

## 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 #:		T11-589	
Amount: (Contract/Amendment/Grant)	\$ 8,988.39	Advantage CT / RQS #:	RQS 17D 20200730*0139
CONTRACT	Proposed Start Date:	06/15/2020	Proposed End Date: 07/15/2020
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:		Morrison & Sylvester, Inc.	
Brief Description of Goods/Services/Grant:		Running rough, truck repairs	

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>
Sent truck down for the engine running rough and the check engine light on and it had a very bad exhaust leak.

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### PART III: SUPPLEMENTAL INFORMATION

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

This is the type of job where we do not have the tools or programming to do that kind of repair. We sent it to a dealer who has access to the computer programs, parts, special tools and trained techs.

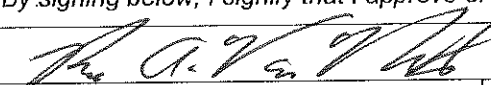
**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

During the repairs they found that the EGR coolers started to leak antifreeze into the exhaust, and that the exhaust leak was caused by a cracked manifold. They called with the price to do the job and we had them go ahead and do it. The price was reasonable and in line with previous work done by this dealer.

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

Since there are not a large number of dealers who can do this type of work, the plan is to call around to other vendors, get prices to compare, select the vendor who can perform the work at the lowest price.

### 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>	<i>Bruce A. Van Note</i>	<b>Date:</b>	<i>7/27/2020</i>
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Michelle Fournier</i>		
<b>Printed Name:</b>	<small>066BBD96EE5347F...</small> <i>Michelle Fournier</i>	<b>Date:</b>	<i>8/7/2020</i>