

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:		MaineDOT/Maintenance & Operations		
Department Contract Administrator or Grant Coordinator:		Melanie Redd		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 15,000.00	Advantage CT / RQS #:	20200723000000000086	
CONTRACT	Proposed Start Date:	07/28/2020	Proposed End Date:	12/31/2020
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:		Penske Rental Leasing Logistics, Scarborough, Maine		
Brief Description of Goods/Services/Grant:		24' to 26' Non CDL box trucks, and 48' Trailer with Lift		

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
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
X	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.

The Department of Education has requested that the MaineDOT distribute Personal Protective Equipment to school districts statewide in preparation of the reopening of schools. This will require the rental of box trucks, and trailers with lifts, which are not available within DOT's Fleet.

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PART III: SUPPLEMENTAL INFORMATION

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

Due to the immediate need of these pieces of equipment to deliver to the school districts, we reached out to three vendors. Of these vendors, the only one with the ability to provide the necessary equipment within the time needed was Penske trucking.

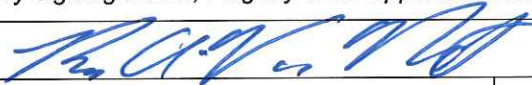
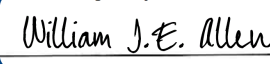
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The negotiated costs are fair and reasonable due to the specific equipment needed, as well as the ability to provide it within the time frame necessary to successfully complete the request of the DOE.

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

For future requests of this nature, the Department will put the request out to bid if there is time to complete the process.

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:	Bruce A. Van Note	Date:	7/27/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>2D5B6E39F57E44A...</small> William J.E. Allen	Date:	7/29/2020

NOI 0720200695 07/30/2020 - 08/05/2020