



**STATE OF MAINE
DEPARTMENT OF Defense, Veterans
and Emergency Management**

**Diane L. Dunn
Brigadier General
Commissioner**

**Janet T. Mills
Governor**

December 13, 2024

Mr. Darren Donovan, President
Aroostook Arborculture, Inc.
177 Houlton Road
Presque Isle, ME 04769

SUBJECT: Notice of Conditional Contract Award under RFP # 202409169, Caswell Fire Breaks

Dear Mr. Donovan:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Defense, Veterans and Emergency Management for Caswell Fire Breaks. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

- Aroostook Arborculture, Inc.

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

As stated in the RFP, following the 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 that reads "Sara Thompson". The signature is written in a cursive, flowing style.

Sara Thompson, Procurement Manager

SLF:sjt

- **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, Office of State Procurement Services [formerly the Division of Purchases], Chapter 120, § (2) (2).

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202409169
RFP TITLE: Caswell Fire Breaks
BIDDER: Aroostook Arborculture Inc.
DATE: December 5, 2024

SUMMARY PAGE

Department Name: Department of Defense, Veterans and Emergency Management
Name of RFP Coordinator: Sara Thompson
Names of Evaluators: Tim Bickford, Andrew Flint, and Eric Wightman

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)		
• N/A.		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35	N/A
Section III. Proposed Services	35	N/A
Section IV. Cost Proposal	30	N/A
<u>Total Points</u>	<u>100</u>	<u>N/A</u>

One proposal was received from Aroostook Arborculture Inc.

**STATE OF MAINE
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DATE: December 5, 2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Aroostook Arborculture Inc was founded in 2003 and has over 20 years of experience. They have completed projects in Maine, New Hampshire and Vermont. They offer a full range of vegetation management from land clearing with forestry mulchers and hand crew to maintenance with herbicides and everything in between.

Aroostook Arborculture Inc has several Arborist Licenses, several Pesticide Applicators Licenses, and a licensed forester on staff.

The references provided are relevant to the work we are looking to have completed.

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

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

Evaluation Team Comments:

- I. Overview of the Organization
 - Small Business
 - 20+ years of experience
 - Qualifications and experience are in line with the scope of this RFP.
 - Do projects in Maine, New Hampshire and Vermont
 - Offer a full range of vegetation management from land clearing with forestry mulchers and hand crew to maintenance with herbicides and everything in between
 - Have several Arborist Licenses and several Pesticide Applicator’s Licenses, and a Licensed Forester on staff
 - Projects listed are similar to the requirements listed in the RFP
- II. Subcontractors
 - No subcontractor listed in this RFP proposal.
- III. Organizational Chart
 - An organizational chart was provided with employees expected to work on this project. This list provided was acceptable/appropriate to DVEM’s needs and responsive to the RFP.
- IV. Litigation
 - None listed.
- V. Financial Viability
 -
- VI. Certificate of Insurances
 - Insurance Certificate included.

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**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	35	N/A

Evaluation Team Comments:

The vendor will transport one or both of their CMI Forestry Mulchers to the site in Caswell and will grind up stumps, small trees and brush left from the harvesting areas making a 100 foot buffer surrounding both the Prime BEEF and Caswell training facility sites. The vendor will make sure all woody material is properly mulched and leave a bush hog able surface for future maintenance. The method of land clearing makes it easy for mechanical maintenance for years to come without disturbing the soil and eco system. The mulching is being completed it weaves, an erosion control blanket with the woody debris and locks the soil in place.

The proposed scope aligns with the services to be provided and includes mobilizing forestry mulchers to Prime BEEF followed by Taswell Training site. Mulching will grind all brush and stumps to ground level making a maintainable fire break.

**STATE OF MAINE
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**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
\$117,500.00	,	\$117,500.00	x	30 points	=	N/A

Evaluation Team Comments:

This was the only bid received.



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AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202409169
RFP TITLE: Caswell Fire Breaks

I, (print name at right)

Eric Wightman

accept the offer

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

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

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

Eric Wightman

Signature

5 November 2024

Date



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AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202409169
RFP TITLE: Caswell Fire Breaks

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

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BICKFORD.TIMOTHY.A.129083042

Digitally signed by
BICKFORD.TIMOTHY.A.1290830423
Date: 2024.12.05 10:56:42 -05'00'

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Signature

Date



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AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202409169
RFP TITLE: Caswell Fire Breaks

I, Andrew Flint

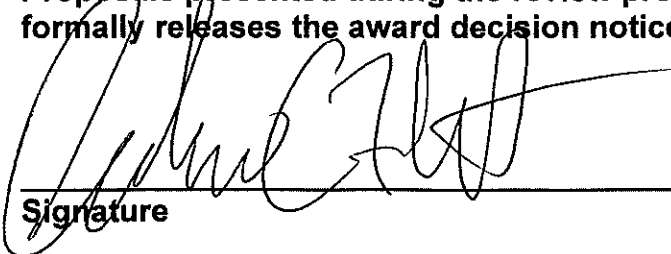
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Signature

12/5/2024

Date