

## 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. 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:	Environmental Protection/Air Quality Assessment/ Lab and QA			
Department Contract Administrator or Grant Coordinator:	David Lemery			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 5,700	Advantage CT / RQS #:	<b>06A 20200827*0259</b>	
CONTRACT	Proposed Start Date:	N/A	Proposed End Date:	N/A
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:	Alicat Scientific, Inc., Tucson, AZ			
Brief Description of Goods/Services/Grant:	Three flow controllers, each with low pressure drop, high precision, low flow, display screen, and total volume measurement for ambient air sampling at 50 standard cubic centimeters per minute (SCCM).			

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
<b>X</b>	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL of the following:
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>
These devices will be used in conjunction with an external pump to pull ambient air through a tenax sorbent tube for sampling of polycyclic aromatic hydrocarbons as part of the ongoing South Portland – Portland Air quality concerns regarding their local tank farms. Air will be sampled at 50 sccm, so devices specifically designed for low flow and high accuracy is necessary. The ability to measure total volume is also required for parameter concentration calculations. A flow controller with low pressure drop, while not necessary, will reduce wear on the sampling pumps, reducing associated servicing cost and time.

## State of Maine Procurement Justification Form

### PART III: SUPPLEMENTAL INFORMATION

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

Alicat Scientific Inc. was one of two vendors who could supply us with a single device that met all the requirements. Alicat was in total, \$39.00 more expensive than the other vendor, however we have several flow meters and flow controllers from Alicat that we use on a regular basis where precise flow measurements and/or control is paramount. All these devices have worked very well and have not had any operational issues regarding performance or otherwise. Furthermore, the cheapest vendor did not have a low pressure drop option for the quoted device, something that would reduce operational cost in the future. Taking all of this into account, I believe that Alicat provides the best value.

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

Alicat was on par with the other vendor who could supply a single device that met all the required specifications. Other vendors who could met all the required specifications with the addition of a secondary device were not cost competitive.

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

There should be no need for future competition when pertaining to the sampling objective of collecting polycyclic aromatic hydrocarbons. However, if the project is expanded, staff will look for other devices that may meet the project requirements.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<i>Melanie Loyzim for Jerry Reid</i>		
<b>Printed Name:</b>	<b>Melanie Loyzim</b>	<b>Date:</b>	Aug 27, 2020
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>William Allen</i>		
<b>Printed Name:</b>	<small>2D5B6E39F57E44A...</small> <b>William Allen</b>	<b>Date:</b>	9/9/2020

NOI 0920200854 09/09/2020 - 09/15/2020