



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

PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		Administrative Office of the Courts	
Department Contract Administrator or Grant Coordinator:		Kevin Fogg	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 21,975.00	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	8/1/2022	Proposed End Date: 8/31/2022
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:		Royal Flooring- Lewiston, ME 04240	
Brief Description of Goods/Services/Grant:		flooring installed	

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 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.

We had a member of our Staff trip in the one of these chambers and brought it to our attention. We also had our cleaning staff complain about these areas and carpet strands winding up in the vacuum's brushes, creating more hazards. Upon inspection of all areas where the Staff frequent, it was determined that the glue had finally delaminated between the carpet and subfloor, this issue is directly related to age of the carpet (22 years) and humidity issues we had been having in the courthouse. As this posed a life safety issue in all these areas, it was determined to replace all the carpet during off hours and the weekend

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

They were the only vendor available to do the work quickly including weekend/off hours and had the product in stock to do so.

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

the project and project costs are in line with expectations based on similar, prior work within the building.

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

In any other situation other than our life/safety issues that arose, a typical project like this would follow the new RFP/RFQ bidding process.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

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

DocuSigned by:

Dennis Corliss

C7C172528CE54E3

Typed Name:

Dennis Corliss

10/13/2022

Signature of DAFS
Procurement Official:

DocuSigned by:

William J.E. Allen

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Procurement Justification Form (PJF)

Typed Name:	william J.E. Allen	Date:	10/19/2022
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NOI 1020221018 10/20/2022 - 10/26/2022