

## 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 1 Fleet Services		
Department Contract Administrator or Grant Coordinator:		John Small, Fleet Operations Manager		
(If applicable) Department Reference #:		T01-176		
Amount: (Contract/Amendment/Grant)	\$ 7,891.05	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	June 12, 2020	Proposed End Date:	July 22, 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:		O'Connor Volvo - Portland, Maine 04103		
Brief Description of Goods/Services/Grant:		Diagnose and Repair T01-176 for no A/C, EGR problem, Engine Light on and Replace Batteries due to no start at vendor		

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	
<b>X</b>	C. Single Source/Unique Vendor		I. Federal Agency Directed	
	D. Proprietary/Copyright/Patents	<b>X</b>	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:	
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>	
T01-176 was sent to O'Connor Volvo to be diagnosed for a check engine light on, EGR issues and no A/C. We were down 3 technicians due to COVID 19 related issues and needed to get the unit fixed for crew operations. Technician diagnoses: Invoice attached for reference.	
<ul style="list-style-type: none"> <li>• A/C Compressor seized up: compressor, compressor belt, and fan belt were replaced, replaced bad pins on blower motor.</li> </ul>	

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- Bad engine fan clutch assembly: replaced with new assembly
- Leaking EGR valve pipe: Installed new EGR valve, pipes, clamps, gaskets, heat shield, coolant line and valve covers.
- Failing engine electronic control unit (ECU) internal injector drivers: Replaced and reprogrammed engine ECU assembly.

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

The Scarborough Fleet facility workload to keep up on doing repairs and services didn't allow time to make repairs due to COVID-19 restrictions. We checked with O'Connor Volvo in Portland, Maine to see if they could make the needed repairs in a timely manner, they took T01-176 right in and started on it.

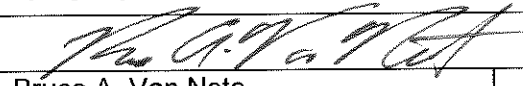
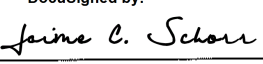
### 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The need of the repairs and impact to the crew operations year-round and was sent to O'Connor Volvo for the repairs to be completed in a timely manner.

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

If there were more authorized dealers in the state, this would foster more competition and the competitive bidding process could be utilized more effectively.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	By signing below, I signify that I approve of this procurement request.		
			
<b>Printed Name:</b>	Bruce A. Van Note	<b>Date:</b>	10/14/2020
<b>Signature of DAFS Procurement Official:</b>	DocuSigned by: 		
<b>Printed Name:</b>	Jaime C. Schorr	<b>Date:</b>	10/28/2020