

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 Marine Resources / Bureau Marine Science		
Department Contract Administrator or Grant Coordinator:		Michael Erwin / Marjorie Morissette		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 21,980.00	Advantage CT / RQS #:	CT 13A 20220222*1941	
CONTRACT	Proposed Start Date:	5/15/2022	Proposed End Date:	12/23/2022
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 267 Warren Ave Portland ME 04103		
Brief Description of Goods/Services/Grant:		Capozza will install a specialized flash-covered sheet vinyl flooring for the integrated seawater system at the DMR BBH facility. The current flooring is 30 years old, has substantial saltwater damage, and is a significant slip hazard for staff and visitors. The floor is therefore in need of repairs. The flash-covered sheet vinyl materials and installation process form a water-resistant membrane, and are skid-resistant, necessary in wet areas for public and staff safety. Capozza is the local provider and installer of this kind of specialized flooring.		

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.**

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PART III: SUPPLEMENTAL INFORMATION

Capozza will install specialized flash-coved sheet vinyl flooring as a repair of the integrated seawater system at the DMR BBH facility. The current flooring is 30 years old, has substantial saltwater damage, and is a significant slip hazard for staff and visitors. The original flooring is not sufficient for its application; tiles are loose and a trip hazard, the surface is slippery and poses a slip and fall hazard, and the floor has for years absorbed corrosive saltwater that has jeopardized the floor's integrity. This damage to the floor's support structure is visible in sections of the floor. A report from a structural engineer describes issues with the current floor and how it was installed. This work outlined in this contract addresses, remedies, and repairs these issues.

A flash-coved sheet vinyl flooring and installation is the necessary repair and upgrade to address the existing flooring and safety issues for the integrated seawater system. The flash-coved sheet vinyl materials and installation process form a water-resistant membrane, and are skid-resistant, necessary in wet areas for public and staff safety. Capozza is the local provider and installer of this kind of specialized flooring, and has unique training in the installation process.

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

While other flooring products can be installed with a normal amount of training, a flash-coved sheet vinyl installation requires specialized training in both the layout and technical aspects of the material. Capozza installers possess specialized training unique to this company, including a unique flash-cove installation process that forms a water-resistant, non-skid surface. Capozza uniquely provides installation of all types of sheet vinyl including Altro whiterock products and safety sheet vinyl (sheet vinyl with safety aggregates built in). Capozza installers possess unique training in their unique flash-cove installation process with these flooring materials in specialized environments, including wet, humid environments where public and staff safety is important.

This specialized training for Capozza installers includes:

- Product layout for efficiency, especially for awkwardly shaped areas, which DMR's integrated seawater system is, to accommodate the irregular layout of the space.
- Heat welding, including vertical heat welding for flash coving. DMR's system requires vertical heat welding for proper installation to prevent leaks and to accommodate the irregular layout of the system.
- Flash coving, including correct application of outside corners. The wet, humid, and high traffic environment of the system requires flash coving.
- Epoxy adhesives with sheet vinyl specifically for high moisture areas, and their proper application to prevent the material from flashing off (curing prematurely). The wet, humid, and high traffic environment of the system requires flash coving.

Capozza installers then conduct formal testing to determine proper installation. If this testing reveals issues with the installation, Capozza addresses and fixes the issues before work is approved by the DMR Maintenance Division.

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

The negotiated costs are fair and reasonable, given the extent of the existing water damage, the size of the job, the company's specialized training, and the specialized installation of the specialized flooring material with formal testing. Capozza can provide timely, specialized, and expert services for the Education Division for the integrated seawater system.

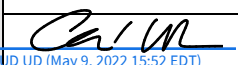
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PART III: SUPPLEMENTAL INFORMATION

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

This is a one time service and the services will not be needed again.

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>		
			
	<small>UD UD (May 9, 2022 15:52 EDT)</small>		
Printed Name:	UD UD	Date:	May 9, 2022
Signature of DAFS Procurement Official:	<i>Martha Verhille</i>		
	<small>0910E7A1499D45B...</small>		
Printed Name:	Martha Verhille	Date:	5/23/2022







Capozza Procurement Justification NEW DATES NEW REVISIONS

Final Audit Report

2022-05-09

Created:	2022-05-09
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