



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:	Andrea Galasyn		
(If applicable) Department Reference #:	013-06A-2100-13-4742-ALAB-FY2124PPG		
Amount: (Contract/Amendment/Grant)	\$ 16,006.61	Advantage CT / RQS #:	06A 20230217*1004
CONTRACT	Proposed Start Date:	1/24/2023	Proposed End Date: 1/24/2024
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:	Remi Charlotte, NC		
Brief Description of Goods/Services/Grant:	Annual maintenance plan for Air Laboratory 7890/5975 & 8890/5977B GCMS instruments		

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 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 Air Bureau Laboratory operates and maintains two gas chromatograph/mass spectrometer (GC/MS) instruments. The older 7980/5975 model was purchased 2011 and the newer 8890/5977B was purchased in 2018. The annual warranty for these instruments has expired on the 24th of January 2023. To continue with and maintain the reliability, sensitivity and productivity of the analytical systems, the annual service contract needs to be extended for 2023. Due to its complexity and high daily workload, it is likely that this system will need maintenance and emergency repairs in the coming fiscal year. Delay or postponement of renewing the service contract could result in extensive instrument downtime resulting in no air toxics monitoring data being generated for extended time periods. Delay or postponement would result in far slower response times and higher repair costs when emergency repairs are needed. For example, in August of 2020, the 7890/5975 GCMS needed repair of the systems smart card. The cost of the one-day service visit and parts was \$7,477.50. The cost was completely covered by the maintenance agreement.

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

Prior to 2018, the annual maintenance agreement was purchased directly through the GCMS vendor, Agilent Technologies. In 2018 the State of Maine entered into a master contract agreement with Remi to provide maintenance agreements for many different types of instrumentation and equipment across state government. The agreement allowed Remi to replace the maintenance agreements typically purchased through another vendor at approximately 30% cost reduction. The master agreement is now expired but we have opted to continue purchasing through Remi because we have been happy with their services, and they continue to offer the agreement at the reduced price agreed upon in 2018. This is the first year that we are also adding the newer 8890/5977B system to the plan.

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

As stated in section 2, Remi offers maintenance services at approximately 30% the price quoted by the original vendor. In 2017, Agilent Technologies had quoted the service for the 7890/5975 system at \$ 8,175.60 and in 2018 at \$8,927.76. This is the typical yearly increase in price expected when purchasing directly through the vendor. When the laboratory switched to purchasing from Remi in 2018, the quoted price was \$6,517.26 and has not increased allowing the Air Lab to save over \$2,000/year for the one instrument. This year, we are adding the newer model to the service plan. Agilent Technologies quoted a cost of 25,054.20 for both instruments while Remi's quoted cost is \$16,006.61. We have decided to purchase the plan through Remi for the cost savings.

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

The service plan needs to be renewed each year and there is an opportunity for future competition at each renewal.

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


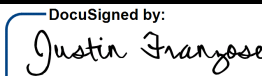
Does this request utilize ARPA/MJRP funds?

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:	Feb 20, 2023
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	<small>AEED9C7B3A8044E...</small> Justin Franzose	Date:	2/27/2023