



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:		DACF, QAR, W&M Metrology Lab	
Department Contract Administrator or Grant Coordinator:		Bradford Bachelder	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$ 29,570.00	Advantage CT / RQS #:	RQS 01A 20220506*1306
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 1900 Polaris Parkway Columbus, OH 43240	
Brief Description of Goods/Services/Grant:		Purchase replacement mass comparator for obsolete unit	

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 checked="" type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input checked="" type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input checked="" 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 Maine Metrology Laboratory maintains 9 mass comparators (balances) that are integral to calibrating and maintaining the weights and measures standards of the State of Maine, and for many in and out-of-state labs, service companies and private industry. Eight of the nine balances are 20+ years old and considered obsolete by the manufacturers due to no parts availability. This request represents the first step in a decade-long balance replacement proposal to provide the Lab the best chance to maintain its services while spreading the cost out over multiple years.

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

There are only two manufacturers in the nation that produce the equipment and have a reputation in the industry. Of the 9 comparators that we currently own, 2 are from one company (Sartorius) and 7 are from the other (Mettler Toledo). In my experience with customer service and technical assistance, Mettler Toledo is far superior. Additionally, it is several thousand dollars to have either company send in a technician to do maintenance/preventative maintenance and cleaning on these units. I would like to try and get all of our balances to be Mettler Toledo so that I can bring one individual in instead of two. The service is recommended annually but we have been doing every 5 years or so due to financial limitations, so accomplishing this goal would save the State thousands of dollars.

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

Costs are very competitive between the manufacturers, which keeps prices as reasonable as can be expected. Funding was allocated as a first step in a decade-long balance replacement proposal to provide the Lab the best chance to maintain its services while spreading the cost out over multiple years.

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

The plan is a decade-long balance replacement proposal to provide the Lab the best chance to maintain its services while spreading the cost out over multiple years. Ideally the laboratory would have balances manufactured by one company in order to assist with maintenance and preventative maintenance costs. Balance service typically costs several thousand dollars and is recommended annually. Maine has been performing this service approximately every 5 years or so due to financial limitations. If all balances share the same manufacturer, laboratory wide maintenance can be achieved with one visit rather than two, saving several thousand dollars for every scheduled maintenance.

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):	DocuSigned by: <i>Amanda E. Beal</i>		
Typed Name:	20AF3A2882BB4AA... Amanda E. Beal	Date:	5/11/2022
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i>		
Typed Name:	2D5B6E39F57E44A... William J.E. Allen	Date:	5/19/2022

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