

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:		Dixfield Fleet REG 3		
Department Contract Administrator or Grant Coordinator:		Roger Berry Jr.		
(If applicable) Department Reference #:		T21-115		
Amount: (Contract/Amendment/Grant)	\$ 7,670.58	Advantage CT / RQS #:	RQS 17D 20200720*0065	
CONTRACT	Proposed Start Date:	5/28/2020	Proposed End Date:	6/15/2020
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:		Beauregard Equipment Scarborough, Maine		
Brief Description of Goods/Services/Grant:		Loose front bucket, and HYD problems		

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.
Sent down to have front bucket re-pinned, bushed and have the HYD pressure checked. While there, they found that the HYD pump was not putting out enough PSI and that it has some bad wiring under the cab that makes the HYD system shut down.

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

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

While the machine was there, the vendor found more issues than we thought, so we decided to have them fix it all while it was there.

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

After finding what it was going to need to repair the machine, they wrote up an estimate and sent it to me. After reviewing the estimate, I called them and told them to go ahead and fix it. The rates quoted were reasonable and comparable to other repair work done for MaineDOT in the past.

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

Call around to different qualified vendors closest to our location, get quotes and compare them.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>Bruce A. Van Note</i>		
	<i>By signing below, I signify that I approve of this procurement request.</i>		
Printed Name:	<i>Bruce A. Van Note</i>	Date:	<i>7/15/2020</i>
Signature of DAFS Procurement Official:	<i>Michelle Fournier</i>		
	<small>DocuSigned by:</small>		
Printed Name:	<small>066BBD96EE5347F...</small> <i>Michelle Fournier</i>	Date:	<i>7/29/2020</i>