

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:		DACF/QAR/Metrology Lab		
Department Contract Administrator or Grant Coordinator:		Bradford Bachelder/Donny Crockett		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 34,658.96	Advantage CT / RQS #:	RQS01A20200610*1355	
CONTRACT	Proposed Start Date:	ASAP RQS	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:		Mass Comparator Balance		

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		J. Willing and Qualified
X	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.

The Metrology Lab at DACF has a failed balance. The manufacturer was contacted for repair information and stated that this balance was last produced in 2002 and no parts have been available for several years. We contacted two different independent repair companies, explained the fault condition and was informed that there was nothing they could do. If this balance were not purchased, it's likely that we would lose most of our Federally recognized scope at the Mass Echelon II level as NIST will not

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PART III: SUPPLEMENTAL INFORMATION

recognize a lab that is not actually performing the work. The Metrology Lab would then be required to mail out its weight standards to other labs at significant cost, rather than calibrating internally. It would also require all of the clients mentioned above to seek alternative calibration solutions which could only be found out of State.

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

There are only two major mass comparator manufacturers. While both quotes are competitive and largely the same in form and function, Mettler-Toledo is an American company and has much better customer service than Sartorius, which is a German company and is difficult to get customer service.

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

We received a 30% discount from the manufacturer. Funding was allocated thru an emergency Financial Order, which became available to us on 6/8/2020.

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

DACF will always seek the competitive bid process when funding and time permits.

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>		
	<small>DocuSigned by:</small> <i>Randy Chavette</i>	<small>DocuSigned by:</small> <i>Amanda E. Beal</i>	
Printed Name:	<small>8F3DD450C23241F...</small>	<small>20AF3A2882BB1AA...</small>	Date: 6/12/2020 6/12/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>William J.E. Allen</i>		
Printed Name:	<small>2D5B6E39F57E44A...</small> William J.E. Allen		Date: 6/12/2020

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