

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:	MaineDOT Region 2 Fleet			
Department Contract Administrator or Grant Coordinator:	Michael Colson			
(If applicable) Department Reference #:	T11-730			
Amount: (Contract/Amendment/Grant)	\$ 11,297.61	Advantage CT / RQS #:	RQS 17D 20200911*0310	
CONTRACT	Proposed Start Date:	17 June 2020	Proposed End Date:	13 July 2020
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:	Daigle & Houghton Hermon, ME			
Brief Description of Goods/Services/Grant:	Repairs to truck T11-730			

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.
Truck 11-730 engine was starting hard after sitting overnight and was using coolant. This is a plow truck and due to the limited number of plow trucks in the region and the need for all dump trucks for summer projects this year due to the Covid-19 slowdown, it was essential to have the truck repaired as quick as possible.

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PART III: SUPPLEMENTAL INFORMATION

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

The Fleet Augusta heavy shop was busy and could not get in for a week or more. The vendor for this work was able to get it in a couple of days and has International trained technicians along with all the special tools for the repair and replacement of the parts associated with this issue. The magnitude of this repair was considered, and the logical decision was to send this unit to the dealer.


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

Daigle & Houghton is the closest International dealer, we have had work done there in the past and when compared with the other International dealer their rates were the same or in some cases a little cheaper. They are able too efficiently and cost effectively do a repair of this significance. This repair would not have been something the department could have cost effectively done and completed in a timely manner.

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

If we could convince more International truck dealers and service facilities to move into more locations in the state it would potentially foster better competition.

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:	Bruce A. VanNote	Date:	9/23/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Laurie A Andre</i>		
Printed Name:	<small>81084A22906E4FB...</small> Laurie A Andre	Date:	9/30/2020