

State of Maine
Master Score Sheet

RFP# 202301011					
Pre-Qualified Vendor List for Home Heating Oil Tank Replacements					
Bidder Name:		Sousa's Oil Burner Service			
Proposed Cost:					
Scoring Sections	Points Available				
Section I: Preliminary Information	Pass/Fail	Pass			
Section II: Organization Qualifications and Experience	75	75			
Section III: Cost Proposal	25	25			
TOTAL	<u>100</u>	<u>100</u>			
Bidder Name:					
Proposed Cost:					
Scoring Sections	Points Available				
Section I: Preliminary Information	Pass/Fail				
Section II: Organization Qualifications and Experience	75				
Section III: Cost Proposal	25				
TOTAL	<u>100</u>				

Award Justification Statement
RFP# 202301011

I. Summary

Proposals from one contractor was reviewed to be included on a Pre-Qualified Vendor List for replacing home heating oil tanks. The Department intends to establish a pre-qualified vendor list of contractors to provide these services, on an as-needed basis.

II. Evaluation Process

The evaluation team reviewed each proposal submitted for the minimal eligibility requirements. Individual notes were recorded and the evaluation team met in person to score proposals.

III. Qualifications & Experience

Contractors are required to have a Master Oil Burner Technicians License. Roth Certification and Propane and Natural Gas License were optional.

IV. Proposed Services

Remove and replace oil heating oil storage tanks. Install new double-wall steel tanks or Roth Tanks as per DEP Specifications.

V. Cost Proposal

Contractors' proposals must include hourly rate for Master Oil Burner Technician or a Rate Sheet.

VI. Conclusion

Sousa's Oil Burner Service provided a complete proposal with minimum eligibility requirements.



STATE OF MAINE
DEPARTMENT OF Environmental
Protection

Janet T. Mills
Governor

Melanie Loyzim
Commissioner

AWARD NOTIFICATION LETTER FOR PRE-QUALIFIED VENDOR LIST FOR HOME
HEATING OIL TANK REPLACEMENTS

Augusta 18, 2023

Joseph Sousa Sr.
Sousa's Oil Burner Service
11 Troy Road
Detroit, ME 04929

**SUBJECT: Notice of Conditional Pre-Qualified Vendor List Award under RFP # 202301011,
Pre-Qualified Vendor List for Home Heating Oil Tank Replacements**

Dear Joseph Sousa Sr.:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Environmental Protection for Pre-Qualified Vendor List for Home Heating Oil Tank Replacements. 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:

- Sousa's Oil Burner Service

The bidder listed above have met the requirements for placement on the Pre-Qualified Vendor List. Vendors added to this Pre-Qualified Vendor List (PQVL) are not guaranteed a contract with the State of Maine but are eligible to submit bids on projects issued through the PQVL Mini-Bid Process, as defined in the RFP. Any Notice of Conditional Contract Award resulting from a Mini-Bid award is subject to execution of a written contract. As a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor(s). The vendor shall not acquire any legal or equitable rights relative to 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,

David McCaskill

W. David McCaskill

Senior Environmental Engineer in Bureau of Remediation and Waste Management
Maine Department of Environmental Protection
Desk/Cell Phone:207-592-8054

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
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202301011
RFP TITLE: Pre-Qualified Vendor List for Home Heating Oil Tank Replacements
BIDDER: Sousa's Oil Burner Service
DATE: August 9, 2023

DEPARTMENT NAME: Department of Environmental Protection
NAME OF RFP COORDINATOR: David McCaskill
NAMES OF EVALUATORS: Joseph Maisonave, Rebekah Koroski

SUMMARY PAGE

<u>Pass/Fail Criteria</u>		
	<u>Pass:</u>	<u>Fail:</u>
◆ RFP Form Complete,	X	
◆ Master Oil Burner Technicians License	X	
◆ Certificate of Insurance	X	
	<u>Points Awarded:</u>	
Numerical Score:		
Section I. Preliminary Information (Max: 0 Points)	0	
Section II. Organization Qualifications and Experience (Max: 75 Points)	75	
Section III: Cost Proposal (Max: 25 Points)	25	
TOTAL POINTS (Max: 100 Points)	100	

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202301011

RFP TITLE: Pre-Qualified Vendor List for Home Heating Oil Tank Replacements

BIDDER: Sousa's Oil Burner Service

DATE: August 9, 2023

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

Total Points Available: PASS

Score: PASS

Evaluation Team Comments:

Application complete.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202301011

RFP TITLE: Pre-Qualified Vendor List for Home Heating Oil Tank Replacements

BIDDER: Sousa's Oil Burner Service

DATE: August 9, 2023

**EVALUATION OF SECTION II
Proposed Services**

Total Points Available: 75

Score: 75

Evaluation Team Comments:

Contractor can provide Roth tank installations.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202301011
 RFP TITLE: Pre-Qualified Vendor List for Home Heating Oil Tank Replacements
 BIDDER: Sousa's Oil Burner Service
 DATE: August 9, 2023

**EVALUATION OF SECTION III
Cost Proposal
Price: Comparison with Lowest Bid**

Total Points Available: 25 Score: 25

Lowest submitted Cost Proposal	÷	Cost Proposal being scored	x	Score Weight	=	Score
\$95	÷	\$95	x	25 points	=	25

Evaluation Team Comments:

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202301011

RFP TITLE: Pre-Qualified Vendor List for Home Heating Oil Tank Replacements

BIDDER NAME: Sousa's Oil Burner Service, LLC.

DATE: 6/26/2023

EVALUATOR NAME: Joseph Maisonave

EVALUATOR DEPARTMENT: Department of Environmental Protection

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

Individual Evaluator Comments: COMPLETE

Includes completed Proposal Form pages 2 through 6: YES

Includes Hourly Rate on Proposal Form Page 6: YES

Includes Copy of Maine Oil Burner Technicians License: YES

Includes Certificate of Insurance: YES

Includes Propane License and Roth Certification (NOT REQUIRED): YES Roth. NO Propane.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202301011

RFP TITLE: Pre-Qualified Vendor List for Home Heating Oil Tank Replacements

BIDDER NAME: Sousa's Oil Burner Service, LLC.

DATE: 6/26/2023

EVALUATOR NAME: Rebekah Koroski

EVALUATOR DEPARTMENT: Department of Environmental Protection

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

Individual Evaluator Comments: COMPLETE

Includes completed Proposal Form pages 2 through 6: YES

Includes Hourly Rate on Proposal Form Page 6: YES

Includes Copy of Maine Oil Burner Technicians License: YES

Includes Certificate of Insurance: YES

Includes Propane License and Roth Certification (NOT REQUIRED): YES Roth. NO Propane.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202301011

RFP TITLE: Pre-Qualified Vendor List for Home Heating Oil Tank Replacements

BIDDER NAME: Sousa's Oil Burner Service, LLC.

DATE: 6/26/2023

EVALUATOR NAME: David McCaskill

EVALUATOR DEPARTMENT: Department of Environmental Protection

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

Individual Evaluator Comments: COMPLETE

Includes completed Proposal Form pages 2 through 6: YES

Includes Hourly Rate on Proposal Form Page 6: YES

Includes Copy of Maine Oil Burner Technicians License: YES

Includes Certificate of Insurance: YES

Includes Propane License and Roth Certification (NOT REQUIRED): YES Roth. NO Propane.



STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION



Janet T. Mills
Governor

Melanie Loyzim
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202301011

RFP TITLE: Pre-Qualified Vendor List for Home Heating Oil Tank Replacements

I, David McCaskill 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.

McCaskill, David Digitally signed by McCaskill, David
Date: 2023.08.09 11:20:46 -04'00'

8/9/2023

Signature

Date



STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION



Janet T. Mills
Governor

Melanie Loyzim
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202301011

RFP TITLE: Pre-Qualified Vendor List for Home Heating Oil Tank Replacements

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

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

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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.

Maisonave, Joseph Digitally signed by Maisonave, Joseph
Date: 2023.06.26 16:58:19 -04'00'

6/26/2023

Signature

Date



STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION



Janet T. Mills
Governor

Melanie Loyzim
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202301011

RFP TITLE: Pre-Qualified Vendor List for Home Heating Oil Tank Replacements

I, REBEKAH L KOROSKI 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.

Koroski, Rebekah Digitally signed by Koroski, Rebekah
Date: 2023.08.09 10:29:57 -04'00'

8/9/2023

Signature

Date