



# STATE OF INDIANA

DEPARTMENT OF ADMINISTRATION  
Commissioner's Office

Eric J. Holcomb, Governor

Indiana Government Center South  
402 West Washington Street, Room W469  
Indianapolis, IN 46204

## Award Recommendation Letter

Date: May 2, 2024

To: L. Erin Kellam, Deputy Commissioner  
Indiana Department of Administration

*[Handwritten signature]* 5/2/24

From: Kevin March, Strategic Sourcing  
Indiana Department of Administration

Subject: Negotiated Bid #ASA-25-79045  
Bottleless Water Coolers

### Recommendation of Award for a four-year contract.

Based on the evaluation of the responses received for Negotiated Bid #ASA-25-79045, **Quench USA Inc.** is recommended for award to provide Bottleless Water Coolers for All State Agencies (ASA). Terms of this recommendation are outlined in this letter.

The State received bids from four (4) Respondents:

- Cintas Corporation No. 2
- Clean Water Inc.
- DS Services of America, Inc. dba Primo Water North America
- Quench USA Inc.

The solicitation was issued as a Negotiated Bid to establish a statewide Quantity Purchase Agreement (QPA) resulting in a four-year contract with the following required specifications in Table 1:

Table 1 – Required Specifications

Activated Carbon Filtration.
Filter(s) changed a minimum of 1 (one) time yearly or as needed if more frequent.
No drain needed for machine operation.
Hot & cold water on demand.
Filter systems must be tested and certified by NSF/ANSI standard 42/53 or NSF/ANSI 42/53/58 and NSF P-231.
Communication card on every cooler showing last filter change and next scheduled visit.
Equipment will remain in high quality or will be replaced free of charge.
Prior to installation of new cooler, the State must conduct a site survey of the proposed location.

All tubing and fittings shall be of approved variety, supported and installed per industry standards and not draped across or resting upon suspended ceilings.

All current tubing and fittings will be replaced, and cost of the tubing and fittings are to be included in the cost of the water cooler.

Black UV protected polyethylene tubing used for water lines or approved equal.

Requisite 6-inch piece of the tubing.

### **Bid Summary**

The bids were evaluated according to the criteria established in the bid documents and their adherence to requirements.

### **Award Summary**

The State awarded to the overall lowest bidder meeting all specification requirements. The evaluation details are listed in Table 2 below.

Table 2 - Bid Amount

Bidder	Monthly Lease/Rental Unit Price	Met all Specifications
Cintas Corporation No. 2	\$60.00	Yes
Clean Water Inc.	\$116.00	Yes
DS Services of America Inc. dba Primo Water North America	\$24.99	No
Quench USA Inc.	\$23.50	Yes

Cintas Corporation No. 2 claimed the Buy Indiana preference and qualified for it. The Evaluation Amounts after preferences were applied are detailed in Table 3 below.

Table 3 - Evaluation Amount

Bidder	Monthly Lease/Rental Unit Price	Met all Specifications	Preference Claimed / Eligibility	Evaluation Amount
Cintas Corporation No. 2	\$60.00	Yes	Buy Indiana / Yes	\$57.00
Clean Water Inc.	\$116.00	Yes	n/a	\$116.00
Quench USA Inc.	\$23.50	Yes	n/a	\$23.50

During the course of evaluation, the State scrutinized the bids to determine the viability of the proposed business solution to meet the needs of the State. The Indiana Department of Administration evaluated the bids based on the stipulated criteria outlined in the bid documents.

Pending successful negotiations, the term of the contract shall be for a period of four (4) years from the date of contract execution.

*Kevin March*

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Strategic Sourcing  
Indiana Department of Administration