



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		DEP, Division of Air Quality Assessment, Lab and QA Section	
Department Contract Administrator or Grant Coordinator:		Elise Huff	
(If applicable) Department Reference #:		013-06A-2100-13 4721 FY2124PPG	
Amount: (Contract/Amendment/Grant)	\$ \$5,445	Advantage CT / RQS #:	06A 20230113*0858
CONTRACT	Proposed Start Date:	Proposed End Date:	
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:		Mettler-Toledo, LLC, Columbus, OH	
Brief Description of Goods/Services/Grant:		Repairs of a mass comparator that is currently non-functional. The mass comparator is used to weigh Teflon filters for the DEP's Monitoring Program to measure Particulate Matter, which is an EPA Criteria Pollutant.	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input checked="" type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

The ME DEP contracts with the DACF Metrology Lab for weighing Teflon filters used to measure Particulate Matter (PM) in ambient air. PM data is an integral parameter when doing air quality studies and forecasting. The Metler-Toledo mass comparator, which is located at the DACF Metrology Lab, is a crucial piece of equipment to keep this program operational since the mass comparator is needed to weigh the filters both before and after they are sent to the field. It is essential that the mass comparator is repaired in a timely manner to avoid further disruption of data. Sustained loss of data would mean that we are not meeting EPA's completeness requirements, which could impact grant funding.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

The mass comparator is manufactured and serviced by Mettler-Toledo, LLC. Since they are the ones who manufactured the equipment, they are the only vendor who has the expertise and parts required to repair the mass comparator.

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

The costs associated with the repairs of the mass comparator are base fees to get the equipment repaired. The alternative to the repair costs would be to get a new mass comparator. A new Mettler-Toledo mass comparator that is comparable to the one that is need of repairs was quoted to the DEP at \$60,200.00. Attempting to repair the mass comparator that we already have is much more cost effective than purchasing a new unit.

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

Since the mass comparator is manufactured by Mettler-Toledo, so long as we have this unit, we will continue to use Mettler-Toledo for all repairs and services of this instrument. If this unit is ever in a state where it can no longer be repaired, then we can research competitive companies for a replacement unit.



PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Melanie Loyzim	Date:	Jan 26, 2023
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	<small>066BED96EE5347F...</small> Michelle Fournier	Date:	2/10/2023