

## 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:                     |                      | Workers' Compensation Board            |                      |
| Department Contract Administrator or Grant Coordinator: |                      | Jan M. Adams                           |                      |
| (If applicable) Department Reference #:                 |                      |  |                      |
| Amount:<br>(Contract/Amendment/Grant)                   | \$ 696.00            | Advantage CT / RQS #:                  | CT 90C 20160627.4352 |
| CONTRACT  | Proposed Start Date: |  | Proposed End Date:   |
| AMENDMENT   | Original Start Date: | 7/1/2016                               | Effective Date:      |
|   | Previous End Date:   | 9/30/22                                | New End Date:        |
| GRANT   | Project Start Date:  |  | Grant Start Date:    |
|   | Project End Date:    |  | Grant End Date:      |
| Vendor/Provider/Grantee Name, City, State:              |                      | Fred's Coffee Company Inc.             |                      |
| Brief Description of Goods/Services/Grant:              |                      | Hot/cold water cooler rental @ service |                      |

### 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                         |
| x | 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. University Cooperative Project |  | L. Other Authorization           |

### PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

- Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

The Board has 11 offices state-wide; 10 offices are in leased space and the office in a state-owned location had the public drinking fountain removed due to documented water quality issues. Members of the public frequent Board offices for official administrative proceedings, public meetings and rule-making. The Board provides water coolers to supply the public with a source of filtered safe hot/cold

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## PART III: SUPPLEMENTAL INFORMATION

water. This also permits the Board, as an employer, to provide staff with hot/cold water saving on refrigerator space and limiting various stand-alone equipment for heating water. Provision of hot/cold water coolers also avoids the need for installation and maintenance of drinking fountains in leased space.

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

Based on the solicitation in the original contract, Fred's Coffee was the only vendor able to provide single hot & cold water units and service in all of the Board offices from Caribou to Portland.

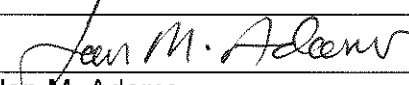

### 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Quotes were solicited from four vendors and the selected vendor quoted the lowest price.

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

The response to the initial solicitation indicated lack of interest (no response to inquiries) and limitations with providing these services state-wide. The initial contract was extended with the vendor in 2019 as a result.

## 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>                        |              |           |
|   |                    |              |           |
| <b>Printed Name:</b>  | Jan M. Adams  | <b>Date:</b> | 2-18-2020 |
| <b>Signature of DAFS Procurement Official:</b>                          | DocuSigned by:<br> |              |           |
| <b>Printed Name:</b>  | AEEED9C7B3A8044E...<br>Justin Franzose  | <b>Date:</b> | 2/24/2020 |