

**State of Maine
Master Score Sheet**

RFP# 202402028					
Building Manager – Capital Judicial Center					
Bidder Name:		MANNA T	MREM	TRIBOU	STICHT
Proposed Cost:		\$101,000.00	\$96,660.00	\$116,000.00	\$99,840.00
Scoring Sections	Points Available				
Section I: Preliminary Information	Pass/Fail	P	P	P	P
Section II: Organization Qualifications and Experience	30	18	27	18	27
Section III: Proposed Services	30	22	26	17	29
Section IV: Cost Proposal	40	38.28	40	33.33	38.72
TOTAL	<u>100</u>	<u>78.28</u>	<u>93</u>	<u>68.33</u>	<u>94.72</u>

RFP# 202402028					
Building Management – Presque Isle District Court					
Bidder Name:		MANNA T	MREM	TRIBOU	STICHT
Proposed Cost:		\$73,500.00	\$87,692.00	\$74,000.00	\$70,200.00
Scoring Sections	Points Available				
Section I: Preliminary Information	Pass/Fail	P	P	P	P
Section II: Organization Qualifications and Experience	30	18	27	18	27
Section III: Proposed Services	30	22	26	17	29
Section IV: Cost Proposal	40	38.20	32.02	37.94	40
TOTAL	<u>100</u>	<u>78.20</u>	<u>85.02</u>	<u>72.94</u>	<u>96</u>

RFP# 202402028					
Building Management – Lewiston District Court					
Bidder Name:		MANNA T	MREM	TRIBOU	STICHT
Proposed Cost:		\$113,500.00	\$99,379.00	\$120,000.00	\$110,240.00
Scoring Sections	Points Available				
Section I: Preliminary Information	Pass/Fail	P	P	P	P
Section II: Organization Qualifications and Experience	30	18	27	18	27
Section III: Proposed Services	30	22	26	17	29
Section IV: Cost Proposal	40	35.02	40	33.12	36.05
TOTAL	<u>100</u>	<u>75.02</u>	<u>93</u>	<u>68.12</u>	<u>92.05</u>

RFP# 202402028					
Building Management – Waldo Judicial Center					
Bidder Name:		MANNA T	MREM	TRIBOU	STICHT
Proposed Cost:		\$72,000.00	\$79,628.00	\$75,000.00	\$70,200.00
Scoring Sections	Points Available				
Section I: Preliminary Information	Pass/Fail	P	P	P	P
Section II: Organization Qualifications and Experience	30	18	27	18	27
Section III: Proposed Services	30	22	26	17	29
Section IV: Cost Proposal	40	39	35.26	37.44	40
TOTAL	<u>100</u>	<u>79</u>	<u>88.25</u>	<u>72.44</u>	<u>96</u>

RFP# 202402028					
Building Management – Skowhegan District Court					
Bidder Name:		MANNA T	MREM	TRIBOU	STICHT
Proposed Cost:		\$71,700.00	\$98,009	\$74,000.00	\$70,200.00
Scoring Sections	Points Available				
Section I: Preliminary Information	Pass/Fail	P	P	P	P
Section II: Organization Qualifications and Experience	30	18	27	18	27
Section III: Proposed Services	30	22	26	17	29
Section IV: Cost Proposal	40	39.16	28.65	37.94	40
TOTAL	<u>100</u>	<u>79.16</u>	<u>81.65</u>	<u>72.94</u>	<u>96</u>

RFP# 202402028		
Building Manager – West Bath District Court		
Bidder Name:		MREM
Proposed Cost:		\$121,690.00
Scoring Sections	Points Available	
Section I: Preliminary Information	Pass/Fail	P
Section II: Organization Qualifications and Experience	30	27
Section III: Proposed Services	30	26
Section IV: Cost Proposal	40	40
TOTAL	<u>100</u>	<u>97</u>

Award Justification Statement
RFP# 202402028 Building Management Services

I. Summary

RFP 202402028 requested bids for Building Management Services for six different locations; Presque Isle District Court, Lewiston District Court, Waldo Judicial Center, West Bath District Court, Skowhegan District Court, and the Capital Judicial Center.

II. Evaluation Process

The evaluation team consisted of the four (4) Facility Engineers who oversee the work done by the Building Managers at each location. The Facility Engineers have over 40 years of combined experience with the Building Management services at Judicial Branch locations.

III. Qualifications & Experience

- Experience with building management services for government agencies.
- Employees with licenses and certifications related to building maintenance.
- Familiarity with the programs and systems utilized by the MJB.

IV. Proposed Services

- Detailed work plan with laid out tasks and responsibilities.
- Plan for tracking and maintaining maintenance task scheduling.
- Understanding of and ability to follow through on contract requirements on a location basis.

V. Cost Proposal

- Awardees' cost proposals were in line with competitive market rates.

VI. Conclusion

- Awardees combined a competitive proposal and service plan with reasonable prices that earned them a higher score than competitors.



STATE OF MAINE
Judicial Branch
Facilities

Janet T. Mills
Governor

Chief Justice
Valerie Stanfill

25 April 2024

Sticht Property Management
P.O. Box 211
Liberty, ME 04949
Stichtpm@gmail.com

SUBJECT: Notice of Conditional Contract Awards under RFP # 202402028,
Building Management Services

Dear Timothy:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Judicial Branch for Building Management 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 awards to the following bidders:

- Sticht Property Management
 - Capital Judicial Center
 - Presque Isle District Court
 - Waldo Judicial Center
 - Skowhegan District Court
- Maine Real Estate Management
 - Lewiston District Court
 - West Bath District Court

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

As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

Thank you for your interest in doing business with the State of Maine.

Sincerely,  DocuSigned by:
Connor Smith
755F066F9C634D0...

Connor Smith
Procurement Manager
Connor.smith@courts.maine.gov
Administrative Office of the Courts
125 Presumpscot St.
Portland, ME 04103
Office: (207)-822-0709 (20709)

STATEMENT OF APPEAL RIGHTS

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).



STATE OF MAINE
Judicial Branch
Facilities

Janet T. Mills
Governor

Chief Justice
Valerie Stanfill

25 April 2024

Maine Real Estate Management LLC
P.O. Box 1193
Bangor, ME 04402
jesse@mainerem.com

SUBJECT: Notice of Conditional Contract Awards under RFP # 202402028,
Building Management Services

Dear Jesse:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Judicial Branch for Building Management 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 awards to the following bidders:


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- Maine Real Estate Management
 - Lewiston District Court
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Thank you for your interest in doing business with the State of Maine.

Sincerely,  DocuSigned by:
Connor Smith

Connor Smith
Procurement Manager
Connor.smith@courts.maine.gov
Administrative Office of the Courts
125 Presumpscot St.
Portland, ME 04103
Office: (207)-822-0709 (20709)

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STATE OF MAINE
Judicial Branch
Facilities

Chief Justice
Valerie Stanfill

Janet T. Mills
Governor

25 April 2024

Tribou Property Management
582 North Rd
Newburgh, ME 04444
S.tribou@yahoo.com

SUBJECT: Notice of Conditional Contract Awards under RFP # 202402028,
Building Management Services

Dear Steve:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Judicial Branch for Building Management 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 awards to the following bidders:

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Thank you for your interest in doing business with the State of Maine.

Sincerely,

DocuSigned by:
Connor Smith
755F066F9C634D0...

Connor Smith
Procurement Manager
Connor.smith@courts.maine.gov
Administrative Office of the Courts
125 Presumpscot St.
Portland, ME 04103
Office: (207)-822-0709 (20709)

STATEMENT OF APPEAL RIGHTS

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STATE OF MAINE
Judicial Branch
Facilities

Janet T. Mills
Governor

Chief Justice
Valerie Stanfill

25 April 2024

Manna T Property Management
126 Medway Rd
Mattawamkeag, ME 04459
mannatprop@gmail.com

SUBJECT: Notice of Conditional Contract Awards under RFP # 202402028,
Building Management Services

Dear Brooke:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Judicial Branch for Building Management 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 awards to the following bidders:

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 - Presque Isle District Court
 - Waldo Judicial Center
 - Skowhegan District Court
- Maine Real Estate Management
 - Lewiston District Court
 - West Bath District Court

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

As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

Thank you for your interest in doing business with the State of Maine.

Sincerely,  DocuSigned by:
Connor Smith
755F066F9C634D0...

Connor Smith
Procurement Manager
Connor.smith@courts.maine.gov
Administrative Office of the Courts
125 Presumpscot St.
Portland, ME 04103
Office: (207)-822-0709 (20709)

STATEMENT OF APPEAL RIGHTS

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402028
RFP TITLE: Building Management Services
BIDDER: Tribou
DATE: 26 March 2024

SUMMARY PAGE

Department Name: Maine Judicial Branch
Name of RFP Coordinator: Connor Smith
Names of Evaluators: Dylan Hanscom, Curt Lefebvre, Kevin Fogg, Charles St. Pierre

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	30	18
Section III. Proposed Services	30	17
Section IV. Cost Proposal	40	
Capital Judicial Center		33.33
Presque Isle District Court		37.94
Lewiston District Court		33.12
Waldo Judicial Center		37.44
Skowhegan District Court		37.94
<u>Total Points</u>		
<u>Capital Judicial Center</u>	<u>100</u>	<u>68.33</u>
<u>Presque Isle District Court</u>	<u>100</u>	<u>72.94</u>
<u>Lewiston District Court</u>	<u>100</u>	<u>68.12</u>
<u>Waldo Judicial Center</u>	<u>100</u>	<u>72.44</u>
<u>Skowhegan District Court</u>	<u>100</u>	<u>72.94</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402028
RFP TITLE: Building Management Services
BIDDER: Tribou
DATE: 26 March 2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Satisfactory

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402028
RFP TITLE: Building Management Services
BIDDER: Tribou
DATE: 26 March 2024

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	30	18

Evaluation Team Comments:

- I. Overview of the Organization
 - Maine Owned
 - 30 years of building management experience
 - Have experience in multiple court houses
 -
- II. Subcontractors
 - No mention of subcontractors – understands utilizing State chosen vendors
- III. Organizational Chart
 - None provided
- IV. Litigation
 - None provided
- V. Financial Viability
 - No records provided
- VI. Certificate of Insurances
 - Not included
- VII. Previous experience
 - Has provided services to court houses for 14 years
 - Owner has experience as a Building Manager

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402028
RFP TITLE: Building Management Services
BIDDER: Tribou
DATE: 26 March 2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	30	17

Evaluation Team Comments:

24/7 coverage offered

Task and frequency list provided – relevant and shows knowledge of required work

Oversight responsibilities regarding 3rd party contracted work stated and understood

No work plan provided for implementation at new sites.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402028
RFP TITLE: Building Management Services
BIDDER: Tribou
DATE: 26 March 2024

**EVALUATION OF SECTION IV
Cost Proposal**

Capital Judicial Center

Lowest Submitted Cost Proposal	>	Cost Proposal Being Scored	x	Score Weight	=	Score
\$96,660.00	>	\$116,000.00	x	40 points	=	33.33

PRESQUE ISLE DISTRICT COURT

Lowest Submitted Cost Proposal	>	Cost Proposal Being Scored	x	Score Weight	=	Score
\$70,200.00	>	\$74,000.00	x	40 points	=	37.94

LEWISTON DISTRICT COURT

Lowest Submitted Cost Proposal	>	Cost Proposal Being Scored	x	Score Weight	=	Score
\$99,379.00	>	\$120,000.00	x	40 points	=	33.12

WALDO JUDICIAL CENTER

Lowest Submitted Cost Proposal	>	Cost Proposal Being Scored	x	Score Weight	=	Score
\$70,200.00	>	\$75,000.00	x	40 points	=	37.44

SKOWHEGAN DISTRICT COURT

Lowest Submitted Cost Proposal	>	Cost Proposal Being Scored	x	Score Weight	=	Score
\$70,200.00	>	\$74,000.00	x	40 points	=	37.94

Evaluation Team Comments:

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402028
RFP TITLE: Building Management Services
BIDDER: MANNA T Property Management
DATE: 26 March 2024

SUMMARY PAGE

Department Name: Maine Judicial Branch
Name of RFP Coordinator: Connor Smith
Names of Evaluators: Dylan Hanscom, Curt Lefebvre, Kevin Fogg, Charles St. Pierre

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	30	18
Section III. Proposed Services	30	22
Section IV. Cost Proposal	40	
Capital Judicial Center		38.28
Presque Isle District Court		38.20
Lewiston District Court		35.02
Waldo Judicial Center		39
Skowhegan District Court		39.16
<u>Total Points</u>		
<u>Capital Judicial Center</u>	<u>100</u>	<u>78.28</u>
<u>Presque Isle District Court</u>	<u>100</u>	<u>78.20</u>
<u>Lewiston District Court</u>	<u>100</u>	<u>75.02</u>
<u>Waldo Judicial Center</u>	<u>100</u>	<u>79</u>
<u>Skowhegan District Court</u>	<u>100</u>	<u>79.16</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402028
RFP TITLE: Building Management Services
BIDDER: MANNA T Property Management
DATE: 26 March 2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Satisfactory

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402028
RFP TITLE: Building Management Services
BIDDER: MANNA T Property Management
DATE: 26 March 2024

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	30	18

Evaluation Team Comments:

- I. Overview of the Organization
 - Started in 2017 – newer company
 - Clients include GSA and local municipalities
 - Has janitorial staff for assistance if needed
- II. Subcontractors
 - None stated
- III. Organizational Chart
 - Not provided
- IV. Litigation
 - Not provided
- V. Financial Viability
 - COI not included
- VI. Certificate of Insurances
 - None Provided
- VII. Previous experience
 - State of Maine Judicial Branch – has worked in seven court houses – repair services
 - PM work in Presque Isle

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402028
RFP TITLE: Building Management Services
BIDDER: MANNA T Property Management
DATE: 26 March 2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	30	22

Evaluation Team Comments:

24/7 coverage

Initial/annual reviews of contracted maintenance

Want to maintain current building manager for continuity of service.

On site testing and inspection work listed and understood

Utilization of customized spreadsheets for tracking inspection requirements

Will provide necessary supplies to BM for tasks as required

Understand necessity of working around court schedules.

No work plan provided

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402028
RFP TITLE: Building Management Services
BIDDER: MANNA T Property Management
DATE: 26 March 2024

**EVALUATION OF SECTION IV
Cost Proposal**

Capital Judicial Center

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
\$96,660.00	,	\$101,000.00	x	40 points	=	38.28

PRESQUE ISLE DISTRICT COURT

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
\$70,200.00	,	\$73,500.00	x	40 points	=	38.2

LEWISTON DISTRICT COURT

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
\$99,379.00	,	\$113,500.00	x	40 points	=	35.02

WALDO JUDICIAL CENTER

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
\$70,200.00	,	\$72,000.00	x	40 points	=	39

SKOWHEGAN DISTRICT COURT

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
\$70,200.00	,	\$71,7000.00	x	40 points	=	39.16

Evaluation Team Comments:

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402028
RFP TITLE: Building Management Services
BIDDER: Sticht Property Management
DATE: 26 March 2024

SUMMARY PAGE

Department Name: Maine Judicial Branch
Name of RFP Coordinator: Connor Smith
Names of Evaluators: Dylan Hanscom, Curt Lefebvre, Kevin Fogg, Charles St. Pierre

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	30	27
Section III. Proposed Services	30	29
Section IV. Cost Proposal	40	
Capital Judicial Center		38.72
Presque Isle District Court		40
Lewiston District Court		36.05
Waldo Judicial Center		40
Skowhegan District Court		40
<u>Total Points</u>		
<u>Capital Judicial Center</u>	<u>100</u>	<u>94.72</u>
<u>Presque Isle District Court</u>	<u>100</u>	<u>96</u>
<u>Lewiston District Court</u>	<u>100</u>	<u>92.05</u>
<u>Waldo Judicial Center</u>	<u>100</u>	<u>96</u>
<u>Skowhegan District Court</u>	<u>100</u>	<u>96</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402028
RFP TITLE: Building Management Services
BIDDER: Sticht Property Management
DATE: 26 March 2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Satisfactory

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402028
RFP TITLE: Building Management Services
BIDDER: Sticht Property Management
DATE: 26 March 2024

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	30	27

Evaluation Team Comments:

- I. Overview of the Organization
 - Father son company founded in 2014
 - Decade of experience
 - Maine owned
 - Familiar BMS/Niagra and other systems already utilized by MJB
- II. Subcontractors
 - Have reciprocal agreements with multiple companies – electrical/plumbing etc.
- III. Organizational Chart
 - Provided
 - Listed departments and rolls they fill
- IV. Litigation
 - None listed
- V. Financial Viability
 - Balance sheet available upon request
- VI. Certificate of Insurances
 - Provided
 - Significant amount provided
- VII. Past experience listed
 - MJB – eleven different court houses
 - Emergency and maintenance services provided to MJB
 - Temporary BM services provided
 - Understands ADA requirements

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402028
RFP TITLE: Building Management Services
BIDDER: Sticht Property Management
DATE: 26 March 2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	30	29

Evaluation Team Comments:

- Listed plan of inspection times
- Utilization of spreadsheets for maintenance tasks scheduling
- Offers continuing training for building managers
- Will overseeing existing contracts with maintenance providers
- Listed material costs as 10%
- Overtime costs are at \$45 an hour
- Detailed work plan provided with tasks and responsibilities

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402028
RFP TITLE: Building Management Services
BIDDER: Sticht Property Management
DATE: 26 March 2024

**EVALUATION OF SECTION IV
Cost Proposal**

Capital Judicial Center

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
\$96,660.00	,	\$99,840.00	x	40 points	=	38.72

PRESQUE ISLE DISTRICT COURT

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
\$70,200.00	,	\$70,200.00	x	40 points	=	40

LEWISTON DISTRICT COURT

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
\$99,379.00	,	\$110,240.00	x	40 points	=	36.05

WALDO JUDICIAL CENTER

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
\$70,200.00	,	\$70,200.00	x	40 points	=	40

SKOWHEGAN DISTRICT COURT

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
\$70,200.00	,	\$70,200.00	x	40 points	=	40

Evaluation Team Comments:

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402028
RFP TITLE: Building Management Services
BIDDER: MREM
DATE: 26 March 2024

SUMMARY PAGE

Department Name: Maine Judicial Branch
Name of RFP Coordinator: Connor Smith
Names of Evaluators: Dylan Hanscom, Curt Lefebvre, Kevin Fogg, Charles St. Pierre

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	30	27
Section III. Proposed Services	30	26
Section IV. Cost Proposal	40	
Capital Judicial Center		40
Presque Isle District Court		32.02
Lewiston District Court		40
Waldo Judicial Center		35.26
Skowhegan District Court		28.65
West Bath District Court		40
<u>Total Points</u>		
<u>Capital Judicial Center</u>	100	93
<u>Presque Isle District Court</u>	100	85.02
<u>Lewiston District Court</u>	100	93
<u>Waldo Judicial Center</u>	100	88.25
<u>Skowhegan District Court</u>	100	81.65
<u>West Bath District Court</u>	100	97

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402028
RFP TITLE: Building Management Services
BIDDER: MREM
DATE: 26 March 2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Satisfactory

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402028
RFP TITLE: Building Management Services
BIDDER: MREM
DATE: 26 March 2024

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

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	30	27

Evaluation Team Comments:

- I. Overview of the Organization
 - Started in 1990 – Plenty of experience
 - Proven ability to handle large government facilities
 - No mention of employee numbers – no guarantee of ability to provide manpower (although likely they can)
- II. Subcontractors
 - No use of subcontractors listed in proposal
 - i. Facility Engineers have experienced them using subcontractors in previous Building Management contracts.
 - 1. Stipulation regarding approval of subcontractors still stands
- III. Organizational Chart
 - Provided – Concerns regarding back-ups (they are currently being utilized at other locations) – No secondary back-up provided
- IV. Litigation
 - No history provided
- V. Financial Viability
 - Three year balance sheet provided
- VI. Certificate of Insurances
 - Provided
- VII. Description of Previous Work
 - Listed three projects – no descriptions given
 - Has not always lived up to promises in past experience.
 - i. Claim of provided senior BM oversight (Ron) has not been seen on previous projects

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402028
RFP TITLE: Building Management Services
BIDDER: MREM
DATE: 26 March 2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	30	26

Evaluation Team Comments:

Detailed list provided

A lot of fluff

Says that all Building Managers will have significant coverage – not necessarily true

Discussion of CMMS (Computerized Maintenance Management System) is not relevant to each location. Does not help unless customized per location – they have failed to do so in the past.

Understands use of STA119.

Limit of snow removal from entrances from 7-10 leaves questions regarding afternoon snow storms.

Ongoing training for Building Managers would be beneficial if they do so – they have not done continuing education in the past.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402028
RFP TITLE: Building Management Services
BIDDER: MREM
DATE: 26 March 2024

**EVALUATION OF SECTION IV
Cost Proposal**

Capital Judicial Center

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
\$96,660.00	>	\$96,660.00	x	40 points	=	40

PRESQUE ISLE DISTRICT COURT

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
\$70,200.00	>	\$87,692.00	x	40 points	=	32.02

LEWISTON DISTRICT COURT

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
\$99,379.00	>	\$99,379.00	x	40 points	=	40

WALDO JUDICIAL CENTER

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
\$70,200.00	>	\$79,628.00	x	40 points	=	35.26

SKOWHEGAN DISTRICT COURT

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
\$70,200.00	>	\$98,009.00	x	40 points	=	28.65

WEST BATH DISTRICT COURT

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
\$121,690.00	>	\$121,690.00	x	40 points	=	40

Evaluation Team Comments:

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028

RFP TITLE: Building Management Services

BIDDER NAME: Manna T Property Management

DATE: March 21, 2024

EVALUATOR NAME: Charles St. Pierre

EVALUATOR DEPARTMENT: Judicial Branch / Facilities

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

A. Overview of Organization

- 1) MTPM consists of 4 full-time and 4 part time employees.
- 2) MTPM has been working with the State of Maine, performing building management repair services since 2023, including work at 7 courthouse locations.
- 3) MTPM also has a janitorial division which is available 24/7 to assist with any issue.
- 4) MTPM has supplied property management services for GSA, local municipalities, and private companies.
- 5) MTPM Tis a 100% female owned company.

B. Subcontractors

- 1) Nothing stated.

C. Organizational Chart

- 1) No chart submitted.

D. Etc.

- 1) No certificate, licenses or COI's provided.

II. Proposed Services

A. Services to be Provided

- 1) Provided a list of services in line with what was asked for in the RFP.
- 2) MTPM will try to retain the current building manager to provide a smooth transition.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028

RFP TITLE: Building Management Services

BIDDER NAME: Manna T Property Management

DATE: March 21, 2024

EVALUATOR NAME: Charles St. Pierre

EVALUATOR DEPARTMENT: Judicial Branch / Facilities

B. Implementation – Work Plan

- 1) *No workplan provided.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028

RFP TITLE: Building Management Services

BIDDER NAME: Maine Real Estate Management LLC

DATE: March 21, 2024

EVALUATOR NAME: Charles St. Pierre

EVALUATOR DEPARTMENT: Judicial Branch / Facilities

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

A. Overview of Organization

- 1) MREM started in 1990 and has grown as a company since then.
- 2) MREM clients include institutions, banks, partnerships, corporations, government entities and individual owners.
- 3) MREM has successfully handled many large facilities management projects for Office Buildings and Government Facilities.
- 4) MREM did not specify how many people are in the company.

B. Subcontractors

- 1) MREM specified that no subcontractors of MREM will be used.
- 2) MREM did not specify any specific subcontractors.

C. Organizational Chart

- 1) MREM provided a detailed chart showing how the company is structured. Also adding key employees and their duties.

D. Etc.

- 1) MREM has no such applicable litigation.
- 2) MREM provided a copy of their COI.
- 3) MREM did not provide any licensure or certifications.
- 4) MREM noted that they have a Mechanical Engineer on staff.
- 5) MREM listed incorrect contact person for client contact at the Capital Judicial Center.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028

RFP TITLE: Building Management Services

BIDDER NAME: Maine Real Estate Management LLC

DATE: March 21, 2024

EVALUATOR NAME: Charles St. Pierre

EVALUATOR DEPARTMENT: Judicial Branch / Facilities

II. Proposed Services

A. Services to be Provided

- 1) MREM provided a detailed 10-page Building Management Services document.

B. Implementation – Work Plan

- 1) MREM provided a 12-month work *implementation plan*.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028

RFP TITLE: Building Management Services

BIDDER NAME: Sticht Property Management, LLC

DATE: March 20, 2024

EVALUATOR NAME: Charles St. Pierre

EVALUATOR DEPARTMENT: Judicial Branch / Facilities

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

A. Overview of Organization

- 1) Property management company consisting of seven employees, subcontractors and vendors.
- 2) SPM is currently performing the building management services at the Skowhegan Courthouse.
- 3) SPM is fluent with most Building Management Systems including Metasys, Desigo, Niagara and Maine Controls.
- 4) SPM has done \$150,000 worth of building management and repair services for the State of Maine in 2023.
- 5) SPM has over fifty-five years of combined experience in the following trades, carpentry, electrical, plumbing, HV AC, painting, moving, preventive maintenance, lawncare, and snow removal.
- 6) SPM is trained in commercial and residential building codes, ADA requirements as well as current construction management protocols.
- 7) SPM provides continued training for all building managers including OSHA 10 hr. construction, bloodborne pathogen and HR industry standard training with yearly testing.
- 8) SPM has created commercial/residential construction and mechanical bid packets and quotes from \$1000 to \$400,000.

B. Subcontractors

- 1) SPM has reciprocity agreements with HV AC, electrical, plumbing and hydraulic contractors to ensure immediate response to an emergency, 24/7.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028

RFP TITLE: Building Management Services

BIDDER NAME: Sticht Property Management, LLC

DATE: March 20, 2024

EVALUATOR NAME: Charles St. Pierre

EVALUATOR DEPARTMENT: Judicial Branch / Facilities

C. Organizational Chart

- 1) *Provided a detailed organizational chart showing departments and how they fit within the company.*

D. Etc.

- 1) *Provided license for Propane & Natural Gas Technician.*
- 2) *Provided license for Journeyman 1 and 2 Oils up to 15 GPH.*
- 3) *Provided Certificate Of Liability Insurance.*

II. Proposed Services

A. Services to be Provided

- 1) *Provided a list of services in line with what was asked for in the RFP.*
- 2) *SPM has a twenty-four-foot box truck, three pickup trucks and a sixteen-foot enclosed trailer that is available for any moving.*
- 3) *SPM has a tractor, backhoe, woodchipper, dump truck and all lawn care equipment available if needed.*

B. Implementation – Work Plan

- 1) *Provided a month-to-month work plan for the first year of service.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028

RFP TITLE: Building Management Services

BIDDER NAME: Tribou Property Management

DATE: March 21, 2024

EVALUATOR NAME: Charles St. Pierre

EVALUATOR DEPARTMENT: Judicial Branch / Facilities

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

A. Overview of Organization

- 1) TPM has been doing building management and maintenance for over 30 years.
- 2) TPM has worked at almost all the courthouses north of Lewiston.
- 3) Own's a Line Striping Company.

B. Subcontractors

- 1) TPM stated they have plenty of contacts who they work with to get things done.
- 2) No specific subcontractors specified.

C. Organizational Chart

- 1) *No chart submitted.*

D. Etc.

- 1) *No certificate, licenses or COI's provided.*

II. Proposed Services

A. Services to be Provided

- 1) Provided building manager task and frequency list.

B. Implementation – Work Plan

- 1) *No workplan provided.*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028

RFP TITLE: Building Management Services

BIDDER NAME: Manna T Property Management

DATE: March 18, 2024

EVALUATOR NAME: Curt J Lefebvre

EVALUATOR DEPARTMENT: Judicial Branch / Facilities

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- Been in business since 2017*
- GSA contracts*
- Providing BM services and repairs at seven Maine courthouses*
- Four full time and four part time employees*
- Manna has a janitorial division which is available 24/7*
- 100% female owned business*

2. Subcontractors

- Not noted*

3. Organizational Chart

- Not noted*

4. Etc.

II. Proposed Services

1. Services to be Provided

- Detailed list of services*
- Review of service contracts*
- Will maintain an updated list of contractors*
- Will respond 24/7*

2. Implementation – Work Plan

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028

RFP TITLE: Building Management Services

BIDDER NAME: Maine Real Estate Management

DATE: March 18, 2024

EVALUATOR NAME: Curt J Lefebvre

EVALUATOR DEPARTMENT: Judicial Branch / Facilities

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- Company started in 1990*
- Manages several large management projects*

2. Subcontractors

- Doesn't use subcontractors*
-

3. Organizational Chart

- Provided a detailed organizational chart*

4. Etc.

- Listed building managers who currently work at courthouse locations.*
- Court clearances already done for their building managers*
- Lists many certs, licenses, and awards etc but didn't provide backup copies.*
- Lists many memberships and affiliations but didn't provide backup copies.*
- Provided accounts for the Judicial Branch and building managers to be able to charge supplies (\$130K)*
- No litigation*
- Provided detailed financial liability information*
- Certified payroll professional on Staff*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028

RFP TITLE: Building Management Services

BIDDER NAME: Maine Real Estate Management

DATE: March 18, 2024

EVALUATOR NAME: Curt J Lefebvre

EVALUATOR DEPARTMENT: Judicial Branch / Facilities

- *Notary Public on Staff*
- *Mechanical Engineer on Staff*
- *Provided insurance cert*

II. Proposed Services

1. Services to be Provided

- *Dozens of accounts with suppliers*
- *Central warehouse for supplies*
- *8 building managers, 20 additional techs, 1 backup building manager*
- *Detailed list of services*
- *Will provide snow removal services from 7am-10am ??(not all day)*
- *States they will provide 24/7 coverage but don't cover for BM vacations as they should*

2. Implementation – Work Plan

- *Provided a month by month work plan*
-
-

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028

RFP TITLE: Building Management Services

BIDDER NAME: Sticht Property Management

DATE: March 18, 2024

EVALUATOR NAME: Curt J Lefebvre

EVALUATOR DEPARTMENT: Judicial Branch / Facilities

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *Seven employees, subs and vendors*
- *Currently the BM at the Skowhegan DC*
- *\$150K worth of repair services for the Judicial Branch in 2023*
- *55 years of experience in the trades*
- *Can navigate through all of the current building management control systems including Metasys, Desigo, Niagara and MC*
- *Manages 11 residential properties.*
- *Building codes, ADA, OSHA, BBP trained*
- *Has created bid packets up to \$400K*
- *Box truck, pickups and trailers available to move property*
- *Dump trucks, backhoe, tractor, wood chipper and plow trucks available if needed*
-

2. Subcontractors

- *Listed off electrical, plumbing, and mechanical contractors who they have reciprocal agreements with*

3. Organizational Chart

- *Showed a detailed chart of which departments run the company and in what capacity*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028

RFP TITLE: Building Management Services

BIDDER NAME: Sticht Property Management

DATE: March 18, 2024

EVALUATOR NAME: Curt J Lefebvre

EVALUATOR DEPARTMENT: Judicial Branch / Facilities

4. *Etc.*
 - *No litigation*
 - *Insurance cert provided*
 - *Journeyman license and Propane / Natural Gas license provided*

- II. *Proposed Services*
 1. *Services to be Provided*
 - *Provided a detailed set of services to be provided.*

 2. *Implementation – Work Plan*
 - *Provided a month by month detailed work plan*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028

RFP TITLE: Building Management Services

BIDDER NAME: Tribou Property Management

DATE: March 18, 2024

EVALUATOR NAME: Curt J Lefebvre

EVALUATOR DEPARTMENT: Judicial Branch / Facilities

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Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- Providing maint services for 30+ years*
- Been providing BM services and repairs to the Maine courthouses for fourteen years*
- Has plenty of contacts to help get work done*
- Has a line stripping company and provides that service to the JB*

2. Subcontractors

- States he has "plenty of contacts" to help him*

3. Organizational Chart

- Not provided*

4. Etc.

II. Proposed Services

1. Services to be Provided

- Provided a BM task and frequency list, noting fifteen services he will provide*

2. Implementation – Work Plan

- Not provided*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028
RFP TITLE: Building Management Services
BIDDER NAME: Manna T Property Management
DATE: 03-23-2024
EVALUATOR NAME: Kevin Fogg)
EVALUATOR DEPARTMENT: Facilities

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:

Directions: *Follow the sections of your RFP to develop a bulleted outline for notes. Delete the sample below and these directions and replace with your own outline based on your RFP.*

- I. *Organization Qualifications and Experience*
 1. *Overview of Organization*
 - *Female owned*
 - *Experience in GSA buildings*
 - *Not much experience in building management*
 2. *Subcontractors*

N/A

- II. *Proposed Services*
 1. *Services to be Provided*
 - *24/7 coverage*
 - *Coverage when building managers are out*
 - *Building checks daily*
 - *Testing coverage*
 - *All duties that was required in scope*

 2. *Implementation – Work Plan*
 - *Try to use present building managers if possible.*
 - *Use indeed account to hire new building managers where needed*
 - *Preventative maintenance performed*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028

RFP TITLE: Building Management Services

BIDDER NAME: Manna T Property Management

DATE: 03-23-2024

EVALUATOR NAME: Kevin Fogg)

EVALUATOR DEPARTMENT: Facilities

- *Contractor's list retained and updated*
- *Escort service provided for all vendors and visitors related to building maintenance*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028
RFP TITLE: Building Management Services
BIDDER NAME: Maine Real Estate Management
DATE: 03-25-2024
EVALUATOR NAME: Kevin Fogg)
EVALUATOR DEPARTMENT: Facilities

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:

Directions: *Follow the sections of your RFP to develop a bulleted outline for notes. Delete the sample below and these directions and replace with your own outline based on your RFP.*

- I. *Organization Qualifications and Experience*
 1. *Overview of Organization*
 - *Maine owned.*
 - *Experience in building management.*
 - *Organizational staff*
 - *No litigation against them*
 - *experience in supplying B/M*

- II. *Proposed Services*
 1. *Services to be Provided*
 - *24/7 coverage*
 - *Coverage when building managers are out*
 - *Building checks daily*
 - *Testing coverage*
 - *All duties that was required in scope*
 - *Ongoing training for building managers*

 2. *Implementation – Work Plan*
 - *Preventative maintenance performed*
 - *Ongoing training*
 - *Accounts at every supplier*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028

RFP TITLE: Building Management Services

BIDDER NAME: Maine Real Estate Management

DATE: 03-25-2024

EVALUATOR NAME: Kevin Fogg)

EVALUATOR DEPARTMENT: Facilities

- *Contract reviews*
-

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028
RFP TITLE: Building Management Services
BIDDER NAME: Sticht Property Management-CJC
DATE: 03-23-2024
EVALUATOR NAME: Kevin Fogg)
EVALUATOR DEPARTMENT: Facilities

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:

Directions: *Follow the sections of your RFP to develop a bulleted outline for notes. Delete the sample below and these directions and replace with your own outline based on your RFP.*

- I. *Organization Qualifications and Experience*
 1. *Overview of Organization*
 - *Maine owned.*
 - *Experience in building management.*
 - *Company growing fast and good reviews*
 - *No litigation against them*
 - *has little experience in supplying B/M*

- II. *Proposed Services*
 1. *Services to be Provided*
 - *24/7 coverage*
 - *Coverage when building managers are out*
 - *Building checks daily*
 - *Testing coverage*
 - *All duties that was required in scope*
 - *Ongoing training for building managers*
 - *Backup B/M already in place*

 2. *Implementation – Work Plan*
 - *Try to use present building managers if possible.*
 - *Use indeed account to hire new building managers where needed*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028

RFP TITLE: Building Management Services

BIDDER NAME: Sticht Property Management-CJC

DATE: 03-23-2024

EVALUATOR NAME: Kevin Fogg)

EVALUATOR DEPARTMENT: Facilities

- *Preventative maintenance performed*
- *Contractor's list retained and updated*
- *Escort service provided for all vendors and visitors related to building maintenance*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028
RFP TITLE: Building Management Services
BIDDER NAME: Tribou Property Management
DATE: 03-25-2024
EVALUATOR NAME: Kevin Fogg)
EVALUATOR DEPARTMENT: Facilities

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:

Directions: *Follow the sections of your RFP to develop a bulleted outline for notes. Delete the sample below and these directions and replace with your own outline based on your RFP.*

- I. *Organization Qualifications and Experience*
 - 1. *Overview of Organization*
 - *Maine owned.*
 - *Experience in building management.*
 - *Laco organizational staff*
 - *No litigation against them*
 - *has little experience in supplying B/M*

- II. *Proposed Services*
 - 1. *Services to be Provided*
 - *24/7 coverage*
 - *Coverage when building managers are out*
 - *Building checks daily*
 - *Testing coverage*
 - *All duties that was required in scope*
 - *“no” Ongoing training for building managers*

 - 2. *Implementation – Work Plan*
 - *Preventative maintenance performed*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028

RFP TITLE: Building Management Services

BIDDER NAME: Tribou Property Management

DATE: 03-25-2024

EVALUATOR NAME: Kevin Fogg)

EVALUATOR DEPARTMENT: Facilities

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028

RFP TITLE: Building Management Services

BIDDER NAME: Manna T Property Management

DATE: 3/20/2024

EVALUATOR NAME: Dylan Hanscom

EVALUATOR DEPARTMENT: Administrative Office of Court Facilities, State of Maine
Judicial Branch

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *Company started in 2017, became LLC in 2023*
- *Clients include GSA, local municipalities, and private companies*
- *MTPM has janitorial staff for assistance if needed*
- *100% female owned company*

2. Subcontractors

- *No mention of subcontractor use*

3. Organizational Chart

- *Organizational chart not provided*

4. Litigation

- *Litigation issues not provided*

5. Licenses / Certifications / COI

- *No license/certificates provided*
- *COI not included*

6. Financial Viability

- *No mention of financial records*

7. Description of 3 Projects within the past 5 years

- *SMJB – Curt Lefebvre – BM repair services in 2023*
- *GSA – Jeff Bisbee – 3 government locations ranging from 3,000 to 11,000 sq. ft.*
- *Arthur Simmons – janitorial for 11 apartment complexes*

II. Proposed Services

1. Services to be Provided

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028

RFP TITLE: Building Management Services

BIDDER NAME: Manna T Property Management

DATE: 3/20/2024

EVALUATOR NAME: Dylan Hanscom

EVALUATOR DEPARTMENT: Administrative Office of Court Facilities, State of Maine
Judicial Branch

- *BM will inspect the building and property daily, with BM work during normal courthouse hours*
- *Initial/Annual reviews of contracted maintenance work*
- *MTPM will monitor preventative maintenance tasks tracked through customized spreadsheets*
- *Emergency responding to the building within 30 minutes*
- *BM will maintain an up-to-date list of contractors approved by FE*
- *The BM will coordinate and schedule all contracted/agreements to ensure compliance*
- *BM will be supplied with equipment for necessary tasks*
- *BM will be provided with emergency call telephone with 24 hours a day 7 days a week availability and will respond within 15 minutes*
- *Onsite testing and inspections*

2. *Implementation – Work Plan*

- *No work plan provided*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028

RFP TITLE: Building Management Services,

BIDDER NAME: Maine Real Estate Management LLC.

DATE: 3/20/2024

EVALUATOR NAME: Dylan Hanscom

EVALUATOR DEPARTMENT: Administrative Office of Court Facilities, State of Maine
Judicial Branch

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

- *Overview of Organization*
 - *Company started in 1990*
 - *Fully service real estate /facilities management company*
 - *Clients include institutions, banks, partnerships, corporations, government entities and individual owners*
- *Subcontractors*
 - *No subcontractors will be used*
 - *BM's will only perform work that does not require a license*
- *Organizational Chart*
 - *Organizational chart provided*
 - *Jason Kirshmann availability as a backup is restricted due to YJC*
- *Litigation*
 - *MREM has no such applicable litigation.*
- *Licenses / Certifications / COI*
 - *Many affiliations with healthcare achievements*
 - *No license certificates provided*
 - *National Association of Residential Property Managers*
 - *Licensed Real Estate Associate*
 - *Mechanical Engineer on staff*
 - *COI provided*
- *Financial Viability*
 - *3-year Balance Sheet provided*
- *Description of 3 Projects within the past 5 years*
 - *PJC – 2013- present - Curt Lefebvre – no description provided*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028

RFP TITLE: Building Management Services,

BIDDER NAME: Maine Real Estate Management LLC.

DATE: 3/20/2024

EVALUATOR NAME: Dylan Hanscom

EVALUATOR DEPARTMENT: Administrative Office of Court Facilities, State of Maine
Judicial Branch

- *CJC – 2015-2018 & 2022-present – Dylan Hanscom – no description provided*
- *Lewiston DC – 2018-present – Kevin Fogg – no description provided*

II. Proposed Services

- *Services to be Provided*
 - *Supplies and Equipment – MREM has accounts with local and national suppliers*
 - *MREM central warehouse not applicable to JB*
 - *MREM utilizes a Computerized Maintenance Management System and all BM's have modern smartphone provided with emergency on call coverage*
 - *Unless CMMS is customized to courthouse operations and equipment it can be problematic.*
 - *Contract Service annual review through CMMS*
 - *Warranty and AS-BUILT drawings documentation management*
 - *Performance tasks tracked and documented through the CMMS*
 - *Onsite testing and Inspections scheduled through CMMS*
 - *Material will be billed at cost plus 10%*
 - *STA119 Form will be provided to BM*
- *Implementation – Work Plan*
 - *Detailed work plan provided with tasks and responsibilities*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028

RFP TITLE: Building Management Services

BIDDER NAME: Sticht Property Management

DATE: 3/20/2024

EVALUATOR NAME: Dylan Hanscom

EVALUATOR DEPARTMENT: Administrative Office of Court Facilities, State of Maine
Judicial Branch

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

- I. *Organization Qualifications and Experience*
 1. *Overview of Organization*
 - *Father and son company founded in 2014*
 - *Over 55 years of combined experience in carpentry, electrical, plumbing, HVAC, painting, PM, lawncare, and snow removal*
 - *Familiar with BMS like Metasys, Desigo, Niagara, and Maine Controls*
 - *Commercial and Residential OSHA and ADA training for all BMs*
 - *SPM has moving vehicle inventory available*
 - *SPM has lawncare equipment as needed*
 2. *Subcontractors*
 - *Liberty East Electrical*
 - *Consumer Fuels – HVAC/Plumbing*
 - *Simmons Equipment Repair*
 3. *Organizational Chart*
 - *Organizational chart provided*
 4. *Litigation*
 - *SPM has no such applicable litigation*
 5. *Licenses / Certifications / COI*
 - *License certificates provided*
 - *Propane and Natural Gas Technician*
 - *Oil Boiler Technician*
 - *COI provided*
 6. *Financial Viability*
 - *Balance Sheet provided upon request*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028

RFP TITLE: Building Management Services

BIDDER NAME: Sticht Property Management

DATE: 3/20/2024

EVALUATOR NAME: Dylan Hanscom

EVALUATOR DEPARTMENT: Administrative Office of Court Facilities, State of Maine
Judicial Branch

7. Description of 3 Projects within the past 5 years

- *SMJB – In 2023, 11 different state courthouses - Curt Lefebvre – emergency and building maintenance repairs*
- *SMJB – Skowhegan DC BM services 15 hr/wk – Dylan Hanscom*
- *Dependable Property Services – Joe Allen – 3,000 sq. ft. residential constructed and building management services of rental property*

II. Proposed Services

1. Services to be Provided

- *Inspection of the property and building daily, with weekly roof inspections*
- *Inspection of contracted maintenance work and management of documentation of testing of systems without disruption to court operations*
- *Monitoring of PM tasks tracked through spreadsheets*
- *Emergency responding to the building within 30 minutes*
- *AS-BUILT drawing and document management*
- *Maintain an up-to-date list of contractors approved by FE*
- *The BM will coordinate, organize, and manage all vendors and trade partner contracts or agreements to ensure compliance*
- *BM will maintain a smartphone with 24 hours a day 7 day a week availability and will respond within 10 minutes of FE request*
- *Material will be billed at cost plus 10%*
- *Special project cost billing at \$45/hr*

2. Implementation – Work Plan

- *Detailed work plan provided with tasks and responsibilities*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028

RFP TITLE: Building Management Services

BIDDER NAME: Tribou Property Management

DATE: 3/20/2024

EVALUATOR NAME: Dylan Hanscom

EVALUATOR DEPARTMENT: Administrative Office of Court Facilities, State of Maine
Judicial Branch

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- 30 years Building Management and Maintenance experience*
- Maintenance work in northern Maine courthouses*
- 14-year JB maintenance relationship*
- Provides a line stripping service*

2. Subcontractors

- No mention of subcontractor use*

3. Organizational Chart

- Organizational chart not provided*

4. Litigation

- Litigation issues not provided*

5. Licenses / Certifications / COI

- No license/certificates provided*
- COI not included*

6. Financial Viability

- No mention of financial records*

7. Description of 3 Projects within the past 5 years

- Bangor – Curt Lefebvre – BM services provided for 14 years*
- Union Realty – Meggie Fox – realty company property maintenance*
- Kevin Cline – 20 rental property maintenance and repairs*

II. Proposed Services

1. Services to be Provided

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402028

RFP TITLE: Building Management Services

BIDDER NAME: Tribou Property Management

DATE: 3/20/2024

EVALUATOR NAME: Dylan Hanscom

EVALUATOR DEPARTMENT: Administrative Office of Court Facilities, State of Maine
Judicial Branch

- *BM tasks and frequency list provided*
- *Overseeing of contracted preventative maintenance work*

2. *Implementation – Work Plan*

- *No work plan provided*



STATE OF MAINE
Judicial Branch
Administrative Office of Court Facilities

Janet T. Mills
Governor

Chief Justice
Valerie Stanfill

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202402028
RFP TITLE: Building Management Services


I, Dylan Hanscom accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Judicial Branch, Administrative Office of Court Facilities. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

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

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

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

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



Signature

3-27-2024

Date



STATE OF MAINE
JUDICIAL BRANCH

Janet T. Mills
Governor

Valerie Stanfill
Chief Justice

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202402028
RFP TITLE: Building Management Services

I, Curt Lefebvre accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine . 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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A handwritten signature in blue ink, appearing to read 'Curt Lefebvre', written over a horizontal line.

Signature

A handwritten date '3-27-24' in blue ink, written over a horizontal line.

Date



STATE OF MAINE
Maine Judicial Branch

Janet T. Mills
Governor

Chief Justice
Valerie Stanfill

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202402028
RFP TITLE: Building Management Services

I, Charles St. Pierre accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Judicial Branch. 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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DocuSigned by:

Charles St. Pierre

B18F5B0692E04D5

4/16/2024

Signature

Date



STATE OF MAINE
Judicial Branch
Administrative Office of Court Facilities

Janet T. Mills
Governor

Chief Justice
Valerie Stanfill

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202402028
RFP TITLE: **Building Management Services**

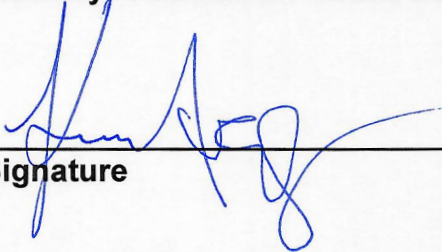
I, Kevin Fogg, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Judicial Branch, Administrative Office of Court Facilities. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

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Signature

3-27-24
Date