



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF PROCUREMENT SERVICES**  
 STATE OF MAINE

**PROCUREMENT JUSTIFICATION FORM (PJF)**

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

*INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW				
Department Office/Division/Program:		DHHS Riverview and Dorothea Dix Psychiatric Centers		
Department Contract Administrator or Grant Coordinator:		Shawn Belanger / Brianne Carrero		
(If applicable) Department Reference #:		RPC-23-021		
Amount: (Contract/Amendment/Grant)	\$ 92,314.00	Advantage CT / RQS #:	CT 10A 20220621000000003461	
CONTRACT	Proposed Start Date:	07/01/2022	Proposed End Date:	06/30/2023
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. Bangor, ME		
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.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

**PART III: SUPPLEMENTAL INFORMATION**

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

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

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

In 2018, the Department issued RFP 201803056 and receive only one proposal from Unifirst for the Bangor location. Since Unifirst was the incumbent at that time, and their proposal submission was incomplete, the Department received approval from DAFS to enter into negotiations and to contract with Unifirst for a period of 3 years. Unifirst has been providing these services since July 1, 2013, and services during this time period has been acceptable meeting the hospital's needs.

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 2022 contract budget with a price adjustment for FY23. This cost is fair and reasonable.

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

The Department intends to RFP (DRPC20221) this service resulting in a 07/01/2023 contract start date.

**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**


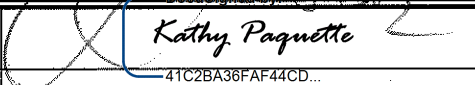
Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V

**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			Date:	17-Oct-22
Typed Name:			Date:	
Signature of DAFS Procurement Official:			Date:	11/8/2022
Typed Name:	Kathy Paquette		Date:	11/8/2022