



**State of Alabama  
Department of Mental Health  
Central Purchasing  
Solicitation**

<b>Solicitation</b> RFB 061 18000000791	<b>Document Phase</b> Final	<b>Document Description</b> Housekeeping Services for Region II
<b>Procurement Folder</b> 543036	<b>Creation Date</b> 03/02/18	<b>Print Date</b> 03/02/18

## Request for Bids

### CONTACTS

Contact	Name	E-mail	Phone
<b>Requestor:</b>	Annette Waites	Annette.Waites@mh.alabama.gov	334-353-7128
<b>Issuer:</b>	Annette Waites	Annette.Waites@mh.alabama.gov	334-353-7128
<b>Buyer:</b>	Annette Waites	Annette.Waites@mh.alabama.gov	334-353-7128

**Bids will be accepted from:** 03/02/18  
to: 03/27/18 11:00 AM  
**Bids will be opened:** 3/27/18 11:00 AM

#### TO BE COMPLETED BY VENDOR

**Information in this section should be provided as appropriate. Bid Response must be in ink or typed with original signature and notarization.**

1. Delivery: Can be made \_\_\_\_\_ days or \_\_\_\_\_ weeks after receipt of order.
2. Terms: \_\_\_\_\_ (Discounts are taken without regard to date of payment.)
3. Prices valid for acceptance within \_\_\_\_\_ days.
4. Vendor's quotation reference number, if any: \_\_\_\_\_ (this number will appear on the purchase order.)
5. E-mail address: \_\_\_\_\_ Internet Website: \_\_\_\_\_
6. General Contractor's License No: \_\_\_\_\_ Type of G.C. License: \_\_\_\_\_

Return invitation to bid:

\_\_\_\_\_ Regular Mail  
State of Alabama  
Alabama Mental Health  
Purchasing Office  
P.O. Box 301410  
Montgomery, AL 36130-1410

\_\_\_\_\_ Courier  
State of Alabama  
Alabama Mental Health  
Purchasing Office  
100 N. Union St. Suite 570  
Montgomery, AL 36104

#### Signature and Notarization Required

I have read the entire bid and agree to furnish each item offered at the price quoted. I hereby affirm I have not been in any agreement or collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding.

**Sworn to and**

\_\_\_\_\_  
VSS Account No. (Must match registration)

\_\_\_\_\_  
Authorized Signature (Ink)

**Subscribed before me this**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Type/Print Authorized Name

\_\_\_\_\_ Day of \_\_\_\_\_

\_\_\_\_\_  
Mail Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Toll Free Number

\_\_\_\_\_  
Term Expiration:

\_\_\_\_\_  
Phone Including Area Code

\_\_\_\_\_  
Fax Number

**COMMODITY INFORMATION**

**Group:** 1 Default Commodity Group      **Line:** 1      **Line Type:** Service  
**Commodity Code:** 95256      **Quantity:**  
**Commodity Description:** Housekeeping Services      **Unit:**  
**Extended Amount:**      **Unit Price:**  
**Preferred Vendor:** \_\_\_\_\_  
**Extended Description:** \_\_\_\_\_

Housekeeping Services - Region II

Housekeeping Services

**SHIPPING AND BILLING****Shipping**

ADMH- Central Office Contracts & Purchasing  
Annette Waites...Room 570  
100 N Union  
RSA Union Building  
Montgomery, AL 36130

**Delivery Date:**

**Billing**

ADMH Central Office Accounts Payable  
Lavonda Blair / 334-242-3799  
100 N Union Street  
RSA Union Building-Suite 568  
Montgomery, AL 36130

**Delivery Type:**

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**AUTHORITY:**

The Department of Mental Health, an agency of the State of Alabama, makes purchases under the authority granted in Acts 1965, No. 881, Acts 1984, No. 84-242, and in accordance with the State of Alabama Bid Laws, specifically Code of Alabama 1975, Section 41-16-20.

**AWARD:**

The Department of Mental Health reserves the right to: (1) award bids on an "all or none" basis; (2) award bids on an "item by item" basis, unless otherwise specified by bidder; (3) waive any informality in bids; (4) reject any and all bids.

**BID RESPONSE INSTRUCTIONS:**

In order to submit a responsible bid, bidder must read and follow all instructions, terms, conditions and specifications.

1. Bid envelope(s)/package(s)/box(es) must be identified with the bid number and opening date. Each individual bid must be submitted in a separate envelope. Responses to multiple bid numbers submitted in the same package that are not in separate envelopes and properly identified will be rejected. The Department of Mental Health does not assume responsibility for late bids for any reason including those due to postal or courier service. Bid responses must be in the Department of Mental Health Office of Contracts and Purchasing prior to the "close date and time" indicated on the bid.
2. Bid responses must be in ink or typed on this document, or replicated in the exact format. Signatures must be handwritten originals in ink or the bid will be rejected. Unless indicated in the bid, all price pages must be completed and returned. If an item is not being bid, identify it as N/B (no bid). Pages should be secured. The Department of Mental Health does not assume responsibility for missing pages. Faxed/emailed bid responses will not be accepted.
3. The unit price always governs regardless of the extended amount. A unit price change must be initialed by the person signing the bid or that line will be rejected. Price changes include but are not limited to cross-out, strike-over, ink-over, white-out, erasure, or any other method changing the price.
4. The Department of Mental Health requires an original and a minimum of two exact copy signed, notarized bid to include any required addendum(s) and documentation. The original and the copy should be submitted together as a bid package.

**BID REJECTION:**

Bidders shall not place any qualifications, exceptions, conditions, reservations, limitations, or substitutions in their bid concerning the contract terms and conditions. Any such qualifications, exceptions, conditions, reservations, limitations, or substitutions shall result in rejection of bid.

Bids that are improperly submitted or received late will be documented for record will not be returned nor will bidder be notified.

The following is a partial list whereby a bid response will be rejected:

- Bid number not on envelope/package/box
- Bid response with multiple bid numbers in same envelope not properly identified

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- Bid responses received late
- Bid response not signed/not original signature
- Bid response not notarized/not original signature of notary/or notary expiration
- Bidder notarized own signature
- Required information not submitted with bid response
- Failure to submit the original bid and two copies
- Bid response received from non-subscribed/expired vendor

Beason-Hammon Alabama taxpayer and Citizen Protection Act (Act 2011-535 and as amended Act 2012-491)

As a condition for award of this bid, the vendor acknowledges the following:

“By signing this contract, the contracting parties affirm, for the duration of any agreement that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.”

Verification of enrollment in the E-verify program will be required prior to any award to a vendor who employs one or more employees within the State of Alabama. E-verify documentation should be identified with the bid number and the buyer name. Failure to provide documentation within five (5) calendar days of notification will result in the rejection of your bid. To enroll in the E-verify program visit [www.dhs.gov/e-verify](http://www.dhs.gov/e-verify).

**CERTIFICATION PURSUANT TO ACT No. 2006-557:**

Alabama Law (section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting and remitting Alabama state and local sales, use and/or lease tax on all taxable sales and leases in Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with Act No. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

**MINORITY VENDOR INFORMATION:**

Information and assistance to minority and women-owned businesses in acquiring M/WBE certification may be obtained from the Office of Minority Business Enterprises at [www.adeca.alabama.gov](http://www.adeca.alabama.gov).

**STANDARD TERMS AND CONDITIONS**

**VENDOR REGISTRATION AND SUBSCRIPTION FEE:**

Vendor may receive bid notices by registering at the State of Alabama vendor self-serve (VSS) portal, Hyperlink: “<https://procurement.staars.alabama.gov>”. Vendors wishing to respond to bids must be subscribed. Bid responses will not be accepted from non-subscribed vendors. Once registered you may subscribe by clicking the “pay subscription fee” tab at the top of the VSS home page. Payments must be made by credit or debit card. Vendors should provide their VSS

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assigned number on all bid responses. A vendor's subscription must be maintained throughout the term of an awarded contract to include renewal periods.

**INTENT TO AWARD:**

The State of Alabama Department of Mental Health will issue an "Intent to Award" before the final award is made. The "Intent to Award" will continue for a period of five (5) calendar days, after which the award will be final provided there are no protest. Upon final award, all rights to protest are forfeited. A detailed explanation of this process may be reviewed in the Alabama Administrative Code – Chapter 355-44(14).

**ALTERNATE BID RESPONSES:**

Unless stated elsewhere in this Invitation-to-Bid (ITB) the Dept. of Mental Health accept and evaluate alternate bid submittals provided the response meets all bid requirements. Alternates will be considered. When alternate brands and/or product numbers are bid, adequate specifications for evaluation must be submitted with the bid. Final determination as to equal quality of alternate will always be made by the receiving authority.

**INTERNET WEBLINKS:**

Internet and/or website links will not be accepted in bid responses as a means to supply any requirements stated in this ITB.

**SALES TAX EXEMPTION:**

Pursuant of the Code of Alabama, 1975, Title 40-23-4(A), the State of Alabama is exempt from paying sales tax. An exemption letter will be furnished upon request.

**FOREIGN ENTITIES – CERTIFICATE OF AUTHORITY:**

Alabama Law provides that a foreign entity (out of state company/firm) as identified in Section 10A-1-7.01 Code of Alabama 1975, not otherwise exempted by Section 10A-17.02 Code of Alabama Section 1975, may not transact business in the State of Alabama until it obtains a Certificate of Authority from the Secretary of State. To obtain forms for a Certificate of Authority, contact the Secretary of State, Corporate Division, (334) 242-52324. The Certificate of Authority does not prevent the vendor from submitting a bid.

**BOYCOTT:**

"Pursuant to Act 2016-312, the contractor hereby certifies that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with jurisdiction with which this state can enjoy open trade."

**PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE:**

In accordance with the Uniform Commercial Code (Code of Alabama, Title 7), after delivery, the State of Alabama has the right to inspect all products before accepting. The State will inspect products in a reasonable timeframe. Signature on a delivery document does not constitute acceptance by the State. The State will accept products only after satisfactory inspection.

**FREIGHT:**

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Bid is F.O.B. destination. Any freight charges must be included in the bid prices. Do not include freight as separate line item. The vendor must assume all responsibility for damage in transit.

**INVOICES:**

Vendor understands and agrees that it has an affirmative duty to submit invoices accurately and on time. For purposes of this contract, this means that vendor shall submit all invoices by the fifth (5th) day of each month (or the next business day if the fifth falls on a weekend or State holiday) following the rendering of services or product that is required by this contract.

**ALABAMA PREFERRED VENDOR:**

A 'Preferred Vendor' shall be a person, firm, or corporation that is granted priority by meeting all of the following criteria as established by Section 41-16-20, Code of Alabama, 1975

Priority 1. Produces or manufactures the product within the State.

Priority 2. Has an assembly plant or distribution facility for the product within the State.

Priority 3. Is organized for business under the applicable laws of the State as a corporation, partnership, or professional association and has maintained at least one retail outlet or service center for the product or service within the State for not less than one year prior to the deadline date for the competitive bid.

Preferred vendor status must be indicated on the pricing page(s) of your bid in order to be considered for preferred vendor preference. By signing this bid, you affirm that the item(s) indicated meet all three criteria of a preferred vendor.

Bid item(s) meeting the criteria of preferred vendor where pricing is within 1% of the lowest compliant bid may be considered for award by the awarding authority.

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DEPARTMENT OF MENTAL HEALTH  
HOUSEKEEPING

The purpose of this bid is to solicit pricing to establish a contract to provide janitorial services for Region II located in Tuscaloosa, AL. Facility is 22,340 sq ft.

The initial contract period shall be for three years with an option to issue a fourth and fifth year contract with the same pricing, terms, conditions and specifications as the initial contract. If requested by the Department and agreed upon by the Contractor, the fourth and fifth contracts will begin on the day after the previous contract expires.

**Mandatory Site Visit:**

A site visit is required prior to bidding. Contact LaChera Church or her designee at 205-554-4305 for direction to the facility. The site visit is scheduled for March 14, 10:00am, 1305 James I Harrison Pkway, Tuscaloosa, AL 35404.

**Bid Bond:** Not required

**Liability Insurance:**

The successful contractor shall maintain in full force and effect at all times, the following insurance coverage:

Public Liability Insurance in the amount not less than five hundred thousand dollars (\$500,000.00) for bodily injuries. Including wrongful death in an amount not less than one million dollars (\$1,000,000.00) for damage on account of all accidents. Automobile property damage shall be no less than five hundred thousand dollars (\$500,000.00).

The contract may be terminated by Department upon thirty days written notice to the Contractor. Upon termination of the contract, the Contractor shall surrender peaceable possession of the premises and all property of every kind furnished by facility in as good condition as when received, taking into consideration ordinary wear, tear, depreciation and supply consumption. The contract may be cancelled by either party by issuance of a thirty (30) day written notification of cancellation to the other party.

**Bid Requirements:**

The Contractor must have experience in managing and performing a janitorial operation. This experience must have been as a result of the Contractor being regularly engaged in the business of providing janitorial services. A list of at least three (3) references, complete with contacts, addresses, telephone numbers, types of services, and dates they were provided, must be furnished with bid.

**Training of Janitorial Work Force:**

Contractor shall be responsible for training employees and for providing documentation consistent with Facility policy. The Facility reserve the right to provide and/or audit

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training provided by or to the Contractor. Training for employees is to include but not limited to the following topics:

General orientation of bacteriological concepts and infection control. Complete instructions on obtaining use, and care of equipment and supplies, and selection and measurement of cleaning supplies; duties of each employee and measuring quality of work performance; policies including fire prevention safety program, individual's rights, and an appropriate disaster plan.

**Protective Apparel:**

Contractor's employees shall wear gloves, eye shields, protective clothing and shoe covers when required. Such items shall be provided by the contractor.

**Supplies, Materials, Equipment and Storage:**

The Contractor shall supply all products/materials, equipment and labor to provide the janitorial services. This includes, but is not limited to floor finish, strippers, disinfectants, deodorizers, buckets, scrubbers, polishes, vacuums, glass cleaner, waste containers, and vehicles as needed to transport supplies/workers. The Facility has final approval over all materials used and may recommend changes or additional products to achieve improved cleaning outcome. A list of all cleaning supplies/materials will be provided to the Facility by the Contractor.

The Facility will provide secure (janitorial room) limited storage for materials, supplies and equipment. The Facility will have access to the storage area in the event of an emergency.

Janitor closet equipment and materials shall be kept in a clean, neat and orderly condition at all times.

The Facility will provide paper hand towels, toilet tissue, hand soap, and trash bags.

**Personal Hygiene/Appearance**

The Contractor's employees shall be free of body odor. Fingernails shall be clean and free of dirt. Hair must be clean and neatly combed. The Contractor's employees are expected to comply with the Facility's policy regarding appropriate dress.

**Quality Control and Improvement**

The Contractor shall have a quality control/ improvement program to assure all requirements of the contract are provided as specified.

For any performance that falls below the acceptable level, an action plan shall be submitted within a two (2) week period outlining how the deficient performance standard will be brought into compliance. Weekly reports shall be provided until the performance standard is shown to be in compliance.



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The Facility's Designee shall schedule meetings as deemed necessary to review deficiencies, action plans for corrections, and identify other potential areas for improvement.

For any performance standard that has been deficient, a report as to actions taken and effectiveness of these actions shall be provided to the Facility Designee.

A quality assurance meeting between the Contractor and the Facility Designee shall be held as needed.

**Safety:**

The Contractor shall display appropriate warning signs in all areas where housekeeping operations may cause traffic obstruction or safety hazard. Warning signs shall be properly moved after the target area has been cleared, dried, etc.

Contractor employees shall interrupt their work at any time to allow passage of Facility clients, personnel, equipment or carts. Cleaning of lobbies or corridors resulting in temporary slippery or wet floor surface shall be accompanied when possible so that it will not be necessary for anyone to cross the wet surface to gain access to other areas.

**Equipment:**

Equipment that is plugged in for recharging is not to be unplugged.

**Classification of Areas:**

The Facility will provide an identification of areas to be cleaned during site visit. This designation may change based on future need as identified by Facility.

**Pricing:**

Bidders should provide a price per month that include the provision of all services/ supplies/labor specified.

**Cleaning Elements and Schedules**

Services to be performed five nights per week, 3:00pm – 5:00pm Monday thru Friday, excluding Federal and State holidays

**Daily Services:**

- Remove trash/debris to dumpster and replace can liners
- Dust all horizontal surfaces with microfiber cloth (desks, tables, shelves, etc.)
- Spot vacuum
- Vacuum any walk off mats
- Spot clean receptionist area glass
- Clean lobby and waiting room (organize/stack reading material)
- Spot clean walls and doors
- Close doomster doors and leave area clean
- Arrange/organize all chairs and tables

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Empty any outside trash cans or smoking urns  
Sweep and pickup main entrance area

**Bathrooms:**

Clean glass on doors and entry ways  
Sweep and mop all hard surface floors  
Clean/disinfect bathrooms (toilets, sinks partitions, floors, mirrors, walls, etc.)  
Replace/restock all paper products  
Restock hand soap  
Sweep and mop floors

**Breakroom:**

Clean breakroom (floors, counters, sink, etc)  
Sweep and mop floors  
Disgard food or boxes

**Weekly Services:**

Vacuum entire building (3x per week)  
Dust computer monitors  
Dust window sills  
Check for and remove cobwebs  
Polish all bright works in bathrooms

**Monthly Services:**

Clean blinds  
High dust  
Dust vents  
Clean/sanitize trash cans as needed

**Yearly Services:**

Strip and wax breakroom floors  
Spot clean carpet for spots and traffic areas

**Performance:**

By submitting a bid, Contractor guarantee to the Department that they understand and agree to the terms and conditions of the bid; guarantee a consistent quality of the services offered; and that they will not default from performance by virtue of a mistake or misunderstanding.

Successful bidder shall comply with requirements of the bid. If a contractor fails to perform, the Department reserves the right to take remedial action including cancellation for cause (default). Cause is defined as failure to meet requirements of the bid terms and conditions or to correct deficiencies upon receipt of notice. Failure to maintain satisfactory performance after notice will be sufficient cause of immediate

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cancellation of the contract. In the event of default, the Department may make an award to the next lowest bidder or re-bid the contract at its discretion.

If the Contractor does not provide coverage on three (3) or more occasions, Contractor will be considered in default and so notified in writing. Any charges will be billed against the Contractor's monthly payment.

**E-Verify**

Contractor understands that Contractor shall provide a complete copy of e-verify memorandum of understanding (MOU) which is generated when the business entity or employer enrolls in that program, bearing the number assigned to the MOU by Homeland Security: establishing that the business entity has registered to participate in e-verify for the duration of this contract, and shall verify every employee who is registered to be verified according to the applicable Federal rules and regulations.