

State of Maine
Master Score Sheet

RFP# 202208135					
2022 Waste Diversion Grants Program, Round II					
Bidder Name:		Town of Montville Transfer Station	City of Portland	City of Rockland	Town of Ogunquit
Proposed Cost:		30,000	9,000	13,701	7,327.50
Scoring Sections	Points Available				
Section I: Preliminary Information	N/A				
Section II: Organization Qualifications and Experience	15	15	15	15	15
Section III: Proposed Services	50	50	50	49	49
Section IV: Cost Proposal	35	35	35	35	35
TOTAL	<u>100</u>	<u>100</u>	<u>100</u>	<u>99</u>	<u>99</u>
Bidder Name:		Auburn School Department			
Proposed Cost:		40,000			
Scoring Sections	Points Available				
Section I: Preliminary Information	N/A				
Section II: Organization Qualifications and Experience	15	15			
Section III: Proposed Services	50	48			
Section IV: Cost Proposal	35	35			
TOTAL	<u>100</u>	<u>98</u>			

Award Justification Statement
2022 Waste Diversion Grants Program, Round II
RFP# 202208135

I. Summary

On August 22, 2022, the Maine Department of Environmental Protection, in accordance with 38 MRSA §2201-B, Maine Solid Waste Diversion Grant Program, issued RFP# 202208135, 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 5 proposals were initially received.

These proposals were evaluated by a qualified team of individuals from the Department's Division of Materials Management. Five projects were finally chosen for funding following a competitive, consensus-based evaluation process. Proposals chosen showed significant potential to divert materials away from costly disposal practices, while simultaneously focusing on the goals of Maine's "Solid Waste Management Hierarchy" (38 M.R.S. § 2101).

II. Evaluation Process

Prior to initiation of the RFP process, an evaluation team was established, comprised of qualified reviewers, each with specific solid waste expertise, from the Division of Materials Management. The evaluation team was trained with regard to the RFP review/evaluation process and conducted their individual reviews of proposals. Following individual reviews, the evaluation team met on October 24, 2022 to discuss, as a group, the merits of each proposal and rank them. Each proposal was then scored using a consensus-based evaluation system. The maximum achievable score was 100 points, based on the following categories:

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

Scores were assigned based upon the following criteria:

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

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

III. Qualifications & Experience

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

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

IV. Proposed Services

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

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

V. Cost Proposal

The applicant's requests ranged from a low of \$7,327.50 to a food scrap collection and composting program at a busy Southern Maine Transfer Station to a high of \$40,000.00 to help expand a growing shared education and resource reutilization center in Central Southern Maine.

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 five 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

November 22, 2022

Town of Montville Transfer Station
Hannah Hatfield, Select Board Administrative Assistant
414 Center Road
Montville, Maine 04941
montville@fairpoint.net

SUBJECT: Notice of Conditional Contract Awards under RFP# 202208135,
2022 Waste Diversion Grants Program, Round II

Dear Ms. Hatfield,

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 5 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 full awards:

- Town of Montville Transfer Station
- City of Portland
- City of Rockland
- Auburn School Department/SHAREcenter
- Town of Ogunquit

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

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(207) 287-7688 FAX: (207) 287-7826

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(207) 941-4570 FAX: (207) 941-4584

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PRESQUE ISLE
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PRESQUE ISLE, MAINE 04769
(207) 764-0477 FAX: (207) 760-3143

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

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

November 22, 2022

City of Portland
Troy Moon, Sustainability Director
389 Congress Street
Portland, Maine 04101
thm@portlandmaine.gov

SUBJECT: Notice of Conditional Contract Awards under RFP# 202208135,
2022 Waste Diversion Grants Program, Round II

Dear Mr. Moon,

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 5 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

November 22, 2022

City of Rockland
Chris Donlin, Assistant Director of Public Works
270 Pleasant Street
Rockland, ME 04841
cdonlin@rocklandmaine.gov

SUBJECT: Notice of Conditional Contract Awards under RFP# 202208135,
2022 Waste Diversion Grants Program, Round II

Dear Mr. Donlin,

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 5 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

November 22, 2022

Town of Ogunquit
John Fusco, Transfer Station Superintendent
28 Spring Hill Road
Ogunquit, Maine 03907
transferstation@ogunquit.gov

**SUBJECT: Notice of Conditional Contract Awards under RFP# 202208135,
2022 Waste Diversion Grants Program, Round II**

Dear Mr. Fusco,

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 5 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

November 22, 2022

Auburn School Department/SHAREcenter
Lisa L. Rodrigues
60 Court Street, 4th Floor
Auburn, Maine 04210
lrodrigues@auburnschl.edu

SUBJECT: Notice of Conditional Contract Awards under RFP# 202208135,
2022 Waste Diversion Grants Program, Round II

Dear Ms. Rodrigues,

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

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Mark A. King,
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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER: Town of Montville
DATE: 10/25/2022

SUMMARY PAGE

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

<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
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 #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER: Town of Montville
DATE: 10/25/2022

**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 applicant has a long history of grassroots recycling
- The applicant is a founding member of the Unity Area Regional Recycling Center since the program began in 1991
- The transfer station manager is engaged and active, keeping up with DEP training certifications
- The transfer station is simple but efficiently designed and offers a broad array of recycling opportunities

- *Subcontractors*
 - n/a
- *Organizational Chart*
 - The organizational chart was provided as required.
- *Other*
 - All other required information including financials, insurance information, and litigation were provided in the application.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER: Town of Montville
DATE: 10/25/2022

**EVALUATION OF SECTION III
Proposed Services**

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

Evaluation Team Comments:

I. Services to be Provided

- This funding would go to purchase a box truck to both store and transfer recyclables from the community transfer station to the regional recycling center
- The applicant is looking to resolve a local problem but expand their program beyond the community to the region in the future
- Since the town’s previous truck for transporting recyclables died in 2019, transfer station staff have noticed a significant uptick in recyclables being placed in the trash compactor, presumably because not everyone is willing or able to make the 30-mile round-trip drive to drop recyclables off at the regional recycling center
- The town has struggled to get recyclables from their community transfer station to the recycling center since their truck died in 2019, finding private haulers both expensive and unreliable
- The town approved \$10,000 to purchase a new truck, but the funds are insufficient, and they are requesting \$30,000 in funding to purchase a reliable box truck to transport recyclables to the regional recycling center, which will allow the community to divert the following materials from the waste stream: corrugated cardboard, newsprint, white and mixed paper, #1, #2 and #3-#7 plastics, aluminum, steel cans, glass, clear plastic film, textiles, batteries and electronic waste
- Eliminating the need for residents and businesses to drive the 30 miles round-trip to the recycling center will reduce greenhouse gas emission from transport by compounding all those individual vehicle trips into a single trip by one large truck
- The applicant will track MSW tonnage to gauge the decrease in disposal when they are able to begin once gain transporting recyclables to the recycling center
- Overall, the project will reduce costs and greenhouse gas emissions while increasing the amount of recyclable waste diverted from disposal
- The applicant notes that they will provide email outreach to residents and business, and place additional signage at the transfer station to encourage more recycling, improving the likelihood that people will use the option to recycle rather than discard their recyclables in the trash compactor
- The lack of specificity on the signage and email outreach leaves it somewhat unclear how developed these ideas are, and whether the town currently has funding to proceed with, for example, paying for new signage, or the specifics of the email campaign in terms of timing and how they will target residents vs. businesses, etc.
- In general, the applicant has identified several possible ways to collaborate with other towns in the future, potentially increasing the capacity of other member towns in the UARRC to divert more recyclables
- This project is not only needed but is innovative, creative, and should result in significant savings for the community; the applicant thought about their specific situation and has proposed a simple and elegant solution to resolve the problem

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202208135

RFP TITLE: 2022 Waste Diversion Grants Program, Round II

BIDDER: Town of Montville

DATE: 10/25/2022

II. Implementation – Work Plan

- The project can be implemented upon receipt of funds and would begin in immediate diversion of recyclables from the transfer station

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER: Town of Montville
DATE: 10/25/2022

**EVALUATION OF SECTION IV
Cost Proposal**

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

Evaluation Team Comments:

- I. *Cost Proposal*
 - Applicant provides 25% match for the truck which they're requesting funds to purchase, without counting any staff labor or other costs for in-kind or other match
 - The value for the amount of funding request easily outweighs the cost of what funds they are requesting and adds long-term value to the community and potentially the region
 - The town allocating funding to contribute funds demonstrates the support of the community to the project and to waste diversion

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER: City of Portland
DATE: 10/25/2022

SUMMARY PAGE

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

<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
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 #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER: City of Portland
DATE: 10/25/2022

**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 City of Portland has a well-established track record in organics collection and effective education and outreach
- Strong community interest in organics and waste reduction; very resource oriented and focused on climate impacts of materials management to help them reach their climate goals
- Applicant is the largest city in Maine and has a dedicated Sustainability Office with staff focused on implementing their One Climate Future plan, which includes a focus on preventing waste and keeping organics and other recoverable materials out of the trash
 - The plan includes a goal of reducing food waste in the trash by 70% by 2040
- The applicant has experience managing food scrap drop-off kiosks, with eight drop-offs established and an ongoing education and outreach effort to ensure residents are aware of this free option to divert food from the trash
- The applicant has extensive community outreach, with in-person and virtual meetings and ad campaigns in multiple languages, and is using social media, print, and in-person contact to reach individuals from various groups in the community
- *Subcontractors*
 - For this project, the applicant plans to work with a well-qualified nonprofit for translation services, and a sign company that has already been providing signage for food scrap drop-off kiosks
- *Organizational Chart*
 - The organizational chart was provided as required.
- *Other*
 - All other required information including financials, insurance information, and litigation were provided in the application.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER: City of Portland
DATE: 10/25/2022

**EVALUATION OF SECTION III
Proposed Services**

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

Evaluation Team Comments:

I. Services to be Provided

- This equity-centered project is focused on education and outreach to increase the diversion of food scraps by ensuring all residents regardless of language, culture, or location, are aware that they have access to free food scrap drop-off kiosks
- The applicant is looking to expand awareness of food scrap access collection specifically targeted underserved neighborhoods
- The applicant has identified a partner to offer translation services and ensure that education and outreach is appropriate and will get effective messaging across to the communities where food scrap access is offered
- This project will improve equity by providing information about access to free food scrap diversion and help the applicant make progress toward its goal of diverting 70% of the food waste in the trash by 2040
- The applicant estimates about 13,000 pounds of food scraps have already been diverted since April of 2021 and anticipates this project will allow increased diversion of 200,000 pounds per year if 25% of residents participate once the education and outreach campaign has effectively reached all communities and neighborhoods
- The applicant has identified community volunteers to help spread the word among neighbors in addition to identifying multi-lingual news outlets to advertise food scrap drop-off availability; it would be ideal to include their recycling outreach materials for curbside MSW to include this multi-lingual approach in the future – incorporating imagery that is consistent across different languages would also help reinforce the messaging across different communities and over time
- The applicant has provided an online form for residents to submit data and help track food scrap levels in the drop-off bins and gauge whether there is a need for additional capacity over time
- Applicant plans to put any revenues from reduced disposal fees to increase food scrap drop-off access in the future
- This application meets the highest priority in the awarding of funds as the project is proposed by municipal association applicant and is likely to increase the removal and recycling of organic materials from the municipal waste stream. The proposal is consistent with food recovery hierarchy established under section 2101 B.

II. Implementation – Work Plan

- The work plan is detailed and well thought-out, with appropriate time allotted for each step of the plan

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER: City of Portland
DATE: 10/25/2022

**EVALUATION OF SECTION IV
Cost Proposal**

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

Evaluation Team Comments:

I. Cost Proposal

- Applicant provides 36% match with in-kind labor to provide education and outreach, collect data, and monitor the drop-off site
- Applicant is requesting under \$10,000 and the benefit in terms of increasing the community members and potential cultural change in awareness of the organics diversion program significantly outweighs the cost

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER: City of Rockland
DATE: 10/25/2022

SUMMARY PAGE

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

<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
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 #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER: City of Rockland
DATE: 10/25/2022

**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

- Rockland's Public Works Department has been operating a leaf-and-yard composting program since 2014 and is successfully diverting an estimated 1,400 cubic yards of organics per year through that program
- City put an asphalt pad in early on and has been continuously improving the program over time; this expansion would be continuation of that effort
- The City demonstrates responsible management of existing facilities including the ongoing closure process for their construction and demolition debris landfill and maintaining their recycling and leaf and yard composting programs
- Applicant has demonstrated drive to divert materials from disposal through partnering with Scrap Dogs and Net Your Problem, area businesses recovering food scraps and fishing gear respectively

- *Subcontractors*
 - n/a
- *Organizational Chart*
 - The organizational chart was provided as required.
- *Other*
 - All other required information including financials, insurance information, and litigation were provided in the application.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER: City of Rockland
DATE: 10/25/2022

**EVALUATION OF SECTION III
Proposed Services**

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

Evaluation Team Comments:

I. Services to be Provided

- Diverting leaf and yard organics currently from residents and businesses; this project would allow them to screen out inappropriate materials and improve the quality of the finished compost
- Potential to improve soil health by providing finished compost at a low fee of \$0.50 per 5-gallon bucket or \$20 per cubic yard
- The applicant has already tried renting rather than purchasing a screener and notes that the operation would be more efficient and better maintained if they had their own equipment readily available to use when needed instead
- The closure of the landfill will free up additional staff resources to ensure the composting program maintains quality, and this equipment will help bolster those efforts
- Providing signage to educate entities dropping off organics will also be an improvement to the current process and will enable the applicant to clearly communicate what should and should not be dropped off for composting
- Student participation in signage incorporates community and adds educational element to the project
- Better coordinated delivery and signage will result in less contamination in incoming feedstocks
- This proposal meets the highest priority in the awarding of funds as the project is proposed by municipal association applicant and is likely to increase the removal and recycling of organic materials from municipal waste streams. The project supports and is consistent with the food recovery hierarchy established under section 2101 B and supports and aligns with statewide diversion goal of recycling or composting 50% of MSW

II. Implementation – Work Plan

- The work plan as designed may be implemented immediately upon receipt of the screener; the excitement generated by the project should allow the program to expand over the next several years
- The plan is based on what they already do with improvements in the quality and efficiency

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER: City of Rockland
DATE: 10/25/2022

**EVALUATION OF SECTION IV
Cost Proposal**

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

Evaluation Team Comments:

- I. *Cost Proposal*
 - Applicant requested fairly modest of approximately \$13K funding for education and outreach and equipment provides very strong 83% match with cost-sharing for equipment as well as in-kind labor

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER: Town of Ogunquit
DATE: 10/25/2022

SUMMARY PAGE

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

<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
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 #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER: Town of Ogunquit
DATE: 10/25/2022

**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 transfer station manager and staff are engaged and experienced, with the same manager in place since 2009
- Applicant demonstrates strong initiative in branching out to recover more materials from the waste stream, attending trainings and waste-related conferences and events, and working with area businesses on their diversion efforts
- Applicant has taken steps to decrease residential waste as well, including implementation of pay-as-you-throw to more equitably disperse the cost of waste disposal based on generation
- Applicant gives back to the community, allocating specific funds raised through redeemable beverage container recycling to local schools and charitable causes
- Applicant has the support of a Sustainability Committee that is dedicated to assisting with the project
- Applicant experience includes working with IF&W and DEP on carcass composting from mass animal die-offs; experience working with different materials prepares them well for handling the municipal composting work

- *Subcontractors*
 - n/a
- *Organizational Chart*
 - The organizational chart was provided as required.
- *Other*
 - All other required information including financials, insurance information, and litigation were provided in the application.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER: Town of Ogunquit
DATE: 10/25/2022

**EVALUATION OF SECTION III
Proposed Services**

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

Evaluation Team Comments:

I. Services to be Provided

- Currently there is no other organics collection program operating in the community; this program would meet a need in the community
- Diverting organics; incorporating food waste into their existing leaf and yard composting operation and constructing special bins to maintain the new piles
- The proposal will scale the project up over time, starting with willing volunteers who will be guided with the support of the town staff as well as volunteers from the Sustainability Committee and potentially branching out over time to additional individuals and even businesses; this approach allows for increased diversion over time with significantly reduced risk of failure from taking too much on at once
- Initial phase has the potential to reduce MSW by an estimated 60 tons of organics and save approximately \$6,000; with scaling up over time diversion would likely increase as more people participate
- Applicant is asking for modest amon
- Applicant is further reducing waste by reusing 5-gallon buckets from a local restaurant rather than purchasing new plastic buckets
- Applicant has supply of manure lined up to improve the quality and efficiency of the composting process
- This application meets the highest priority in the awarding of funds as the project is proposed by municipal association applicant and is likely to increase the removal and recycling of organic materials from the municipal waste stream. The proposal is consistent with food recovery hierarchy established under [section 2101-B](#) and supports and aligns with the statewide diversion goal of recycling or composting 50% of MSW generated within the state

II. Implementation – Work Plan

- The timeline is well planned out, and the applicant has already started some of the initial work in garnering interest and establishing partners for the project

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER: Town of Ogunquit
DATE: 10/25/2022

**EVALUATION OF SECTION IV
Cost Proposal**

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

Evaluation Team Comments:

I. Cost Proposal

- Applicant meets the 25% minimum requirement for match, all in matching funds for equipment and not counting in-kind labor to do complete the project work

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202208135

RFP TITLE: 2022 Waste Diversion Grants Program, Round II

BIDDER: Auburn School Department/SHAREcenter

DATE: 10/25/2022

SUMMARY PAGE

Department Name: Maine Department of Environmental Protection

Name of RFP Coordinator: Mark A. King

Names of Evaluators: Mark King, Mike Parker, Megan Pryor and Jim Guerra

<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
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 #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER: Auburn School Department/SHAREcenter
DATE: 10/25/2022

**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

- This school SHAREcenter has been operating for nearly 25 years and is sustainably self-funded through annual memberships from partners including schools and nonprofits as well as donations from funders and benefactors
- The current Director has a history of successful implementation of other grant-funded work to further the organization, including purchase of a box truck to allow more capacity to rescue usable goods
- The applicant is stable and growing, serving other schools as well as other organizations and businesses to connect those who can use materials with those in need and through this work, has already prevented disposal of usable goods
- Applicant provides many specific examples of projects successfully completed from college campus clear-outs to furnishing nonprofits with needed furniture and furnishings
- The organization has a strong network of supporters including volunteers and members from the community and surrounding communities, in addition to businesses that it has developed relationships with
- *Subcontractors*
 - n/a
- *Organizational Chart*
 - The organizational chart was provided as required.
- *Other*
 - All other required information including financials, insurance information, and litigation were provided in the application.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER: Auburn School Department/SHAREcenter
DATE: 10/25/2022

**EVALUATION OF SECTION III
Proposed Services**

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

Evaluation Team Comments:

I. Services to be Provided

- The funds requested will supplement the cost of a larger space as the applicant's current space is no longer going to be available; this will allow greater waste diversion activities and expansion of services to education as well as repurposing and reuse of goods
- The larger space would enable the organization to not only continue its current work but also expand that scope of work, including:
 - Adding a maker space to encourage learning focused on material reuse
 - Opening to the general public
 - Providing valuable service to an underserved area; targeting a population that may not have the financial means to acquire needed equipment that the organization can connect them with at a no cost at all or a significantly reduced cost
- Being able to store and therefore move and divert more material from disposal
- This work diverts usable goods from corporations, colleges, and other entities from disposal to another entity that can use those goods; just one previous project diverted 10 tons of material from disposal and saved the partner money in disposal tip fees while saving another organization money as they did not have to purchase new goods
- This project supports the top of the waste hierarchy by retaining goods for reuse and repurposing, which in turn helps reduce greenhouse gas emissions and other negative impacts related to the production of new goods from resource extraction to processing and transportation, in addition to saving money
- This application meets the highest priority in the awarding of funds as the project is proposed by a municipal applicant and upholds the highest level of the solid waste management hierarchy established under section 2101

II. Implementation – Work Plan

- The work plan reflects time and forethought, with organized efforts that include a number of partners and volunteers who have already been recruited to help
- The timeline for the move, store setup, open to the public and to research and open establish the maker space is reasonable

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER: Auburn School Department/SHAREcenter
DATE: 10/25/2022

**EVALUATION OF SECTION IV
Cost Proposal**

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

Evaluation Team Comments:

I. Cost Proposal

- Applicant provides 81% match and does not include labor cost as match, or any other costs of moving the space; supplementing the lease will allow the organization to allocate funds to keep the organization going in a new space
- Given the longevity of the organization, the ability to sustain itself once moved into a new space does not appear to be a concern

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202111169
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER NAME: Town of Montville
DATE: 10/17/22
EVALUATOR NAME: Jim Guerra
EVALUATOR DEPARTMENT: 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*
 - *Small population, just over 1,000*
 - *Long history of "grass roots" recycling*
 - *The Town offers an expanded array of recycling opportunities*
 2. *Subcontractors*
 - *None mentioned*
 3. *Organizational Chart – Typical small community*
 4. *Etc.*

- II. *Proposed Services*
 1. *Services to be Provided*
 - *Proposal would immediately effect the Town of Montville and may also be positive for its neighboring towns in the near future*
 - *The proposal impacts recycling directly and, just as important, the carbon footprint of the endeavor*
 2. *Implementation – Work Plan*
 - *This is a straightforward plan to bring an otherwise high achieving town back on-line with expanded recycling available to all residents.*
 - *A plan is also in play to advertise the program to residents.*
 - *Interest exists to share the developing infrastructure with neighboring towns.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202208135

RFP TITLE: 2022 Waste Diversion Grants Program, Round II

BIDDER NAME: Town of Montville

DATE: September 28, 2022

EVALUATOR NAME: Mark King, Grant Coordinator

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *The applicants are from the Town's Transfer Station Facility and they have a cooperative recycling agreement with the Unity Area Regional Recycling Center (UARRC).*

2. Subcontractors

- *None*

3. Organizational Chart

- *The Transfer Station Staff are capable to implement the project as proposed.*

II. Proposed Services

1. Services to be Provided

The Town Transfer Station Staff hope to use the funds to purchase a 16-18 foot-long box truck to allow them to transport collected recyclables in one load to UARRC, thereby eliminating the need to rent a trailer and hire a transport service to move it. This is necessary to help revive the recycling program that was dropped due to the expense of the trailer rental and trucking transport together.

Further, in anticipation of getting a box truck, the Town has seen a significant increase in the recycling response from residents.

2. Implementation – Work Plan

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202208135

RFP TITLE: 2022 Waste Diversion Grants Program, Round II

BIDDER NAME: Town of Montville

DATE: September 28, 2022

EVALUATOR NAME: Mark King, Grant Coordinator

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- *Once the box truck has been purchased, changes to the recycling infrastructure will be implemented immediately and to collection process will be streamlined in favor of directly collecting recyclables into the box truck to facilitate transport.*

- *The proposed timeline is aggressive and should allow for immediate implementation of the proposed changes.*

3. Cost Proposal

- *At a total project cost of \$40,000, the project seems like a good return on the \$30,000 investment and allows funds to be used in a rural, underserved area.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER NAME: Town of Montville
DATE: 10/11/2022
EVALUATOR NAME: Megan Mansfield-Pryor
EVALUATOR DEPARTMENT: 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 founding member of the Unity Area Regional Recycling Center since the program began in 1991
- The transfer station manager is engaged and active, keeping up with DEP training certifications
- The applicant has tried several options to get recyclables to the recycling center and is looking for a way to make it easier for the community to recycle by removing the burden of residents and businesses having to make individual round-trip drives of approximately 30 miles

2. Subcontractors

- n/a

3. Organizational Chart

- included

II. Proposed Services

1. Services to be Provided

- This funding would go to purchase a box truck to both store and transfer recyclables from the community transfer station to the regional recycling center
- Since the town's previous truck for transporting recyclables died in 2019, transfer station staff have noticed a significant uptick in recyclables being placed in the trash compactor, presumably because not everyone is willing or able to make the 30-mile round-trip drive to drop recyclables off at the regional recycling center
- The town has struggled to get recyclables from their community transfer station to the recycling center since their truck died in 2019, finding private haulers both expensive and unreliable
- The town approved \$10,000 to purchase a new truck, but the funds are insufficient, and they are requesting \$30,000 in funding to purchase a reliable box truck to transport recyclables to the regional recycling center, which will allow the community to divert the following materials from the waste stream: corrugated cardboard, newsprint, white and mixed paper, #1, #2 and #3-#7 plastics, aluminum, steel cans, glass, clear plastic film, textiles, batteries and electronic waste
- Eliminating the need for residents and businesses to drive the 30 miles round-trip to the recycling center will reduce greenhouse gas emission from transport by compounding all those individual vehicle trips into a single trip by one large truck

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202208135

RFP TITLE: 2022 Waste Diversion Grants Program, Round II

BIDDER NAME: Town of Montville

DATE: 10/11/2022

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Environmental Protection

- The applicant will track MSW tonnage to gauge the decrease in disposal when they are able to begin once gain transporting recyclables to the recycling center
- Overall, the project will reduce costs and greenhouse gas emissions while increasing the amount of recyclable waste diverted from disposal

2. Implementation – Work Plan

- The work plan describes how the box truck will be used to store and move recyclables, and how transfer station staff will instruct people to recycle; for this piece of the project, a timeline is not really needed as the changes will occur when the truck is purchased, assuming the town already has gaylord containers to store recyclables
- The applicant notes that they will provide email outreach to residents and business, and place additional signage at the transfer station to encourage more recycling, improving the likelihood that people will use the option to recycle rather than discard their recyclables in the trash compactor
 - The lack of specificity on the signage and email outreach leaves it somewhat unclear how developed these ideas are, and whether the town currently has funding to proceed with, for example, paying for new signage, or the specifics of the email campaign in terms of timing and how they will target residents vs. businesses, etc.
- The work plan also includes a number of actions and projects that could improve the recycling program over time, but these are not described in detail and lack specific time frames or dates for when each task will be accomplished.
 - For example, the applicant indicates they will ultimately replace the existing recycling building and provide additional storage for recyclables but does not address whether the town has budgeted for this, or whether there is a time frame for when this will take place
- In general, the applicant has identified several possible ways to collaborate with other towns in the future, potentially increasing the capacity of other member towns in the UARRC to divert more recyclables

3. Cost Proposal

- Applicant provides 25% match for the truck which they're requesting funds to purchase, without counting any staff labor or other costs for in-kind or other match
- It is not clear whether a truck has been identified to base the funding request on, and no quotes were provided to gauge the typical cost of similar trucks

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER NAME: Town of Montville
DATE: 10/12/2022
EVALUATOR NAME: Michael parker
EVALUATOR DEPARTMENT: 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 transfer station manager is a DEP-certified transfer station operator and supports training for all the employees.
- The applicant belongs to the Unity Area Regional Recycling Center.
- The applicant runs a transfer station that serves approximately 1,100 residents.

2. Subcontractors

- None

3. Organizational Chart

- Included with the proposal.

II. Proposed Services

1. Services to be Provided

- This funding would go to purchase a box truck to both store and transfer recyclables from the transfer station to the Unity Area Regional Recycling Center.
- The applicants recycling efforts have been hampered by the inability to transport recyclables to the Unity facility.
- The box truck will be used to collect corrugated cardboard, newsprint, white and mixed paper, #1, #2 and #3-#7 plastics, aluminum, steel cans, glass, clear plastic film, textiles, batteries and electronic waste.
- The applicant will work with other Unity Area Recycling members to maximize use of the truck for the collection and transportation of recyclables.
- Use of the truck will reduce the number of individual vehicles travelling to the Unity facility.

2. Implementation – Work Plan

- The work plan is feasible and can be implemented once the truck has been purchased and a ramp installed.
- The applicant will inform the residents of the changes through email and signage.

3. Cost Proposal

- Applicant provides 25% match for the truck. The matching funds have already been appropriated

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202111169
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER NAME: City of Portland
DATE: October 12, 2022
EVALUATOR NAME: Jim Guerra
EVALUATOR DEPARTMENT: 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*
 - *Established City of Portland with project responsibilities tasked to The City of Portland Sustainability Office*
 - *Already has experience extending food waste management practices to community by providing eight free drop off sites for food waste and also negotiating with haulers for subscription based curbside pickup*
 2. *Subcontractors*
 - *Catholic Charities Language Partners*
 - *Best of Signs Co. (online vendor)*
 -
 3. *Organizational Chart*
- II. *Proposed Services*
 1. *Services to be Provided*
 - *Extend the services currently provided by the City's food waste management program to non-English speaking residents unaware of the program or it's benefits.*
 - *Provide multi-lingual outreach to introduce various, non-english speaking residents via local media including newspaper ads and signage as well as volunteer community liaisons.*
 2. *Implementation – Work Plan*
 - *Signage in various languages to be posted at all drop-off points*
 - *Pamphlets and info sheets to be developed, translated, printed and distributed by volunteer community liaisons.*
 - *Data collection will establish changes in participation*

Applicant proposes a 35% match. The City of Portland has already been successful at implementing a food scrap management Pilot program/study and is continuing to expand the program incrementally across the community. These grant funds would support and sustain this program

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202208135

RFP TITLE: 2022 Waste Diversion Grants Program, Round II

BIDDER NAME: City of Portland

DATE: September 28, 2022

EVALUATOR NAME: Mark King, Grant Coordinator

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *Since November of 2020, the City of Portland has been working towards a “One Climate Future” where focus is placed on more efficient infrastructure, efficient transportation network development, waste reduction and mitigation of climate hazards. To address waste reduction, the City’s Sustainability Office developed a Consolidated Collection Program for food scraps by setting-up residential drop-off kiosks throughout the city.*

2. Subcontractors

- *Agricycle*

3. Organizational Chart

- *The Sustainability office is well-staffed and capable to implement the program.*

II. Proposed Services

1. Services to be Provided

The City hopes to expand access to the City’s Food Scrap Recycling program by increasing organics recycling in underserved neighborhoods and enhancing the delivery of educational materials to promote the program. Since April of 2021, the City has already diverted 13,000 lbs. of organics from landfilling and hope to do more with program expansion into underserved areas and enhancement of educational signage by translating information and directions into 6 additional languages.

A study in 2015 showed that the City of Portland’s waste stream contained approximately 16.7% organic materials (leaf and yard debris and food scraps) which accounted for 37.4% of the overall weight of trash collected.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202208135

RFP TITLE: 2022 Waste Diversion Grants Program, Round II

BIDDER NAME: City of Portland

DATE: September 28, 2022

EVALUATOR NAME: Mark King, Grant Coordinator

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

The applicants propose to collect: vegetable and fruit scraps, dairy, cheese, yogurt, eggshells, seafood and shells, meat and bones, flowers, coffee grounds, and leftover food.

Translated signage will be added to the existing drop site locations to help entice other nationalities and ethnic groups to participate in the City's program

2. Implementation – Work Plan

- *The proposed timeline is aggressive and should allow for immediate implementation of the proposed changes.*

3. Cost Proposal

- *At a total project cost of 14,028.75, the \$9,000.00 WDG funds are earmarked for signage, translation and news advertisement in Amjambo Africa and West End news. This is a very good use of WDG funding.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER NAME: City of Portland
DATE: 09/30/2022
EVALUATOR NAME: Megan Mansfield-Pryor
EVALUATOR DEPARTMENT: 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

- Applicant is the largest city in Maine and has a dedicated Sustainability Office with staff focused on implementing their One Climate Future plan, which includes a focus on preventing waste and keeping organics and other recoverable materials out of the trash
 - The plan includes a goal of reducing food waste in the trash by 70% by 2040
- The applicant has experience managing food scrap drop-off kiosks, with eight drop-offs established and an ongoing education and outreach effort to ensure residents are aware of this free option to divert food from the trash
- The applicant has extensive community outreach, with in-person and virtual meetings and ad campaigns in multiple languages, and is using social media, print, and in-person contact to reach individuals from various groups in the community

2. Subcontractors

- For this project, the applicant plans to work with a well-qualified nonprofit for translation services, and a sign company that has already been providing signage for food scrap drop-off kiosks

3. Organizational Chart

- included

II. Proposed Services

1. Services to be Provided

- This equity-centered project is focused on education and outreach to increase the diversion of food scraps by ensuring all residents regardless of language, culture, or location, are aware that they have access to free food scrap drop-off kiosks
- The applicant is looking to expand awareness of food scrap access collection specifically targeted underserved neighborhoods
- The applicant has identified a partner to offer translation services and ensure that education and outreach is appropriate and will get effective messaging across to the communities where food scrap access is offered
- This project will improve equity by providing information about access to free food scrap diversion and help the applicant make progress toward its goal of diverting 70% of the food waste in the trash by 2040

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202208135

RFP TITLE: 2022 Waste Diversion Grants Program, Round II

BIDDER NAME: City of Portland

DATE: 09/30/2022

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Environmental Protection

- The applicant estimates about 13,000 pounds of food scraps have already been diverted since April of 2021 and anticipates this project will allow increased diversion of 200,000 pounds per year if 25% of residents participate once the education and outreach campaign has effectively reached all communities and neighborhoods
 - The applicant has identified community volunteers to help spread the word among neighbors in addition to identifying multi-lingual news outlets to advertise food scrap drop-off availability
 - The applicant has provided an online form for residents to submit data and help track food scrap levels in the drop-off bins and gauge whether there is a need for additional capacity over time
 - Applicant plans to put any revenues from reduced disposal fees to increase food scrap drop-off access in the future
 - This application meets the highest priority in the awarding of funds as the project is proposed by municipal association applicant and is likely to increase the removal and recycling of organic materials from the municipal waste stream. The proposal is consistent with food recovery hierarchy established under section 2101 B.
2. *Implementation – Work Plan*
- The work plan is detailed and well thought-out, with appropriate time allotted for each step of the plan
3. *Cost Proposal*
- Applicant provides 36% match with in-kind labor to provide education and outreach, collect data, and monitor the drop-off site

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER NAME: City of Portland
DATE: 10/12/2022
EVALUATOR NAME: Michael Parker
EVALUATOR DEPARTMENT: 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 currently operates 8 food scrap drop-off kiosks.
- The applicant's Sustainability Office works to design and implement programs that, among other goals, will reduce waste generation and disposal.
- The applicant has worked cooperatively with several partners in the past in implementing its programs.

2. Subcontractors

- Catholic Charities of Maine and Best of Signs

3. Organizational Chart

- Submitted with the proposal.

II. Proposed Services

1. Services to be Provided

- The applicant is seeking funds to enhance its education and outreach to all members of the community. Portland has a diverse, multi-cultural population, with many residents for whom English is a second language.
- The applicant is looking to expand awareness of food scrap access collection specifically targeted toward underserved neighborhoods
- Signage will be developed in multiple languages to ensure the existing food scrap collection program is available to and understood by all members of the community.
- The applicant is looking to divert 70% of the food waste from the trash by 2040.
- The applicant will be able to track the success of the program by documenting increases in the tonnage for food scraps collected.
- This application meets the highest priority in the awarding of funds as the project is proposed by municipal association applicant and is likely to increase the removal and recycling of organic materials from the municipal waste stream. The proposal is consistent with food recovery hierarchy established under section 2101 B.

2. Implementation – Work Plan

- The work plan is feasible and can be implemented immediately.

3. Cost Proposal

- Applicant will provide a 36% match with in-kind labor and materials.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202111169
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER NAME: City of Rockland
DATE: October 12, 2022
EVALUATOR NAME: Jim Guerra
EVALUATOR DEPARTMENT: 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*
 - *City of Rockland Department of Public Services*
 -
 -
 - 2. *Subcontractors*
 - *N/A*
 -
 -
 - 3. *Organizational Chart*
 - 4. *Etc.*

- II. *Proposed Services*
 - 1. *Services to be Provided*
 - *Purchase a stationary vibratory screen to aerate and remove bulk from active composting operation*
 - *Design and purchase new signs for the compost area to help minimize inappropriate materials*
 -
 - 2. *Implementation – Work Plan*
 - *Install signs*
 - *Screen compost on a regular basis to improve quality of end product through aeration and removal of non-compostable materials.*

City proposes that regular screening of compost windrows will improve processing and final product. This evaluator would rather see the City invest in a used windrow turner which would aerate and break up clods more efficiently. City proposes an 83% share in kind

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202208135

RFP TITLE: 2022 Waste Diversion Grants Program, Round II

BIDDER NAME: City of Rockland

DATE: September 28, 2022

EVALUATOR NAME: Mark King, Grant Coordinator

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *The applicants are from the City's Transfer Station and they run a pretty smooth compost operation that was previously developed by processes approximately 1,400 yd³ of leaves annually, yielding 750 yd³ of fairly rough-looking compost.*

2. Subcontractors

- *None*

3. Organizational Chart

- *The Transfer Station Staff are capable to implement the project as proposed.*

II. Proposed Services

1. Services to be Provided

The City hopes to use the funds to purchase a stationary screen to help improve the aesthetic value of the compost resulting in higher demand and thus encouraging more leaf and yard debris recycling. Another area of hoped improvement is to better educate residents regarding the green wood waste area where residents often do not take the time to separate vegetative materials from the wood waste. A second part of the grant proposal is to help develop better signage to guide people towards more appropriate decisions.

2. Implementation – Work Plan

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202208135

RFP TITLE: 2022 Waste Diversion Grants Program, Round II

BIDDER NAME: City of Rockland

DATE: September 28, 2022

EVALUATOR NAME: Mark King, Grant Coordinator

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

- *The proposed timeline is aggressive and should allow for immediate implementation of the proposed changes.*

3. Cost Proposal

- *At a total project cost of \$81,835.00 the applicants are requesting only \$13,701.00 and are offering an 83% match of \$68,134.00. This is a great value for the WDG program and since the applicant has previously applied and missed the cut by one, I believe the project should be funded.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER NAME: City of Rockland
DATE: 10/03/2022
EVALUATOR NAME: Megan Mansfield-Pryor
EVALUATOR DEPARTMENT: 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

- Rockland's Public Works Department has been operating a (mainly) leaf-and-yard composting program since 2014 and is successfully diverting an estimated 1,400 cubic yards of organics per year through that program
- The City demonstrates responsible management of existing facilities including the ongoing closure process for their construction and demolition debris landfill and maintaining their recycling and leaf and yard composting programs
- Applicant has demonstrated drive to divert materials from disposal through partnering with Scrap Dogs and Net Your Problem, area businesses recovering food scraps and fishing gear respectively

2. Subcontractors

- n/a

3. Organizational Chart

- included

II. Proposed Services

1. Services to be Provided

- Diverting leaf and yard organics currently from residents and businesses; this project would allow them to screen out inappropriate materials and improve the quality of the finished compost
- Potential to improve soil health by providing finished compost at a low fee of \$0.50 per 5-gallon bucket or \$20 per cubic yard
- The applicant has already tried renting rather than purchasing a screener and notes that the operation would be more efficient and better maintained if they had their own equipment readily available to use when needed instead
- The closure of the landfill will free up additional staff resources to ensure the composting program maintains quality, and this equipment will help bolster those efforts
- Providing signage to educate entities dropping off organics will also be an improvement to the current process and will enable the applicant to clearly communicate what should and should not be dropped off for composting
- This proposal meets the highest priority in the awarding of funds as the project is proposed by municipal association applicant and is likely to increase the removal and recycling of organic materials from municipal waste streams. The project supports and is consistent with the food recovery hierarchy established under

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202208135

RFP TITLE: 2022 Waste Diversion Grants Program, Round II

BIDDER NAME: City of Rockland

DATE: 10/03/2022

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Environmental Protection

[section 2101-B](#) and supports and aligns with statewide diversion goal of recycling or composting 50% of MSW

2. *Implementation – Work Plan*

- The work plan is reasonable and based on what they already do with improvements in the quality and efficiency

3. *Cost Proposal*

- Applicant requested fairly modest of approximately \$13K funding for education and outreach and equipment provides very strong 83% match with cost-sharing for equipment as well as in-kind labor .

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER NAME: City of Rockland
DATE: 10/05/2022
EVALUATOR NAME: Michael Parker
EVALUATOR DEPARTMENT: 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, the City of Rockland, has been operating a leaf-and-yard composting program since 2014 and is diverting an estimated 1,400 cubic yards of organics per year
- The applicant has extensive experience successfully managing a multi-faceted solid waste program for the residents.
- The applicant currently operates a food scraps collection point at its solid waste facility.
- The applicant participated in a commercial fishing gear collection program that resulted in the collection of 3.6 tons of lobster rope.

2. Subcontractors

- None

3. Organizational Chart

- Submitted with the proposal

II. Proposed Services

1. Services to be Provided

- The applicant proposes to improve its current composting operation by purchasing a screener to sift the finished compost and put unfinished materials back into the compost process. Also, the applicant proposes to make and install signs that will educate residents on what materials may go into the compost piles. This will result in less unsuitable materials ending up in the compost that would need to be removed.
- The applicant currently rents a screener on an as-needed basis. Having a screener on hand at all times would give them flexibility. Also, the screener would be available for other public works projects, maximizing its use.
- This proposal meets the highest priority in the awarding of funds, as the project is proposed by a municipal entity and is likely to increase the removal and recycling of organic materials from municipal waste streams.

2. Implementation – Work Plan

- The work plan is feasible and can be implemented immediately.

3. Cost Proposal

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202208135

RFP TITLE: 2022 Waste Diversion Grants Program, Round II

BIDDER NAME: City of Rockland

DATE: 10/05/2022

EVALUATOR NAME: Michael Parker

EVALUATOR DEPARTMENT: Environmental Protection

- The applicant proposed an 83% match with cost-sharing for equipment as well as in-kind labor.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202111169
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER NAME: Town of Ogunquit
DATE: 10/17/22
EVALUATOR NAME: Jim Guerra
EVALUATOR DEPARTMENT: 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*
 - *The Town maintains a high degree of pride in its management of its solid waste.*
 - *Ogunquit sees itself as a leader in managing its solid waste*
 - *The Town appears to be quite accomplished in these efforts.*
 - 2. *Subcontractors*
 - *n/A*
 -
 -
 - 3. *Organizational Chart – Typical Municipality with significant expertise and authority in-house*
 - 4. *Etc.*

- II. *Proposed Services*
 - 1. *Services to be Provided*
 - *Proposal includes the use of existing equipment and Town property adjacent to the facility to co-compost kitchen, yard and farm waste on-site. For the expense of the project, benefits could be significant.*
 -
 -
 - 2. *Implementation – Work Plan*
 - *Well thought out and inclusive*

Applicant proposes 25% match

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202208135

RFP TITLE: 2022 Waste Diversion Grants Program, Round II

BIDDER NAME: Town of Ogunquit

DATE: October 12, 2022

EVALUATOR NAME: Mark King, Grant Coordinator

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *The applicants are from the Town's Transfer Station Facility and they run one of the nicest programs in the State of Maine.*

2. Subcontractors

- *None*

3. Organizational Chart

- *The Transfer Station Staff are capable to implement the project as proposed.*

II. Proposed Services

1. Services to be Provided

The Town recently conducted a survey of their waste stream needs due to an ever-rising cost of disposal in response to increased tourism and disposal needs. To help address this problem, the town implemented a Pay-AS-You-Throw program. The success of that program has led the transfer station staff to consider implementing a residential food scrap drop-off/composting program. Initially, 25 to 50 residents will be targeted to help test the program and keep any potential issues to a minimum. Citizens will bring collected food scraps to a manufactured drop-off site at the Transfer station where the food will be mixed with horse manure from a local stable and made ready for composting

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202208135

RFP TITLE: 2022 Waste Diversion Grants Program, Round II

BIDDER NAME: Town of Ogunquit

DATE: October 12, 2022

EVALUATOR NAME: Mark King, Grant Coordinator

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

To facilitate the compost process, an existing 40 cyd roll-off will be repaired through welding and will provide the vessel for a passively aerated process.

2. Implementation – Work Plan

- *The proposed timeline is aggressive, but careful and should allow continued success and future program growth.*

3. Cost Proposal

- *At a total project cost of \$9,770, the project seems like a good return on the \$7,327.50 investment and allows funds to be used in a densely-populated city along the southern Maine coast.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER NAME: Town of Ogunquit
DATE: 10/05/2022
EVALUATOR NAME: Megan Mansfield-Pryor
EVALUATOR DEPARTMENT: 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 transfer station manager and staff are engaged and experienced, with the same manager in place since 2009
- Applicant demonstrates strong initiative in branching out to recover more materials from the waste stream, attending trainings and waste-related conferences and events, and working with area businesses on their diversion efforts
- Applicant has taken steps to decrease residential waste as well, including implementation of pay-as-you-throw to more equitably disperse the cost of waste disposal based on generation
- Applicant gives back to the community, allocating specific funds raised through redeemable beverage container recycling to local schools and charitable causes
- Applicant has the support of a Sustainability Committee that is dedicated to assisting with the project
- Applicant experience includes working with IF&W and DEP on carcass composting from mass animal die-offs; experience working with different materials prepares them well for handling the municipal composting work

2. Subcontractors

- n/a

3. Organizational Chart

- included

II. Proposed Services

1. Services to be Provided

- Diverting organics; incorporating food waste into their existing leaf and yard composting operation and constructing special bins to maintain the new piles
- The proposal will scale the project up over time, starting with willing volunteers who will be guided with the support of the town staff as well as volunteers from the Sustainability Committee and potentially branching out over time to additional individuals and even businesses; this approach allows for increased diversion over time with significantly reduced risk of failure from taking too much on at once
- Initial phase has the potential to reduce MSW by an estimated 60 tons of organics and save approximately \$6,000; with scaling up over time diversion would likely increase as more people participate

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202208135

RFP TITLE: 2022 Waste Diversion Grants Program, Round II

BIDDER NAME: Town of Ogunquit

DATE: 10/05/2022

EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Environmental Protection

- Applicant is further reducing waste by reusing 5-gallon buckets from a local restaurant rather than purchasing new plastic buckets
- Applicant has supply of manure lined up to improve the quality and efficiency of the composting process
- This application meets the highest priority in the awarding of funds as the project is proposed by municipal association applicant and is likely to increase the removal and recycling of organic materials from the municipal waste stream. The proposal is consistent with food recovery hierarchy established under [section 2101-B](#) and supports and aligns with the statewide diversion goal of recycling or composting 50% of MSW generated within the state

2. *Implementation – Work Plan*

- The timeline is well planned out, and the applicant has already started some of the initial work in garnering interest and establishing partners for the project

3. *Cost Proposal*

- Applicant meets the 25% minimum requirement for match, all in matching funds for equipment and not counting in-kind labor to do complete the project work

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER NAME: Town of Ogunquit
DATE: 10/05/2022
EVALUATOR NAME: Michael Parker
EVALUATOR DEPARTMENT: 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 existing staff have over 23 years of experience operating the solid waste facility.
- Manager has been composting on his own for over 25 years.
- The applicant has experience composting marine mammals associated with a large die-off in 2018.

2. Subcontractors

- None

3. Organizational Chart

- Submitted with the proposal

II. Proposed Services

1. Services to be Provided

- The applicant proposes to expand its leaf and yard waste composting to include food scraps. The plan is to start with a small (25-50) residents and scale the operation up as interest increases.
- The applicant estimates that the initial phase could remove 60 tons from the waste being disposed, saving \$6,000.
- The proposal takes advantage of existing infrastructure at the solid waste facility.
- Applicant proposes to reuse 5-gallon buckets from a local restaurant.
- This application meets the highest priority in the awarding of funds as the project is proposed by municipal association applicant and is likely to increase the removal and recycling of organic materials from the municipal waste stream.
- The applicant will track the amount of waste diverted.

2. Implementation – Work Plan

- The timeline is feasible and can be implemented almost immediately.

3. Cost Proposal

- Applicant meets the 25% minimum requirement for match. Matching funds will be used for equipment and composting amendments (manure).

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202111169

RFP TITLE: 2022 Waste Diversion Grants Program, Round II

BIDDER NAME: Auburn School Department/Share Center

DATE: October 12, 2022

EVALUATOR NAME: Jim Guerra

EVALUATOR DEPARTMENT: 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*

- *Organization is highly qualified for this effort*
- *Demonstrates solid experience and track record to pursue this effort*
- *Previous projects support organization's ability to successfully achieve this project*

2. *Subcontractors*

- *N/A – effort to be carried out by staff and members*

3. *Organizational Chart – Provided and straightforward*

II. *Proposed Services*

1. *Services to be Provided*

- *The organization collects unwanted, retired or discarded materials from large organizations, agencies and businesses and makes them available to schools and individuals in need. People and organizations utilizing the program are members and pay an annual fee to support the organization which had its start more than twenty years ago. The current effort is to secure a substantially large warehouse to provide as a base of operation. Funds requested will be applied towards lease expense.*

2. *Implementation – Work Plan*

- *Over twenty years of experience enables the organization to unroll a logical workplan to move the operation to a new location.*

This operation is clearly aimed at reducing unnecessary waste and re-use and aims at underserved populations, agencies, schools. Unfortunately, this grant program is intended to secure hard purchases and is not intended for "soft" purchases such as rent or wages. Applicant proposes an 81.5% match.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202208135

RFP TITLE: 2022 Waste Diversion Grants Program, Round II

BIDDER NAME: Auburn School Department (SHAREcenter)

DATE: September 28, 2022

EVALUATOR NAME: Mark King, Grant Coordinator

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *Established over 24 years ago and fully self-funded through memberships, grants and fundraisers. SHAREcenter “rescues” discarded arts and crafts materials, office supplies, classroom materials, personal hygiene products, new clothing, larger furniture and furnishings and STEM supplies which are sold at a reduced rate to members and also to needy residents.*

2. Subcontractors

- *none*

3. Organizational Chart

- *One full-time director + solicited volunteers*

II. Proposed Services

1. Services to be Provided

- *The SHAREcenter proposes to seek a larger space to allow for expansion of existing programs and development of a Green Zone Shop and a “Maker’s Space” to allow collaborative efforts among teachers, students and artisans to turn recycled materials into works of art; along with a Green Zone Shop area where the public may be able to purchase overstock items as a reasonable cost to help keep the facility funded.*
- *The one concern I have is that it is difficult to determine how much waste will actually be diverted through our contribution to this project. The applicant has not listed any deliverables or methods to show how much waste is*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202208135

RFP TITLE: 2022 Waste Diversion Grants Program, Round II

BIDDER NAME: Auburn School Department (SHAREcenter)

DATE: September 28, 2022

EVALUATOR NAME: Mark King, Grant Coordinator

EVALUATOR DEPARTMENT: Maine Department of Environmental Protection

actually being diverted Since they are requesting the full \$40,000.00, I am not sure that this project is a good value for grant funds expended.

2. Implementation – Work Plan

- *The proposed timeline is aggressive and should allow partially seamless operations.*

3. Cost Proposal

- *WDG funds are earmarked to help secure a larger warehouse facility to help expand the amount and size of materials they can recover and share with members and others. The applicant professes that the funding if received will be used solely for the acquirement of warehouse space at a cost of 216,000.00 for a two-year lease of which the WDG pays \$40,000.00 towards the balance.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER NAME: Auburn School Department/SHAREcenter
DATE: 09/27/2022
EVALUATOR NAME: Megan Mansfield-Pryor
EVALUATOR DEPARTMENT: 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

- This school SHAREcenter has been operating for nearly 25 years and is sustainably self-funded through annual memberships from partners including schools and nonprofits as well as donations from funders and benefactors
- The current Director has a history of successful implementation of other grant-funded work to further the organization, including purchase of a box truck to allow more capacity to rescue usable goods
- The applicant is stable and growing, serving other schools as well as other organizations and businesses to connect those who can use materials with those in need and through this work, has already prevented disposal of usable goods
- Applicant provides many specific examples of projects successfully completed from college campus clear-outs to furnishing nonprofits with needed furniture and furnishings
- The organization has a strong network of supporters including volunteers and members from the community and surrounding communities, in addition to businesses that it has developed relationships with

2. Subcontractors

- n/a

3. Organizational Chart

- included

II. Proposed Services

1. Services to be Provided

- The funds requested will supplement the cost of a larger space as the applicant's current space is no longer going to be available
- The larger space would enable the organization to not only continue its current work but also expand that scope of work, including:
 - Adding a maker space to encourage learning focused on material reuse
 - Opening to the general public
 - Being able to store and therefore move and divert more material from disposal
- This work diverts usable goods from corporations, colleges, and other entities from disposal to another entity that can use those goods; just one previous project cited diverted 10 tons of material from disposal and saved the partner

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EVALUATOR NAME: Megan Mansfield-Pryor

EVALUATOR DEPARTMENT: Environmental Protection

money in disposal tip fees while saving another organization money as they did not have to purchase new goods

- This project supports the top of the waste hierarchy by retaining goods for reuse and repurposing, which in turn helps reduce greenhouse gas emissions and other negative impacts related to the production of new goods from resource extraction to processing and transportation, in addition to saving money
- This application meets the highest priority in the awarding of funds as the project is proposed by a municipal applicant and upholds the highest level of the solid waste management hierarchy established under section 2101

2. *Implementation – Work Plan*

- The work plan reflects time and forethought, with organized efforts that include a number of partners and volunteers who have already been recruited to help
- The timeline for the move, store setup, open to the public and to research and open establish the maker space is reasonable
- Due to the timing of grant funds being received, however, the timeline will need to be bumped out

3. *Cost Proposal*

- Applicant provides 95% match and does not include labor cost as match, or any other costs of moving the space; only the building lease
- Given the longevity of the organization, the ability to sustain itself once moved into a new space does not appear to be a concern

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202208135
RFP TITLE: 2022 Waste Diversion Grants Program, Round II
BIDDER NAME: Auburn School Department
DATE: 09/28/2022
EVALUATOR NAME: Michael Parker
EVALUATOR DEPARTMENT: 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 has been operating for 24+ years.
- Since its inception, the applicant has collected gently used office supplies, school supplies, furniture, clothing and many other items that is then sold at steep discounts to those in need.
- One example provided by the applicant described 20 beds, dressers, and desks for a women's shelter.
- The applicant's activities have grown steadily over the years, creating a need for more space.
- The applicant has established working relationships over a moderate sized geographic area, serving a large, underserved population.

2. Subcontractors

- None

3. Organizational Chart

- Submitted with the proposal

II. Proposed Services

1. Services to be Provided

- The applicant is requesting funds to be used to acquire/lease additional storage space for the materials it collects and distributes.
- The proposed 2-year operation at the new location would allow for the following expanded activities:
 - Adding a maker space to encourage learning focused on material reuse
 - Opening to the general public
 - Being able to store and therefore move and divert more material from disposal
- The applicant's proposal places reuse over disposal of old materials or purchase of new materials.
- The lease of existing warehouse stock further reduces the need to construct and maintain a new building.
- This application meets the highest priority in the awarding of funds as the project is proposed by a municipal applicant and upholds the highest level of the solid waste management hierarchy established under section 2101

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202208135

RFP TITLE: 2022 Waste Diversion Grants Program, Round II

BIDDER NAME: Auburn School Department

DATE: 09/28/2022

EVALUATOR NAME: Michael Parker

EVALUATOR DEPARTMENT: Environmental Protection

2. *Implementation – Work Plan*

- The workplan may be implemented immediately
- The timeline to move existing inventory and set the new location is feasible.

3. *Cost Proposal*

- Applicant provided an 82% match and does not include labor cost as match, or any other costs of moving the space.



STATE OF MAINE
DEPARTMENT OF Environmental Protection

Janet T. Mills
Governor

Melanie Loyzim
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202208135
RFP TITLE: 2022 Waste Diversion Grants
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'.

09/16/2022

Signature

Date



STATE OF MAINE
DEPARTMENT OF Environmental Protection

Janet T. Mills
Governor

Melanie Loyzim
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202208135
RFP TITLE: 2022 Waste Diversion Grants
Round II

I, **Michael T. Parker**, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Environmental Protection. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

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A handwritten signature in black ink that reads "Michael T. Parker".

09/16/2022

Signature

Date



STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Janet T. Mills
Governor

Melanie Loyzim
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202208135
RFP TITLE: 2022 Waste Diversion Grants 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.

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A handwritten signature in blue ink, appearing to read "Mark King", written over a horizontal line.

Signature

September 19, 2022

Date

