

## 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, Fleet Operations Manager  |                       |                |
| (If applicable) Department Reference #:                 |                      |   |                       |                |
| Amount:<br>(Contract/Amendment/Grant)                   | \$5,988.71           | Advantage CT / RQS #:   | RQS 17D 20210407*0953 |                |
| CONTRACT  | Proposed Start Date: | March 2, 2021   | Proposed End Date:    | March 15, 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:              |                      | Allegiance Trucks, Falmouth, ME   |                       |                |
| Brief Description of Goods/Services/Grant:              |                      | Diagnose T11-582 for a loud whistling under a load, a broken exhaust manifold was found |                       |                |

### 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 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.**

T11-582 would not run and a loud whistling sound was heard when the truck was under load. The truck was taken to Allegiance Trucks to be diagnosed. After looking it over, it was found to have broken bolts on the exhaust manifold. The technician also found the manifold was warped at the rear section. A new exhaust manifold was installed.

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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 Scarborough Fleet facility workload to keep up on doing repairs and services didn't allow time to make repairs due to employee restrictions. The garage was down 2 technicians due to planned surgery related issues and needed to get the unit fixed for crew operations. The region checked with Allegiance Trucks in Falmouth Maine to see if they could make the needed repairs in a timely manner. Allegiance Trucks took T11-582 right in and started on it.



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

The need of the repairs and impact to the crew operations year-round and was sent to Allegiance Trucks for the repairs to be completed in a timely manner.

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

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

### PART IV: APPROVALS

|   |   |              |           |
|---|---|--------------|-----------|
| <b>Signature of requesting<br/>Department's Commissioner<br/>(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<br>Bruce A. Van Note, Commissioner                       | <b>Date:</b> | 4-5-2021  |
| <b>Signature of DAFS<br/>Procurement Official:</b>                              |  |              |           |
| <b>Printed Name:</b>  | Michelle Fournier   | <b>Date:</b> | 4/22/2021 |