

**State of Maine**  
**Master Score Sheet**  
**RFP#202507103**  
**Cross State Office**  
**Building Cafe Services**

| Bidder Name:  |                     | Casco Bay Vending LLC-DBA<br>Casco Bay Food and Beverage<br>LLC | Mainly Vending Corp. |
|---|---------------------|---|----------------------|
| Scoring Sections  | Points<br>Available |   |                      |
| Section I: Preliminary Information  | Pass/Fail           | Pass  | Pass                 |
| Section II: A. Organization<br>Qualifications and Experience<br>B. Preference for Blind Individuals | A. 25<br>B.10       | A. 20<br>B.0  | A. 13<br>B.0         |
| Section III: Proposed Services  | 40                  | 25  | 15                   |
| Section IV: Cost Proposal   | 25                  | 15  | 20                   |
| <b>TOTAL</b>  | <b><u>100</u></b>   | <b><u>60</u></b>  | <b><u>48</u></b>     |

**Award Justification Statement**  
**RFP# RFP# 202507103**  
**Cross State Office Building Café Services**

**I. Summary**

The Department of Labor is seeking the full operation of Café and Micro Market food services at the Cross State Office Building in Augusta.

**II. Evaluation Process**

The evaluation team used the consensus method to score the Qualifications and Experience, Proposed Services and Cost Proposal sections of each proposal.

**III. Qualifications & Experience**

Lengthy history of being in the food service business; 2008

Full Café services along with micro market and vending options along with providing catering services.

Employee Stock Option Program

Under the umbrella of the Compass franchise

Included their SERVESAFE certifications

Willingness to support DBVI and BEP programs and employment of people with disabilities

**IV. Proposed Services**

Will Perform the 4 categories of services requested in RFP; full service café, micro market, vending, and catering.

Work plan was detailed and had a 60 and a 90 day implementation plan

**V. Cost Proposal**

Casco Bay Vending LLC-DBA Casco Bay Food and Beverage LLC submitted a menu and a set aside percentage as requested in RFP.

**VI. Conclusion**

Out of 100 points available Casco Bay Vending LLC-DBA Casco Bay Food and Beverage LLC scored 60, which was the highest point total awarded by the evaluation team.

The evaluation team has determined that the proposal submitted by Casco Bay Vending LLC-DBA Casco Bay Food and Beverage LLC presents the best value to the State of Maine.



**STATE OF MAINE  
DEPARTMENT OF LABOR**

**Janet T. Mills  
Governor**

**Laura A Fortman  
Commissioner**

9/24/25

Suzi Pullen  
Casco Bay Vending LLC-DBA Casco Bay Food and Beverage LLC  
9 Saratoga St.  
Lewiston, Me. 04241

**SUBJECT:** Notice of Conditional Contract Award under RFP # 202507103  
Cross State Office Building Café Services

Dear Suzi,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Labor for Cross State Office Building Café services. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

- Casco Bay Vending LLC-DBA Casco Bay Food and Beverage LLC

The bidder listed above received the evaluation team's highest ranking. The Department will be contacting the aforementioned bidder soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

Thank you for your interest in doing business with the State of Maine.

Sincerely,

Signed by:

A handwritten signature in black ink that reads "Elissa Rowe". The signature is written in a cursive, flowing style.

E4E63D402FA343F...

Elissa Rowe

Director

Division for the Blind and Visually Impaired

## **STATEMENT OF APPEAL RIGHTS**

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Office of State Procurement Services [formerly the Division of Purchases], Chapter 120, § (2) (2).



**STATE OF MAINE  
DEPARTMENT OF LABOR**

**Janet T. Mills  
Governor**

**Laura A Fortman  
Commissioner**

9/24/25

Nick Gagne  
Mainly Vending Corp  
58 Lyons Rd  
Sidney, Me. 04330

**SUBJECT:** Notice of Conditional Contract Award under RFP # 202507103  
Cross State Office Building Café Services

Dear Suzi,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Labor for Cross State Office Building Café services. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

- Casco Bay Vending LLC-DBA Casco Bay Food and Beverage LLC

The bidder listed above received the evaluation team's highest ranking. The Department will be contacting the aforementioned bidder soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

Thank you for your interest in doing business with the State of Maine.

Sincerely,

Signed by:  
  
E4E63D402FA343F...

Elissa Rowe  
Director  
Division for the Blind and Visually Impaired

## **STATEMENT OF APPEAL RIGHTS**

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Office of State Procurement Services [formerly the Division of Purchases], Chapter 120, § (2) (2).



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202507103

**RFP TITLE:** Cross State Office Building Café Services

**BIDDER:** Casco Bay Vending LLC-DBA Casco Bay Food and Beverage LLC

**DATE:** 9/19/25

**SUMMARY PAGE**

**Department Name:** Labor

**Name of RFP Coordinator:** Annette Stevens

**Names of Evaluators:** Andy Maclean, Brian Keezer, Diane Frigon, Susan Spencer

---

| <b><u>Pass/Fail Criteria</u></b>   | <b><u>Pass</u></b>             | <b><u>Fail</u></b>           |
|--|--------------------------------|------------------------------|
| Section I. Preliminary Information (Eligibility)   | <b>x</b>                       |                              |
| <b><u>Scoring Sections</u></b>   | <b><u>Points Available</u></b> | <b><u>Points Awarded</u></b> |
| Section II. A. Organization Qualifications and Experience<br>B. Preference for Blind Individuals | <b>A. 25<br/>B. 10</b>         | <b>A. 20<br/>B. 0</b>        |
| Section III. Proposed Services   | <b>40</b>                      | <b>25</b>                    |
| Section IV. Cost Proposal  | <b>25</b>                      | <b>15</b>                    |
| <b><u>Total Points</u></b>   | <b><u>100</u></b>              | <b><u>60</u></b>             |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202507103

**RFP TITLE:** Cross State Office Building Café Services

**BIDDER:** Casco Bay Vending LLC-DBA Casco Bay Food and Beverage LLC

**DATE:** 9/19/25

**OVERVIEW OF SECTION I  
Preliminary Information**

|                                    |
|------------------------------------|
|                                    |
| Section I. Preliminary Information |

---

**Evaluation Team Comments:**

Bidder met this requirement

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202507103

**RFP TITLE:** Cross State Office Building Café Services

**BIDDER:** Casco Bay Vending LLC-DBA Casco Bay Food and Beverage LLC

**DATE:** 9/19/25

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

|  | <u>Points<br/>Available</u> | <u>Points<br/>Awarded</u> |
|--|-----------------------------|---------------------------|
| Section II. Organization Qualifications and Experience | <b>25</b>                   | <b>20</b>                 |

---

**Evaluation Team Comments:**

- I. Overview of the Organization
  - Good overview
  - Lengthy history since 2008
  - Philosophy and mission training for employees,
  - Willingness to support DBVI and BEP programs.
  - ESOP structure is a positive, engaging employees.
  - Clearly identified projects and were relevant, including full-service café and catering.
  - Employment opportunities for PWDs
  - Franchise-Compass? Has support and backing.
  - Included their SERVESAFE certification
- II. Subcontractors
  - none
- III. Organizational Chart
  - Included but is this for the company in general or for the CSOB? Will need more than 2 people. Or are there part-time people included in this proposal? May need at least 5 people during busy times.
- IV. Litigation
  - None added
- V. Financial Viability
  - Financial statements, 3 years were included, good financial viability
  - i
- VI. Certificate of Insurances
  - Included

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202507103

**RFP TITLE:** Cross State Office Building Café Services

**BIDDER:** Casco Bay Vending LLC-DBA Casco Bay Food and Beverage LLC

**DATE:** 9/19/25

**EVALUATION OF SECTION III  
Proposed Services**

|                                | <u>Points<br/>Available</u> | <u>Points<br/>Awarded</u> |
|--------------------------------|-----------------------------|---------------------------|
| Section III. Proposed Services | <b>40</b>                   | <b>25</b>                 |

---

**Evaluation Team Comments:**

Covered all 4 categories of services expected  
Catering outside peak café hours \*team felt there may be requests during peak hours especially during legislative sessions so unclear about the 3 days' notice  
work plan was included and 60-90 day timeline was covered and detailed  
Significant plus is the detailed description of the full-service cafe  
prices on menu seem low is this sustainable or is it their cost and not the cost to the customer? Or is taking into account the benefits of using a BEP facility.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202507103

**RFP TITLE:** Cross State Office Building Café Services

**BIDDER:** Casco Bay Vending LLC-DBA Casco Bay Food and Beverage LLC

**DATE:** 9/19/25

**EVALUATION OF SECTION IV  
Cost Proposal**

|                           | <u>Points<br/>Available</u> | <u>Points<br/>Awarded</u> |
|---------------------------|-----------------------------|---------------------------|
| Section IV. Cost Proposal | <b>25</b>                   | <b>15</b>                 |

**Evaluation Team Comments:**

Set aside is low. Is this negotiable to a higher rate?

Menu items included, pricing is low.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202507103  
**RFP TITLE:** Cross State Office Building Café Services  
**BIDDER:** Mainly Vending Corp  
**DATE:** 9/19/25

**SUMMARY PAGE**

**Department Name:** Labor  
**Name of RFP Coordinator:** Annette Stevens  
**Names of Evaluators:** Andy Maclean, Brian Keezer, Diane Frigon, Susan Spencer

---

| <u>Pass/Fail Criteria</u>  | <u>Pass</u>             | <u>Fail</u>           |
|--|-------------------------|-----------------------|
| Section I. Preliminary Information (Eligibility)   | <b>x</b>                |                       |
| <u>Scoring Sections</u>  | <u>Points Available</u> | <u>Points Awarded</u> |
| Section II. A. Organization Qualifications and Experience<br>B. Preference for Blind Individuals | <b>A. 25<br/>B. 10</b>  | <b>A.13<br/>B. 0</b>  |
| Section III. Proposed Services   | <b>40</b>               | <b>15</b>             |
| Section IV. Cost Proposal  | <b>25</b>               | <b>20</b>             |
| <u><b>Total Points</b></u>   | <u><b>100</b></u>       | <u><b>48</b></u>      |

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202507103

**RFP TITLE:** Cross State Office Building Café Services

**BIDDER:** Mainly Vending Corp

**DATE:** 9/19/25

**OVERVIEW OF SECTION I  
Preliminary Information**

|                                    |
|------------------------------------|
|                                    |
| Section I. Preliminary Information |

---

**Evaluation Team Comments:**

Bidder met this requirement

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202507103

**RFP TITLE:** Cross State Office Building Café Services

**BIDDER:** Mainly Vending Corp

**DATE:** 9/19/25

**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

|  | <u>Points<br/>Availabl<br/>e</u> | <u>Points<br/>Awarde<br/>d</u> |
|--|----------------------------------|--------------------------------|
| Section II. Organization Qualifications and Experience | <b>25</b>                        | <b>13</b>                      |

---

**Evaluation Team Comments:**

- I. Overview of the Organization
  - Bidder did not follow the RFP submission format. Team questioned if information for proposal was missing.
  - Only one file was sent, missing others.
  - Vendor has 12 years in vending and 8 in MM, and catering.
  - Reference experience in full-service cafeteria and in-house commissary but unclear about in-person café service.
  - 3 credible projects, sizable facilities is positive.
- II. Subcontractors
  - none
- III. Organizational Chart
  - Not included but is it important
- IV. Litigation
  - Not included
- V. Financial Viability
  - No financial statements included, only gross sales over the last 5 years that was included in the RFP, not viability.
  - Do you have cash flow to support? Not presented as a viable company, whether it is or not.
- VI. Certificate of Insurances
  - Not included



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202507103

**RFP TITLE:** Cross State Office Building Café Services

**BIDDER:** Mainly Vending Corp

**DATE:** 9/19/25

**EVALUATION OF SECTION III  
Proposed Services**

|                                | <u>Points<br/>Availabl<br/>e</u> | <u>Points<br/>Awarde<br/>d</u> |
|--------------------------------|----------------------------------|--------------------------------|
| Section III. Proposed Services | <b>40</b>                        | <b>15</b>                      |

---

**Evaluation Team Comments:**

- Are they proposing a café service or only a micro market?
- Is unclear in this area of what is going to be provided. Left with more questions about what is being proposed.
- Did not see anything about full café service or catering
- Bidder has a focus on vending and micro market.
- Cross office is not 24-hour facility so does not have to be a micro market only menu provided did not differentiate if café or vending
- Nothing about customer service
- Need more staff a lot of staff is needed for a full-service cafe

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202507103

**RFP TITLE:** Cross State Office Building Café Services

**BIDDER:** Mainly Vending Corp

**DATE:** 9/19/25

**EVALUATION OF SECTION IV  
Cost Proposal**

---

|                            | <u>Points Available</u> | <u>Points Awarded</u> |
|----------------------------|-------------------------|-----------------------|
| Section III. Cost Proposal | <b>40</b>               | <b>15</b>             |

**Evaluation Team Comments:**

Set aside is generous

Menu prices seem low, and sparse. Will there be more on offer?

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** RFP202507103

**RFP TITLE:** Cross State Office Building Café Services

**BIDDER NAME:** Casco Bay Vending, LLC d/b/a Casco Bay Food and Beverage, LLC

**DATE:** September 17 and 18, 2025

**EVALUATOR NAME:** Andrew B. MacLean

**EVALUATOR DEPARTMENT:** Chair, State Rehabilitation Council for the DBVI, State of Maine

\*\*\*\*\*

**Individual Evaluator Comments:**

Organization Qualifications and Experience

1. Overview of Organization
    - P: good description of business history and franchising relationship with Compass Group indicates strong supporting relationships
    - I/P: ESOP business form suggests all employees are engaged and invested in success of the business
    - P: Bidder followed format requested in RFP
    - P: bidder cites examples of full-service café services currently being provided to other businesses in Maine
  2. Subcontractors
    - None noted
  3. Organizational Chart
    - None noted
  4. Litigation
    - None noted
  5. Financial Viability
    - P: appears adequately capitalized; diverse revenue sources from full-service cafes, micro-markets, and vending machines
  6. Licensure/Certification
    - Met requirement
  7. Insurance
    - Met requirement
  8. Preference for Blind Persons
    - P: expresses a commitment to provide employment opportunities and training for blind and visually-impaired individuals
- II. Proposed Services
1. Services to be Provided

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** RFP202507103

**RFP TITLE:** Cross State Office Building Café Services

**BIDDER NAME:** Casco Bay Vending, LLC d/b/a Casco Bay Food and Beverage, LLC

**DATE:** September 17 and 18, 2025

**EVALUATOR NAME:** Andrew B. MacLean

**EVALUATOR DEPARTMENT:** Chair, State Rehabilitation Council for the DBVI, State of Maine

- P: proposal addresses all service types in RFP – full-service café, micro-market, and vending
- P: size of organization and scale of similar services provided elsewhere in Maine is a strength
- I: Central Commissary Kitchen, serving multiple clients seems to enhance efficiency and responsiveness to market changes
- P: staffing plan (at least two employees on site during hours of operation) is clearly stated and seems adequate

2. Implementation – Work Plan

- P: proposed timeline for start-up of micro-market (60 days) and full-service café (90 days) is clearly described and seems reasonable

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202507103

**RFP TITLE:** CROSS STATE OFFICE BUILDING CAFÉ SERVICES

**BIDDER NAME:** Casco Bay Vending

**DATE:** 9/18/25

**EVALUATOR NAME:** Brian Keezer

**EVALUATOR DEPARTMENT:** DFAS/BGS

\*\*\*\*\*

**Individual Evaluator Comments:**

Organization Qualifications and Experience

1. Overview of Organization
  - Provided a history of their operation as well as their philosophy as a company. Covers their mission, number of employees and training for employees. (File 2)
  - Mention their willingness to support the DVBI and BEP programs
  - Included descriptions of three contracts they have with other companies and provided references for all three.
2. Subcontractors
  - None listed or mentioned
3. Organizational Chart
  - None provided
4. Litigation
  - None mentioned and signed off on Responsible Bidder Certification (File 1)
5. Financial Viability
  - Provided financial balance sheet as well as a profit and loss summary for the past three years. (File 2)
6. Licensure/Certification
  - Provided Servsafe certification (File 1)
7. Insurance
  - Provided a COI (File 2)
8. Preference for Blind Persons
  - They mention that they are open to partnering with BEP for café management.

II. Proposed Services

1. Services to be Provided
  - They propose to provide a full-service café, micro market services, catering services as well as vending machine services. (File 3)
2. Implementation – Work Plan

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202507103

**RFP TITLE:** CROSS STATE OFFICE BUILDING CAFÉ SERVICES

**BIDDER NAME:** Casco Bay Vending

**DATE:** 9/18/25

**EVALUATOR NAME:** Brian Keezer

**EVALUATOR DEPARTMENT:** DFAS/BGS

- Provided a very thorough implementation plan (File 3) and how they propose to start up operations along with a proposed schedule.
- Provided narrative on how they proposed to work with and handle fluctuating demand based on the time of year and Legislative sessions.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202507103

**RFP TITLE:** Cross State Office Building Café Services

**BIDDER NAME:** Casco Bay Vending LLC - DBA Casco Bay Food and Beverage LLC

**DATE:** September 18, 2025

**EVALUATOR NAME:** Diane Frigon

**EVALUATOR DEPARTMENT:** Department of Labor

\*\*\*\*\*

**Individual Evaluator Comments:**

Organization Qualifications and Experience

1. Overview of Organization
  - Vendor has been serving Maine customers for 17 years and outlined experience in Café, Micro Market and Vending services.
  - Included projects that were relevant to the RFP.
  - Outlined training for employees and workplace safety.
2. Subcontractors
  - None listed
  -
3. Organizational Chart
  - No chart included, however, Vendor shared company model, affiliation with franchise company and shareholding option for employees.
4. Litigation
  - Vendor signed Responsible Bidder Certification. (Appendix B)
5. Financial Viability
  - Vendor included Balance Sheet (3 year summary)
6. Licensure/Certification
  - Vendor included copy of ServSafe Certification
7. Insurance
  - Certificate of Liability Insurance was included, however, it has expired.
8. Preference for Blind Persons
  - N/A

II. Proposed Services

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202507103

**RFP TITLE:** Cross State Office Building Café Services

**BIDDER NAME:** Casco Bay Vending LLC - DBA Casco Bay Food and Beverage LLC

**DATE:** September 18, 2025

**EVALUATOR NAME:** Diane Frigon

**EVALUATOR DEPARTMENT:** Department of Labor

1. Services to be Provided

- Vendor described full café services, including menu planning, made to order, grab-n-go; salad bar.
- Vendor described Micro Market services and included stock rotation, grab-n-go, snack and beverage options.
- Vendor described vending machine services, including restocking, maintenance and diverse offerings.
- Vendor described catering services that would be provided.
- Vendor described training opportunities that would be provided.

2. Implementation – Work Plan

- Vendor included implementation timeline
- Vendor identified addressed specific and unique considerations such as fluctuation in demand and need for flexibility.



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202507103

**RFP TITLE:** Cross State Office Building Café Services

**BIDDER NAME:** Casco Bay Vending LLC- DBA Casco Bay Food and Beverage LLC

**DATE:** 9/18/2025

**EVALUATOR NAME:** Susan Spencer

**EVALUATOR DEPARTMENT:** DAFS/GGSC

\*\*\*\*\*

**Individual Evaluator Comments:**

Organization Qualifications and Experience

1. Overview of Organization
  - Included
2. Subcontractors
  - NA
3. Organizational Chart
  - Included in terms of how they plan to staff the cafe
4. Litigation
  - NA
5. Financial Viability
  - Reviewed; company seems to have cash flow
6. Licensure/Certification
  - Included

Insurance

- Included

7. Preference for Blind Persons

- NA

II. Proposed Services

1. Services to be Provided
  - Gave overview for the Full Café Services
  - Overview for micro market
  - Overview for front of house plans
2. Implementation – Work Plan
  - Provided

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: RFP202507103**

**RFP TITLE:** Cross State Office Building Café Services

**BIDDER NAME:** Mainly Vending Corp

**DATE:** September 17 and 18, 2025

**EVALUATOR NAME:** Andrew B. MacLean

**EVALUATOR DEPARTMENT:** Chair, State Rehabilitation Council for the DBVI

\*\*\*\*\*

**Individual Evaluator Comments:**

Organization Qualifications and Experience

1. Overview of Organization
  - N: Bidder did not follow RFP submission format
  - N: organization's history and services for other clients mentioned are in self-serve micro-markets and vending, not full-service cafes
  - N: public feedback about current service at Cross Cafe
2. Subcontractors
  - None noted
  -
3. Organizational Chart
  - None noted
4. Litigation
  - None noted
5. Financial Viability
  - N: No financial statements/history provided
6. Licensure/Certification
  - Q: not clear that organization meets standards for full-service café services
7. Insurance
  - Not mentioned
8. Preference for Blind Persons
  - N: no mention of efforts to recruit/employ blind or visually-impaired individuals

II. Proposed Services

1. Services to be Provided
  - N: proposal doesn't address full-service café services defined in RFP at all; not responsive on this section of the RFP
  - N: proposal is focused entirely on self-service micro-market and vending sections of the RFP

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #: RFP202507103**

**RFP TITLE:** Cross State Office Building Café Services

**BIDDER NAME:** Mainly Vending Corp

**DATE:** September 17 and 18, 2025

**EVALUATOR NAME:** Andrew B. MacLean

**EVALUATOR DEPARTMENT:** Chair, State Rehabilitation Council for the DBVI

- N: proposal makes no mention of on-site customer service staffing and appears to rely entirely on automated, self-service payment kiosks – these are very difficult for blind or visually-impaired individuals to navigate without assistance
2. Implementation – Work Plan
- - N: not addressed; appears that bidder would continue current approach to the service

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202507103

**RFP TITLE:** CROSS STATE OFFICE BUILDING CAFÉ SERVICES

**BIDDER NAME:** Mainely Vending

**DATE:** 9/18/25

**EVALUATOR NAME:** Brian Keezer

**EVALUATOR DEPARTMENT:** DAFS/BGS

\*\*\*\*\*

**Individual Evaluator Comments:**

Organization Qualifications and Experience

1. Overview of Organization
  - Provided brief overview in Appendix C. Included year it was founded and experience and what they offer. Also discusses mission.
  - Included descriptions of three contracts they have with other companies and provided references for all three.
2. Subcontractors
  - None listed or mentioned
3. Organizational Chart
  - Not provided
4. Litigation
  - None indicated. Signed off on Responsible Bidder Cert Appendix B
5. Financial Viability
  - Did not provide any financial information
6. Licensure/Certification
  - No licenses or certs provided
7. Insurance
  - No Cert of Insurance provided
8. Preference for Blind Persons
  - Nothing mentioned about this, however did check off proposed commission percentage for non-bling bidders.

II. Proposed Services

1. Services to be Provided
  - Did provide a link to a menu and cost sheet, but wasn't able to access it.
2. Implementation – Work Plan
  - Didn't really include a work plan. Just mentioned a micro-market and nothing about opening up the café.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202507103

**RFP TITLE:** Cross State Office Building Café Services

**BIDDER NAME:** Mainly Vending Corp

**DATE:** September 18, 2025

**EVALUATOR NAME:** Diane Frigon

**EVALUATOR DEPARTMENT:** Department of Labor

\*\*\*\*\*

**Individual Evaluator Comments:**

Organization Qualifications and Experience

1. Overview of Organization
  - Vendor has 12 years of experience in vending and over 8 years of experience with Micro Markets, catering and pantry services.
  - Vendor did not include any experience with operating a full-service cafeteria.
  - Reference made to “in house commissary”, however, it is unclear what the vendor proposes to do to meet the required in person Café service.
2. Subcontractors
  - None listed
  -
3. Organizational Chart
  - Not included
4. Litigation
  - Vendor signed Responsible Bidder Certification form (Appendix B)
5. Financial Viability
  - Not included
6. Licensure/Certification
  - Not included
7. Insurance
  - Not included
8. Preference for Blind Persons
  - N/A

II. Proposed Services

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202507103

**RFP TITLE:** Cross State Office Building Café  
Services

**BIDDER NAME:** Mainly Vending Corp

**DATE:** September 18, 2025

**EVALUATOR NAME:** Diane Frigon

**EVALUATOR DEPARTMENT:** Department of Labor

1. Services to be Provided

- Vendor specifically mentions Micro Market services and the provision of fresh food, grab-n-go, healthy snacks and beverage services.
- Vendor does not mention onsite café services or mention anything pertaining to training opportunities and other requirements specified in the RFP.
- Unclear how the vendor plans to meet specific service requirements.

2. Implementation – Work Plan

- Vendor has intended services in narrative format and contained in Cover Letter and Qualifications section (Appendix C).
- No outline of a Work Plan provided. No timeline chart and menu submitted was only partially completed.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202507103

**RFP TITLE:** Cross State Office Building Café Services

**BIDDER NAME:** Mainly Vending Corp

**DATE:** 9/18/2025

**EVALUATOR NAME:** Susan Spencer

**EVALUATOR DEPARTMENT:** DAFS/GGSC

\*\*\*\*\*

**Individual Evaluator Comments:**

Organization Qualifications and Experience

1. Overview of Organization
  - Included
2. Subcontractors
  - NA
3. Organizational Chart
  - Not included
4. Litigation
  - NA
5. Financial Viability
  - Gross sales for 5 past years provided
6. Licensure/Certification
  - Not provided

Insurance

- Not provided

7. Preference for Blind Persons
  - NA

II. Proposed Services

1. Services to be Provided
  - provided
2. Implementation – Work Plan
  - Not included



STATE OF MAINE  
DEPARTMENT OF LABOR

Janet T. Mills  
Governor

Laura A Fortman  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202507103**  
**RFP TITLE: Cross State Office Building Café Services**

I, Andrew B. MacLean, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Labor. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

9/18/25

Name

Date





STATE OF MAINE  
DEPARTMENT OF LABOR

Janet T. Mills  
Governor

Laura A Fortman  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202507103**  
**RFP TITLE: Cross State Office Building Café Services**

I, Brian Keezer accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Labor. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

Brian Keezer  
Signature

9/18/25  
Date



STATE OF MAINE  
DEPARTMENT OF LABOR

Janet T. Mills  
Governor

Laura A Fortman  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202507103**  
**RFP TITLE: Cross State Office Building Café Services**

I, Diane Frigon, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Labor. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

9/17/2025

---

Signature

---

Date



STATE OF MAINE  
DEPARTMENT OF LABOR

Janet T. Mills  
Governor

Laura A Fortman  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202507103**  
**RFP TITLE: Cross State Office Building Café Services**

I, Susan Spencer, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Labor. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

*Susan Spencer*

Signature

9/18/2025

Date