

## 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:		DVEM		
Department Contract Administrator or Grant Coordinator:		Joseph Wilson		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 14,939.19	Advantage CT / RQS #:	20201016000000000440	
CONTRACT	Proposed Start Date:	4/1/2020	Proposed End Date:	4/30/2020
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:		Beauregard Equipment, Inc. Hermon, ME		
Brief Description of Goods/Services/Grant:		Heavy Equipment Repair		

### 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.

An excavator incurred damage when it rolled off the trailer it was on and needed to be repaired. From Risk Management we received \$10,000.00 for repairs and an additional \$4,939.19. for other issues not related to the accident. Therefore, we need to pay the vendor \$14,939.19.

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.**

The vendor was selected based on their ability to service and repair heavy equipment. They also do a significant amount of business for the State of Maine including a Master Agreement unrelated to this situation.

**3. Explain how the negotiated costs or rates are fair and reasonable, or how the funding was allocated to grantees.**

Beauregard Equipment has provided goods and services to the State for many years. As there are few companies that perform repairs on this type of equipment, their costs have been determined fair and reasonable based on market rates for similar services.

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

This is a unique and one-time situation that will not be required to put out to bid in the future.

**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.		
	<small>DocuSigned by</small> <i>Scott Young</i>		
<b>Printed Name</b>	Mr. Scott A. Young Deputy Commissioner	<b>Date</b>	30 October 2020
<b>Signature of DAFS Procurement Official</b>	<small>DocuSigned by</small> <i>Jaime C. Schorr</i>		
<b>Printed Name</b>	Jaime C. Schorr	<b>Date</b>	11/13/2020