

## 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:		DAFS/OIT/Data Center Operations		
Department Contract Administrator or Grant Coordinator:		Roger Gagnon		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$25,000.00	Advantage CT / RQS #:	CT 18B-20210712*058	
CONTRACT	Proposed Start Date:	8/1/2021	Proposed End Date:	7/31/2024
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:		Milton CAT 100 Quarry Drive Milford, MA 01757		
Brief Description of Goods/Services/Grant:		Diesel Generator 3412 - TFT0158 Maintenance & Emergency Services		

### 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
<b>X</b>	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.**

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### PART III: SUPPLEMENTAL INFORMATION

Milton CAT provides support, preventative maintenance and executes necessary emergency repairs on the State of Maine's Caterpillar Diesel Generator Set, Model #: 3412 supporting a data center, E-911 call and dispatch center, Maine Emergency Management Agency and radio services at Commerce Drive, Augusta. Equipment at the Cross Building is maintained by BGS.

Milton CAT is the original vendor that installed the unit and has a great deal of historical background. They have always supported the unit since installation.

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

This service has been competitively bid in the past, only Milton CAT has responded. Milton Cat has experience with the Caterpillar Model # 3412; carries appropriate insurance; and tools for their technicians. Milton Cat has on-call technician's w/parts with the ability to respond 24 x 7, as needed for emergency services.

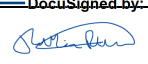
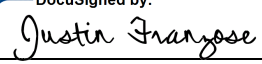
#### 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The hourly labor rate has decreased from \$150.00 per hour to \$145.00 per hour. No change in terms for parts and supplies. Preventative maintenance 3-years \$10,484.74 with additional \$14,515.26 reserved for emergency service and parts, all billed as work performed.

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

The Caterpillar Diesel Generator Set has been competitively bid in the past and only Milton CAT has responded.

### 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>		
	<small>DocuSigned by:</small> 		
<b>Printed Name:</b>	Frederick Brittain	<b>Date:</b>	7/20/2021
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> 		
<b>Printed Name:</b>	Justin Franzose	<b>Date:</b>	7/29/2021