

## 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 4 Fleet Services      |                       |                       |
| Department Contract Administrator or Grant Coordinator: |                      | Jeremy Schobel               |                       |                       |
| (If applicable) Department Reference #:                 |                      | T01-252                      |                       |                       |
| Amount:<br>(Contract/Amendment/Grant)                   |                      | \$ 15,484.27                 | Advantage CT / RQS #: | RQS 17D 20200720*0063 |
| CONTRACT  | Proposed Start Date: | 5/20/2020                    | Proposed End Date:    | 6/24/2020             |
| 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:              |                      | Bangor Truck & Trailer Sales |                       |                       |
| Brief Description of Goods/Services/Grant:              |                      | Truck repair to T01-252      |                       |                       |

| 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  | X | 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:  |
| <b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>  |
| Truck (T01-252) was sent to Bangor Truck & Trailer Sales due to a failed air compressor that sent metal filings throughout the entire engine resulting in a complete engine flush, removal of engine gear train assembly and timing gear plate. Fleet Services does not have all the specialty tools required to perform said process, so the unit was sent to a Qualified Volvo Dealer in the immediate Bangor area for a faster turnaround time. |

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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 selected vendor for this work has certified technicians trained in the repair and replacement of the timing gear plate and gear train assembly, specific to Volvo equipment. The magnitude and scope of this repair was considered, and the logical decision was to send the Unit (T01-252) to the nearest Volvo dealer.

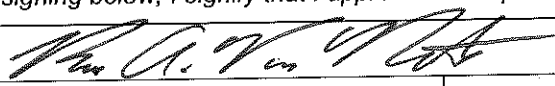
**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

Bangor Truck & Trailer is a local and certified Volvo Dealer. They have all the appropriate tools and training to efficiently and cost effectively complete a repair of this significance. This repair would not have been something the Department could have cost effectively undertaken.

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

Only a very limited number of repair shops in the Bangor area have the capacity to undertake repairs of this significance. The criticality of returning this truck to service as soon as possible, made it impractical to look outside the Bangor area for these repairs. Bangor Truck and Trailer was willing to do the repairs upon request and in a timely manner.

### PART IV: APPROVALS

|   |  |              |           |
|---|--|--------------|-----------|
| <b>Signature of requesting Department's Commissioner (or designee):</b> | <i>By signing below, I signify that I approve of this procurement request.</i>       |              |           |
|   |  |              |           |
| <b>Printed Name:</b>  | Bruce A. Van Note  | <b>Date:</b> | 7/14/2020 |
| <b>Signature of DAFS Procurement Official:</b>                          | <small>DocuSigned by:</small><br><i>Michelle Fournier</i>                            |              |           |
| <b>Printed Name:</b>  | <small>066BBD96EE5347F...</small><br>Michelle Fournier                               | <b>Date:</b> | 7/29/2020 |