

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:		Region 1 Fleet Services		
Department Contract Administrator or Grant Coordinator:		John Small		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$6,413.87	Advantage CT / RQS #:	RQS 17D 20210407*0951	
CONTRACT	Proposed Start Date:	12/20/2020	Proposed End Date:	1/18/2021
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:		RBG Inc Raymond, NH		
Brief Description of Goods/Services/Grant:		Repairs to T07-110 – auger bucket truck		

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.

T07-110 had its annual crane inspection and some deficiencies were found and needed to be repaired: Leaks in hydraulic system, Winch motor not working properly, Auger stalling under load, Crushed hoses, Engine stop function not working properly, Outrigger locks not engaging properly, Wiring issues and Safety related items. Each of these items were investigated, diagnosed and repaired. Please see the attached invoice which provides the extensive details of all repairs made and parts that were 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.

RBG, Inc in Raymond N.H. was contacted to see if they could make the needed repairs in a timely manner. There was immediate availability to take T07-110 right in and start on it. This is a specialized piece of equipment and was sent back to this vendor for repairs. The region did not have the ability and knowledge to make the required repairs at the Scarborough Fleet facility.


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

RBG, Inc has performed prior work for MaineDOT which was of good quality and was completed efficiently and cost-effectively. This vendor has the trained personnel and access to parts required for the necessary repairs for this specialized equipment in order to pass its annual inspection.

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

If there were more authorized dealers in the state to work on this specialized equipment, this would foster more competition and the competitive bidding process could be utilized more effectively.

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>066BB96EE5347F...</small>		
Printed Name:	Michelle Fournier	Date:	4/22/2021