

State of Maine
Master Score Sheet

RFP# 202309192					
2023 Waste Diversion Grant, Round II (page 1 of 2)					
Bidder Name:		City of Eastport	Town of Whitefield	Kennebec Valley Regional Waste Corporation	1 Earth Compost
Proposed Cost:		\$18,300	\$5,000	\$7,500	\$6,375
Scoring Sections	Points Available	100	100	100	100
Section I: Preliminary Information	0	0	0	0	0
Section II: Organization Qualifications and Experience	15	15	15	15	15
Section III: Proposed Services	50	50	50	49	48
Section IV: Cost Proposal	35	35	35	35	35
TOTAL	<u>100</u>	<u>100</u>	<u>100</u>	<u>99</u>	<u>98</u>
Bidder Name:		MSAD #6 – Bonny Eagle	Town of China	Maine Beer Company	Maine GearShare
Proposed Cost:		30,000	\$14,440.57	\$2,335.50	\$22,500
Scoring Sections	Points Available	100	100	100	100
Section I: Preliminary Information	0	0	0	0	0
Section II: Organization Qualifications and Experience	15	15	15	15	15
Section III: Proposed Services	50	50	47	41	50
Section IV: Cost Proposal	35	33	34	34	20
TOTAL	<u>100</u>	<u>98</u>	<u>96</u>	<u>90</u>	<u>85</u>

RFP# 202309192

2023 Waste Diversion Grant, Round II (page 2 of 2)

Bidder Name:		Diggers Cooperative	Information Technology Exchange dba give IT get IT	Town of Stonington	
Proposed Cost:		\$30,000	\$34,000	\$34,425	
Scoring Sections	Points Available	100	100	100	
Section I: Preliminary Information	0	0	0	0	
Section II: Organization Qualifications and Experience	15	13	12	10	
Section III: Proposed Services	50	35	30	20	
Section IV: Cost Proposal	35	22	22	10	
TOTAL	<u>100</u>	<u>70</u>	<u>64</u>	<u>50</u>	

Award Justification Statement
RFP# 202309192, 2023 Waste Diversion Grants, Round II

I. Summary

On Friday, September 15, 2023, the Maine Department of Environmental Protection, in accordance with 38 MRSA §2201-B, Maine Solid Waste Diversion Grant Program, issued RFP# 202301008, 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 eleven proposals were initially received. These proposals were evaluated by a qualified team of individuals from the Department's Division of Materials Management. Ten 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). Seven proposals were awarded a full award and three will receive a partial awards.

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 November 8, 2023 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 Waste Diversion Grants program operates solely as a grant, so we did not compare the costs of each project against one another but judged each based on individual merit.

VI. Conclusion

The ten proposals chosen for funding all represent 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

December 5, 2023

Lester Sheaffer, Jr.
Chair Whitefield Select Board
36 Townhouse Road
Whitefield, ME 04353
Contact: WayUpWright@gmail.com

**SUBJECT: Notice of Conditional Contract Awards under RFP# 202309192
2023 Waste Diversion Grants Program, Round II**

Dear Mr. Sheaffer,

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 eleven proposals which 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 awards:

Award Recipient Name	Award Type
City of Eastport	Full
Town of Whitefield	Full
Kennebec Valley Regional Waste Corporation	Full
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Town of China	Full
Maine Beer Company	Full
Maine GearShare	Partial
Diggers Cooperative	Partial
Information Technology Exchange dba give IT get IT	Partial

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(207) 764-0477 FAX: (207) 760-3143

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 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,

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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

December 5, 2023

Arnold Luce - President
Kennebec Valley Regional Waste Corp.
57 Anson Road
Starks, ME 04911
Contact: ewhilton@myfairpoint.net

SUBJECT: Notice of Conditional Contract Awards under RFP# 02309192,
2023 Waste Diversion Grants Program, Round II

Dear Mr. Luce,

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 eleven proposals which were evaluated and scored using the evaluation criteria identified in the RFP.

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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

December 5, 2023

Matt Saunders, Owner/Operator
1 Earth Composting, LLC
43 Elm Street West
Hampden, ME 04444
Contact: 1earthcomposting@gmail.com

SUBJECT: Notice of Conditional Contract Awards under RFP# 202309192, 2023 Waste Diversion Grants Program, Round II

Dear Mr. Saunders,

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 eleven proposals which were evaluated and scored using the evaluation criteria identified in the RFP.

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DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM
COMMISSIONER

AWARD NOTIFICATION LETTER

December 5, 2023

Clay Gleason – Superintendent (MSAD #6)
94 Main Street
Buxton, ME 04093
Contact: athibodeau@bonnyeagle.org

**SUBJECT: Notice of Conditional Contract Awards under RFP# 02309192,
2023 Waste Diversion Grants Program, Round II**

Dear Mr. Gleason,

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 eleven proposals which were evaluated and scored using the evaluation criteria identified in the RFP.

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JANET T. MILLS
GOVERNOR

STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM
COMMISSIONER

AWARD NOTIFICATION LETTER

December 5, 2023

Rebecca Hapgood – Town Manager
Town of China
571 Lakeview Avenue
China, ME 04358
Contact: choule@chinamaine.org

**SUBJECT: Notice of Conditional Contract Awards under RFP# 02309192,
2023 Waste Diversion Grants Program, Round II**

Dear Ms. Hapgood

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 eleven proposals which were evaluated and scored using the evaluation criteria identified in the RFP.

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JANET T. MILLS
GOVERNOR

STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM
COMMISSIONER

AWARD NOTIFICATION LETTER

December 5, 2023

Maine Beer Company
Steve Mills, CEO
525 US Route 1
Freeport, ME 04032
Contact: dlove@mainebeercompany.com

**SUBJECT: Notice of Conditional Contract Awards under RFP# 02309192,
2023 Waste Diversion Grants Program, Round II**

Dear Mr. Mills,

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JANET T. MILLS
GOVERNOR

STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION



MELANIE LOYZIM
COMMISSIONER

AWARD NOTIFICATION LETTER

December 5, 2023

Maine GearShare
Josh Bossin, Executive Director
657 Old Portland Road
Brunswick, ME 04011
Contact: emily@mainegearshare.org

SUBJECT: Notice of Conditional Contract Awards under RFP# 02309192,
2023 Waste Diversion Grants Program, Round II

Dear Mr. Bossin,

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 eleven proposals which were evaluated and scored using the evaluation criteria identified in the RFP.

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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

December 5, 2023

Diggers Cooperative
Scott Guzman, Founder
845 Garvin Rd
Acton, ME 04001
Contact: guzmanovation@gmail.com

**SUBJECT: Notice of Conditional Contract Awards under RFP# 02309192,
2023 Waste Diversion Grants Program, Round II**

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 eleven proposals which 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 awards:

Award Recipient Name	Award Type
City of Eastport	Full
Town of Whitefield	Full
Kennebec Valley Regional Waste Corporation	Full
1 Earth Compost	Full
MSAD #6 – Bonny Eagle	Full
Town of China	Full
Maine Beer Company	Full
Maine GearShare	Partial
Diggers Cooperative	Partial
Information Technology Exchange dba give IT get IT	Partial

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AUGUSTA, MAINE 04333-0017
(207) 287-7688 FAX: (207) 287-7826

BANGOR
106 HOGAN ROAD, SUITE 6
BANGOR, MAINE 04401
(207) 941-4570 FAX: (207) 941-4584

PORTLAND
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PORTLAND, MAINE 04103
(207) 822-6300 FAX: (207) 822-6303

PRESQUE ISLE
1235 CENTRAL DRIVE, SKYWAY PARK
PRESQUE ISLE, MAINE 04769
(207) 764-0477 FAX: (207) 760-3143

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 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, appearing to read "Mark A. King", followed by a long horizontal line extending to the right.

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

December 5, 2023

Town of Stonington
Kathleen Billings, Town Manager
Stonington, ME 04681
Contact: econdev@stoningtonmaine.org

**SUBJECT: Notice of Conditional Contract Awards under RFP# 02309192,
2023 Waste Diversion Grants Program, Round II**

Dear Ms. Billings,

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 eleven proposals which 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 awards:

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Maine Beer Company	Full
Maine GearShare	Partial
Diggers Cooperative	Partial
Information Technology Exchange dba give IT get IT	Partial

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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

December 5, 2023

Information Technology Exchange dba give IT get IT
Jodi Martin, Executive Director
60 Industrial Street
Waterville, ME 04901
Contact: cmartin@giveitgetit.org

SUBJECT: Notice of Conditional Contract Awards under RFP# 02309192,
2023 Waste Diversion Grants Program, Round II

Dear Ms. Martin,

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 eleven proposals which were evaluated and scored using the evaluation criteria identified in the RFP.

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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

December 5, 2023

George Finch
City Manager, City of Eastport
22 Washington Street
Eastport, ME 04631
Contact: samratcgre@yahoo.com

**SUBJECT: Notice of Conditional Contract Awards under RFP# 202309192
2023 Waste Diversion Grants Program, Round II**

Dear Mr. Finch

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 eleven proposals which were evaluated and scored using the evaluation criteria identified in the RFP.

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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: City of Eastport
DATE: 11/08/23

SUMMARY PAGE

Department Name: Department of Environmental Protection
Name of RFP Coordinator: Mark King
Names of Evaluators: Mark King, Megan Mansfield-Pryor and Jim Guerra

<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section I. Preliminary Information	0	0
Section II. Organization Qualifications and Experience	15	15
Section III. Proposed Services	50	50
Section IV. Cost Proposal	35	35
<u>Total Points</u>	<u>100</u>	<u>100</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: City of Eastport
DATE: 11/08/23

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

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

Evaluation Team Comments:

I. Overview of the Organization

- The organization is a Municipality that serves approximately 1,284 residents.
- The City has been operating a successful recycling operation for more than 15 years. During covid, the program was suspended and that resulted in the loss of their trucking operator and now the City is requesting help to rebuild their recycling efforts.
- The City has provided adequate information that they have the funds necessary to undertake the project as proposed.
- Eastport has had recycling committee participants steadily over the past 15 years and has the full support and participation of town government in this endeavor. It plans to utilize established sources for information and experience to re-ignite and evolve its program from where it was pre-pandemic to a full-service baling operation including the proper handling of e-waste, Hg lamps and paint.
- The recycling committee is comprised of volunteers, the Fire Department, City Council, Public Works, and citizens, providing an array of expertise and public input.
- The committee has been working closely with their City Council members as well as regional partners, demonstrating strong support and increased likelihood of success.
- The committee has shown commitment to getting the recycling program back up and running after disruptions including a change in ownership of the building for their former recycling program and the COVID-19 pandemic put a stop to their program several years ago.

II. Subcontractors

- The proposal notes that subcontractors will be identified only if the grant is awarded, and the municipality can advertise and award bids for work to be

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: City of Eastport

DATE: 11/08/23

subcontracted. The subcontracted services would be utilized during facility re-construction based on response to City issued RFP for service.

- III. Organizational Chart
 - Included
- IV. Litigation (if applicable)
 - Included
- V. Financial Viability
 - Included
- VI. Certificate of Insurances
 - Included

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: City of Eastport
DATE: 11/08/23

**EVALUATION OF SECTION III
Proposed Services**

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

Evaluation Team Comments:

I. Proposed Services

A. Services to be Provided.

- The City currently operates a robust recycling program with committed volunteers serving 228 hours thus far in 2023.
- To rebuild the recycling program, the City needs to expand operations in another location. They have found that location and now need to develop it by:
 - Adding storage through the purchase of a 40 foot-long shipping container—grounds will need preparation work for container placement;
 - The existing building onsite needs to be upgraded to three-phase power.
 - The City states that once the site has been renovated, they will be able to expand their recycling efforts to reach out to the Town of Perry and the Passamaquoddy Tribe (Sipayik) to develop partnerships and expand recycling efforts.
- The selected site appears to be well suited for a recycling center, with a convenient location, adequate space and parking.
- The small island community has strong community support for its recycling efforts and also has unique relationships with neighboring communities, including the Passamaquoddy Nation. This is best represented by the Passamaquoddy tribe gifting the City with a baler and Cooke Aquaculture providing a donation of six Xactic totes.
- The recycling committee has given extensive consideration for education and outreach, partnering with community entities, and expanding their waste diversion messaging beyond recycling to composting and tool lending libraries, as well as other methods to “reduce, reuse, recycle.”
 - When it was running previously, the recycling program and reported an estimated average of 1.75 tons diverted per month of various commodities including glass, cans, various plastics,

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: City of Eastport

DATE: 11/08/23

newsprint, magazines, office paper and other paper, tagboard and cardboard (depending on markets), not including e-waste, paint or light bulbs.

- The committee demonstrates that they have meticulously researched the project needs, anticipated costs, and set-up to ensure a successful implementation from the space and equipment to electrical to the site location being in a convenient, accessible area.
- The project would meet a need in a rural, underserved area of the state and has the potential to expand over time: the committee has indicated a plan to further expand the program and their education and outreach efforts to bring in the Town of Perry and the Passamaquoddy Tribe at Sipayik, as well as other neighboring communities for possible partnerships. It also plans to continue and expand on its outreach the Eastport School System, Cans for Cancer, New to You Thrift Shop, and Peavey Memorial Library.
 - The project has already received support via in-kind donations from Passamaquoddy Tribe at Sipayik and Cooke Aquaculture,
- The committee is also planning to learn the steps and process to participate in the EPR for packaging and ensure that they are collecting the right materials for that program as it develops, demonstrating that they are clearly engaged with the current opportunities and will be well poised to divert materials to the greatest extent possible. Their stated aim is not only to participate with the State's new EPR for packaging program but also re-establish their participation in the Hg lamp, e-waste and paint recovery. Such facilities tend to be an excellent resource to communities for up to date and accurate waste management information and solutions.
 - Their familiarity with the developing program is apparent as they specifically discuss data tracking and flexibility to adapt that tracking.
 - The project description also addresses staff training, again demonstrating a well-researched application and committed team.
- The City proposes to re-engage its citizens with its relocated recycling facility on City property, offering baling services and direct shipment to markets collaborating as possible with other municipalities on full tractor trailer loads.
 - This project is exactly what this Grant Program is designed for: reinvigorating weaker programs abandoned during Covid is critical to encourage participation in the State's new EPR for Packaging program.
- This project merits the highest priority in statute for this grant program as the applicant is a municipality.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: City of Eastport

DATE: 11/08/23

- Implementation – Work Plan
 - The work schedule is appropriate, timely, and well-thought-out, providing ample opportunity to educate all parties involved before execution of the recycling effort.
 - The level of detail provided demonstrates their commitment to success.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: City of Eastport
DATE: 11/08/23

**EVALUATION OF SECTION IV
Cost Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Cost Proposal	35	35

Evaluation Team Comments:

II. Costs Proposal

- The applicants are requesting \$18,300 to purchase the storage container, prepare site for container placement and to repair and provide electrical upgrades to the existing building.
- The City has provided adequate evidence that they have the funds necessary to undertake the project and, in fact, exceed the 25% match requirement, coming in at 49 %.
- Additionally, the evidence of strong partnership development with neighboring communities, makes this proposal a very good choice for funding based on the potential return on the investment.
- The costs requested are for a baler for recyclables and one-time labor fees to wire and otherwise set up a facility space for the recycling program.
- The applicant provides a robust 49% match in equipment, facilities, material, and labor.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: Town of Whitefield
DATE: 11/08/23

SUMMARY PAGE

Department Name: Department of Environmental Protection
Name of RFP Coordinator: Mark King
Names of Evaluators: Mark King, Megan Mansfield-Pryor and Jim Guerra

<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section I. Preliminary Information	0	0
Section II. Organization Qualifications and Experience	15	15
Section III. Proposed Services	50	50
Section IV. Cost Proposal	35	35
<u>Total Points</u>	<u>100</u>	<u>100</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: Town of Whitefield
DATE: 11/08/23

**OVERVIEW OF SECTION I
Preliminary Information**

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

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

Evaluation Team Comments:

- I. Overview of the Organization
 - The Town of Whitefield is a small agricultural community located in Central Maine.
 - The Town has a robust Solid Waste Recycling Committee (SWRC), made up of individuals who, collectively, possess more than 100+ years of solid waste management experience and a wealth of knowledge amongst its team, all of whom have relevant professional and personal experience to undertake the work of this project.
 - In February of 2023, following development of the SWRC, the group issued a report entitled, “Municipal Solid Waste Disposal Options for the Town of Whitefield”, that outlined options for recycling in the Whitefield community. This led to a stronger recycling program.
 - During the Fall of 2023, Whitefield’s SWRC also began exploring ways to rescue and divert food scraps from landfill disposal towards Higher and Better Uses.
 - The Chair of the Committee successfully completed Maine Compost School and many of its members are long-term home composters.
 - All committee members lend unique skills and experience including construction, composting, community planning, law, pollution mitigation, and running a business, providing assurance that the project will have significant internal support and a high likelihood of success.
 - The committee shows commitment to the project, having already reached out to DEP to learn about the logistics of the project they are proposing, such as registering their Consolidated Organics collection site with DEP.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: Town of Whitefield
DATE: 11/08/23

Overview of organization continued:

- II. Subcontractors
 - n/a
- II. Organizational Chart
 - Included
- III. Litigation (if applicable)
 - Included
- IV. Financial Viability
 - Included
- V. Certificate of Insurances
 - Included

**EVALUATION OF SECTION III
Proposed Services**

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

Evaluation Team Comments:

- III. Proposed Services
 - A. Services to be Provided.
 - The Town of Whitefield proposes to capture and collect surplus food and food scraps from their current landfill waste stream-opting to divert the rescued food towards higher and better uses in the following descending order:
 - Donation of edible food to local food bank feeding hungry families,
 - Feed food scraps (not consumable by humans) to hungry animals, and
 - All surplus food and food scraps not able to be donated or fed to hungry animals would be composted locally through the following mechanism:
 - A food scrap collection kiosk would be added to the existing Recycling Center in Whitefield. Collected food scraps would then be

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Town of Whitefield

DATE: 11/08/23

transported to the Lincoln County Recycling Plant for inclusion in their existing compost pile.

- The newly launched program will be supported by the Whitefield SWRC through development of a comprehensive educational program.
- Additionally, funds will be used to purchase educational signs to help reinforce “good behaviors” and also to direct residents regarding the “Do’s and Don’ts” of food scrap drop-off.
- Along with centralized food scrap collection, the applicants are also proposing to use grant funds to purchase the materials to make and sell home compost bins to local residents using a sliding scale based upon economic security of the party seeking a bin for home use.
- Finally, the Whitefield SWRC is proposing to make local connections to rescue large amounts of food that may be located outside of Whitefield’s borders, but still is local enough that it may be captured and diverted to higher and better uses.
- The committee will provide amendment to keep odors under control and follow the process for registering the site with DEP as a consolidated organics collection location.
- The committee would use grant funds to construct the site as well as to provide signage to help ensure residents use the collection location appropriately and only drop off accepted organics.
- The committee has a solid plan for education and outreach with logical locations to reach people in a timely and convenient manner at the recycling center, town office, library, food bank, and local businesses.
- The committee will report annually to DEP on collection activities at the collection location.
- The project also includes a backyard composting component, with materials purchased and committee volunteer labor used to construct 35 compost bins at approximately \$ 71 apiece, to be sold at a 25, 50, or 100% subsidy depending on the household finances of the recipient and using bin sale revenues to purchase additional bins and educational materials.
- The project takes equity into consideration and ensures households with limited budgets are still able to compost between the food scrap collection site and the tiered subsidies for purchasing a backyard composting bin for those who prefer that method.
- The project proposal demonstrates awareness of the need to adhere to the food recovery hierarchy, noting that the committee will work to identify surplus food that might be moved to a higher and better use such as food rescue or animal feed depending on the condition of the food and how it is currently managed.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Town of Whitefield

DATE: 11/08/23

- Overall, the proposal is thorough and demonstrates that the knowledge, skills, will, and labor for this project to succeed are in place and the committee is ready to do the work.
- This project merits the highest priority in statute for this grant program as the applicant is a municipality and meets a second high priority for diverting organics from the waste stream.

B. Implementation – Work Plan

- The plan as proposed is aggressive and should have a robust food scrap collection and diversion program running at full capacity by Spring 2024.
- The work plan contains all necessary information.

**EVALUATION OF SECTION IV
Cost Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Cost Proposal	35	35

Evaluation Team Comments:

IV. Costs Proposal

- The funds requested are for facilities and materials.
- The cost proposal includes a strong 38% match, with a modest requested amount for \$5,000 in funding.
- The \$20 per hour labor rate allotted for the project match is more than reasonable considering the time value and professional expertise of the committee members who will be implementing the project.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Kennebec Valley Regional Waste Corporation

DATE: 11/08/23

SUMMARY PAGE

Department Name: Department of Environmental Protection

Name of RFP Coordinator: Mark King

Names of Evaluators: Mark King, Megan Mansfield-Pryor and Jim Guerra

<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section I. Preliminary Information	0	0
Section II. Organization Qualifications and Experience	15	15
Section III. Proposed Services	50	49
Section IV. Cost Proposal	35	35
<u>Total Points</u>	<u>100</u>	<u>99</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Kennebec Valley Regional Waste Corporation

DATE: 11/08/23

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

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

Evaluation Team Comments:

I. Overview of the Organization

- Kennebec Valley Regional Waste Corp (KVRWC) was formed in 1991 to handle recycling for the Towns of Anson, Bingham, Solon and Starks. Today, only Starks and Anson remain as Bingham and Solon dropped out due to space constraints.
- KVRWC has operated a recycling facility and associated curbside pickup program since 1991.
- Initially four towns participated: Anson, Starks, Bingham and Solon. Curbside equipment is wearing out and is too undersized to serve Solon and Bingham efficiently. Solon and Bingham dropped out, but the proposal implies they will rejoin if the collection could be more cost efficient.
 - It is not clear whether the waste corporation has initiated conversations about returning to the program with those two municipalities that dropped out yet.
- This two municipalities (one of which is comprised of two villages) currently part of the regional waste corporation has demonstrated commitment to recycling by sticking with the program since 1991 despite various market upheavals.
- The overview doesn't provide details on the project participants, but for a straightforward project, it seems to provide sufficient information.

II. Subcontractors

- Brown's Welding and Fabrication of Norridgewock has provided a rough quote of \$10,000 to replace or rebuild the trailer.

III. Organizational Chart

- Included

IV. Litigation (if applicable)

- Included

V. Financial Viability

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Kennebec Valley Regional Waste Corporation

DATE: 11/08/23

- Included
- VI. Certificate of Insurances
 - Included

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Kennebec Valley Regional Waste Corporation

DATE: 11/08/23

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	50	49

Evaluation Team Comments:

II. Proposed Services

A. Services to be Provided.

- KVRWC is requesting funds to repair an existing recycling trailer that is in very poor condition to allow them to once again engage in safe recycling operations and, hopefully reengage with the Towns of Bingham and Solon to expand recycling efforts in the area.
- As is shown in their application, the current trailer is no longer viable for this purpose, having rusted and worn out beyond repair.
- This project merits the highest priority in statute for this grant program as the applicant is a regional organization representing two municipalities in a rural, underserved area.
- This project would allow the organization to continue providing collection, baling, and diversion of recyclables including metal, plastics, and fiber (cardboard, paper).
- The project is based on a rough estimate, and the potential of expansion is not certain; however, the need is clear and the project will have a definite diversion impact in at least two communities.

B. Implementation – Work Plan

- This project only entails purchase of a new piece of equipment to replace an old one that has worn out, but no specific work plan was included.
- Additional details, such as timing for equipment replacement, would have strengthened this piece of the application.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Kennebec Valley Regional Waste Corporation

DATE: 11/08/23

**EVALUATION OF SECTION IV
Cost Proposal**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section IV. Cost Proposal	35	35

Evaluation Team Comments:

III. Costs Proposal

- The applicant is requesting \$7,500 to repair and make new again, their existing recycling trailer. The applicant has offered a 25% match and shown evidence they have the funds available.
 - This area is also somewhat underserved, and the repair of the recycling trailer will undoubtedly improve recycling efforts in the area and quite possibly encourage Bingham and Solon to return to the partnership.
- The requested funding amount of \$7,500 is modest relative to the maximum request of \$40,000 per applicant.
- \$7,500 to invest in recycling access in an underserved area for multiple communities is an excellent use of Waste Diversion Grant funds.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: 1 Earth Compost
DATE: 11/08/23

SUMMARY PAGE

Department Name: Department of Environmental Protection
Name of RFP Coordinator: Mark King
Names of Evaluators: Mark King, Megan Mansfield-Pryor and Jim Guerra

<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section I. Preliminary Information	0	0
Section II. Organization Qualifications and Experience	15	15
Section III. Proposed Services	50	48
Section IV. Cost Proposal	35	35
<u>Total Points</u>	<u>100</u>	<u>98</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: 1 Earth Compost
DATE: 11/08/23

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

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

Evaluation Team Comments:

I. Overview of the Organization

- The organization is a start-up between a husband-and-wife team, and it has shown positive growth since its inception in 2022.
- The organization is actively engaged in composting and is very well networked into its community.
- One of the founders holds a certificate of technical ability from a recognized compost program (131 Degrees School of Composting), whose lead instructor is a graduate of the Maine Compost School.
- They have partnered with another area business, Chickadee Compost, which is mentoring their operation in exchange for their assistance with its composting operation.
 - Chickadee Compost is skilled in composting, has a permitted operation, and is accepting the food scraps 1 Earth Compost collects, in addition to being willing to guide them through the process of starting up their own composting business, including advice on selecting and permitting an appropriate site.
- The company is a member of the US Composting Council
- The organization already has more than 40 subscribers for food scrap curbside service.
- Matt and Katie have shown a great intensity of effort in the Bangor area and continue to increase their subscription from residences there. Their vision to expand their program has been carefully thought out and shows the promise of future growth.

II. Subcontractors

- The company does not list any subcontractors but is partnering with Kate Tomkins from Chickadee Compost for processing organics.

III. Organizational Chart

- Included

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: 1 Earth Compost

DATE: 11/08/23

- IV. Litigation (if applicable)
 - Included
- V. Financial Viability
 - Included
- VI. Certificate of Insurances
 - Included

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: 1 Earth Compost
DATE: 11/08/23

**EVALUATION OF SECTION III
Proposed Services**

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

Evaluation Team Comments:

I. Proposed Services

A. Services to be Provided.

- Applicant intends to expand collection of kitchen scraps to include commercial generators in an area of the state without alternatives for organics management.
- The applicants state that the addition of these items will allow them to expand their food scraps collection services to the communities of Bangor, Brewer and Hampden, which collectively house approximately 50,000 residents. Given that most Mainers waste approximately 200 lbs. of food scraps annually, 1 Earth has the potential to collect (and divert from landfilling) up to 10,000,000 million pounds or 5,000 tons annually from just those three communities alone.
- The scraps will initially be composted at Chickadee Compost in Surry, but 1 Earth does have a plan in the works to keep the scraps more local by developing their own compost site in the Hampden area.
- Applicant intends to utilize and an existing composting operation (existing infrastructure) in Blue Hill while expanding collection to a level that can support a local facility.
- The program expansion this funding would support is primarily directed at restaurants, breweries, and event centers in the Bangor region, whereas current operations are serving individual/residential customers.
- The applicant has partnered with a co-worker space the Bangor Greendrinks group to help them divert food scraps from events.
- Residents within communities that are part of the MRC may divert organics through a food scrap drop-off program.
- The Department should notify the applicant that drop off sites for food scraps so that subscribers should be registered as a consolidated organics kiosk.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: 1 Earth Compost

DATE: 11/08/23

- The applicant demonstrates their awareness of local arrangements within the MRC related to the Hampden facility and indicate their intention to operate alongside that facility.
- The applicant has a plan to track daily volumes and weights of food scraps collected as well as finished compost volumes.
- The proposal is very well thought-out and appears highly likely to succeed but this is a new operation, so there is some uncertainty about long-term impacts.
- It will be important for them to find a local site to permit for composting in order to reduce the transport miles as it is a nearly 80-mile round-trip to Chickadee Compost's site.
- Proposal networks with other operating facility which reduces redundancy and raises viability of both operations.
- Proposal further helps to reduce wasted food in MSW in an area without current options.
- With a residential program already underway the proposal would extend reduction/collection services and education to commercial settings.

B. Implementation – Work Plan

- The work schedule is appropriately set-up for success. Once the containers are acquired, the applicants will begin developing relationships with area business and by late winter 2024, should begin expansion of the existing program.
- Applicant utilizes a conservative approach expanding material volume and source diversity prior to investing in land and more machinery.
- The work plan is very short and simple and includes just a few steps to scale up their collections after purchasing the lift gate, totes, and stickers. It is missing an "x" to install the lift gate, but that, along with the other purchases to implement the project, appears likely to very quickly follow after its purchase.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: 1 Earth Compost
DATE: 11/08/23

**EVALUATION OF SECTION IV
Cost Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Cost Proposal	35	35

Evaluation Team Comments:

II. Costs Proposal

- Proposal cost is aligned with other similar requests.
- The potential value of this project is significant, particularly in comparison to the funds requested.
- The applicants have provided adequate evidence that they meet the 25% match and that the acquisition of the items noted above will allow them to expand their existing collection and, potentially, divert a significant amount of food scraps away from disposal.
- All funds requested are for equipment, including a lift gate for their truck, food scrap toters, and stickers for labeling the toters, with the 25% match met in funding from the organization to support the purchases; in-kind labor was not included although they could have done so to increase their match percentage.
- The requested funding amount of \$6,375 is very modest compared to the cap of \$40,000 per award.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: MSAD #6 – Bonny Eagle
DATE: 11/08/23

SUMMARY PAGE

Department Name: Department of Environmental Protection
Name of RFP Coordinator: Mark King
Names of Evaluators: Mark King, Megan Mansfield-Pryor and Jim Guerra

<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section I. Preliminary Information	0	0
Section II. Organization Qualifications and Experience	15	15
Section III. Proposed Services	50	50
Section IV. Cost Proposal	35	33
<u>Total Points</u>	<u>100</u>	<u>98</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: MSAD #6 – Bonny Eagle
DATE: 11/08/23

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

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

Evaluation Team Comments:

- I. Overview of the Organization
 - The Buxton Center Elementary School (BCES) is comprised of 545 students and an additional 141 staff.
 - Since 2021, BCES staff and educators have been working with students encouraging the proper techniques to manage waste and recycling, including handling and disposal.
 - The applicant is MSAD # 6 Buxton School Staff in concert with Hannaford outreach and The Ecology School in Saco.
 - In 2022-23, MSAD #6 worked with the UMaine Mitchell Center for Sustainable Solutions and Agricycle to conduct an 8-week pilot study at the BCES to determine if students could skillfully collect and divert food scraps from disposal. The resulting success has provided the impetus to try and expand this program district-wide.
 - The applicant shows commitment to reducing waste and diverting materials from the waste stream, electing staff ‘champions’ throughout the school district to educate students on “proper techniques for waste and recycling handling and disposal.
 - Further, the applicant worked with the University of Maine to assess their food scrap generation in the school meal system from surplus scrap generation in the kitchens to scraps from school lunch leftovers.
 - The applicant has researched options for taking their program to the next step of increasing food scrap diversion with a permanent program by identifying funding partners for in-kind donations and a robust training program to ensure the project is implemented with a solid understanding of the best practices.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: MSAD #6 – Bonny Eagle
DATE: 11/08/23

- The applicant’s past project examples all demonstrate and reinforce their commitment to diverting food scraps from disposal, reducing waste generation, and instilling knowledge about the environmental impacts of waste and how to best prevent and divert waste in their students, which has the potential for exponential benefit as these students grow and share that knowledge with others in their families and social circles.

- II. Subcontractors
 - n/a
- II. Organizational Chart
 - Included
- III. Litigation (if applicable)
 - Included
- IV. Financial Viability
 - Included
- V. Certificate of Insurances
 - Included

**EVALUATION OF SECTION III
Proposed Services**

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

Evaluation Team Comments:

- III. Proposed Services
 - A. Services to be Provided.
 - Buxton Center Elementary School (BCES), with support from Hannaford, The Ecology School and Agri-Cycle, seeks funding to demonstrate the long-term viability of a comprehensive cafeteria food waste education and reclamation program on BCES’ campus as a model for expansion to the other seven schools in the MSAD #6 school district.
 - BCES and staff from the Ecology School will work together to promote greater awareness and understanding of the importance of food systems and wasted food diversion.
 - The project would entail moving from a pilot food scrap diversion project to a permanent food scrap diversion program, starting at one school

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: MSAD #6 – Bonny Eagle

DATE: 11/08/23

location and ultimately (hopefully) expanding to serve the entire school district.

- This project would include food scraps from back-of-the-house excess supply and food scraps from school lunches that are not eaten (packaged and unpackaged).
 - The scraps would be transported to Exeter Agri-Energy for depackaging (if needed) and processing in their anaerobic digester, diverting the scraps from disposal and producing energy and animal bedding.
- The applicant is focused on education to support the project from the start, teaching students with hands-on education including food systems, “seeding, planting, weeding, harvesting, eating, and composting.”
 - The education includes a two-night immersive overnight programming for approximately 20 4th grade students and their teachers at The Ecology School’s 312-acre River Bend Farm campus, where the working agricultural spaces provide an experiential classroom for students, teachers and adults to engage in all stages of the food cycle including seeding, planting, weeding, harvesting, eating, and composting.
- The end goal is to expand the program, once it has been established, from the 600 students and nearly 200 staff served in one location to the entire district, which would grow the program to divert food scraps from approximately 3,000 students and 800 staff.
- This project would provide a model for food scrap diversion that would be applicable for other school districts to use in the future.
- This project merits the highest priority in statute for this grant program as the applicant is a municipal entity and meets a second high priority for diverting organics from the waste stream.

B. Implementation – Work Plan

- Year 1, The Ecology School will focus on supporting the development of BCES’ program through a day-long professional development for up to 50 staff and ongoing support.
- Year 2, The Ecology School will support expansion of the program to the broader MSAD #6 community with up to 150 staff for a professional development day.
- The work plan extends out to approximately one year from now, at which point it focuses on assessing the program’s ability to expand during the coming year.
- The work plan contains the key steps to get the program up and running.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: MSAD #6 – Bonny Eagle
DATE: 11/08/23

**EVALUATION OF SECTION IV
Cost Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Cost Proposal	35	33

Evaluation Team Comments:

IV. Costs Proposal

- The applicant is requesting \$30,000 to acquire the necessary equipment and supplies to undertake the project.
 - \$12,000 will fund the overnight immersive experience for up to 40 BCES 4th graders and teachers;
 - \$8,000 will fund training education and outreach efforts provided by the Ecology School on Food Systems; and
 - \$10,000 will cover equipment and materials (signs, printed materials, and 20 food scrap recycling bins).
 - The only labor funding requested is for one-time costs to train students and teachers on how to run a food scrap diversion program.
- This project is an excellent opportunity for the WDG program to fund an educational program that is focused on food systems and waste management.
- The applicant has met the 25% required match through in-kind donations from Hannaford for materials (estimated 100 hours of labor) and one-time labor costs.
 - The applicant does not include teacher/staff salaries to attend as an in-kind, although they could have done so.
 - Signs and printed material will be designed by Hannaford at \$4,500; printing of these materials is required from the grant at \$3,500.
 - Tech assistance in developing and implementing at 100 hrs.@ \$55 per hour does not seem to make use of any experience gathered previously. Use of already available resources could greatly reduce their costs. Such resources include: the Community Compost Outreach Kit, available via email request sent to: Mark.A.King@maine.gov
 - More clarity on the fee structure of the Ecology School trainings would be helpful to understanding the value for the funds requested.
- MSAD #6 is the largest school district in the State. There is little discussion of food waste prevention in this proposal, but this may be covered during the three-day immersion at The Ecology School.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: MSAD #6 – Bonny Eagle

DATE: 11/08/23

- There is significant potential to involve and encourage a significant number of students and staff in a solid food waste diversion program.
- We believe this effort is a great way to showcase the educational value of the Waste Diversion Grants.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: Town of China
DATE: 11/08/23

SUMMARY PAGE

Department Name: Department of Environmental Protection
Name of RFP Coordinator: Mark King
Names of Evaluators: Mark King, Megan Mansfield-Pryor and Jim Guerra

<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section I. Preliminary Information	0	0
Section II. Organization Qualifications and Experience	15	15
Section III. Proposed Services	50	47
Section IV. Cost Proposal	35	34
<u>Total Points</u>	<u>100</u>	<u>96</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: Town of China
DATE: 11/08/23

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

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

Evaluation Team Comments:

I. Overview of the Organization

- The Town of China is a small municipality in the Central Maine area. The municipality has received a previous WDG award to establish an RFID program at the transfer station. However, that project was ultimately stopped after implementation.
- The applicant is a municipality with extensive experience with implementing various waste diversion projects from composting to reuse through their swap shop to recycling.
- The municipality also has ample experience successfully completing projects from a previous expansion of their compost site, to operating a well-run swap shop, to the infrastructure projects noted in their application for facilitating sidewalk and bridge construction.

II. Subcontractors

- The applicant has identified Plummer Forest Products (Nobleboro, ME) as the company that will install their concrete pad and provided a quote for this work.
- Plummer Forest Products is known and trusted by the municipality and has been in business for over five years.

III. Organizational Chart

- Included - typical municipal format.

IV. Litigation (if applicable)

- Included

V. Financial Viability

- Included

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: Town of China
DATE: 11/08/23

- VI. Certificate of Insurances
- Included

**EVALUATION OF SECTION III
Proposed Services**

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

Evaluation Team Comments:

- I. Proposed Services
- A. Services to be Provided.
- The applicant is requesting funds for expansion of existing 25 x 90 concrete compost slab to a 60 X 100 sq ft which will be separated into up to 4 bunkers utilizing stackable concrete retaining blocks. The applicant estimates this will allow them to increase their annual tonnage of diverted food scraps from 53 tons to over 100 tons.
 - The applicant is also requesting funds for installation of a small (\$2,000) photoelectric array to power LED lighting for the swap shop. Install Solar Panels on Swap Shop building to facilitate electrification of a simple lighting system to increase the hours the building is available for resident access. The applicant believes the extra hours of operation will allow the facility to divert more items away from disposal.
 - Inadequate light during fall, winter and spring seems overstated. Results of implementation would be difficult to measure at best.
 - Costs include \$2,000 to power LED lights for an hour or two per day (3 days open till 5:30) for a few months out of the year to extend swap shop hours seems to be somewhat resource intensive.
 - Installation of a salvaged window or a translucent roof panel could accomplish a similar result. A LiFePo battery could run such a string of lights for some time via recharging that is already available on site.
 - Based on the applicant's numbers from 2021 they have diverted 19.5 tons of demolition debris on average per year and they estimate that

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: Town of China
DATE: 11/08/23

they will be able to increase diversion to around 40 tons of demolition debris through their swap shop with this upgrade.

- Installation will be accomplished by Transfer Station staff.
- The proposal is extremely detailed and thorough, demonstrating that a good amount of research and work has already gone into the preparation for the work this application would fund, which in turn suggests a high likelihood of success.
- The facility has a staff person who has completed Maine Compost School and is fully prepared to maintain the compost operation.
- This project merits the highest priority in statute for this grant program as the applicant is a municipality and meets a second high priority for diverting organics from the waste stream.
- In addition, this project aims to move demolition debris out of the waste stream for reuse, a use that is higher up the solid waste management hierarchy than recycling and has a bigger environmental benefit in terms of resource conservation and greenhouse gas reductions.

B. Implementation – Work Plan

- The applicant has supplied a timeline that seems appropriate and efficient.

**EVALUATION OF SECTION IV
Cost Proposal**

	<u>Points Available</u> <u>e</u>	<u>Points Awarded</u> <u>d</u>
Section IV. Cost Proposal	35	34

Evaluation Team Comments:

II. Costs Proposal

- The applicant is requesting \$14,440.57 to acquire the necessary equipment and supplies to undertake the project and has offered a 33% match of \$4,820.
- The project as proposed seems like it will be a beneficial addition to an environmentally active community.
- Like the rest of the application, the cost proposal is extremely detailed and well-researched.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: Maine Beer Company
DATE: 11/08/23

SUMMARY PAGE

Department Name: Department of Environmental Protection
Name of RFP Coordinator: Mark King
Names of Evaluators: Mark King, Megan Mansfield-Pryor and Jim Guerra

<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section I. Preliminary Information	0	0
Section II. Organization Qualifications and Experience	15	15
Section III. Proposed Services	50	41
Section IV. Cost Proposal	35	34
<u>Total Points</u>	<u>100</u>	<u>90</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: Maine Beer Company
DATE: 11/08/23

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

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

Evaluation Team Comments:

I. Overview of the Organization

- Maine Beer Company-MBC-(Freeport) was founded in 2009 by brothers David and Daniel Kleban. Their simple motto is “Do What’s Right”. As part of their overall theme, the Duo provide 1% of their annual profits to improving the environment.
- The applicant’s commitment to waste reduction and diversion, as well as their communities, is very clear in the work that they have taken on not for economic motivation but to do the right thing.
- The applicant notes they are working with other businesses to help them divert more materials, including Bayside Bowl in Portland.
- MBC has developed a robust recycling program adding two bulk-material bailers to bale and sell #4 shrink-wrap plastics, polypropylene grain bags and cardboard. They have also found other outlets for various extra items and hope to be zero-waste within the next few months.
- MBC became first private company to complete ecomaine’s Master Recycler Program.
 - The applicant is looking to earn a net-zero waste certification, further demonstrating a commitment to moving materials up the waste hierarchy.
- MBC actively participated in Allagash Brewery’s Recycling Co-Op, until summer 2023 when they acquired their own balers to recycle onsite.

II. Subcontractors

- n/a

III. Organizational Chart

- Included

IV. Litigation (if applicable)

- Included

V. Financial Viability

- Included

VI. Certificate of Insurances

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Maine Beer Company

DATE: 11/08/23

- Included.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: Maine Beer Company
DATE: 11/08/23

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	50	41

Evaluation Team Comments:

II. Proposed Services

A. Services to be Provided.

- MBC is seeking 75% cost-share [\$2,335.50] to purchase a new hydraulic cylinder to revitalize one of the companies two balers. The current cylinder is broken, and the baler is down, making it very difficult keep up with current recycling demands, especially if a second baler were to fail. MBC also states that once this baler has been repaired, they will have additional capacity to take on other local entities and further increase local recycling efforts.
- The applicant has done their research and provided a quote as well as the steps needed to complete the repair, which they will handle in-house to reduce costs.
- This repair would facilitate the applicant’s ability to continue diverting: “eight bales of cardboard, six bales of #4 HDPE plastic, and six bales of polypropylene grain-bags each month.”
- This project could also enable the organization to scale up later, noting that the repair, “may allow for future involvement with local entities including restaurants, other breweries, and interested individuals.”
 - However, there is no commitment to further scale up and extend the recycling services to other area entities.
 - Considering the equipment itself also has an embodied carbon footprint, repairing it to prolong its life over purchase of a new piece of equipment is both economically and environmentally sound.
- This proposal would assist in the separation, recovery, and recycling of a fairly small waste stream in terms of tonnage, but a stream that might nonetheless be disposed of without their efforts.

B. Implementation – Work Plan

- The work plan is extremely brief and contains all necessary information.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Maine Beer Company

DATE: 11/08/23

- The only unknown in the work plan is accounted for, which is material lead-time.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: Maine Beer Company
DATE: 11/08/23

**EVALUATION OF SECTION IV
Cost Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Cost Proposal	35	34

Evaluation Team Comments:

- III. Costs Proposal
- The applicant is requesting \$2,335.50 to repair and make new again, their existing baler. The applicant has offered a 25% match and shown evidence they have the funds available. Given the quick repair turnaround and potential to expand recycling efforts in the Freeport area, this project seems like a great return on a small investment.
 - All funds requested are for equipment, with match provided with in-kind labor.
 - The overall funding request is less than \$2,500, a very modest amount for the return we expect to see.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: Maine GearShare
DATE: 11/08/23

SUMMARY PAGE

Department Name: Department of Environmental Protection
Name of RFP Coordinator: Mark King
Names of Evaluators: Mark King, Megan Mansfield-Pryor and Jim Guerra

<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section I. Preliminary Information	0	0
Section II. Organization Qualifications and Experience	15	15
Section III. Proposed Services	50	50
Section IV. Cost Proposal	35	20
<u>Total Points</u>	<u>100</u>	<u>85</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: Maine GearShare
DATE: 11/08/23

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

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

Evaluation Team Comments:

- I. Overview of the Organization
 - Established in 2022, Maine Gear Share (MGS) is a nonprofit that makes outdoor gear available to anyone wishing to venture into the outdoors. The company currently rents and repairs gear. To increase repair efficiency, the company is interested in adding a commercial sewing machine.
 - MGS has developed a mobile pop-up repair station that it transports throughout the state offering repair services at events to help increase the life of outdoor clothing and gear [keeping it out of the waste stream].
 - The applicant is a 501©3 nonprofit with oversight by a Board of Directors (BoD)
 - The nonprofit organization is relatively new but has already successfully diverted many outdoor gear items from the waste stream through repair.
 - The applicant has several FT employees and a volunteer pool.
 - The dedication and expertise of the nonprofit is clear from their application, which describes staff and volunteers using their own personal tools and equipment to repair items at regional events.
 - The application also notes a very high success rate with previous repair events, suggesting that the project has a strong likelihood of building upon early successes.
 - The applicant has already found several partners to support their work by hosting events and appears to be receiving funding through membership fees and donations, suggesting that these revenues will continue to grow with their expansion.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: Maine GearShare
DATE: 11/08/23

- II. Subcontractors
 - n/a
- II. Organizational Chart
 - Included
- III. Litigation (if applicable)
 - Included
- IV. Financial Viability
 - Included
- V. Certificate of Insurances
 - Included

**EVALUATION OF SECTION III
Proposed Services**

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

Evaluation Team Comments:

- III. Proposed Services
 - A. Services to be Provided.
 - The applicant provides pop-up and shop-based repair services for a wide array of outdoor gear and clothing. Pop-up events are free of charge.
 - The applicant also provides training clinics and classes for various repairs on differing equipment and textiles.
 - This funding request would primarily support the purchase of various industrial level sewing machines as well as hard and soft supplies and hand tools to accommodate repairs.
 - The focus of this project is reuse and repair, work that is at the top of Maine’s solid waste hierarchy, which conserves the embodied carbon and resources in material goods such as textiles and gear by prolonging the useful life of items and preventing the purchase of new items to replace items that are repaired.
 - The organization has the skilled staff and volunteers to accomplish the work proposed, as is evidenced by the repair events they have

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Maine GearShare

DATE: 11/08/23

successfully hosted in the past, with no failed repair attempts documented.

- The organization has a plan to collect data, continually request feedback, and work with waste management professionals to ensure they are accurately measuring their landfill diversion efforts.
- Provision of the mail-back services will enable the program to serve a much wider region of the state.
- Another benefit of this program is the instilling and sharing of repair knowledge, and a shift in mindset to view textiles and gear as belongings worth repairing and keeping in use as long as possible, rather than replacing at the first sign of wear.
- Overall, this project is unique, will have a far-ranging reach throughout the state, moves material to the top of the waste hierarchy, and will help reduce greenhouse gas emissions related to the consumption of resource-intensive goods as well as reducing emissions related to waste disposal.

B. Implementation – Work Plan

- The work plan accounts for the key phases of project work described in the proposal.
- The plan also includes regular assessment to ensure the work is going as planned and processes are functioning as intended.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: Maine GearShare
DATE: 11/08/23

**EVALUATION OF SECTION IV
Cost Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Cost Proposal	35	20

Evaluation Team Comments:

IV. Costs Proposal

- The applicant is requesting \$22,500 to acquire the necessary equipment and supplies to undertake the project. MGS has also requested \$7,500 to cover the salary of a “Gear Operations Manager”. WDG funds may not be used to cover salaries or to fund positions unless it is for a student or intern. All but \$7,500 (34%) of the \$22,000 in funds requested would go towards purchasing equipment and materials.
- We strongly recommend that we fund the project for \$15,000 [minus the \$7,500 for the gear operations manager however, it is very possible that the inclusion of employee wages in this proposal may disqualify the proposal from consideration.
 - **The Gear Operations Manager is an existing employee and therefore funding cannot be used to pay his salary, as per the RFP.**
- The organization could have included volunteer labor as a value towards match but did not; this would have greatly increased their in-kind match from the 25% which they currently have in their cost proposal.
- This funding request appears to support their expansion while more secure revenue seems likely to be achieved in the future, particularly with increased reach and reputation, as well as the introduction of brand partnerships.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: Diggers Cooperative
DATE: 11/08/23

SUMMARY PAGE

Department Name: Department of Environmental Protection
Name of RFP Coordinator: Mark King
Names of Evaluators: Mark King, Megan Mansfield-Pryor and Jim Guerra

<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section I. Preliminary Information	0	0
Section II. Organization Qualifications and Experience	15	13
Section III. Proposed Services	50	35
Section IV. Cost Proposal	35	22
<u>Total Points</u>	<u>100</u>	<u>70</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: Diggers Cooperative
DATE: 11/08/23

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	15	13

Evaluation Team Comments:

I. Overview of the Organization

- Diggers Cooperative is owned and operated by Scott Guzman of Acton, Maine, and is a cooperative organization that was established in 2021.
- Scott has been organically farming and composting for over 10 years.
- Scott currently has a Compost Management Plan (CMP) from the Department of Agriculture, Conservation and Forestry to operate a compost facility on his family farm in Acton.
- Scott helps run the Compost and Recycling Team at the Common Ground fair.
- The founder is a Compost Educator with a Chemical Engineering degree from Worcester Polytechnic Institute.
- The organization appears well-prepared for operations and expansion with two operational composting sites, a fleet of trucks, a supply of manure (horse, goat, and cattle), and a partner that delivers organics to them for composting from area businesses.
- The organization has support from the Cooperative Development Institute, which is helping them plan for finance management to grow their operation as well as by-law development, training for board members, and other co-op needs.
- The organization has a solid two-year history of on-time loan payments.
- The organization is a member of the Maine Food Convergence, which describes one of its primary focuses as, “working towards an equitable climate and food future.”
- The Executive Director demonstrates keen awareness around PFAS, soil health, and soil and composting testing and analysis.
- The organization has established relationships with area transfer stations, farms, and landscapers to accept leaves, yard waste, and other agricultural waste into their compost operation.
- The applicant is incredibly innovative, necessarily so due to the complex competition in the region of the state where the organization operates.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Diggers Cooperative

DATE: 11/08/23

- There are some potential concerns about long-term potential given the fact that their region does have competition for similar services from two other providers.
- It is not entirely clear from the application whether they have approached many of the potential customers that they listed, so it is difficult to gauge prospects with certainty.
- The owner wears many hats, including garbage hauling – it is unclear whether all enterprises will be successfully operating over the long-term without additional resources.

II. Subcontractors

- Diggers Cooperative lists numerous subcontractors with whom they currently have cooperative agreements:
 - Late Light Farm (Acton)-organic farm producing high quality compost; supplies Diggers with seaweed and mushroom blocks and provides transport support.
 - Living Soil Company (Windham)-Soil Science expert providing compost analysis and consulting services,
 - Heavy Duty Services (Hollis)-Diesel Mechanic working on Farm Fleet, repairs all their vehicles and equipment.
 - Speakeasy Gardens (Belmont, NH)-Provides compost sales assistance, and
 - Sydney Griffith (Waltham, MA)-Provides marketing support, and social media and website updates.
- The specific role of each subcontractor listed in relation to the project to be funded is not entirely clear, yet all have significant technical background and their relationship with the organization adds value.

III. Organizational Chart

- Included

IV. Litigation (if applicable)

- Included

V. Financial Viability

- Included

VI. Certificate of Insurances

- Included

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: Diggers Cooperative
DATE: 11/08/23

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	50	35

Evaluation Team Comments:

I. Proposed Services

A. Services to be Provided.

- Diggers proposes to use WDG funds to acquire the following:
 - 100, 64-gallon Toters for food scraps and
 - 100, 96-gallon toters, which appear to be intended for use with trash collection rather than organics diversion. **This would not be a qualified cost for funding under the Waste Diversion Grant program.**
- The intent is to help expand collection services to Southern Maine communities surrounding the Acton area.
- A barrel washer attachment to allow onsite container cleaning following dumping into the collection vessel,
- 600, 5-gallon buckets will be distributed to residents of communities participating in the food scrap collection efforts, and
- The remainder of requested funds will support an aggressive educational/awareness effort around food scrap collection.
- Using a 10% participation figure, Diggers claims that they could divert 204.1 tons of food scraps annually from just Acton, Lebanon, Shapleigh and Newfield alone and if 20% participate, the number could jump to 408.2 tons annually. 20% combined with commercial route production could result in a total diversion of 1375.2 tons annually of food scraps.
- The applicant notes that they are “offering both compost and trash removal services so that we can completely replace restaurants’ existing trash haulers at a reduced total rate per month.” This efficiency reduces routes and emissions from transport.
- The above items will be used as the applicant extends his educational outreach to the target communities of Acton, Lebanon, Shapleigh, Newfield, Sanford, Wells, Ogunquit and Buxton.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Diggers Cooperative

DATE: 11/08/23

- This project would have a regional impact, serving schools, restaurants, shops, and residents in the target communities.
 - Within the proposed range, there are two food scrap collectors operating, and that operation is limited to the communities of Sanford and Ogunquit, so there is some competition.
- Diggers Cooperative staff are active educators and members of the community strongly promoting food scrap diversion efforts and wasted food awareness. This robust network of educators will be able to provide the energy Diggers needs to promote community participation.
- Scott Guzman has conducted extensive food loss and waste generation research in the Southern Maine area and has devised a plan to address community needs.
- Scott has developed a collection plan that is well-thought-out and shows the potential to divert a lot of food scraps from disposal, while creating economies of scale and generating profitable outcomes.
- The proposal may be overly ambitious given the nature of competition in the southern Maine area, but there is still a great deal of unmet need with organics diversion, so it may be that there is enough need to support multiple operations.

- Implementation – Work Plan
 - The work plan is detailed and thorough, even including progress reports on grant activities in addition to the actual project work.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: Diggers Cooperative
DATE: 11/08/23

**EVALUATION OF SECTION IV
Cost Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Cost Proposal	35	22

Evaluation Team Comments:

II. Costs Proposal

- The applicant is proposing to buy containers for both food scrap and trash collection. **The WDG funds are earmarked to be used to divert materials from disposal, not collect materials for disposal.** \$9,000 of the funding requested for trash collection totes (96-gallon) would therefore not be an eligible funding item.
- For example, the proposal notes the following:
 - Trash Collection route:
 - \$25/toter (96gal), 70 totes - \$1750 net revenue
 - 1 toter = 100 lbs Full truck: 4 tons of trash
 - Disposal fee: \$150 per ton plus \$20 tipping fee per run
 - \$620 total disposal fee per full 13yd truckload
 - Trucking: \$90/ trip
 - Labor: 6 hr day : \$150
 - Total Cost: \$860
 - Income: \$1750
 - Profit: \$890
 - Cogs %: 49%
- Diggers Cooperative has provided balance sheet that demonstrate they have the funds necessary to undertake the project and they have met the 25% match requirement, coming in at 25 %.
- The applicants are requesting \$30,000 in total.
 - \$14,625 of this (\$5,625 in labor, \$9,000 for trash collection containers) is not clearly eligible for funding under this program, while the remaining \$15,375 for a dump trailer, food scrap totes, buckets, signage and educational programs is eligible.
 - The proposal lists funding for labor positions to help launch the program and support education, but it is unclear what these funds will be used for and to whom the funds will be directed.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Diggers Cooperative

DATE: 11/08/23

- Costs related to development such as education are eligible for funding, but additional details on this piece of the funds request would help to clarify whether and how they qualify for funding.
- The cost and proposed service all tie together trash collection with food scrap collection, which makes it difficult to ascertain which portion (or whether all funds) are clearly eligible as the two are not separated on the application as individual pieces of work.
- The applicant meets the 25% required match, and their overall request is \$10,000 under the maximum award amount of \$40,000.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Information Technology Exchange dba give IT get IT

DATE: 11/08/23

SUMMARY PAGE

Department Name: Department of Environmental Protection

Name of RFP Coordinator: Mark King

Names of Evaluators: Mark King, Megan Mansfield-Pryor and Jim Guerra

<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section I. Preliminary Information	0	0
Section II. Organization Qualifications and Experience	15	12
Section III. Proposed Services	50	30
Section IV. Cost Proposal	35	22
<u>Total Points</u>	<u>100</u>	<u>64</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Information Technology Exchange dba give IT get IT

DATE: 11/08/23

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	15	12

Evaluation Team Comments:

I. Overview of the Organization

- Information Technology Exchange dba give IT get IT (ITE) has been in operation since 2008, focusing on recovering reusable technology-predominantly home computers-to refurbish them and redistribute to individuals and families without the means to purchase new.
- This organization's focus on reuse of electronics provides maximum benefit in terms of resource conservation and greenhouse gas mitigation by prolonging the life of resource-intensive products.
- In addition, their strong community focus provides free recycling services to incentivize more people to recycle without worrying about the cost.
- The applicant provides electronics reuse and recycling services through Maine's stewardship program as an approved consolidator, a significant benefit to many Maine residents, businesses, communities, and organizations.

II. Subcontractors

- This section was not complete and key details on roles were lacking.
- It is not clear whether contracted workers noted in the application are already working for the organization or have yet to be selected:
 - the applicant refers to "our social media and communications contractor" and "current tech reuse and recycling advocate (contractor for business development)," and the application notes that, "for the purposes of this proposal, this effort would fall under the 'reuse team' in our organizational chart.
- It is also not clear whether the labor costs for this proposal are based on an existing agreement, contract, or working relationship, or were provided in a quote specific to this project although it seems likely such a quote would be included if that were the case.

III. Organizational Chart

- Included

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Information Technology Exchange dba give IT get IT

DATE: 11/08/23

- IV. Litigation (if applicable)
 - Included
- V. Financial Viability
 - Included
- VI. Certificate of Insurances
 - Included

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Information Technology Exchange dba give IT get IT

DATE: 11/08/23

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	50	30

Evaluation Team Comments:

II. Proposed Services

A. Services to be Provided.

- This project entails a robust education and outreach program geared at encouraging recycling and reuse of electronic waste.
 - The project aims to increase use of GiveITGetIT community drop-off and B2B electronics reuse and recycling volumes from 750,000 pounds a year (current) to over 1 million pounds by September 2025 by raising public awareness of why e-waste recycling/reuse (12%) is so important.
- The goal of the project is to raise awareness in communities within a 30-mile range of the organization and within the business community about the applicant's free drop-off program and B2B program for electronics reuse and recycling to increase participation in both programs.
- The applicant notes they currently divert approximately 750,000 pounds of electronics per year and estimate that this education and outreach could increase that to over a million pounds per year.
 - It is not clear how they arrived at this number.
- The project consists of two main outreach campaigns; one via social media, Google Advertising, the organization's website, and other digital means to raise public awareness of their services. The second part is reaching out to municipalities and county leadership to promote their services, which will include creation of a "drop off electronics reuse and recycling brochure."
- The application notes that electronics reuse will be deeply embedded in all educational components, helping to raise awareness of the benefit of reducing new product consumption.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Information Technology Exchange dba give IT get IT

DATE: 11/08/23

- Given the significant greenhouse gas reductions of reuse and repair compared to recycling, this is an important and beneficial focus for inclusion in their campaign.
- However, the specifics of the proposed program are not well defined, and it is difficult to understand the true potential of this proposal.
- If the proposal was geared towards e-waste recovery in general, rather than a specific company, there would be a greater good. As is, it appears to be an ad campaign for one company. The difficulty lies in the fact that the better the applicant does at attracting materials, the better off the State as a whole. It would be difficult to arrange this more generically because the focus is indeed on this company's drop off program.

- Implementation – Work Plan
 - A rolling out of this promotion quarter by quarter for a year should draw significant attention towards e-waste recycling/reuse and particularly towards give IT get IT.org
 - The proposed work schedule will occur in phases:
 - January 2024, Component #1, includes social media and google ads campaign,
 - March 2024, Component #2, stage 1, includes release of ITE's yet to be developed electronics reuse and recycling brochure and also ITE will have had direct contact with municipal leadership from all of the greater Waterville area,
 - June 2024, Component #2, stage 2, ITE will have direct contact with towns surrounding Greater Waterville area,
 - September 2024, ITE will have completed Component #2, stage 2 by having contacted all municipalities within 30 miles of the Waterville facility.
 - The proposed work schedule appears appropriate and accomplishable.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Information Technology Exchange dba give IT get IT

DATE: 11/08/23

**EVALUATION OF SECTION IV
Cost Proposal**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section IV. Cost Proposal	35	22

Evaluation Team Comments:

III. Costs Proposal

- The applicants are requesting \$34,000, the bulk of which (\$20,000) will be paid to a contract salesperson at \$60/hr. This is not an acceptable use of Waste Diversion Grants funds and is not allowed under PART II SCOPE OF SERVICES TO BE PROVIDED, Section B.4 of RFP # 202309192, which states in relevant part:
 - “Any proposed funding for positions as part of the grant proposal must be limited to students or interns that are essential and limited to the development of the project.”
- Additionally, there is no guarantee that the efforts expended will result in increases in electronic recycling as proposed, ITE only states they will make contact with the entities listed.
- This application includes a 78% match through equipment that the organization has already purchased and in-kind labor.
- All of the funding requested is for contracted labor for social media, education and outreach, website development, and advertising campaign management. However, the specific contractors are not listed, nor is it clear how they will be selected, if quotes have been provided, or if they are already working with or for the organization under a previous arrangement and this would wrap into their existing work.
 - The cost proposal suggests the creation of print collateral (electronics reuse and recycling brochure) would be paid by the organization itself although those costs were not listed as match.
- The amount of funding requested at \$34,000 is \$6,000 below the maximum award cap of \$40,000.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: Town of Stonington
DATE: 11/08/23

SUMMARY PAGE

Department Name: Department of Environmental Protection
Name of RFP Coordinator: Mark King
Names of Evaluators: Mark King, Megan Mansfield-Pryor and Jim Guerra

<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section I. Preliminary Information	0	0
Section II. Organization Qualifications and Experience	15	10
Section III. Proposed Services	50	20
Section IV. Cost Proposal	35	10
<u>Total Points</u>	<u>100</u>	<u>50</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: Town of Stonington
DATE: 11/08/23

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	15	10

Evaluation Team Comments:

- I. Overview of the Organization
 - The Town of Stonington is a small coastal municipality located in Downeast Maine off the Blue Hill Peninsula.
 - The municipality has a strong knowledge base to draw upon, with their transfer station manager having over 30 years of experience and a town manager familiar with grant management.
 - The municipality has detailed relevant experience with grant implementation within their application, demonstrating significant action to improve climate resiliency in recent years.
 - With over 350 businesses served by the community's working waterfront, the municipality is looking to take proactive steps to keep shellfish and other organic residues out of the waste stream.

1. Subcontractors
 - **The company to conduct the proposed feasibility study has yet to be determined.**
 - **Without knowing any of the particulars regarding the consultant who would be doing the study, it is difficult to gauge the value of such a study.**

2. Organizational Chart
 - Included – typical municipal format.
3. Litigation (if applicable)
 - Included
4. Financial Viability
 - Included

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: Town of Stonington
DATE: 11/08/23

- 5. Certificate of Insurances
 - Included
-

EVALUATION OF SECTION III

Proposed Services

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

Evaluation Team Comments:

II. Proposed Services

A. Services to be Provided.

- The Town of Stonington is seeking to fund a feasibility study to determine if it is possible to economically divert the Town’s high volume of organic fishing-industry and household waste from waste facilities in Maine’s interior in favor of composting it within the town by mixing in another readily available type of organic waste for optimal composting: vegetation collected from property owners,
- The applicant may eventually develop, assuming a positive study, a “lobsters and leaves” compost program which would lead to:
 - (a) expanded types of materials managed through composting and recycling,
 - (b) serve as an educational model promoting organics management and recycling community-wide,
 - (c) address climate mitigation needs through reduced greenhouse gas emissions from long-distance trucking of waste, sequestering of carbon (yard waste) through composting rather than burning, and promotion of a greener climate initiative,
 - (d) provide and make available, high-quality compost for residents growing their own food,
 - (e) removal of dangerous vegetative strips that currently pose a fire hazard, and
 - (f) help Stonington officials divert funds from waste disposal towards higher and better uses.
- The specific list of questions to be answered and findings to be included in the feasibility study indicate that the municipality has given the project extensive consideration.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Town of Stonington

DATE: 11/08/23

- **Funding a study does not necessarily meet the Granting requirement to increase the removal and recycling of organic materials from municipal waste streams. There is risk with funding a project that has no direct diversion impacts; if the cost outcome of the feasibility study is not favorable, the work may not pan out.** While the use of the phrase, “when implemented” for the plan suggests that the project would move forward, the very fact that the funding is for a feasibility study and does not include any project implementation costs does indicate that the findings of the study could sway the decision to implement. With the best of intentions, too many studies collect dust on a shelf.
- While developing an informed plan of action is always an excellent idea, there may be less costly methods the municipality could employ to assess the feasibility of such a project. Attending Maine Compost School costs less than \$1,000 and technical assistance from the Department is free. Between the training and the assistance, it seems likely that many of the questions the municipality seeks to answer would be answered.
 - Rather than conducting a \$34,000 feasibility study, it seems utilizing less costly means of assessing the potential to scale up such a project would be better suited by starting with a small-scale pilot project.
 - The need for a solution to these organic waste streams is clear. A study of resources (carbon and nitrogen) could instead be completed and then a grant applied for to assist in developing at least a pilot to work out proper mix recipes.
 - A facility or system that is intended to achieve diversion could then be formulated. Being an island operation, the applicant may want to review an existing compost operation within 25 miles to avoid competing for the same sources of Carbon. Applicant already acknowledges a shortage of good “brown material” (Carbon).
 - Minimal assessment went into identifying carbon sources in the area; leaves are unlikely to be adequate amendment for such a project.
- The intent of this project merits the highest priority in statute for this grant program as the applicant is a municipality and meets a second high priority for diverting organics from the waste stream.
 - However, the statute specifies that, “the Department shall also give priority to applicants proposing programs, projects, initiatives, or activities that are likely to increase the removal and recycling of organic materials from municipal waste streams.”
- **As this funding has been requested for a feasibility study rather than a physical project to divert organics, it is uncertain whether a program will indeed follow, particularly if the economics of such a**

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grant Round II
BIDDER NAME: Town of Stonington
DATE: 11/08/23

program would sway the municipality’s likelihood of implementation.

B. Implementation – Work Plan

- The detailed part of the work plan sets out a timeline of one year, with the last piece stating, “Available for completion of one-year project if unforeseen delays occur in first 10 months.”
- Although this leaves a full year for grant work to continue, the work plan does not include any information about physical work or implementation of the plan from the feasibility study, which suggests that any physical diversion or project implementation would indeed be outside the scope of this grant proposal.

**EVALUATION OF SECTION IV
Cost Proposal**

	<u>Points Available</u>	<u>Points Awarded</u>
Section IV. Cost Proposal	35	10

Evaluation Team Comments:

III. Costs Proposal

- The applicant has met the requirement to provide 25% match through in-kind labor.
- The requested funds of \$34,425 are entirely to be allocated to a subcontracted party, to be selected via competitive bid, to complete a feasibility study.
 - The applicant is requesting \$34,425 to fund a Feasibility Analyst, but has not provided the name, organization, or qualifications.
 - **This is near the top of the funding ceiling for an award but has no specific information regarding where the money will go, beyond a consultant who has yet to be selected; potential consultants were not identified.**
 - **The Department would need to know this information before a decision on funding support could be made.**
 - This is a one-time labor cost, but the study itself would not result in waste diversion.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: City of Eastport

DATE: 10/24/2023

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *The organization is a Municipality that serves approximately 1,284 residents. The City has been operating a successful recycling operation for more than 15 years. During covid, the program was suspended and that resulted in the loss of their trucking operator and now the City is requesting help to rebuild their recycling efforts.*
- *The City has provided adequate information that they have the funds necessary to undertake the project as proposed.*

2. Subcontractors

- *The City does not have any subcontractors listed, but has stated that this may change once the project is started.*

3. Organizational Chart

- *The current org chart is based on a city format and lists the council as the governing body with a robust recycling committee established.*

II. Proposed Services

1. Services to be Provided

- *The City currently operates a robust recycling program with committed volunteers serving 228 hours thus far in 2023.*
- *To rebuild the recycling program, the City needs to expand operations in another location. They have found that location and now need to develop it by:*
 1. *Adding storage through the purchase of a 40 foot-long shipping container—grounds will need preparation work for container placement;*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: City of Eastport

DATE: 10/24/2023

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

2. The existing building onsite needs to be upgraded to three-phase power.

- *The City states that once the site has been renovated, they will be able to expand their recycling efforts to reach out to the Town of Perry and the Passamaquoddy Tribe (Sipayik) to develop partnerships and expand recycling efforts.*
- *The small island community has strong community support for its recycling efforts and also has unique relationships with neighboring communities, including the Passamaquoddy Nation. This is best represented by the Passamaquoddy tribe gifting the City with a baler and Cooke Aquaculture providing a donation of six Xactic toters.*

2. Implementation – Work Plan

- *The work schedule is appropriate, timely, and well-thought-out, providing ample opportunity to educate all parties involved before execution of the recycling effort.*

III. Cost Proposal

1. The applicants are requesting \$18,300 to purchase the storage container, prepare site for container placement and to repair and provide electrical upgrades to the existing building. The City has provided adequate evidence that they have the funds necessary to undertake the project and, in fact, exceed the 25% match requirement, coming in at 49 %.
 - Additionally, the evidence of strong partnership development with neighboring communities, makes this proposal a very good choice for funding based on the potential return on the investment.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: City of Eastport

DATE: 10/27/2023

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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Individual Evaluator Comments:

I. Organization Qualifications and Experience

- Overview of Organization
 - The municipality has a committed recycling committee, which has been in place for 15 years.
 - The recycling committee is comprised of volunteers, city council, public works and citizens, providing an array of expertise and public input.
 - The committee has been working closely with their City Council members as well as regional partners, demonstrating strong support and increased likelihood of success.
 - The committee has shown commitment to getting the recycling program back up and running after disruptions including a change in ownership of the building for their former recycling program and the COVID-19 pandemic put a stop to their program several years ago.
- Subcontractors
 - The proposal notes that subcontractors will be identified only if the grant is awarded, and the municipality can advertise and award bids for work to be subcontracted.
- Organizational Chart, Proof of Insurance, Financials, Litigation (if applicable)
 - Included as required.

II. Proposed Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: City of Eastport

DATE: 10/27/2023

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- Services to be Provided.
 - The selected site appears to be well suited for a recycling center, with a convenient location, adequate space and parking,
 - The recycling committee has given extensive consideration for education and outreach, partnering with community entities, and expanding their waste diversion messaging beyond recycling to composting and tool lending libraries, as well as other methods to “reduce, reuse, recycle.”
 - When it was running previously, the recycling program and reported an estimated average of 1.75 tons diverted per month of various commodities including glass, cans, various plastics, newsprint, magazines, office paper and other paper, tagboard and cardboard (depending on markets), not including e-waste, paint or light bulbs.
 - The committee demonstrates that they have meticulously researched the project needs, anticipated costs, and set-up to ensure a successful implementation from the space and equipment to electrical to the site location being in a convenient, accessible area.
 - The project would meet a need in a rural, underserved area of the state and has the potential to expand over time: the committee has indicated a plan to further expand the program and their education and outreach efforts to bring in the Town of Perry and the Passamaquoddy Tribe at Sipayik, as well as other neighboring communities for possible partnerships. It also plans to continue and expand on its outreach the Eastport School System, Cans for Cancer, New to You Thrift Shop, and Peavey Memorial Library.
 - The project has already received support via in-kind donations from Passamaquoddy Tribe at Sipayik and Cooke Aquaculture,
 - The committee is also planning to learn the steps and process to participate in the EPR for packaging and ensure that they are collecting the right materials for that program as it develops, demonstrating that they are clearly engaged with the current opportunities and will be well poised to divert materials to the greatest extent possible.
 - Their familiarity with the developing program is apparent as they specifically discuss data tracking and flexibility to adapt that tracking.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: City of Eastport

DATE: 10/27/2023

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- The project description also addresses staff training, again demonstrating a well-researched application and committed team.
- This project merits the highest priority in statute for this grant program as the applicant is a municipality.
- Implementation – Work Plan
 - The work plan is simple, straightforward, and complete, providing reasonable time to wrap up each step.

III. Cost Proposal

- All costs requested are for a baler for recyclables and one-time labor fees to wire and otherwise set up a facility space for the recycling program.
- The applicant provides a robust 49% match in equipment, facilities, material, and labor.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: City of Eastport

DATE: 10/24/2023

EVALUATOR NAME: Jim Guerra

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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.*

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
 - Eastport has had recycling committee participants steadily over the past 15 years and has the full support and participation of town government in this endeavor. It plans to utilize established sources for information and experience to re-ignite and evolve its program from where it was pre-pandemic to a full-service baling operation including the proper handling of e-waste, Hg lamps and paint. Public works and the FD are participants at the direction of the City Council.
 -
 -
 2. Subcontractors
 - To be utilized during facility re-construction based on response to City issued RFP for service.
 -
 -
 3. Organizational Chart
 - Clear municipal organization

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: City of Eastport

DATE: 10/24/2023

EVALUATOR NAME: Jim Guerra

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

II. Proposed Services

Proposes to re-engage its citizens with its relocated recycling facility on City property, offering baling services and direct shipment to markets collaborating as possible with other municipalities on full tractor trailer loads. Stated aim is to participate with the State's new EPR bill for packaging as well as Hg lamp, e-waste and paint recovery. Such facilities tend to be an excellent resource to communities for up to date and accurate waste management information and solutions.

1. Implementation – Work Plan

The City proposes a sensible work plan with full implementation of the program expected by the last quarter of 2024

III. Cost Proposal

Proposes better than a 49% share.

Comments

Exactly what this Grant Program is designed for. Reinvigorating weaker programs abandoned during Covid is critical to encourage participation in the State's new EPR for Packaging program.

By providing a recycling location, residents can take advantage of other programs such as e-waste, paint and Hg lamp collection further diverting materials from the waste stream while at the same time, providing a source of up to date and accurate waste management information and solutions.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Town of Whitefield

DATE: 10/30/2023

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- **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.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *The Town of Whitefield is a small agricultural community located in Central Maine.*
- *The Town has a robust Solid Waste Recycling Committee (SWRC), made up of individuals who, collectively, possess more than 100+ years of solid waste management experience.*
- *In February of 2023, following development of the SWRC, the group issued a report entitled, "Municipal Solid Waste Disposal Options for the Town of Whitefield", that outlined options for recycling in the Whitefield community. This led to a stronger recycling program.*
- *During the Fall of 2023, Whitefield's SWRC also began exploring ways to rescue and divert food scraps from landfill disposal towards Higher and Better Uses.*

2. Subcontractors

- *N/A*

3. Organizational Chart

- *Typical Municipal Format.*

II. Proposed Services

The Town of Whitefield is looking to capture and collect surplus food and food scraps from their current landfill practices-opting to divert the rescued food towards higher and better uses in the following descending order:

- *Donation of edible food to local food bank feeding hungry families,*
- *Feed food scraps (not consumable by humans) to hungry animals, and*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Town of Whitefield

DATE: 10/30/2023

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- All surplus food and food scraps not able to be donated or fed to hungry animals would be composted locally through the following mechanism:
 - A food scrap collection kiosk would be added to the existing Recycling Center in Whitefield. Collected food scraps would then be transported to the Lincoln County Recycling Plant for inclusion in their existing compost pile.
 - The newly launched program will be supported by the Whitefield SWRC through development of a comprehensive educational program.
 - Additionally, funds will be used to purchase educational signs to help reinforce “good behaviors” and also to direct residents regarding the “Do’s and Don’ts” of food scrap drop-off.
- Along with centralized food scrap collection, the applicants are also proposing to use grant funds to purchase the materials to make and sell home compost bins to local residents using a sliding scale based upon economic security of the party looking to purchase a bin for home use.
- Finally, the Whitefield SWRC is proposing to make local connections to rescue large amounts of food that may be located outside of Whitefield’s borders, but still is local enough that it may be captured and diverted to higher and better uses.

Implementation-Work Plan: The plan as proposed is aggressive and should have a robust food scrap collection and diversion program running at full capacity by Spring 2024.

III. Cost Proposal

1. The applicant is requesting \$5,000 to fund compost bin construction materials and educational signage and written materials to support program launch. This project will positively benefit the Whitefield Community and has the potential to positively impact Lincoln County as well, either by helping to capture food scraps within the county or by serving as a positive model for other communities to follow..

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Town of Whitefield

DATE: 10/20/2023

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- The Town of Whitefield's Solid Waste and Recycling Committee, which would head this project, has a wealth of knowledge amongst its team, all of whom have relevant professional and personal experience to undertake the work of this project.
- The Chair of the Committee successfully completed Maine Compost School and many of its members are long-term home composters.
- All committee members lend unique skills and experience including construction, composting, community planning, law, pollution mitigation, and running a business, providing assurance that the project will have significant internal support and a high likelihood of success.
- The committee shows commitment to the project, having already reached out to DEP to learn about the logistics of the project they are proposing, such as registering their Consolidated Organics collection site with DEP.

2. Subcontractors

- n/a

3. Organizational Chart, Proof of Insurance, Financials, Litigation (if applicable)

- Included as required.

II. Proposed Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Town of Whitefield

DATE: 10/20/2023

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

1. Services to be Provided.

- This project includes a multi-pronged approach to keeping organics out of the waste stream, and includes:
- Setting up a food scrap collection site at the recycling center in the Town of Whitefield.
- The committee will provide amendment to keep odors under control and follow the process for registering the site with DEP as a consolidated organics collection location.
- The committee would use grant funds to construct the site as well as to provide signage to help ensure residents use the collection location appropriately and only drop off accepted organics.
- The committee has arranged to drop the collected organics off at Lincoln County Recycling Center as needed and to clean the collection containers regularly.
- The committee has a solid plan for education and outreach with logical locations to reach people in a timely and convenient manner at the recycling center, town office, library, food bank, and local businesses.
- The committee will report annually to DEP on collection activities at the collection location.
- The project also includes a backyard composting component, with materials purchased and committee volunteer labor used to construct 35 compost bins at approximately \$ 71 apiece, to be sold at a 25, 50, or 100% subsidy depending on the household finances of the recipient and using bin sale revenues to purchase additional bins and educational materials.
 - Q: It appears the wire fencing may of durable materials and less costly currently than the lobster trap wire bins purchased in past grant projects. A cost comparison for bulk purchasing may be of benefit to ensure the best value and function for the money.
- The project takes equity into consideration and ensures households with limited budgets are still able to compost between the food scrap collection site and the tiered subsidies for purchasing a backyard composting bin for those who prefer that method.
- The project proposal demonstrates awareness of the need to adhere to the food recovery hierarchy, noting that the committee will work to identify surplus food that might be moved to a higher and better use such as food rescue or animal feed depending on the condition of the food and how it is currently managed.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Town of Whitefield

DATE: 10/20/2023

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- Overall, the proposal is thorough and demonstrates that the knowledge, skills, will, and labor for this project to succeed are in place and the committee is ready to do the work.
- This project merits the highest priority in statute for this grant program as the applicant is a municipality and meets a second high priority for diverting organics from the waste stream.

2. Implementation – Work Plan

- The work plan contains all necessary information and includes reasonable timeframes for each step of rolling out the project.

III. Cost Proposal

- All funds requested are for facilities and materials.
- The cost proposal includes a strong 38% match, with a modest requested amount for \$5,000 in funding.
- The \$20 per hour labor rate allotted for the project match is more than reasonable considering the time value and professional expertise of the committee members who will be implementing the project.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Town of Whitefield

DATE: 10/27/2023

EVALUATOR NAME: Jim Guerra

EVALUATOR DEPARTMENT: Maine Department of 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
 - Organization has a high concentration of experience as it is heavy with former DEP staff.
 - SWRC takes a logical and methodical path by first analyzing options (2023 report to Town of Whitefield) and then addressing greatest management impacts.
 -
 2. Subcontractors
 - N/A
 -
 -
 3. Organizational Chart
 - Whitefield Recycling Committee
 4. Etc.

- II. Proposed Services
 1. Services to be Provided
 - Educate community residents and businesses with regard to next best use for food that would otherwise be wasted and providing viable and sensible options:
 1. Food for people
 2. Food for animals
 3. Scrap for composting

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Town of Whitefield

DATE: 10/27/2023

EVALUATOR NAME: Jim Guerra

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- Create conduits for community to get these organics to next best use,
- Create a drop-off location at the Whitefield recycling facility to collect scraps for composting at the LCR facility in Wiscasset
- Encourage backyard composting by providing subsidized composters for up to 35 households
- Survey local farms and others who will feed animals and/or compost food scraps

2. Implementation – Work Plan

- Well considered outreach plan which will be evaluated after one year and changed accordingly
- The physical work of the project will be completed in the first three to six months.

III. Cost Proposal – 37% share, in-kind.

Comments: This can be done in almost any town

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Kennebec Valley Regional Waste Corp

DATE: 10/24/2023

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *Kennebec Valley Regional Waste Corp (KVRWC) was formed in 1991 to handle recycling for the Towns of Anson, Bingham, Solon and Starks. Today, only Starks and Anson remain as Bingham and Solon dropped out due to space constraints.*

2. Subcontractors

1. *N/A*

3. Organizational Chart

- *The current org chart is a straight-forward town municipal platform.*

II. Proposed Services

1. Services to be Provided

1. *KVRWC is requesting funds to repair an existing recycling trailer that is in very poor condition to allow them to once again engage in safe recycling operations and, hopefully reengage with the Towns of Bingham and Solon to expand recycling efforts in the area.*

2. Implementation – Work Plan

- *Work would begin immediately.*

III. Cost Proposal

1. *The applicant is requesting \$7,500 to repair and make new again, their existing recycling trailer. The applicant has offered a 25% match and shown evidence they have the funds available. This area is also somewhat underserved and the repair of the recycling trailer will undoubtedly improve recycling efforts in the area and quite possibly encourage Bingham and Solon to return to the partnership.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Kennebec Valley Regional Waste Corp

DATE: 11/6/2023

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- The two municipalities (one of which is comprised of two villages) currently part of the regional waste corporation have demonstrated commitment to recycling by sticking with the program since 1991 despite various market upheavals.
- The organization initially included four municipalities, and the applicant notes that their goal is for this project to bring back two of the municipalities that dropped out.
 - It is not clear whether the waste corporation has initiated conversations about returning to the program with those two municipalities that dropped out yet.
- The overview doesn't provide details on the project participants, but for a straightforward project, it seems to provide sufficient information.

2. Subcontractors

- n/a

3. Organizational Chart, Proof of Insurance, Financials, Litigation (if applicable)

- Included as required.

II. Proposed Services

1. Services to be Provided.

- The requested funding is to be used to purchase a trailer that would allow two municipalities to continue collecting and storing recyclables.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Kennebec Valley Regional Waste Corp

DATE: 11/6/2023

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- As is shown in their application, the current trailer is no longer viable for this purpose, having rusted and worn out beyond repair.
- This project merits the highest priority in statute for this grant program as the applicant is a regional organization representing two municipalities in a rural, underserved area.
- This project would allow the organization to continue providing collection, baling, and diversion of recyclables including metal, plastics, and fiber (cardboard, paper).
- The project proposal is extremely brief as this project really only entails replacing a piece of equipment to allow the organization to keep recycling.

2. Implementation – Work Plan

- The project only entails purchase of a new piece of equipment to replace an old one that has worn out, but no specific work plan was included.
- Additional details, such as timing for equipment replacement, would have strengthened this piece of the application.

III. Costs Proposal

- All requested funding is for equipment to bale recyclables.
- The requested funding amount of \$7,500 is modest relative to the maximum request of \$40,000 per applicant, and the match of 25% has been met.
- Question: The project cost is based on a rough estimate; it is not clear how much the viability of the project hinges on any potential difference between that initial estimate and the final price.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Kennebec Valley Regional Waste Corp

DATE: 10/25/2023

EVALUATOR NAME: Jim Guerra

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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.*

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
 - KVRW has operated a recycling facility and associated curbside pickup program since 1991.
 - Initially four towns participated: Anson, Starks, Bingham and Solon. Curbside equipment is wearing out and is too undersized to serve Solon and Bingham efficiently. Solon and Bingham dropped out but implication is that they will rejoin if the collection could be more cost efficient.
 2. Subcontractors
 - Only a metal fabricator – Brown's Welding and Fab
 3. Organizational Chart – Quasi-municipal with a Board
 4. Etc.

- II. Proposed Services
 1. Services to be Provided
 - Build new curbside trailer include acid etched painted steel frame with Al superstructure.
 2. Implementation – Work Plan -
 - Simple, build trailer

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Kennebec Valley Regional Waste Corp

DATE: 10/25/2023

EVALUATOR NAME: Jim Guerra

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- III. Cost Proposal KVRW proposes to share at least 25% of final cost.
7500 2500+

Comments: no assurance from Bingham or Solon that they would re-join the program. Cost estimate for new trailer is only an estimate and admittedly “very rough”.

Comments: If goes to plan, Solon and Bingham will re-enter a curbside recycling program. Some positive indication from Solon and Bingham would be desirable prior to funding.

A written cost estimate from the subcontractor should be provided.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: 1 Earth Composting

DATE: 10/24/2023

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *The organization is a start-up between a husband and wife team, and has shown positive growth since their summer start in 2022.*
- *Matt Saunders holds a certificate of technical ability from recognized compost program—131 Degree School of Composting—whose lead instructor is a graduate of the Maine Compost Program.*
- *Both co-owners show adequate knowledge of the food scrap availability within the Greater Bangor Area.*

2. Subcontractors

- *The company does not list any subcontractors at present, but Matt Saunders has joined forces with Kate Tomkins at Chickadee Compost and she serves as a mentor for both Matt and Katie.*
- *Chickadee Compost has a proven track record for collection and composting of food scraps in the Blue Hill Peninsula area (Downeast Maine).*
-

3. Organizational Chart

- *The current org chart lists Matt and Katie as co-owners, partnering with Kate Tomkins of Chickadee Compost.*

4. Matt has shown a great intensity of effort in the Bangor area and continues to increase his subscriptions from residences there. His vision to expand his program has been carefully thought out and shows promise of positive future growth.

II. Proposed Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: 1 Earth Composting

DATE: 10/24/2023

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

1. Services to be Provided

- *The applicants are requesting funds to help expand their collection efforts by purchasing a lift gate for the truck used to pickup food scraps and 30, 35 gallon totes to increase the amount of food scraps that can be collected.*
- *1 Earth currently uses 5-gallon buckets to collect food and have realized that larger containers will allow them to collect more product in a shorter time-frame and the addition of a lift gate will allow them to safely collect the food scraps in the larger, heavier totes.*
- *Additionally, the applicants have stated that if they wish to attract local business, they will need the larger totes to allow time for them to fill between pick-ups—making collection runs more efficient.*
- *The applicants state that the addition of these items will allow them to expand their food scraps collection services to the communities of Bangor, Brewer and Hampden, which collectively house approximately 50,000 residents. Given that most Mainers waste approximately 200 lbs. of food scraps annually, 1 Earth has the potential to collect (and divert from landfilling) up to 10,000,000 million pounds or 5,000 tons annually from just those three communities alone.*
- *The scraps will initially be composted at Chickadee Compost in Surry, but 1 Earth does have a plan in the works to keep the scraps more local by developing their own compost site in the Hampden area.*

2. Implementation – Work Plan

- *The work schedule is appropriately set-up for success. Once the containers are acquired, the applicants will begin developing relationships with area business and by late winter 2024, should begin expansion of the existing program.*
-

III. Cost Proposal

1. The applicants are requesting \$6,375 to purchase the lift gate and totes. They have provided adequate evidence that they meet the 25% match and that the acquisition of the items noted above will allow them to expand their existing collection and, potentially, divert a significant amount of food scraps away from disposal.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: 1 Earth Composting

DATE: 11/6/2023

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- The applicant is a small, family-owned business that is just starting out.
- They have partnered with another area business, Chickadee Compost, which is mentoring their operation in exchange for their assistance with the composting operation.
 - Chickadee Compost is skilled in composting, has a permitted operation, and is accepting the food scraps 1 Earth Compost collects, in addition to being willing to guide them through the process of starting up their own composting business, including advice on selecting and permitting an appropriate site.
- The company is a member of the US Composting Council
- The company's CEO has received certification from an online composting school.
- The organization already has more than 40 subscribers for food scrap curbside service.

2. Subcontractors

- n/a

3. Organizational Chart, Proof of Insurance, Financials, Litigation (if applicable)

- Included as required.

II. Proposed Services

1. Services to be Provided.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: 1 Earth Composting

DATE: 11/6/2023

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- The applicant has identified Bangor, Brewer, and Hampden as areas for potential expansion of composting services noting that this dense population center is a good candidate for composting operations.
- The program expansion this funding would support is primarily directed at restaurants, breweries, and event centers in the Bangor region, whereas current operations are serving individual/residential customers.
- The applicant has partnered with a co-worker space the Bangor Greendrinks group to help them divert food scraps from events
- Question: can residents within communities that are part of the MRC and are contracted to send organics with their waste participate in a food scrap collection program
- Question: The applicant notes that they are, “offering a drop off site for food scraps so that subscribers outside this initial service area can also take part.” Has this site been registered as a consolidated organics kiosk?
- The applicant demonstrates their awareness of local arrangements within the MRC related to the Hampden facility and indicate their intention to operate alongside that facility.
- The applicant has a plan to track daily volumes and weights of food scraps collected as well as finished compost volumes.

2. Implementation – Work Plan

- The work plan is very short and simple and includes just a few steps to scale up their collections after purchasing the lift gate, toters, and stickers. It is missing an “x” to install the lift gate, but that appears likely to very quickly follow after its purchase.

III. Costs Proposal

- All funds requested are for equipment, including a lift gate for their truck, food scrap toters, and stickers for labeling the toters, with the 25% match met in funding from the organization to support the purchases; in-kind labor was not included although they could have done so to increase their match percentage.
- The requested funding amount of \$6,375 is very modest compared to the cap of \$40,000 per award.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: 1 Earth Composting LLC

DATE: 10/24/23

EVALUATOR NAME: Jim Guerra

EVALUATOR DEPARTMENT: Maine Department of 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*

- One Earth Composting is an actively engaged composting entity which is very well networked into its community.
- 1 Earth is part of a supportive community resulting from shared effort and knowledge
- Graduate of 131 degree composting school whose lead instructor is a graduate of Maine Composting school
- Partnering with existing compost facility
- Company shows significant growth in Bangor Area

2. *Subcontractors*

- *Chickadee Composting in Blue Hill for processing*
-
-

3. *Organizational Chart* – Clear and simple

4. Organization seems well considered without unnecessary complexities.

II. *Proposed Services*

1. *Services to be Provided*

- Applicant intends to expand collection of kitchen scraps to include commercial generators in an area of the state without alternatives to disposal

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: 1 Earth Composting LLC

DATE: 10/24/23

EVALUATOR NAME: Jim Guerra

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- Applicant intends to utilize and an existing composting operation (existing infrastructure) in Blue Hill while expanding collection to a level that can support a local facility

2. Implementation – Work Plan

- Applicant proposes the purchase of a lift tailgate to assist in collection of heavier, 35 gallon containers.
- Applicant utilizes a conservative approach expanding material volume and source diversity prior to investing in land and more machinery

III. Cost Proposal

Proposal cost is inline with other similar requests.

Proposal networks with other operating facility which reduces redundancy and raises viability of both.

Proposal further helps to reduce wasted food in MSW in an area without current options.

With a residential program already underway the proposal would extend reduction/collection services and education to commercial settings.

Comments:

Applicant already has a trailer to be used "if necessary".

Round trip to processor about 80 miles. This seems likely to become unsustainable in time. But if it gives applicant a chance to develop a more proximal compost facility, that is success. Applicant absolutely taps existing infrastructure and knowledgeable folks in the field!.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: MSAD #6 – Bonny Eagle

DATE: 10/25/2023

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *The Buxton Center Elementary School (BCES) is comprised of 545 students and an additional 141 staff.*
- *Since 2021, BCES staff and educators have been working with students to stress the proper techniques to manage waste and recycling, including handling and disposal.*
- *In 2022-23, MSAD #6 worked with the UMaine Mitchell Center for Sustainable Solutions and Agricycle to conduct an 8-week pilot study at the BCES to determine if students could skillfully collect and divert food scraps from disposal. The resulting success has provided the impetus to try and expand this program district-wide.*

2. Subcontractors

- 1. N/A**

3. Organizational Chart

- *Provided and comprehensive.*

II. Proposed Services

Buxton Center Elementary School (BCES), with support from Hannaford, The Ecology School and Agri-Cycle, seeks funding to demonstrate the long-term viability of a comprehensive cafeteria food waste education and reclamation program on BCES’ campus as a model for expansion to the other seven schools in the MSAD #6 school district.

1. Services to be Provided

- *BCES and staff from the Ecology School will work together to promote greater awareness and understanding of the importance of food systems and wasted food diversion.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: MSAD #6 – Bonny Eagle

DATE: 10/25/2023

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- *Year 1, the Ecology School will focus on training up to 50 BCES staff in a day-long training session.*
- *Year 2, The Ecology School will broaden the program to an additional 150 staff for an additional professional development day. Additionally, approximately 20 4th graders and their teachers will be provided with a two-night immersion experience at the Ecology School's 312-acre River Bend Farm Campus, where they will be actively involved in all stages of the food cycle including seeding, planting, weeding, harvesting, eating and composting.*

2. *Implementation – Work Plan*

- *The applicant has supplied an aggressive timeline that seems appropriate and timely.*

III. Cost Proposal

1. The applicant is requesting \$30,000 to acquire the necessary equipment and supplies to undertake the project. \$12,000 will fund the overnight immersive experience for up to 40 BCES 4th graders and teachers; \$8,000 will fund training education and outreach efforts provided by the Ecology School on Food Systems; and \$10,000 will cover (signs, printed materials, and 20 food scrap recycling bins). This project is an excellent opportunity for the WDG program to fund an educational program that is focused on food systems and waste management.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: MSAD #6

DATE: 11/6/2023

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- The applicant, a school district, shows commitment to reducing waste and diverting materials from the waste stream, electing staff 'champions' throughout the school district to educate students on "proper techniques for waste and recycling handling and disposal.
- Further, the applicant worked with the University of Maine to assess their food scrap generation in the school meal system from surplus scrap generation in the kitchens to scraps from school lunch leftovers.
- The applicant has researched options for taking their program to the next step of increasing food scrap diversion with a permanent program by identifying funding partners for in-kind donations and a robust training program to ensure the project is implemented with a solid understanding of the best practices.
- The applicant's past project examples all demonstrate and reinforce their commitment to diverting food scraps from disposal, reducing waste generation, and instilling knowledge about the environmental impacts of waste and how to best prevent and divert waste in their students, which has the potential for exponential benefit as these students grow and share that knowledge with others in their families and social circles.

2. Subcontractors

- n/a

3. Organizational Chart, Proof of Insurance, Financials, Litigation (if applicable)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: MSAD #6

DATE: 11/6/2023

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- Included as required.

II. Proposed Services

1. Services to be Provided.

- This project would entail moving from a pilot food scrap diversion project to a permanent food scrap diversion program, starting at one school location and ultimately (hopefully) expanding to serve the entire school district.
- This project would include food scraps from back-of-the-house excess supply and food scraps from school lunches that are not eaten (packaged and unpackaged).
- The scraps would be transported to Exeter Agri-Energy for depackaging (if needed) and processing in their anaerobic digester, diverting the scraps from disposal and producing energy and animal bedding.
- The applicant is focused on education to support the project from the start, teaching students with hands-on education including food systems, “seeding, planting, weeding, harvesting, eating, and composting.”
- The applicant is working with well-established partners on key aspects of implementation, including The Ecology School, Exeter Agri-Energy, and Hannaford.
- The end goal is to expand the program, once it has been established, from the 600 students and nearly 200 staff served in one location to the entire district, which would grow the program to divert food scraps from approximately 3,000 students and 800 staff.
- This project would provide a model for food scrap diversion that would be applicable for other school districts to use in the future.
- This project merits the highest priority in statute for this grant program as the applicant is a municipal entity and meets a second high priority for diverting organics from the waste stream.

2. Implementation – Work Plan

- The work plan extends out to approximately one year from now, at which point it focuses on assessing the program’s ability to expand during the coming year.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: MSAD #6

DATE: 11/6/2023

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- The work plan contains the key steps to get the program up and running.

III. Costs Proposal

- The applicant has met the 25% required match through in-kind donations from Hannaford for materials and one-time labor costs.
- The bulk of the funds will go towards purchasing equipment to support food scrap collection and to education and training for staff and students to support program success.
- The only labor funding requested is for one-time costs to train students and teachers on how to run a food scrap diversion program.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: MSAD #6 – Bonny Eagle

DATE: 10/25/2023

EVALUATOR NAME: Jim Guerra

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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.*

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
 - MSAD # 6 Buxton Elementary School Staff in concert with Hannaford outreach and The Ecology School in Saco
 - 545 students and 141 staff
 - MSAD #6 is the largest District in Maine
 - The District has worked on food waste diversion in the past with UMaine Mitchell Center and Agricycle, an anaerobic digester.
 - MSAD #6 obviously shows a strong commitment to educating its students AND staff.
 - 2. Subcontractors
 - N/A
 -
 -
 - 3. Organizational Chart - included
 - 4. Litigation, Financials & Insurances - provided

- II. Proposed Services
 - A. Services to be Provided
 - Buxton Elementary, with support from Hannaford, The Ecology School and Agri-cycle plan to develop a long term in-school food waste education and diversion program.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: MSAD #6 – Bonny Eagle

DATE: 10/25/2023

EVALUATOR NAME: Jim Guerra

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- To include Staff education and curriculum development (one full day at the Ecology School) promoting greater awareness and understanding of the importance of food systems and wasted food diversion. This will include the move from a temporary pilot to a permanent food waste diversion program.
- This program will provide a template for the expansion of a program to the entire district.
- The program includes a two-night immersive overnight programming for approximately 20 to 40, 4th and 5th grade students and their teachers at The Ecology School's 312-acre River Bend Farm campus, where the working agricultural spaces provide an experiential classroom for students, teachers and adults to engage in all stages of the food cycle including seeding, planting, weeding, harvesting, eating, and composting.

B. Implementation – Work Plan

- Over two years with potential of reaching up to 200 school staff and 600 students with an ultimate reach to 3000 students and 800 staff in the entire district.

C. Cost Proposal - "Bins" (20) are quite expensive @ \$325 ea

Signs and printed material created by Hannaford at \$4,500 yet printing is still required from grant at \$3,500.

Tech assistance in developing and implementing at 100 hrs @ \$55 per hour does not seem to make use of any experience gathered previously.

Training, education and outreach by the Ecology School at \$8,000 grant yet another \$12,000 required for overnight program aimed at 20 (or 40?) 4th and 5th graders. Total \$20 K to Ecology School.

Comments: MSAD #6 is the largest school district in the State. There is little discussion of food waste prevention in this proposal but this may be covered during the three day immersion at The Ecology School. Reviewer feels that costs could be better broken down to avoid possible redundancy.

There is great potential to involve and encourage a significant number of students and staff in a solid food waste diversion program.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: MSAD #6 – Bonny Eagle

DATE: 10/25/2023

EVALUATOR NAME: Jim Guerra

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

It has been a long held goal to develop an excellent way to encourage an environmental ethic in schools. This may be the best way yet. If it reaches 3,000 students and 800 staff that is a cost of \$7.90 per.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Town of China

DATE: 10/25/2023

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *The Town of China is a small municipality in the Central Maine area. The municipality has received a previous WDG award to establish an RFID program at the transfer station.*

2. Subcontractors

- 1. Plummer Forest Products (Nobleboro, ME)*

3. Organizational Chart

- *Typical Municipal Format.*

II. Proposed Services

The China Transfer Station is proposing to expand their swap shop hours, and increase their food scrap and CDD diversion from landfill. To achieve this, the Town proposes to do the following:

- 1. Install Solar Panels on Swap Shop building to facilitate electrification of a simple lighting system to increase the hours the building is available for resident access. The applicant believes the extra hours of operation will allow the facility divert more items away from disposal.*

- *Installation will be accomplished by Transfer Station staff.*

- 2. Expand Composting Area by 1,200 sq. ft. to increase pad surface size to 60' x 100'. The applicant believes this will allow them to increase their annual amount of diverted food scraps from 53 tons to over 100 tons.*

3. Implementation – Work Plan

- *The applicant has supplied a timeline that seems appropriate and efficient.*

III. Cost Proposal

- 1. The applicant is requesting \$14,440.57 to acquire the necessary equipment and supplies to undertake the project and has offered a 33%*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Town of China

DATE: 10/25/2023

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection
match of \$4,820. The project as proposed seems like it will be a beneficial
addition to an environmentally active community.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Town of China

DATE: 11/3/2023

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- The municipality has extensive experience with implementing various waste diversion projects from composting to reuse through their swap shop to recycling.
- The municipality has ample experience successfully completing projects from a previous expansion of their compost site, to operating a well-run swap shop, to the infrastructure projects noted in their application for facilitating sidewalk and bridge construction.
- The municipality has received a Waste Diversion Grant in the past and has a record of tracking progress and reporting as required.

2. Subcontractors

- The applicant has identified Plummer Forest Products as the company that will install their concrete pad and provided a quote for this work.
- Plummer Forest Products is known and trusted by the municipality and has been in business for over five years.

3. Organizational Chart, Proof of Insurance, Financials, Litigation (if applicable)

- Included as required.

II. Proposed Services

1. Services to be Provided.

- The proposal is extremely detailed and thorough, demonstrating that a good amount of research and work has already gone into the

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Town of China

DATE: 11/3/2023

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

preparation for the work this application would fund, which in turn suggests a high likelihood of success.

- The installation of additional bins for organics would allow the facility to significantly expand capacity for diversion.
- The facility has a staff person who has completed Maine Compost School and is fully prepared to maintain the compost operation.
- The municipality estimates that they will be able to divert around 40 tons of demolition debris through their swap shop and 100 tons of raw organic material with the upgraded composting system.
- This project merits the highest priority in statute for this grant program as the applicant is a municipality and meets a second high priority for diverting organics from the waste stream.
- In addition, this project aims to move demolition debris out of the waste stream for reuse, a use that is higher up the solid waste management hierarchy than recycling and has a bigger environmental benefit in terms of resource conservation and greenhouse gas reductions.

2. Implementation – Work Plan

- The work plan is excellent, with each step described in meticulous detail.

III. Cost Proposal

- All funding requested is for materials, with the required 25% match met through additional materials purchasing.
- Like the rest of the application, the cost proposal is extremely detailed and well-researched.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Town of China

DATE: 10/26/2023

EVALUATOR NAME: Jim Guerra

EVALUATOR DEPARTMENT: Maine Department of 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

- Well run municipal Government structure
- Well run and forward thinking Transfer Station Operation
- Previous recipient of WDG – discontinued
- Currently operates a compost area as well as a “swap shop”

2. Subcontractors

- Plummer Forest Products – compost pad concrete - capable
-
-

3. Organizational Chart Municipal Org

4. Litigation, Financials & Insurances - included

II. Proposed Services

1. Services to be Provided

- Expansion of existing 25 x 90 concrete compost slab to a 60 X 100 sq ft which will be separated into up to 4 bunkers utilizing stackable concrete retaining blocks. Propose tonnage inc from 53 tons to over 100 tons.
- Installation of a small (\$2,000) photoelectric array to power LED lighting for the swap shop. Expect to double swap shop throughput with the addition of lighting.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

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DATE: 10/26/2023

EVALUATOR NAME: Jim Guerra

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

2. Implementation – Work Plan
 - With timely turn around for funding, plan to complete the entire project by August
 -
- III. Cost Proposal – Propose a 25% match. \$2,000 to run a string of LED lights for an hour or so per day (3 days open till 5:30) for a few months out of the year to extend swap shop hours seems to be somewhat resource intensive. Has installation of a salvaged window or a translucent roof panel been considered? A LiFePo battery could run such a string of lights for some time as recharging is already available on site. What is the proximity of the nearest electrical outlet?

Winter, particularly snowy days, is not known for high generation of CDD. Winter hours for the shop could be changed to 8:00 to 4:00 for the nine weeks it gets dark quite early. Inadequate light during fall, winter and spring seems overstated. Results of implementation would be difficult to measure at least.

Compost proposal seems worthwhile. Results measurable and concept reproduceable.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Maine Beer Company

DATE: 10/24/2023

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *Maine Beer Company-MBC-(Freeport) was founded in 2009 by brothers David and Daniel Kleban. Their simple motto is "Do What's Right". As part of their overall theme, the Duo provide 1% of their annual profits to improving the environment.*
- *MBC has developed a robust recycling program adding two bulk-material bailers to bale and sell #4 shrink-wrap plastics, polypropylene grain bags and cardboard. They have also found other outlets for various extra items and hope to be zero-waste within the next few months.*
- *MBC became first private company to complete ecoMaine's Master Recycler Program.*
- *MBC actively participated in Allagash Brewery's Recycling Co-Op, until summer 2023 when they acquired their own bailers to recycle onsite.*

2. Subcontractors

- 1. N/A**

3. Organizational Chart

- *Provided and comprehensive.*

II. Proposed Services

1. Services to be Provided

- 1. *MBC is seeking 75% cost-share [\$2,335.50] to purchase a new hydraulic cylinder to revitalize one of the companies two balers. The current cylinder is broken and the baler is down, making it very difficult keep up with current recycling***

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Maine Beer Company

DATE: 10/24/2023

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

demands, especially if a second baler were to fail. MBC also states that once this baler has been repaired, they will have additional capacity to take on other local entities and further increase local recycling efforts.

2. *Implementation – Work Plan*

- *Work would begin immediately and the new baler upgrade would be completed in 3-4 days.*

III. **Cost Proposal**

1. The applicant is requesting \$2,335.50 to repair and make new again, their existing baler. The applicant has offered a 25% match and shown evidence they have the funds available. Given the quick repair turnaround and potential to expand recycling efforts in the Freeport area, this project seems like a great return on a small investment.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Maine Beer Company

DATE: 11/6/2023

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- The applicant shows a strong commitment to the environment and to Maine people and communities, providing a 1% for the Planet donations from sales and purchasing equipment out of pocket to enable them to recycle.
 - The applicant is looking to earn a net-zero waste certification, further demonstrating a commitment to moving materials up the waste hierarchy.
- The applicant shows initiative in diverting #4 LDPE film, #5 grain bags, cardboard, keg caps, pak-teks, corks and bottlecaps, participating in the ecomaine Master Recycling Program to maximize materials recovery and diversion.
- The applicant initially joined the Allagash Recycling Cooperative to divert materials but has since scaled up their own recovery operations and exited that program to allow smaller businesses to participate, and in the meantime, are now working with other businesses to help them divert more materials, including Bayside Bowl in Portland.
- The applicant's commitment to waste reduction and diversion, as well as their communities, is very clear in the work that they have taken on not for economic motivation but to do the right thing.

2. Subcontractors

- n/a

3. Organizational Chart, Proof of Insurance, Financials, Litigation (if applicable)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Maine Beer Company

DATE: 11/6/2023

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- Included as required.

II. Proposed Services

1. Services to be Provided.

- The project is simple and involves a cost match to help the applicant repair and maintain one of two bulk material compactors through the purchase of a cylinder and repair kit.
- The applicant has done their research and provided a quote as well as the steps needed to complete the repair, which they will handle in-house to reduce costs.
- This repair would facilitate the applicant's ability to continue diverting: "eight bales of cardboard, six bales of #4 HDPE plastic, and six bales of polypropylene grain-bags each month."
- This project could also enable the organization to scale up at a later date, noting that the repair, "may allow for future involvement with local entities including restaurants, other breweries, and interested individuals."
- Overall, the project is a simple, comparatively low-cost one that will allow continued diversion of materials from the waste stream, and potentially lay the groundwork for greater diversion over time.
- Considering the equipment itself also has an embodied carbon footprint, repairing it to prolong its life over purchase of a new piece of equipment is both economically and environmentally sound.

2. Implementation – Work Plan

- The work plan is extremely brief and contains all necessary information; it is as straightforward as the project itself.
 - The only unknown in the work plan is accounted for, which is material lead-time.

III. Costs Proposal

- All funds requested are for equipment, with match provided with in-kind labor.
- 25% match is provided, as required, and the overall funding request is less than \$2,500, a very modest amount considering the cap of \$40K per applicant request.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Maine Beer Company

DATE: 10/25/2023

EVALUATOR NAME: Jim Guerra

EVALUATOR DEPARTMENT: Maine Department of 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
 - Organized as brewery. Facility engineer and maintenance staff should be capable of the repair
 -
 -
 2. Subcontractors
 - N/A
 -
 -
 3. Organizational Chart
 - N/A
 4. Etc.

- II. Proposed Services
 1. Services to be Provided
 - Repair baler piston
 -
 -
 2. Implementation – Work Plan
 - Simple

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Maine Beer Company

DATE: 10/25/2023

EVALUATOR NAME: Jim Guerra

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

III. Cost Proposal 25% share

Comments:

This is not a new endeavor. "Projects or programs that have already been undertaken are not eligible for grant awards, unless the proposal includes significant changes/alterations that address any of the statutory criteria noted in Part I, Section D, above." This proposal includes providing baling services to nearby businesses.

This proposal will not likely assist in the development, implementation, or improvement of programs, projects, initiatives, or activities that will increase the separation, recovery, recycling, or diversion of solid waste from disposal in the State

Is Maintenance and repair a valid use of these grant funds?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Maine Gear Share

DATE: 10/25/2023

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *Established in 2022, Maine Gear Share (MGS) is a nonprofit that makes outdoor gear to anyone wishing to venture into the outdoors. The company currently rents and repairs gear. To increase repair efficiency, the company is interested in adding a commercial sewing machine.*
- *MGS has developed a mobile pop-up repair station that it transports throughout the state offering repair services at events to help increase the life of outdoor clothing and gear [keeping it out of the waste stream].*

2. Subcontractors

- 1. N/A**

3. Organizational Chart

- *Provided and comprehensive.*

II. Proposed Services

1. Services to be Provided

- 1.** *MGS is seeking to expand the number of pop-up repair clinics, classroom training sessions and mail-in gear repair services they can offer by purchasing a large number of industrial sewing machines, portable industrial sewing machines, classroom sewing machines and various hand tools. In addition, MGS also requests funding for accessory items: zippers, snaps, buckles, etc.*
- 2.** *MGS is also proposing to establish relationships with various gear manufacturers to provide warranty repair services-*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

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BIDDER NAME: Maine Gear Share

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EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

ensuring that customers get authorized repairs. MGS believes that this will foster trust in the brand and reduce the number of customers that discard the clothing for replacements rather than take the time to repair them.

3. *MGS proposes to gauge success by collecting data on numbers of attendees, items repaired and types of repairs, along with tracking customer feedback. Additionally, MGS proposes to collaborate with local waste management authorities to validate landfill diversion data*

2. *Implementation – Work Plan*

- *Once the appropriate equipment has been acquired (1 month), repair clinics and training sessions will begin right off. This schedule seems appropriate and timely.*

III. **Cost Proposal**

1. The applicant is requesting \$22,500 to acquire the necessary equipment and supplies to undertake the project. MGS has also requested \$7,500 to cover the salary of a “Gear Operations Manager”. WDG funds may not be used to cover salaries or to fund positions unless it is for a student or intern. I recommend we fund the project for \$15,000 [minus the \$7,500 for the gear operations manager].

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Maine GearShare

DATE: 10/27/2023

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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Individual Evaluator Comments:

I. Organization Qualifications and Experience

- Overview of Organization
 - This nonprofit organization is relatively new, having been founded in 2022; however, their work has already successfully diverted many outdoor gear items from the waste stream through repair.
 - The dedication and expertise of the nonprofit is clear from their application, which describes staff and volunteers using their own personal tools and equipment to repair items at regional events.
 - The application also notes a very high success rate with previous repair events, suggesting that the project has a strong likelihood of building upon early successes.
 - The applicant has already found several partners to support their work by hosting events and appears to be receiving funding through membership fees and donations, suggesting that these revenues will continue to grow with their expansion.
- Subcontractors
 - n/a
- Organizational Chart, Proof of Insurance, Financials, Litigation (if applicable)
 - Included as required.

II. Proposed Services

- Services to be Provided.
 - The project funds are requested for includes a robust repair program, with pop-up repair events, studio sessions and workshops, mail-back and drop-off repair services, and building of

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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BIDDER NAME: Maine GearShare

DATE: 10/27/2023

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

relationships with brands to help fund and support the organization's repair initiatives in the future by demonstrating value and potential.

- The focus of this project is reuse and repair, work that is at the top of Maine's solid waste hierarchy, which conserves the embodied carbon and resources in material goods such as textiles and gear by prolonging the useful life of items and preventing the purchase of new items to replace items that are repaired.
- The organization has the skilled staff and volunteers to accomplish the work proposed, as is evidenced by the repair events they have successfully hosted in the past, with no failed repair attempts documented.
- The organization has a plan to collect data, continually request feedback, and work with waste management professionals to ensure they are accurately measuring their landfill diversion efforts.
- Provision of the mail-back services will enable the program to serve a much wider region of the state.
- Another benefit of this program is the instilling and sharing of repair knowledge, and a shift in mindset to view textiles and gear as belongings worth repairing and keeping in use as long as possible, rather than replacing at the first sign of wear.
- Overall, this project is unique, will have a far-ranging reach throughout the state, moves material to the top of the waste hierarchy, and will help reduce greenhouse gas emissions related to the consumption of resource-intensive goods as well as reducing emissions related to waste disposal.
- Implementation – Work Plan
 - The work plan accounts for the key phases of project work described in the proposal.
 - The plan also includes regular assessment to ensure the work is going as planned and processes are functioning as intended.

III. Cost Proposal

- All but \$7,500 (34%) of the \$22,000 in funds requested would go towards purchasing equipment and materials.
 - It appears the \$7,500 in funding requested for labor would pay for an existing staff person's salary, although it is possible it would be

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Maine GearShare

DATE: 10/27/2023

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

for education/training of the public – with it not being completely clear, this cost may not be eligible for funding.

- The organization could have included volunteer labor as a value towards match but did not; this would have greatly increased their in-kind match from the 25% which they currently have in their cost proposal.
 - This funding request appears to support their expansion while more secure revenue seems likely to be achieved in the future, particularly with increased reach and reputation, as well as the introduction of brand partnerships.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Maine Gear Share

DATE: 10/25/2023

EVALUATOR NAME: Jim Guerra

EVALUATOR DEPARTMENT: Maine Department of 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
 - 501©3 non profit with BoD
 - FT employees and volunteer pool
 - Board of Directors (BoD)
 2. Subcontractors
 - N/A
 -
 -
 3. Organizational Chart – Provided and simple
 4. Etc.

- II. Proposed Services
 1. Services to be Provided
 - Provide pop-up and shop based repair services for a wide array of outdoor gear and clothing. Pop up events are free of charge.
 - Provide training clinics and classes for various repairs on differing equipment and textiles

 2. Implementation – Work Plan
 - Grant primarily towards purchase of various industrial level sewing machines as well as hard and soft supplies and hand tools to accomodate repairs.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Maine Gear Share

DATE: 10/25/2023

EVALUATOR NAME: Jim Guerra

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- While providing continuous drop off repairs at shop, GearShare will perform about eleven mobile repair events/workshops. They are philosophically driven.

III. Cost Proposal

GearShare proposes a 25% share: \$7,500 and \$22,500 for \$30,000. Proposal includes \$7,500 in wages for Ops Mgr. "Any proposed funding for positions as part of the grant proposal must be limited to students or interns that are essential and limited to the development of the project. Any ongoing funding for positions after project inception will be the responsibility of the grantee."

This proposal directly addresses repair and re-use ethic so necessary to divert useable materials from the waste stream.

This proposal is scaleable and can be duplicated throughout the state as it addresses a state-wide need.

Repair and re-use is such a desirable ethic/endeavor that adjusting the cost proposal to remove any wages from the grant side of funding could be a worthwhile exercise to get this effort moving forward.

Comment: Request applicant consider partial award excluding proposed wages.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Diggers Cooperative

DATE: 10/24/2023

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *Diggers Cooperative is owned and operated by Scott Guzman of Acton, Maine.*
- *Scott has been organically farming and composting for over 10 years.*
- *Scott currently has a Compost Management Plan (CMP) from the Department of Agriculture, Conservation and Forestry to operate a compost facility on his family farm in Acton.*
- *Scott helps run the Compost and Recycling Team at the Common Ground fair.*

2. Subcontractors

- *Diggers Cooperative lists numerous subcontractors with whom they currently have cooperative agreements:*
 - 1. Late Light Farm (Acton)-organic farm producing high quality compost,*
 - 2. Living Soil Company (Windham)-Soil Science expert providing compost analysis and consulting services,*
 - 3. Heavy Duty Services (Hollis)-Diesel Mechanic working on Farm Fleet,*
 - 4. Speakeasy Gardens (Belmont, NH)-Provides compost sales assistance, and*
 - 5. Sydney Griffith (Waltham, MA)-Provides marketing support, and social media and website updates.*

3. Organizational Chart

- *The current org chart is very broad and well-thought-out. Scott Guzman provides the bulk of the operations and product oversight.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Diggers Cooperative

DATE: 10/24/2023

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

II. Proposed Services

1. Services to be Provided

- *Diggers proposes to use WDG funds to acquire the following:*
 1. *100, 64-gallon Toters and 100, 96-gallon toters to help expand collection services to Southern Maine communities surrounding the Acton area,*
 2. *A barrel washer attachment to allow onsite container cleaning following dumping into the collection vessel,*
 3. *600, 5-gallon buckets will be distributed to residents of communities participating in the food scrap collection efforts, and*
 4. *The remainder of requested funds will support an aggressive educational/awareness effort around food scrap collection.*
 - *The above items will be used as the applicant extends his educational outreach to the target communities of Acton, Lebanon, Shapleigh, Newfield, Sanford, Wells, Ogunquit and Buxton.*
 - *Using a 10% participation figure, Diggers claims that they could divert 204.1 tons of food scraps annually from just Acton, Lebanon, Shapleigh and Newfield alone and if 20% participate, the number could jump to 408.2 tons annually. 20% combined with commercial route production could result in a total diversion of 1375.2 tons annually of food scraps.*
 - *Diggers Cooperative staff are active educators and members of the community strongly promoting food scrap diversion efforts and wasted food awareness. This robust network of educators will be able to provide the energy Diggers needs to promote community participation.*
 - *Scott Guzman has conducted extensive food loss and waste generation research in the Southern Maine area and has devised a plan to address community needs.*
 - *Scott has developed a collection plan that is well-thought-out and shows the potential to divert a lot of food scraps from disposal, while creating economies of scale and generating profitable outcomes.*
- 2. Implementation – Work Plan*
- *The work schedule is appropriate, timely, and well-thought-out, providing ample opportunity to educate all parties involved before execution of the recycling effort.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Diggers Cooperative

DATE: 10/24/2023

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

III. Cost Proposal

1. The applicants are requesting \$30,000 to purchase the dump trailer, totes, buckets and to provide signage and educational programs. Diggers Cooperative has provided balance sheet that demonstrate they have the funds necessary to undertake the project and they have met the 25% match requirement, coming in at 25 %.
 - Additionally, the evidence of strong partnership and educational development with neighboring communities, makes this proposal a very good choice for funding based on the potential return on the investment.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Diggers Cooperative

DATE: 11/6/2023

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- The applicant is a cooperative organization that was established in 2021.
- The founder is a Compost Educator with a Chemical Engineering degree from Worcester Polytechnic Institute.
- The organization appears well-prepared for operations and expansion with two operational composting sites, a Compost Management Plan, a fleet of trucks, a supply of manure (horse, goat, and cattle), and a partner that delivers organics to them for composting from area businesses.
- The organization has support from the Cooperative Development Institute, which is helping them plan for finance management to grow their operation as well as by-law development, training for board members, and other co-op needs.
- The organization has a solid two-year history of on-time loan payments.
- The organization is a member of the Maine Food Convergence, which describes one of its primary focuses as, "working towards an equitable climate and food future."
- The Executive Director helps run composting and recycling at the Common Ground Fair and demonstrates keen awareness around PFAS, soil health, and soil and composting testing and analysis.
- The organization has established relationships with area transfer stations, farms, and landscapers to accept leaves, yard waste, and other agricultural waste into their compost operation.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Diggers Cooperative

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EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

2. Subcontractors
 - The organization lists five subcontractors in their application:
 - Late Light Farm, an organic local farm that supplies them with seaweed and mushroom blocks and provides transport support.
 - Living soil company, an entity that helps with compost and soil analysis and compost product ratings.
 - Heavy Duty Services, a company that repairs all their vehicles and equipment.
 - Speakeasy Gardens, a botanist and landscape designer that aids the organization with compost sales. This entity is based in NH.
 - Sydney Griffith, a subcontractor who provides marketing and website services. This person is based in MA.

0. Organizational Chart, Proof of Insurance, Financials, Litigation (if applicable)
 - Included as required.

- II. Proposed Services
 1. Services to be Provided.
 - The applicant would purchase 64 totes for food scrap collection. They have also requested funds to purchase 96-gallon containers for trash collection in order to expand their co-collection services.
 - While the efficiencies in routing do have a greenhouse gas benefit, disposal-related services are not eligible for funding under this grant.
 - The funds requested would also support the purchase of a washer to clean the totes out for reuse, as well as an education and outreach campaign to include signage at local transfer stations.
 - The applicant will reach out to “schools, farms, restaurants, and other organizations” to offer food scrap collection services.
 - The applicant notes that they are “offering both compost and trash removal services so that we can completely replace restaurants’ existing trash haulers at a reduced total rate per month.” This efficiency reduces routes and emissions from transport.
 - This project would have a regional impact, serving schools, restaurants, shops, and residents who use the transfer stations in

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Diggers Cooperative

DATE: 11/6/2023

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

Acton, Lebanon, Shapleigh, Newfield, Sanford, Wells, Ogunquit, or Buxton.

- Within this range, two other food scrap collectors are operating. This may limit the extent to which Diggers Cooperative can expand in the identified communities.
- The applicant has estimated quantities of food scraps at 1,375.2 tons/year with 20% participation by residents in the identified communities - to be diverted based on population and estimates of the percentage of food in the waste stream from Maine DEP and EPA.

2. Implementation – Work Plan

- The work plan is detailed and thorough, even including progress reports on grant activities in addition to the actual project work.

III. Costs Proposal

- The applicant requests \$30,00 in funding; about half of the \$30,000 requested funds (\$15,375) would be used for purchasing a dump trailer, food scrap toters, buckets, signage and educational programs, all eligible under this program.
 - \$9,000 of the funding appears to have been requested for trash collection toters (96-gallon), which is not an eligible funding item under this grant program.
 - \$5,625 for labor is also requested, and while it may be that these positions are intended to help launch the program and support education, it is unclear what specific tasks these funds will be used for and to whom the funds will be directed.
- The applicant meets the 25% required match, and their overall request is \$10,000 under the maximum award amount of \$40,000.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Diggers Cooperative

DATE: 10/24/2023

EVALUATOR NAME: Jim Guerra

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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.*

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
 - Applicant has spent a lot of time formulating the program.
 - Reality is that with so few employees, only a simple organization is required.
 -
 2. Subcontractors
 - All proposed seem outside the realm of the project yet all have significant technical background
 -
 3. Organizational Chart

- II. Proposed Services
 1. Services to be Provided
 - Provide food waste collection and composting services for area transfer stations, restaurants, schools and other interested parties in the Acton, Lebanon, Shapleigh, Newfield, Sanford, Wells and Ogunquit. This is a highly competitive area of the state.

- III.
 1. Implementation – Work Plan

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Diggers Cooperative

DATE: 10/24/2023

EVALUATOR NAME: Jim Guerra

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- Plan seems well thought out and applicant is already quite familiar with how to initiate such a program with local government and businesses.
- The proposal is intended to compliment an already existing set of composting sites

IV. Cost Proposal

- Applicant proposes \$9,000 towards 96 gal. toters for trash. This does not qualify
- Applicant proposes non coverable wages.
- Applicant proposes a 25% match but budget needs recalculation with removal of equipment used for trash collection. Applicant also includes wages for implementation and education. 96 gallon containers for trash do not qualify for this grant. Dump trailer and tipper qualify if used for non trash only (page 6 of 13). Only food scrap toters qualify along with washer

Comments: Request applicant to reconfigure budget to include composting services only (less trash collection) and resubmit budget.

Adjusted, this project could address a state-wide need for food waste management, delivery of appropriate education and is scalable throughout the state.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Information Technology Exchange dba give IT get IT

DATE: 10/24/2023

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *Information Technology Exchange dba give IT get IT (ITE) has been in operation since 2008, focusing on recovering reusable technology-predominantly home computers-to refurbish them and redistribute to individuals and families without the means to purchase new.*

2. Subcontractors

- 1. N/A**

3. Organizational Chart

- *The current org chart is very broad and well-thought-out. Chris Martin serves as the Department's primary contact.*

II. Proposed Services

1. Services to be Provided

- *ITE proposes to increase the use of its community drop off and B2B electronics reuse recycling volumes from 750,000 lbs. to 1,000,000 lbs. by 2025 through a combination of:*
 - 1. Raising public awareness on the value of recycling (using a combination of social media, use of an existing Google Advertising grant, and other available resources),*
 - 2. A campaign of direct contact with municipal officials statewide, and*
 - 3. A strong educational public outreach effort to promote electronics diversion and reuse,*

2. Implementation – Work Plan

- *The proposed work schedule will occur in phases:*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Information Technology Exchange dba give IT get IT

DATE: 10/24/2023

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- *January 2024, Component #1, includes social media and google ads campaign,*
- *March 2024, Component #2, stage 1, includes release of ITE's yet to be developed electronics reuse and recycling brochure and also ITE will have had direct contact with municipal leadership from all of the greater Waterville area,*
- *June 2024, Component #2, stage 2, ITE will have direct contact with towns surrounding Greater Waterville area,*
- *September 2024, ITE will have completed Component #2, stage 2 by having contacted all municipalities within 30 miles of the Waterville facility.*
- *The proposed work schedule appears appropriate and accomplishable.*

III. Cost Proposal

1. The applicants are requesting \$34,000, the bulk of which (\$20,000) will be paid to a contract sales person at \$60/hr. This is not an acceptable use of Waste Diversion Grants funds and is not allowed under PART II SCOPE OF SERVICES TO BE PROVIDED, Section B.4 of RFP # 202309192, which states in relevant part:

“Any proposed funding for positions as part of the grant proposal must be limited to students or interns that are essential and limited to the development of the project.”

Additionally, there is no guarantee that the efforts expended will result in increases in electronic recycling as proposed, ITE only states they will make contact with the entities listed.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Information Technology Exchange dba give IT get IT

DATE: 11/6/2023

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- The applicant is an established nonprofit electronics reuse and recycling organization that has been in place in Maine since the early 2000s.
- This organization's focus on reuse of electronics provides maximum benefit in terms of resource conservation and greenhouse gas mitigation by prolonging the life of resource-intensive products.
- In addition, their strong community focus provides free recycling services to incentivize more people to recycle without worrying about the cost.
- The applicant provides electronics reuse and recycling services through Maine's stewardship program as an approved consolidator, a significant benefit to many Maine residents, businesses, communities, and organizations.

2. Subcontractors

- It is not entirely clear to this reviewer whether contracted workers noted in the application are already working for the organization or have yet to be selected: the applicant refers to "our social media and communications contractor" and "current tech reuse and recycling advocate (contractor for business development)," and the application notes that, "for the purposes of this proposal, this effort would fall under the 'reuse team' in our organizational chart."
 - It is also not clear whether the labor costs for this proposal are based on an existing agreement, contract, or working

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Information Technology Exchange dba give IT get IT

DATE: 11/6/2023

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection
relationship, or were provided in a quote specific to this project although it seems likely such a quote would be included if that were the case.

0. Organizational Chart, Proof of Insurance, Financials, Litigation (if applicable)
 - Included as required.

- II. Proposed Services
 1. Services to be Provided.
 - This project entails a robust education and outreach program geared at encouraging recycling and reuse of electronic waste.
 - The goal of the project is to raise awareness in communities within a 30-mile range of the organization and within the business community about the applicant's free drop-off program and B2B program for electronics reuse and recycling to increase participation in both programs.
 - The applicant notes they currently divert approximately 750,000 pounds of electronics per year and estimate that this education and outreach could increase that to over a million pounds per year.
 - The project consists of two main outreach campaigns; one via social media, Google Advertising, the organization's website, and other digital means to raise public awareness of their services. The second part is reaching out to municipalities and county leadership to promote their services, which will include creation of a "drop off electronics reuse and recycling brochure."
 - The application notes that electronics reuse will be deeply embedded in all educational components, helping to raise awareness of the benefit of reducing new product consumption.
 - Given the significant greenhouse gas reductions of reuse and repair compared to recycling, this is an important and beneficial focus for inclusion in their campaign.
 2. Implementation – Work Plan
 - The work plan sets out a general timeframe for the different education and outreach efforts to be funded, including direct contact with municipal officials from nearby communities.

- III. Costs Proposal

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Information Technology Exchange dba give IT get IT

DATE: 11/6/2023

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- This application includes a 78% match, primarily through equipment that the organization has already purchased and in-kind labor.
- As per the RFP, *“Any proposed funding for positions as part of the grant proposal must be limited to students or interns that are essential and limited to the development of the project. Any ongoing funding for positions after project inception will be the responsibility of the grantee.”*
- All funds requested are for contracted labor for social media, education and outreach, website development, and advertising campaign management. This contract labor does not appear to align with the specifications of the RFP.
 - As noted above, the specific contractors are not listed, nor is it clear how they will be selected, if quotes have been provided, or if they are already working with or for the organization under a previous arrangement and this would wrap into their existing work.
- The amount of funding requested at \$34,000 is \$6,000 below the maximum award cap of \$40,000.
- All of the funding requested is listed under labor on the cost proposal, which suggests the creation of print collateral (electronics reuse and recycling brochure) would be paid by the organization itself although those costs were not listed as match.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Information Technologies Exchange dba give IT get IT

DATE: 10/25/2023

EVALUATOR NAME: Jim Guerra

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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.*

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
 - Inception in 2002 with first DEP license in 2008
 -
 -
 2. Subcontractors
 - Marketing and business growth professionals
 -
 -
 3. Organizational Chart Included – Simple flow of responsibilities
 4. Etc.

- I. Proposed Services - increase use of give it get it community drop off and B2B electronics reuse and recycling volumes from 750,000 pounds a year (current) to over 1 million pounds by September 2025 by raising public awareness of why e-waste recycling/reuse (12%) is so important
 1. Services to be Provided
 - social media and web campaign
 - direct outreach to municipal and county gov. and develop and disseminate reuse/recycling brochure

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Information Technologies Exchange dba give IT get IT

DATE: 10/25/2023

EVALUATOR NAME: Jim Guerra

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

2. Implementation – Work Plan – A rolling out of this promotion quarter by quarter for a year should draw significant attention towards ewaste recycling/reuse and particularly towards give IT get IT.org

-
-

II. Cost Proposal – 77.8% share

This effort should help to increase awareness that ewaste properly handled can safely be recycled and even reused when using the applicant's program. There is plenty of room in this overall program to significantly increase the % collected.

Comments: If the proposal was geared towards e-waste recovery in general, rather than a specific company, there would be a greater good. As is, it is an ad campaign for one company. The difficulty lies in the fact that the better the applicant does at attracting materials, the better off the State as a whole. It would be difficult to arrange this more generically because the focus is indeed on this companies drop off program.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Town of Stonington

DATE: 10/30/2023

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *The Town of Stonington is a small coastal municipality located in Downeast Maine off of the Blue Hill Peninsula.*

2. Subcontractors

- *A company to conduct the proposed feasibility study has yet to be determined.*

3. Organizational Chart

- *Typical Municipal Format.*

II. Proposed Services

The Town of Stonington is looking to fund a feasibility study to determine if it is possible to economically divert the Town's high volume of organic fishing-industry and household waste from waste facilities in Maine's interior in favor of composting it within the town by mixing in another readily available type of organic waste for optimal composting: vegetation collected from property owners,

The applicants want to eventually develop a "lobsters and leaves" program which would lead to:

- (a) expanded types of materials managed through composting and recycling,
- (b) serve as an educational model promoting organics management and recycling community-wide,
- (c) address climate mitigation needs through reduced greenhouse gas emissions from long-distance trucking of waste, sequestering of carbon (yard waste) through composting rather than burning, and promotion of a greener climate initiative,

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Town of Stonington

DATE: 10/30/2023

EVALUATOR NAME: Mark King

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

(d) provide and make available, high-quality compost for home-owners growing their own food,

(e) removal of dangerous vegetative strips that currently pose a fire hazard, and

(f) help Stonington officials divert funds from waste disposal towards higher and better uses.

III. Cost Proposal

1. The applicant is requesting \$34,425 to fund a Feasibility Analyst, but has not provided the name, organization or qualifications. The Department would need to know this information before a decision on funding support could be made.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Town of Stonington

DATE: 11/3/2023

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- The municipality has a strong knowledge base to draw upon, with their transfer station manager having over 30 years of experience and a town manager familiar with grant management.
- The municipality has detailed relevant experience with grant implementation within their application, demonstrating significant action to improve climate resiliency in recent years.
- With over 350 businesses served by the community's working waterfront, the municipality is looking to take proactive steps to keep shellfish and other organic residues out of the waste stream.

2. Subcontractors

- The municipality would be going out to bid to sub-contract services.
 - The municipality indicates that they have experience with selecting qualified consultants and would be selecting from "a pool of potential consultants known to the Town" based on relevant criteria.

3. Organizational Chart, Proof of Insurance, Financials, Litigation (if applicable)

- Included as required.

II. Proposed Services

1. Services to be Provided.

- The proposal is to fund a composting feasibility study that would "include a plan for implementing a feasible "lobsters and leaves"

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Town of Stonington

DATE: 11/3/2023

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

program for Stonington that, when implemented,” would ultimately result in accomplishment of multiple goals including greenhouse gas mitigation through diverting organics from the landfill and improving soil quality for home-grown vegetables through composting.

- The study would assess the feasibility of diverting two specific wastes from the waste stream: fish waste and yard waste.
- The specific list of questions to be answered and findings to be included in the feasibility study indicate that the municipality has given the project extensive consideration. Many of the questions relate to cost, as is reasonable and necessary for determining the feasibility of implementing a program.
- Q: If the cost outcome is not favorable, is there a risk the project would not be implemented? While the use of the phrase, “when implemented” for the plan suggests that the project would move forward, the very fact that the funding is for a feasibility study and does not include any project implementation costs does indicate that the findings of the study could sway the decision to implement.
- Q: Attending Maine Compost School costs less than \$1,000 and technical assistance from the Department is free. Between the training and the assistance, it seems likely that many of the questions the municipality seeks to answer would be answered, and a small-scale pilot project could inform the potential to scale up, perhaps even to the point where food scraps could be incorporated into the program.
- The intent of this project merits the highest priority in statute for this grant program as the applicant is a municipality and meets a second high priority for diverting organics from the waste stream. However, the statute specifies that, “the Department shall also give priority to applicants proposing programs, projects, initiatives, or activities that are likely to increase the removal and recycling of organic materials from municipal waste streams.”
 - As this funding has been requested for a feasibility study rather than a physical project to divert organics, it seems uncertain whether a program will indeed follow, particularly if the economics of such a program would sway the municipality’s likelihood of implementation.
 - While developing an informed plan of action is always an excellent idea, there may be less costly methods the

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Town of Stonington

DATE: 11/3/2023

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection
municipality could employ to assess the feasibility of such a project.

2. Implementation – Work Plan

- The detailed part of the work plan sets out a timeline of one year, with the last piece stating, “Available for completion of one-year project if unforeseen delays occur in first 10 months.”
 - Although this leaves a full year of time for grant work to continue, the work plan does not include any information about physical work or implementation of the plan from the feasibility study, which suggests that any physical diversion or project implementation would indeed be outside the scope of this grant proposal.

III. Costs Proposal

- The applicant has met the requirement to provide 25% match through in-kind labor.
- The requested funds of \$34,425 are entirely to be allocated to a subcontracted party, to be selected via competitive bid, to complete a feasibility study.
 - This is a one-time labor cost, but the study itself would not result in waste diversion although it would lay the groundwork for the municipality to move forward with diverting organics from the waste stream.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Town of Stonington

DATE: 10/26/2023

EVALUATOR NAME: Jim Guerra

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

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.*

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
 - Municipal – coastal town with working waterfront
 - Significant experience administering successful grants
 - SW Facility mgr with 30 yrs
 2. Subcontractors
 - Unknown but would be tasked with performing a specialized feasibility study of a potential compost operation to process the waterfronts various seafood wastes.
 3. Organizational Chart
 - municipal
 4. Other: Litigation, Financial, Insurance – all included.

- II. Proposed Services
 1. Services to be Provided
 - Community waterfront generates significant amount of fishing wastes and Town seeks alternative to current material management. Proposes a feasibility study exploring the potential of a municipally owned compost facility. – This grant does not favor feasibility studies as they do not represent a commitment to diversion
 - “Lobsters and Leaves” – leaves being a notoriously poor source of bulking and C.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202309192

RFP TITLE: 2023 Waste Diversion Grant Round II

BIDDER NAME: Town of Stonington

DATE: 10/26/2023

EVALUATOR NAME: Jim Guerra

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

2. Implementation – Work Plan
 - TBD – Over a one year period
 -
- III. Cost Proposal – Applicant proposes a 25% in kind share of project costs. \$45,900 seems a significant cost to collect the information that the applicant requires to design a plan/facility.

Comments: Funding a study does not imply a commitment to the Granting requirement that projects increase the removal and recycling of organic materials from municipal waste streams. The need for a solution to these organic waste streams is clear.

Assets exist within the Department and The Maine Compost School (\$1,000) to answer the most pertinent questions before committing to a full scale compost facility

A study of resources (C/N) should be completed and then a grant applied for to assist in developing at least a pilot to work out proper mix recipes. A facility or system that is intended to achieve diversion can then be formulated. Being an island operation, applicant may want to review an existing compost operation within 25 miles in order to avoid competing for the same sources of Carbon. Applicant already acknowledges a shortage of good “brown material” (C).

With the best of intentions, too many studies collect dust on a shelf.



**STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL
PROTECTION**

**Janet T. Mills
Governor**

**Melanie Loyzim
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202309192**

RFP TITLE: 2023 Waste Diversion Grants Program, Round II

I, Mark 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.

DocuSigned by:
Mark King
258915199CD9450

Signature

10/24/2023

Date



STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL
PROTECTION

Janet T. Mills
Governor

Melanie Loyzim
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grants Program, Round II

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).

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.

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

Signature

10/19/2023

Date



STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL
PROTECTION

Janet T. Mills
Governor

Melanie Loyzim
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202309192
RFP TITLE: 2023 Waste Diversion Grants Program, Round II

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

10/23/23
Date