

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 #:		T19-551		
Amount: (Contract/Amendment/Grant)	\$ 8,749.69	Advantage CT / RQS #:	RQS 17D 20201207*0563	
CONTRACT	Proposed Start Date:	8/27/2020	Proposed End Date:	9/10/2020
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:		Nortrax Hermon, Maine		
Brief Description of Goods/Services/Grant:		T19-551 Repairs to grader		

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.
Sent grader up for EGR cooler leak and valve adjustment and while working on it, they also found that the board circle and blade were loose and the front wing cylinder was leaking. <ul style="list-style-type: none"> • The EGR cooler was leaking due to dried out old o-rings on the tube which were replaced. One of the turbo drain lines was also leaking due to the same issue and received a new o-ring. No further leaks found. • The shims on the circle were found to be quite worn and were replaced. New wear bars were installed on

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PART III: SUPPLEMENTAL INFORMATION

the blade and the moldboard was adjusted.

- Adjustment was made to the engine valve lash – this is regular maintenance.
- A leaking cylinder was found in the course of the other work being done. The rod was removed from the cylinder after the pulley and gland were removed for access. The pitting on the rod was buffed as best as possible, and the cylinder was repacked. The rod was reinstalled, the gland was tightened and the pulley reinstalled. After bleeding the air out, the hydraulic level was checked. No further issues were found.

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

Grader was sent to Nortrax because they are an authorized John Deere dealer that has the tools and trained staff to perform the regular annual maintenance for this unit. They were also able to correct the other issues found while working on the reported issues on the same day with required parts stocked on-site.

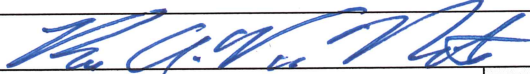
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

This dealer performs the annual maintenance on these large pieces of equipment and their work has been satisfactory and dependable. The prices are reasonable and the work is performed quickly. After finding the other problems with this unit, they called to provide an estimate and receive authorization to perform the necessary repairs. The price was fair, so authorization to do the job was given while it was right there, eliminating a return trip.

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

Nortrax is the closest authorized dealer to this regional location that is capable of providing the needed service. If other vendors established a presence in the area and could provide the required repairs and service, the competitive process could be utilized.

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. Van Note	Date:	11/11/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Jaime C. Schorr</i>		
Printed Name:	Jaime C. Schorr	Date:	12/11/2020