

State of Maine Procurement Justification Form

PART I: OVERVIEW

Department Office/Division/Program:		DHHS Riverview and Dorothea Dix Psychiatric Center			
Department Contract Administrator or Grant Coordinator:		Matt Galletta/Ryan Roberts			
(If applicable) Department Reference #:		DRPC-21-002			
Amount: (Contract/Amendment/Grant)	\$298,496.00	Advantage CT / RQS #:	CT 10A 20200421000000002897		
CONTRACT	Proposed Start Date:	07/01/2020	Proposed End Date:	06/30/2022	
AMENDMENT	Original Start Date:		Effective Date:		
	Previous End Date:		New End Date:		
GRANT	Project Start Date:		Grant Start Date:		
	Project End Date:		Grant End Date:		
Vendor/Provider/Grantee Name, City, State:		Unifirst Corp. 70 Godsoe Road Bangor, ME 04401			
Brief Description of Goods/Services/Grant:		Laundry and Linen Services			

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

Dorothea Dix Psychiatric Center (DDPC) and Riverview Psychiatric Center (RPC) are residential facilities for acute mentally ill patients. The 24/7 facilities require linen services to provide clean linen such as sheets, blankets, towels and other such housekeeping items. DDPC and RPC require such linens to be delivered and, when soiled, to be picked up, laundered, and returned to DDPC and RPC on a regular basis.

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

The Department issued an RFP in 2016 (RFP201603066) and 2018 (RFP201803056), both times Unifirst was the only bidder but failed to respond to all the requirements of the RFP, therefore the Department did not issue an award but entered into an agreement with Unifirst. Unifirst has been providing these services since July 1, 2013. Services during that time period have been acceptable and have successfully met the hospital's needs. The State of Maine does not have the necessary staffing, equipment or facilities to provide laundry services.

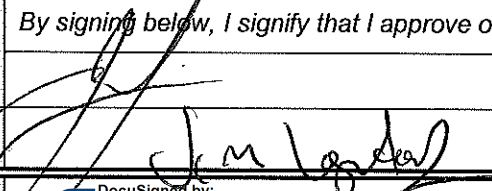
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Rates are based on the SFY 2020 contract budget and have remained unchanged.

4. Describe the plan for future competition for the goods or services.

The Department will competitively bid these services for a 7/1/2023 contract start date as agreed upon with the Department of Administrative and Financial Services.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
Printed Name:		Date:	18-May-20
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Kathy Paquette</i>		
Printed Name:	<small>41C2BA36FAF44CD...</small> Kathy Paquette	Date:	6/4/2020