

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:		DAFS, BGS, Central Fleet Management	
Department Contract Administrator or Grant Coordinator:		Mark Bailey, Director	
(If applicable) Department Reference #:			
\$57,136		Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	8/25/2022	Proposed End Date: 8/26/2022
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:		Darling's Ford	
Brief Description of Goods/Services/Grant:		Ford Ranger XL Extended Cab 4WD	

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

<input checked="" type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input checked="" type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	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.

Central Fleet Management has an immediate need to procure 2 Ford Ranger XL Extended Cab 4WD trucks. We were just notified that the cutoff to order this type of vehicle has been shortened and the cutoff date is now Friday 8/26/2022.

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PART III: SUPPLEMENTAL INFORMATION

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

We submitted a request to 2 vendors for quotes on the Ford Ranger. Quirk Ford and Darling's Ford quoted the same units with Darling's Ford being the low bid. In recent history these are the only two Ford dealers who provide pricing on Ford products.

I would like to award the item to Darling's Ford.

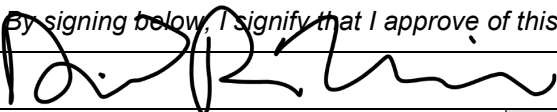

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Darling's price of \$28,568 is approximately \$4,400 below MSRP. Most purchases below MSRP at this time are deemed to be reasonable and fair. Quirk's bid was \$30,538 for the same unit. Central Fleet Management has financing available to purchase the vehicles immediately upon approval.

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

When specifications and pricing are available and supply chain issues improve, we plan to competitively bid for these type vehicles.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	By signing below, I signify that I approve of this procurement request.		
			
Printed Name:	David Morris	Date:	8-26-22
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	william J.E. Allen	Date:	8/26/2022

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