MODIFICATION

State of Maine

Master Agreement

Effective Date: 09/01/18 **Expiration Date:** 08/31/20

Master Agreement Description: Kitchen Uniform Rental - Dorothea Dix Psychiatric Ctr

Buyer Information

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

Issuer Information

CAROL CODY	207-941-4192	**ext.**	CAROL.W.CODY@MAINE.GOV

Requestor Information

Carol Cody	207-941-4192	**ext.**	Carol.W.Cody@MAINE.GOV

Authorized Departments

14C	DOROTHEA DIX PSYCHIATRIC CTR
10A	DEPT OF HUMAN SERVICES

Vendor Information

Vendor Line #: 1

Vendor ID	**Vendor Name**
VC1000093368	UNIFIRST CORP
	Alias/DBA

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: Kitchen Uniform Rental - Dorothea Dix Psychiatric Ctr.

Commodity Specifications: Extending at current pricing. Kitchen Uniform Rental - Dorothea Dix Psychiatric Ctr. As per the specifications attached made part of this Master Agreement.

Commodity Extended Description: Extending at current pricing. Kitchen Uniform Rental - Dorothea Dix Psychiatric Ctr. As per the specifications attached made part of this Master Agreement.

Quantity 0.00000	**UOM**	**Unit Price** $0.00
Delivery Days 5	**Free on Board**	
Contract Amount $0.00	**Service Start Date**	**Service End Date**
Catalog Name Dorothea Dix Uniform Rental	**Discount** 0.0000 %	
	Discount Start Date 09/01/18	**Discount End Date** 08/31/20

Terms and Conditions
Kitchen Uniform Rental
Dorothea Dix Psychiatric Center - 2018

Contract will be based on number of items per employee full and part time.

Kitchen Staff:

15 Staff – 13 sets pants
13 sets of shirts – (no printing or embroidery per dept. request)
2 Jackets - each Jackets,
3 Knot Button Chef Coat

COMMODITY ITEM: Rental of Pants, Shirts, Jackets, Bib Aprons & Towels. 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.
1st year renewal, contract period ending August 31, 2020.

EXTENSION OF 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**. 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/REPLACMENT: 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 Procurement Services Buyers for approval and encumbrance. The Division of Procurement Services 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 Procurement Services 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

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, 4th 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 below under "Clothing Requirements".
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. Prices – see spreadsheet

CLOTHING REQUIREMENTS FOR KITCHEN (15) PERSONNEL:
(Style depending on Staff requirements, 13 pair pants and 13 tops per staff)

Staff	Men's pants, navy
Staff	Ladies, elastic, half elastic or side elastic, waist, navy
Staff	Men's short sleeve/long sleeve shirts, multiple colors to be determined
Staff	Ladies short sleeve/long sleeve shirts, multiple colors to be determined

Uniform Clothing – Based on Issue of 13 – Pricing to be by item (each)

Clothing spec:

Pants
65/36 Soft twill (men's)
65/35 Flex waist (women's)
65/35 Half elastic waist

Shirts
Short sleeve 65/35 shirt

Jackets
Jacket

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	10AI	UniFirst Corp	UniFirst Corp	10AI	98386	Uniform Rental, Pants Cargo, 65/35 cotton blend	na	ea	$0.25	5
VC1000093368	1167	UniFirst Corp	UniFirst Corp	1167	98386	Uniform Rental, Pants, 65/35 Half Elastic Waist,	na	ea	$0.22	5
VC1000093368	1002	UniFirst Corp	UniFirst Corp	1002	98386	Uniform Rental, Pants, Mens, 65/35 Soft twill,	na	ea	$0.20	5
VC1000093368	72SB	UniFirst Corp	American Dawn	72SB	98386	Uniform Rental, Pants, Draw String Scrub, Single	na	ea	$0.13	5
VC1000093368	117A	UniFirst Corp	Regent	117A	98386	Uniform Rental, Chef Works Pants.	Elastic waistband with drawsring,	ea	$0.14	5
VC1000093368	04GM	UniFirst Corp	UniFirst Corp	04GM	98386	Micro Pique Gripper Polo, Button Free	HACCP Compliant, moisture wick	ea	$0.11	5
VC1000093368	1506	UniFirst Corp	UniFirst Corp	1506	98386	wks)	Small-2XL	ea	$0.37	5
VC1000093368	0241	UniFirst Corp	RedKap Chef Des	0241	98386	Uniform Rental, Chef Works Black Cook Shirt.	Short sleeve, left chest pocket, r	ea	$0.11	5
VC1000093368	2531	UniFirst Corp	UniFirst Corp	2531	98386	Uniform Rental, Chef Works Essential Knot Button Chef Coat	(White) white with long sleeves. Left chest pocket Chef Works engraved plastic button or polyester knot buttons. Side vents to allow for a unisex fit. 65/35 poly/cotton blend.	ea	$0.13	5
VC1000093368	8581	UniFirst Corp	UniFirst Corp	8581	98386	Uniform Rental, Bar Towel 16 x 19 Terry, (350 week)	na	wk	$24.50	5
VC1000093368	7046	UniFirst Corp	UniFirst Corp	7046	98386	Uniform Rental, Bib Aprons 65/35 bib (150 week)	na	wk	$24.00	5
VC1000093368	1002-Replacement	UniFirst Corp	UniFirst Corp	1002-Replacement	98386	Replacment, Pants, 65/35 Soft twill (men's)	na	ea	$14.45	5
VC1000093368	1167-Replacement	UniFirst Corp	UniFirst Corp	1167-Replacement	98386	Replacment, Pants, 65/35 Flex wait women's	na	ea	$14.75	5
VC1000093368	1138-Replacement	UniFirst Corp	UniFirst Corp	1138-Replacement	98386	Replacment, Pants, 65/35 Half elastic waist	na	ea	$13.40	5
VC1000093368	72SB-Replacement	UniFirst Corp	American Dawn	72SB-Replacement	98386	Replacment, Pants, Draw String Scrub	na	ea	$9.73	5
VC1000093368	7245-Replacement	UniFirst Corp	Fashion Seal	7245-Replacement	98386	Replacment, Pants, Elastic wait scrub	na	ea	$12.10	5
VC1000093368	04GM-Replacement	UniFirst Corp	UniFirst Corp	04GM-Replacement	98386	Micro Pique Gripper Polo, Button Free	na	ea	$15.68	5
VC1000093368	7046-Replacement	UniFirst Corp	UniFirst Corp	7046-Replacement	98386	Replacment, Bib Aprons 65/35 bib	na	ea	$0.50	5
VC1000093368	1506-Replacement	UniFirst Corp	UniFirst Corp	1506-Replacement	98386	Replacment, Jacket w/DDPC Dietary	Small-2XL	ea	$26.40	5
VC1000093368	10AI-Replacement	UniFirst Corp	UniFirst Corp	10AI-Replacement	98386	Replacment, Pants Cargo	na	ea	$18.50	5
VC1000093368	8581-Replacement	UniFirst Corp	UniFirst Corp	8581-Replacement	98386	Replacment, Bar Towel 16 x 19 Terry	na	ea	$0.50	5

VC1000093368	0241-Replacement	UniFirst Corp	RedKap Chef Des	0241-Replacement	98386	Replace, Uniform Rental, Chef Works Black Cook Shirt	Short sleeve, left chest pocket, r	ea	$7.13	5
VC1000093368	117A-Replacement	UniFirst Corp	Regent	117A-Replacement	98386	Replacement, Uniform Rental, Chef Works Pants	Elastic waistband with drawsring	ea	$13.50	5
VC1000093368	2531-Replacement	UniFirst Corp	UniFirst Corp.	2531-Replacement	98386	RUR - Chef Works Essential Knot Button Chef Coat	Replacement Uniform Rental (Wh	ea	$10.95	5

Division of Purchases
Burton M Cross Bldg.
9 State House Station
Augusta, ME 04333-0009
Tel. (207) 624-7338
Fax.# (207) 287-6578

Contract Number
MA 180724*008

EXTENSION OF ANNUAL CONTRACT

Commodity Item: Clothing – Kitchen Uniform Rental – Dorothea Dix Psychiatric Ctr.

Contractor: Unifirst Corp.

Contract Period Extended To: 8/31/20

Extension Clause: The State reserves the right to extend this contract for a period of one year, with the consent of the contractor.

Agreement to Extend Contract:

In accordance with the above referenced Extension Clause, the undersigned agrees to continue in effect said Contract No # MA 180724*008 until August 31, 2020 with all terms, conditions remaining as shown in the original contract.

Copy of which is acknowledged on this date. 07/01/2019

Contractor: UniFirst Corporation

By: Michel Huppe, Sales Manager

E-mail Address: michel_huppe@unifirst.com

Date: 07/01/2019

Dollar value the State has spent on this contract for the past 12 months: $ 3,321.71