



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:		Environmental Protection/Air Quality Assessment		
Department Contract Administrator or Grant Coordinator:		David Lemery		
(If applicable) Department Reference #:		025 06A 1291 11 7200		
Amount: (Contract/Amendment/Grant)	11,420.96	Advantage CT / RQS #:	06A 20240326*1396	
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:		Effective Date:	
	Previous End Date:		New End Date:	
Vendor/Provider/Grantee Name, City, State:		American Products LLC, 597 Evergreen Rd., Strafford MO 65757		
Brief Description of Goods/Services/Grant:		Purchase of one (1) temperature-controlled enclosure for use in air quality monitoring in accordance with the US National Ambient Air Quality Standards and related US CFRs.		

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 US Code of Federal Regulations and EPA requirements specify that air monitoring equipment in support of National Ambient Air Quality Standard programs must be operated within stringent air temperature limits. The ambient air monitoring and data communication equipment operated by Maine DEP BAQ in support of EPA are not designed to be exposed to inclement weather so the instruments must be protected from the outside world. This particular temperature-controlled enclosure is required to house equipment that will be installed on the roof of a building, so a lighter weight and small footprint are required.

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

The Maine DEP has bought multiple small American Product's enclosure over the last decade and have consistently been happy with quality of the product received. These enclosures are also more versatile than another similar sized enclosure from another vendor we have obtained, or our larger 8' x 8' shelters.

Out of 6 previous American Products enclosures we have purchased previously, all are currently deployed, and due to their increased versatility, 4 of them have been re-deployed for other projects as our needs change.

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

This price is similar too another enclosure that we acquired from a Maine vendor a few years ago, however, that enclosure ended up requiring an additional \$3,000 in upgrades as the delivered product did not maintain our US Code of Federal Regulations temperature control requirements for National Ambient Air Quality Standard grade air quality monitoring equipment.

This price is also similar to a quote received in January 2024 from another Maine vendor. This enclosure is specially designed for and built for one of our instruments and will meet our requirements. However, it is smaller and heavier, and its purpose-built design means that it's use is limited to this one instrument, this means it is less likely to be re-used for long-term needs.

Prices for other vendors were researched online, and to obtain similar sized, versatile enclosures, prices were similar to, or more then the American Products quote received.

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

We are dedicated to making the most out of limited funding and strive to purchase equipment that provides the best value to meet our needs to conduct air quality monitoring. Every purchase has the potential to foster competition, and we research our options prior to making purchases.

**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, Commissioner	Date:	Mar 28, 2024
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	William J.E. Allen	Date:	4/3/2024

NOI 0420240366