



Janet T. Mills  
Governor

STATE OF MAINE  
Maine Bureau of Veterans' Services

Diane Dunn  
Brigadier General  
Commissioner

AWARD NOTIFICATION LETTER

October 7, 2025

Tyler Reid  
Perry Brothers Monument CO.  
253 Sheep Davis Road  
Concord, NH 03301

SUBJECT: Notice of Conditional Contract Award under RFP # 20256084,  
Headstone Installation and Realignment

Dear Tyler Reid:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Bureau of Veterans' Services for Headstone Installation and Realignment. 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:

- Perry Brothers Monument CO.

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 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 cursive script that reads "Jeffrey Pooler".

Jeff Pooler | Superintendent of Cemeteries  
Maine Veterans' Memorial Cemetery System  
Maine Bureau of Veterans' Services

## 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 #:** 202506084  
**RFP TITLE:** Headstone Installation and Realignment  
**BIDDER:** Perry Brothers Monument CO.  
**DATE:** 09/25/2025

**SUMMARY PAGE**

**Department Name:** Maine Bureau of Veterans' Services  
**Name of RFP Coordinator:** Tracy E. Wheelden  
**Names of Evaluators:** Tracy E. Wheelden, Jeffery Pooler, Daniel Preston.

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

Perry Brothers Monument CO. was the only Bidder for the RFP no points are required to be awarded.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202506084

**RFP TITLE:** Headstone Installation and Realignment

**BIDDER:** Perry Brothers Monument CO.

**DATE:** 09/25/2025

**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

---

**Evaluation Team Comments:**

- Overview of the Organization
  - Well established
  - Here every day
  - Clearly able to get here based on who they are, they do arrive and have no issues with that.
  - It appears they do over 3,000 burials per year.
  - They do engrave, although not in this scope but could be helpful
  - Projects listed do qualify them
  - Defiantly provide enough manpower
  - Located in Maine
  - Have equipment necessary for this position
  - No litigations listed
  - They will coordinate with MVCS for schedule
  - They will supply all tools and material for work
  - Very specific in proposed services and meets expectations

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202506084  
**RFP TITLE:** Headstone Installation and Realignment  
**BIDDER:** Perry Brothers Monument CO.  
**DATE:** 09/25/2025

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

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

**Evaluation Team Comments:**

- I. Overview of the Organization
  - Well established
  - Here every day
  - Clearly able to get here based on who they are, they do arrive and have no issues with that.
  - It appears they do over 3,000 burials per year.
  - Projects listed do qualify them
  - Located in Maine
  - No litigations listed
  
- II. Subcontractors
  - none
- III. Organizational Chart
  - Submitted
  - Professionally laid out
  - Owner professional from top to bottom
  - They have oversight of staff
  - Appropriate levels of management
- IV. Litigation
  - They are not named in any current litigation, and they have not been in the last 5 years.
- V. Financial Viability
  - None, not asked for or provided
- VI. Certificate of Insurances
  - Yes Provided – Farm Family Casualty Insurance
  - **Concern-** Workers Comp is not listed

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202506084

**RFP TITLE:** Headstone Installation and Realignment

**BIDDER:** Perry Brothers Monument CO.

**DATE:** 09/25/2025

**EVALUATION OF SECTION III  
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	<b>N/A</b>	<b>N/A</b>

---

**Evaluation Team Comments:**

- Overview of the Organization
  - They do engrave, although not in this scope but could be helpful
  - Defiantly provide enough manpower
  - Have equipment necessary for this position
  - They will coordinate with MVCS for schedule
  - Prior work includes cemeteries, headstones installations, monument work.
  - They will supply all tools and material for work
  - Very specific in proposed services and meets expectations
  - Services proposed show vendor has understanding of requirements to meet strict NCA guidelines.
  - Reinstalls per vendor will be installed as if it is the initial install.

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202506084  
**RFP TITLE:** Headstone Installation and Realignment  
**BIDDER:** Perry Brothers Monument CO.  
**DATE:** 09/25/2025

**EVALUATION OF SECTION IV  
Cost Proposal**

---

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
<b>N/A</b>	,	<b>N/A</b>	<b>x</b>	<b>N/A points</b>	<b>=</b>	<b>N/A</b>

**Evaluation Team Comments:**

The prices are deemed fair and reasonable.



STATE OF MAINE  
DVEM, Bureau of Veterans' Services

Janet T. Mills  
Governor

Diane Dunn  
Brigadier General  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202506084**  
**RFP TITLE: Headstone Installation and Realignment**

I, Tracy E. Wheelden\_\_\_ accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Bureau of Veteran 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 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 "Tracy E. Wheelden", written over a horizontal line.

Signature

9-4-25

Date



**STATE OF MAINE  
DVEM, Bureau of Veterans' Services**

**Janet T. Mills  
Governor**

**Diane Dunn  
Brigadier General  
Commissioner**

**AGREEMENT AND DISCLOSURE STATEMENT  
RFP #: 202506084  
RFP TITLE: Headstone Installation and Realignment**

I, Jeffrey M. Pooler accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Veterans 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 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.**

*Jeffrey Pooler*

\_\_\_\_\_  
**Signature**

25 Sept 25  
**Date**



STATE OF MAINE  
DVEM, Bureau of Veterans' Services

Janet T. Mills  
Governor

Diane Dunn  
Brigadier General  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202506084**  
**RFP TITLE: Headstone Installation and Realignment**

I, Daniel Preston\_\_\_ accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Bureau of Veteran 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 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.**



Signature

9/8/25

Date