



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:		Public Safety – Maine State Police Crime Laboratory	
Department Contract Administrator or Grant Coordinator:		Lt. Michael Zabarsky Iris Rogers	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 8,665.60	Advantage CT / RQS #:	RQS 16A 20240913*416
CONTRACT	Proposed Start Date:	8/20/2024	Proposed End Date: 12/31/2024
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 VC0000121190 22670 NETWORK PL CHICAGO, IL 60673 Account Manager - Adam Vasellina (617) 999-7896 adam.vasellina@rainin.com	
Brief Description of Goods/Services/Grant:		Purchase of Pipettes to replace current 20+ years old Pipettes; ISO 17025-certified as required.	

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 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.

The pipettes currently in use at the laboratory are over 20 years old and in need of an update. These newer LTS pipettes from Rainin have ergonomic advancements making the pipette easier to use and prevents muscle fatigue during use. As pipetting makes up approximately 50% of the work performed in DNA analysis, it is important to utilize pipettes that reduce repetitive strain injuries. The reason for Emergency is that if we don't have the new pipettes here when they do the on-site audit (September 23rd), they will calibrate old pipettes which are being replaced with this order. Essentially, we will waste several thousand dollars both calibrating old pipettes that will be immediately replaced and sending out the new pipettes for calibration or repeat paying for a tech to come onsite to do the calibrations.

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

Rainin pipettes are already in use in the laboratory and the laboratory currently has a stock of pipette tips that work with the LTS pipette series. Rainin is already a Maine State Police Crime Lab approved vendor, which is required for ANAB Accreditation, as they are an ISO accredited vendor demonstrating the quality of the product can be trusted for use in Forensic Casework.

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

Rainin pipette prices are comparable to other widely available brands and Rainin has provided an 18% discount in the quoted pricing.

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

Available products will be reviewed for suitability and to determine if they meet the accreditation requirements of the MSP Crime Lab.

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).

<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/> No – If No, proceed to Part V.


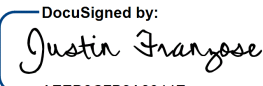
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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](#).

<input checked="" type="checkbox"/> 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):	 Michael Sauschuck (Sep 13, 2024 12:46 EDT)		
Typed Name:	Michael Sauschuck, Commissioner	Date:	
Signature of DAFS Procurement Official:	DocuSigned by:  AEED9C7B3A8044E...		
Typed Name:	Justin Franzose	Date:	9/16/2024

PJF Mettler-Toledo LLC Rainin Pipettes LN






\$8665.60

Final Audit Report

2024-09-13

Created:	2024-09-13
By:	Iris Rogers (iris.rogers@maine.gov)
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"PJF Mettler-Toledo LLC Rainin Pipettes LN \$8665.60" History

-  Document created by Iris Rogers (iris.rogers@maine.gov)
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