

State of Maine Master Score Sheet

RFP# 202302025					
PRE-QUALIFIED VENDOR LIST FOR MAINE CERTIFIED UNDERGROUND OIL STORAGE TANK INSTALLER SERVICES					
Bidder Name:		Petroleum Maintenance Systems			
Proposed Cost:		N/A			
Scoring Sections	Points Available				
Section I: Preliminary Information	Pass/Fail	Pass			
Section II: Organization Qualifications and Experience	35	20			
Section III: Proposed Services	30	20			
Section IV: Cost Proposal	35	20			
TOTAL	<u>100</u>	<u>60</u>			

Award Justification Statement
RFP# 202302025
Pre-Qualified Vendor List for Maine Certified
Underground Oil Storage Tank Installer Services

I. Summary

The Maine Department of Environmental Protection is seeking proposals to provide direct services for removal, repair, inspection and investigative services, petroleum contaminated water and soils excavation, transportation and/or treatment services at UST and AST oil facilities.

CTI services, at a minimum, include: UST and AST removals, facility inspections, equipment testing, repair, trouble shooting, oversight of excavation of test pits and geo-probing near active tanks and piping, site safety, and petroleum contaminated soil excavation, transportation and/or treatment.

The organization must own or have access to all vehicles, construction, and testing equipment necessary to complete the CTI services

II. Evaluation Process

During the evaluation process we went through the preliminary information to be sure each proposal met the eligibility requirements and gave a pass or fail. If a proposal failed, we moved onto the next proposal and if a proposal passed we continued the review of the proposal. Proposals were evaluated by a committee of three (3) MEDEP Remediation and Waste Management Program staff members. Committee members scored the proposals based on organization qualifications and experience, proposed services, work scenarios, and Maine Business and Economic Impact Consideration. The one (1) qualified bidder is to be listed on a prequalified list for use by the Department.

III. Qualifications & Experience

The key qualifications were:

- Certification of all personnel holding a Certified Tank Installer license, certified by the State of Maine Board of Underground Storage Tank Installers, and whose license is in good standing.

- Certification of all personnel trained in OSHA Hazardous Waste Operations and Emergency Response Standards; 29 CFR 1910.120

- Certifications of all personnel trained in erosion control practices through MEDEP's Voluntary Contractor Certification Program (VCCP)

The experience factors were:

- Experience in the removal, installation of both Underground and Aboveground oil storage tanks
- Review the organizations qualifications with UST and AST facilities and petroleum contaminated sites

IV. Proposed Services

We reviewed the proposal and gave an overall score based on the detail, equipment, scope of services, and project examples.

V. Cost Proposal

We looked at what the organization submitted for a rate sheet and how extensive it was. The company only included an hourly rate, vehicle mileage, and the cost of an annual inspection.

VI. Conclusion

The one organization we chose to conditionally award the bid shows the ability and experience to perform the scope of work that was laid out in the RFP and can competitively bid on mini bids for the Department.



**STATE OF MAINE
DEPARTMENT OF Environmental
Protection**



**Janet T. Mills
Governor**

**Melanie Loyzim
Commissioner**

AWARD NOTIFICATION LETTER

DATE

Dylan Birt
General Manager
Petroleum Maintenance Systems, Inc.
P.O Box 1348
Jay, ME 04239

SUBJECT: Notice of Conditional Pre-Qualified Vendor List Awards under RFP # 202302025
Pre-Qualified Vendor List for Maine Certified Underground Oil Storage Tank
Installer Services

Dear Mr. Birt:

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 Maine Certified Underground Oil Storage Tank Installer Services. The Department has evaluated the proposal received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional award to the following bidder:

- Petroleum Maintenance Systems, Inc.

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,

A handwritten signature in cursive script, appearing to read "Jay Sequeira".

Jay Sequeira
Environmental Specialist
Division of Petroleum Management
Department of environmental Protection
207-592-0489

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 #: 202302025

RFP TITLE: PRE-QUALIFIED VENDOR LIST FOR MAINE CERTIFIED UNDERGROUND OIL STORAGE TANK INSTALLER SERVICES

BIDDER: Petroleum Maintenance Systems, Inc

DATE: 4/16/2024

SUMMARY PAGE

Department Name: Department of Environmental Protection

Name of RFP Coordinator: Jay Sequeira

Names of Evaluators: Butch Bowie, Jay Sequeira, Racheal French

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	Pass	
• Maine Certified Tank Installer	Pass	
• 40 Hour Hazardous Waste Operations and Emergency Response Standards; 29 CFR 1910.120 certified	Pass	
• Certified by the MEDEP in erosion control practices through the Voluntary Contractor Certification Program (VCCP).	Pass	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35	20
Section III. Proposed Services	30	20
Section IV. Cost Proposal	35	20
<u>Total Points</u>	<u>100</u>	<u>60</u>

OVERVIEW OF SECTION I

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202302025

RFP TITLE: PRE-QUALIFIED VENDOR LIST FOR MAINE CERTIFIED
UNDERGROUND OIL STORAGE TANK INSTALLER SERVICES

BIDDER: Petroleum Maintenance Systems, Inc

DATE: 4/16/2024

Preliminary Information

Section I. Preliminary Information

Evaluation Team Comments:

Petroleum maintenance completed both Appendix's A and B and met the eligibility requirements with having 1 licensed Maine Certified Tank Installer, 1 certified person with the 40 Hour Hazardous Waste Operations and Emergency Response training, and 1 person trained in the in erosion control practices through MEDEP's VCCP.

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DATE: 4/16/2024

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35	20

Evaluation Team Comments:

- I. Overview of the Organization
 - This company has not been on the pre-qualified vendor list before.
 - In the tank business since 1996.
 - Works with a lot of AST facilities as well as UST systems.
 - Has a contract for tank work with the Maine Turnpike Authority.
 - Very brief overview and no health and safety plan.

- II. Subcontractors
 - 4 subcontractors provided.

- III. Organizational Chart
 - Not Included

- IV. Litigation
 - Not included

- V. License/Certification
 - 1 Maine Certified Tank Installer
 - 2 Maine Certified tank Inspectors
 - 40hr HAZWOPER certified
 - Erosion Control certified

- VI. Certificate of Insurances
 - Clark Insurance 3/21/2024

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

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DATE: 4/16/2024

**EVALUATION OF SECTION III
Proposed Services**

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

Evaluation Team Comments:

Petroleum Maintenance has the ability to do a wide range of services for AST's and UST's including the removal, installation, inspection, and maintenance of these systems. They mainly oversee the removal of the tanks.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

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DATE: 4/16/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
	,		x	points	=	20

Evaluation Team Comments:

Petroleum Maintenance provided a rate sheet for the hourly rate per employee onsite, milage, and the annual tank inspection fee.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202302025

RFP TITLE: PRE-QUALIFIED VENDOR LIST FOR MAINE CERTIFIED UNDERGROUND OIL STORAGE TANK INSTALLER SERVICES

BIDDER NAME: Petroleum Maintenance Systems, Inc.

DATE: 4/10/2024

EVALUATOR NAME: Jay Sequeira

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:

I. Preliminary info

1. Proposal cover page
 - Signed by Dylan Birt (GM)
2. Debarment, Performance, and non-collusion Certification
 - Included and signed by Dylan Birt (GM)
3. Eligibility Requirements
 - 2 Certified Tank Installers
 - 1 CTI has a current HAZWOPER
 - 1 CTI certified in Erosion Control
 - Supporting documents included

II. Organization Requirements

1. Overview of Organization
 - Been in business since 1996.
 - Mainly inspects UST's and AST's
 - Oversees tank removals and has the ability to test and repair systems.

**STATE OF MAINE
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BIDDER NAME: Petroleum Maintenance Systems, Inc.

DATE: 4/10/2024

EVALUATOR NAME: Jay Sequeira

EVALUATOR DEPARTMENT: Department of Environmental Protection

2. Subcontractors
 - 4 sub-contractors
 3. Organizational Chart
 - Not included
 4. Litigation
 - None
 5. License/Certification
 - 2 CTI's
 6. Certificate of insurance
 - Clark Insurance dated 3/21/2024.
 7. Project review
 - All three examples were the removal and replacement of UST and AST systems for school, the turnpike authority, and a marina.
- III. Services to be provided**
1. Can provide a variety of services including the removal and replacement of UST's and AST's. Additionally, they have the ability to test, repair, and upgrade fueling systems.
- IV. Cost Proposal**
1. Rates are included.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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RFP TITLE: PRE-QUALIFIED VENDOR LIST FOR MAINE CERTIFIED UNDERGROUND OIL STORAGE TANK INSTALLER SERVICES

BIDDER NAME: Petroleum Maintenance Systems, Inc.

DATE: 4/10/2024

EVALUATOR NAME: Butch Bowie

EVALUATOR DEPARTMENT: Department of Environmental Protection

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Individual Evaluator Comments:

I. Preliminary info

1. Proposal cover page
 - Complete and signed by Dylan Birt CTI and General Manager.
2. Debarment, Performance, and non-collusion Certification
 - Included and signed by Dylan Birt.
3. Eligibility Requirements
 - One certified tank installer and two certified tank inspectors
 - CTI has HAZWOPER and Erosion Control certifications (Included)

II. Organization Requirements

1. Overview of Organization
 - Not previously on pre-qualified list
 - In tank business since 1996
 - UST and AST inspection, maintenance, installation, and removal.
 - Very brief overview.
2. Subcontractors
 - 4 subcontractors listed.
3. Organizational Chart
 - Not included
4. Litigation
 - No information included

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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BIDDER NAME: Petroleum Maintenance Systems, Inc.

DATE: 4/10/2024

EVALUATOR NAME: Butch Bowie

EVALUATOR DEPARTMENT: Department of Environmental Protection

5. License/Certification
 -
 6. Certificate of insurance
 - Installer, inspector, HAZWOPER, Erosion Control, API, Confined Space
 7. Project review
 - 3 projects listed (very brief description)
 - More AST and school projects.
- III. Services to be provided**
1. Can provide wide range of services for AST and UST removal, installation, maintenance and inspections.
- IV. Cost Proposal**
1. Very minimal rate sheet

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

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BIDDER NAME: Petroleum Maintenance Systems, Inc.

DATE: 4/16/2024

EVALUATOR NAME: Racheal French

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:

I. Preliminary info

1. Proposal cover page
 - Submitted and completed
2. Debarment, Performance, and non-collusion Certification
 - Submitted and completed
3. Eligibility Requirements
 - 3 UST CTI
 - 1 40-hr HAZWOPER
 - *Missing VCCP certification and only has 1 40-hr HAZWOPER

II. Organization Requirements

1. Overview of Organization
 - Overview is provided
 - Projects described in Appendix C were not very detailed, but appear relevant to RFP
 - No health and safety program described or discussed, included additional certifications
 - List of vehicles and testing equipment provided and limited
 - No construction vehicles listed
2. Subcontractors
 - Provided – includes companies with construction vehicles

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EVALUATOR NAME: Racheal French

EVALUATOR DEPARTMENT: Department of Environmental Protection

3. Organizational Chart
 - Not provided
 4. Litigation
 - Not provided unless this is included with Appendix B
 5. License/Certification
 - 1 24-hr Emergency Response Technician
 - 1 Confined Space Entry and Injury Rescue
 - 1 Certification in Erosion Control Practices (not VCCP requirement)
 - 1 API Work safe
 6. Certificate of insurance
 - Provided
 7. Project review
 -
- III. Services to be provided**
1. Provided in overview, not a lot of detail. Notes inspections are primary and they also coordinate/oversee other processes like removals, testing, repairs, ect.
- IV. Cost Proposal**
1. Provided – does not include cost for equipment from sub-contractors,



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AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202302025
RFP TITLE: Pre-Qualified Vendor List for Maine Certified
Underground Oil Storage Tank Installer Services

I, Butch Bowie _____
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.

Butch Bowie

4/10/2024

Signature

Date



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AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202302025
RFP TITLE: Pre-Qualified Vendor List for Maine Certified
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I, Bacheal French 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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Bacheal French
Signature

4/16/2024
Date



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AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202302025
RFP TITLE: Pre-Qualified Vendor List for Maine Certified
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I, Jay Sequeira _____ 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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Signature

4/16/2024

Date