

**Award Justification Statement**  
**RFP# 202502022**  
**Student Transportation for Greenfield Township**

**I. Summary**

The Department of Education (Department), Education in the Unorganized Territory (EUT), is seeking to provide daily student transportation

**II. Evaluation Process**

Only one bid submitted

**III. Qualifications & Experience**

• Previous student transportation provider experience
• Up to date with all licensing & insurance requirements
• Knowledge of area needing transport

**IV. Proposed Services**

To provide transportation for : Approximately 30 Pre-Kindergarten to Grade 8 students to and from Dr. Lewis S. Libby School at 13 School Street, Milford, ME 04461 (approximately 30 miles roundtrip), and;

2. Approximately 13 high school students to and from Old Town High (RSU 34) at 203 Stillwater Avenue, Old Town, ME 04468 (approximately 33 miles roundtrip).

**V. Cost Proposal**

Only one bid submitted

**VI. Conclusion**

Only one bid submitted



**STATE OF MAINE**  
**DEPARTMENT OF Education**  
**Education in the Unorganized Territory**

**Janet T. Mills**  
**Governor**

**Pender Makin**  
**Commissioner**

April 18, 2025

John T. Cyr & Sons, Inc  
P.O. Box 368  
Old Town, Maine 04468

**SUBJECT: Notice of Conditional Contract Award under RFP # 202502022,**  
**Student Transportation for Greenfield Township**

Dear Mike Cyr:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Education/Education in the Unorganized Territory for Student transportation in Greenfield Township. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

- John T. Cyr & Sons, Inc

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

As stated in the RFP, following 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, *Gary Lewis*

**Gary Lewis**

Building & Fleet Manager  
Education in Unorganized Territories  
Maine Department of Education  
136 State House Station, Deering Building  
Augusta, Maine 04333-0136  
**Email:** [Gary.A.Lewis@maine.gov](mailto:Gary.A.Lewis@maine.gov)  
**Cell:** 207-592- 3154  
**Phone:** 207-624-6893

**STATEMENT OF APPEAL RIGHTS**

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

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202502022  
**RFP TITLE:** Student Transportation for Greenfield Township  
**BIDDER:** John T. Cyr and Sons  
**DATE:** April 15, 2025

**SUMMARY PAGE**

**Department Name:** Education/Education in the Unorganized Territory  
**Name of RFP Coordinator:** Gary Lewis  
**Names of Evaluators:** Richard Colpitts, Tona Lenhart, Cathy Severance

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

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

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**OVERVIEW OF SECTION I  
Preliminary Information**

Section I. Preliminary Information

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**Evaluation Team Comments:**

Single Bidder

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202502022

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**DATE:** April 15, 2025

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

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

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**Evaluation Team Comments:**

Single Bidder

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202502022

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**BIDDER:** John T. Cyr and Sons

**DATE:** April 15, 2025

**EVALUATION OF SECTION III  
Proposed Services**

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

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**Evaluation Team Comments:**

Single Bidder

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

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**EVALUATION OF SECTION IV  
Cost Proposal**

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

**Evaluation Team Comments:**

Single Bidder



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DEPARTMENT OF Education /EUT

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**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202502022**  
**RFP TITLE: Student Transportation Greenfield Township**

I, Gary Lewis accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Education/EUT 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.**

DocuSigned by:  
*Gary Lewis*  
Signature

4/8/2025  
Date



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DEPARTMENT OF Education /EUT

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**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202502022**  
**RFP TITLE: Student Transportation Greenfield Township**

I, Richard Colpitts accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Education/EUT 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.

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DocuSigned by:  
*Richard Colpitts*  
\_\_\_\_\_  
Signature

4/8/2025  
\_\_\_\_\_  
Date



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**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202502022**  
**RFP TITLE: Student Transportation Greenfield Township**

I, Tona Lenhart accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Education/EUT 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.**

Signed by:

*Tona Lenhart*

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Signature

4/8/2025

Date



STATE OF MAINE  
DEPARTMENT OF Education /EUT

Janet T. Mills  
Governor

Pender Makin  
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT**  
**RFP #: 202502022**  
**RFP TITLE: Student Transportation Greenfield Township**

I, Cathy Severance accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Education/EUT 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.

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DocuSigned by:  
*Cathy Severance*  
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Signature

4/9/2025  
Date