

**State of Maine**  
**Master Score Sheet**

RFP# 202111169						
2022 Waste Diversion Grants Program, Round I						
<b>Bidder Name:</b>		<b>City of South Portland- Sustainability Office (Proposal #1)</b>	<b>Chickadee Compost, LLC</b>	<b>ScrapDogs Community Compost, LLC</b>	<b>Northern Aroostook Solid Waste Association</b>	
<b>Proposed Cost:</b>		<b>16,746</b>	<b>39,894</b>	<b>40,000</b>	<b>25,000</b>	
<b>Scoring Sections</b>		<b>Points Available</b>				
Section I: Preliminary Information		N/A				
Section II: Organization Qualifications and Experience		15	15	15	15	15
Section III: Proposed Services		50	50	49	48	47
Section IV: Cost Proposal		35	35	35	35	34
<b>TOTAL</b>		<b><u>100</u></b>	<b><u>100</u></b>	<b><u>99</u></b>	<b><u>98</u></b>	<b><u>96</u></b>
<b>Bidder Name:</b>		<b>MaineHealth</b>	<b>Garbage to Garden in PPP with The City of Sanford</b>	<b>Kennebec Valley Council of Governments</b>	<b>Digger's Cooperative, Inc.</b>	
<b>Proposed Cost:</b>		<b>31,577.36</b>	<b>29,010</b>	<b>25,000</b>	<b>29,626</b>	
<b>Scoring Sections</b>		<b>Points Available</b>				
Section I: Preliminary Information		N/A				
Section II: Organization Qualifications and Experience		15	15	15	15	8
Section III: Proposed Services		50	48	48	23	20
Section IV: Cost Proposal		35	32	25	11	17
<b>TOTAL</b>		<b><u>100</u></b>	<b><u>95</u></b>	<b><u>88</u></b>	<b><u>49</u></b>	<b><u>45</u></b>

**State of Maine**  
**Master Score Sheet**

RFP# 202111169					
2022 Waste Diversion Grants Program, Round I (Continued)					
<b>Bidder Name:</b>		City of South Portland- Sustainability Office (Proposal #2)	York High School		
<b>Proposed Cost:</b>		12,000			
<b>Scoring Sections</b>	<b>Points Available</b>				
Section I: Preliminary Information	N/A				
Section II: Organization Qualifications and Experience	15	8			
Section III: Proposed Services	50	18			
Section IV: Cost Proposal	35	10			
<b>TOTAL</b>	<b><u>100</u></b>	<b><u>36</u></b>	<b>Unresponsive to RFP</b>		
<b>Bidder Name:</b>					
<b>Proposed Cost:</b>					
<b>Scoring Sections</b>	<b>Points Available</b>				
Section I: Preliminary Information	N/A				
Section II: Organization Qualifications and Experience	15				
Section III: Proposed Services	50				
Section IV: Cost Proposal	35				
<b>TOTAL</b>	<b><u>100</u></b>				

**Award Justification Statement**  
**2022 Waste Diversion Grants Program, Round I—RFP#**  
**202111169**

**I. Summary**

On January 18, 2022, the Maine Department of Environmental Protection, in accordance with 38 MRSA §2201-B, Maine Solid Waste Diversion Grant Program, issued RFP# 202111169, that sought proposals for the development, implementation or improvement of programs, projects, initiatives or activities designed to increase the diversion of solid waste from disposal, including waste reduction activities. Maine law (38 MRSA §2132.1-B) sets a goal of reducing the amount of waste disposed per capita by 5% every five years. The Department believes that progress toward this goal can be achieved by implementing innovative and proven local, regional and statewide initiatives aimed at reducing the generation of solid waste, and at increasing the recovery and utilization of discarded materials, including organics. A total of 10 proposals were initially received. **One proposal failed to meet minimum match requirements of 25% of the total project cost and was disqualified (not scored).** The remaining 9 proposals were evaluated by a qualified team of individuals from the Department's Division of Materials Management. Six projects were finally chosen for funding following a competitive, consensus-based evaluation process. Proposals chosen showed significant potential to divert materials away from costly disposal practices, while simultaneously focusing on the goals of Maine's "Solid Waste Management Hierarchy" (38 M.R.S. § 2101).

**II. Evaluation Process**

Prior to initiation of the RFP process, an evaluation team was established, comprised of qualified reviewers, each with specific solid waste expertise, from the Division of Materials Management. The evaluation team was trained with regard to the RFP review/evaluation process and conducted their individual reviews of proposals. Following individual reviews, the evaluation team met on March 11, 2022 to discuss, as a group, the merits of each proposal and rank them. Each proposal was then scored using a consensus-based evaluation system. The maximum achievable score was 100 points, based on the following categories:

- Organization, Qualifications and Experience (15 points),
- Proposed Services (50 points), and
- Cost Proposal (35 points)

Scores were assigned based upon the following criteria:

- The applicant's ability to address key solid waste management goals,
- The project's anticipated return for the investment (money, time),

- The project’s efficiency in achieving expected outcomes, in terms of proposed work, budget and time frame, and
- The amount and quality of proposed matching funds or services.

### **III. Qualifications & Experience**

This year’s round of proposals contained a large number of qualified individuals, governmental entities and businesses. One of the most important deciding factors for our evaluation team was proven experience and ability to adapt to changing circumstances. Those entities chosen for funding also possessed the following additional qualifications/experience:

- Operate using a proven business model;
- Apply strong educational outreach efforts;
- Have the ability to develop strong community partnerships;
- Show a strong commitment to future growth of their proposed program; and/or
- Utilize or propose technology that is adaptable and scalable to fit many solid waste management scenarios.

### **IV. Proposed Services**

During the evaluation process, our team focused on the following key “proposed services” factors—determining that the project as proposed will:

- Address an identified solid waste management need,
- Take advantage of regional economies of scale,
- Increase organics management and recycling infrastructure in underserved areas of the state,
- Promote waste reduction through reuse, repair and sharing economy initiatives,
- Reduce wasted food through donation or other sharing initiatives,
- Address a statewide need, and/or
- Expand the types of materials managed through composting and recycling.

### **V. Cost Proposal**

The applicant’s requests ranged from a low of \$12,000.00 to research the utility of combining a curbside organics collection program with a pay-as-you-throw program in a busy city setting to a high of \$40,000.00 to help expand a growing organics collection and composting business in mid-coast Maine. Because the

Waste Diversion Grants program operates solely as a grant, we did not compare the costs of each project against one another but judged each based on individual merit.

## **VI. Conclusion**

The six proposals chosen for funding represented the best opportunities to expand collection, diversion and reuse of various solid waste materials. A common theme among the projects selected was moving materials away from disposal in support of higher and better end uses in accordance with the state's solid waste management hierarchy.



JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM  
COMMISSIONER

AWARD NOTIFICATION LETTER

April 15, 2022

City of South Portland-Sustainability Office  
Julie Rosenbach, Sustainability Director  
25 Cottage road  
South Portland, ME 04106  
[jrosenbach@southportland.org](mailto:jrosenbach@southportland.org)

SUBJECT: Notice of Conditional Contract Awards under RFP# 202111169,  
2022 Waste Diversion Grants Program, Round I

Dear Ms. Rosenbach,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Environmental Protection for Waste Diversion Grants Program. The Department received a total of 10 proposals of which 9 were evaluated and scored using the evaluation criteria identified in the RFP.

The Department now wishes to announce the following conditional grant awardees who will receive full awards:

- City of South Portland (Proposal #1)
- Chickadee Compost, LLC
- ScrapDogs Community Compost, LLC
- Northern Aroostook Solid Waste Association
- MaineHealth
- Garbage to Garden in PPP with the City of Sanford

The bidders listed above received the evaluation team’s highest rankings. The Department will be contacting the aforementioned bidders 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

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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,

A handwritten signature in black ink that reads "Mark A. King". The signature is written in a cursive style with a small dot below the final letter.

Mark A. King,  
Organics Management Specialist  
Division of Materials Management

### **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, Division of Purchases, Chapter 120, § (2) (2).



JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM  
COMMISSIONER

AWARD NOTIFICATION LETTER

April 15, 2022

Chickadee Compost, LLC  
Kate Tomkins, CEO  
641 Reach Road  
Sargentville, ME 04673  
[kate@chickadeecompost.com](mailto:kate@chickadeecompost.com)

SUBJECT: Notice of Conditional Contract Awards under RFP# 202111169,  
2022 Waste Diversion Grants Program, Round I

Dear Ms. Tomkins,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Environmental Protection for Waste Diversion Grants Program. The Department received a total of 10 proposals of which 9 were evaluated and scored using the evaluation criteria identified in the RFP.

The Department now wishes to announce the following conditional grant awardees who will receive full awards:

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

Sincerely,



Mark A. King,  
Organics Management Specialist  
Division of Materials Management

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JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM  
COMMISSIONER

AWARD NOTIFICATION LETTER

April 15, 2022

ScrapDogs Community Compost, LLC  
Davis Saltonstall, Co-Owner  
78 Lake Avenue  
Rockland, ME 04841  
[hello@scrapdogscompost.com](mailto:hello@scrapdogscompost.com)

SUBJECT: Notice of Conditional Contract Awards under RFP# 202111169,  
2022 Waste Diversion Grants Program, Round I

Dear Mr. Saltonstall,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Environmental Protection for Waste Diversion Grants Program. The Department received a total of 10 proposals of which 9 were evaluated and scored using the evaluation criteria identified in the RFP.

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Mark A. King,  
Organics Management Specialist  
Division of Materials Management

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JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
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MELANIE LOYZIM  
COMMISSIONER

AWARD NOTIFICATION LETTER

April 15, 2022

Northern Aroostook Solid Waste Association  
John Sutherland, NASWA Administrator  
36 Devoe Brook Road  
Eagle Lake, ME 04739  
[manager@townofeaglelake.org](mailto:manager@townofeaglelake.org)

SUBJECT: Notice of Conditional Contract Awards under RFP# 202111169,  
2022 Waste Diversion Grants Program, Round I

Dear Mr. Sutherland,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Environmental Protection for Waste Diversion Grants Program. The Department received a total of 10 proposals of which 9 were evaluated and scored using the evaluation criteria identified in the RFP.

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Sincerely,

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Mark A. King,  
Organics Management Specialist  
Division of Materials Management

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JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM  
COMMISSIONER

AWARD NOTIFICATION LETTER

April 15, 2022

MaineHealth  
Michael Arsnow, Sustainability Manager  
110 Free Street  
Portland, ME 04101  
[Michael.arsnow@mainehealth.org](mailto:Michael.arsnow@mainehealth.org)

SUBJECT: Notice of Conditional Contract Awards under RFP# 202111169,  
2022 Waste Diversion Grants Program, Round I

Dear Mr. Arsnow,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Environmental Protection for Waste Diversion Grants Program. The Department received a total of 10 proposals of which 9 were evaluated and scored using the evaluation criteria identified in the RFP.

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Sincerely,



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Mark A. King,  
Organics Management Specialist  
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JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM  
COMMISSIONER

AWARD NOTIFICATION LETTER

April 15, 2022

Garbage to Garden  
Phoebe Lyttle, Director of Community Outreach and Customer Success  
352 Presumpscot Street  
Portland, ME 04103  
[phoebe@garbagetogarden.org](mailto:phoebe@garbagetogarden.org)

SUBJECT: Notice of Conditional Contract Awards under RFP# 202111169,  
2022 Waste Diversion Grants Program, Round I

Dear Ms. Lyttle,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Environmental Protection for Waste Diversion Grants Program. The Department received a total of 10 proposals of which 9 were evaluated and scored using the evaluation criteria identified in the RFP.

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Mark A. King,  
Organics Management Specialist  
Division of Materials Management

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JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM  
COMMISSIONER

AWARD NOTIFICATION LETTER

April 15, 2022

City of Sanford  
Matthew E. Hill, Director of Public Works  
156 School Street  
Sanford, ME 04073  
[mehill@sanfordmaine.org](mailto:mehill@sanfordmaine.org)

SUBJECT: Notice of Conditional Contract Awards under RFP# 202111169,  
2022 Waste Diversion Grants Program, Round I

Dear Mr. Hill,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Environmental Protection for Waste Diversion Grants Program. The Department received a total of 10 proposals of which 9 were evaluated and scored using the evaluation criteria identified in the RFP.

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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,

A handwritten signature in black ink that reads "Mark A. King". The signature is written in a cursive, slightly slanted style.

Mark A. King,  
Organics Management Specialist  
Division of Materials Management

### **STATEMENT OF APPEAL RIGHTS**

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JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM  
COMMISSIONER

AWARD NOTIFICATION LETTER

April 15, 2022

Kennebec Valley Council of Governments  
Gabriel Gauvin—Environmental Planner  
17 Main Street  
Fairfield, ME 04937  
[ggauvin@kvcog.org](mailto:ggauvin@kvcog.org)

SUBJECT: Notice of Conditional Contract Awards under RFP# 202111169,  
2022 Waste Diversion Grants Program, Round I

Dear Mr. Gauvin,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Environmental Protection for Waste Diversion Grants Program. The Department received a total of 10 proposals of which 9 were evaluated and scored using the evaluation criteria identified in the RFP.

The Department now wishes to announce the following conditional grant awardees who will receive full awards:

- City of South Portland (Proposal #1)
- Chickadee Compost, LLC
- ScrapDogs Community Compost, LLC
- Northern Aroostook Solid Waste Association
- MaineHealth
- Garbage to Garden in PPP with the City of Sanford

The bidders listed above received the evaluation team’s highest rankings. The Department will be contacting the aforementioned bidders 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

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Mark A. King,  
Organics Management Specialist  
Division of Materials Management

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JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM  
COMMISSIONER

AWARD NOTIFICATION LETTER

April 15, 2022

Diggers Cooperative, Inc.  
Scott Guzman—Founder  
845 Garvin Road  
Acton, ME 04001  
[guzmanovation@gmail.com](mailto:guzmanovation@gmail.com)

SUBJECT: Notice of Conditional Contract Awards under RFP# 202111169,  
2022 Waste Diversion Grants Program, Round I

Dear Mr. Guzman,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Environmental Protection for Waste Diversion Grants Program. The Department received a total of 10 proposals of which 9 were evaluated and scored using the evaluation criteria identified in the RFP.

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

Sincerely,



Mark A. King,  
Organics Management Specialist  
Division of Materials Management

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JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM  
COMMISSIONER

AWARD NOTIFICATION LETTER

April 15, 2022

City of South Portland-Sustainability Office  
Julie Rosenbach, Sustainability Director  
25 Cottage road  
South Portland, ME 04106  
[jrosenbach@southportland.org](mailto:jrosenbach@southportland.org)

SUBJECT: Notice of Conditional Contract Awards under RFP# 202111169,  
2022 Waste Diversion Grants Program, Round I

Dear Ms. Rosenbach,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Environmental Protection for Waste Diversion Grants Program. The Department received a total of 10 proposals of which 9 were evaluated and scored using the evaluation criteria identified in the RFP.

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Mark A. King,  
Organics Management Specialist  
Division of Materials Management

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JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM  
COMMISSIONER

AWARD NOTIFICATION LETTER

April 15, 2022

York High School  
Harper Howell—York high School Eco Club President  
1 Robert Stevens Drive  
York, ME 03909  
[hhowell23@yorkschoos.org](mailto:hhowell23@yorkschoos.org)

SUBJECT: Notice of Conditional Contract Awards under RFP# 202111169,  
2022 Waste Diversion Grants Program, Round I

Dear Ms. Howell,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Environmental Protection for Waste Diversion Grants Program. The Department received a total of 10 proposals of which 9 were evaluated and scored using the evaluation criteria identified in the RFP.

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Mark A. King,  
Organics Management Specialist  
Division of Materials Management

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**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** South Portland, 1  
**DATE:** 03/11/2022

**SUMMARY PAGE**

**Department Name:** Maine Department of Environmental Protection  
**Name of RFP Coordinator:** Mark A. King  
**Names of Evaluators:** Mark King, Mike Parker, Megan Pryor and Jim Guerra

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<b><u>Scoring Sections</u></b>	<b><u>Points Available</u></b>	<b><u>Points Awarded</u></b>
Section II. Organization Qualifications and Experience	<b>15</b>	<b>15</b>
Section III. Proposed Services	<b>50</b>	<b>50</b>
Section IV. Cost Proposal	<b>35</b>	<b>35</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>100</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** South Portland, 1  
**DATE:** 03/11/2022

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>15</b>	<b>15</b>

**Evaluation Team Comments:**

- I. Overview of the Organization
  - The applicant is a municipality, which receives highest priority, along with regional associations, in the awarding of funds in the guiding statute for this grant program.
  - The applicant has a solid track record of successfully implementing ambitious waste diversion projects, including from previous grant awards and independently. The application lists multiple examples of the City's work to increase waste diversion including a pilot project for curbside food collection, hiring interns to inspect and tag recycling bins to reduce contamination, setting up free kiosk drop-offs for residents to bring food scraps for composting, and a sustainability initiative working with a consultant on a solar feasibility assessment regarding their landfill as well as other municipally-owned properties.
  - The applicant has a goal to become a zero-waste community, which is in line with helping the State of Maine achieve our goal of diverting 50% of municipal solid waste through recycling and composting and reducing per capita waste disposal.
  - The applicant also demonstrates a commitment to reducing greenhouse gas emissions not only through transitioning to clean renewable energy and building climate resilience, but also through reducing waste that is not accounted for in standard emissions inventories, as well as understanding that factoring in equity is crucial when addressing climate change.
- Subcontractors
  - n/a
- Organizational Chart
  - The organizational chart was provided as required.
- Other
  - All other required information including financials, insurance information, and litigation were provided in the application.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** South Portland, 1  
**DATE:** 03/11/2022

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	<b>50</b>	<b>50</b>

**Evaluation Team Comments:**

1. Services to be Provided
  - This proposal for a pilot program to establish a lending library for electric tools meets the highest priority in the awarding of funds in the guiding statute as the applicant is a municipality. In addition, the proposed services align with the very top of Maine’s solid waste hierarchy and meets the following priority: Promotes waste reduction through reuse, repair, and sharing economy initiatives.
    - The tool lending library would be co-located with food scrap drop-off, which has the potential to increase food scrap diversion.
    - This proposed project focuses on the very top of the waste hierarchy.
    - Encouraging a sharing economy and promoting programs like tool lending libraries are actions specifically identified as important priorities in Maine’s 2019 Solid Waste Management Plan.
    - Sharing lawncare equipment not only reduces consumption of resources and reduces waste as there are fewer items used and disposed of, but also reduces emissions and other environmental impacts related to the production of new products as fewer overall purchases are made when a community shares rarely used items like tools rather than individual households purchasing their own.
    - In addition to the waste reduction benefits, there are strong related benefits to the community, including access to electric tools that are otherwise out of financial reach for low-to-moderate income households, resulting in fewer emissions, less pollution, and greater equity.
    - The project will utilize existing space with slight modifications for maximum efficiency both in terms of space and in time for volunteers and staff working to maintain the program.
    - There is significant potential to expand this model through support from the community, and there is precedent that community volunteers who assist at the swap shop may also be invested in helping this project succeed.
    - This project could also provide a strong model for other Maine municipalities to follow in the future.
    - Making use of the existing Library system to maintain a database of products for rent is an efficient use of resources, maximizing what is already available within the community. Collection of the program data will provide a look at the demographic data of people using the system and could support direction for future project expansion.
    - Overall, this proposal describes a low-risk investment that could significantly reduce waste, provide value to the community, make more efficient use of existing resources, and establish an excellent model for future use.
  - Implementation – Work Plan
    - The work plan is appropriate and feasible, allowing adequate time for the tasks involved.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER:** South Portland, 1

**DATE:** 03/11/2022

- The plan factors in key work including education and outreach, and training to ensure the public is aware of the program, and that staff are trained in equipment use and able to transfer this knowledge to lenders prior to their using the equipment.

**EVALUATION OF SECTION IV  
Cost Proposal**

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	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	<b>35</b>	<b>35</b>

**Evaluation Team Comments:**

- The project provides significant value to the State with data on not only the feasibility of the program, but on the individuals, who might be interested in participating in this type of program.
- The proposal includes a 57% match in in-kind labor and signage.
- The funding request for \$16,746 is well below the \$40,000 cap.
- All funding requested is for equipment, materials, and facility improvements to allow the project's implementation.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** Chickadee Compost  
**DATE:** 03/11/2022

**SUMMARY PAGE**

**Department Name:** Maine Department of Environmental Protection  
**Name of RFP Coordinator:** Mark A. King  
**Names of Evaluators:** Mark King, Mike Parker, Megan Pryor and Jim Guerra

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<b><u>Scoring Sections</u></b>	<b><u>Points Available</u></b>	<b><u>Points Awarded</u></b>
Section II. Organization Qualifications and Experience	<b>15</b>	<b>15</b>
Section III. Proposed Services	<b>50</b>	<b>49</b>
Section IV. Cost Proposal	<b>35</b>	<b>35</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>99</u></b>



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** Chickadee Compost  
**DATE:** 03/11/2022

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>15</b>	<b>15</b>

**Evaluation Team Comments:**

- I. Overview of the Organization
  - Applicant seems very well qualified with extensive pertinent background experiencing including work with nonprofits.
  - The Chickadee Compost organization is a small, but strong structure. Kate has been able to single-handedly set up composting operations all along the Blue Hill peninsula.
  - Applicant is a graduate of the Maine Compost School.
  - Applicant shows strong initiative to increase waste reduction in the Blue Hill region, having expanded to collect food scraps from area schools in addition to working with area businesses, a transfer station, and residents to collect their organics.
  - Applicant also shows a very strong personal commitment to diverting food waste from disposal, having voluntarily helped schools conduct food waste audits and develop food scrap collection plans in addition to currently providing them with free organics collection.
  - Applicant has proven track record having successfully implemented a previous project through a Waste Diversion grant including purchasing totes to haul food scraps from the area, building a shed to store materials, and purchasing a dump trailer that has been used for collection of organics and is planned to be used for delivery of finished compost as of spring 2022.
- II. Subcontractors
  - Matthew Freedman Carpentry and Building has nearly 40 years' experience and already successfully constructed a shed during implementation of the last grant; for this project he would be hired to install a garage door.
  - Mike Cook Sr. Construction also has decades of experience with site development and earth moving and would be hired to prepare the compost during area with compacted gravel.
  - Subcontractors for fencing and educational materials have not yet been identified.
- III. Organizational Chart
  - The organizational chart was provided as required.
- IV. Litigation
  - There is no litigation to report.
- V. Financial Viability
  - Financial statements and insurance information were provided as required.
- VI. Certificate of Insurances
  - The insurance information was provided as required.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** Chickadee Compost  
**DATE:** 03/11/2022

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	<b>50</b>	<b>49</b>

**Evaluation Team Comments:**

1. Services to be Provided
  - Facility is built, in excellent condition, and equipped to handle significantly more material. The requested material will help this operation expand to provide regional services in this currently underserved region.
  - Applicant is willing to subsidize some of the work, including providing free food scrap collection to the schools in the region.
  - The proposed infrastructure will improve the overall efficiency of the operation and produce a high value end product, boosting the financial success of the operation and increasing diversion of organics.
  - This proposal meets the higher priority for awarding funding as the project is likely to increase the removal and recycling of organic materials from municipal waste streams.
  - In addition, the proposed project meets multiple other criteria of the RFP; it would provide regional benefits, taking advantage of regional economies of scale; would increase organics management infrastructure in underserved areas of the state; would enhance the delivery of educational initiatives to promote organics management or recycling efforts; and could potentially expand the types of materials managed through composting if invasive green crabs are collected in summer of 2022.
  - The applicant is well established within the region and has made connections to engage residents, businesses, municipal officials, and schools in composting; this project would further those efforts and increase the diversion of food scraps through those relationships have built strong interest in composting.
  - The proposed project includes robust education and outreach including “at least four” training and education sessions about composting and educational signage onsite and along an adjacent public trail.
  - Investing in a screen, fencing, additional equipment, and materials to increase collection and capacity, and improving both working and storage conditions would significantly enhance the ability of the applicant to provide more and better organics diversion throughout the region.
  - It is not clear whether the school food scrap collection would be sustainable once the grant funds have been expended.
  - Although the cost of the screen may be resource-intensive, the growth that the screening provides to the operation will ensure sustainable program expansion and produce a more viable end product.
  - Applicant will have her DEP license by the time project implementation begins, and thus the criteria of the RFP will be met.
  
2. Implementation – Work Plan
  - The work plan is appropriate, achievable, and somewhat ambitious.
  - The work plan includes education sessions timed throughout the year to reach summer as well as year-round residents.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** Chickadee Compost  
**DATE:** 03/11/2022

**EVALUATION OF SECTION IV  
Cost Proposal**

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	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	<b>35</b>	<b>35</b>

**Evaluation Team Comments:**

- The applicant's proposal meets match, and the allocation of funds seems appropriate.
- The funds requested are for capital equipment, which will have long-term positive impacts on the operation.
- The requested funding will definitely result in waste diversion.
- Applicant provides solid matching funds for equipment as well as in-kind labor to cover education and outreach events and continue school food scrap collection at no cost to the schools.
- This project is an excellent use of grant funds and will be a benefit to an underserved region of Maine.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** Scrap Dogs  
**DATE:** 03/11/2022

**SUMMARY PAGE**

**Department Name:** Maine Department of Environmental Protection  
**Name of RFP Coordinator:** Mark A. King  
**Names of Evaluators:** Mark King, Mike Parker, Megan Pryor and Jim Guerra

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<b><u>Scoring Sections</u></b>	<b><u>Points Available</u></b>	<b><u>Points Awarded</u></b>
Section II. Organization Qualifications and Experience	<b>15</b>	<b>15</b>
Section III. Proposed Services	<b>50</b>	<b>48</b>
Section IV. Cost Proposal	<b>35</b>	<b>35</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>98</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** Scrap Dogs  
**DATE:** 03/11/2022

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>15</b>	<b>15</b>

**Evaluation Team Comments:**

I. Overview of the Organization

- The applicant is a relatively new, but growing business that has quickly established itself as an important part of the composting infrastructure of midcoast Maine, serving both residents and businesses with organics collection as well as delivery of finished compost.
  1. The organization is also helping to divert organics from the waste stream through drop-off locations at local transfer stations.
- The organization shows a strong commitment to waste reduction and to moving materials up the waste hierarchy, as evidenced by their outreach work to grow their business and organics diversion efforts, and their work allocating soy processing byproduct to feeding cows, which is higher up the food recovery hierarchy than composting and makes better use of the nutrients.
- The organizations willingness to expand their business in other ways that reduce food waste such as combing routes to deliver food as well as pick up scraps further demonstrates their initiative.
- Both of the company's founders have graduated Maine Compost School, and in addition to their own knowledge, have proposed working with outside experts to ensure best practices at their composting site.
- Subcontractors
  - Andrew Carpenter of Northern Tilth is well qualified to assist with this project, having been involved with developing the site to be used for this expanded composting work, and with decades of experience and education in soil health and composting.
- Organizational Chart
  - The organizational chart was provided as required.
- Other
  - All other required information including financials and insurance information were provided in the application. There is no litigation information to provide.
  - The organization provided several different, extremely detailed scenarios regarding potential impacts on finances throughout the reporting period, demonstrating a clear sense of commitment and responsibility to the project's success even with varying levels of new customer acquisition.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** Scrap Dogs  
**DATE:** 03/11/2022

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	<b>50</b>	<b>48</b>

**Evaluation Team Comments:**

1. Services to be Provided

- The area that Scrap Dogs is looking to expand into is underserved, with few options for diverting organics
- This proposal meets the higher priority for awarding funding as the project is likely to increase the removal and recycling of organic materials from municipal waste streams.
- In addition, the proposed project meets multiple other priorities of the RFP as it would take advantage of regional economies of scale; increase organics management infrastructure in underserved areas of the state; and enhance the delivery of educational initiatives to promote organics management efforts.
- The proposal itself is well-written, thoughtful, and comprehensive, making it clear that there is both need (lack of organics collection) and demand (people are looking for organics collection) in the communities that they are requesting funds to expand their services to, including Hallowell, Augusta, and Gardiner.
- Backhauling is included as a strategy to maximize the efficiency of each trip and reduce emissions.
- The applicant demonstrates strong commitment to diverting waste, allocating their time for free at community events including workshops, school presentations, and talks for local gardening and conservation groups.
- The funding would allow the applicant to set up their own composting location in order to expand their composting capacity beyond the farm, which cannot handle a significant increase in the amount of organics coming in to be composted.
- There is some uncertainty with the ability to secure a permit in a timely manner, but the applicant has taken steps to ensure that this process goes as smoothly as possible by selecting a previously permitted site and working with an individual who was involved in the development of that site for composting initially.

2. Implementation – Work Plan

- The work plan accommodates all tasks in a reasonable time frame and notes the need for leeway for uncertainties such as timing of permit receipt and hiring of a new route driver to accommodate new customers.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** Scrap Dogs  
**DATE:** 03/11/2022

**EVALUATION OF SECTION IV  
Cost Proposal**

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	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	<b>35</b>	<b>35</b>

**Evaluation Team Comments:**

- The applicant has prepared a detailed, well thought-out budget that supports the project as proposed in various scenarios.
- Grant funding will need to hinge on successful licensure of the satellite site for composting collected organics.
- The cost proposal requests the maximum amount of \$40,000 but provides a very robust 78% match including in-kind labor, equipment cost sharing, and pad rental for composting.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** Northern Aroostook Solid Waste Association  
**DATE:** 03/11/2022

**SUMMARY PAGE**

**Department Name:** Maine Department of Environmental Protection  
**Name of RFP Coordinator:** Mark A. King  
**Names of Evaluators:** Mark King, Mike Parker, Megan Pryor and Jim Guerra

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<b><u>Scoring Sections</u></b>	<b><u>Points Available</u></b>	<b><u>Points Awarded</u></b>
Section II. Organization Qualifications and Experience	<b>15</b>	<b>15</b>
Section III. Proposed Services	<b>50</b>	<b>47</b>
Section IV. Cost Proposal	<b>35</b>	<b>34</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>96</u></b>



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** Northern Aroostook Solid Waste Association  
**DATE:** 03/11/2022

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>15</b>	<b>15</b>

**Evaluation Team Comments:**

- I. Overview of the Organization
  - The applicant is a regional municipal association in an underserved part of Maine.
  - Regional organization serves five small, rural communities, within which reside many low to moderate income households.
  - The organization has a demonstrated record of success with their previous Waste Diversion Grant, having established a recycling program and grown the program from one that accepted only ewaste, universal waste light bulbs, brush, and white goods to also capture cardboard, #2 plastic, and cans.
  - This organization has provided an opportunity to divert waste materials that were previously sent for disposal to multiple communities in an underserved area of the State.
  - The organization's staff and board have shown strong initiative in growing and improving the recycling program, including reaching out to local businesses and housing developments to expand the recycling program further and make it easier and more convenient for people to recycle.
- II. Subcontractors
  - n/a
- III. Litigation
  - n/a
- IV. Financial Viability
  - Financial statements and insurance information were provided as required.
- V. Certificate of Insurances
  - The insurance information was provided as required.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** Northern Aroostook Solid Waste Association  
**DATE:** 03/11/2022

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	<b>50</b>	<b>47</b>

**Evaluation Team Comments:**

1. Services to be Provided
  - Well thought-out proposal expands the ability to handle recyclables in preparation for market and expands the array of recyclables collected at the facility.
  - The proposed project would further expand the recycling program for the applicant’s regional facility to include sorted office waste, newspaper, mixed paper, and even glass, which most communities in Maine do not recycle outside of the bottle bill material.
  - The applicant proposes to place more collection points for recyclables in their communities, get a scale to measure their waste diversion activities more accurately, and improve functionality and safety at the transfer station with additional storage, a skid steer, loading dock, and upgraded electrical to allow for installation of a second baler that would enable them to recycle more efficiently.
  - In addition to expanding what is collected at the facility, the organization has already begun collecting recyclables at a 15-unit housing complex and is looking to put collection bins at a local store and one of their communities.
  - The applicant estimates that just adding the recycling drop-off point at Lakeside Variety in Wallagrass would increase recycling access to 1,000 additional people in this underserved, rural area.
  - Installing a recycling collection point at a highly trafficked area such as the variety store is an efficient use of the container, both in terms of collecting more recyclables and in terms of efficient collection.
  - Contamination of recyclables at remote drop-off sites can be problematic, and sites should be well-marked with clear signage and monitored closely to maintain quality of collected materials.
2. Implementation – Work Plan
  - While the work plan is not set out along a timeline, it includes a detailed list of actions, with the work slated to begin “immediately” upon receipt of funding and to conclude with purchases and upgrades by late August of 2022.
  - Choosing a skid steer provides more flexibility in moving materials and is a good choice for this facility.
  - The applicant provides a clear plan for which tasks need to occur and in what order.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** Northern Aroostook Solid Waste Association  
**DATE:** 03/11/2022

**EVALUATION OF SECTION IV  
Cost Proposal**

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	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	<b>35</b>	<b>34</b>

**Evaluation Team Comments:**

- The cost proposal is reasonable and will result in significant waste diversion.
- Applicant provides match of nearly 30%, all in matching costs for equipment, and provides all labor needed to complete the project.
- All funding requested is for equipment to grow the recycling program.
- The need for each item for which funds are requested is supported by the information in the proposed services and work plan.
  - The applicant plans to upgrade electrical in order to install a second baler for recyclables at a total estimated cost to them of \$4,786.26.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** MaineHealth  
**DATE:** 03/11/2022

**SUMMARY PAGE**

**Department Name:** Maine Department of Environmental Protection  
**Name of RFP Coordinator:** Mark A. King  
**Names of Evaluators:** Mark King, Mike Parker, Megan Pryor and Jim Guerra

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<b><u>Scoring Sections</u></b>	<b><u>Points Available</u></b>	<b><u>Points Awarded</u></b>
Section II. Organization Qualifications and Experience	<b>15</b>	<b>15</b>
Section III. Proposed Services	<b>50</b>	<b>48</b>
Section IV. Cost Proposal	<b>35</b>	<b>32</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>95</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** MaineHealth  
**DATE:** 03/11/2022

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>15</b>	<b>15</b>

**Evaluation Team Comments:**

I. Overview of the Organization

- The applicant is part of a large and well-established nonprofit healthcare system.
- They are a sound, financially viable organization.
- The organization is of the largest employers in Maine with over 22,000 employees.
- Support for the proposed project comes both from multiple places within the organization, including executive leadership, staff, and volunteers, all supported by sustainability-focused committees who hold monthly meetings with open discussion for all in the organization
- The applicant has a number of staff-driven sustainability initiatives at their various medical care facilities focused on waste reduction and recycling
- Organization has partnered with regional waste management organization ecomaine for gaining expertise and assistance.
- Examples of recent actions including hiring a permanent Sustainability Manager, forming an official Sustainability Charter committee, conducting a Waste Audit in 2021, and the fact that the organization received the *Practice GreenHealth Environmental Excellence* award all demonstrate that the organization is committed to furthering their sustainability initiatives including waste reduction and diversion and capable of successfully implementing the proposed project.

II. Subcontractors

- Subcontractor Organizational Chart
  - The organizational chart was provided as required.

III. Litigation

- Litigation documentation was provided as required.

IV. Financial Viability

- Financial statements and insurance information were provided as required.

V. Certificate of Insurances

- The insurance information was provided as required.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** MaineHealth  
**DATE:** 03/11/2022

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	<b>50</b>	<b>48</b>

**Evaluation Team Comments:**

1. Services to be Provided

- This proposal supports the two pillars of sustainable solid waste management; recycling and organics management, and is a great example of a comprehensive, organization-driven waste reduction project that includes education to enhance recycling, with benefits that could expand beyond the workplace.
- Organization has done substantial work to begin this project, laying the groundwork for success with significant internal education efforts.
- This project embodies the spirit of the Waste Diversion Grant program by incorporating food scrap collection and composting and enhanced recycling infrastructure.
- The applicant has already conducted a waste characterization study in 2021 to determine areas needing attention and efficiencies that could be made.
- The proposed project promises to divert a significant amount of food scraps and recyclables from the waste stream.
- The proposed project would enable expansion of a small recycling initiative at MaineHealth to multiple locations with robust internal education to roll the program out in a thoughtful, well-planned manner and appropriate training to help staff avoid the pitfalls of “wish cycling” (placing inappropriate materials in recycling bins) and promote long-term success.
- Based on estimate of approximately 2.24 tons per day of MSW being diverted through recycling, this project could divert around 820 tons per year, which would increase if additional locations begin participating.
- The applicant has worked with staff at the Portland-based ecomaine and have a reliable outlet for the recyclables they generate.
  - Working with ecomaine staff to train their own staff to become Recycling Advocates will likely help internalize best practices within the organization and help ensure staff are recycling correctly and training others to do the same, both within the organization and possibly even within their communities.
- Composting effort at the Biddeford location has adequate support with both the SMHC Nutrition and Food Services and the SMHC Garden Club working together to compost food scraps and use the compost in the garden, and there is a nice circularity with the garden used to grow food to be served in the cafeteria.
- While the program starts out relatively small in comparison to the overall footprint of the MaineHealth system, it appears there is support to continue to grow the program in the future, and this project could lay the foundation for increased diversion across Greater Portland, Scarborough, and Biddeford, the applicant notes that it has the potential to expand across all of the organization’s facilities including hospitals, administrative buildings, and medical office practices in 11 counties.

B. Implementation – Work Plan

- The work plan is well thought-out and feasible.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER:** MaineHealth

**DATE:** 03/11/2022

- Excellent, detailed workplan shows the timeline for each task and the responsible party at the organization for carrying out the task.
- Ongoing meetings, communications, and recycling compliance are likely to strengthen the project and keep it going over time.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** MaineHealth  
**DATE:** 03/11/2022

**EVALUATION OF SECTION IV  
Cost Proposal**

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	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	<b>35</b>	<b>32</b>

**Evaluation Team Comments:**

- The cost proposal provides a very good value for the amount of funding requested.
- The cost proposal includes a 25% match, much of it for equipment, and a smaller portion in in-kind labor.
- The bulk of the funding requested is for equipment to collect recyclables and for on-site composting.
- Labor funds requested appear to be related strictly to kicking off the project and maximize existing resources by providing stipends to existing staff rather than hiring on outside help for implementation.



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** City of Sanford, Garbage to Garden  
**DATE:** 03/11/2022

**SUMMARY PAGE**

**Department Name:** Maine Department of Environmental Protection  
**Name of RFP Coordinator:** Mark A. King  
**Names of Evaluators:** Mark King, Mike Parker, Megan Pryor and Jim Guerra

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<b><u>Scoring Sections</u></b>	<b><u>Points Available</u></b>	<b><u>Points Awarded</u></b>
Section II. Organization Qualifications and Experience	<b>15</b>	<b>15</b>
Section III. Proposed Services	<b>50</b>	<b>48</b>
Section IV. Cost Proposal	<b>35</b>	<b>25</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>88</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** City of Sanford, Garbage to Garden  
**DATE:** 03/11/2022

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>15</b>	<b>15</b>

**Evaluation Team Comments:**

- I. Overview of the Organization
  - Proposal includes two applicants applying in a public-private partnership.
  - Both the City of Sanford and Garbage to garden are established entities that are organics-management minded that together have well established organics collection/recycling programs.
  - Overview of Organization-Garbage to Garden
    - i. This applicant is ten years old and has grown over time to establish itself as an important player in the composting infrastructure in southern Maine.
    - ii. Submitted financial records show this company to be stable and continuing to grow.
    - iii. Company has ample experience serving an array of customers from municipalities to schools to businesses with organics collection services.
  - Overview of Organization-City of Sanford
    - i. Applicant drafting the proposal has extensive experience in state and local government projects, with seven years as Director of Public Works.
    - ii. Applicant's experience includes strong support for maintaining and even improving the community's recycling program during 2018, when many communities struggled with, cut back, or stopped recycling programs.
    - iii. City has also shown initiative and persistence in clearing out a brownfield property to allow it to be put to better use.
  - Subcontractors
    - i. n/a
  - Organizational Chart
    - i. Both organizations included the organization chart as required.
    - ii. Garbage to Garden provided the required including financials and insurance information in the application. It is assumed there is no litigation as no documents were included.
  - Financial statements and insurance information were provided as required.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** City of Sanford, Garbage to Garden  
**DATE:** 03/11/2022

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	<b>50</b>	<b>48</b>

**Evaluation Team Comments:**

1. Services to be Provided
  - The curbside composting pilot program will further reduction of MSW disposal by allowing city residents to separate their compostable items from the waste stream.
  - Collection of detailed data will allow for a clear record demonstrating whether and how much waste disposal goes down.
  - The savings of \$3 per month appears to be small but will most definitely result in incentive for people to join the program and divert waste.
  - This proposal describes an inclusive, equitable program that would allow residents of all incomes access to easily compost their kitchen scraps.
  - The project would allow those with disposable income to pay for continued curbside service, and those without, to continue composting for free via drop-off at the transfer station.
  - Proposal indicates people will sign up through Garbage to Garden and will need to provide their contact information, address, and credit card number although the City will fund the first month of service and grant funds will provide a free bucket (or two).
  - Garbage to Garden allows people to volunteer in order to receive free services, providing residents with less disposable income a viable option to compost for free.
  
2. Implementation – Work Plan
  - While there is a work plan provided for Prosecution of Work with detailed information on the program, it does not have a timeline indicating dates when specific tasks would occur, such as when the organics drop-off kiosk at the transfer station would be installed, or when residents would be able to begin signing up for curbside collection.
  - More information including how various initiatives like school outreach would be conducted, by whom, and when, would have strengthened the work plan, in addition to a timeline with dates for when activities such as sending out mailers or installing the kiosk would take place.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** City of Sanford, Garbage to Garden  
**DATE:** 03/11/2022

**EVALUATION OF SECTION IV  
Cost Proposal**

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	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	<b>35</b>	<b>25</b>

**Evaluation Team Comments:**

- The cost proposal as written shows total proposal cost of \$64,140, with 65% overall match, including \$24,500 from Garbage to Garden and \$10,630 from the City of Sanford.
  - Question: The portion of the grant funding match from Garbage to Garden is for a truck (\$16,000 requested, with \$16,00 match), dump trailer (\$5,500 match), and dump trailer customization (\$3,000 match). To qualify as match, these items must be necessary for the project and be purchased with grant funding, not be part of an already-purchased stock of equipment. The grant proposal as a whole does not clarify why a new truck and trailer are needed. The file submitted for Organizations Qualifications and Experience notes that Garbage to Garden "owns and maintains a fleet of 36 vehicles and trailers and has sufficient equipment to rotate vehicles out of service for planned maintenance or as needed."
  - It is not clear how purchasing of this additional equipment would further expand waste diversion given the applicant has an existing fleet of vehicles and trailers.
  - The cost proposal requests \$2,480 for outreach and marketing work that appears to be strictly related to launching and promoting the new composting program.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** Kennebec Valley Council of Governments  
**DATE:** 03/11/2022

**SUMMARY PAGE**

**Department Name:** Maine Department of Environmental Protection  
**Name of RFP Coordinator:** Mark A. King  
**Names of Evaluators:** Mark King, Mike Parker, Megan Pryor and Jim Guerra

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<b><u>Scoring Sections</u></b>	<b><u>Points Available</u></b>	<b><u>Points Awarded</u></b>
Section II. Organization Qualifications and Experience	<b>15</b>	<b>15</b>
Section III. Proposed Services	<b>50</b>	<b>23</b>
Section IV. Cost Proposal	<b>35</b>	<b>11</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>49</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** Kennebec Valley Council of Governments  
**DATE:** 03/11/2022

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>15</b>	<b>15</b>

**Evaluation Team Comments:**

- I. Overview of the Organization
  - Well established regional assistance organization focusing on providing sustainable solutions to solid waste management needs of their communities.
  - The applicant is a regional organization, which receives highest priority in the awarding of funds in the guiding statute for this grant program.
  - The organization serves a wide region including Kennebec, Somerset, and a portion of Waldo & Piscataquis counties
  - Part of this service includes an established history of education, training, and technical assistance for municipal solid waste managers in the region.
  - The organization has ample experience and is well qualified to take on work related to researching options for improving solid waste management in the region and following up with education and outreach for implemented recommended actions.
  - The qualifications are supported by the examples provided in their application of organizing regional household hazardous waste collections for their communities, organizing group purchases of supplies to decrease costs, and their work supporting the University of Maine Mitchell Center's Kennebec Valley Food Waste Recycling" project.
- II. Subcontractors
  - n/a
- III. Organizational Chart
  - The organizational chart was provided as required.
- IV. Litigation
  - There is no litigation to report.
- V. Financial Viability
  - Financial statements and insurance information were provided as required.
- VI. Certificate of Insurances
  - The insurance information was provided as required.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** Kennebec Valley Council of Governments  
**DATE:** 03/11/2022

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	<b>50</b>	<b>23</b>

**Evaluation Team Comments:**

1. Services to be Provided
  - The proposed project, although it will not immediately divert waste, will undoubtedly result in a system that allows the capture and continual update of valuable solid waste information related to a specific community.
  - There is value to the Department and to the State in collection of detailed solid waste management data; however, the proposal description is very broad and lacks specific outcomes.
  - Collection of solid waste data could help to establish a baseline upon which to improve as well as a comparative look at how different towns in a region handle waste, potentially opening up more waste diversion opportunities in the process.
  - All data collected could be made public, providing a resource not just to the communities within the KVCOG region, but in other areas of the state looking to improve their solid waste management practices.
  - The proposed services described in this application accommodate statewide application of solid waste diversion efforts that take advantage of regional economies of scale; would enhance the delivery of educational initiatives to promote organics management or recycling efforts; and address a statewide need which is the need for better data on what is happening with existing waste management programs, and what would help them improve.
  - Overall, any potential benefits of the project are tentative and not well defined; although there is potential for solid waste management improvements and increased diversion through this project by the analysis and distribution of data to help decision-makers make informed decisions based on the best practices and experiences of like communities.
  - The premise of the proposal offers some potential tangible benefits to the State; however, the proposal as written lacks substantive detail to establish the project's ability to divert waste.
2. Implementation – Work Plan
  - The work plan is included but lacks in specificity and deliverable outcomes.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** Kennebec Valley Council of Governments  
**DATE:** 03/11/2022

**EVALUATION OF SECTION IV  
Cost Proposal**

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	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	<b>35</b>	<b>11</b>

**Evaluation Team Comments:**

- The applicant described match but did not appropriately calculate the match to be 25% of the total project cost.
- The RFP specifies that the Waste Diversion Grant will not pay for permanent employee salaries and this proposal requested that we compensate at \$71 per hour.
- The cost proposal indicates that they will provide in-kind match exceeding the minimum of 25%. Specifically, the column for match states that, "KVCOG Will provide it's match by in-kind contributions. KVCOG will cover all fringe benefits, providing technology, equipment, facilities, office space, printing services, grant administration & reporting requirements. The value of these offerings exceed the 25% (\$6,250.00)."
- The form lists a total proposed cost amount of \$25,000 in the form where it specifies applicants should input the Total Proposed Cost (Grant Contribution + Match).
- The fringe benefits of \$6,250.00 plus the \$25,000 in funding requested comes out to a total proposed cost including grant contributions and match of \$31,250.
  - \$6,250 is 25% of \$25,000, which is the amount of funding they have requested, not the total project cost.
- The applicant failed to meet the formula for determining total project cost, therefore it was difficult, if not impossible, to determine their match and how it fit into the overall formula.



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** Diggers Cooperative  
**DATE:** 03/11/2022

**SUMMARY PAGE**

**Department Name:** Maine Department of Environmental Protection  
**Name of RFP Coordinator:** Mark A. King  
**Names of Evaluators:** Mark King, Mike Parker, Megan Pryor and Jim Guerra

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<b><u>Scoring Sections</u></b>	<b><u>Points Available</u></b>	<b><u>Points Awarded</u></b>
Section II. Organization Qualifications and Experience	<b>15</b>	<b>8</b>
Section III. Proposed Services	<b>50</b>	<b>20</b>
Section IV. Cost Proposal	<b>35</b>	<b>17</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>45</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** Diggers Cooperative  
**DATE:** 03/11/2022

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>15</b>	<b>8</b>

**Evaluation Team Comments:**

I. Overview of the Organization

- The applicant is a brand-new business as of 2021 and is new to the Department.
- The principals failed to provide documentation of formal compost training to qualify them to serve as compost educators.
- While relatively new, the organization has received business development support from the Cooperative Development Institute (CDI) in the form of a Rural Cooperative Development Grant.
  - This support from CDI did not include direct funding but provided the co-op with board training, advice, and help with developing by-laws and a financing plan, which in turn led them to apply for this grant and to obtain additional funding pathways through the Cooperative Fund of New England, which has a mission of funding new cooperative businesses.
- During their time operating, the cooperative has established partnerships with various entities in their region from farms to transfer stations to schools.
- The organization has a partnership with a horse stable that provides them with reliable source of manure for composting.
- It is unclear if the organization is licensed and able to scale up as described; they may need to be licensed by the Department to make the project feasible as written.

II. Subcontractors

- Subcontractor Last Light Farm has a supply of composting nutrients from local sources including waste mushroom substrate and seaweed.
  - Farm is organic and is described as having “years of experience producing high quality compost.”

III. Organizational Chart

- The organizational chart was provided as required.

IV. Litigation

- There is no litigation to report.

V. Financial Viability

- Financial statements and insurance information were provided as required.

VI. Certificate of Insurances

- The insurance information was provided as required.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** Diggers Cooperative  
**DATE:** 03/11/2022

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	<b>50</b>	<b>20</b>

**Evaluation Team Comments:**

1. Services to be Provided
  - This proposal meets the higher priority for awarding funding as the project is likely to increase the removal and recycling of organic materials from municipal waste streams, however the proposed activity would require licensing from the Department.
  - It is not clear whether renting a screener would be more efficient, or if purchase is the best option for this organization. Renting was not noted as an option in the proposal, so the applicant may not be aware of rental options or may have considered renting and specifically ruled it out.
    - In this instance, the applicant is not a fully established, licensed compost site, so the purchase of a screener is not a guaranteed investment at this time for the Waste Diversion Grant.
    - The scale of the current operation does not necessitate a screen at this time.
  - The data on food scrap collection would be publicly available online, providing easy access to measuring and tracking diversion efforts related to the project.
  - Distributing free buckets to residents along with compost education and making it possible for them to drop food scraps at the transfer station would make it easy and free for people to compost, increasing the chance that more will participate.
  - One concern with this proposal is that they plan to collect cardboard for composting. While diverting food scraps and other organics are an important priority in both Maine’s solid waste hierarchy and food recovery hierarchy, composting waste cardboard is not the highest and best use. Cardboard does not add nutrient value as an amendment to composting, and is an important, widely recycled scrap commodity in our domestic supply chain. Not only it is vital in terms of material supply, but there are significantly more environmental benefits to recycling cardboard than to composting it. Recycling cardboard reduces the need to harvest virgin trees and producing paper products from waste cardboard uses less energy than harvesting and processing trees into pulp in order to make them into cardboard and other paper products.
  - The applicant has not demonstrated that they have made connections and obtained commitments to participate from many of the proposed service areas and customers.
  
2. Implementation – Work Plan
  - The work plan is detailed and realistic, laying out a timeline that addresses program growth over time with continued outreach. However, the status of the facility’s licensure is unknown.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** Diggers Cooperative  
**DATE:** 03/11/2022

**EVALUATION OF SECTION IV  
Cost Proposal**

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	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	<b>35</b>	<b>17</b>

**Evaluation Team Comments:**

- The applicant requests funds to purchase substantive equipment but does not have a DEP license to process more than 5 cubic yards per month of food scraps at any of their sites.
- The cost proposal includes 25% match, primarily in materials and equipment, but also for in-kind labor.
- The bulk of the requested expenditures would not be viable purchases without a license to allow for increased processing of food scraps.
- The Department does not pay for wages through this program.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** South Portland, 2  
**DATE:** 03/11/2022

**SUMMARY PAGE**

**Department Name:** Maine Department of Environmental Protection  
**Name of RFP Coordinator:** Mark A. King  
**Names of Evaluators:** Mark King, Mike Parker, Megan Pryor and Jim Guerra

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<b><u>Scoring Sections</u></b>	<b><u>Points Available</u></b>	<b><u>Points Awarded</u></b>
Section II. Organization Qualifications and Experience	<b>15</b>	<b>8</b>
Section III. Proposed Services	<b>50</b>	<b>18</b>
Section IV. Cost Proposal	<b>35</b>	<b>10</b>
<b><u>Total Points</u></b>	<b><u>100</u></b>	<b><u>36</u></b>

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** South Portland, 2  
**DATE:** 03/11/2022

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>15</b>	<b>8</b>

**Evaluation Team Comments:**

- I. Overview of the Organization
  - The applicant is a municipality, which receives highest priority, along with regional associations, in the awarding of funds in the guiding statute for this grant program.
  - The applicant has an established history of successfully implementing ambitious waste diversion projects, including from previous grant awards and independently. The application lists multiple examples of the City's work to increase waste diversion including a pilot project for curbside food collection, hiring interns to inspect and tag recycling bins to reduce contamination, setting up free kiosk drop-offs for residents to bring food scraps for composting, and a sustainability initiative working with a consultant on a solar feasibility assessment regarding their landfill as well as other municipally-owned properties.
  - The applicant has a goal to become a zero-waste community, which is in line with helping the State of Maine achieve our goal of diverting 50% of municipal solid waste through recycling and composting and reducing per capita waste disposal.
- Subcontractors
  - The applicant proposes to hire an outside consultant to complete the work described in the application but has not identified candidates or received quotes for services, so the outside consultant's qualifications and experience cannot be evaluated here.
- Organizational Chart
  - The organizational chart was provided as required.
- Other
  - All other required information including financials, insurance information, and litigation were provided in the application.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER:** South Portland, 2  
**DATE:** 03/11/2022

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	<b>50</b>	<b>18</b>

**Evaluation Team Comments:**

1. Services to be Provided

- The project would allow the applicant to evaluate the potential of implementing pay-as-you-throw (PAYT) along with curbside food collection, which has the potential to significantly reduce waste disposal and reduce the amount of organics in the waste stream in one of Maine’s largest communities, with a population of over 25,000.
- As noted in the proposal, pairing free curbside collection for both recyclables and food scraps with PAYT is an effective way to encourage more participation in waste diversion programs as it makes diversion as easy as disposal, allows people to save money by using the diversion program, and clearly links the costs of disposal with the waste each household generates.
- The success of this project relies heavily on the work of the consultant, who has not been identified.
  - Documentation identifying the consultant and providing a cost estimate from that consultant along with information related to their experience and their anticipated timeframe to complete the analysis would provide reassurance of the outcome.
- The proposal indicates that, “Based on the results of the proposed analysis, the City of South Portland will move forward with proposing a PAYT/curbside food waste collection system. The Sustainability and Public Works departments will request Capital Investment Plan funding and/or funds from Extended Producer Responsibility for packaging program to support the launch of both PAYT and curbside food waste collection, with income generated through PAYT used to offset any operating costs associated with curbside food waste collection.”
  - Funding from the packaging program in Maine would not be available until 2027, so this is not a potential funding source within the timeframe for this grant. Due to lack of familiarity with the Capital Investment Plan funding, it is not clear whether this is a guaranteed source of funding that could be acquired in a timely manner to allow implementation of PAYT along with curbside food scrap collection in the timeframe provided in the proposal.
- Overall, there are uncertainties with the outcome of this proposal, namely the fact that the consultant is not identified, that implementation of any diversion program relies on the work of the consultant, and whether or not the budget would allow this project to move forward if the funding sources identified are not available in the anticipated timeframe for launching PAYT with curbside food scrap collection during July 2023-March 2024.

2. Implementation – Work Plan

- The work plan appears to be complete but relies on timely turnaround from an unidentified consultant and the ability to access funding needed for implementation of PAYT and curbside food scrap collection within the two-year timeframe.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER:** South Portland, 2

**DATE:** 03/11/2022

- The plan factors in key work including education and outreach, and training to ensure the public is aware of the program, and that staff are trained in equipment use and able to transfer this knowledge to lenders prior to their using the equipment.

**EVALUATION OF SECTION IV  
Cost Proposal**

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	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	<b>35</b>	<b>10</b>

**Evaluation Team Comments:**

- The proposal includes adequate match of 25.5% in in-kind labor.
- All funds requested are for labor hours for an unidentified outside consultant at a rate of \$150 per hour.
- Although the funding amount requested of \$12,000 is not extensive, it is not clear how this amount was decided upon or whether it is sufficient for the work as no quotes were provided or consultants identified to complete the project.
- The comments note that the City of South Portland would cover capital costs to launch PAYT/curbside food waste collection; however, it is not clear that the funds would result in diversion as the implementation of any program appear to hinge on the work of the consultant.



**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grant Program, Round I  
**BIDDER NAME:** York High School  
**DATE:**

**SUMMARY PAGE**

**Department Name:** Department of Environmental Protection  
**Name of RFP Coordinator:** Mark King  
**Names of Evaluators:** Mark King, Megan Pryor, Mike Parker, Jim Guerra and Tiffany Veilleux

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<b><u>Scoring Sections</u></b>	<b><u>Points Available</u></b>	<b><u>Points Awarded</u></b>
Section II. Organization Qualifications and Experience	<b>15</b>	
• Section III. Proposed Services	<b>50</b>	
• Section IV. Cost Proposal	<b>35</b>	
• <b><u>Total Points</u></b>	<b><u>100</u></b>	
*Note, Applicant was unresponsive to RFP# 202111169 and failed to meet minimum match requirement of 25% of total project cost (match + amount requested) and was disqualified by team and not further evaluated.		

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** City of South Portland (Proposal 1)

**DATE:** February 22, 2022

**EVALUATOR NAME:** Mark King, Grant Coordinator

**EVALUATOR DEPARTMENT:** Maine Department of Environmental Protection

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**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- *Recognized leader in Sustainability Initiatives in the State of Maine.*
- *Have released several organics collection pilot projects that are now sustainable activities.*
- *Organization has previously received and beneficially utilized several WDGs in the past.*
- *Project team is highly motivated and pushing a strong educational agenda.*

*2. Subcontractors*

- *All subcontractors are from the local area and have significant building experience.*

*3. Organizational Chart*

- *The Org Chart is well-organized and there appears to be a huge network of support for the project.*
- *City of South Portland is highly-insured.*

*II. Proposed Services*

*1. Services to be Provided*

- *The City is proposing to develop an electric tool lending library to be named, "South Portland Electric Tool Library (SPETL)". This library will provide residents free access to landcare tools, reducing the need for individual purchase (reduce) and it will provide residents who want to try electric landcare tools the opportunity to easily test these tools, learn which electric tools are currently on the*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** City of South Portland (Proposal 1)

**DATE:** February 22, 2022

**EVALUATOR NAME:** Mark King, Grant Coordinator

**EVALUATOR DEPARTMENT:** Maine Department of Environmental Protection

*market, and learn how they work before purchasing their own, thereby reducing greenhouse gas emissions.*

- *SPETL promotes waste reduction through reuse of tools and by encouraging a sharing economy. As a library that provides tools that are entirely electric, this program aligns with the City's climate action goals and organic landcare ordinances in order to continue building climate and community resilience in South Portland.*
- *The SPETL will be collocated with the South Portland Swap Shop at the City's Transfer Station where community members will be able to easily check-out electric tools through the South Portland Library loan system.*
- *City of South Portland proposes the SPETL to address this complex web of community needs and accelerate the adoption of electric lawn equipment. The SPETL combines multiple strategies from South Portland's climate action plan and establishes a tool library with a new paradigm for waste reduction and electrified landcare.*
- *Program will be supported with strong education initiative.*

*2. Implementation – Work Plan*

- *Timeline is appropriate and should match with the grant/contract timelines.*

*3. Cost Proposal*

- *Match was met and all costs appear appropriate for grant funding. This project is exciting and should be beneficial to the community.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER NAME:** City of South Portland, Proposal 1  
**DATE:** 02/22/2022  
**EVALUATOR NAME:** Megan Mansfield-Pryor  
**EVALUATOR DEPARTMENT:** Environmental Protection

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**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

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**Individual Evaluator Comments:**

I. Organization Qualifications and Experience

1. Overview of Organization

- The applicant is a municipality, which receives highest priority, along with regional associations, in the awarding of funds in the guiding statute for this grant program.
- The applicant has an established history of successfully implementing ambitious waste diversion projects, including from previous grant awards and independently. The application lists multiple examples of the City's work to increase waste diversion including a pilot project for curbside food collection, hiring interns to inspect and tag recycling bins to reduce contamination, setting up free kiosk drop-offs for residents to bring food scraps for composting, and a sustainability initiative working with a consultant on a solar feasibility assessment regarding their landfill as well as other municipally-owned properties.
- The applicant has a goal to become a zero-waste community, which is in line with helping the State of Maine achieve our goal of diverting 50% of municipal solid waste through recycling and composting and reducing per capita waste disposal.
- The applicant also demonstrates a commitment to reducing greenhouse gas emissions not only through transitioning to clean renewable energy and building climate resilience, but also through reducing waste that is not accounted for in standard emissions inventories, as well as understanding that factoring in equity is crucial when addressing climate change.

2. Subcontractors

- n/a

3. Organizational Chart

- The organizational chart was provided as required.

4. Other

- All other required information including financials, insurance information, and litigation were provided in the application.

II. Proposed Services

1. Services to be Provided

- This proposal for a pilot program to establish a lending library for electric tools meets the highest priority in the awarding of funds in the guiding statute as the applicant is a municipality. In addition, the proposed services align with the very top of Maine's solid waste hierarchy and meets the following priority:
  - Promotes waste reduction through reuse, repair, and sharing economy initiatives.

# STATE OF MAINE INDIVIDUAL EVALUATION NOTES

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** City of South Portland, Proposal 1

**DATE:** 02/22/2022

**EVALUATOR NAME:** Megan Mansfield-Pryor

**EVALUATOR DEPARTMENT:** Environmental Protection

- The tool lending library would be co-located with food scrap drop-off, which has the potential to increase food scrap diversion.
- Encouraging a sharing economy and promoting programs like tool lending libraries are actions specifically identified as important priorities in Maine's 2019 Solid Waste Management Plan.
- Sharing lawncare equipment not only reduces consumption of resources and reduces waste as there are fewer items used and disposed of, but also reduces emissions and other environmental impacts related to the production of new products as fewer overall purchases are made when a community shares rarely used items like tools rather than individual households purchasing their own.
- In addition to the waste reduction benefits, there are strong related benefits to the community, including access to electric tools that are otherwise out of financial reach for low-to-moderate income households, resulting in fewer emissions, less pollution, and greater equity.
- The project will utilize existing space with slight modifications for maximum efficiency both in terms of space and in time for volunteers and staff working to maintain the program.
- There is significant potential to expand this model through support from the community, and there is precedent that community volunteers who assist at the swap shop may also be invested in helping this project succeed.
- This project could also provide a strong model for other Maine municipalities to follow in the future.
- Making use of the existing Library system to maintain a database of products for rent is an efficient use of resources, relying on what is already available within the community.
- Overall, this proposal describes a low-risk investment that could significantly reduce waste, provide value to the community, make more efficient use of existing resources, and establish an excellent model for future use.

## 2. Implementation – Work Plan

- The work plan appears to be complete and allows adequate time for the tasks involved.
- The plan factors in key work including education and outreach, and training to ensure the public is aware of the program, and that staff are trained in equipment use and able to transfer this knowledge to lenders prior to their using the equipment.

## III. Cost Proposal

- The proposal includes a 57% match in in-kind labor and signage.
- The funding request for \$16,746 is well below the \$40,000 cap.
- All funding requested is for equipment, materials, and facility improvements to allow the project's implementation.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** City of South Portland – Proposal 1

**DATE:** 2/16/2022

**EVALUATOR NAME:** Michael Parker

**EVALUATOR DEPARTMENT:** Environmental Protection

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**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

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**Individual Evaluator Comments:**

I. Organization Qualifications and Experience

1. Overview of Organization

- Applicant has extensive experience in waste diversion efforts, including food scraps.
- Applicant has goal of reducing GHG emissions by 80% by 2050.
- Applicant can serve a large population given its location and provided and extensive list of successful waste minimization projects

2. Subcontractors

- None

3. Organizational Chart

- A clear organizational chart was provided

4. Financial disclosure and Certificate of Insurance were provided.

II. Proposed Services

1. Services to be Provided

- Grant funds would be used specifically for lending out rechargeable lawncare tools to residents. This would have the immediate effect of reducing GHG emissions and noise pollution in the municipality. The program would also reduce the manufacturing wastes and end-of-life wastes for these same devices.
- As the program is open to all residents, it will lend a sense of community to all who participate by fostering improvements in neighborhoods, regardless of socio-economic status.
- Co-location with the food scrap drop-off may lead to increased participation in that program as well.
- There will likely be more demand than availability of the tools, which may frustrate potential users.

2. Implementation – Work Plan

- The workplan is well thought-out and follows a logical flow path.
- The proposal includes a robust education and outreach component.

III. Cost Proposal

- The applicant proposes a match of 57%, meeting the minimum requirement of 25% match.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** City of South Portland – Proposal 1 – Electric Tool Library

**DATE:** 2/18/2022

**EVALUATOR NAME:** Jim Guerra

**EVALUATOR DEPARTMENT:** Environmental Protection

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**Instructions:** *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

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**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- *The Department has seen significant success result from working with the So.P. Sustainability Office on a number of projects.*
- *This organization takes an accurate and broad view of issues associated with climate change including waste management and environmental equity.*
- *This group just seems to be getting better and better at deciding where to place its energy for the biggest impact.*
- *The organization does an excellent job collecting and evaluating data generated by its efforts which help to measure, refine and direct its latest efforts*

*2. Subcontractors*

- *The Sustainability Office has the support of other City Department that will offer help as necessary*
- *Largely resulting from past successes, this organization will have support of numerous volunteers*

*3. Organizational Chart*

*4. Etc.*

*II. Proposed Services*

*1. Services to be Provided*

- *The SoPo Sustainability Office will leverage the city's existing infrastructure (Swap Shop), its gathered experience from previous achievements and with the assistance particularly of Parks and Rec, Public Works and the Library, develop and manage an electric (battery powered) power, yard tool lending library. With a focus on environmental equity, the tools will be loaned to residents free of charge using a public library model.*
- *The effort is well thought through with strong environmental and educational components to it. Not only will it give participants a chance to evaluate new developments in electric power tools, it will make relatively expensive alternatives to gas available to lower and moderate income folks while lowering the overall carbon footprint of lawn/yard care. Using GIS and mapping user locations will*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** City of South Portland – Proposal 1 – Electric Tool Library

**DATE:** 2/18/2022

**EVALUATOR NAME:** Jim Guerra

**EVALUATOR DEPARTMENT:** Environmental Protection

*provide good data on how well the program reaches the various economic strata of the community.*

2. *Implementation – Work Plan*

- *A simple plan, in an existing staging area, the proposed implementation is logical and straightforward. The program will run for two years.*

3. *Applicant proposes “in-kind match” of 43%*



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** Chickadee Compost, LLC

**DATE:** February 22, 2022

**EVALUATOR NAME:** Mark King, Grant Coordinator

**EVALUATOR DEPARTMENT:** Maine Department of Environmental Protection

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**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- *Since starting out in 2022, this company has garnered the respect of the Blue Hill community. The facility continues to grow steadily and now composts food scraps from several schools located in the Blue Hill area.*
- *Applicant has a certificate of Technical ability from the Maine Compost School.*

*2. Subcontractors*

- *All subcontractors are from the local area and have significant building experience.*

*3. Organizational Chart*

- *Kate Tomkins is listed as CEO and Sole officer.*
- *Chickadee Compost, LLC is fully insured.*

*II. Proposed Services*

*1. Services to be Provided*

- *Chickadee Compost produces high quality nutrient rich finished compost that improves rocky coastal soils, sequesters carbon, and reduce the methane gas emissions of our peninsula in a tangible, beneficial, low-cost, and low-tech way.*
- *Building on a previous 2020 WDG, Chickadee Compost is looking to purchase a high-quality moderately sized compost screener (the EZ Screen 600), which will allow them to produce and sell fine screened compost on our peninsula, ensuring the very best quality product for our customers.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** Chickadee Compost, LLC

**DATE:** February 22, 2022

**EVALUATOR NAME:** Mark King, Grant Coordinator

**EVALUATOR DEPARTMENT:** Maine Department of Environmental Protection

- *This piece of equipment will in-turn improve facility throughput and efficiency allowing for expansion of collection efforts and volumes of materials received.*
- *The total year-round population of the Blue Hill peninsula is 12,282 (not including Ellsworth), and this figure almost doubles during the summer. Chickadee Compost hopes to see 15% of households participating in food scrap collection for composting by 2025. There are currently no other commercial entities composting food scraps on our peninsula.*

*The grant will be used for the following facility improvements:*

- The purchase of an EZ Screen 600 screener for screening finished compost.
- 50 32-gallon Toters for efficiently hauling food scraps from schools and commercial partners.
- 100 4-gallon plastic buckets and lids for some schools and subscribers to use to collect food scraps.
- The installation of a garage door on the compost site shed to provide a warmer work space during cold months. The shed bay where the garage door will be installed is insulated.
- The installation of a partial perimeter fence to limit human and animal intrusion at the compost site.
- Finishing the leveling of the curing pad, and adding compacted gravel to the surface of the curing pad at the compost site, thus improving the curing and storage areas at the compost site.
- The purchase of two 6'x8' compost swap sheds for installation at locations on Deer Isle and in Brooksville/Penobscot.
- Educational signage at the entrance to the compost site and on the adjoining public trail near the site.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** Chickadee Compost, LLC

**DATE:** February 22, 2022

**EVALUATOR NAME:** Mark King, Grant Coordinator

**EVALUATOR DEPARTMENT:** Maine Department of Environmental Protection

- Partially subsidizing school food scrap collection services on the peninsula.
  - The project will expand, or provide waste reduction or organics management services as the Blue Hill peninsula is currently an underserved area in terms of organics management.
  - Most of the peninsula's household and business solid waste is being incinerated at the PERC plant in Orrington while we await the fate of the former Fiberright plant in Hampden, which has been shuttered for nearly two years. Before Fiberright closed in 2020, about half of our solid waste was being diverted from that facility to a landfill.
  - *Chickadee Compost plans to divert household and institutional food waste/scraps and lobster and crab waste from the solid waste stream. Once fully licensed, we expect to divert 22,000 pounds of food waste from 1% of households in year 1, 111,000 pounds of food waste from 5% of households in year 2, 222,000 pounds from 10 % of households in year 3, and 333,000 pounds from 15% of households in year 4*
2. *Implementation – Work Plan*
- *Timeline is ambitious, but appropriate and doable.*
3. *Cost Proposal*
- *Match was met and all costs appear appropriate for grant funding with the possible exception of the labor costs for food scrap pick-up (need to discuss with Evaluation Team)*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFP #: 202111169  
RFP TITLE: 2022 Waste Diversion Grants Program, Round I  
BIDDER NAME: Chickadee Compost, LLC  
DATE: 2/17/22  
EVALUATOR NAME: Jim Guerra  
EVALUATOR DEPARTMENT: Environmental Protection

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**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- *Applicant is very well qualified with extensive experience with non profit, world-wide.*
- *Experienced managing large budgets/grants/projects*
- *Comes to her proposal quite organically from her accrued experience*
- *Strong background and focus on education.*

*2. Subcontractors – Will perform practical, relatively specialized construction work including gravel install, fencing, OH Doors*

*3. Organizational Chart – Very simple, one proprietor*

*4. Financial info for tip fees of raw materials separate from compost sales is not indicated. Project budget proposes almost 27% match.*

*II. Proposed Services*

*1. Services to be Provided Described as a community-based compost company extending composting services to “under-served area” schools, hospitals, organizations and residences on Blue Hill Peninsula. The primary purpose of the grant will be to winterize and secure a wash station area handling collection bins with an overhead door and to purchase a compost screener increasing salability of the finished product. Other work will include installing a proper compost curing area, a perimeter fence, 2 compost swap sheds to reach into the community and educational materials.*

*2. Implementation – Work Plan*

- *Ambitious although much legwork has been completed while waiting for a permit from the Department.*
- *Anticipates composting more than 160 tons of residential food waste by year four.*
- *Applicant has already enlisted support from area towns, Land Trust, and other organizations/generators and appears well connected on the peninsula.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER NAME:** Chickadee Compost  
**DATE:** 02/22/2022  
**EVALUATOR NAME:** Megan Mansfield-Pryor  
**EVALUATOR DEPARTMENT:** Environmental Protection

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**Individual Evaluator Comments:**

I. Organization Qualifications and Experience

1. Overview of Organization

- Applicant is a graduate of the Maine Compost School.
- Applicant shows strong initiative to increase waste reduction in the Blue Hill region, having expanded to collect food scraps from area schools in addition to working with area businesses, a transfer station, and residents to collect their organics.
- Applicant also shows a very strong personal commitment to diverting food waste from disposal, having voluntarily helped schools conduct food waste audits and develop food scrap collection plans in addition to currently providing them with free organics collection.
- Applicant has proven track record having successfully implemented a previous project through a Waste Diversion grant including purchasing totes to haul food scraps from the area, building a shed to store materials, and purchasing a dump trailer that has been used for collection of organics and is planned to be used for delivery of finished compost as of spring 2022.

2. Subcontractors

- Matthew Freedman Carpentry and Building has nearly 40 years' experience and already successfully constructed a shed during implementation of the last grant; for this project he would be hired to install a garage door.
- Mike Cook Sr. Construction also has decades of experience with site development and earth moving and would be hired to prepare the compost during area with compacted gravel.
- Subcontractors for fencing and educational materials have not yet been identified.

3. Organizational Chart

- The organizational chart was provided as required.

4. Other

- All other required information including financials and insurance information were provided in the application. There is no litigation, so documentation was not needed.

II. Proposed Services

1. Services to be Provided

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** Chickadee Compost

**DATE:** 02/22/2022

**EVALUATOR NAME:** Megan Mansfield-Pryor

**EVALUATOR DEPARTMENT:** Environmental Protection

- This proposal meets the higher priority for awarding funding as the project is likely to increase the removal and recycling of organic materials from municipal waste streams.
- In addition, the proposed project meets multiple other criteria of the RFP; it would provide regional benefits, taking advantage of regional economies of scale; would increase organics management infrastructure in underserved areas of the state; would enhance the delivery of educational initiatives to promote organics management or recycling efforts; and could potentially expand the types of materials managed through composting if invasive green crabs are collected in summer of 2022.
- The applicant is well established within the region and has made connections to engage residents, businesses, municipal officials, and schools in composting; this project would further those efforts and increase the diversion of food scraps through those relationships have built strong interest in composting.
- The proposed project includes robust education and outreach including “at least four” training and education sessions about composting and educational signage onsite and along an adjacent public trail.
- Investing in a screen, fencing, additional equipment, and materials to increase collection and capacity, and improving both working and storage conditions would significantly enhance the ability of the applicant to provide more and better organics diversion throughout the region.
- It is not clear whether the school food scrap collection would be sustainable once the grant funds have been expended.
- It is also not clear whether renting a screener is a viable option, and if so, how the costs would compare over time to purchasing a screener.

2. Implementation – Work Plan

- The work plan appears to be complete, leaving adequate time for each project, and includes education sessions timed throughout the year to reach summer as well as year-round residents.

III. Cost Proposal

1. The applicant provides match of nearly 27%, much of it for equipment and some in-kind labor to cover education and outreach events and continue school food scrap collection at no cost to the schools.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** Chickadee Compost

**DATE:** 2/16/2022

**EVALUATOR NAME:** Michael Parker

**EVALUATOR DEPARTMENT:** Environmental Protection

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**Individual Evaluator Comments:**

I. Organization Qualifications and Experience

1. Overview of Organization

- Applicant is a graduate of the Maine Compost School
- Applicant has extensive experience in repurposing food and food scraps
- Applicant initiated composting of food scraps at local schools and solid waste facilities, incorporating educational components into the projects.
- Applicant has successfully implemented a previous grant award to build long-term infrastructure for a growing composting facility.

2. Subcontractors

- Freeman Carpentry has 37+ years of construction experience and has built structures at the compost facility in the past.
- Mike Cook Construction has 30+ years of earthworks construction.
- Fencing subcontractor not identified.

3. Organizational Chart

- A clear organizational chart was provided

4. Financial disclosure and Certificate of Insurance provided.

II. Proposed Services

1. Services to be Provided

Grant funds would be used specifically for:

- - The purchase of an EZ Screen 600 screener for screening finished compost.
- - 50 32-gallon Toters for efficiently hauling food scraps from schools and commercial partners.
- - 100 4-gallon plastic buckets and lids for some schools and subscribers to use to collect food scraps.
- - The installation of a garage door on the compost site shed to provide a warmer work space during cold months. The shed bay where the garage door will be installed is insulated.
- - The installation of a partial perimeter fence to limit human and animal intrusion at the compost site.
- - Finishing the leveling of the curing pad, and adding compacted gravel to the surface of the curing pad at the compost site, thus improving the curing and storage areas at the compost site.
- - The purchase of two 6'x8' compost swap sheds for installation at locations on Deer Isle and in Brooksville/Penobscot.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** Chickadee Compost

**DATE:** 2/16/2022

**EVALUATOR NAME:** Michael Parker

**EVALUATOR DEPARTMENT:** Environmental Protection

- - Educational signage at the entrance to the compost site and on the adjoining public trail near the site.
- - Partially subsidizing school food scrap collection services on the peninsula.
  - This proposal manages food scraps at the highest possible level, in accordance with the enabling statute.
  - The proposed infrastructure will improve the overall efficiency of the operation and produce a high-value end product, boosting the financial success of the operation.
  - The applicant did not compare viability of renting a screener vs. outright purchase of unit.
  - The proposal has a high strong educational component and incorporates regionalization into its objectives.

2. Implementation – Work Plan

- The workplan is well thought-out and follows a logical flow path.

III. Cost Proposal

- The applicant proposes a match of 26.6%, meeting the minimum requirement of 25% match. Much of the match is for capital equipment.



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER NAME:** Scrap Dogs Community Compost  
**DATE:** 02/24/2022  
**EVALUATOR NAME:** Megan Mansfield-Pryor  
**EVALUATOR DEPARTMENT:** Environmental Protection

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**Individual Evaluator Comments:**

I. Organization Qualifications and Experience

1. Overview of Organization

- The applicant is a relatively new, but growing business that has quickly established itself as an important part of the composting infrastructure of midcoast Maine, serving both residents and businesses with organics collection as well as delivery of finished compost.
  - The organization is also helping to divert organics from the waste stream through drop-off locations at local transfer stations.
- The organization shows a strong commitment to waste reduction and to moving materials up the waste hierarchy, as evidenced by their outreach work to grow their business and organics diversion efforts, and their work allocating soy processing byproduct to feeding cows, which is higher up the food recovery hierarchy than composting and makes better use of the nutrients.
- The organizations willingness to expand their business in other ways that reduce food waste such as combing routes to deliver food as well as pick up scraps further demonstrates their initiative.
- Both of the company's founders have graduated Maine Compost School, and in addition to their own knowledge, have proposed working with outside experts to ensure best practices at their composting site.

2. Subcontractors

- Andrew Carpenter of Northern Tilth is well qualified to assist with this project, having been involved with developing the site to be used for this expanded composting work, and with decades of experience and education in soil health and composting.

3. Organizational Chart

- The organizational chart was provided as required.

4. Other

- All other required information including financials and insurance information were provided in the application. There is no litigation information to provide.
- The organization provided several different, extremely detailed scenarios regarding potential impacts on finances throughout the reporting period, demonstrating a clear sense of commitment and responsibility to the project's success even with varying levels of new customer acquisition.

II. Proposed Services

1. Services to be Provided

## STATE OF MAINE INDIVIDUAL EVALUATION NOTES

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** Scrap Dogs Community Compost

**DATE:** 02/24/2022

**EVALUATOR NAME:** Megan Mansfield-Pryor

**EVALUATOR DEPARTMENT:** Environmental Protection

- This proposal meets the higher priority for awarding funding as the project is likely to increase the removal and recycling of organic materials from municipal waste streams.
- In addition, the proposed project meets multiple other priorities of the RFP as it would take advantage of regional economies of scale; increase organics management infrastructure in underserved areas of the state; and enhance the delivery of educational initiatives to promote organics management efforts.
- The proposal itself is well-written, thoughtful, and comprehensive, making it clear that there is both need (lack of organics collection) and demand (people are looking for organics collection) in the communities that they are requesting funds to expand their services to, including Hallowell, Augusta, and Gardiner.
- Backhauling is included as a strategy to maximize the efficiency of each trip and reduce emissions.
- The applicant demonstrates strong commitment to diverting waste, allocating their time for free at community events including workshops, school presentations, and talks for local gardening and conservation groups.
- The funding would allow the applicant to set up their own composting location in order to expand their composting capacity beyond the farm, which cannot handle a significant increase in the amount of organics coming in to be composted.
- There is some uncertainty with the ability to secure a permit in a timely manner, but the applicant has taken steps to ensure that this process goes as smoothly as possible by selecting a previously permitted site and working with an individual who was involved in the development of that site for composting initially.

### 2. Implementation – Work Plan

- The work plan accommodates all tasks in a reasonable time frame and notes the need for leeway for uncertainties such as timing of permit receipt and hiring of a new route driver to accommodate new customers.

### III. Cost Proposal

- The applicant has requested the maximum amount of \$40,000 but provides a very robust 78% match including in-kind labor, equipment cost sharing, and pad rental for composting.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** Scrap Dogs

**DATE:** 2/18/2022

**EVALUATOR NAME:** Michael Parker

**EVALUATOR DEPARTMENT:** Environmental Protection

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**Individual Evaluator Comments:**

I. Organization Qualifications and Experience

1. Overview of Organization

- Scrap Dogs has over four years of experience in organics management, serving in the Midcoast area of Maine.
- The applicant has successfully partnered with composting operations as part of its' organics management business.
- The applicant has consistently expanded its' business in a well-planned manner.

2. Subcontractors

- The applicant will partner with Northern Tilt, who will provide technical assistance to the applicant.

3. Organizational Chart

- An organizational chart was provided for applicant.

4. Financial disclosure and Certificate of Insurance were provided for the applicant.

II. Proposed Services

1. Services to be Provided

- The applicant has proposed to expand upon an existing organics collection program by establishing collection points in Augusta, Hallowell and Gardiner. This is a relatively large market with few existing outlets currently for organics management.
- The collected organics will be composted or otherwise reused at an existing compost/dairy farm that has partnered with the applicant in the past, in addition to a new compost operation to be operated by the applicant.
- The applicant has identified markets for the finished compost and noted that there is an unmet demand for additional compost in the region.

2. Implementation – Work Plan

- The applicant provided a workplan that included work tasks and outcomes and the order in which they will be carried out. Success of the plan is contingent upon licensing of the new compost operation.

III. Cost Proposal

- The applicant proposes a match of 78%, meeting the minimum requirement of 25% match. The majority of the funding will be spent on durable equipment. The large match is indicative of the applicants' commitment to the project and its continued growth.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER NAME:** Scrap Dogs Community Compost  
**DATE:** 2/28/2022  
**EVALUATOR NAME:** Jim Guerra  
**EVALUATOR DEPARTMENT:** Environmental Protection

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**Individual Evaluator Comments:**

**Directions:** *Follow the sections of your RFP to develop a bulleted outline for notes. Delete the sample below and these directions and replace with your own outline based on your RFP.*

- I. *Organization Qualifications and Experience*
  - 1. *Overview of Organization*
    - *Scrap Dogs is fast becoming a mature operation with significant experience in organics collection and composting*
    - *Currently composting 270 tpy food waste from 450 customers*
    -
  - 2. *Subcontractors*
    - *In-house op*
    - 
    -
  - 3. *Organizational Chart*
    - *Established*
  
- II. *Proposed Services*
  - 1. *Services to be Provided*
    - *Expand collection of food waste into the Augusta, Hallowell and Gardiner areas*
    - *Increase its operation to include new composting area and simplifying operations by several times*
    - *Increases diversion of food waste*
    - *Independent*
  
  - 2. *Implementation – Work Plan*
    - *A little bumpy – part of the project relies on achieving a DEP license within 4 months but property has been licensed previously and Scrap Dogs is a known and established Co.*
    - *Expect grant funding and purchases to be made prior to licensing*
  
- III. *Pros/cons*
  - *Not yet licensed*
  - *Tooled up operation outgrows current composting capacity quickly if securing new site falls through. Perhaps do first?*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** Scrap Dogs Community Compost

**DATE:** 2/28/2022

**EVALUATOR NAME:** Jim Guerra

**EVALUATOR DEPARTMENT:** Environmental Protection

- *Solves a number of internal issues and reaches into a very underserved community with organic waste diversion*
- *Significantly expands organics collection into an area of the state that is quite underserved! This proposal has great potential over the next 5 to 10 years.*
- *Owners are investing significantly in the project (78% match)*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFP #: 202111169

RFP TITLE: 2022 Waste Diversion Grants Program, Round I

BIDDER NAME: ScrapDogs Community Compost, LLC

DATE: February 22, 2022

EVALUATOR NAME: Mark King, Grant Coordinator

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

\*\*\*\*\*

**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- *Both of the principals, Tessa and Davis, are highly motivated and qualified to expand food collection and compost efforts across the mid-coast area. The pair have received and successfully utilized Waste Diversion Grants in the past.*

*II. Proposed Services*

*1. Services to be Provided*

- *ScrapDogs will establish a second composting pad in Washington, ME with the space and equipment needed to accept the expected increase in collected material, including the purchase of a lightly-used utility tractor. ScrapDogs will manage operations on this pad in addition to continuing its partnership with Bó Lait. ScrapDogs will also procure additional infrastructure to accommodate more collection routes and customers, including a second utility trailer and new buckets and totes.*
- *Although ScrapDogs has been able to creatively divert approximately 20 yards of commercial food waste each month to feeding the dairy cows at Bó Lait, ScrapDogs will quickly outgrow the 60 yard per month cap on food waste allowed on the Bó Lait pad at its current growth rate. ScrapDogs currently carts approximately 45 yards of food waste to the Bó Lait pad each month (an average of .08 yards of food waste per customer). At its maximum capacity, the Bó Lait pad could only accommodate 150-200 additional ScrapDogs customers.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** Garbage to garden in PPP with City of Sanford

**DATE:** February 22, 2022

**EVALUATOR NAME:** Mark King, Grant Coordinator

**EVALUATOR DEPARTMENT:** Maine Department of Environmental Protection

- *ScrapDogs expects to add a total of 765 new customers over the next two years:*
- *- 231 pickup customers in its existing service area, representing a continuation of its current growth trajectory;*
- *- 350 pickup customers in its proposed service area, representing a rate of adoption that is 50% faster than the first two years of ScrapDogs's operations in Maine, and;*
- *- 184 drop-off customers, representing a proportional use of drop-off sites that reflects ScrapDogs's current customer preferences.*

**Cost Proposal:**

Applicants are requesting funds to support the development of an expansion compost site and a covering 78% of total project cost. This is a good deal for the State provided the site is licensable.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFP #: 202111169  
RFP TITLE: 2022 Waste Diversion Grants Program, Round I  
BIDDER NAME: Northern Aroostook Solid Waste Association  
DATE: 02/22/2022  
EVALUATOR NAME: Megan Mansfield-Pryor  
EVALUATOR DEPARTMENT: Environmental Protection

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**Individual Evaluator Comments:**

I. Organization Qualifications and Experience

1. Overview of Organization

- The applicant is a regional organization, which receives highest priority in the awarding of funds in the guiding statute for this grant program.
- Regional organization serves five small, rural communities, within which reside many low to moderate income households.
- The organization has a demonstrated record of success with their previous Waste Diversion Grant, having established a recycling program and grown the program from one that accepted only ewaste, universal waste light bulbs, brush, and white goods to also capture cardboard, #2 plastic, and cans.
  - This organization has provided an opportunity to divert waste materials that were previously sent for disposal to multiple communities in an underserved area of the State.
- The organization's staff and board have shown strong initiative in growing and improving the recycling program, including reaching out to local businesses and housing developments to expand the recycling program further and make it easier and more convenient for people to recycle.

2. Subcontractors

- n/a

3. Organizational Chart

- The organizational chart was provided as required.

4. Other

- All other required information including financials and insurance information were provided in the application. It is assumed there is no litigation as no documents were included.

II. Proposed Services

1. Services to be Provided

- The proposed project would further expand the recycling program for the applicant's regional facility to include sorted office waste, newspaper, mixed paper, and even glass, which many communities in Maine do not recycle outside of the bottle bill material.
- The applicant proposes to place more collection points for recyclables in their communities, get a scale to measure their waste diversion activities more accurately, and improve functionality and safety at the transfer station with



## STATE OF MAINE INDIVIDUAL EVALUATION NOTES

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** Northern Aroostook Solid Waste Association

**DATE:** 02/22/2022

**EVALUATOR NAME:** Megan Mansfield-Pryor

**EVALUATOR DEPARTMENT:** Environmental Protection

additional storage, a skid steer, loading dock, and upgraded electrical to allow for installation of a second baler that would enable them to recycle more efficiently.

- In addition to expanding what is collected at the facility, the organization has already begun collecting recyclables at a 15-unit housing complex and is looking to put collection bins at a local store and one of their communities.
- The applicant estimates that just adding the recycling drop-off point at Lakeside Variety in Wallagrass would increase recycling access to 1,000 additional people in this underserved, rural area.
- Installing a recycling collection point at a highly trafficked area such as the variety store makes good use of the container, both in terms of collecting more recyclables and in terms of efficient collection.
- The proposed services described in this application meet the following priorities:
  - It would take advantage of regional economies of scale;
  - It would increase recycling infrastructure in an underserved area of the state; and
  - It would expand the types of materials managed through recycling in this region.

### 2. Implementation – Work Plan

- While the work plan is not set out along a timeline, it includes a detailed list of actions, with the work slated to begin “immediately” upon receipt of funding and to conclude with purchases and upgrades by late August of 2022.
- The applicant provides a clear plan for which tasks need to occur and in what order.

### III. Cost Proposal

- Applicant provides match of nearly 30%, all in matching costs for equipment, and provides all labor needed to complete the project.
- All funding requested is for equipment to grow the recycling program.
- The need for each item for which funds are requested is supported by the information in the proposed services and work plan.
  - Although they did not list the expense as match, the applicant plans to upgrade electrical in order to install a second baler for recyclables at a total estimated cost to them of \$4,786.26.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** NASWA

**DATE:** 2/18/2022

**EVALUATOR NAME:** Michael Parker

**EVALUATOR DEPARTMENT:** Environmental Protection

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**Individual Evaluator Comments:**

I. Organization Qualifications and Experience

1. Overview of Organization

- NASWA is a regional solid waste organization serving 5 communities in an underserved region of Maine.
- The applicant has successfully implemented recycling programs in the past, with the assistance of previous Waste Diversion Grants.

2. Subcontractors

- None

3. Organizational Chart

- An organizational chart was provided for applicant.

4. Financial disclosure and Certificate of Insurance were provided for the applicant.

II. Proposed Services

1. Services to be Provided

- The applicant has proposed to expand upon an existing recycling program by establishing multiple collection points throughout its' geographic region.
- The expanded program would allow the applicant to collect and recycle glass, sorted office waste, newspaper and mixed paper and increase its' recycling of other materials it already collects.
- Part of the funds would be spent on scales which will allow the applicant to track improvements.
- The applicant has identified markets for the collected recyclables.

2. Implementation – Work Plan

- The applicant provided a workplan that included exact work tasks and outcomes and the order in which they will be carried out.

III. Cost Proposal

- The applicant proposes a match of 28.5%, meeting the minimum requirement of 25% match. The majority of the funding will be spent on durable equipment.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER NAME:** Northern Aroostook Solid Waste Assoc.  
**DATE:** 2/25/2022  
**EVALUATOR NAME:** Jim Guerra  
**EVALUATOR DEPARTMENT:** Environmental Protection

\*\*\*\*\*

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**Individual Evaluator Comments:**

- I. *Organization Qualifications and Experience*
  - 1. *Overview of Organization*
    - *Organization has already established a solid waste transfer facility located in Eagle Lake and has successfully implemented previous grant*
  - 2. *Subcontractors*
    - *Utilizing local contractors for specialty work, electrical, concrete, etc*
    - 
    -
  - 3. *Organizational Chart – Simple*
  - 4. *Etc.*
  
- II. *Proposed Services*
  - 1. *Services to be Provided*
    - *Underserved, rural area of the State*
    - *Expand ability to physically handle bulk recyclables in preparation to marketing*
    - *Expand the array of recyclables to include sorted office papers, ONP, mixed paper and, notably, glass cullet for the glass market.*
    -
  - 2. *Implementation – Work Plan*
    - *Logical progression in diversifying collection effort to more grades as well as outlying locations via satellite collection points. It should be pointed out that unmonitored collection points can yield contaminated materials*
    - *Purchase of skid steer fork lift for moving and loading baled and other materials efficiently*
    - *Purchase of pallet scale for tracking incoming and baled materials.*
  
- III. *Pros/cons*
  - 1. *Train public to jars and bottles only*
  - 2. *Beware un-monitored satellite collection of material*
  - 3. *Skid-steer with forks more versatile than fork truck.*
  - 4. *Serves multiple small town/villages*
  - 5. *28% share*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFP #: 202111169

RFP TITLE: 2022 Waste Diversion Grants Program, Round I

BIDDER NAME: Northern Aroostook Solid Waste Association (NASWA)

DATE: February 22, 2022

EVALUATOR NAME: Mark King, Grant Coordinator

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- The Northern Aroostook Solid Waste Association is a quasi-municipal solid waste association consisting of the towns of Eagle Lake, New Canada, Unorganized Territory, Wallagrass and Winterville. Total population served is 2,125 year-round.

*2. Organizational Chart*

- *NASWA Board consists of representatives of it's member communities and only NASWA staff will be doing the work.*

*II. Proposed Services*

*1. Services to be Provided*

- *Proposed project will expand the capabilities of the existing recycling center by allowing purchase of skidsteer forklift to move bales, build a loading dock to safely allow skid steer to load trailers, provide for a glass storage area, and finally, upgrade electrical to make room for another bailer.*

*2. Implementation – Work Plan*

- *Timeline is well-planned, appropriate and doable.*

*3. Cost Proposal*

- *The applicant proposes a match of 25% and all costs align with RFP standards.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER NAME:** MaineHealth  
**DATE:** 02/24/2022  
**EVALUATOR NAME:** Megan Mansfield-Pryor  
**EVALUATOR DEPARTMENT:** Environmental Protection

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**Individual Evaluator Comments:**

I. Organization Qualifications and Experience

- Overview of Organization
  - Large, well established nonprofit health system is one of the largest employers in Maine with over 22,000 employees.
  - Support for the proposed project comes both from multiple places within the organization, including executive leadership, staff, and volunteers, all supported by sustainability-focused committees who hold monthly meetings with open discussion for all in the organization
  - The applicant has a number of staff-driven sustainability initiatives at their various medical care facilities focused on waste reduction and recycling
  - Organization has partnered with regional waste management organization ecomaine for gaining expertise and assistance.
  - Examples of recent actions including hiring a permanent Sustainability Manager, forming an official Sustainability Charter committee, conducting a Waste Audit in 2021, and the fact that the organization received the *Practice GreenHealth Environmental Excellence award* all demonstrate that the organization is committed to furthering their sustainability initiatives including waste reduction and diversion and capable of successfully implementing the proposed project.
- Subcontractors
  - n/a
- Organizational Chart
  - The organizational chart was provided as required.
- Other
  - All other required information including financials, insurance information, and litigation were provided in the application.

II. Proposed Services

- Services to be Provided
  - This proposal would enable expansion of a small recycling initiative at MaineHealth to multiple locations with robust internal education to roll the program out in a thoughtful, well-planned manner and appropriate training to help staff avoid the pitfalls of "wish cycling" (placing inappropriate materials in recycling bins) and promote long-term success.
  - While this project would be implemented across Greater Portland, Scarborough, and Biddeford, the applicant notes that it has the potential to expand across all of the organization's facilities including hospitals, administrative buildings, and medical office practices in 11 counties.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** MaineHealth

**DATE:** 02/24/2022

**EVALUATOR NAME:** Megan Mansfield-Pryor

**EVALUATOR DEPARTMENT:** Environmental Protection

- Based on estimate of approximately 2.24 tons per day of MSW being diverted through recycling, this project could divert around 820 tons per year, which would increase if additional locations begin participating.
  - The applicant has worked with staff at the Portland-based ecomaine and have a reliable outlet for the recyclables they generate.
    - Working with ecomaine staff to train their own staff to become Recycling Advocates will likely help internalize best practices within the organization and help ensure staff are recycling correctly and training others to do the same, both within the organization and possibly even within their communities.
  - Composting effort at the Biddeford location has adequate support with both the SMHC Nutrition and Food Services and the SMHC Garden Club working together to compost food scraps and use the compost in the garden, and there is a nice circularity with the garden used to grow food to be served in the cafeteria.
  - The applicant has demonstrated commitment to this project's success, as evidenced by the fact that they have conducted a waste audit to assess the potential for diversion and are looking to boost internal staff to the role of Recycling Program Advocate, ensuring the knowledge to promote proper recycling is engrained in the work culture.
  - While the program starts out relatively small in comparison to the overall footprint of the MaineHealth system, it appears there is support to continue to grow the program in the future, and this project could lay the foundation for increased diversion at all locations, which would in turn have a much more significant long-term impact in diversion given the large number of staff, locations, and patients generating waste at MaineHealth facilities.
  - Implementation – Work Plan
    - Excellent, detailed workplan shows the timeline for each task and the responsible party at the organization for carrying out the task.
    - Ongoing meetings, communications, and recycling compliance are likely to strengthen the project and keep it going over time.
- III. Cost Proposal
- Applicant's cost proposal includes a 25% match, much of it for equipment, and a smaller portion in in-kind labor.
  - The bulk of the funding requested is for equipment to collect recyclables and for on-site composting.
  - Labor funds requested appear to be related strictly to kicking off the project and maximize existing resources by providing stipends to existing staff rather than hiring on outside help for implementation.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER NAME:** Maine Health  
**DATE:** 2/24/2022  
**EVALUATOR NAME:** Jim Guerra  
**EVALUATOR DEPARTMENT:** Environmental Protection

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**Individual Evaluator Comments:**

- I. *Organization Qualifications and Experience*
  - 1. *Overview of Organization*
    - *Much time gone into this over years. Overall effort seems well supported up the chain*
  - 2. *Subcontractors*
    - *Troiano appears to be the only subcontractor with all other Maine Health staff efforts sanctioned up the chain. Troiano will be providing roll off and hauling services which are the backbone of their business.*
  - 3. *Organizational Chart Well described in application*
- II. *Proposed Services*
  - 1. *Services to be Provided*
    - *Expecting to divert better than 2 tons of recyclable material from the waste stream per day by collecting single stream recycling in strategic locations throughout the participating facilities and additionally expanding an established food and yard waste composting program in Biddeford and Sanford. separated organics for composting. While the area may not be "underserved", the program stands to touch many hands.*
  - 2. *Implementation – Work Plan*
    - *A high degree of coordination is the standard for the participating facilities and the programs are slated to be established/expanded in a logical progression which includes on-going engagement and education.*
- III. *Pros / Cons*
  - 1. *Hard to find negatives. A large group of people seem to have dedicated significant time and energy into developing this plan*
  - 2. *This will be a highly visible effort setting a positive example for, not only employees, but for the community at large.*
  - 3. *I defer to the Department's Compost specialist to determine the adequacy of the compost units.*
  - 4. *Match of 25%*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFP #: 202111169

RFP TITLE: 2022 Waste Diversion Grants Program, Round I

BIDDER NAME: MaineHealth

DATE: February 22, 2022

EVALUATOR NAME: Mark King, Grant Coordinator

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

\*\*\*\*\*

**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- MaineHealth is a well-established nonprofit serving nine local health networks in Southern Maine area.

*2. Organizational Chart*

- *MaineHealth is a well-established agency whose role it is to support it's communities via a robust healthcare system.*

*II. Proposed Services*

*1. Services to be Provided*

- The proposed project will enable Maine Medical Center to scale-up a small, staff-initiated recycling and composting program that began at three separate MaineHealth locations, and, with this funding, will be implemented throughout MaineHealth facilities in Greater Portland and at Southern Maine Health Care.
- The proposed project will engage staff with a significant amount of concentrated education.
- MaineHealth Recycling Work Group, consisting of frontline workers and general staff, will be created to handle the initiative and will be supported by a full-time Sustainability Manager.
- *The project will include the following components:*
  1. Development of program structure for a MaineHealth recycling program;
  2. Development of a recycling roll-out plan ;



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** MaineHealth

**DATE:** February 22, 2022

**EVALUATOR NAME:** Mark King, Grant Coordinator

**EVALUATOR DEPARTMENT:** Maine Department of Environmental Protection

3. Identification of approximately 6 on-site Recycling Advocates, who will be trained by ecoMaine, and whose purpose is to engrain recycling and waste reduction habits and identify additional recycling champions throughout the hospital; Recycling Advocates will receive a small stipend for taking on this leadership role;
  4. Development of a Communications plan to relay recycling education, implementation and kick-off dates, ongoing progress and data, etc.;
  5. Identification of recycling bin options, safe and effective bins locations, the purchase and deployment of bins;
  6. Establishment of a composting initiative for the outdoor raised garden beds at Southern Maine Health Care;
  7. Program kick-off/launch date, a celebration of the launch and promotion of the initiative;
  8. Monthly progress communications, through system wide eNews, department presentations, and other communications channels; and
  9. Ongoing recycling compliance/contamination data collection.
- The applicant has already conducted a waste characterization study (2021) to determine areas needing attention and efficiencies that could be made.
  - The proposed project promises to divert a significant amount of food scraps and recyclable content from the waste stream.
2. *Implementation – Work Plan*
- *Timeline is well-planned, appropriate and doable.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** MaineHealth

**DATE:** February 22, 2022

**EVALUATOR NAME:** Mark King, Grant Coordinator

**EVALUATOR DEPARTMENT:** Maine Department of Environmental Protection

***3. Cost Proposal***

- *The applicant proposes a match of 25% and all costs align with RFP standards.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** MaineHealth

**DATE:** 2/18/2022

**EVALUATOR NAME:** Michael Parker

**EVALUATOR DEPARTMENT:** Environmental Protection

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**Individual Evaluator Comments:**

I. Organization Qualifications and Experience

1. Overview of Organization

- MaineHealth is a not-for-profit health care system serving over 1 million residents in Maine and New Hampshire.
- The applicant has implemented recycling programs in the past.
- The success of the programs is based on the commitment of the staff and management.

2. Subcontractors

- None

3. Organizational Chart

- An organizational chart was provided for applicant.

4. Financial disclosure and Certificate of Insurance were provided for the applicant.

II. Proposed Services

1. Services to be Provided

- The applicant has proposed to expand upon an existing recycling program at its' several locations that would likely result in an increase in participation and collection of food scraps.
- The program includes a strong educational component to ensure success and inspire many of its' associates to participate.
- The applicant used real data analyses to evaluate how much waste could potentially be collected and recycled.
- There is opportunity to scale up the program based on interest, potentially engaging facilities in 11 counties.
- The outputs of the program (compost) would be used to improve in-house production of food for the hospitals.

2. Implementation – Work Plan

- The applicant provided a highly detailed workplan that included explicit goals and dates by which they would be achieved.

III. Cost Proposal

- The applicant proposes a match of 25%, meeting the minimum requirement of 25% match. The majority of the funding will be spent on durable equipment.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** Garbage to garden in PPP with City of Sanford

**DATE:** February 22, 2022

**EVALUATOR NAME:** Mark King, Grant Coordinator

**EVALUATOR DEPARTMENT:** Maine Department of Environmental Protection

\*\*\*\*\*

**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- *Both of the proposed partners are well-established and credentialed entities that are actively working on numerous sustainability initiatives in the Southern Maine area.*

*II. Proposed Services*

*1. Services to be Provided*

- *The curbside composting pilot program will further the reduction of MSW disposal by allowing City residents the opportunity to separate their compostable items from the waste stream headed to landfill or incineration. These actions are consistent with the State's goal as the RFP cited in 38 MRSA §2132.1-B: to reduce waste per capita by 5% every five (5) years. Through enforcement of the PAYT and single-sort recycling programs, composting will also be economically advantageous for the Residents of Sanford. Implementation.*
- *Project proposes significant local economic benefits:*
  - *Resident will save about three dollars a month \$36.00 a year in MSW costs.*
  - *City should also effectively see a decrease in single sort recycling contamination.*
  - *Participant's fees paid to the non-profit Garbage to Garden are used to fund the collection of the materials, maintain their equipment, and pay their Employees*
  - *Farm Compost sites receive a tipping of approximately \$30-\$35/Ton.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** Garbage to garden in PPP with City of Sanford

**DATE:** February 22, 2022

**EVALUATOR NAME:** Mark King, Grant Coordinator

**EVALUATOR DEPARTMENT:** Maine Department of Environmental Protection

- *State of Maine will benefit from additional business activity that continues to provide quality jobs to Maine's Residents.*
- *Sanford would have initial participation rate of 15% or 270 tons/year of food scraps diverted away from landfill.*

*2. Work Plan*

- *Timeline is appropriate and should match with the grant/contract timelines.*

*3. Cost Proposal*

- *Match was met and all costs appear appropriate for grant funding.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFP #: 202111169  
RFP TITLE: 2022 Waste Diversion Grants Program, Round I  
BIDDER NAME: Garbage to Garden  
DATE: 2/22/22  
EVALUATOR NAME: Jim Guerra  
EVALUATOR DEPARTMENT: Environmental Protection

\*\*\*\*\*

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**Individual Evaluator Comments:**

**Directions:** *Follow the sections of your RFP to develop a bulleted outline for notes. Delete the sample below and these directions and replace with your own outline based on your RFP.*

- I. *Organization Qualifications and Experience*
  - 1. *Overview of Organization*
    - *Strong and established orgs*
    - 
    -
  - 2. *Subcontractors*
    - *Same*
    - *CPRC or local farm with active compost management plan for handling 1B materials?*
    -
  - 3. *Organizational Chart*
  - 4. *Etc.*
  
- II. *Proposed Services*
  - 1. *Services to be Provided – Described as pilot*
    - *Containers and curbside collection of compostable organics for ALL residents of the City of Sanford*
    - *First month free*
    - *Weekly pick up*
    - *City will track collection data for organics as well as data for MSW to verify any corresponding wt changes.*
    - *55% match*
  
  - 2. *Implementation – Work Plan*
    - 
    -
  
- III. *Project comments – Pros / Cons*
  - *Project proposed as a 2 year pilot – First month only is free. What does fee go to in month 2??*
  - *What is the disposition of the Silverado at project end. Who owns? I don't believe the State should fund that.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER NAME:** City of Sanford, Garbage to Garden  
**DATE:** 02/18/2022  
**EVALUATOR NAME:** Megan Mansfield-Pryor  
**EVALUATOR DEPARTMENT:** Environmental Protection

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**Individual Evaluator Comments:**

- I. Organization Qualifications and Experience
  - 1. Proposal includes two applicants applying in a public-private partnership
  - 2. Overview of Organization-Garbage to Garden
    - This applicant is ten years old and has grown over time to establish itself as an important player in the composting infrastructure in southern Maine.
    - Submitted financial records show this company to be stable and continuing to grow.
    - Company has ample experience serving an array of customers from municipalities to schools to businesses with organics collection services.
  - 3. Overview of Organization-City of Sanford
    - Applicant drafting the proposal has extensive experience in state and local government projects, with seven years as Director of Public Works.
    - Applicant's experience includes strong support for maintaining and even improving the community's recycling program during 2018, when many communities struggled with, cut back, or stopped recycling programs.
    - City has also shown initiative and persistence in clearing out a brownfield property to allow it to be put to better use.
  - 4. Subcontractors
    - n/a
  - 5. Organizational Chart
    - Both organizations included the organization chart as required.
  - 6. Other
    - Garbage to Garden provided the required including financials and insurance information in the application. It is assumed there is no litigation as no documents were included.
- II. Proposed Services
  - 1. Services to be Provided
    - This proposal describes an inclusive, equitable program that would allow residents of all incomes access to easily compost their kitchen scraps.
    - This proposal meets the higher priority for awarding funding as the project is likely to increase the removal and recycling of organic materials from municipal waste streams.
    - In addition, the proposed project meets another important priority of the RFP as it would enhance the delivery of educational initiatives to promote organics management efforts.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** City of Sanford, Garbage to Garden

**DATE:** 02/18/2022

**EVALUATOR NAME:** Megan Mansfield-Pryor

**EVALUATOR DEPARTMENT:** Environmental Protection

- The project would allow those with disposable income to pay for continued curbside service, and those without, to continue composting for free via drop-off at the transfer station.
- Proposal indicates people will sign up through Garbage to Garden and will need to provide their contact information, address, and credit card number although the City will fund the first month of service and grant funds will provide a free bucket (or two).
  - It is not clear whether residents who may not be able to afford ongoing curbside service will be able to receive a free bucket to participate solely in the drop-off program.

2. Implementation – Work Plan

- While there is a work plan provided for Prosecution of Work with detailed information on the program, it does not have a timeline indicating dates when specific tasks would occur, such as when the organics drop-off kiosk at the transfer station would be installed, or when residents would be able to begin signing up for curbside collection.
- The work plan does not clearly tie funding requested for specific positions to the precise work that they will do and when although an array of education and outreach initiatives are identified, and it is clear that print materials will be mailed out as part of this work. More information including how various initiatives like school outreach would be conducted, by whom, and when, would have strengthened the work plan, in addition to a timeline with dates for when activities such as sending out mailers or installing the kiosk would take place.

III. Cost Proposal

- Cost proposal as written shows total proposal cost of \$64,140, with 65% overall match, including \$24,500 from Garbage to Garden and \$10,630 from the City of Sanford.
  - Question: The portion of the grant funding match from Garbage to Garden is for a truck (\$16,000 requested, with \$16,00 match), dump trailer (\$5,500 match), and dump trailer customization (\$3,000 match). To qualify as match, these items must be necessary for the project and be purchased with grant funding, not be part of an already-purchased stock of equipment. The grant proposal as a whole does not clarify why a new truck and trailer are needed. The file submitted for Organizations Qualifications and Experience notes that Garbage to Garden "owns and maintains a fleet of 36 vehicles and trailers and has sufficient equipment to rotate vehicles out of service for planned maintenance or as needed." However, it is clear that these equipment purchases would be primarily dedicated to sustainable materials management activities, namely organics management.
  - The cost proposal requests \$2,480 for outreach and marketing work that appears to be strictly related to launching and promoting the new composting program. Based on the comment under "Utilization of Grant Funds" on file 3 Proposed Services, these funds are for existing Garbage to Garden staff and would be used to subsidize their salary for the work related to promoting this grant.



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** Garbage to Garden/City of Sanford

**DATE:** 2/17/2022

**EVALUATOR NAME:** Michael Parker

**EVALUATOR DEPARTMENT:** Environmental Protection

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**Individual Evaluator Comments:**

I. Organization Qualifications and Experience

1. Overview of Organization

- GtG is a well-established organics collection company with a proven history (10+ years) of success.
- Sanford is well-versed in implementing community-wide programs.

2. Subcontractors

- None

3. Organizational Chart

- An organizational chart was provided for both applicants.

4. Financial disclosure and Certificate of Insurance were provided for GtG. No information for City of Sanford.

II. Proposed Services

1. Services to be Provided

- If successfully implemented, the proposed program has a high likelihood of removing a significant volume of food scraps from the waste stream.
- The program would be available to all residents in 2 communities, targeting a large market.
- The composting facility (CPRC) is licensed by the DEP
- Participants can also take food scraps to transfer station, providing more options.

2. Implementation – Work Plan

- The workplan is detailed enough to appear workable, but does not include any dates or milestones.

III. Cost Proposal

- The applicant proposes a match of 65%, meeting the minimum requirement of 25% match.
- Funds are to be used for equipment and education.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** Kennebec Valley Council of Governments (KVCOG)

**DATE:** February 22, 2022

**EVALUATOR NAME:** Mark King, Grant Coordinator

**EVALUATOR DEPARTMENT:** Maine Department of Environmental Protection

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**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- The Environmental Planning department within KVCOG has for many years provided a strong program focusing on education, training and technical assistance for municipal solid waste managers throughout Kennebec, Somerset, Waldo, Piscataquis & Franklin Counties.
- This Quasi-Municipal agency advocates strongly for all of the communities they serve.

*2. Organizational Chart*

- *KVCOG is a well-established agency whose role it is to support it's communities sustainability efforts.*

*II. Proposed Services*

*1. Services to be Provided*

- Kennebec Valley Council of Governments is proposing a two-phased project to increase three key-aspects regarding the existing solid waste management picture in Maine: access to information, educational outreach and awareness of best practices.
  - Phase I: Create a living database for the status of solid waste management throughout the Kennebec Valley region and expand into Franklin & Piscataquis. Data collected will include: existing programs, postponed programs, any existing ordinances and policies and their scope (bag bans/ PAYT/mandatory recycling ordinance, etc), recycling rates, curbside pickup, transfer station access, town hauling, commercial contracts, food waste

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** Kennebec Valley Council of Governments (KVCOG)

**DATE:** February 22, 2022

**EVALUATOR NAME:** Mark King, Grant Coordinator

**EVALUATOR DEPARTMENT:** Maine Department of Environmental Protection

diversion and any other metrics that arise as valuable throughout the process.

- *Phase II:* Work with the decision makers at the local level and effect change in their solid waste management programs, using the data we've collected to compare what has worked for other similar communities, what hasn't and what can work for them moving forward.

2. *Implementation – Work Plan*

- *Timeline is appropriate and appears to adequately address all aspects of proposal.* Phase 1 goals would be based on number of towns reached and collected from. Phase 2 would focus on more qualitative goals and outcomes. Focusing on municipal and public engagement in conversations and planning meetings, but also taking into consideration the quantitative measuring of number of policies updated, money saved, programs modernized, carbon efficiencies gained, etc.

3. *Cost Proposal*

- *The applicant proposes a minimum match of 25%, but does not figure it into the overall project cost. It appears the applicant is asking for \$25,000 and offering \$6,250.00 as match, yet the total project cost is listed as \$25,000.00. I am concerned that the applicant may have meant to reduce \$25,000.00 request by the \$6,250.00 and should actually be asking for \$18,750.00?? The applicant previously applied in 2021 and was disqualified due to not calculating match appropriately.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** Kennebec Valley Council of Governments (KVCOG)

**DATE:** 02/23/2022

**EVALUATOR NAME:** Megan Mansfield-Pryor

**EVALUATOR DEPARTMENT:** Environmental Protection

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**Individual Evaluator Comments:**

I. Organization Qualifications and Experience

1. Overview of Organization

- The applicant is a regional organization, which receives highest priority in the awarding of funds in the guiding statute for this grant program.
- The organization serves a wide region including Kennebec, Somerset, and a portion of Waldo & Piscataquis counties
- Part of this service includes an established history of education, training, and technical assistance for municipal solid waste managers in the region.
- The organization has ample experience and is well qualified to take on work related to researching options for improving solid waste management in the region and following up with education and outreach for implemented recommended actions.
- The qualifications are supported by the examples provided in their application of organizing regional household hazardous waste collections for their communities, organizing group purchases of supplies to decrease costs, and their work supporting the University of Maine Mitchell Center's Kennebec Valley Food Waste Recycling" project.

2. Subcontractors

- n/a

3. Organizational Chart

- The organizational chart was provided as required.

4. Other

- Financial statements and insurance information were provided as required. There is no litigation to report.

II. Proposed Services

1. Services to be Provided

- The proposed services described in this application would take advantage of regional economies of scale; would enhance the delivery of educational initiatives to promote organics management or recycling efforts; and address a statewide need which is the need for better data on what is happening with existing waste management programs, and what would help them improve. Lastly, this project has the potential to accomplish much more in the future by providing good data and establishing better communications with municipal decision-makers when it comes to making solid waste management decisions.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

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**DATE:** 02/23/2022

**EVALUATOR NAME:** Megan Mansfield-Pryor

**EVALUATOR DEPARTMENT:** Environmental Protection

- The proposed project expands even farther than the region currently served by KVCOG to include abutting Franklin County
  - The collection of detailed data on solid waste management including waste diversion efforts on a town-by-town basis would provide valuable information to residents, businesses, and municipalities, and help to establish a baseline upon which to improve as well as a comparative look at how different towns in a region handle waste, potentially opening up more waste diversion opportunities in the process.
  - Working directly with municipal officials on their solid waste management programs and tying solid waste awareness into the organization's community and economic development efforts would likely improve the outcome of these programs, particularly when there is data to support diversion efforts.
  - All data collected would be made public, providing a resource not just to the communities within the KVCOG region, but in other areas of the state looking to improve their solid waste management practices.
  - Overall, while many of the benefits of the project would be long-term and occur in the future, there is significant potential for many solid waste management improvements and increased diversion through this project by the analysis and distribution of data to help decision-makers make informed decisions based on the best practices and experiences of like communities.
2. Implementation – Work Plan
- The work plan appears to be complete, with time allocated to ensure both phase 1 and phase 2 can be completed in a reasonable time frame.
- III. Cost Proposal
- The applicant indicates that they will provide in-kind match exceeding the minimum of 25%. Specifically, the column for match states that, "KVCOG Will provide it's match by in-kind contributions. KVCOG will cover all fringe benefits, providing technology, equipment, facilities, office space, printing services, grant administration & reporting requirements. The value of these offerings exceed the 25% (\$6,250.00)."
  - The form lists a total proposed cost amount of \$25,000 in the form where it specifies applicants should input the Total Proposed Cost (Grant Contribution + Match).
  - The fringe benefits of \$6,250.00 plus the \$25,000 in funding requested comes out to a total proposed cost including grant contributions and match of \$31,250. \$6,250 is 25% of \$25,000, which is the amount of funding they have requested. However, it appears that the applicant intends to provide an amount exceeding the minimum 25% match in in-kind services so the actual value of match may indeed be sufficient to meet this requirement, even if this is not accurately reflected in the form.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFP #: 202111169  
RFP TITLE: 2022 Waste Diversion Grants Program, Round I  
BIDDER NAME: Kennebec Valley Council of Governments  
DATE: 2/24/22  
EVALUATOR NAME: Jim Guerra  
EVALUATOR DEPARTMENT: Environmental Protection

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**Individual Evaluator Comments:**

**Directions:** *Follow the sections of your RFP to develop a bulleted outline for notes. Delete the sample below and these directions and replace with your own outline based on your RFP.*

- I. *Organization Qualifications and Experience*
  - 1. *Overview of Organization*
    - *The organization is well known with a solid track record within the communities it serves*
  - 2. *Subcontractors - none*
  - 3. *Organizational Chart*
  - 4. *Etc.*
  
- II. *Proposed Services*
  - 1. *Services to be Provided*
    - *increase: access to information, educational outreach and awareness of best practices.*
    - *"work proposed is vital to creating a more resilient, modernized and well-informed solid waste picture Statewide"*
    -
  - 2. *Implementation – Work Plan*
    -
  
- III. *Pro / Con proposal*
  - *Proposal goes on talking about "this information" collected, but it's not clear what "this information" is. In other words, parameters of the info collected are not clear.*
  - *I would prefer to see more specifics i.e. How community A overcame high costs of HHW disposal, deals with demolition debris etc. Not sure what is to be studied in this proposal..., everything?*
  - *Seems its greatest impact may be on SW budget costs which is laudable but not the point of the grant.*
  - *Seems like a rating system is proposed to determine best approaches to solid waste management in Maine and then make them available to all, but this is not directly said.*

**STATE OF MAINE  
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**EVALUATOR DEPARTMENT:** Environmental Protection

- *Seems as a scattered approach, speaking in general of “program improvements” for example... Specifics?*
- *Seems at least some of this data may already be collected by the required annual reports but it’s hard to say because there are no specifics, “existing programs, postponed programs”.*
- *The issue/problem does not feel particularly well described...thus the “solutions” seem scattershot.*
- *What is WGDC report*
- *Claims this granular collection of data is more appealing to “JQ Public” but doesn’t really explain how or the value of the data*
- *Phase 2 starts to explain better but the proposal jeopardized by statements like “Having leveraged existing relationships with regional entities and municipalities to create this tool”, “will be bring resiliency and future-planning into the conversation.”*
- *Budget does not reveal types of technology, software and resources” are to be utilized nor does it reveal outreach type; site visits?, phone interviews? Survey?*
- *Hourly rate at \$71 seems steep and would likely cover the planner’s fringe benefits as well... But fringe benefits are presented as match...Budget is as vague as the proposal...*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** KVCOG

**DATE:** 2/18/2022

**EVALUATOR NAME:** Michael Parker

**EVALUATOR DEPARTMENT:** Environmental Protection

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**Individual Evaluator Comments:**

I. Organization Qualifications and Experience

1. Overview of Organization

- KVCOG is a well-established, county-wide agency that specializes in implementing broad programs encompassing regional audiences, including multiple counties.
- The applicant has implemented waste collection and diversion programs.
- 

2. Subcontractors

- None

3. Organizational Chart

- An organizational chart was provided for applicant.

4. Financial disclosure and Certificate of Insurance were provided for the applicant.

II. Proposed Services

1. Services to be Provided

- The applicant has proposed a 2-step program to analyze existing data and make it available to a variety of audiences across multiple counties that would assist in decision making for targeted waste programs.
- The program would be available to 5 counties, targeting a large market.
- While the proposal talks in generalities regarding goals and outcomes, no specific objectives were put forth that demonstrated the removal of organics from the disposal side of waste management, nor that recycling and reuse of wastes would increase.

2. Implementation – Work Plan

- The workplan is detailed enough to appear workable and does include dates and milestones, but is lacking in targeted management of solid waste at higher levels of the waste hierarchy.

III. Cost Proposal

- The applicant proposes a match of 25%, meeting the minimum requirement of 25% match. However, the way the costs are proposed makes it difficult to determine the exact total cost.



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFP #: 202111169

RFP TITLE: 2022 Waste Diversion Grants Program, Round I

BIDDER NAME: Diggers Cooperative

DATE: February 22, 2022

EVALUATOR NAME: Mark King, Grant Coordinator

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- *Company established in 2021 (approx. a year-old), worker-owned Maine cooperative business, currently operate 3 compost yards (Acton, Sanford and Buxton) in surrounding community.*
- *Have Diggers Cooperative is a worker-owned cooperative business established in the state of Maine in January, 2021, in order to transform undesirable organic waste into usable products through partnerships that empower our communities to reduce, manage and create value from their trash.*
- *Operate 3 compost yards in our surrounding area, primary site in Acton, a satellite site in Sanford and a retail/commercial composting site in Buxton.*
- *Principal, Scott is a Compost Educator, with a Bachelor's Degree in Chemical Engineering and 10 years of experience in garden design, excavation, and landscape construction.*
- *Digger Team is focused on Educational initiatives, including: free soil science and composting workshops*

*2. Organizational Chart*

- *The Organization Chart reflects a robust group of educated folks.*

*II. Proposed Services*

*1. Services to be Provided*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** Diggers Cooperative

**DATE:** February 22, 2022

**EVALUATOR NAME:** Mark King, Grant Coordinator

**EVALUATOR DEPARTMENT:** Maine Department of Environmental Protection

- *The applicant proposes to launch a regional food waste collection and awareness campaign at local transfer stations, educating the community and developing infrastructure required for processing organic materials.*
- *Diggers Cooperative proposes to manage the collection of organic materials from local schools, farms, restaurants, and other businesses across Southern Maine producing organic waste.*
- ***The applicant does not currently hold any DEP licenses and will require one for each facility handling more than 5 cubic yards of food scraps per month.***
- ***All of the identified sites currently managed by applicant do not hold a valid DEP License to accept and compost food scraps in excess of 5 cubic yards/month.***

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**EVALUATOR NAME:** Mark King, Grant Coordinator

**EVALUATOR DEPARTMENT:** Maine Department of Environmental Protection

- Below is a list of the local towns with transfer stations and the projected amount of food waste that could be diverted based on the estimate that 40% of MSW is food waste and an estimated 10% resident participation:
  - Acton - 93 tons/ year
  - Lebanon - 88 tons/year
  - Shapleigh - 90 tons/ year
  - Newfield - 85 tons/ year
  - Wells - 109 tons/year
  - Ogunquit- 65.7 tons/year
    - **Total: 530.7 tons/ year (will need licenses)**
- **Identification of proposed acquisitions of equipment**
  - 5 Gallon buckets with lids and composting information on them to be distributed to all residents, restaurants and schools for source separation of food waste.
  - 64 gallon totes with our information on them will be distributed to our commercial customers and transfer stations, where food waste will be dumped.
  - A soil screening machine would allow us to separate coarse material such as sticks, rocks and plastic from our finished compost product, facilitating the transformation of a waste product into a marketable product.
- 2. *Implementation – Work Plan*
  - *Timeline is appropriate and should match with the grant/contract timelines.*
- 3. *Cost Proposal*
  - *Match was met and all costs appear appropriate for grant funding, however, applicant is proposing the collection of volumes of food scraps that would require one or more DEP Licenses before the material could be collected and processed.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFP #: 202111169

RFP TITLE: 2022 Waste Diversion Grants Program, Round I

BIDDER NAME: Diggers Cooperative

DATE: 2/22/22

EVALUATOR NAME: Jim Guerra

EVALUATOR DEPARTMENT: Environmental Protection

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**Individual Evaluator Comments:**

I. *Organization Qualifications and Experience*

1. *Overview of Organization*

- *New organization and new to the Department*
- *Operate 3 "composting yards" none of which are licensed*
- *Waste mushroom mycelium from mushroom production may be better utilized as animal feed.*
- *Cooperative with BoD – Operates five departments*

2. *Subcontractors*

- *Last Light Farm – Acton – Seems to be Diggers' source of mushroom waste and seaweed, "as well as supporting us with waste disposal collection and product delivery." Not clear of their role otherwise*

3. *Organizational Chart*

- *No info on BoD*
- *No by-laws included providing cooperative approach*

II. *Proposed Services*

1. *Services to be Provided*

- *It is difficult to ascertain current services from proposed services but propose collection of food waste and paper waste for composting at three sites under their control. It appears none are licensed for food waste*
- *Proposes 25% match*
- 

2. *Implementation – Work Plan*

III. *Critique – Pro /Con*

1. *Claim to save Acton \$300K at 10% recovery of organics by CD sc. (file3 page 2 )What is "CD by sc"?? "If we reach our goal of 10% MSW diverted, we would save the town of Acton over \$300,000 by CD sc." Calculating tonnages wrong – Acton, 40% of 930 tons MSW is 372. Capturing 10% would yield 37 tons not 93.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

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**EVALUATOR NAME:** Jim Guerra

**EVALUATOR DEPARTMENT:** Environmental Protection

2. *Lebanon calculated correct and there is no info on Buxton even though they are already composting food waste at the transfer station*
3. *20 Facilities in Ogunquit, 20 more in Kennebunk but no indication of agreements? Are facilities licensed?? I would feel more secure if an app went in simultaneous with the grant proposal.*
4. *Seems 5 gallon buckets won't be enough for restaurants.*
5. *Website does not seem to exist*
6. *Concerned about credentials and the fast ramp up to handle a lot of putrescible material*
7. *\$8000 screen adequate? No mention of where 25% share will come from...*
8. *Proposing 967 tons / year food waste from Wells/Ogunquit run, 967 tons/year from Sanford/Kennebunk and 530 t/yr from 6 transfer facilities but provide no info regarding licensing nor any solid agreements.*
9. *Proposal includes \$8,250 for on-going wages*
10. *Scott is enthusiastic!*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER NAME:** Diggers Cooperative  
**DATE:** 02/22/2022  
**EVALUATOR NAME:** Megan Mansfield-Pryor  
**EVALUATOR DEPARTMENT:** Environmental Protection

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**Individual Evaluator Comments:**

I. Organization Qualifications and Experience

1. Overview of Organization

- The applicant is a worker-owned cooperative business that was established just over one year ago in January of 2021.
- While relatively new, the organization has received business development support from the Cooperative Development Institute (CDI) in the form of a Rural Cooperative Development Grant.
  - This support from CDI did not include direct funding but provided the co-op with board training, advice, and help with developing by-laws and a financing plan, which in turn led them to apply for this grant and to obtain additional funding pathways through the Cooperative Fund of New England, which has a mission of funding new cooperative businesses.
- During their time operating, the cooperative has established multiple partnerships with various entities in their region from farms to transfer stations to schools.
  - The organization has a partnership with a horse stable that provides them with reliable source of manure for composting.
- The organization has multiple composting sites and appears to have plenty of capacity to take on additional material.
- The organization's work helping to facilitate free soil science and composting workshops demonstrates commitment.

2. Subcontractors

- Subcontractor Last Light Farm has a supply of composting nutrients from local sources including waste mushroom substrate and seaweed.
  - Farm is organic and is described as having "years of experience producing high quality compost."

3. Organizational Chart

- The organization chart was included as required and appears to be complete.

4. Other

- The financials and insurance information were also included as required. There appears to be no litigation as no documents were included.

II. Proposed Services

1. Services to be Provided

- The proposed project would have regional benefits in diverting organic waste throughout rural southern and southwestern Maine.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** Diggers Cooperative

**DATE:** 02/22/2022

**EVALUATOR NAME:** Megan Mansfield-Pryor

**EVALUATOR DEPARTMENT:** Environmental Protection

- This proposal meets the higher priority for awarding funding as the project is likely to increase the removal and recycling of organic materials from municipal waste streams.
- In addition, the proposed project would take advantage of regional economies of scale; increase organics management infrastructure in underserved areas of the state; and enhance the delivery of educational initiatives to promote organics management efforts;
  - The organization has already established relationships with at least municipal transfer station, several local schools, restaurants, and farms, and appears to be set up for future growth with the existing capacity and partnerships to significantly expand their composting efforts.
- Distributing free buckets to residents along with compost education and making it possible for them to drop food scraps at the transfer station will make it easy and free for people to compost, increasing the chance that more will participate.
- It is not clear whether renting a screener would be more efficient, or if purchase is the best option for this organization. Renting was not noted as an option in the proposal, so the applicant may not be aware of rental options, or may have considered renting and specifically ruled it out.
- The data on food scrap collection would be publicly available online, providing easy access to measuring and tracking diversion efforts related to the project.
- One concern with this proposal is that they plan to collect cardboard for composting. While diverting food scraps and other organics are an important priority in both Maine's solid waste hierarchy and food recovery hierarchy, composting waste cardboard is not the highest and best use. Cardboard is an important, widely recycled scrap commodity in our domestic supply chain, and not only it is vital in terms of material supply, but there are significantly more environmental benefits to recycling cardboard than to composting it. Recycling cardboard reduces the need to harvest virgin trees and producing paper products from waste cardboard uses less energy than harvesting and processing trees into pulp in order to make them into cardboard and other paper products. Given the array of other nutrient feedstocks available to carry this project forward, cardboard is not needed and likely adds less than value than other available amendments.

2. Implementation – Work Plan

- The work plan is detailed and realistic, laying out a timeline that addresses program growth over time with continued outreach

III. Cost Proposal

- The cost proposal includes 25% match, primarily in materials and equipment, but also for in-kind labor. The labor funding requested appears to be geared toward project start-up costs for launch, promotion, and education.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** Diggers Cooperative

**DATE:** 2/17/2022

**EVALUATOR NAME:** Michael Parker

**EVALUATOR DEPARTMENT:** Environmental Protection

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**Individual Evaluator Comments:**

I. Organization Qualifications and Experience

1. Overview of Organization

- The applicant is a very new company with 1 year of experience in organics management
- Applicant has established several informal connections with local schools and municipalities as well as organics generators
- Applicant is operating several small satellite composting operations
- None of the principals submitted documentation of formal training in composting.

2. Subcontractors

- Last Light Farm has many years of experience managing organics.

3. Organizational Chart

- An organizational chart was provided

4. Financial disclosure and Certificate of Insurance were provided.

II. Proposed Services

1. Services to be Provided

- As proposed, the applicant would engage with and incorporate organics from multiple businesses and municipalities.
- As proposed, there is a high likelihood that the workplan would result in removing organics from the disposal side of waste management.
- Based on the quantities proposed and the site plan submitted by the applicant, it appears that the applicant would need a compost license from the DEP.
- Applicant lists cardboard as a feedstock. This material is difficult to compost and can already be recycled at a higher level.
- The screener that the applicant proposes to purchase was not adequately justified.

2. Implementation – Work Plan

- The workplan is feasible as laid out.

III. Cost Proposal

- The applicant proposes a match of 25%, meeting the minimum requirement of 25% match.
- Funds to be used for equipment and education



**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

RFP #: 202111169

RFP TITLE: 2022 Waste Diversion Grants Program, Round I

BIDDER NAME: City of South Portland (Proposal 2)

DATE: February 22, 2022

EVALUATOR NAME: Mark King, Grant Coordinator

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- *Recognized leader in Sustainability Initiatives in the State of Maine.*
- *Have released several organics collection pilot projects that are now sustainable activities.*
- *Organization has previously received and beneficially utilized several WDGs in the past.*
- *Project team is highly motivated and pushing a strong educational agenda.*

*2. Subcontractors*

- *All subcontractors are from the local area.*

*3. Organizational Chart*

- *The Organizational Chart is well-organized and there appears to be a huge network of support for the project.*
- *City of South Portland is highly-insured.*

*II. Proposed Services*

*1. Services to be Provided*

- *City of South Portland proposes hiring an outside consultant to evaluate the feasibility and cost of implementing Pay-As-You-Throw (PAYT) in tandem with curbside food waste collection. With no municipalities in the state currently offering citywide curbside food waste collection, South Portland would be Maine's first municipality to offer this transformational waste diversion service.*
- *The City has not identified the consultant's name or qualifications.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** City of South Portland (Proposal 2)

**DATE:** February 22, 2022

**EVALUATOR NAME:** Mark King, Grant Coordinator

**EVALUATOR DEPARTMENT:** Maine Department of Environmental Protection

- *South Portland Waste Reduction Committee (WRC), Sustainability Office, and Public Works Department have spent the past three years internally discussing the implementation of PAYT. This has ultimately resulted in a well-thought-out, but incomplete, cost analysis of different PAYT systems.*
- *The applicant states that although the project will not result in a significant diversion of waste, the potential to divert an additional 1,828 tons of food waste and organics per year on top of the 231 tons per year that is already diverted by those who opt to recycle through our free drop-off program or pay for Garbage to Garden.*
- *This proposal aligns highly with the Division of materials Management's vision of "community clusters" and the benefit of local solid waste diversion efforts.*
- *Program will be supported with strong education initiative and the data provided will help the state with it's overall management goals.*
- *The only con, as stated above, is that the City has yet to identify the Consulting firm or it's qualifications.*
  
- *Work Plan*
  - *The proposed implementation schedule appears to adequately address timely implementation of the project.*
  
- *Cost of Proposal*
  - *The applicant has met match requirements, but has not provided the name or qualifications of the proposed consultant to justify the \$12,000 request.*

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER NAME:** City of South Portland, Proposal 2  
**DATE:** 02/23/2022  
**EVALUATOR NAME:** Megan Mansfield-Pryor  
**EVALUATOR DEPARTMENT:** Environmental Protection

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**Individual Evaluator Comments:**

I. Organization Qualifications and Experience

1. Overview of Organization

- The applicant is a municipality, which receives highest priority, along with regional associations, in the awarding of funds in the guiding statute for this grant program.
- The applicant has an established history of successfully implementing ambitious waste diversion projects, including from previous grant awards and independently. The application lists multiple examples of the City's work to increase waste diversion including a pilot project for curbside food collection, hiring interns to inspect and tag recycling bins to reduce contamination, setting up free kiosk drop-offs for residents to bring food scraps for composting, and a sustainability initiative working with a consultant on a solar feasibility assessment regarding their landfill as well as other municipally-owned properties.
- The applicant has a goal to become a zero-waste community, which is in line with helping the State of Maine achieve our goal of diverting 50% of municipal solid waste through recycling and composting, and reducing per capita waste disposal.

2. Subcontractors

- The applicant proposes to hire an outside consultant to complete the work described in the application but has not identified candidates or received quotes for services, so the outside consultant's qualifications and experience cannot be evaluated here.

3. Organizational Chart

- The organizational chart was provided as required.

4. Other

- All other required information including financials, insurance information, and litigation were provided in the application.

II. Proposed Services

1. Services to be Provided

- The project would allow the applicant to evaluate the potential of implementing pay-as-you-throw (PAYT) along with curbside food collection, which has the potential to significantly reduce waste disposal and reduce the amount of organics in the waste stream in one of Maine's largest communities, with a population of over 25,000.
- As noted in the proposal, pairing free curbside collection for both recyclables and food scraps with PAYT is an effective way to encourage more participation in

## STATE OF MAINE INDIVIDUAL EVALUATION NOTES

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** City of South Portland, Proposal 2

**DATE:** 02/23/2022

**EVALUATOR NAME:** Megan Mansfield-Pryor

**EVALUATOR DEPARTMENT:** Environmental Protection

waste diversion programs as it makes diversion as easy as disposal, allows people to save money by using the diversion program, and clearly links the costs of disposal with the waste each household generates.

- The success of this project relies heavily on the work of the consultant, who has not been identified.
  - Documentation identifying the consultant and providing a cost estimate from that consultant along with information related to their experience and their anticipated timeframe to complete the analysis would provide reassurance of the outcome.
- The proposal indicates that, “Based on the results of the proposed analysis, the City of South Portland will move forward with proposing a PAYT/curbside food waste collection system. The Sustainability and Public Works departments will request Capital Investment Plan funding and/or funds from Extended Producer Responsibility for packaging program to support the launch of both PAYT and curbside food waste collection, with income generated through PAYT used to offset any operating costs associated with curbside food waste collection.”
  - Funding from the packaging program in Maine would not be available until 2027, so this is not a potential funding source within the timeframe for this grant. Due to lack of familiarity with the Capital Investment Plan funding, it is not clear whether this is a guaranteed source of funding that could be acquired in a timely manner to allow implementation of PAYT along with curbside food scrap collection in the timeframe provided in the proposal.
- Overall, there are uncertainties with the outcome of this proposal, namely the fact that the consultant is not identified, that implementation of any diversion program relies on the work of the consultant, and whether or not the budget would allow this project to move forward if the funding sources identified are not available in the anticipated timeframe for launching PAYT with curbside food scrap collection during July 2023-March 2024.

### 2. Implementation – Work Plan

- The work plan appears to be complete but relies on timely turnaround from a consultant and the ability to access funding needed for implementation of PAYT and curbside food scrap collection within the two-year timeframe.

### III. Cost Proposal

- The proposal includes adequate match of 25.5% in in-kind labor.
- All funds requested are for labor hours for an outside consultant.
- The comments also note that the City of South Portland would cover capital costs to launch PAYT/curbside food waste collection.
- Although the funding amount requested of \$12,000 is not extensive, it is not clear how this amount was decided upon or whether it is sufficient for the work as no quotes were provided or consultants identified to complete the project.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** City of South Portland – Proposal 2

**DATE:** 2/16/2022

**EVALUATOR NAME:** Michael Parker

**EVALUATOR DEPARTMENT:** Environmental Protection

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**Individual Evaluator Comments:**

I. Organization Qualifications and Experience

1. Overview of Organization

- Applicant has extensive experience in waste diversion efforts, including food scraps.
- Applicant has goal of reducing GHG emissions by 80% by 2050.
- Applicant can serve a large population given its location and provided and extensive list of successful waste minimization projects

2. Subcontractors

- While the applicant has stated it will hire a consultant to execute the workplan, none has been identified and its credentials and work experience cannot be evaluated.

3. Organizational Chart

- A clear organizational chart was provided

4. Financial disclosure and Certificate of Insurance were provided.

II. Proposed Services

1. Services to be Provided

- Grant funds would be used to evaluate the potential of implementing a pay-as-you-throw system to be co-implemented with a curbside food scrap collection program. In its conceptual form, it makes it easier for the homeowner to manage all waste streams in a simplified manner, likely leading to increased diversion of wastes from the disposal end of the spectrum.
- The proposed services provide no long-term infrastructure.
- It is difficult to evaluate the potential success of this proposal, as the consultant has not been identified.
- There will likely be more demand than availability of the tools, which may frustrate potential users.

2. Implementation – Work Plan

- The workplan is well thought-out, but is incumbent on the knowledge, skills, and abilities of the consultant and the ability to meet the proposed timetable.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169

**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I

**BIDDER NAME:** City of South Portland – Proposal 2

**DATE:** 2/16/2022

**EVALUATOR NAME:** Michael Parker

**EVALUATOR DEPARTMENT:** Environmental Protection

III. Cost Proposal

- The applicant proposes a match of 25.5%, meeting the minimum requirement of 25% match.
- As noted above, this is solely a labor-based proposal and, if the decision to implement the plan is approved by the residents, would require additional funding going forward.

**STATE OF MAINE  
INDIVIDUAL EVALUATION NOTES**

**RFP #:** 202111169  
**RFP TITLE:** 2022 Waste Diversion Grants Program, Round I  
**BIDDER NAME:** South Portland, Proposal 2  
**DATE:** 2/22/22  
**EVALUATOR NAME:** Jim Guerra  
**EVALUATOR DEPARTMENT:** Environmental Protection

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**Individual Evaluator Comments:**

*I. Organization Qualifications and Experience*

*1. Overview of Organization*

- *SoPo is a known quantity with excellent track record for project development and implementation.*

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*2. Subcontractors*

- *Unknown*

*3. Organizational Chart*

*II. Proposed Services*

*1. Services to be Provided*

- *City of South Portland proposes hiring an outside consultant to evaluate the feasibility and cost of implementing Pay-As-You-Throw (PAYT) in tandem with curbside food waste collection. The product of the study would be difficult to transfer to other entities because of particular nuances associated with So Po only:*

- 1. Ownership of mix of RFID capable bins,*
- 2. Existence of curbside collection of recyclables*
- 3. Addition of curbside organics collection*

- *South Portland-specific nuances and few examples of bin-based programs*
- *The proposed program is really not replicable for other communities, it is figuring out how or if to adjust an existing program*
- *This is a study, no implementation. It is intended to back up a proposal to the City Council*

*2. Implementation – Work Plan*

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STATE OF MAINE  
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Janet T. Mills  
Governor

Melanie Loyzim  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202111169**  
**RFP TITLE: 2022 Waste Diversion Grants, Round i**

I, Mark A. King accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Environmental Protection. 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.**

Handwritten signature of Mark King in black ink.

2/15/2022

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Signature

Date





STATE OF MAINE  
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Janet T. Mills  
Governor

Melanie Loyzim  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202111169**  
**RFP TITLE: 2022 Waste Diversion Grants Program Round I**

I, Megan Mansfield-Pryor accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Environmental Protection. 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).

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A handwritten signature in black ink, appearing to be 'Megan Mansfield-Pryor'.

02/15/2022

Signature

Date



STATE OF MAINE  
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Janet T. Mills  
Governor

Melanie Loyzim  
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT

RFP #: 202111169

RFP TITLE: 2022 Waste Diversion Grants Program, Round I

I, Michael T. Parker accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Environmental Protection. 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).

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Michael T. Parker  
Signature

2/16/2021  
Date



STATE OF MAINE  
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Janet T. Mills  
Governor

Melanie Loyzim  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202111169**  
**RFP TITLE: 2022 Waste Diversion Grants Program**

I, James A. Guerra, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Environmental Protection. 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).

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James A. Guerra  
Signature

2/15/2022  
Date