

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:		Region 4 Fleet Services		
Department Contract Administrator or Grant Coordinator:		Jeremy Schobel		
(If applicable) Department Reference #:		T08-002		
Amount: (Contract/Amendment/Grant)	\$10,552.18	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	08/19/2021	Proposed End Date:	09/01/2021
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:		Colwell Diesel Service & Garage Inc – Ellsworth, ME		
Brief Description of Goods/Services/Grant:		T08-002, a 2009 International light-duty dump truck – repair for excessive coolant use and white exhaust smoke		

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.

T08-002, a 2009 International Mini-Patrol truck, developed excessive coolant usage and white exhaust smoke. Both sides of the EGR cooler needed replacement and the DPF filter as well due to coolant contamination. All of the parts were very rusty and difficult to remove. Repairs totaling \$10,552.18 were made. The decision to move forward with these repairs was made consistent with MaineDOT Fleet Management's guidance considering the vehicle's age, mileage, and anticipated replacement schedule. The estimated replacement cost for this unit is \$60,000.00 and this truck is not currently scheduled to be replaced. The decision to use a commercial repair

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PART III: SUPPLEMENTAL INFORMATION

facility was made after determining the Department could not perform the repairs and consideration of the operational need to return the vehicle back into service.

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

Colwell's Diesel service is an authorized International Service Shop. Daigle and Houghton had a large backlog of repairs to do already, so the decision was made to send it to Colwell's Diesel in order to get the truck back in a timely manner. Colwell's Diesel was able to accept the truck and begin repairs as soon as the Region could deliver the truck to the repair facility.

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

Colwell Diesel Service is a local service and repair shop in the Ellsworth area. They have all the appropriate tools and training to efficiently and cost effectively complete a repair of this significance. This repair would not have been something the Department could have cost effectively undertaken given the amount of trucks that were down at the time. The shortage of technicians in Region 4 at the time of the repair and getting the unit returned to the crew in an acceptable turnaround time factored into the decision to outsource this work.

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

In Region 4, a variety of repair shops is utilized to help keep the Region's Fleet vehicles running. Vendors were contacted to check availability and ability to accept the truck. One contacted vendor's schedule was full with backlogged work and Colwell's Diesel had immediate service appointments available. The decision was made to use Colwell's to have the repairs completed and the truck returned to service.

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>David Bernhardt</i>		
Printed Name:	David Bernhardt	Director M&O	Date: 9/7/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Kathy Paquette</i>		
Printed Name:	Kathy Paquette	Date:	9/9/2021

Electronic Record and Signature Disclosure**DocuSign****Certificate Of Completion**

Envelope Id: 96D41243BB964B9DA4AF5EB0788588BF

Status: Completed

Subject: Please DocuSign: T08-002 PJF.pdf

Source Envelope:

Document Pages: 5

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

Cheryl Whittington

AutoNav: Enabled

16 SHS

Envelopeld Stamping: Enabled

Augusta, ME 04333-0016

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

cheryl.A.whittington@maine.gov

IP Address: 198.182.163.121

Record Tracking

Status: Original

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cheryl.A.whittington@maine.gov

Security Appliance Status: Connected

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Transportation

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David Bernhardt

DocuSigned by:



Sent: 9/7/2021 11:09:51 AM

David.Bernhardt@maine.gov

Viewed: 9/7/2021 11:13:48 AM

Director M&O

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Signed: 9/7/2021 11:15:18 AM

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Signature Adoption: Pre-selected Style

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Accepted: 9/7/2021 11:13:48 AM

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In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp**

Cheryl Whittington



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cheryl.a.whittington@maine.gov

Viewed: 9/7/2021 11:15:46 AM

MaineDOT

Security Level: Email, Account Authentication
(None)

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Not Offered via DocuSign

Carbon Copy Events**Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/7/2021 11:09:51 AM
Certified Delivered	Security Checked	9/7/2021 11:15:46 AM
Signing Complete	Security Checked	9/7/2021 11:15:18 AM
Completed	Security Checked	9/7/2021 11:15:46 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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How to contact Carahsoft OBO Maine Department of Transportation:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: dawn.seagroves@maine.gov

To advise Carahsoft OBO Maine Department of Transportation of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at dawn.seagroves@maine.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to dawn.seagroves@maine.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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- ii. send us an email to dawn.seagroves@maine.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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- Until or unless you notify Carahsoft OBO Maine Department of Transportation as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO Maine Department of Transportation during the course of your relationship with Carahsoft OBO Maine Department of Transportation.