

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:		Dept Of Education – Education In the Unorganized Territories		
Department Contract Administrator or Grant Coordinator:		Cathy Severance		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 11,619.00	Advantage CT / RQS #:	05C20210729*92	
CONTRACT	Proposed Start Date:	07/14/21	Proposed End Date:	07/21/21
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:		K & C Quik Stop Service Center 199 S Patten Rd, Patten, ME 04765 VC0000210424		
Brief Description of Goods/Services/Grant:		Replace/repair parts to front end of EUT school bus plate #055-092 due to moose/bus collision on 05/24/21. Risk management & DOE preapproved the repairs and vendors selected.		

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		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.

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

On 05/24/21 the 2021 EUT school bus Plate #055-094 collided on Rt 6 in Kossuth Plt with a moose that ran across the road in front of the bus. No injuries were received by the driver and there were no student riders on board. As is required, the accident was reported immediately to State Police as well as the EUT Admin Office. Extensive damage to the bus required that the bus be towed by and to the nearest approved warranty service provider. Geographic location of the accident determined the vendor provider that was to be called upon. Risk Management was notified by phone & email by the EUT Admin Office. After receiving reports and pictures, Risk Management requested a repair quote from the vendor for repairs as the decision was made by insurance investigators that it was not a total loss. Three vendors were approved by Risk Management and DOE to provide all needed services to get the bus back into service by end of summer. This RQS is the first one of 2 needed. The 3 approved vendors are K&C, Savage Auto Body & Repair as well as WC Cressey & Sons as the warrantor and replacement parts supplier. The EUT will be reimbursed by Risk Management for all expenses incurred due to the accident. Total expenses incurred will total \$21,490.01. Breakdown is K&C \$11619; Savage Paint \$1151.19 to be paid as normal for under 5K and Cressey's \$8719.82 by RQS request.

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

The vendor chosen was the only vendor in the geographical area that was able to respond and tow the bus at 5:30 AM as the state police wanted the bus off the road. Risk Management authorized the vendor to tow the bus. K&C is approved by the warrantor to provide repairs services for Thomas buses in this geographical area. Other vendors are located at least 1-3 hours away from where the accident occurred and not open at that time in the early morning. Risk Management was the one who authorized the repairs and the vendor to perform the repairs. The EUT expected that an appraiser would go to K&C to inspect the bus and provide an estimate of repairs. Pictures were taken and submitted to Risk Management. Risk Management determined from the pictures that there was sufficient information to have the vendor submit a repair list. Risk Management is the one who approved the repairs and the vendor to proceed.


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

Risk Management will be reimbursing the EUT for the cost of damages as covered by the insurance policies. Risk Management requested the quotes and determined that the costs quoted were fair and reasonable. See attached documentation file.

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

The State of Maine Risk Management Division's policies, regulations and guidance as insurer of EUT funded purchased vehicles are followed.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Daniel A. Chuhta	Date:	8/20/2021

State of Maine Procurement Justification Form

Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Michelle Fournier</i>		
	Printed Name:	Michelle Fournier	Date: 8/27/2021