

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:		DEP, Division of Air Quality Assessment, Lab and QA Section	
Department Contract Administrator or Grant Coordinator:		Andrea Galasyn	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$8750.56	Advantage CT / RQS #:	06A 20200923*0344
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:		Entech Instruments, Inc Simi Valley, CA	
Brief Description of Goods/Services/Grant:		Canister cleaning oven specially designed for the cleaning and evacuation of the 6L stainless steel cans used by the Air Laboratory for analysis of volatile organic compounds (VOCs) in air.	

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
	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 ME DEP Air Laboratory provides ambient air analysis for volatile organic compounds (VOCs) using a gas chromatograph/mass spectrometer (GCMS) by EPA Method TO-15 in support of the Monitoring Sections Hazardous Air Pollutant (HAPs) network. When time and resources allow, the laboratory also participates in special studies such as the ecomaine Pharmaceutical Study in 2013, Long Island Sound Tropospheric Ozone Study (LISTOS) in 2017 and 2018, and currently the partnership with the cities of South Portland and Portland to help determine the air quality throughout the cities.

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PART III: SUPPLEMENTAL INFORMATION

Samples are collected in 6L stainless steel canisters specially designed for HAPs analysis. After sample analysis, the canisters are rigorously cleaned so that they may be used again for subsequent sample collection. Cleaning is accomplished in the lab using an Entech Instruments Canister Cleaner as well as specialized cleaning ovens. The Canister Cleaner is programmed to automatically operate the oven to heat the cans to 150 degrees Celsius and flush them with ultra-high purity nitrogen multiple times to remove contaminants. The laboratory typically operates two ovens however one of the ovens stopped heating earlier this spring. The broken oven will be replaced with this purchase allowing the lab to run at full cleaning capacity again.

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

The laboratory already operates and maintains multiple Entech Instrument systems. We are purchasing from Entech because we have been happy with technical assistance, technical service, and products they have provided in the past. Specifically, the Canister Cleaner and existing oven are both manufactured and sold by Entech Instruments. The units were designed to work together so purchasing another Entech oven will reduce disruption of laboratory operations.

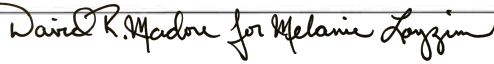

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The Air Lab has purchased multiple pieces of equipment from Entech Instruments and have always found prices to be fair and reasonable. By purchasing the oven through our sales representative, we are able to save %15 off the list price. This allows us to save \$1,168 on this purchase.

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

By purchasing the replacement oven, the lab will be able to regain our full capacity for canister cleaning which will allow for continued analysis of ambient air samples by EPA Method TO-15 for the monitoring network and special studies. Instrumentation has a natural lifetime but with proper use and maintenance the equipment will last for years before needing to be upgraded. Each upgrade provides a potential to foster competition.

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>		
			
Printed Name:	David R. Madore for Melanie Loyzim	Date:	Sep 28, 2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	william Allen	Date:	10/2/2020

NOI 1020200944 10/02/2020 - 10/08/2020