

## State of Maine Procurement Justification Form

PART I: OVERVIEW				
Department Office/Division/Program:		DHHS – Riverview & Dorothea Dix Psychiatric Center		
Department Contract Administrator or Grant Coordinator:		Matt Galletta/Ryan Roberts		
(If applicable) Department Reference #:		DRPC-21-002A		
Amount: (Contract/Amendment/Grant)	Original Amendment Revised	\$298,496.00 \$ 65,220.00 \$363,716.00	Advantage CT / RQS #:	CT 10A 20200421*2897
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	<b>07/01/2020</b>	Effective Date:	10/01/2020
	Previous End Date:	<b>06/30/2022</b>	New End Date:	06/30/2022
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Unifirst Corp Bangor, ME		
Brief Description of Goods/Services/Grant:		Laundry & 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>X</b>	B. Amendment		H. State Statute/Agency Directed
<b>X</b>	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:
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>
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.
This amendment will add these services for the new geropsychiatric unit at DDPC.

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### 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.

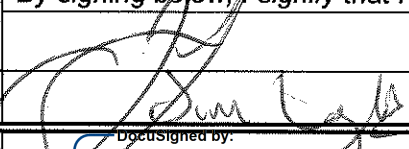
**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

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 has this service on schedule to be competitively bid for a 7/1/2023 contract start date.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
<b>Printed Name:</b>		<b>Date:</b>	28-Sep-20
<b>Signature of DAFS Procurement Official:</b>	<small>Digitally signed by:</small> <i>Kathy Paquette</i>		
<b>Printed Name:</b>	41C2BA36FAF44CD... Kathy Paquette	<b>Date:</b>	10/13/2020