

## 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 4 Fleet Services		
Department Contract Administrator or Grant Coordinator:		Jeremy Schobel		
(If applicable) Department Reference #:		T21-122		
Amount: (Contract/Amendment/Grant)	\$9,838.65	Advantage CT / RQS #:	RQS 17D 20210819*0196	
CONTRACT	Proposed Start Date:	7/7/2021	Proposed End Date:	8/9/2021
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:		Beauregard Equipment, Hermon, ME		
Brief Description of Goods/Services/Grant:		T21-122 – 2010 Case Backhoe, diagnose 4 engine codes and repair front differential		

### 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:

**1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

T21-122, a 2010 Case Backhoe, was sent to Beauregard Equipment to diagnose four engine codes as the machine was running poorly, the boom lock was not holding, the dipper cylinder was leaking, oil leaking out of the differential and no A/C. The front differential was completely overhauled with new axle seals, pins, and bushings. The engine codes were caused by a toner wheel that was broken and separated from the pulley, repairs were made and the codes cleared. A charging code was caused by a failing alternator, this was replaced. The A/C issue was caused by an inefficient A/C pump that was replaced. A bad hose going to the

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### PART III: SUPPLEMENTAL INFORMATION

dipper cylinder was causing the leak at the rear of the machine, this was replaced. The boom lock was not holding and was repaired with new pins and bushings. Repairs totaling \$9,838.65 were made. The decision to move forward with these repairs was made consistent with MaineDOT Fleet Management's guidance considering the equipment's age, hours, and anticipated replacement schedule. The estimated replacement cost for this unit is \$140,000.00 and this backhoe is not currently scheduled to be replaced. The decision to use a commercial repair facility was made after determining the Department could not perform the repairs 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.

Region 4 Fleet Services does not have the capability to read Case equipment codes and the front differential requires specialty tools to be completely overhauled. The selected vendor for this work has certified technicians trained in the diagnostic repairs associated with the engine codes and the complete overhaul of the front differential. In addition, the rear swing tower had to be completely removed in order to replace the pins and bushings. The magnitude and scope of this repair was considered, and the logical decision was to send the unit to the nearest Case dealer. In order to speed up the repairs and return the unit to the crew, the decision was made to send the backhoe to the dealer for repairs.


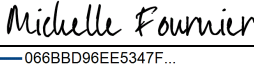
#### 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Beauregard Equipment is a local and certified Case dealer. They have all of the appropriate tools and training to efficiently and cost effectively complete a repair of this significance. The repair would not have been something the Department could have cost effectively undertaken given the number of backhoes that were down at the time and have the unit returned to the crew in an acceptable turnaround time.

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

Only a very limited number of repair shops in the Bangor area have the capacity to undertake repairs of this significance. The criticality of returning this backhoe to service as soon as possible. Beauregard Equipment was willing to do the repairs upon request and in a timely manner.

### 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>	David Bernhardt <small>A3023C516E5A4CA...</small> Director M&O	<b>Date:</b>	8/19/2021
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> 		
<b>Printed Name:</b>	Michelle Fournier <small>066BBD96EE5347F...</small>	<b>Date:</b>	8/20/2021

**Electronic Record and Signature Disclosure****DocuSign****Certificate Of Completion**

Envelope Id: 2E1E479FEA9B4F2AA2AD6FBD69B597D7

Status: Completed

Subject: Please DocuSign: T21-122 PJF Packet.pdf

Source Envelope:

Document Pages: 6

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

Cheryl Whittington

AutoNav: Enabled

16 SHS

Envelopeld Stamping: Enabled

Augusta, ME 04333-0016

Time Zone: (UTC-05:00) Eastern Time (US &amp; Canada)

cheryl.A.whittington@maine.gov

IP Address: 66.66.226.28

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8/19/2021 11:06:55 AM

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Transportation

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David Bernhardt

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Director M&amp;O

Signed: 8/19/2021 1:11:19 PM

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 198.182.163.113

**Electronic Record and Signature Disclosure:**

Accepted: 8/19/2021 1:10:05 PM

ID: 115dcdabb-babf-42dc-bc07-5d7d4ffa81b7

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp**

Cheryl Whittington

**VIEWED**

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Sent: 8/19/2021 1:11:24 PM

cheryl.a.whittington@maine.gov

Viewed: 8/19/2021 1:15:12 PM

MaineDOT

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

**Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	8/19/2021 11:10:10 AM
Certified Delivered	Security Checked	8/19/2021 1:15:12 PM
Signing Complete	Security Checked	8/19/2021 1:11:19 PM
Completed	Security Checked	8/19/2021 1:15:12 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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**Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

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### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

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If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Carahsoft OBO Maine Department of Transportation:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [dawn.seagroves@maine.gov](mailto:dawn.seagroves@maine.gov)

**To advise Carahsoft OBO Maine Department of Transportation of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [dawn.seagroves@maine.gov](mailto:dawn.seagroves@maine.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [dawn.seagroves@maine.gov](mailto:dawn.seagroves@maine.gov) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Carahsoft OBO Maine Department of Transportation**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [dawn.seagroves@maine.gov](mailto:dawn.seagroves@maine.gov) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO Maine Department of Transportation as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO Maine Department of Transportation during the course of your relationship with Carahsoft OBO Maine Department of Transportation.