

## 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:		Department of Administrative and Financial Services, Bureau of General Services		
Department Contract Administrator or Grant Coordinator:		Deane Rykerson, BGS/DPDC		
(If applicable) Department Reference #:		3373 <span style="float: right; color: blue;">RQS 18A 2021/22/*</span>		
Amount: (Contract/Amendment/Grant)	\$ 5992.00	Advantage CT / RQS #:	GT-18A-20214206*1382-0688	
CONTRACT	Proposed Start Date:	10/19/2021	Proposed End Date:	12/6/2021
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:		Capozza Floor Covering 267 Warren Ave. Portland, ME 04103 (VC1000012256)		
Brief Description of Goods/Services/Grant:		Clean, repair grout, seal tile floor		

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
	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:
<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>
Water damage from plumbing leak left residue from carpet backer on tile floor in Blaine House sunroom. Scope of work on the floor is cleaning, patching grout and sealing the floor.

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### PART III: SUPPLEMENTAL INFORMATION

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

Capozza Floor Covering has been a consultant to the Blaine House and was called for this emergency situation.

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

Capozza Floor Covering agreed to undertake this project for labor and materials.

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

Future maintenance of floor will be completed by state employees.

### 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>		
		12.6.21	
<b>Printed Name:</b>	Elaine Clark, Deputy Commissioner	<b>Date:</b>	
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>William J.E. Allen</i>		
<b>Printed Name:</b>	<small>2D5B0E39F57E44A...</small> William J.E. Allen	<b>Date:</b>	1/6/2022