

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: | | DACF/MFS/Forest Protection Division | |
| Department Contract Administrator or Grant Coordinator: | | Cheri Bellavance | |
| (If applicable) Department Reference #: | | | |
| Amount: (Contract/Amendment/Grant) | \$ 43,317 | Advantage CT / RQS #: | RQS 01A 20210402000000000925 |
| CONTRACT | Proposed Start Date: | | Proposed End Date: |
| 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: | | Quirk Kennebec Co, 7 Water Street, Hallowell ME 04347 | |
| Brief Description of Goods/Services/Grant: | | 2022 F550 Chassis | |

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 |
| X | 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 |
| X | 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 Division of Forest Protection is looking to purchase a new type 6 truck chassis to replace a 1994 model that is currently in our fleet. This is as a result of our current replacement strategy for fire response equipment rolling stock and was initially identified on a recent budget initiative list for FY24/25. We would like to purchase this through an emergency procurement process in order to take advantage of the opportunity for cost savings and to update our fleet of engines.

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PART III: SUPPLEMENTAL INFORMATION

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

Quirk Auto contacted us to indicate that they have another chassis available at the last contracted price of \$43,317 (BPO 01A 2021060400000001006). The specifications of the vehicle are exact to the previous purchase and meet the Division of Forest Protection's needs. With the last purchase of the two chassis, there was a shortage of vehicles and it took well over a year and a half to acquire them. In talking with potential vendors, there is still a shortage of vehicles.

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

PO was awarded to lowest bidder

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

Will continue to put requests out to bid to get the best price available.

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> | | |
| | <small>DocuSigned by:</small> <i>Amanda E. Beal</i> | | |
| Printed Name: | <small>20AF3A2882BB4AA...</small> Amanda E. Beal | Date: | 8/15/2022 |
| Signature of DAFS Procurement Official: | <small>DocuSigned by:</small> <i>William J.E. Allen</i> | | |
| Printed Name: | <small>2D5B6E39F57E44A...</small> William J.E. Allen | Date: | 8/22/2022 |

NOI 0820220827 08/22/2022 - 08/28/2022