

State of Maine
Master Score Sheet

RFP# 202403077					
Lawn Care Services for Regional Training Institute (RTI), Bangor, ME & Armed Forces Reserve Center (AFRC), Bangor, ME					
Bidder Name:		LaPlante's Lawn Care LLC	Katahdin Property Services LLC	JP's Seasonal Service	
Proposed Cost:		\$290,000	\$149,990	\$102,000	
Scoring Sections	Points Available				
Section I: Organization Qualifications and Experience	40	30	20	20	
Section II: Proposed Services	30	25	20	20	
Section III: Cost Proposal	30	11	20	30	
TOTAL	<u>100</u>	<u>66</u>	<u>60</u>	<u>70</u>	

Award Justification Statement
**RFP# 202403077 Lawn Care Services for Regional Training Institute (RTI),
Bangor, ME & Armed Forces Reserve Center (AFRC), Bangor, ME**

I. Summary

The Department of Defense, Veterans and Emergency Management put out a Request for Proposals for Lawn Care Services for the Regional Training Institute (RTI) and Armed Forces Reserve Center (AFRC) in Bangor, ME. The proposal details the Department's lawn care needs for these two facilities.

II. Evaluation Process

The evaluation team met to discuss the proposals submitted for the RFP. Three proposals were received and reviewed by the team. The team was looking for submissions that showed they had familiarized themselves with scope and described how they would meet the scope of the RFP. There was a mandatory walk thru at the facilities and all of the vendors participated in the walk thru. All of the team members work in the maintenance section and are familiar with both facilities and any special areas of concern for the lawns at the facilities.

III. Qualifications & Experience

The vendors who submitted had been in the lawn care business for various lengths of time. They were all familiar with doing lawn care and the references provided showed that they had worked on projects similar to what was listed in the RFP. The team also looked at the organizational charts provided. The team also made note of any equipment listed in the proposal that would be used in completing tasks in the RFP. The team wanted to ensure that the firm chosen would have the necessary equipment and made note if the firm listed a mechanic on staff that would be able to repair the equipment. None of the firms listed subcontractors.

Proposed Services

The team looked at how the vendors planned on meeting the requirements of the RFP. The number of people they proposed having maintain the lawns, the equipment that the vendor listed and the schedule that the vendor provided in order to ensure our lawns look their best. The team took note of any mentions of the height of the lawn since that is a concern for us, picking up trash before mowing, references to the filter beds on the property were noted, reference to the track and the need to take special

care not to damage the track while moving equipment across the track were noted, etc.

IV. Cost Proposal

The cost proposals were scored as noted in the RFP proposal. The awarded bidder was the lowest bid. Our costs ranged from \$290,000 to \$102,000.

V. Conclusion

Each proposal was reviewed by the team separately. The team members took the time to point out any strengths and weaknesses in the proposals. The team reviewed the references provided by each vendor and noted services that were similar to what was requested in the RFP. Once each proposal was reviewed the team then went through each proposal and assigned their scores. JP's Seasonal Service received the highest total score for all sections with a total of 70 points. The team feels that they have the equipment needed to do the job, we feel that they understand what we are asking for and they provided a good description of how they plan on accomplishing the tasks listed in the RFP.



STATE OF MAINE
DEPARTMENT OF Defense, Veterans
and Emergency Management

Brigadier General
Diane L. Dunn,
Commissioner and
Adjutant General

Janet T. Mills
Governor

June 7, 2024

Mr. Tyler Cardin, Owner
JP's Seasonal Service
503 Streamside Avenue
Hermon, ME 04401

SUBJECT: Notice of Conditional Contract Award under RFP # 202403077,
Lawn Care Services for Regional Training Institute (RTI), Bangor, ME & Armed
Forces Reserve Center (AFRC), Bangor, ME

Dear Mr. Cardin:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Defense, Veterans and Emergency Management for Lawn Care Services for Regional Training Institute (RTI), Bangor, ME & Armed Forces Reserve Center (AFRC), Bangor, ME. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

- JP's Seasonal Service


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

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

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

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

Sincerely,

DocuSigned by:

1AA58C7FD4B44B6...

Sara J. Thompson, Contract Grant Specialist

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).



STATE OF MAINE
DEPARTMENT OF Defense, Veterans
and Emergency Management

Brigadier General
Diane L. Dunn,
Commissioner and
Adjutant General

Janet T. Mills
Governor

June 7, 2024

Mr. Richard McCue, Manager
Katahdin Property Services, LLC
135 East Main Street
Dover-Foxcroft, ME 04426

SUBJECT: Notice of Conditional Contract Award under RFP # 202403077,
Lawn Care Services for Regional Training Institute (RTI), Bangor, ME & Armed
Forces Reserve Center (AFRC), Bangor, ME

Dear Mr. McCue:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Defense, Veterans and Emergency Management for Lawn Care Services for Regional Training Institute (RTI), Bangor, ME & Armed Forces Reserve Center (AFRC), Bangor, ME. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

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Janet T. Mills
Governor

STATE OF MAINE
DEPARTMENT OF Defense, Veterans
and Emergency Management

Brigadier General
Diane L. Dunn,
Commissioner and
Adjutant General

June 7, 2024

Mr. Shawn LaPlante, Owner
LaPlante's Lawn Care LLC
127 Fuller Road
Hermon, ME 04401

SUBJECT: Notice of Conditional Contract Award under RFP # 202403077,
Lawn Care Services for Regional Training Institute (RTI), Bangor, ME & Armed
Forces Reserve Center (AFRC), Bangor, ME

Dear Mr. LaPlante:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Defense, Veterans and Emergency Management for Lawn Care Services for Regional Training Institute (RTI), Bangor, ME & Armed Forces Reserve Center (AFRC), Bangor, ME. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

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

Sincerely,

DocuSigned by:

Sara Thompson

1AA58C7FD4B44B6...

Sara J. Thompson, Contract Grant Specialist

STATEMENT OF APPEAL RIGHTS

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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202403077

RFP TITLE: Lawn Care Services for Regional Training Institute (RTI), Bangor, ME & Armed Forces Reserve Center (AFRC), Bangor, ME

BIDDER: JP's Seasonal Service

DATE: May 7, 2024

SUMMARY PAGE

Department Name: Department of Defense, Veterans & Emergency Management

Name of RFP Coordinator: Sara Thompson

Names of Evaluators: Ken Merrifield, Mark Turmelle & Jeff Tibbetts

<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section I. Organization Qualifications and Experience	40	20
Section II. Proposed Services	30	20
Section III. Cost Proposal	30	30
<u>Total Points</u>	<u>100</u>	<u>70</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202403077

RFP TITLE: Lawn Care Services for Regional Training Institute (RTI), Bangor, ME & Armed Forces Reserve Center (AFRC), Bangor, ME

BIDDER: JP's Seasonal Service

DATE: May 7, 2024

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section I. Organization Qualifications and Experience	40	20

Evaluation Team Comments:

- I. Overview of the Organization
 - Equipment list included.
 - 3 References
 - Work Plan
 -
- II. Subcontractors
 - No Subcontractor listed.
 - Sounds like they have been a subcontractor.
 - If they don't have the expertise will look for subcontractors to do the work
- III. Organizational Chart
 - Included Organizational chart.
 - 3 people listed.
- IV. Litigation
 - No litigation within the last 5 years listed.
- V. Certificate of Insurances
 - Included Insurance Certificate

Veteran Owned. Established in 2022 and has contracted with and maintained commercial and residential properties. Three listed references all have lawn care. Show an organizational chart with 3 people – 2 site supervisors and a mechanic. Worked with another lawn service business prior to branching off and forming their own company.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202403077

RFP TITLE: Lawn Care Services for Regional Training Institute (RTI), Bangor, ME & Armed Forces Reserve Center (AFRC), Bangor, ME

BIDDER: JP's Seasonal Service

DATE: May 7, 2024

**EVALUATION OF SECTION II
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Proposed Services	30	20

Evaluation Team Comments:

Gave detailed work plan for each month, time frames and even stated what day they planned on doing our work. The work plan follows what we gave in the RFP. Gave list of the equipment that they have available. Maintain their own equipment. Shows 2-to-3-person crew.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202403077

RFP TITLE: Lawn Care Services for Regional Training Institute (RTI), Bangor, ME & Armed Forces Reserve Center (AFRC), Bangor, ME

BIDDER: JP's Seasonal Service

DATE: May 7, 2024

**EVALUATION OF SECTION III
Cost Proposal**

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
\$102,000		\$102,000.00	x	30 points	=	30

Evaluation Team Comments:

Score was determined by formula in the RFP.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202403077

RFP TITLE: Lawn Care Services for Regional Training Institute (RTI), Bangor, ME & Armed Forces Reserve Center (AFRC), Bangor, ME

BIDDER: Katahdin Property Service LLC

DATE: May 7, 2024

SUMMARY PAGE

Department Name: Department of Defense, Veterans & Emergency Management

Name of RFP Coordinator: Sara Thompson

Names of Evaluators: Ken Merrifield, Mark Turmelle & Jeff Tibbetts

<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section I. Organization Qualifications and Experience	40	20
Section II. Proposed Services	30	20
Section III. Cost Proposal	30	20
<u>Total Points</u>	<u>100</u>	<u>60</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202403077

RFP TITLE: Lawn Care Services for Regional Training Institute (RTI), Bangor, ME & Armed Forces Reserve Center (AFRC), Bangor, ME

BIDDER: Katahdin Property Service LLC

DATE: May 7, 2024

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section I. Organization Qualifications and Experience	40	20

Evaluation Team Comments:

- I. Overview of the Organization
 - 3 References Included
 - Work Plan included but it is very basic.
 - 2–3-person crew
- II. Subcontractors
 - No Subcontractors – in the past we have had issues with people showing up with uniforms and vehicles with different company names on them.
- III. Organizational Chart
 - Organizational Chart Included
- IV. Litigation
 - No litigation within the last 5 years listed.
- V. Certificate of Insurances
 - Says Insurance Certificate attached, but we didn't receive it.

Have been in the business of landscaping for more than 10 years. Have a safety plan and trained employees. Have 3 references for landscaping and mowing services. Organizational chart shows 7 people – general manager, contract manager, manager/supervisor, foreman – Onsite Supervision, Onsite Equipment Operator and 2 onsite Equipment Operators alternates.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202403077

RFP TITLE: Lawn Care Services for Regional Training Institute (RTI), Bangor, ME & Armed Forces Reserve Center (AFRC), Bangor, ME

BIDDER: Katahdin Property Service LLC

DATE: May 7, 2024

**EVALUATION OF SECTION II
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Proposed Services	30	20

Evaluation Team Comments:

The proposed services looks like the scope in the RFP. Implementation lacks details. The monthly description looks good. Expected more detail in the proposed services. Will have a 2 to 3 person crew didn't show who they would assign.

Have mowed our property in the past. When they mowed for us in the past, they had people and vehicles with other company names on them show up. We hadn't approved any subs and are not sure who those people actually worked for. We had some issues with the mowing, and they would send out a quality assurance person to look at it and things would get better for a while. The edging along the track not being done correctly was an issue during the contract. During the season when the grass wasn't growing as fast, they would be scheduled to show up but they would not show up and we would not get notified that they were not going to be there. We like to know if the mowing schedule has changed and to work with the vendor to determine if there is a need to mow or not.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202403077

RFP TITLE: Lawn Care Services for Regional Training Institute (RTI), Bangor, ME & Armed Forces Reserve Center (AFRC), Bangor, ME

BIDDER: Katahdin Property Service LLC

DATE: May 7, 2024

**EVALUATION OF SECTION III
Cost Proposal**

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
\$102,000.00		\$149,990.00	x	30 points	=	20

Evaluation Team Comments:

Score was determined by the formula in the RFP.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202403077

RFP TITLE: Lawn Care Services for Regional Training Institute (RTI), Bangor, ME & Armed Forces Reserve Center (AFRC), Bangor, ME

BIDDER: LaPlante's Lawn Care LLC

DATE: May 7, 2024

SUMMARY PAGE

Department Name: Department of Defense, Veterans & Emergency Management

Name of RFP Coordinator: Sara Thompson

Names of Evaluators: Ken Merrifield, Mark Turmelle & Jeff Tibbetts

<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section I. Organization Qualifications and Experience	40	30
Section II. Proposed Services	30	25
Section III. Cost Proposal	30	11
<u>Total Points</u>	<u>100</u>	<u>66</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202403077

RFP TITLE: Lawn Care Services for Regional Training Institute (RTI), Bangor, ME & Armed Forces Reserve Center (AFRC), Bangor, ME

BIDDER: LaPlante's Lawn Care LLC

DATE: May 7, 2024

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section I. Organization Qualifications and Experience	40	30

Evaluation Team Comments:

- I. Overview of the Organization
 - 3 References
 - List of Proposed Services.
 -
- II. Subcontractors
 - No Subcontractors listed.
- III. Organizational Chart
 - Organizational Chart Included lists names but no job titles
- IV. Litigation
 -
- V. Financial Viability
 -
- VI. Certificate of Insurances
 - Insurance Certificate Included

Have been in business since 2006. Have a lot of the same employees since they were hired. Currently maintain commercial, residential, and town properties. Family run business. Three references show lawn care the Owner/Supervisor/Equipment Maintenance Repair, and two equipment operators/S. Organizational chart shows 5 people.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202403077

RFP TITLE: Lawn Care Services for Regional Training Institute (RTI), Bangor, ME & Armed Forces Reserve Center (AFRC), Bangor, ME

BIDDER: LaPlante's Lawn Care LLC

DATE: May 7, 2024

**+EVALUATION OF SECTION II
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Proposed Services	30	25

Evaluation Team Comments:

The plan to provide services was well written and good details on how and when the work will be performed. Good company history of handling large work sites. Will pick up trash before job is started. Mention the length of grass that was in the RFP. Will change mowing patterns weekly. Gave us the name of our contact in the proposal.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202403077

RFP TITLE: Lawn Care Services for Regional Training Institute (RTI), Bangor, ME & Armed Forces Reserve Center (AFRC), Bangor, ME

BIDDER: LaPlante's Lawn Care LLC

DATE: May 7, 2024

**EVALUATION OF SECTION III
Cost Proposal**

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
\$102,000.00		\$290,000.00	x	30 points	=	11

Evaluation Team Comments:

Score was determined by the formula in the RFP.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202403077

RFP TITLE: Lawn Care Services for Regional Training Institute (RTI), Bangor, ME & Armed Forces Reserve Center (AFRC), Bangor, ME

BIDDER NAME: JP's Seasonal Service

DATE: May 7, 2024

EVALUATOR NAME: Mark Turmelle

EVALUATOR DEPARTMENT: Defense, Veterans and Emergency Management

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

- *BASIC OVERVIEW OF CO.*

2. Subcontractors

- *NO SUBCONTRACTORS ARE BEING USED*
- *SOUNDS LIKE THEY ARE SUBS FOR OTHE COMPANIES*

3. Organizational Chart

- *ORG. CHART INCLUDED*

II. Proposed Services

1. Services to be Provided

- *PROVIDED SERVICES FOLLOW RFP*

2. Implementation – Work Plan

- *DID NOT SEE THE LEVEL OF DETAIL EXPECTED*
- *I WOULD HAVE LIKED TO SEE A BETTER DESCRIPTION OF THE PROVIDED SERVICES AND HOW THE WOULD IMPLEMENT THE SERVICES.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202403077

RFP TITLE: Lawn Care Services for Regional Training Institute (RTI), Bangor, ME & Armed Forces Reserve Center (AFRC), Bangor, ME

BIDDER NAME: JP's Seasonal Service

DATE: May 7, 2024

EVALUATOR NAME: Ken Merrifield

EVALUATOR DEPARTMENT: Defense, Veterans and Emergency Management

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Individual Evaluator Comments:

- I. *Organization Qualifications and Experience*
 - 1. *Overview of Organization*
 - *Has 3 people listed with job titles.*
 - *Opened business in 2022.*
 - *Veeran owned and operated company.*
 - 2. *Subcontractors*
 - *Did not list any but did mention they would supply names if they could not complete an additional task.*
 - 3. *Organizational Chart*
 - *gave an org chart and hierarchy.*
- II. *Proposed Services*
 - 1. *Services to be Provided.*
 - *Listed out the proposed service in accordance to our RFP*
 - 2. *Implementation – Work Plan*
 - *Gave a schedule but job specs were vague.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202403077

RFP TITLE: Lawn Care Services for Regional Training Institute (RTI), Bangor, ME & Armed Forces Reserve Center (AFRC), Bangor, ME

BIDDER NAME: JP's Seasonal Service

DATE: May 7, 2024

EVALUATOR NAME: Jeff Tibbetts

EVALUATOR DEPARTMENT: Defense, Veterans and Emergency Management

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Individual Evaluator Comments:

- I. *Organization Qualifications and Experience*
 - 1. *Overview of Organization*
 - *COMPANY 2YRS OLD*
 - *VETERAN OWNED*
 - 2. *Subcontractors*
 - *FOR ADDITIONAL TASKS*
 - 3. *Organizational Chart 2 EQUIPMENT OPERATORS, MECHANIC/OWNER*
- II. *Proposed Services*
 - 1. *Services to be Provided.*
 - *MOWING/TRIMMING/EDGING PER THE CONTRACT*
 - 2. *Implementation – Work Plan*
 - *WEEKLY LAWN CARE PER CONTRACT*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202403077

RFP TITLE: Lawn Care Services for Regional Training Institute (RTI), Bangor, ME & Armed Forces Reserve Center (AFRC), Bangor, ME

BIDDER NAME: Katahdin Property Services LLC

DATE: May 7, 2024

EVALUATOR NAME: Ken Merrifield

EVALUATOR DEPARTMENT: Defense, Veterans and Emergency Management

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Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

-
- *Stated they have been in business over 10 years.*
- *Stated they would use a 2-to-3-person crew but only showed 1 foreman 1 operator and 2 alternates.*

2. Subcontractors

- *Stated they don't use subtractors but will provide names if they need to use them.*

3. Organizational Chart

- *gave a list of employees and titles.*

II. Proposed Services

1. Services to be Provided.

- *Gave proposed services on a weekly basis.*

2. Implementation – Work Plan

- *gave a monthly work plan.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202403077

RFP TITLE: Lawn Care Services for Regional Training Institute (RTI), Bangor, ME & Armed Forces Reserve Center (AFRC), Bangor, ME

BIDDER NAME: Katahdin Property Services LLC

DATE: May 7, 2024

EVALUATOR NAME: Mark Turmelle

EVALUATOR DEPARTMENT: Defense, Veterans and Emergency Management

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Individual Evaluator Comments:

- I. *Organization Qualifications and Experience*
 - 1. *Overview of Organization*
 - *BASIC OVERVIEW*
 - 2. *Subcontractors*
 - *NO SUBCONTRACTORS WILL BE USED*
 - 3. *Organizational Chart*
 - *CHART PROVIDED*
- II. *Proposed Services*
 - 1. *Services to be Provided.*
 - *SERVICES FOLLOWS RFP*
 - 2. *Implementation – Work Plan*
 - *WORK PLAN FOLLOWED RFP*
 - *I HAVE CONCERNS WITH THIS COMPANY IN THE PAST*
 - *QUALITY OF WORK WAS UNSATISFACTORY*
 - *MISSING SERVICE DATES*
 - *LACK OF COMUNICATIONS*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202403077

RFP TITLE: Lawn Care Services for Regional Training Institute (RTI), Bangor, ME & Armed Forces Reserve Center (AFRC), Bangor, ME

BIDDER NAME: Katahdin Properties Services LLC.

DATE: May 7, 2024

EVALUATOR NAME: Jeff Tibbetts

EVALUATOR DEPARTMENT: Defense, Veterans and Emergency Management

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*
 - *OVER 10 YEARS*
 - *HAVE MOWED RTI/AFRC PRIOR*
 - 2. *Subcontractors*
 - *NONE PLANNED*
 - 3. *Organizational Char*
 - *3 EQUIPMENT OPERATORS, 1 SUPERVISOR*
- II. *Proposed Services*
 - 1. *Services to be Provided.*
 - *MOWING/TRIMMING/EDGING PER THE CONTRACT*
 - 2. *Implementation – Work Plan*
 - *WEEKLY LAWN CARE PER CONTRACT*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202403077

RFP TITLE: Lawn Care Services for Regional Training Institute (RTI), Bangor, ME & Armed Forces Reserve Center (AFRC), Bangor, ME

BIDDER NAME: LaPlante's Lawn Care LLC

DATE: May 7, 2024

EVALUATOR NAME: Mark Turmelle

EVALUATOR DEPARTMENT: Defense, Veterans and Emergency Management

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

- *BASIC OVERVIEW PROVIDED*

2. Subcontractors

- *NO SUBCONTRACTORS WILL BE USED*

3. Organizational Chart

- *ORG. CHART PROVIDED*

II. Proposed Services

- *Services to be Provided*
- *SERVICES PROVIDED FOLLOWS RFP*

2. Implementation – Work Plan

- *EXCELANT WORK PLAN*
- *GOOD COMPANY HISTORY OF HANDELING LARGE WORK SITES*
- *THE PLAN TO PROVIDE SERVICES WAS WELL WRITTEN EXCELENT DETAILS ON HOW AND WHEN THE WORK WILL BE PERFORMED*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202403077

RFP TITLE: Lawn Care Services for Regional Training Institute (RTI), Bangor, ME & Armed Forces Reserve Center (AFRC), Bangor, ME

BIDDER NAME: LaPlante's Lawn Care LLC

DATE: May 7, 2024

EVALUATOR NAME: Ken Merrifield

EVALUATOR DEPARTMENT: Defense, Veterans and Emergency Management

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*
 - *Been in business since 2006 with 18 years experience*
 - *Take care of residential, commercial and town properties*
 - *Stated most of their employees have been with them since 2006*
 2. *Subcontractors*
 - *Stated they rely on their own employees*
 3. *Organizational Chart*
 - *Gave an org chart.*
- II. *Proposed Services*
 1. *Services to be Provided.*
 - *Detailed what they will do and time frames for clean up*
 - *Detailed scope of work*
 2. *Implementation – Work Plan*
 - *Gave a detailed work plan and time frames.*
 - *Gave length of grass in all areas very detailed*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202403077

RFP TITLE: Lawn Care Services for Regional Training Institute (RTI), Bangor, ME & Armed Forces Reserve Center (AFRC), Bangor, ME

BIDDER NAME: LaPlante's Lawn Care LLC.

DATE: May 7, 2024

EVALUATOR NAME: Jeff Tibbetts

EVALUATOR DEPARTMENT: Defense, Veterans and Emergency Management

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*
 - *IN BUSINESS FOR 8 YEARS.*
 2. *Subcontractors*
 - *NO SUBCONTRACTORS WILL BE USED*
 3. *Organizational Chart 2 OPERATORS 1 FORMAN*
- II. *Proposed Services*
 1. *Services to be Provided*
 - *MOWING/TRIMMING/EDGING PER THE CONTRACT*
 2. *Implementation – Work Plan*
 - *WEEKLY LAWN CARE PER CONTRACT*



STATE OF MAINE
DEPARTMENT OF DEFENSE,
VETERANS AND EMERGENCY
MANAGEMENT

Janet T. Mills
Governor

Diane L. Dunn, Brigadier
General, Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202403077

RFP TITLE: Lawn Care Services for Regional Training Institute (RTI), Bangor, ME and
Armed Forces Reserve Center (AFRC), Bangor, ME

I, (print name at right)

TURMELLE.MARK.A.1546932431 Digitally signed by TURMELLE.MARK.A.1546932431
Date: 2024.04.30 13:47:24 -04'00'

accept the offer

to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Defense, Veterans and Emergency Management. 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.

Signature

5-7-24

Date



STATE OF MAINE
DEPARTMENT OF DEFENSE,
VETERANS AND EMERGENCY
MANAGEMENT

Janet T. Mills
Governor

Diane L. Dunn, Brigadier
General, Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202403077

RFP TITLE: Lawn Care Services for Regional Training Institute (RTI), Bangor, ME and
Armed Forces Reserve Center (AFRC), Bangor, ME

I, Kenneth Merrifield accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Defense, Veterans and Emergency Management. 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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MERRIFIELD.KENNE
TH.ROY.1006177359
Digitally signed by
MERRIFIELD.KENNETH.ROY.1006
177359
Date: 2024.04.30 15:17:20 -04'00'

Signature

Date



STATE OF MAINE
DEPARTMENT OF DEFENSE,
VETERANS AND EMERGENCY
MANAGEMENT

Janet T. Mills
Governor

Diane L. Dunn, Brigadier
General, Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202403077

**RFP TITLE: Lawn Care Services for Regional Training Institute (RTI), Bangor, ME and
Armed Forces Reserve Center (AFRC), Bangor, ME**

I, JEFF TIBBETTS accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Defense, Veterans and Emergency Management. 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.

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5/3/2024

X JEFF TIBBETTS

Signed by: TIBBETTS,JEFFREY,MICHAEL,1006532019

Signature

Date



STATE OF MAINE
DEPARTMENT OF DEFENSE,
VETERANS AND EMERGENCY
MANAGEMENT

Janet T. Mills
Governor

Diane L. Dunn, Brigadier
General, Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202403077

RFP TITLE: Lawn Care Services for Regional Training Institute (RTI), Bangor, ME and
Armed Forces Reserve Center (AFRC), Bangor, ME

I, Sara Thompson accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Defense, Veterans and Emergency Management. 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.

Sara Thompson

Signature

04/06/2024

Date