

## 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		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 19,974.77	Advantage CT / RQS #:	RQS 17D 20210811*0171	
CONTRACT	Proposed Start Date:	3/12/2021	Proposed End Date:	6/20/2021
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, Maine		
Brief Description of Goods/Services/Grant:		T11-558 – 2010 International Patrol, Engine skipping and popping		

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

The vendor diagnosed the noise as a bad camshaft. During the repairs, the technician found that there were 3 bad cylinders, 3 bad injectors and the EGR coolers were leaking. After a little research, the region determined that the injectors had never been changed, so with 3 being bad, approval was given to replace all the injectors. The EGR coolers were replaced in December 2020 so the vendor was able to have the coolers warrantied. Repairs totaling \$19,974.77 were made. The decision to move forward with these repairs was made consistent with MaineDOT Fleet Management's guidance considering the

## State of Maine Procurement Justification Form

vehicle's age, mileage, and anticipated replacement schedule. The estimated replacement cost for this vehicle is \$188,000.00. This unit is not currently scheduled to be replaced. The decision to use a commercial repair facility was made after careful consideration of the availability and expertise of Department personnel and the operational need to get the equipment back in service.

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

The Dixfield Fleet Garage was full of repair work and new truck set ups, and the Augusta Fleet Garage is shorthanded and busy. The region decided to contact Daigle & Houghton and Allegiance Truck for the repairs. Allegiance Truck was unable to do the job due to being busy and shorthanded. Daigle and Houghton had availability to accept the work.

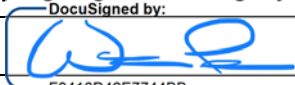
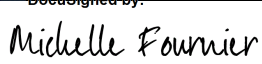
### 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Daigle and Houghton was willing to get the truck right in, order the parts and start on the repairs. They sent the region a quote for the repairs to be done. After reviewing the quote with regional supervisors, the decision was made to send the work to Daigle and Houghton based on price and availability to provide service.

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

The region will call vendors who can provide the required repair service and obtain price quotes. The region will utilize the vendor with the best price and availability to accept and perform the repair work in a reasonable timeframe.

## 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>	<small>_F8416D42E7744BB...</small> William Pulver, C.O.O.	<b>Date:</b>	8/11/2021
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> 		
<b>Printed Name:</b>	<small>066BBD96EE5347F...</small> Michelle Fournier	<b>Date:</b>	8/19/2021