State of Maine
RFP / Proposal Master Score Sheet

Instructions: Complete the Master Score Sheet below providing all of the requested information for each bidder that submitted a proposal in response to the RFP. This document is to be included in the Selection Package submitted to the Division of Procurement Services for review/approval.

| SCORESHEET FOR RFP# 202005085: 2020 Office Paper & Cardboard Recycling Services |
|-------------------------------|-------------------|-------------------|
| PROPOSAL SUBMITTED BY:        | Residuals Management Int (RMI) | Iron Mountain Secure Shredding, LLC |
| COST:                         | Cost: $312,775.00   | Cost: $929,099.00  |
| EVALUATION ITEM               | POINTS AVAIL.      |                   |
| Section I: Organization Qualifications and Experience | 30 | 29 | 15 |
| Section II: Proposed Services  | 30 | 20 | 11 |
| Section III: Cost Proposal     | 40 | 40 | 13.5 |
| TOTAL                          | 100 | 89 | 39.5 |

<table>
<thead>
<tr>
<th>PROPOSAL SUBMITTED BY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>COST:</td>
</tr>
<tr>
<td>EVALUATION ITEM</td>
</tr>
<tr>
<td>POINTS AVAIL.</td>
</tr>
<tr>
<td>Section I: Organization Qualifications and Experience</td>
</tr>
<tr>
<td>Section II: Proposed Services</td>
</tr>
<tr>
<td>Section III: Cost Proposal</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>

Rev. 2/7/2019
Award Justification Statement
RFP# 202005085 2020 Office Paper & Cardboard Recycling Services

I. Summary: The State of Maine, Department of Administrative and Financial Services (Department), Property Management Division (PMD) is seeking proposals for the provision of Office Paper & Cardboard Recycling Services for all State-owned buildings under its control at the West Side Campus, East Side Campus, Maine Criminal Justice Academy, and 10 Water Street, Hallowell.

II. Evaluation Process: We used the consensus scoring approach. The team included Sandy Weeks, Director of Housekeeping and Custodial Services, and Lisa McCarty, Executive Housekeeper, for their knowledge of the day to day contract procedures. Valerie Russell, Office Special I, was on the team as the contractual expert.

III. Qualifications & Experience
   a. 32 years’ experience in the recycling business
   b. Have an adequate amount of resources, including employees and equipment
   c. Provided a very good list of contracts similar in size and scope to the State’s RFP requirements
   d. Company has not been involved in any litigation

IV. Proposed Services
   a. Will pick up three times/week following scheduled and route to swap out totes and collect cardboard
   b. If awarded contract will install a baler to streamline the process

V. Cost Proposal: Selected bidder’s cost was $312,775.00/5-yr contract vs the other bidder at $929,099.00/5-yr contract

VI. Conclusion: The selected bidder’s experience, qualifications, available resources, proposed services and lower cost lead to their selection.

Rev. 7/11/2019
EXTERNAL: This email originated from outside of the State of Maine Mail System. Do not click links or open attachments unless you recognize the sender and know the content is safe.
June 18, 2020

Ms. Kathie Bolduc  
kbolduc@rmime.us

SUBJECT: Notice of Conditional Contract Award under RFP # 202005085  
2020 Office Paper & Cardboard Recycling Services

Dear Ms. Bolduc:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Administrative and Financial Services, Bureau of General Services, Property Management Division for the 2020 Office Paper & Cardboard Recycling Services. 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:

- Residuals Management International LLC (RMI)

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 Freecom 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,

Janice E. G. Lareau
Director
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).
Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:

rnewman@ironmountain.com (rnewnan@ironmountain.com)

Subject: RFP #202005085 Conditional Contract Award Notification
June 18, 2020

Mr. Richard Newman
rnewman@ironmountain.com

SUBJECT: Notice of Conditional Contract Award under RFP # 202005085
2020 Office Paper & Cardboard Recycling Services

Dear Mr. Newman:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Administrative and Financial Services, Bureau of General Services, Property Management Division for the 2020 Office Paper & Cardboard Recycling Services. 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:

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**STATE OF MAINE**
**TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202005085  
RFP TITLE: 2020 Office Paper & Cardboard Recycling Services  
BIDDER: Residuals Management International LLC  
DATE: 06/16/2020

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 PFP 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: DAS/BGS/Property Management Division  
NAME OF RFP COORDINATOR: Valerie Russell  
NAMES OF EVALUATORS: Sandy Weeks, Lisa McCarty, Valerie Russell

**SUMMARY PAGE**

<table>
<thead>
<tr>
<th>Pass</th>
<th>Fail</th>
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<table>
<thead>
<tr>
<th>Numerical Score:</th>
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<tbody>
<tr>
<td>Section I. Organization Qualifications and Experience (Max: 30 Points)</td>
<td>29</td>
</tr>
<tr>
<td>Section II. Proposed Services (Max: 30 Points)</td>
<td>20</td>
</tr>
<tr>
<td>Section III: Cost Proposal (Max: 40 Points)</td>
<td>40</td>
</tr>
</tbody>
</table>

**TOTAL POINTS** (Max: 100 Points) 89
STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES

RFP #: 202005085
RFP TITLE: 2020 Office Paper & Cardboard Recycling Services
BIDDER: Residuals Management International LLC
DATE: 06/16/2020

**************************************************************************

EVALUATION OF SECTION I
Organization Qualifications and Experience

Total Points Available: 30       Score: __29__

**************************************************************************

Evaluation Team Comments:

- In business for 32 years/ recycling 32 years
- 15-17 FT employees / 2-4 PT employees
- Own 300 96 gallons totes and 2 box trucks to be committed to this RFP
- No subcontractors will be used to support this RFP
- The company is based in Poland ME

- A current Accord was provided

- Similar contracts
  1. State of Maine - 25 years providing scheduled recycling services for the state and respond to on call service requests at no cost
  2. Sappi North, Westbrook – 10 years providing recycling services to include providing on-site personnel; and Sappi, Somerset, same as Westbrook, for 3 years
  3. Kerry Coffee Products – 6 years, but no detail on service provided

- Company has had no litigation
STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES

RFP #: 202005085  
RFP TITLE: 2020 Office Paper & Cardboard Recycling Services  
BIDDER: Residuals Management International LLC  
DATE: 06/16/2020

******************************************************************************

EVALUATION OF SECTION II  
Proposed Services

Total Points Available: 30  
Score: 20

******************************************************************************

**Evaluation Team Comments:**

| Provided a very vague scope, but has held the State of Maine contract for 25 years |
| Stated they will travel to the state offices 3 times/week to swap out full totes and replace with empty and collect cardboard |
| Propose to install a cardboard baler to streamline the cardboard recycling |

---

Rev. 1/3/2020
STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES

RFP #: 202005085
RFP TITLE: 2020 Office Paper & Cardboard Recycling Services
BIDDER: Residuals Management International LLC
DATE: 06/16/2020

******************************************************************************

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

Total Points Available: 40     Score: 40

******************************************************************************

<table>
<thead>
<tr>
<th>Lowest submitted Cost Proposal</th>
<th>Cost Proposal being scored</th>
<th>x</th>
<th>Score Weight</th>
<th>=</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>312,775.00</td>
<td>+ 312,775.00</td>
<td>x</td>
<td>40 points</td>
<td>=</td>
<td>40</td>
</tr>
</tbody>
</table>

Evaluation Team Comments:

Rev. 1/3/2020
STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES

RFP #: 202005085
RFP TITLE: 2020 Office Paper & Cardboard Recycling Services
BIDDER: Iron Mountain Secure Shredding, LLC
DATE: 06/16/2020

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: DA^2S/BGS/Property Management Division
NAME OF RFP COORDINATOR: Valerie Russell
NAMES OF EVALUATORS: Sandy Weeks, Lisa McCarty, Valerie Russell

SUMMARY PAGE

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<td>11</td>
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<tr>
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<td>13.5</td>
</tr>
<tr>
<td>TOTAL POINTS (Max: 100 Points)</td>
<td>39.5</td>
</tr>
</tbody>
</table>
STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES

RFP #: 202005085  
RFP TITLE: 2020 Office Paper & Cardboard Recycling Services  
BIDDER: Iron Mountain Secure Shredding, LLC  
DATE: 08/16/2020

-------------------------------------------------------------------------------------------------

EVALUATION OF SECTION I  
Organization Qualifications and Experience

Total Points Available: 30  
Score: ___15____

Evaluation Team Comments:

- In business 69 years/ recycling 19 years
- 10 FT employees, not PT employees
- Own seven vehicles
- No subs will be used for this contract
- Corporate office in Boston, local office in Scarborough

- Provided a current Accord insurance form

- Similar contracts -
  1. The work for the State of Maine OIT and BMV is not comparable the work required under this RFP
  2. Stated they’ve worked for IDEXX for “many” years, coordinating scheduled and on call pickups of recyclables. No: specific on years or type of recyclables.
  3. For 12 years, they’ve provided destruction and recycling of materials for several universities and various other MA state agencies

- Litigation – company declines to comment due to confidentiality restrictions

-------------------------------------------------------------------------------------------------
STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES

RFP #: 202005085
RFP TITLE: 2020 Office Paper & Cardboard Recycling Services
BIDDER: Iron Mountain Secure Shredding, LLC
DATE: 06/16/2020

*******************************************************************************

EVALUATION OF SECTION II
Proposed Services

Total Points Available: 30   Score: ___11___

*******************************************************************************

Evaluation Team Comments:

- No actual detail of work that will be provided to the State of Maine under this RFP, though provided a brochure of their services

- If awarded, this company wishes to negotiate terms of Rider B
EVALUATION OF SECTION III
Cost Proposal
Price: Comparison with Lowest Bid

Total Points Available: 40
Score: __13.5__

<table>
<thead>
<tr>
<th>Lowest submitted Cost Proposal</th>
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<th>Score Weight</th>
<th>Score</th>
</tr>
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<tbody>
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<td>929,099.00</td>
<td>40 points</td>
<td>13.5</td>
</tr>
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</table>

Evaluation Team Comments:
**STATE OF MAINE**
**INDIVIDUAL EVALUATION NOTES**

**RFP #: 202005085**  
**RFP TITLE:** 2020 Office Paper & Cardboard Recycling Services  
**BIDDER NAME:** Residuals Management International LLC (RMI)  
**DATE:** 6-16-20  
**EVALUATOR NAME:** Sandra weeks  
**EVALUATOR DEPARTMENT:** DAFS/BGS/Property Management Division

*******************************************************************************

**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:**

**SECTION I**

**1. Overview of the Organization**

<table>
<thead>
<tr>
<th>a. How many years has the company been in business?</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. How many years has the company been in the recycling business?</td>
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</table>

<table>
<thead>
<tr>
<th>b. Provide listing of current resources, i.e. personnel qualified to perform this work and equipment available, to execute this RFP.</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. How many personnel are full time?</td>
</tr>
<tr>
<td>ii. How many personnel are part time?</td>
</tr>
<tr>
<td>iii. List owned equipment/vehicles which will be available to support this contract.</td>
</tr>
</tbody>
</table>

| c. Will sub-contractors be used? If so, provide a list that specifies the company name, address, phone number, contact person, and a brief description of the subcontractors’ organizational capacity and qualifications. |

<table>
<thead>
<tr>
<th>A</th>
<th>32 yrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>32 yrs</td>
</tr>
</tbody>
</table>

| B1 | 17 Full-time |
| B2 | 2 to 4 Part-time |
| B3 | Owns 300 (96 gallon totes) |

| 2 Box trucks - use one daily, one used for backup |

| C | NO |

---
2. **Organization Location and Licensure**
   
   a. Provide location of the corporate headquarters and the location from which the services will be provided, if different from the headquarters location.
   
   b. Attach a current certificate of insurance on a standard Acord form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with this contract.

   - **A.** Poland, Maine
   - **B.** Certificate of Insurance is current 6/11/20

3. **Description of Experience with Similar Projects**

   Provide a list of three (3) contracts/agreements, similar in size, that occurred within the past five (5) years which reflect experience and expertise needed in performing the functions described in the "Scope of Services" portion of this RFP. This can include any State of Maine contracts. For each of the three (3) examples provided, include the name and telephone number for a contact person from the client organization. Please note that contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the Bidder.

   1. **State of Maine**
      
      Have successfully provided recycling services for 25 yrs.

   2. **Sappi North America**
      
      11 yrs. Managing recycling at Westbrook and 3 yrs. Somerset. Also successfully

   3. **Kerry Coffee products**
      
      Handle recycling of organic and inorganic waste to plant in Portland past 6 yrs.
4. Litigation

Attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount and outcome. If no litigation will be included, write “none” on submitted attachment.

None

SECTION II

Proposed Services to be provided

Discuss the Scope of Services referenced above in Part II of this RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

Provided Recycle Services for 25 yrs and are currently providing these services well by following schedule agreements.

Plan to continue same service, propose to install a baler @ Burton Cross bidg. to save on space etc.

Could have provided more detailed information, overall good services has been provided

SECTION III

Cost Proposal (Appendix E)

Total five (5) Year Fixed Cost $312,775
**SECTION I**

1. **Overview of the Organization**
   
   a. How many years has the company been in business?
      
      i. How many years has the company been in the recycling business?
   
   b. Provide listing of current resources, i.e. personnel qualified to perform this work and equipment available, to execute this RFP.
      
      i. How many personnel are full time?
      
      ii. How many personnel are part time?
      
      iii. List owned equipment/vehicles which will be available to support this contract.
   
   c. Will sub-contractors be used? If so, provide a list that specifies the company name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.

<p>| | |</p>
<table>
<thead>
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<tr>
<td>A</td>
<td>32 years</td>
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<tr>
<td>A-1</td>
<td>32 years</td>
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<tr>
<td>B-1</td>
<td>15-17 full-time</td>
</tr>
<tr>
<td></td>
<td>2-4 part-time</td>
</tr>
<tr>
<td></td>
<td>3 300-qale flatbed trailer (2)</td>
</tr>
<tr>
<td>C</td>
<td>NO</td>
</tr>
</tbody>
</table>
2. Organization Location and Licensure
   a. Provide location of the corporate headquarters and the location from which the services will be provided, if different from the headquarters location.
   b. Attach a current certificate of insurance on a standard Acord form (or the equivalent) evidencing the Bidder’s general liability, professional liability and any other relevant liability insurance policies that might be associated with this contract.

2A - Poland, Maine
13 - Yes - Current

3. Description of Experience with Similar Projects
   Provide a list of three (3) contracts/agreements, similar in size, that occurred within the past five (5) years which reflect experience and expertise needed in performing the functions described in the “Scope of Services” portion of this RFP. This can include any State of Maine contracts. For each of the three (3) examples provided, include the name and telephone number for a contact person from the client organization. Please note that contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the Bidder.

   1. State of Maine - has serviced for 25+1-years

      Note: they have done a great job for
      the State of Maine. Great Customer Service

   2. Sappi - has serviced for 10+1-years

      Note: Much larger scale of waste recycling
      than the State needs

   3. Kerry Coffee Products - has serviced for 6+ years

      Not listed - when they service
      (at this account)
STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: 202005085
RFP TITLE: 2020 Office Paper & Cardboard Recycling Services
BIDDER NAME: Residuals Management International LLC (RMI)
DATE: 10 19 2020
EVALUATOR NAME: [Signature]
EVALUATOR DEPARTMENT: DAFS/BGS/Property Management Division

4. Litigation
   Attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have
closed within the past five (5) years in which Bidder paid the claimant either as part of a settlement or by
decree. For each, list the entity bringing suit, the complaint, the accusation, amount and outcome. If no
litigation will be included, write “none” on submitted attachment.

None

SECTION II
Proposed Services to be provided
Discuss the Scope of Services referenced above in Part II of this RFP and what the Bidder will
offer. Give particular attention to describing the methods and resources you will use and how you
will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired
outcomes as a result of these services will be achieved. If subcontractors are involved, clearly
identify the work each will perform.

Vague on answer because they service.

The State of Maine with recycling/curb side service.
At this time.

Note: They do a great job with their service.

SECTION III
Cost Proposal (Appendix E)
Total five (5) Year Fixed Cost $ 312,775.22
**STATE OF MAINE**  
**INDIVIDUAL EVALUATION NOTES**

RFP #: 202005085  
RFP TITLE: 2020 Office Paper & Cardboard Recycling Services  
BIDDER NAME: Residuals Management International LLC (RMI)  
DATE: 6.16.20  
EVALUATOR NAME: Valerie Russell  
EVALUATOR DEPARTMENT: DAFS/BGS/Property Management Division

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**Individual Evaluator Comments:**

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<tr>
<td>1. 32 years</td>
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<table>
<thead>
<tr>
<th>B. 15-17 Full Time Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>11. 2-4 Part Time Employees</td>
</tr>
<tr>
<td>111. Owns 30-40 qn Totes, 2 Box Trucks</td>
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<table>
<thead>
<tr>
<th>C. No subs</th>
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   A. Poland
   B. Acord - Current

3. Description of Experience with Similar Projects
   Provide a list of three (3) contracts/agreements, similar in size, that occurred within the past five (5) years which reflect experience and expertise needed in performing the functions described in the “Scope of Services” portion of this RFP. This can include any State of Maine contracts. For each of the three (3) examples provided, include the name and telephone number for a contact person from the client organization. Please note that contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the Bidder.

   **Project One:** State of Maine
   Length = 25 years
   Have been fulfilling the requested services for the past 25 years.

   **My Note:** We have been very satisfied with their services. If called for extra work, we never change us.

   **Project Two:** Sappi North America
   Westrock - Length = 10 years
   Large scale operation: provides employees and equipment
   Somerset - Length = 3 years
   Large scale operation: provides employees and equipment

   **Project Three:** Kerry Coffee Products
   Length = 6 years
RFP #: 202005085
RFP TITLE: 2020 Office Paper & Cardboard Recycling Services
BIDDER NAME: Residuals Management International LLC (RMI)
DATE: 6.16.20
EVALUATOR NAME: Valene Russell
EVALUATOR DEPARTMENT: DAFS/BGS/Property Management Division

4. Litigation

Attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount and outcome. If no litigation will be included, write "none" on submitted attachment.

None

SECTION II

Proposed Services to be provided

Discuss the Scope of Services referenced above in Part II of this RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

will pick up three times per week, RMI will follow schedule and route map to location
will swap out lots & collect corrugated
will install a baler if awarded contract

A little vague

SECTION III

Cost Proposal (Appendix E)

Total five (5) Year Fixed Cost $312,775
STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: 202005085
RFP TITLE: 2020 Office Paper & Cardboard Recycling Services
BIDDER NAME: Iron Mountain Secure Shredding, LLC
DATE: 6-16-20
EVALUATOR NAME: Sandra Weeks
EVALUATOR DEPARTMENT: DAFS/BGS/Property Management Division

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:

SECTION I
1. Overview of the Organization
   a. How many years has the company been in business?
      i. How many years has the company been in the recycling business?
   b. Provide listing of current resources, i.e. personnel qualified to perform this work and equipment available, to execute this RFP.
      i. How many personnel are full time?
      ii. How many personnel are part time?
      iii. List owned equipment/vehicles which will be available to support this contract.
   c. Will sub-contractors be used? If so, provide a list that specifies the company name, address, phone number, contact person, and a brief description of the subcontractors’ organizational capacity and qualifications.

<table>
<thead>
<tr>
<th>Section</th>
<th>Notes</th>
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<tbody>
<tr>
<td>A</td>
<td>69 yrs</td>
</tr>
<tr>
<td>A1</td>
<td>19 yrs. For Recycling</td>
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<tr>
<td>B1</td>
<td>10 employees</td>
</tr>
<tr>
<td>B2</td>
<td>None</td>
</tr>
<tr>
<td>B3</td>
<td>7 Vehicles</td>
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STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: 202005085
RFP TITLE: 2020 Office Paper & Cardboard Recycling Services
BIDDER NAME: Iron Mountain Secure Shredding, LLC
DATE: 6.16.20
EVALUATOR NAME: Sandra Weeks
EVALUATOR DEPARTMENT: DAFS/BGS/Property Management Division

2. Organization Location and Licensure
   a. Provide location of the corporate headquarters and the location from which the services will be provided, if different from the headquarters location.
   b. Attach a current certificate of insurance on a standard Acord form (or the equivalent) evidencing the Bidder’s general liability, professional liability and any other relevant liability insurance policies that might be associated with this contract.

   A. Boston, MA
   - Local to Scarborough, ME

3. Description of Experience with Similar Projects
   Provide a list of three (3) contracts/agreements, similar in size, that occurred within the past five (5) years which reflect experience and expertise needed in performing the functions described in the “Scope of Services” portion of this RFP. This can include any State of Maine contracts. For each of the three (3) examples provided, include the name and telephone number for a contact person from the client organization. Please note that contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the Bidder.

   1. State of Maine 20yrs
      Information provided does not pertain to what we are asking for as far as services needed.

   2. IDEXX Laboratories many years
      Provides scheduled and on call pickups
      Satisfied Customers

   3. Commonwealth of Massachusetts 12yrs
      Provides recycling services - schools and other agencies

4. Litigation

Attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount and outcome. If no litigation will be included, write “none” on submitted attachment.

Answers were incomplete - no Strait.

SECTION II

Proposed Services to be provided

Discuss the Scope of Services referenced above in Part II of this RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

Gave a lot of information on what and how to recycle.

Not a lot on what they offer for services regarding recycling what would

SECTION III

Cost Proposal (Appendix E)

Total five (5) Year Fixed Cost $ 929,099
## STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: 202005085
RFP TITLE: 2020 Office Paper & Cardboard Recycling Services
BIDDER NAME: Iron Mountain Secure Shredding, LLC
DATE: 11-16-2020
EVALUATOR NAME: [Signature]
EVALUATOR DEPARTMENT: DAFS/BGS/Property Management Division

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:

### SECTION I
1. Overview of the Organization
   a. How many years has the company been in business?
      i. How many years has the company been in the recycling business?
   b. Provide listing of current resources, i.e. personnel qualified to perform this work and equipment available, to execute this RFP.
      i. How many personnel are full time?
      ii. How many personnel are part time?
      iii. List owned equipment/vehicles which will be available to support this contract.
   c. Will sub-contractors be used? If so, provide a list that specifies the company name, address, phone number, contact person, and a brief description of the subcontractors’ organizational capacity and qualifications.

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<td>A 11 years +/-</td>
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<td></td>
<td>B 1-10 full-time</td>
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<td>2 - 0 part-time</td>
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<td>3 - 7 vehicles</td>
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STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: 202005085
RFP TITLE: 2020 Office Paper & Cardboard Recycling Services
BIDDER NAME: Iron Mountain Secure Shredding, LLC
DATE: 06-10-2020
EVALUATOR NAME: Kendall McCarty
EVALUATOR DEPARTMENT: DAFS/BGS/Property Management Division

2. Organization Location and Licensure
   a. Provide location of the corporate headquarters and the location from which the services will be provided, if different from the headquarters location.
   b. Attach a current certificate of insurance on a standard Acord form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with this contract.

   A - Boston, MA
   B - yes - current

3. Description of Experience with Similar Projects
   Provide a list of three (3) contracts/agreements, similar in size, that occurred within the past five (5) years which reflect experience and expertise needed in performing the functions described in the “Scope of Services” portion of this RFP. This can include any State of Maine contracts. For each of the three (3) examples provided, include the name and telephone number for a contact person from the client organization. Please note that contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the Bidder.

   ① State of Maine - 20+/- years
   Project Description: This RFP is not the service we are looking for

   ② Indevx Laboratories - Many Years
   Project Description: For Prescheduled for pickup

   ③ Commonwealth of Rhode Island - 12+/- years
   Project Description: For shredding
4. Litigation

Attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount and outcome. If no litigation will be included, write “none” on submitted attachment.

No straight answer to a simple question.

SECTION II

Proposed Services to be provided

Discuss the Scope of Services referenced above in Part II of this RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

They give a scope of what they offer
But not a scope of what they will do
for a service for the state of Maine.

SECTION III

Cost Proposal (Appendix E)

Total five (5) Year Fixed Cost $ 929,099
STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #: 202005085
RFP TITLE: 2020 Office Paper & Cardboard Recycling Services
BIDDER NAME: Iron Mountain Secure Shredding, LLC
DATE: 6-16-20
EVALUATOR NAME: Valerie Russell
EVALUATOR DEPARTMENT: DAFS/BGS/Property Management Division

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:

SECTION I

1. Overview of the Organization
   a. How many years has the company been in business?
      i. How many years has the company been in the recycling business?
   b. Provide listing of current resources, i.e. personnel qualified to perform this work and equipment available, to execute this RFP.
      i. How many personnel are full time?
      ii. How many personnel are part time?
      iii. List owned equipment/vehicles which will be available to support this contract.
   c. Will sub-contractors be used? If so, provide a list that specifies the company name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.

   A. 69 years
      19 years

   B. I. 10 full time employees
      II. No part time
      III. Owns seven vehicles

   C. No subps
2. Organization Location and Licensure
   a. Provide location of the corporate headquarters and the location from which the services will be provided, if different from the headquarters location.
   b. Attach a current certificate of insurance on a standard Acord form (or the equivalent) evidencing the Bidder's general liability, professional liability and any other relevant liability insurance policies that might be associated with this contract.

   A. Boston
      Scarborough - local

   B. Acord - current

3. Description of Experience with Similar Projects
   Provide a list of three (3) contracts/agreements, similar in size, that occurred within the past five (5) years which reflect experience and expertise needed in performing the functions described in the "Scope of Services" portion of this RFP. This can include any State of Maine contracts. For each of the three (3) examples provided, include the name and telephone number for a contact person from the client organization. Please note that contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the Bidder.

   Project One: State of Maine - OIT & BMV
   Length = 20 years
   The project listed does not pertain to the services requested in this RFP. Contact info - not listed

   Project Two: IDEXX Lab
   Length = Many years - ???
   Coordinates pre-schedules pick-ups & does on call pick-ups and deliveries. States the customer satisfied

   Project Three: Commonwealth of Massachusetts
   Length = 12 years
   Listed several Univ of Mass locations, Medical School, etc.
4. Litigation

Attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount and outcome. If no litigation will be included, write “none” on submitted attachment.

Bidder “can not comment”

SECTION II

Proposed Services to be provided

Discuss the Scope of Services referenced above in Part II of this RFP and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

Bidder did not actually describe how they would fulfill the requirements of the RFP.

They provided a very detailed list of the services that they offer (reads like a brochure).

SECTION III

Cost Proposal (Appendix E)

Total five (5) Year Fixed Cost $929,099
STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202005085
RFP TITLE: 2020 Office Paper & Cardboard Recycling Services

I, Sandra Weeks, 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, Bureau of General Services, Property Management Division. 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 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 funding decision notices for public distribution.

Sandra Weeks 6-16-20
Signature Date

Rev. 7/15/2019
AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202005085
RFP TITLE: 2020 Office Paper & Cardboard Recycling Services

I, [Lisa J. McCarty], 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, Bureau of General Services, Property Management Division. 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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[Signature]  [Date]

Rev. 7/15/2019
AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202005085
RFP TITLE: 2020 Office Paper & Cardboard Recycling Services

I, Valerie Russell, 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, Bureau of General Services, Property Management Division. 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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Valerie Russell 6.16.20

Rev. 7/15/2019