

STATE OF MAINE
Department of Environmental Protection



RFP#201805101

**Pre-Qualified List for Water Treatment Equipment
 Installation and Maintenance Services**

RFP Coordinator	<p><i>All communication regarding this RFP <u>must</u> be made through the RFP Coordinator identified below.</i></p> <p><u>Name:</u> Christopher Fournier <u>Title:</u> Project Manager <u>Contact Information:</u> Christopher.g.fournier@maine.gov</p>
Submitted Questions Due	<p><i>All questions <u>must</u> be submitted to the RFP Coordinator identified above by:</i></p> <p><u>Date:</u> June 1, 2018, no later than 4:00 p.m., local time</p>
Proposal Submission	<p><u>Submission Deadline:</u> June 15, 2018, no later than 4:00 p.m., local time <i>Proposals <u>must</u> be submitted electronically to the following address:</i></p> <p><u>Electronic (email) Submission Address:</u> Proposals@maine.gov</p>

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PUBLIC NOTICE

**State of Maine
Department of Environmental Protection
RFP#201805101
Pre-Qualified List for Water Treatment Equipment
Installation and Maintenance Services**

The State of Maine Department of Environmental Protection is seeking proposals to establish a prequalified list of water treatment equipment installation and maintenance vendors for work at environmental sites or projects.

A copy of the RFP, as well as the Question & Answer Summary and all amendments related to this RFP, can be obtained at the following website: <http://www.maine.gov/purchases/venbid/rfp.shtml>

Proposals must be submitted to the State of Maine Division of Procurement Services, via e-mail, to the following email address: Proposals@maine.gov. Proposal submissions must be submitted no later than 4:00 pm, local time, on June 15, 2018, when they will be opened. Proposals will be opened at the Burton M. Cross Office Building, 111 Sewall Street - 4th Floor, Augusta, Maine. Proposals not submitted to the Division of Procurement Services' aforementioned email address by the aforementioned deadline will not be considered for contract award.

RFP DEFINITIONS/ACRONYMS

The following terms and acronyms shall have the meaning indicated below as referenced in this RFP:

1. **RFP:** Request for Proposals
2. **State:** State of Maine
3. **Department or MEDEP:** Department of Environmental Protection
4. **POU:** Point of Use
5. **POE:** Point of Entry
6. **DWP:** Drinking Water Program
7. **RO:** Reverse Osmosis
8. **GAC:** Granular Activated Carbon
9. **VPH:** Massachusetts DEP Method for Volatile Petroleum Hydrocarbons
10. **EPH:** Massachusetts DEP Method for Extractable Petroleum Hydrocarbons
11. **AWWA:** American Water Works Association
12. **GPM:** Gallons Per Minute

State of Maine - Department of Environmental Protection
RFP#201805101
Pre-Qualified List for Water Treatment Equipment
Installation and Maintenance Services

PART I INTRODUCTION

A. Purpose and Background

The Department of Environmental Protection (Department) is seeking proposals to establish a prequalified list of water treatment equipment installation and maintenance vendors for work at environmental sites or projects as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the Provider(s) will be selected and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Bidder(s).

The Department will prequalify drinking water treatment equipment installation and maintenance vendors to assist Department staff, primarily from the Bureau of Remediation and Waste Management, at petroleum, hazardous substance/Uncontrolled sites, Brownfields, or Landfill programs. Often services are needed on an emergency basis with little lead time.

B. General Provisions

1. From the time this RFP is issued until award notification is made, all contact with the State regarding this RFP must be made through the aforementioned RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding this RFP. Violation of this provision may lead to disqualification from the bidding process, at the State's discretion.
2. Issuance of this RFP does not commit the Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to this RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
3. All proposals should adhere to the instructions and format requirements outlined in this RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the "Proposal Submission Requirements" section of this RFP.
4. Bidders shall take careful note that in evaluating a proposal submitted in response to this RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Bidder (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder's experience and capabilities.
5. The proposal shall be signed by a person authorized to legally bind the Bidder and shall contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
6. The RFP and the selected Bidder's proposal, including all appendices or attachments, shall be the basis for the final contract, as determined by the Department.
7. Following announcement of an award decision, all submissions in response to this RFP will be 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.).
<http://www.mainelegislature.org/legis/statutes/1/title1sec401.html>
8. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP.

9. The State of Maine Division of Procurement Services reserves the right to authorize other Departments to use the contract(s) resulting from this RFP, if it is deemed to be beneficial for the State to do so.
10. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Bidder's responsibility to determine the applicability and requirements of any such laws and to abide by them.

C. Eligibility to Submit Bids

All interested parties are invited to submit bids in response to this Request for Proposals.

D. Contract Term

The Department is seeking a cost-efficient proposal(s) to provide services, as defined in this RFP, for the anticipated contract period defined in the table below. Please note that the dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with this RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

Contract Renewal: Following the initial term of the contract, the Department may opt to renew the contract for two renewal periods, as shown in the table below, and subject to continued availability of funding and satisfactory performance.

The term of the anticipated contract, resulting from this RFP, is defined as follows:

Period	Start Date	End Date
Period of Performance	7/9/2018	6/30/2023

This RFP offers an annual enrollment for new vendors to be included on the pre-qualified vendor list. Once selected, vendors do not need to reapply during an annual enrollment. Proposals will be accepted from vendors not currently on the Pre-Qualified Vendor List by the first business day of July (starting in 2019) each year this RFP is active. Proposals submitted during an annual enrollment will be evaluated and the vendors will be notified of the decision within 30 days.

E. Mini-Bid Process and Awards

The Department anticipates creating a pre-qualified vendor list and entering into a blanket contract with multiple contractors as a result of this RFP process. Pre-Qualification is not a guarantee of work. Project work will be awarded by circulating project-specific scopes of services to all pre-qualified contractors. Proposals (“mini-bids”) will be evaluated based on methodologies, contractors’ proposed cost and contractor availability.

Once the pre-qualified list is established, the Department will notify all pre-qualified vendors when specific services are needed. Each vendor on the pre-qualified list will be given a description of the services needed and asked to respond within a specific timeframe with information on how that vendor proposes to provide the particular services, along with the cost for those services. The Department will then select one vendor based on the availability, scheduling, methodologies, and costs submitted during the “mini-bid” process. Please note, the costs proposed under this RFP process will form the foundation of each vendors’ future “mini-bid” responses – that is, a vendor may not propose rates in the “mini-bid”

that is above what is proposed in response to this RFP process (but a vendor may propose a rate lower, if it so chooses).

At the discretion of the State, large projects and/or projects with unique needs not covered within this RFP may be released and awarded through project specific RFPs. Vendors for those projects will not be selected from the pre-qualified list, but rather through a separate RFP process based on their specific needs/timelines. The Department may also select vendors from the pre-qualification list without using the mini bid process for emergencies and for projects less than \$5,000.

PART II SCOPE OF SERVICES TO BE PROVIDED

A. OVERVIEW

MEDEP intends to create a list of prequalified vendors that can provide water treatment equipment installation and maintenance services for drinking water supplies impacted by petroleum, hazardous substances or other contaminants. Bureau of Remediation and Waste Management Staff will use this list, as the need arises, to conduct installation and maintenance at sites throughout the State of Maine.

As noted previously in this RFP, the Department intends to create a pre-qualified list and enter into a blanket contract with multiple contractors to provide water treatment equipment installation and maintenance services for drinking water supplies impacted by petroleum, hazardous substances or other contaminants. A “pre-qualified list” means that only those vendors who are placed on the list (as a result of this RFP) will be able to perform specific, future assignments within the period stated in the RFP. This RFP is not set up to perform any one specific assignment, but service future, indefinite needs.

Vendors working on projects funded by the Maine Ground and Surface Waters Clean-up and Response Fund must be willing to comply with the requirements of the Department’s Fund Coverage Cost Guide. A copy of the Cost Guide can be found on the Department website at <http://www.maine.gov/dep/spills/petroleum/documents/fundcoveragecostguide2016.pdf>

B. TASKS

For the purposes of this RFP the Scope of Work for each awarded mini-bid may include, but may not be limited to:

Task 1. Treatment System Installation

Within one business day of receiving the Department’s request for drinking water treatment equipment needs at a property, contact the property owner/resident to schedule an on-site evaluation. The Department will provide the Water Treatment System Vendor with information on the contaminants of concern and the most recent water sample results (if available).

Conduct an evaluation. The evaluation should include an examination of the site’s installation requirements (plumbing and space requirements) as well as any basic field tests including but not limited to pH, Iron, Manganese, Hardness and Total Dissolved Solids, which would be needed to determine the need for any water pre-treatment.

Within one business day of completing the site evaluation, provide the Department with a treatment system proposal and associated cost proposal based on the general principles and specification guidance provided in this RFP. The cost proposal should include all labor and options for both a system purchase and a system rental. The Cost estimate should also include the estimated annual maintenance requirements for the system being proposed including the estimated cost of these requirements. Upon written approval by Department Staff, install the water treatment system as designed.

Task 2. Treatment System Maintenance

As directed by the Department, promptly schedule qualified staff to inspect and evaluate the performance of a water treatment system. Provide Department Staff with a description and cost

proposal of the water treatment system's maintenance needs. Upon approval of Department Staff, provide the authorized maintenance services. Properly dispose of spent media as necessary.

Task 3. Treatment System Removal

As directed by the Department promptly schedule and remove treatment systems. Properly dispose of any filter media as necessary. Return the site's plumbing system to pre-existing condition.

C. GENERAL PRINCIPLES

1. Selection and Sizing Factors

Selection and sizing of treatment equipment depends upon many factors including:

- a. Concentration and chemical/physical characteristics of contaminant(s) of concern;
- b. Variability in contaminant concentrations;
- c. Level of treatment needed;
- d. Average daily volume and peak flow rate to be treated;
- e. Sustainable yield of the water supply;
- f. Volume of finished water storage needed;
- g. Presence of substances which would interfere with treating contaminants of concern (pH, Iron, Manganese, Hardness and Total Dissolved Solids, etc.);
- h. Ability to dispose of treatment solid and liquid residuals;
- i. Availability of equipment repair/maintenance services;
- j. Overall "fit" of treatment equipment to location and individuals who will operate it.
- k. Impact of new treatment on existing treatment equipment.

2. General Principles

The variety of situations possible from these factors makes it necessary for the Department to approve the design of installations on case-by-case basis. However, design of all DEP-installed water treatment equipment is guided by the following general principles:

- a. Equipment must be selected and sized to treat to required standards over the broadest foreseeable range of contaminant concentrations. When this range has not been well defined, conservative factors of safety must be applied;
- b. Passive, low maintenance technologies, such as sorption and ion exchange are preferred over treatment with high energy use or high maintenance and monitoring requirements when effectiveness is considered comparable;

- c. Equipment selection must consider average water use, peak demands, low-use/no-use periods, and seasonal fluctuations in flow;
- d. Equipment selection must consider the expertise of persons who will be responsible for its day-to-day maintenance. Installation location and conditions must also be considered;
- e. Reagents whose handling may pose health or safety risks will not be used, unless equipment will be operated by a water treatment professional with proper licensing and training;
- f. Treatment technologies are preferred which minimize generation of treatment by-products (solid wastes, off-gases, regeneration liquids);
- g. A flow meter with a totalizer will be installed in the equipment train treating any public water supply.
- h. Equipment for treatment of public water supplies will be plumbed to prevent the bypass of untreated water to any fixtures from which potable water can be drawn.
- i. All equipment, pipe and fittings will be disinfected with hypochlorite solution upon installation and subsequently whenever the treatment train is opened for maintenance or repair.
- j. Installation of all treatment systems being installed on a public water supply as defined by the Maine Drinking Water Program must be installed in compliance with all current Drinking Water Program rules and requirements. These can be found at the Drinking Water Program website Rules and Policies page <http://www.maine.gov/dhhs/mecdc/environmental-health/dwp/pws/rulesPolicies.shtml>
- k. All installation must be completed by individuals certified and licensed to conduct the installation and in accordance with all state and local building, plumbing and electrical codes. Radon mitigation systems must be installed by a contractor registered with the state of Maine as a "Mitigation Contractor" for water radon mitigation by the Maine Department of Health and Human Services.

D. SELECTION OF TREATMENT EQUIPMENT

Preferred technologies for treatment of specific contaminants, and criteria for their sizing are as follows:

1. Inorganic Compounds

Where dissolved metals exceed action levels or are present in concentrations which would impair equipment performance, ion exchange is the preferred treatment method. Exchange vessels will be sized for the appropriate contact time, considering water use. Regeneration frequency will consider all species which would compete for sorption capacity. The impact of regeneration wastes upon septic systems and other water supplies will be considered.

An exception to this general rule is ions such as arsenic which are not removed effectively by ion exchange. In these cases DEP prefers point-of-use (POU) treatment for only the potable portion of total flow. For removal of arsenic in either the +3 or +5 ionic state, the preferred sorption medium is iron oxide. Treatment equipment shall be sized for at least six months of operation without media replacement, considering all species subject to sorption. Equipment shall include a device which shuts off flow when the contactor has treated the volume of water for which it was sized.

For ions not amenable to removal by ion exchange or sorption, POU treatment by reverse osmosis (RO) is the last-resort method. The water supply must be evaluated for materials which would impair membrane effectiveness or reduce its service life.

Installation of treatment for inorganic contaminants at levels greater than the EPA Maximum Contaminant Level, shall receive prior DWP approval.

2. Petroleum Products

Petroleum products may include motor vehicle fuels such as gasoline, diesel, and marine or aviation fuels; heating products such as kerosene, #2 heating oil, and heavier oils; and miscellaneous lubricants and cleaners such as paint thinner, mineral spirits, and certain degreasing products. Petroleum concentrations are determined by Massachusetts Method Volatile Organic Hydrocarbons (VPH) and Extractable Organic Hydrocarbons (EPH) analysis.

Adsorption by granulated activated carbon (GAC) is the preferred treatment method for water supplies contaminated by petroleum products. Where VPH or EPH concentrations exceed 5 parts per million (ppm), or where oxygenated compounds exceed 100 parts per billion (ppb), pretreatment by air stripping is recommended to increase treatment reliability and to extend GAC service life. The need to pretreat for dissolved inorganic compounds must be evaluated, especially when air stripping will be used, since even low concentrations of dissolved iron or manganese can precipitate and cause fouling. Radon concentrations should also be considered in the evaluation of a GAC installation and may impact service life and disposal options.

The minimum design for GAC installations which treat 500 gallons per day or less will consist of two contactors plumbed in series, each containing 1.5 cubic feet of GAC. Installations treating higher daily volumes will be sized in accordance with the removal levels and contact times required. Equipment shall be sized so that rebedding is needed no more than twice a year. All installations will be equipped with sampling taps for the raw water, the treated water, and between the contactors. All equipment and fittings shall be NSF-approved for potable water service. All sampling taps will be tagged indicating their location in the treatment train.

Air strippers, when required, shall be diffused air or tray type. They shall be sized for no less than 90% removal of target contaminants. Off gases shall be vented outside occupied buildings. Treatment of air stripper off gases shall be provided if emissions exceed the minor source standard of 10 lbs per hour or 100 lbs per day (06-096 CMR Ch.115), or when untreated emissions could create an odor nuisance. Adsorption on vapor-phase GAC is the preferred means to treat off-gases, when required.

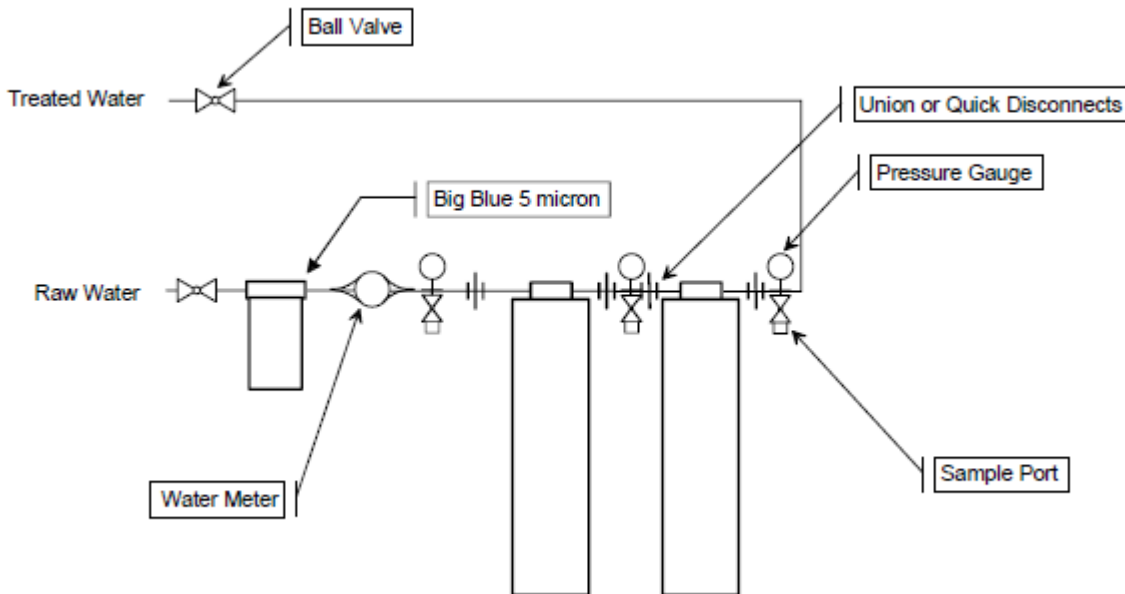
All air stripper treatment compartments shall be gasketed or otherwise sealed from the atmosphere. Blower intakes shall be equipped with filters with replaceable elements, to prevent contamination of treated water by airborne particulates. Outlet water piping shall be equipped with a sediment filter, to remove any inorganic solids precipitated by aeration.

Air stripper blowers shall be controlled to run only when untreated water is flowing in and for a short period after flow has stopped. Air strippers shall be equipped with controls that detect 1) high and low water levels in the stripper reservoir; 2) high pressure in blower piping; and 3) malfunction of any major electrical or mechanical component. Control systems shall shut off power to all electrical/mechanical components and activate an alarm that will be seen or heard promptly by facility personnel.

When an air stripper is needed, the treated water will need to be repressurized prior to finish treatment by GAC. If storage in a tank at atmospheric pressure is required prior to GAC treatment, the need for disinfection shall be evaluated. In public water systems, the Maine Drinking Water Program (DWP) prefers flow-paced chlorination to ultraviolet treatment; however, a large contact tank is required to obtain the contact time needed for effective disinfection. The DWP has a detailed, written guidance for small public water systems where continuous disinfection is needed.

Because a large tank is often impractical at the single-family residence scale, ultraviolet treatment is likely to be preferred for small private water supplies.

Below is a schematic drawing of a generic treatment train for petroleum compounds. Not all installations will require the inclusion of flow meters and pressure gauges. Point-of-entry and point-of-use treatment system specifications to be used at Department installations are listed later in this discussion.



Note: standard residential installation normally do not have water meters or pressure gauges

3. Non-Petroleum Organic Compounds

Non-petroleum organic compounds that may pose a risk to drinking water consumers include volatile and semi-volatile compounds, polychlorinated biphenyls (PCBs), pesticides, and herbicides. These substances have a wide range of physical/chemical characteristics including solubility, volatility, and partitioning properties, which affect the method of treatment. They also have a broad range of MCLs, which influences the removal efficiency needed to restore water potability. Because of this, no rule-of thumb can be given for selecting a treatment method. In a few situations, effective treatment could only be provided using an equipment train too complex to perform reliably with only periodic visits from a water treatment vendor. In these cases, DEP would provide an alternative source of potable water.

Equipment for removal of non-petroleum organic compounds will be selected according to the principles noted previously. Design, including redundancy and factors of safety, will be in keeping with sound engineering practice, and will be reviewed and approved by the Department.

E. POINT-OF-ENTRY AND POINT-OF-USE TREATMENT SYSTEMS SPECIFICATIONS

Unless, otherwise approved by the Department, the equipment specified below is to be used, where required, in single-family residential point-of-entry (POE) or point-of-use (POU) installations with no unusual peak or average water use. Installations that serve multiple living units or commercial facilities require design and equipment selection on a case-by-case basis by a qualified water treatment professional. All treatment systems being installed on a public water supply as defined by the Maine Drinking Water Program must be installed in compliance with all current Drinking Water Program rules and requirements.

1. Water Meters

- a. Water meters shall meet or exceed the latest AWWA C700 standard. Meters shall be magnetic drive, low flow torque registration.
- b. Meter shall have a normal operating range at 100% accuracy of 0.5 to 10 gallons per minute and shall read in US gallons.
- c. Maximum operating pressure shall be 150 psi and a maximum operating temperature of 80°F.
- d. Meter shall be direct reading with bronze box and cover.
- e. Inlet and outlet connections shall be 3/4 inch diameter.
- f. Meter shall be Neptune Model T IO or approved equal.

2. Ultraviolet Disinfection

- a. Ultraviolet disinfection unit shall use ultraviolet light to disinfect drinking water.
- b. The unit shall have a flow rate of 16 GPM at a dose of $16\text{mJ}/\text{cm}^2$.
- c. Maximum operating pressure shall be 125 psi.
- d. UV chamber shall be 304 stainless steel and shall have a $\frac{3}{4}$ inch inlet and outlet connections.
- e. Power supply shall be 120 volt, single phase.
- f. Unit shall have a quartz sleeve covering the UV bulb.
- g. Unit shall be capable of operating with a maximum hardness of 120 ppm and a maximum iron concentration of 0 ppm.
- h. Control panel shall have lamp operation indicator, power supply operation indicator, lamp, timer display, lamp timer reset button, alarm and mute button.
- i. Ultraviolet disinfection unit shall be Trojan UVMAX Model D4 Plus or approved equal.

3. Activated Carbon

- a. Activated carbon shall be coal based with a 12 X 40 mesh size and a minimum iodine number of 1000 mg/g.
- b. The bulk density shall be 28 lbs./cu.ft.
- c. Ash content shall be a maximum of 4 percent and the minimum hardness shall be 95.
- d. Carbon shall be packaged in bags containing one cubic foot of carbon.
- e. Carbon shall be virgin and shall be manufactured by Calgon Carbon Corporation or approved equal.

4. Activated Carbon Contactors

- a. Contactor tank shall be spiral wound fiberglass and have a pressure rating of 125 psi. Tank shall be as manufactured by Structural Fibers or approved equal.
- b. Contactor tanks shall be 12" diameter and 48" high with a capacity of 2 cu ft. and a service flow rate of 6 gpm; piping connections shall be $\frac{3}{4}$ "; carbon bed depth shall be 32"
- c. Activated carbon used in the contactors shall be as previously specified

- d. Contactors shall be non-backwashing down flow units.
- e. Two contactors shall be installed to operate in series.
- f. Normal operating pressure for carbon contactors shall be 40 to 60 psig.
- g. Surface loading rate shall be 10 gallons per minute per square foot.

5. Water Softeners

- a. Water softeners shall be fitted with control valves to control influent and effluent flow and regeneration flow.
- b. Water softeners are intended primarily for the removal of dissolved iron. For raw water with an iron concentration of up to 3 ppm, the unit shall contain a minimum of one cubic foot of exchange resin and have a capacity of 30,000 grains.
- c. For water with an iron concentration of from 3 ppm to 10 ppm, the unit shall contain a minimum of two cubic feet of exchange resin and have a capacity of 60,000 grains.
- d. The resin tanks shall have a 10 gpm service flow rate and a 3 gpm backwash flow rate.
- e. Piping between the brine tank and the softener tank shall be 3/8 inch.
- f. Waste piping for the regenerate shall be 5/8 inch diameter.
- g. Brine tank shall be 18 inch diameter and 30 inches high and shall be made of high density polyethylene. The brine- tank shall have a safety float to prevent overflows.
- h. The control valves shall time the operation of the softener and shall backwash the exchange resin at intervals that can be set by the user. The valve shall be 110 volt, single phase.
- i. Inlet and outlet connections for the control valve shall be 3/4 inch
- j. Exchange resin shall be sulfonated polystyrene cation resin. Beads shall be uniform spherical. Resin shall be suitable for use for potable water. Resin shall be ResinTech CGS-BL or approved equal.
- k. Control valves shall be Fleck 5600 or Fleck 6700 or approved equal.
- l. Resin tank shall be spiral wound fiberglass and have a pressure rating of 125 psi. Tank shall be manufactured by Structural Fibers or approved equal.

6. Arsenic Removal Filters

- a. Single family residential systems shall be point-of-use, installed as "third tap" on kitchen sink with treatment tank installed under counter.
 1. Contactor tank shall be GreenPro Water Systems 6" x 18" spiral-wound fiberglass with a pressure rating of 125 psi, or approved equal;
 2. Treatment media shall be LayneRT hybrid iron oxide treatment beads; approximate water treatment volume shall be 15,000 gallons;
 3. Contact time shall be approximately 2 minutes at a 2 gpm flow rate.
- b. Whole house systems may be required by the Department on a site specific basis depending on the contaminant levels found in the water supply

F. Maintenance & Inspections

Maintenance requirements will vary with the treatment method in use. Passive equipment (e.g., GAC or iron oxide sorption) or equipment with few mechanical components (e.g., ion exchange) usually requires little maintenance other than periodic re-bedding. Most property owners, after minimal instruction, are willing to change sediment filter elements on their own. They shall be told that unless the DEP has transferred ownership and oversight of the system to the property owner, they should immediately report any problems or malfunctions to the DEP and the DEP will contact the equipment vendor to address the problem.

PART III KEY RFP EVENTS

A. Questions

1. General Instructions

- a. It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.
- b. Bidders and other interested parties should use **Appendix F** – Submitted Questions Form – for submission of questions.
- c. The Submitted Questions Form must be submitted by e-mail and received by the RFP Coordinator, identified on the cover page of this RFP, as soon as possible but no later than the date and time specified on the RFP cover page.
- d. Submitted Questions must include the RFP Number and Title in the subject line of the e-mail. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

2. **Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the following website no later than seven (7) calendar days prior to the proposal due date: <http://www.maine.gov/purchases/venbid/rfp.shtml>. It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

B. Amendments

All amendments released in regard to this RFP will also be posted on the following website: <http://www.maine.gov/purchases/venbid/rfp.shtml>. It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

C. Submitting the Proposal

1. **Proposals Due:** Proposals must be received no later than 4:00 p.m. local time, on the date listed on the cover page of this RFP, at which point they will be opened. Proposals received **after** the 4:00 p.m. deadline will be **rejected** without exception.
2. **Delivery Instructions:** Email proposal submissions are to be submitted to the State of Maine Division of Procurement Services, via email, to the email address provided on the RFP Cover Page.
 - a. Only proposals received by email will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
 - b. Bidders are to insert the following into the subject line of their email submission: **“RFP#201805101 Proposal Submission”**
 - c. Bidder’s proposals are to be broken down into multiple files, with each file named as it is titled in bold below, and include:
 - **File #1:** *PDF format preferred*
Completed - Proposal Cover Page (**Appendix A**)
Debarment, Performance and Non-Collusion Certification (**Appendix B**)
 - **File #2:** *PDF format preferred*

Organization Qualifications and Experience (**Appendix C** and all related/required attachments)

- **File #3:** *PDF format preferred*
Proposed Services (and all related/required attachments) – *PDF format preferred*
- **File #4:** *Excel format preferred*
Cost Proposal (**Appendix D** and all related/required attachments)
- **File #5:** *PDF format preferred*
Maine Business and Economic Impact Consideration (**Appendix E**)

PART IV PROPOSAL SUBMISSION REQUIREMENTS

This section contains instructions for Bidders to use in preparing their proposals. The Bidder's proposal must follow the outline used below, including the numbering and section and sub-section headings as they appear here. Failure to use the outline specified in this section, or to respond to all questions and instructions throughout this document, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team for this RFP, has sole discretion to determine whether a variance from the RFP specifications should result in either disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in this RFP will, at best, be considered minimally responsive. The Department seeks detailed yet succinct responses that demonstrate the Bidder's experience and ability to perform the requirements specified throughout this document.

A. Proposal Format

1. All pages of a Bidder's proposal should be numbered consecutively beginning with number 1 on the first page of the narrative (this does not include the cover page or table of contents pages) through to the end, including all forms and attachments. For clarity, the Bidder's name should appear on every page, including Attachments. Each Attachment must reference the section or subsection number to which it corresponds.
2. The Bidder is asked to be brief and concise in responding to the RFP questions and instructions.
3. The Bidder may not provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Additional materials not requested will not be considered part of the proposal and will not be evaluated.
4. Include any forms provided in the submission package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in the RFP.
5. It is the responsibility of the Bidder to provide all information requested in the RFP package at the time of submission. Failure to provide information requested in this RFP may, at the discretion of the Department's evaluation review team, result in a lower rating for the incomplete sections and may result in the proposal being disqualified for consideration.
6. The Bidder should complete and submit the "Proposal Cover Page" provided in **Appendix A** of this RFP and provide it with the Bidder's proposal. It is important that the cover page show the specific information requested, including Bidder address(es) and other details listed. The proposal cover page shall be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.
7. The Bidder should complete and submit the "Debarment, Performance and Non-Collusion Certification Form" provided in **Appendix B** of this RFP. Failure to provide this certification may result in the disqualification of the Bidder's proposal, at the discretion of the Department.

B. Proposal Contents

Section I Organization Qualifications and Experience

1. Overview of the Organization

The Bidder is to complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in this RFP. The Bidder is also to include three examples of projects which demonstrate their experience and expertise in performing these services as well as highlighting the Bidder's stated qualifications and skills.

2. Subcontractors

If subcontractors are to be used, provide a list that specifies the name, address, phone number,

contact person, and a brief description of the subcontractors' organizational capacity and qualifications.

3. Organizational Chart

Provide an organizational chart of the bidder's organization. The organization chart must include all staff that will be assigned to work on projects awarded from this pre-qualified list. Each position must be identified by position title and corresponding to the personnel job descriptions and the Staffing Plan provided.

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.

5. Financial Viability

Provide the following financial information based on the previous 12-months or most recent calendar year:

- a. Current Assets
- b. Current Liabilities
- c. Annualized Sales
- d. Total Liabilities
- e. Equity

6. Licensure/Certification

List and attach documentation of any applicable Maine licensure, certifications or registrations (i.e. Plumbing License or any specific credentials held). If you wish to be considered for radon mitigation sites you must submit a copy of your current State of Maine Radon Mitigation Contractor Certification.

7. Certificate of Insurance

Provide a 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 the proposed services.

Section II Proposed Services

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.

Section III Cost Proposal

1. General Instructions

- a. The Bidder must submit a cost proposal that covers the entire period of the contract. Please use the expected "Period of Performance" dates stated in PART I, D.
- b. The cost proposal shall include the costs necessary for the Bidder to fully comply with the contract terms and conditions and RFP requirements.

- c. No costs related to the preparation of the proposal for this RFP or to the negotiation of the contract with the Department may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.

2. Cost Proposal Form Instructions

The Bidder should fill out **Appendix D** (Cost Proposal Form), following the instructions detailed here and in the form. The Bidder should also include a company rate sheet as part of the cost proposal. Failure to provide the requested information, and to follow the required cost proposal format provided, may result in the exclusion of the proposal from consideration, at the discretion of the Department.

Section IV Maine Business and Economic Impact Consideration

Using **Appendix E** (Maine Business and Economic Impact Consideration Form), the Bidder (Bidder identified on the “Proposal Cover Page” of proposal submission - **Appendix A**) is required to describe the Bidder’s investment in the State of Maine as reported on the most recently completed IRS form W-2. Consideration of this information in making contract award decisions is required in accordance with Executive Order 2017-003, which states “Evaluators of competitive bids for goods and services shall give consideration to the investment in the State by business enterprises as a best-value criterion.” The State reserves the right to verify this information at any time during the evaluation process or after.

PART V PROPOSAL EVALUATION AND SELECTION

Evaluation of the submitted proposals shall be accomplished as follows:

A. Evaluation Process - General Information

1. An evaluation team, comprised of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP, and in accordance with the most advantageous financial and economic impact considerations (where applicable) for the State.
2. Officials responsible for making decisions on the selection of a contractor shall ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal provides the best value to the State of Maine.
3. The Department reserves the right to communicate and/or schedule interviews/presentations with Bidders if needed to obtain clarification of information contained in the proposals received, and the Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Interviews/presentations are not required, and changes to proposals will not be permitted during any interview/presentation process. Therefore, Bidders should submit proposals that present their rates and other requested information as clearly and completely as possible.

B. Scoring Weights and Process

1. **Scoring Weights:** The score will be based on a 100-point scale and will measure the degree to which each proposal meets the following criteria.

Section I. Organization Qualifications and Experience (30 points)

Includes all elements addressed above in Part IV, B, Section I.

Section II. Proposed Services (25 points)

Includes all elements addressed above in Part IV, B, Section II.

Section III. Cost Proposal (35 points)

Includes all elements addressed above in Part IV, B, Section III.

- a. Hypothetical Cost Scenarios (25 points)
- b. Rate Sheet (10 points)

Section IV. Maine Business and Economic Impact Consideration (10 points)

Includes all elements addressed above in PART IV, B, Section IV.

2. **Scoring Process:** The review team will use a consensus approach to evaluate and score Sections I & II above. Members of the review team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections. Sections III & IV, the Cost Proposal and Maine Business and Economic Impact Consideration sections, will be scored as described below.
3. **Scoring the Cost Proposal:** The total cost proposed for conducting all the functions listed in the Hypothetical Cost Scenario specified in this RFP will be assigned a score according to a mathematical formula. The lowest bid will be awarded 25 points. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

(Lowest submitted cost proposal / Cost of proposal being scored) x 25= pro-rated score

The Company Rate Sheet will be scored using the consensus method and the scoring team will evaluate the overall cost competitiveness of the services provided with a maximum of 10 points available.

No Best and Final Offers: The State of Maine will not seek a best and final offer (BAFO) from any Bidder in this procurement process. All Bidders are expected to provide their best value pricing with the submission of their proposal.

- 4. Scoring the Maine Business and Economic Impact Consideration:** The Maine Business and Economic Impact Consideration for this RFP will be scored based on the information provided by Bidders in **Appendix E** (Maine Business and Economic Impact Consideration Form) compared to the point allocations below:

Maine Business Analysis	Points
Average Percentage of Maine Business Impact - 1 to 74%	2 points
Average Percentage of Maine Business Impact - 75 to 100%	4 points

Maine Economic Impact	Points
Sum of Maine Economic Analysis - \$1 to \$1,000,000	2 points
Sum of Maine Economic Analysis - \$1,000,001 to \$10,000,000	4 points
Sum of Maine Economic Analysis - over \$10,000,000	6 points

- 5. Negotiations:** The Department reserves the right to negotiate with the successful Bidder to finalize a contract at the same rate or cost of service as presented in the selected proposal. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department's Request for Proposals to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with a selected Bidder who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

C. Selection and Award

1. The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Procurement Review Committee.
2. Notification of contractor selection or non-selection will be made in writing by the Department.
3. Issuance of this RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to this request, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
4. The Department reserves the right to reject any and all proposals or to make multiple awards.
5. Selection to be included on the pre-qualified vendor list is not a guarantee of work.

D. Appeal of Contract Awards

Any person aggrieved by the award decision that results from this RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA § 1825-E and 18-554 Code of Maine Rules, Chapter 120 (found here: <http://www.maine.gov/purchases/policies/120.shtml>). The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of contract award.

If this RFP results in the creation of a pre-qualified or pre-approved list of vendors, then the appeal procedures mentioned above are available upon the original determination of that vendor list. The appeal procedures will not be available during subsequent competitive procedures involving only the pre-qualified or pre-approved list participants if cost is the sole determining factor.

E. Removal from Pre-Qualified Vendors List

The Department may remove a pre-qualified vendor from the pre-qualified list at any time, upon giving 30 days' written notice to the pre-qualified vendor, if the Department determines that during the pre-qualification term:

- a. The pre-qualified vendor failed or refused to perform its contractual obligations,
- b. The pre-qualified vendor's performance was unsatisfactory including, but not limited to, the quality and timeliness of services provided, or
- c. The vendor no longer has the ability to perform the services specified in this RFP.

PART VI CONTRACT ADMINISTRATION AND CONDITIONS

A. Contract Document

1. The successful Bidder will be required to execute a contract in the form of a State of Maine Agreement to Purchase Services (BP54). A list of applicable Riders is as follows:

Rider A: Specification of Work to be Performed

Rider B: Method of Payment and Other Provisions

Rider C: Exceptions to Rider B

Rider G: Identification of Country in Which Contracted Work Will Be Performed

The complete set of standard BP54 contract documents may be found on the Division of Procurement Services' website at the following link:

<http://www.maine.gov/purchases/info/forms/BP54.doc>

Other forms and contract documents commonly used by the State can be found on the Division of Procurement Services' website at the following link:

<http://www.maine.gov/purchases/info/forms.html>

2. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Procurement Review Committee. Contracts are not considered fully executed and valid until approved by the State Procurement Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Bidders. (Referenced in the regulations of the Department of Administrative and Financial Services, Chapter 110, § 3(B)(i):
<http://www.maine.gov/purchases/policies/110.shtml>

This provision means that a contract cannot be effective until at least 14 days after award notification.

3. The State recognizes that the actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Procurement Review Committee. Any appeals to the Department's award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date listed in this RFP may need to be adjusted, if necessary, to comply with mandated requirements.
4. In providing services and performing under the contract, the successful Bidder(s) shall act as an independent contractor and not as an agent of the State of Maine.
5. Successful Bidder(s) will need to provide their Data Universal Numbering System (DUNS) number prior to receiving a grant award. A DUNS number is a unique nine-character identification number that the federal government uses to maintain and organize applications and contracts across federal agencies. Obtaining a DUNS number is free for all entities doing business with the federal government and can be obtained at www.dnb.com or by calling (866) 705-5711.

B. Standard State Agreement Provisions

1. Agreement Administration

- a. Following the award, an Agreement Administrator from the Department will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Department staff will be available after the award to consult with the successful Bidder in the finalization of the contract.
- b. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

2. Payments and Other Provisions

The State anticipates paying the Contractor on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from this RFP.

PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS

1. Appendix A – Proposal Cover Page
2. Appendix B – Debarment, Performance and Non-Collusion Certification
3. Appendix C – Qualifications and Experience Form
4. Appendix D – Cost Proposal Form
5. Appendix E – Maine Business and Economic Impact Consideration
6. Appendix F – Submitted Question Form

**State of Maine
 Department of Environmental Protection
 PROPOSAL COVER PAGE
 RFP#201805101
Pre-Qualified List for Water Treatment Equipment
 Installation and Maintenance Services**

Bidder's Organization Name:			
Chief Executive - Name/Title:			
Tel:		E-mail:	
Headquarters Street Address:			
Headquarters City/State/Zip:			
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:			
Tel:		E-mail:	
Headquarters Street Address:			
Headquarters City/State/Zip:			

- This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
- No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal.
- No attempt has been made, or will be made, by the Bidder to induce any other person or firm to submit or not to submit a proposal.
- The above-named organization is the legal entity entering into the resulting agreement with the Department should they be awarded the contract.
- The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

To the best of my knowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.

Name (Print):	Title:
Authorized Signature:	Date:

APPENDIX B

**State of Maine
 Department of Environmental Protection
 DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION
 RFP#201805101
Pre-Qualified List for Water Treatment Equipment
 Installation and Maintenance Services**

Bidder's Organization Name:	
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By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:

 - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
 - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
 - iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
 - iv. Have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.**
- c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

Failure to provide this certification may result in the disqualification of the Bidder's proposal, at the discretion of the Department.

Name (Print):	Title:
Authorized Signature:	Date:

State of Maine
Department of Environmental Protection
QUALIFICATIONS & EXPERIENCE FORM
RFP#201805101
Pre-Qualified List for Water Treatment Equipment
Installation and Maintenance Services

Bidder's Organization Name:	
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Present a brief statement of qualifications, including any applicable licensure and/or certification. Describe the history of the Bidder's organization, especially regarding skills pertinent to the specific work required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. You may expand this form and use additional pages to provide this information.

APPENDIX C (continued)

Provide a description of projects that occurred within the past five years which reflect experience and expertise needed in performing the functions described in the “Scope of Services” portion of this RFP. For each of the project examples provided, a contact person from the client organization involved should be listed, along with that person’s telephone number and email address. 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	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Brief Description of Project	

Project Two	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Brief Description of Project	

APPENDIX C (continued)

Project Three	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Brief Description of Project	

APPENDIX D

**State of Maine
Department of Environmental Protection
COST PROPOSAL FORM
RFP#201805101
Pre-Qualified List for Water Treatment Equipment
Installation and Maintenance Services**

Bidder's Organization Name:	
Proposed Cost:	\$ _____

Bidders must complete the Hypothetical Cost Scenarios below and attach a Company Rate Sheet. The costs of the hypothetical scenarios shall reflect the rates listed in the Company Rate Sheet. The Company Rate Sheet will be fixed for the term of the awarded contract. However, pre-qualified bidders could bid less than this rate sheet during the mini-bid process.

Scenario 1

Install a granular activated carbon media filtration system for the reduction of gasoline in well water at a site 50 miles from your location. The carbon system will include the following:

- 1 Big Blue 4.5" X 10" pre-treatment filter with 5 micron cartridge
- Two 13" x 54" NSF filter tanks
- Sample ports for testing before, between and after treatment
- 5.0 cubic ft. of carbon filtration media

Total equipment purchase cost \$ _____

Total installation labor cost (for RFP scoring purposes only, assume 4-hours of labor)

(4 hrs. @ _____) \$ _____

Total Scenario 1 \$ _____

Scenario 2

Provide a 12-month total cost rental option for the system described in Scenario 1.

12-month rental cost (\$ _____ per month) Total for 12-months \$ _____

Total Scenario 2 \$ _____

Sum of Scenario 1 and Scenario 2 Total Cost \$ _____

APPENDIX E

State of Maine
Department of Environmental Protection
MAINE BUSINESS AND ECONOMIC IMPACT CONSIDERATION FORM
RFP#201805101
Pre-Qualified List for Water Treatment Equipment
Installation and Maintenance Services

Bidder's Organization Name:	
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Instructions

Each Bidder is to complete the table in the excel spreadsheet below to quantify the Bidder's investment in the State of Maine. Consideration of this information in making contract award decisions is required in accordance with Executive Order 2017-003, which states "Evaluators of competitive bids for goods and services shall give consideration to the investment in the State by business enterprises as a best-value criterion.



Maine Business
and Economic Impact

APPENDIX F

**State of Maine
 Department of Environmental Protection
 SUBMITTED QUESTIONS FORM
 RFP#201805101
Pre-Qualified List for Water Treatment Equipment
Installation and Maintenance Services**

Organization Name:	
---------------------------	--

RFP Section & Page Number	Question

* *If a question is not related to any section of the RFP, state "N/A" under "RFP Section & Page Number".*
 ** *Add additional columns, if necessary.*