

MODIFICATION

**State of Maine**



**Master Agreement**

**Effective Date:** 09/01/18

**Expiration Date:** 08/31/19

**Master Agreement Description:** UNIFORM RENTAL - ME Vet. Memorial Cemeteries

**Buyer Information**

Sue Garcia 207-624-7338 ext. SUE.H.GARCIA@MAINE.GOV

**Issuer Information**

TAMMY HARRINGTON 207-287-3495 ext. tammy.harrington@maine.gov

**Requestor Information**

Tammy Harrington 207-287-3495 ext. tammy.harrington@maine.gov

**Authorized Departments**

15A DEFENSE VETERANS & EMERG MGMT

**Vendor Information**

**Vendor Line #: 1**

<b>Vendor ID</b>	<b>Vendor Name</b>
VC1000093368	UNIFIRST CORP
	<b>Alias/DBA</b>

**Vendor Address Information**

430 RIVERSIDE INDUSTRIAL PKWY

PORTLAND, ME 04103

US

**Vendor Contact Information**

Michel Huppe  
207-797-4006 ext.  
michel\_huppe@unifirst.com

**Commodity Information**

**Vendor Line #:** 1

**Vendor Name:** UNIFIRST CORP

**Commodity Line #:** 1

**Commodity Code:** 98386

**Commodity Description:** Uniform Rental - ME Vet. Cemeteries - Statewide

**Commodity Specifications:** Amend: Adding Walk Off Mats to MA. Amend: Adding a heavy weight pant for cooler months.  
Uniform Rental - ME Vet. Cemeteries - Statewide

**Commodity Extended Description:** Uniform Rental - ME Vet. Cemeteries - Statewide

<b>Quantity</b>	<b>UOM</b>	<b>Unit Price</b>
0.00000		\$0.00
<b>Delivery Days</b>	<b>Free on Board</b>	
0		
<b>Contract Amount</b>	<b>Service Start Date</b>	<b>Service End Date</b>
\$0.00	09/01/18	08/31/19
<b>Catalog Name</b>	<b>Discount</b>	
	0.0000 %	
	<b>Discount Start Date</b>	<b>Discount End Date</b>

**Terms and Conditions**  
**Veterans' Memorial Cemeteries**  
**Uniform Rental**

**COMMODITY ITEM:** Rental of Pants, Shirts, T-Shirts, Jackets, Coveralls, Wipes and Mats. Please see attached spreadsheet for specs and pricing.

**CONTRACT PERIOD:** A one (1) year contract beginning September 1, 2018 thru August 31, 2019 with the option of (2) two (1) one year renewals will be issued as a result of this contract. The Director of Procurement Services may, with the consent of the contractor extend the Contract period beyond the indicated expiration date.

**PRICES:** All Items will be invoiced as individual units, unless otherwise instructed. Prices including transportation and delivery charges fully prepaid by the contractor F.O.B. Destination. Prices will remain firm for the duration of the contract period.

**INVOICES:** Invoices are to be issued weekly when making delivery/pickup. All invoices must reference Contract Number and Vendor Customer Number, failure to do so could cause lengthy delays of payment of invoices.

**SETUP /ENHANCEMENT/ALTERATIONS CHARGES:** The Contractor will be responsible for all charges/fees associated with setup, enhancement, garment alterations to include size changes. The customer will not be responsible for any of these fees. Measurements for proper fit are to be taken by the Contractor.

**INSPECTION/REPLACEMENT:** Items supplied under this contract will be inspected at delivery by a Department Designee for cleanliness, condition and accurate counts. Any deficiencies will be taken care of with-in 48 hours. The condition of the uniforms will be reviewed every three months and replaced as needed. The review process will be performed by a Department Designee and the Contractor when the uniforms are picked up for the last time in October, January, April and July. The Contractor shall be responsible for replacement, at no cost to the customer, of garments that have become worn through normal wear and tear when the damage is identified. The customer will be responsible for replacement of garments that are lost or destroyed for reasons other than normal wear and tear.

**QUANTITIES:** Quantities shown in the proposal schedule are estimates based on current staff. It is understood and agreed that the contract shall cover the actual quantities ordered by the State for delivery during the term of the Contract.

**DELIVERY:** Uniforms must be new at the beginning of the contract and replaced as needed during the length of the contract. Contractor **MUST** inspect all garments thoroughly before delivering to State Agency. Inspection will not release contractor of the responsibility for faulty workmanship and any faulty item or component part will be repaired or replaced by the vendor. The Contractor will be responsible for the delivery of material in first class condition at the point of delivery, and in accordance with good commercial practice.

**CLEANING:** The Contractor shall pickup, clean and return uniforms on a weekly basis.

**ORDERING PROCEDURE:** Delivery Orders (DO) will be created in AdvantageME for all orders against Master Agreements (MA), **unless** the State of Maine Procurement Card is used for payment. Orders in the amount of \$5,000.00 or less will be e-mailed by the using agency to the Vendor as a .pdf file. Delivery Orders in amounts greater than \$5,000.00 will workflow to the Division of Purchases' Buyers for approval and encumbrance. The Division of Purchases will e-mail the .pdf order to the Vendor.

**PROCUREMENT CARD:** State policy requires vendors to accept the State of Maine Procurement Card as a form of payment, with very rare exceptions. Your company will be required to accept these cards. The pricing offered to the State of Maine shall be the final cost to the State of Maine regardless of payment method. No surcharge or other compensation will be allowed. The State of Maine reserves the right to reject your bid if you are unwilling to accept this condition.

**CANCELLATION OF CONTRACT:** The Division of Purchases reserves the right to cancel a contract with a thirty day written notice OR cancel immediately if the contractor does not conform to terms and conditions and specifications of contract.

**QUARTERLY REPORT:** The Division of Procurement Services **requires a quarterly report of sales** be faxed or emailed within 30 days of the end of each calendar quarter. It will be the responsibility of the vendor to produce a quarterly report. The report must include the dollar value of goods purchased, broken down by Department as well as the total dollar value of purchases made by all Departments. E-mail: [Sue.h.Garcia@maine.gov](mailto:Sue.h.Garcia@maine.gov)

**CODE OF CONDUCT ANTI-SWEATSHOP FEE:** Within 30 days of the end of each calendar quarter, you are required to pay a fee in the amount of 1% of the total dollar value of goods purchased through this contract during that quarter. Your payment must be accompanied by a report showing the dollar value of goods purchased, broken down by Department, the total dollar value of purchases by all Departments, and the calculation of 1% of the total dollar value as the fee for the quarter. Checks must be made payable to the Treasurer, State of Maine and must be delivered, along with the quarterly report, to:

Division of Procurement Services  
Attn: Vendor Fee  
Burton M. Cross Building, 4<sup>th</sup> Floor  
9 State House Station  
111 Sewall St.  
Augusta, ME 04333-0009

Failure to pay the 1% fee may result in: (1) Loss of future contracts or purchase orders with the State of Maine and/or (2) Immediate termination of the existing contract, within 30 days of written notification.

**RENTAL REQUIREMENTS:**

1. All employees to be sized and fitted on site.
2. All employees to have new clothes assigned initially.

3. Staff to choose from men or women's cuts.
4. Weekly delivery to be made to a site at facility to be determined by the facility administrator.
5. Clean clothes should be delivered on hangers grouped by employees.
6. All clothing to be identified by employee code or number and name. *Vendor must have an inventory control system to ensure accurate deliveries. Each garment must be barcoded, vendor must be able to demonstrate how they will track deliveries. Vendor is to scan garments on site, and leave a printed receipt itemized by employee and garment at time of delivery/pick up.*
7. Dirty clothes bin to be provided by vendor.
8. Colors as stated on excel spreadsheet.
9. Vendor to have, at a minimum, pants and shirts pressed during their processing.
10. Vendor to attach (upload) your garment replacement policy to your bid response on VSS no later than bid opening date & time.
11. All rental agreements will be for one year, with a renewal option for three (3) more years at the Dept. and the Division of Procurement Services discretion based on performance.
12. Price – see spreadsheet.

Contract will be based on number of items per employee

Cemetery Staff:

Southern ME Veterans Cemetery – **Currently 3 Staff**  
 83 Stanley Rd.  
 Springvale, ME 04083

Maine Veterans Memorial Cemetery – **Currently 7 Staff**  
 163 Mt. Vernon Rd.  
 Augusta, ME 04330

Northern Maine Veterans Cemetery – **Currently 2 Staff**  
 37 Lombard Rd.  
 Caribou, ME 04736

**MUNICIPALITY CLAUSE:** The Division of Procurement Services is committed to providing purchasing opportunities for **municipalities, political subdivisions and school districts** in Maine by allowing them access, through our vendors, to our contract pricing.

Will you accept orders from political subdivisions and school districts in Maine at the prices quoted?

XX Yes

\_\_\_\_\_ Yes, with conditions as follows:

\_\_\_\_\_ No

VENDOR CUSTOMER	SUPPLIER PART NUMBER	SUPPLIER NAME	MANUFACTURER NAME	MANUFACTURER PART NUMBER	COMMODITY CODE	ITEM DESCRIPTION	EXTENDED DESCRIPTION	UNIT OF MEASURE	LIST PRICE	DELIVERY DAYS
VC1000093368	427BHT	Intex Corp	Duluth Trading C	X180 LIM	98386	HI VIS SHORT SLEEVE T-SHIRT	HT- Sizes: 30-44 Reg.	ea	\$0.22	5
VC1000093368	0871HT	Intex Corp	Duluth Trading C	X175LS LY	98386	HI VIS LONG SLEEVE T-SHIRT	HT Sizes: 30-44 Tall	ea	\$0.29	5
VC1000093368	08MX31	Red Kap	Duluth Trading C	SX10CH	98386	MIMIX LONG SLEEVE SHIRT	CHARCOAL Sizes: Med - 2XL Reg.	ea	\$0.39	5
VC1000093368	06MX31	Red Kap	Duluth Trading C	SX20CH	98386	MIMIX SHORT SLEEVE SHIRT	CHARCOAL Sizes: Lg. - 2XL Tall	ea	\$0.35	5
VC1000093368	10MX12	Red Kap	Carhartt	PX60BK	98386	MIMIX PANT	BLACK Sizes: Med - 2XL Reg.	ea	\$0.43	5
VC1000093368	10CG05	Wrangler	Wrangler	P10CG05	98386	RANGER RIP STOP PANT	NAVY, Sizes: 30-40/length 30-36 - 42-46/length 32	ea	\$0.56	5
VC1000093368	04CB16	Red Kap	Carhartt	SP84WB	98386	MINI CHECK SHORT SLEEVE SHIRT	WHITE/BLUE Sizes: Lg. - 2XL Tall	ea	\$0.33	5
VC1000093368	03CB16	Red Kap	Carhartt	SP74WB	98386	MINI CHECK LONG SLEEVE SHIRT	WHITE/BLUESizes: Med - 2XL Reg.	ea	\$0.35	5
VC1000093368	04CB49	Red Kap	Carhartt	SP84GB	98386	MINI CHECK SHORT SLEEVE SHIRT	BLUE/GRAY Sizes: Lg. - 2XL Tall	ea	\$0.33	5
VC1000093368	03CB49	Red Kap	Carhartt	SP74GB	98386	MINI CHECK LONG SLEEVE SHIRT	BLUE/GRAY Sizes: Med - 2XL Reg	ea	\$0.35	5
VC1000093368	18BWGR	Berne	Carhartt	J374OD	98386	BERNE GASOLINE JACKET	OLIVE GREEN Sizes: Lg. - 2XL Tall	ea	\$0.68	5
VC1000093368	304512	Berne	Carhartt	I417BK	98386	INSULATED COVERALLS	BLACK Sizes: 34 - 48 Reg.	ea	\$0.77	5
VC1000093368	300212	Berne	Carhartt	300212	98386	COVERALLS	BLACK Sizes: 34 - 48 Reg.	ea	\$0.41	5
VC1000093368	14ML12	Sanmar	Sanmar	L317 BLACK	98386	Soft Shell Core Jacket Women's	Black Small - XL	ea	\$0.49	5
VC1000093368	15ML12	Sanmar	Sanmar	J317 BLACK	98386	Soft Shell Core Jacket Men's	Black Small - XL	ea	\$0.50	5
VC1000093368	427BHT-Replace	Intex Corp	Duluth Trading C	X180 LIM	98386	Replacement HI VIS SHORT SLEEVE T-SHIRT	HT- Sizes: 30-44 Reg.	ea	\$11.26	5
VC1000093368	0871HT-Replace	Intex Corp	Duluth Trading C	X175LS LY	98386	Replacement HI VIS LONG SLEEVE T-SHIRT	HT Sizes: 30-44 Tall	ea	\$14.73	5
VC1000093368	08MX31-Replace	Red Kap	Duluth Trading C	SX10CH	98386	Replacement MIMIX LONG SLEEVE SHIRT	CHARCOAL Sizes: Med - 2XL Reg.	ea	\$26.41	5
VC1000093368	06MX31-Replace	Red Kap	Duluth Trading C	SX20CH	98386	Replacement MIMIX SHORT SLEEVE SHIRT	CHARCOAL Sizes: Lg. - 2XL Tall	ea	\$23.86	5
VC1000093368	10MX12-Replace	Red Kap	Carhartt	PX60BK	98386	Replacement MIMIX PANT	BLACK Sizes: Med - 2XL Reg.	ea	\$29.16	5
VC1000093368	10CG05-Replace	Wrangler	Wrangler	P10CG05	98386	Replacement RANGER RIP STOP PANT	NAVY, Sizes: 30-40/length 30-36 - 42-46/length 32	ea	\$57.22	5
VC1000093368	04CB16-Replace	Red Kap	Carhartt	SP84WB	98386	Replacement MINI CHECK SHORT SLEEVE SHIRT	WHITE/BLUE Sizes: Lg. - 2XL Tall	ea	\$20.56	5
VC1000093368	03CB16-Replace	Red Kap	Carhartt	SP74WB	98386	Replacement MINI CHECK LONG SLEEVE SHIRT	WHITE/BLUESizes: Med - 2XL Reg.	ea	\$22.52	5
VC1000093368	04CB49-Replace	Red Kap	Carhartt	SP84GB	98386	Replacement MINI CHECK SHORT SLEEVE SHIRT	BLUE/GRAY Sizes: Lg. - 2XL Tall	ea	\$20.56	5
VC1000093368	03CB49-Replace	Red Kap	Carhartt	SP74GB	98386	Replacement MINI CHECK LONG SLEEVE SHIRT	BLUE/GRAY Sizes: Med - 2XL Reg	ea	\$22.52	5
VC1000093368	18BWGR-Replace	Berne	Carhartt	J374OD	98386	Replacement BERNE GASOLINE JACKET	OLIVE GREEN Sizes: Lg. - 2XL Tall	ea	\$49.98	5
VC1000093368	304512-Replace	Berne	Carhartt	I417BK	98386	Replacement INSULATED COVERALLS	BLACK Sizes: 34 - 48 Reg.	ea	\$71.00	5
VC1000093368	300212-Replace	Red Kap	Carhartt	300212	98386	Replacement COVERALLS	BLACK Sizes: 34 - 48 Reg.	ea	\$27.80	5
VC1000093368	14ML12-Replace	Sanmar	Sanmar	L317 BLACK	98386	Replacement Soft Shell Core Jacket Women's	Black Small - XL	ea	\$33.57	5
VC1000093368	15ML12-Replace	Sanmar	Sanmar	J317 BLACK	98386	Replacement Soft Shell Core Jacket Men's	Black Small - XL	ea	\$34.04	5
VC1000093368	Embroidery	UniFirst	UniFirst	Embroidery	98386	Direct Embroidery Company Identity	for work shirts/jackets/coveralls	ea	\$2.55	5
VC1000093368	Screen Print	UniFirst	UniFirst	Screen Print	98386	Screen print	for hi vis shirts	ea	\$1.00	5
VC1000093368	802107	UniFirst	UniFirst	802107	98386	Industrial wipers, NEW, size 18 x 18 quantity 50 bur	N/A	ea	\$4.00	5
VC1000093368	76GA03	UniFirst	UniFirst	76GA03	98386	Mat, NEW, R/B 3x5	N/A	ea	\$1.28	5
VC1000093368	76GD03	UniFirst	UniFirst	76GD03	98386	4 x 8 - Great Impressions Walk-Off Matt	Color Manhattan Gray	ea	\$2.67	5
VC1000093368	76GC03	UniFirst	UniFirst	76GC03	98386	3 x 10 - Great Impressions Walk-Off Matt	Color Manhattan Gray	ea	\$2.50	5
VC1000093368	Env	UniFirst	UniFirst	Env	98386	Environmental Charges	N/A	ea	\$2.10	5