

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:		DHHS/Maine CDC/PHEP	
Department Contract Administrator or Grant Coordinator:		Chris Moiles Shawn Belanger	
(If applicable) Department Reference #:		CD0-21-13CAP01	
Amount: (Contract/Amendment/Grant)	25,344.00	Advantage CT / RQS #:	RQS 10A 20210421000000000978
CONTRACT	Proposed Start Date:	04/20/2021	Proposed End Date: 09/30/2021
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:		WD Matthews Machinery Company Auburn, Maine	
Brief Description of Goods/Services/Grant:		TOYOTA MODEL 8FBES15U, 3-Wheel Sit-Down AC Electric Forklift.	

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	X	L. Other Authorization : COVID-19

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.

This is for the purchase of Toyota 8FBES15U electric forklift with a five-year warranty. This forklift will be used in the State Receipt, State, Store (RSS) sites where the Maine CDC public health emergency stockpile is located. The warranty, and current ongoing relationship with the vendor, WD Matthews Machinery Company, ensures the forklift will remain in working order and provide immediate service should the forklift need repair.

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PART III: SUPPLEMENTAL INFORMATION

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

DHHS sought to obtain a forklift through State Surplus, and then sought a used forklift. No other suitable forklift was found. The Department chose WD Matthews as the vendor to purchase the new Forklift because they are the area's only authorized Toyota Dealer carrying the desired model. WD Matthews Machinery Company also currently provides routine maintenance and repairs to State equipment for RSS and warehouse operations.

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

The warranty plan covers recommended preventative maintenance and unlimited repairs and corrective maintenance service. The Department reviewed the pricing and it was deemed acceptable in light of the Governor's Civil State of Emergency.

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

This is a one-time procurement.

PART IV: APPROVALS

**Signature of requesting
Department's Commissioner
(or designee):**

By signing below, I signify that I approve of this procurement request.

Printed Name:

Ben Munn

Date:

9/17/21

**Signature of DAFS
Procurement Official:**

DocuSigned by:

Jaime C. Schorr

Printed Name:

Jaime C. Schorr

Date:

6/7/2021

NOI 0620210421 06/08/2021 - 06/14/2021 COVID-19