

## 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 #3 Skowhegan Fleet		
Department Contract Administrator or Grant Coordinator:		Dwayn Rich		
(If applicable) Department Reference #:		T11-567		
Amount: (Contract/Amendment/Grant)	\$ 5,159.59	Advantage CT / RQS #:	RQS 17D 20200730*0138	
CONTRACT	Proposed Start Date:	05/26/2020	Proposed End Date:	06/09/2020
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:		Daigle & Houghton, Hermon, ME		
Brief Description of Goods/Services/Grant:		Repairs to T11-567		

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>
The truck came into the shop with complaints of loss of power and the smell of exhaust fumes. Tech found the exhaust fumes were coming from a cracked manifold. Tech also found possible cracked head and with oil in the turbo. Talked with my TOM and was asked to send this to Daigle & Houlton with this being a big job.

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### PART III: SUPPLEMENTAL INFORMATION

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

Daigle & Houlton was contacted to inquire about doing the repair and in a timely manner. Daigle & Houlton agreed to do requested repairs. Daigle has the trained techs and parts for the repair.

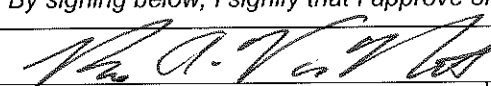
**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

The cost of the repairs is reasonable for they have the trained techs and parts to complete in a timely manner with the guarantee for the work being completed. Their prices are in line with similar repairs done for other MaineDOT vehicles.

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

This area has few trained vendors to be able to complete these repairs in a timely manner. Daigle & Houlton is a dealer for International with the updated trained techs and computers for the repairs.

### 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>	7/27/2020
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Michelle Fournier</i>		
<b>Printed Name:</b>	<small>066BBDD96EE5347F...</small> Michelle Fournier	<b>Date:</b>	8/7/2020