



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		Department of Public Safety-Maine State Police	
Department Contract Administrator or Grant Coordinator:		Sgt Bronson	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$6,199	Advantage CT / RQS #:	RQS-16A-20250623*1979
CONTRACT	Proposed Start Date:	6/24/2025	Proposed End Date: 12/31/2025
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:		Advance Auto Parts Professional 1364 Congress St, Portland 04102	
Brief Description of Goods/Services/Grant:		AC recharge machine for vehicles	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input checked="" type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input 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.

- Maine State Police Portland Fleet Garage repairs an average of 200 emergency vehicles a year. Each vehicle contains an ac unit and is required to be recharged yearly. Portland garages unit has currently failed and is no longer working. Maine prohibits confining K9's in dangerous temperatures and requires to have ac units for all vehicles for the wellbeing of staff and K9's.
- The Robinair 34998 Connected R-134a ACS Machine recovers, recycles, evacuates, leak-tests and recharges R-134a with improved 98.5% efficiency – unmatched by any competitor.
- Automatic updates ensure your machine always has the most current software, as well as access to new features and capabilities as they become available
- Service data management and machine metrics can be retained and stored allowing for proactive service reminders, refrigerant use tracking and reporting, or recalling prior vehicle services performed by the ACS machine
- Fully-automatic function allows user to program to recover, vacuum, leak test and charge without operating panel valves, or run functions independently as specific service functions are needed
- Automatic oil drain and inject enables the machine to measure the amount of oil removed from the vehicle and automatically put the same amount back in freeing the user from measuring the amount of oil removed
- Multiple oil bottles gives the machine the flexibility to store and inject two different types of oil saving the user time when servicing multiple vehicles
- Automatic Dye Inject gives the user the ability to use the machine to inject UV dye into a vehicle's A/C system
- Automatic Refrigerant Refill maintains a user-selected amount of refrigerant in the internal vessel and signals when it's time to change new supply tank, no monitoring of refrigerant level is required
- Mopria Print Service wireless printing allows technician to print a detailed services provided report for the customer
- Utilize Robinair Bluetooth accessory devices for further optimization of A/C service, enabling automation and data gathering during service to accurately diagnose and service the vehicle
- Do to the composition it does not damage the ozone layer or has minimal impact to the environment

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

Advance Auto Parts (AAP) was the selected vendor; AAP was the lowest bidder that responded to email request for AC rechargeable machine. AAP provided detailed specs of what was needed to keep up with the Portland garages volume of vehicles.

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

PART III: SUPPLEMENTAL INFORMATION

Sent emails to vendors for quotes on AC rechargeable machine for vehicles.

1. Carparts Portland Maine \$6,882.00
2. Napa Westbrook Maine \$6,749.95
3. Advance Auto Parts Portland Maine \$6,199.00.

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

Maine State Police will continue to follow procurement policies and fair market share.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.



PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	 <small>Michael Sauschuck (Jun 24, 2025 10:50 EDT)</small>		
Typed Name:	Michael J. Sauschuck	Date:	06/24/2025
Signature of DAFS Procurement Official:	Signed by:  <small>4C537C52B586437...</small>		
Typed Name:	Sterling Doiron	Date:	7/16/2025






Procurement Justification Form (PJF)- Rechargeable AC unit

Final Audit Report

2025-06-24

Created:	2025-06-24
By:	Amy Gower (amy.gower@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_O7PQ3kH2As8PCbu2TU_BxFLP4WwjvCp

"Procurement Justification Form (PJF)- Rechargeable AC unit" History

-  Document created by Amy Gower (amy.gower@maine.gov)
2025-06-24 - 2:42:30 PM GMT
-  Document emailed to Michael Sauschuck (michael.sauschuck@maine.gov) for signature
2025-06-24 - 2:42:34 PM GMT
-  Email viewed by Michael Sauschuck (michael.sauschuck@maine.gov)
2025-06-24 - 2:50:19 PM GMT
-  Document e-signed by Michael Sauschuck (michael.sauschuck@maine.gov)
Signature Date: 2025-06-24 - 2:50:56 PM GMT - Time Source: server
-  Agreement completed.
2025-06-24 - 2:50:56 PM GMT

Certificate Of Completion

Envelope Id: B20B17B2-14ED-47F9-80D0-D64D15ECFE0D	Status: Completed
Subject: Complete with Docusign: Procurement Justification Form (PJF)- Rechargeable AC unit - signed.pdf	
Source Envelope:	
Document Pages: 5	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Disabled	Envelope Originator:
Envelopeld Stamping: Disabled	Sterling Doiron
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	77 State House Station
	111 Sewall Street
	Augusta, ME 04333
	Sterling.Doiron@maine.gov
	IP Address: 71.169.188.88

Record Tracking

Status: Original 07/16/2025 10:31	Holder: Sterling Doiron Sterling.Doiron@maine.gov	Location: DocuSign
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Signer Events

Sterling Doiron
Sterling.Doiron@maine.gov
Security Level: Email, Account Authentication (None)

Signature

Signed by:
Sterling Doiron
4C537C52B586437...

Signature Adoption: Pre-selected Style
Using IP Address: 71.169.188.88

Timestamp

Sent: 07/16/2025 | 10:31
Viewed: 07/16/2025 | 10:31
Signed: 07/16/2025 | 10:31
Freeform Signing

Electronic Record and Signature Disclosure:
Not Offered via Docusign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	07/16/2025 10:31
Certified Delivered	Security Checked	07/16/2025 10:31
Signing Complete	Security Checked	07/16/2025 10:31
Completed	Security Checked	07/16/2025 10:31
Payment Events	Status	Timestamps