered, and the logical decision was to send this unit to the dealer.



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 dealer their rates were the same or in some cases a little lower. They are able to efficiently and effectively do a repair of this size. 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.

Having more International truck dealers and service facilities located in the state would foster better competition. The region will continue to contact qualified dealers to obtain price quotes. Work will go to the vendor with the lowest price and best availability to meet the region's needs.

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