

STATE OF MAINE DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Kirsten Figueroa Commissioner

Janet T. Mills Governor

Monday, September 14, 2020

PRO Moving Service 184 College Ave. Waterville, ME 04901

SUBJECT: Notice of Conditional Pre-Qualified Vendor List Award under RFP # 202006096, Pre-Qualified Vendor List for Plexiglass Barriers and Installation Services

Dear Jason Brann:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Administrative and Financial Services for Pre-Qualified Vendor List for Plexiglass Barriers and Installation Services. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional award to the following bidder:

• PRO Moving Service

The bidder listed above has met the requirements for placement on the Pre-Qualified Vendor List. Vendors added to this Pre-Qualified Vendor List (PQVL) are not guaranteed projects of work for the State of Maine but are eligible to submit bids on projects issued through the PQVL Mini-Bid Process, as defined in the RFP. 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 successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award and dissolve the Pre-Qualified Vendor List at any time.

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. A Statement of Appeal Rights has been provided with this letter; see below.

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

Sincerely,

-DocuSigned by: William Allen -2D5B6E39F57E44A...

William Allen, Procurement Analyst II Email: <u>wje.allen@maine.gov</u> Tel: 207-624-7871

STATEMENT OF APPEAL RIGHTS

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).



STATE OF MAINE DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Kirsten Figueroa Commissioner

Janet T. Mills Governor

Monday, September 14, 2020

N. Wassterstrom 2300 Lockbourne Rd Columbus, OH 43207

SUBJECT: Notice of Conditional Pre-Qualified Vendor List Award under RFP # 202006096, Pre-Qualified Vendor List for Plexiglass Barriers and Installation Services

Dear Eric Wasserstrom:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Administrative and Financial Services for Pre-Qualified Vendor List for Plexiglass Barriers and Installation Services. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional award to the following bidder:

• N. Wasserstrom & Sons

The bidder listed above has met the requirements for placement on the Pre-Qualified Vendor List. Vendors added to this Pre-Qualified Vendor List (PQVL) are not guaranteed projects of work for the State of Maine but are eligible to submit bids on projects issued through the PQVL Mini-Bid Process, as defined in the RFP. 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 successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award and dissolve the Pre-Qualified Vendor List at any time.

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. A Statement of Appeal Rights has been provided with this letter; see below.

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

Sincerely,

DocuSigned by: William Allen -2D5B6E39F57E44A... William Allen, Procurement Analyst II Email: wje.allen@maine.gov Tel: 207-624-7871

STATEMENT OF APPEAL RIGHTS

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RFP #: 202006096 RFP TITLE: Pre-Qualified Vendor List for Plexiglass Barriers and Installation Services BIDDER: PRO Moving Service DATE: Friday, August 21, 2020

Instructions: The purpose of this form is to record all evaluation notes and scoring that is obtained through consensus discussions among the full evaluation team for this Request for Proposals (RFP) process. The RFP Coordinator or Lead Evaluator should complete this form and maintain the only copy. This form should reflect the full team's consensus evaluations, and this form is **not** meant to take the place of individual evaluation notes, which are still required from each member of the evaluation team. A separate form is available for individual evaluation notes. Please submit a copy of this document to the Division of Procurement Services as part of your contract award selection documents.

DEPARTMENT NAME: Department of Administrative and Financial Services **NAMES OF EVALUATOR:** William Allen

SUMMARY PAGE

Pass:	<u>Fail:</u>
х	
x	
х	
x	
	x x x

RFP #: 202006096 RFP TITLE: Pre-Qualified Vendor List for Plexiglass Barriers and Installation Services BIDDER: PRO Moving Service DATE: Friday, August 21, 2020

Bidder submitted signed Appendix A and B.

Bidder submitted completed Appendix C and certificate of insurance.

Bidder submitted completed Appendix D which demonstrates their experience performing the requested services.

Bidder submitted list of offered materials, services and rates.

RFP #: 202006096 RFP TITLE: Pre-Qualified Vendor List for Plexiglass Barriers and Installation Services BIDDER: N. Wasserstrom & Sons DATE: Friday, September 4, 2020

Instructions: The purpose of this form is to record all evaluation notes and scoring that is obtained through consensus discussions among the full evaluation team for this Request for Proposals (RFP) process. The RFP Coordinator or Lead Evaluator should complete this form and maintain the only copy. This form should reflect the full team's consensus evaluations, and this form is **not** meant to take the place of individual evaluation notes, which are still required from each member of the evaluation team. A separate form is available for individual evaluation notes. Please submit a copy of this document to the Division of Procurement Services as part of your contract award selection documents.

DEPARTMENT NAME: Department of Administrative and Financial Services **NAMES OF EVALUATOR:** William Allen

SUMMARY PAGE

Pass/Fail Criteria		
	Pass:	<u>Fail:</u>
 Proposal contained a signed Cover Page (Appendix A) and signed Debarment Performance and Non-Collusion Certification (Appendix B). 	Х	
 Proposal contained a completed Qualifications & Experience Form (Appendix C) that demonstrates qualifications and special or unique characteristics to provide the requested services, copies of all relevant licensure, certification, and specific credentials, and a copy of a valid certificate of insurance. 	X	
 Proposal contained a completed Prior Projects Form (Appendix D) which demonstrates experience and expertise needed in performing the services 	X	
 Proposal included a Vendor List of Offered Materials, Services and Rates demonstrating a vendor's capacity to provide the services and materials likely required for specific future projects. 	X	
Numerical Score: No Points / All Pass/Fail		warded:

RFP #: 202006096 RFP TITLE: Pre-Qualified Vendor List for Plexiglass Barriers and Installation Services BIDDER: N. Wasserstrom & Sons DATE: Friday, September 4, 2020

Bidder submitted signed Appendix A and B.

Bidder submitted completed Appendix C and certificate of insurance.

Bidder submitted completed Appendix D which demonstrates their experience performing the requested services.

Bidder submitted list of offered materials, services and labor rates.



STATE OF MAINE DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Janet T. Mills Governor Kirsten Figueroa Commissioner

AGREEMENT AND DISCLOSURE STATEMENT RFP #: 202006096 RFP TITLE: <u>Pre-Qualified Vendor List for</u> <u>Plexiglass Barriers and Installation Services</u>

I, William Allen, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Administrative and Financial Services. 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 that the evaluation process is to be conducted in an impartial manner. 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 agreeto 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 funding decision notices for public distribution.

8/19/2020	
	8/19/2020