



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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:		Maine Judicial Branch, Administrative Office of the Courts		
Department Contract Administrator or Grant Coordinator:		David Cole		
(If applicable) Department Reference #:				
Agency Department Code:	40A	Advantage CT / RQS #:	20260915*0620	
Amount: (Contract/Amendment/Grant)		12,973.00		
CONTRACT	Proposed/Original Start Date:	9/14/2026	Proposed/Most Recent End Date:	3/31/2027
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		CAPOZZA TILE CO INC Portland, Maine		
Brief Description of Goods/Services/Grant:		Supply/install flooring for two bathrooms at the Presque Isle Courthouse		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for 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
☒	E. Emergency	☐	K. Client Choice
☐	F. Higher Education Cooperative Project	☐	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.

This project involves the critical replacement of flooring within the public restrooms and an adjacent egress hallway, totaling approximately **3,000 square feet**, at the **Presque Isle District Courthouse**. These restrooms are the only facilities available to the public within the entire building. If these restrooms are non-functioning or unsafe, the courthouse cannot legally or safely remain open to the public, directly disrupting essential court operations and judicial proceedings. Additionally, the flooring in the hallway serves as a primary egress route from the building, making its immediate repair vital for public safety and compliance with building safety codes.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

Capozza Flooring was selected for this project due to their immediate availability and proven capability to complete the commercial flooring installation within a compressed and timely schedule. Given that this project impacts the building's only public restrooms and a major emergency egress route, minimizing courthouse downtime is paramount. Capozza Flooring has the specialized commercial experience necessary to execute the project swiftly, ensuring the courthouse remains fully operational and open to the public without prolonged closure.

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

The total negotiated contract cost of **\$12,973** is considered fair, reasonable, and within current market standards for a commercial flooring installation of this scale. The pricing covers materials, labor, and accelerated scheduling fees required to complete the **3,000 square feet** area (including specialized restroom and heavy-traffic hallway flooring) safely and efficiently. The cost aligns with historical regional rates for commercial-grade flooring installations that require strict adherence to public safety and courthouse security protocols.

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

For future flooring, facility maintenance, or renovation needs at the Presque Isle District Courthouse, the State will continue to utilize competitive bidding processes whenever time permits. We will promote future competition by issuing standard Request for Proposals (RFPs) or Request for Quotes (RFQs) to qualified commercial flooring vendors across Maine. However, due to the immediate operational threat of courthouse closure regarding these sole public facilities, this specific contract required an expedited selection to maintain public services.

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).

☐ Yes, ARPA funds (025) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.

☒ 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](#).

☒ The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):

DocuSigned by:

Connor Smith

755E066E9C634D0

Typed Name:

Connor Smith

Date:

9/21/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting
Department's Commissioner
(or designee):

Signed by:

Tom Hild

412CA341445E444...

Typed Name:

Thomas Hild

Date:

9/21/2026

OSPS Section Only

Signature of DAFS
Procurement Official:

DocuSigned by:

Michael McNeil

7008796FB36A449...

Typed Name:

Michael McNeil

Date:

9/22/2026

NOI 0920260686 9/22-9/28