

MAINE STATE LEGISLATURE

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STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
BUREAU OF GENERAL SERVICES
BURTON M. CROSS BUILDING
4TH FLOOR, 77 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0077

JANET T. MILLS
GOVERNOR

KIRSTEN LC FIGUEROA
COMMISSIONER

BRIAN KEEZER
DIRECTOR

To: The Joint Standing Committees on Appropriations and Financial Affairs and State and Local Government
From: Brian Keezer, Director, Bureau of General Services
RE: Statutory Reports
Date: April 28, 2025

The Bureau of General Services (BGS), pursuant to several sections of Title 5 as indicated below, is responsible for a variety of reports to the Joint Standing Committees on Appropriations and Financial Affairs (AFA) and State and Local Government (SLG). The reports are provided together below for your convenience.

5 M.R.S. §1516-A – Capital Construction and Improvements (AFA)

1. Overview

Funds are used to maintain 53 structures comprising approximately 2 million square feet in Augusta, Hallowell, and Vassalboro. In addition, funds are also used to assist in capital construction and improvements at the Governor Baxter School for the Deaf and Maine Educational Center for the Deaf and Hard of Hearing at Mackworth Island as well as several buildings at the Dorothea Dix Psychiatric Center campus in Bangor (not including the Dorothea Dix Psychiatric Center itself). These additional 13 buildings consist of over 212,000 sq. ft. The State's infrastructure is aging, with more than 46% of our buildings built before 1951; 90% of our buildings built before 1975.

Repair and maintenance funds are needed for: parking garage repairs; plumbing and electrical issues; roof replacements and repairs; mold, lead, asbestos and water testing; hazardous material abatement, walkway repairs; septic system updates; building envelope repairs; drainage upgrades; paving improvements and striping; masonry repointing; window replacements; space planning; mechanical, system upgrades; infrastructure repairs and upgrades; painting, flooring, carpeting, lighting repairs and updates; retaining wall improvements; remediation efforts, and capital asset management planning.

BGS uses a combination of funding for Capital Construction and Improvements, including General Funds dedicated to the above capital improvement efforts as well as for components of major renovations, and Maine Governmental Facilities Authority funds for major renovations.

The report includes the following information:

- The status of any capital projects undertaken or completed during the most recently completed fiscal year (FY24) and the current fiscal year (FY25)
- Funds expended during the most recently completed (FY24) and the current fiscal year (FY25), by project

2. Status of capital projects undertaken or completed during the most recently completed fiscal year (FY24)

A. Capital Construction Improvement Reserve Funds (these are funds 010-18A-88301 and 014-18A-88301)

The Bureau of General Services expended \$26,401,813.93 in capital construction improvement funds on capital projects in FY24 with funds from the Capital Construction Improvement Reserve (CCIR).

The cost of these capital improvements and the project status (completed vs. active and ongoing) is below:

Project Name	Expended in FY24	Status
Blaine House Facility Condition Assessment	\$ 5,158.50	Complete
Blaine House Mechanical, Electrical, Plumbing, Fire Upgrades	\$ 29,500.28	In Progress
Blaine House Security & Site Upgrades	\$ 174,545.48	In Progress
Blaine House Steps	\$ 109,166.99	Complete
Bureau of Motor Vehicles Single User Bathrooms	\$ 143,144.12	In Progress
Chamberlain Street Retaining Wall	\$ 391,874.91	In Progress
Chimney Loop Survey & Repairs	\$ 203,899.00	In Progress
Crime Lab HVAC Upgrades	\$ 50,554.67	In Progress
CSOB 1st Floor, Flooring & Paint	\$ 240,745.60	Complete
CSOB Envelope Improvements	\$ 842,626.10	In Progress
CSOB Secure Screening Center	\$ 181,175.00	In Progress
Cultural Building Abatement & Mechanical Upgrades	\$ 8,232,958.20	In Progress
Daschlager Assessment & Repairs	\$ 81,205.15	In Progress
Dolby Landfill Cover - Phase II and III	\$ 165,000.00	Complete
Dorothea Dix Campus Facility Assessments	\$ 5,967.50	Complete
Dorothea Dix Campus IF&W Envelope Improvements	\$ 28,580.00	In Progress
Dorothea Dix Psychiatric Center Pooler Pavilion Abatement & Demo	\$ 532,432.38	In Progress
East Campus Tunnels Assessment	\$ 25,740.00	Complete
Electric Vehicle Charging Stations Master Planning for Capitol Complex	\$ 24,495.16	Complete
Harlow Building Assessment & Repairs	\$ 582,981.05	Complete
IF&W New Headquarters	\$ 1,018,537.77	In Progress
Mackworth Island Concept Utilization Plan	\$ 15,000.00	Complete
Mackworth Island Emergency Causeway Repair	\$ 33,870.00	Complete
Mackworth Island Renovations Phase I	\$ 216,086.11	In Progress
Maine Criminal Justice Academy Building C Partial Renovation	\$ 146,105.84	In Progress
McLean House Assessment & Repairs	\$ 38,759.55	In Progress
Nash School Assessment & Repairs	\$ 48,161.06	In Progress
Office of Chief Medical Examiner New Headquarters	\$ 12,852.84	In Progress
Ray Building Renovation	\$ 2,899,429.00	In Progress
Riverview Psychiatric Roof Repair	\$ 556,590.00	Complete
Samantha Smith Memorial Rehabilitation Project	\$ 62,174.22	In Progress
Sewall Street Parking Garage Structural Analysis	\$ 148,536.00	Complete
Smith Merrill Window Restoration & Replacement	\$ 209,985.04	Complete
Stone Buildings Pest Removals, Abatement, and Envelope Upgrades	\$ 7,755,145.00	In Progress
Tyson Building Roof Replacement	\$ 966,499.41	Complete
Williams Pavillion Assessment & Repairs	\$ 222,332.00	Complete
Total	\$ 26,401,813.93	

B. Maine Governmental Facilities Authority Projects FY24

The Maine Governmental Facilities Authority (MGFA) was created in 1997 to assist with financing the acquisition, construction, improvement, reconstruction, and equipping of additions to governmental facilities. The authority is governed by five members including the State Treasurer, the Commissioner of Administrative and Financial Services, and three members appointed by the Governor. The MGFA issues securities on behalf of the Executive, Legislative, and Judicial Branches to fund large projects essential to governmental operations.

Under the MGFA process, the Commissioner of Administrative and Financial Services identifies projects essential to Executive Branch operations, obtains legislative approval for borrowing, and “designates” those projects to the MGFA Board for issuance of securities.

MGFA bond funding is a critical tool that allows the Department of Administrative and Financial Services (DAFS) to address the deteriorated condition of the State’s old and chronically underfunded facilities, often allowing for an adaptive reuse to address current agency needs. Bonds are used to fund hazardous material abatement, building envelope repairs and restoration, improvements at state-owned landfills to reduce contaminated leachate, and to plan for and construct replacement structures in the rare case where a specialized use has outgrown the existing building’s capacity.

MGFA funding, targeted to large renovation and construction projects, augments but cannot replace general fund appropriations. MGFA securities require extensive advance planning, and issuance is a long and complex process with many participants. CCIR is nimbler and more available for emergencies and other capital repairs and improvements.

FY 24 projects undertaken with Maine Governmental Facilities Authority bonds are the following, listed with expenditures and year of bond issuance. Projects included much needed roof repairs to stop water infiltration, abate asbestos, repair building envelopes, replace outdated mechanical systems, and renovate state facilities.

The cost of these capital improvements and the associated bond are below:

Project Name	Expended in FY24	Bond Issuance Date and Statute	Status
221 State Street - Building Renovation	\$ 228,475.26	2022A	In Progress
Center Building Roof Repairs	\$ 43,720.00	2022A; 2024B	In Progress
Cross Building Envelope	\$ 2,429,489.20	2020A/1610L; 2022A	In Progress
Cross Building Secure Screening Addition	\$ 1,422.60	2024B	In Progress
Cultural Building Abatement & Mechanical Upgrades	\$ 3,778,069.65	2020A/1610K; 2021A; 2022A	In Progress
Dolby Landfill Cover	\$ 1,512,165.97	2022A	In Progress
Dorothea Dix Psychiatric Center Green Barn Shoring	\$ 10,570.00	2024B	In Progress
Dorothea Dix Psychiatric Center IF&W Envelope Repairs	\$ 20,415.00	2024B	In Progress
Greenlaw Renovation - Health & Environmental Test Lab	\$ 304,012.27	2021A/1610L	In Progress
IF&W New Headquarters	\$ 5,498.33	2024A/1610O	In Progress
Maine Criminal Justice Academy Envelope Upgrades	\$ 613,865.74	2022A	In Progress
Office of Chief Medical Examiner New Headquarters	\$ 1,627,186.07	2020A/1610K, 1610L	In Progress
Ray Building Renovation	\$ 5,186,746.92	2020A/1610L; 2021A; 2024A/1610P	In Progress
Stone Building Envelope Upgrades	\$ 417,983.60	2022A	In Progress
Tyson Roof Replacement	\$ 17,741.71	2022A	Complete
Total	\$ 16,197,362.32		

3. Status of Capital Projects Undertaken or Completed in the Current Fiscal Year FY25

A. Capital Construction Improvement Reserve Funds FY25

A summary of the work done with FY25 capital, together with costs and project status, follows:

Project Name	Expended in FY25	Status
Blaine House Mechanical, Electrical, Plumbing, Fire Upgrades	\$ 20,663.32	In Progress
Blaine House Security & Site Upgrades	\$ 255,497.04	In Progress
Bureau of Motor Vehicles Single User Bathrooms	\$ 60,851.00	Complete
Chamberlain Street Retaining Wall	\$ 2,983.20	Complete
Chimney Loop Survey & Repairs	\$ 27,047.00	In Progress
Crime Lab HVAC Upgrades	\$ 128,569.00	In Progress
CSOB Secure Screening Center	\$ -	In Progress
Cultural Building Abatement & Mechanical Upgrades	\$ 657,770.21	In Progress
Daschlager Assessment & Repairs	\$ 9,985.75	In Progress
Dolby Landfill Cover	\$ 10,671.00	In Progress
Dorothea Dix Psychiatric Center Pooler Pavilion Abatement & Demo	\$ 2,451,984.14	In Progress
East Campus Overhead Walkways Demolition	\$ 54,324.30	In Progress
IF&W New Headquarters	\$ 978,668.06	In Progress
Mackworth Outdoors Learning Initiative	\$ 761,639.37	Complete
Mackworth Island Renovations Phase I	\$ 1,085,394.36	In Progress
Maine Criminal Justice Academy Building C Partial Renovation	\$ 13,744.16	In Progress
McLean House Assessment & Repairs	\$ 12,635.04	In Progress
Nash School Assessment & Repairs	\$ 31,668.94	In Progress
Office of Chief Medical Examiner New Headquarters	\$ 26,099.57	In Progress
Ray Building Renovation	\$ 382,655.05	In Progress
Samantha Smith Memorial Rehabilitation Project	\$ 3,501.55	Complete
Stone Buildings Pest Removals, Abatement, and Envelope Upgrades	\$ 2,055,614.00	In Progress
Total	\$ 9,031,966.06	

B. Maine Governmental Facilities Authority Projects FY25

Projects undertaken in FY 25 with Maine Governmental Facilities Authority bonds are the following, listed with expenditures and year of bond issuance. Project highlights include final “capping” or “cover” of a portion of the Dolby Landfill, renovation of the Greenlaw building, MCJA envelope upgrades, Tyson roof replacement, and Stone building assessment and stabilization.

The cost of these capital improvements and the associated bond is listed below:

Project Name	Expended in FY25	Bond Issuance Date and Statute	Status
221 State Street - Building Renovation	\$ 6,262.05	2022A	In Progress
Blaine House Site and Security Upgrades	\$ -	2024B	In Progress
Center Building Roof & Masonry Repairs	\$ 1,097,874.50	2022A; 2024B	In Progress
Center Building Auditorium	\$ 205,044.75	2024B	In Progress
Chimney Loop Repairs	\$ 1,074,574.25	2024B	In Progress
Cross Building Envelope Repairs	\$ 1,047,295.29	2020A/1610L; 2022A	Complete
Cross Building Secure Screening Addition	\$ 257,669.04	2024B	In Progress
Cross Building Targeted Window Replacement	\$ -	2024B	In Progress
Cultural Building Abatement & Mechanical Upgrades	\$ 4,280,864.85	2020A/1610K; 2021A; 2022A; 2024A/1610P	In Progress
Daschlager Renovation	\$ 52,364.25	2024B	In Progress
Dolby Landfill Cover	\$ 2,573,231.55	2022A	In Progress
Dorothea Dix Psychiatric Center Green Barn Shoring	\$ 45,042.50	2024B	In Progress
Dorothea Dix Psychiatric Center IF&W Envelope Repairs	\$ 266,303.14	2024B	In Progress
East Campus Elevated Walkways Demolition	\$ 602,591.00	2024B	In Progress
Greenlaw Renovation - Health & Environmental Test Lab	\$ -	2021A/1610L	In Progress
IF&W New Headquarters	\$ 5,498.33	2024A/1610O	In Progress
Maine Criminal Justice Academy Envelope Upgrades	\$ 613,865.74	2022A	In Progress
Maine Criminal Justice Academy Limited Renovations	\$ 15,831.87	2024B	In Progress
McLean House Renovation	\$ 30,101.71	2024B	In Progress
Nash School Renovation	\$ 54.17	2024B	In Progress
Office of Chief Medical Examiner New Headquarters	\$ 8,236,762.94	2020A/1610L; 2021A	In Progress
Parking Garage		2024B	In Progress
Ray Building Renovation	\$ 1,315,229.09	2020A/1610L; 2021A; 2024A/1610P	In Progress
Stone Building Envelope Upgrades	\$ 1,589,712.96	2022A	In Progress
Stone Building Abatement		2024A/1610P	In Progress
Stone Building Windows & Renovation		2024A/1610P	In Progress
Stone Building Mechanical System		2024A/1610P	In Progress
Total	\$ 23,316,173.98		

5 M.R.S. § 1742-D (8) – Status of Current Leases (AFA and SLG)

The Division of Leased Space was established by law in 1991 to procure, administer, and hold leases of space on behalf of all State of Maine departments and agencies. Major functions and responsibilities include:

- Serving as the central point of contact for facility leasing in State Government.
- Researching program requirements for agencies to inform space needs.
- Keeping current information about available properties in all geographic regions of the state.
- Maintaining knowledge of market prices to ensure that state agencies receive the best possible rates for leased space.
- Monitoring to ensure health and safety compliance.

The Leased Space Division works closely with State Government agencies, including the Legislative and Judicial Branches, to evaluate agency facility requirements and locate space that supports program needs. Leased Space personnel monitor real estate market rent and operating cost characteristics, and locate, negotiate, and manage lease contracts with the goal of achieving the best value for the State of Maine. Because of the Division's state-wide perspective of the real estate market and familiarity with lessors and properties throughout the state, the Division can secure quality and cost-competitive space in all geographic areas.

The Division is currently administering 253 +/- active leases for office, warehouse, garage, storage, tower, classroom, mixed use, and training purposes in the service of 38 state agencies across 68 different municipalities and 5 unorganized territories. The Division's leasing portfolio includes 2,505,486 square feet of space with an approximate total value of \$30 million annually. This value includes rent, utilities, custodial services, and all other associated expenses related to leased spaces.

The Division is focused on fostering productive landlord/tenant relationships while securing space that best serves agency needs in a timely fashion. The Division procures leased space through RFPs when a lease exceeds 10,000 square feet, and competitive bidding when spaces below that square footage are initially secured, in all cases selecting the space that is the best value to the State, taking into consideration the needs of the agency and of the public. If the space continues to be suitable for the agency and the public and the landlord has been responsive to State concerns, options to renew are frequently exercised or if there is no option to renew, the lease may be extended if favorable terms are reached. In seeking the best value for the State of Maine, the Division takes into consideration varying factors in addition to cost such as life-cycle cost, delivery date, and quality of the space.

5 M.R.S. § 325 – Preservation of Blaine House and Grounds (SLG)

Under 5 M.R.S. § 325, the Blaine House Commission is required to report to the Legislature on its accomplishments and recommendations relating to the work and needs of the Commission.

The Blaine House Commission was established by the Legislature in 1993 to review and approve proposed changes to the home of Maine's governors and its grounds. Consisting of four state agency directors and five public members with related professional expertise, the Commission meets periodically in response to specific proposals which affect this historic property.

Between September 1, 2023, and August 31, 2024, the Blaine House and grounds were improved as indicated below:

Following a security evaluation and full facility assessment of the Blaine House, BGS engaged Oak Point Associates, through a competitive process, to design a new perimeter fence (wrought iron fence on a stone base) and to develop plans to improve the site and landscaping, correct drainage issues, and add security surveillance, including improved lighting, at the Blaine House and grounds. The scope of work also included plans to demolish the deteriorated and obsolete staff house. Plans were approved by the Blaine House Commission and the Capitol Planning Commission.

The following studies were completed: tree health survey of the grounds; a utility survey; a geotechnical survey based on borings; and, a topographical survey.

Additionally:

- The billiard room floor was refinished.
- One set of sunroom doors was weather-stripped and refurbished. Three sets of doors remain, subject to availability of artisans with experience restoring historic doors.
- Lead paint in the garage was abated and the surfaces repainted.
- A new commercial range was installed.
- Interior painting of the Reception Room was completed.

BGS' Property Management Division completed these projects:

- Replaced windows in greenhouse
- Replaced hinges on bulkhead door
- Upgraded / replaced hardware on exterior door in family dining room
- Replaced lamps on several exterior security lights.
- Removed three dead trees (two Elms and one American Chestnut)
- Removed fallen branches following storms
- Repaired top step on staff entrance
- Replaced the hinges on the pedestrian gate
- Miscellaneous patching / painting
- Replaced windowpanes – upstairs front bedroom and reception room
- Replaced multiple window shades
- Various plumbing repairs (fixtures, equipment, faucets, hot water tank)

5 M.R.S. §1753 - Report on Employment of an Owner's Representative by a School Unit (SLG)

The Department of Education initiated two new construction projects in FY 24 and one in FY 25. An Owner's Representative for each project has been selected in conjunction with the local school administrative units.

5 M.R.S. § 1812-A Report on Purchase of Recycled Products

The law requires the Chief Procurement Officer to report on the State's efforts to purchase supplies and materials composed in whole or in part of recycled materials.

RECYCLED	COUNT	AMOUNT
Printing Buyer Purchase Orders	2	\$ 29,936.25
Printing Delivery Orders	19	\$ 46,721.38
Breakroom	33	\$ 2,428.52
Coarse Paper	66	\$ 13,913.48
Fine Paper	1,052	\$ 479,516.63
Janitorial	28	\$ 2,437.94
Machines Hardware ¹	158	\$ 8,201.45
Office Supplies	6,032	\$ 283,837.45
School Supplies	13	\$ 736.80
Shipping & Packaging	89	\$ 6,351.26
Toner	441	\$ 69,129.54
Total	7,933	\$943,210.70

The Office of State Procurement Services encourages agencies to consider Green Purchasing alternatives when products or items are available that have a lesser or reduced negative effect on human health and the environment. This includes sourcing recyclable products, recycled products, reusable products, and products that conserve energy or natural resources.

5 M.R.S. § 1830 Status of Current Fleet Vehicle Operations (AFA and SLG)

This law requires a general report on the Central Fleet Management Division (CFM). CFM was established by the Legislature in 1991 in the Department of Administrative and Financial Services, Bureau of General Services, for the purpose of acquiring, maintaining, and managing light duty vehicles for use by State Government (other than the Department of Public Safety) and its employees on official state business. CFM works with agencies to reduce transportation costs. Strategies include minimizing operational disruption by providing well-maintained vehicles, increasing the fuel efficiency of the fleet, providing appropriate vehicles to complete assigned tasks avoiding unnecessarily costly vehicles, converting employees who are being reimbursed for mileage into using more cost-effective state vehicles, and other initiatives.

The current fleet size is approximately 2,600 vehicles. This number has increased since last year as approximately 185 vehicles are pending surplus auction. There are also approximately 75 new vehicles being processed for issuance to client-agencies.

The supply chain for vehicles has improved and we are seeing quicker order to delivery processing times. If this trend continues, we hope to reduce the number of aging and less efficient vehicles sooner than anticipated. Depending on vehicle category, unit pricing has increased by 20-40+% in recent years, but has only shown limited change this year. The impact of any Federal tariff policy remains uncertain for 2025 though we do anticipate an increase in pricing associated with foreign component and assembly tariffs. Increased borrowing authority currently allows us to acquire vehicles at these new price points, but costs for agencies have increased over previous years due to rises in pricing.

¹ "Machines Hardware" refers to office or business machinery or equipment that contains recycled materials. Examples are keyboards, labelers, shredders, and thumb drives. The term does not include computers, printers or networking equipment.

A shortage of second-hand vehicles continues, as agencies operate vehicles longer than usual. New deliveries have not yet fully met demand, limiting the availability of used vehicles, especially those for agencies with needs for seasonal programs. As a result, we are unable to meet all requests for second-hand vehicles.

More than 20% of the fleet has 125,000+ miles, with nearly 10% exceeding 150,000 miles, which impacts cost-effectiveness and agency productivity. These numbers have not changed from last year, and recovery from past vehicle shortages will take several years. Budget constraints may delay fleet upgrades.

We currently have approximately 195 vehicles on order. This number is down by approximately 135 vehicles from this same time last year. Increased order fulfillment last year has helped reduce this on-order number, and it appears higher prices for new vehicles may be deterring some agencies from acquiring vehicles as soon as needed. The current numbers are returning to pre-pandemic order numbers.

In 2024, our electric vehicle purchases included 11-Ford F-150 Lightnings and 7-Mitsubishi Outlander Plug-in Hybrid Electric Vehicles (PHEV). We continue to work with agencies to provide PHEVs and Battery Electric Vehicles (BEV) based on vehicle availability for applicable agency use. Current law requires that 50% of new vehicle acquisitions, to the extent practicable, be classified as either PHEV or BEV.

CFM and DOT reviewed cooperative purchasing agreements and selected Samsara for a telematics program. Installations began in fall 2024. These units will help improve fleet efficiency, track mileage (eliminating paperwork for the driver and CFM), monitor maintenance needs, and track fleet usage. We are still in the early stages of adapting to the new data and insights.

Maintenance costs increased 29% between 2022 and 2023 and another 5% between 2023 and 2024. Fuel costs declined to \$2.87/gallon in 2024, down from \$3.10/gallon in the previous year.

The fleet is made up of light duty vehicles of all types. Due to the specialty use of many vehicle categories, CFM measures cost savings based on the passenger sedan fleet as compared to the State's reimbursement rate. Over the past decade, our average cost for passenger sedans has been less than \$0.35/mile. The mileage reimbursement rate is \$0.54/mile. Over 10 years this equates to a \$9.7 million cost savings.

5 M.R.S. § 7-A State Owned Vehicles (AFA and SLG)

This law requires every department or agency in State Government that has state-owned vehicles to report the total number of state vehicles within that department or agency, the individual employees to whom a state vehicle is assigned, and the purpose or function to which the vehicles are assigned. The summary and full report can be found [here](#).

5 M.R.S. § 1825-B (10) List of State Preferences Published (SLG)

This law requires the Bureau of General Services to publish a list of states that give preference to in-state bidders with the percent increase applied in each such state. The Bureau of General Services or any department or agency of the State may rely on the names of states and percentages as published in determining the best-value bidder without incurring any liability to any bidder. Maine relies on the National Association of State Procurement Officials Reciprocal Preference website, as do many states. The link to that list is shown below, and is published on the Bureau of General Services, Division of Procurement Services website: www.maine.gov/dafs/bbm/procurementservices/policies-procedures/policy

5 M.R.S. § 1825-B (3) Cooperative Agreement Report (SLG)

The law authorizes the State to enter into cooperative agreements with the University of Maine System and the Community College Systems when the agreement involves assisting a state agency and enhancing the ability of the University System or Community College System to fulfill its mission. The law providing for cooperative agreements allows competitive bidding to be waived. In calendar year 2024, 23 cooperative agreements were awarded pursuant to this law with a total value of \$8,344,052.11.

Legal Name	Department	Added/Adjustment CY24	Service End Date
ME Community College System	Education	\$517,316.78	12/31/2025
ME Community College System	Education	\$129,600.00	9/30/2024
Univ of Maine System	Agriculture	\$28,800.00	3/16/2026
Univ of Maine System	Economic & Community Development	\$683,684.00	6/30/2025
Univ of Maine System	Education	\$131,547.27	6/30/2027
Univ of Maine System	Education	\$81,723.06	5/23/2025
Univ of Maine System	Education	\$999,999.00	12/31/2024
Univ of Maine System	Education	\$581,566.00	8/1/2025
Univ of Maine System	Health & Human Services	\$1,399,588.00	6/30/2025
Univ of Maine System	Health & Human Services	\$48,139.00	6/30/2025
Univ of Maine System	Health & Human Services	\$2,762,017.00	6/30/2025
Univ of Maine System	Health & Human Services	\$36,498.00	6/30/2025
Univ of Maine System	Health & Human Services	\$34,777.00	12/31/2024
Univ of Maine System	Maine Quality Forum	\$505,752.00	6/30/2025
Univ of Maine System	Maine State Library	\$89,731.00	6/30/2024
Univ of Maine System	Marine Resources	\$3,693.00	6/30/2026
Univ of Maine System	Marine Resources	\$55,000.00	6/30/2026
Univ of Maine System	Marine Resources	\$14,400.00	10/31/2024
Univ of Maine System	Marine Resources	\$104,011.00	7/31/2025
Univ of Maine System	Marine Resources	\$65,800.00	7/31/2025
Univ of Maine System	Marine Resources	\$8,500.00	6/30/2025
Univ of Maine System	Marine Resources	\$19,910.00	7/31/2025
Univ of Maine System	OIT/GeoLibrary	\$42,000.00	11/30/2025
Total		\$8,344,052.11	
Median		\$60,400.00	

5 M.R.S. § 1825-P Code of Conduct Report (SLG)

The law requires a report to the Committee regarding the administrative and fiscal impact of the Code of Conduct for the supply of apparel, footwear, or textiles, and the degree of compliance with the Code of Conduct law. The law aims to ensure that certain standards are met by vendors who sell apparel, footwear or textiles to the State. Employers should fairly compensate hard work, protect the health and safety of working people, and not tolerate any form of unlawful discrimination or abuse. The State of Maine, in its role as a market participant procuring goods and services, enforces the Code of Conduct to safeguard the basic tenets of ethical business practices and protect against purchases involving “sweatshops”. The State of Maine makes a good faith effort to ensure that vendors and suppliers adhere to the Code of Conduct.

The State of Maine expended \$1,120,110.48 on clothing related items in calendar year 2024. Of that total, \$825,173.41 (74%) was expended with Code of Conduct compliant vendors. This data is based on the “object code” of the materials purchased rather than the vendor. The data is dependent on each agency using the correct object code.

The following is a list of vendors the State of Maine holds (or held in calendar year 2024) with a Master Agreement for clothing-related items compliant with the Code of Conduct law. Please note, if a vendor is on the list below, it does not mean that the vendor’s entire line of products is Code of Conduct compliant.

VENDOR	CITY	STATE
Admiral Fire & Safety Inc.	Scarborough	ME
Arborwear LLC	Chagrin Falls	OH
Atlantic Tactical	New Cumberland	PA
Bob Barker Co. Inc.	Charlotte	NC
Bob Barker Co. Inc.	Fuquay Varina	NC
Cintas Corp	Westbrook	ME
HAH Inc Harry's Motor Sport	Presque Isle	ME
Hanging By A Thread	Portland	ME
1842, LLC DBA Johnson Woolen	Johnson	VT
LT's Inc.	Portland	ME
Maine-ly Red Wing Inc	Brewer	ME
Masterman's LLP	Auburn	MA
Neptune Uniforms & Equip	Haverhill	MA
OSDBA Creations-LTs	Portland	ME
Pacific Crest Uniform Co., dba Mountain Uniforms	Incline Village	NV
Trident Armory	Hermon	ME
Unifirst Corp.	Portland	ME
Unifirst Corp.	Bangor	ME

The methods of purchase comprising the \$1,120,110.48 total were: \$ 286,220.61 via a State of Maine Procurement Card, \$ 825,173.41 via the more standard “Delivery Order” purchasing process, and \$8,716.46 in under \$5,000 purchase orders at the agency level.

M.R.S. 1825-B (13) Code of Conduct - Vendor's Fee (SLG)

The Code of Conduct fee is 1% of sales to the State and assessed based on the State's spend through each Master Agreement. The fees are paid quarterly by vendors.

The Office of State Procurement Services received Code of Conduct fees totaling \$9,646.51 during 2024.