

## 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/ARD/TEFAP	
Department Contract Administrator or Grant Coordinator:		Jason Hall/Donny Crockett	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 6,800.00	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	ASAP	Proposed End Date: ASAP
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:		ALTA ENTERPRISES LLC DBA NITCO LLC Lewiston, ME	
Brief Description of Goods/Services/Grant:		Replacement battery for Yale electric forklift	

### 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
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
<b>X</b>	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 main battery for the Yale electric forklift for our Emergency Food Assistance Program at Cony Rd has died. It is imperative that we get this replaced as soon as possible, due to the increased food shipments under the CARES and FFCRA acts. We cannot move pallets of food in the warehouse or load/unload trucks without it.**

## State of Maine Procurement Justification Form

### PART III: SUPPLEMENTAL INFORMATION

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

This vendor is the certified Yale repair center in the State and has diagnosed the issue and provided the quote. Due to the time and proximity of the vendor, they can install the new battery within 2-3 weeks, thus cutting downtime that would be caused by obtaining more bids or competitively bidding.

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

We feel the price is fair & reasonable under the circumstances outlined in Section 1 & 2. A search on the internet yielded no other dealers in the area for repair or purchase of the unit.

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

We always strive for competitive bidding and will do so on future purchases that don't require this approach

### 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>		
	<i>Amanda E. Beal</i>		
<b>Printed Name:</b>	Amanda Beal	<b>Date:</b>	9/28/2020
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small>		
	<i>William Allen</i>		
<b>Printed Name:</b>	William Allen	<b>Date:</b>	9/29/2020

NOI 0920200921 09/29/2020 - 10/05/2020