

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:		Dixfield Fleet REG 3		
Department Contract Administrator or Grant Coordinator:		Roger Berry		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$8,498.90	Advantage CT / RQS #:	RQS 17D 20210927*0312	
CONTRACT	Proposed Start Date:	8/24/2021	Proposed End Date:	9/24/2021
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:		Beauregard, Hermon Maine		
Brief Description of Goods/Services/Grant:		T21-114, 2010 Case Backhoe - Front bucket control works hard and front bucket slow		

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.

T21-114, a 2010 Case Loader Backhoe, had a bucket that was not working properly. The controls were working with difficulty and the front bucket moved slowly. After removing the control valve, the technician found that there was a lot of metal in the system. A search for the source was done and found that one of the front bucket curl cylinders had a broken piston causing of the metal shards. The vendor diagnosed it with a damaged control valve. A new control valve, curl cylinder and hydraulic fluid filter were installed, and the entire system was flushed to ensure all of the metal had been removed. Repairs totaling \$8,498.90 were made. The decision to

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PART III: SUPPLEMENTAL INFORMATION

move forward with these repairs was made consistent with MaineDOT Fleet Management's guidance considering the equipment's age, hours, and anticipated replacement schedule. The estimated replacement cost for this unit is \$100,000.00. This unit is not currently scheduled to be replaced. The decision to use a commercial repair facility was made after determining the Department could not perform the repairs and consideration of the operational need to return the equipment back to service.

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

The Augusta and Dixfield Fleet garages were full of work and not able to accommodate the unit in a reasonable timeframe. The Region contacted Beauregard and they had available time to service the unit and all of the parts to diagnose and complete the repairs.

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

The vendor called the Region with a quote for the control valve and a quick turnaround time for the repairs to be done. After reviewing the cost estimate, permission was granted to do the work. While completing the repairs on the cost proposal, other issues were identified due to the damage caused by the broken parts. The Region reviewed the pricing and told the vendor to complete those repairs as well.

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

The Region will continue to contact the Department's garages for availability to accept the work. If the work cannot be completed in-house, the Region will continue to obtain quotes and utilize outside vendors as long as the cost, service appointment availability and length of time to complete the repairs is in the best interest of the Department.

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: 9/27/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Michelle Fournier</i>		
Printed Name:	Michelle Fournier		Date: 10/4/2021

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

Envelope Id: B9B0A1348C7E46DA9DBB14A04CAB9BC7

Status: Completed

Subject: Please DocuSign: T21-114 PJF Packet.pdf

Source Envelope:

Document Pages: 4

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

Holder: Cheryl Whittington

Location: DocuSign

9/27/2021 1:21:11 PM

cheryl.A.whittington@maine.gov

Security Appliance Status: Connected

Pool: StateLocal

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Pool: Carahsoft OBO Maine Department of
Transportation

Location: DocuSign

Signer Events**Signature****Timestamp**

David Bernhardt

DocuSigned by:



Sent: 9/27/2021 1:23:26 PM

David.Bernhardt@maine.gov

Viewed: 9/27/2021 2:50:31 PM

Director M&O

A3023C516E5A4CA...

Signed: 9/27/2021 2:51:10 PM

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style

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Electronic Record and Signature Disclosure:

Accepted: 9/27/2021 2:50:31 PM

ID: 67e7cb01-5c5a-4bf2-b6a4-a8be20629e0f

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 Anne Holmes Whittington



Sent: 9/27/2021 2:51:11 PM

cheryl.a.whittington@maine.gov

Viewed: 9/27/2021 2:54:03 PM

MaineDOT

Security Level: Email, Account Authentication
(None)

Using IP Address: 198.182.163.121

Electronic Record and Signature Disclosure:

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	9/27/2021 1:23:26 PM
Certified Delivered	Security Checked	9/27/2021 2:54:03 PM
Signing Complete	Security Checked	9/27/2021 2:51:10 PM
Completed	Security Checked	9/27/2021 2:54:03 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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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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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- 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.