



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

Solicitation RFB 061 26000000604	Document Phase Final	Document Description VEHICLE LEASE
Procurement Folder 2296701	Creation Date 01/07/26	Print Date 01/07/26

Request for Bids

CONTACTS

Contact	Name	E-mail	Phone
Requestor:	Danitra Tolbert	danitra.tolbert@mh.alabama.gov	3342423828
Issuer:	Danitra Tolbert	danitra.tolbert@mh.alabama.gov	3342423828
Buyer:	Danitra Tolbert	danitra.tolbert@mh.alabama.gov	3342423828

Bids will be accepted from: 01/07/26

to: 02/09/26 12:00 PM

Bids will be opened:

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	Courier
State of Alabama	State of Alabama
Alabama Mental Health	Alabama Mental Health
Purchasing Office	Purchasing Office
P.O. Box 301410	100 N. Union St. Suite 570
Montgomery, AL 36130-1410	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

Subscribed before me this

____ Day of _____

Notary Public

Term Expiration: _____

VSS Vendor Number

Authorized Signature (Ink)

Company Name

Type/Print Authorized Name

Mail Address

Title

City, State, Zip

Toll Free Number

Phone Including Area Code

Fax Number

COMMODITY INFORMATION

Group: 1 Default Commodity Group

Line: 1

Line Type: Item

Commodity Code: 97514

Quantity: 1.00000

Commodity Description: Automobiles and Other Passenger Vehicles,

Unit: Month

Extended Amount:

Unit Price:

Preferred Vendor: _____

Extended Description:

LEASE AUTOMOBILE, MIDSIZE, 4 DOOR SEDAN,
CENTRAL OFFICE
MONTGOMERY

Automobiles and Other Passenger Vehicles, Including Emergency Type Rental or Lease

SHIPPING AND BILLING

Shipping

ADMH- Central Office Contracts & Purchasing
Danitra Tolbert... Suite 570
100 N Union
RSA Union Building
Montgomery, AL 36130

Billing

ADMH- Central Office Accounts Payable
100 North Union / Phone: 334-242-3799
RSA Union Building-Suite 568
AccountsPayable.DMH@mh.alabama.gov
Montgomery, AL 36130

Delivery Date:

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default Commodity Group

Line: 2

Line Type: Item

Commodity Code: 97514

Quantity: 1.00000

Commodity Description: Automobiles and Other Passenger Vehicles,

Unit: Month

Extended Amount:

Unit Price:

Preferred Vendor: _____

Extended Description:

LEASE AUTOMOBILE, MIDSIZE, 4 DOOR SEDAN,
REGION I
DECATUR

Automobiles and Other Passenger Vehicles, Including Emergency Type Rental or Lease

SHIPPING AND BILLING

Shipping

ADMH- Central Office Contracts & Purchasing
Danitra Tolbert... Suite 570
100 N Union
RSA Union Building
Montgomery, AL 36130

Billing

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100 North Union / Phone: 334-242-3799
RSA Union Building-Suite 568
AccountsPayable.DMH@mh.alabama.gov
Montgomery, AL 36130

Delivery Date:

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default Commodity Group

Line: 3

Line Type: Item

Commodity Code: 97514

Quantity: 1.00000

Commodity Description: Automobiles and Other Passenger Vehicles,

Unit: Month

Extended Amount:

Unit Price:

Preferred Vendor:

—

Extended Description:

LEASE AUTOMOBILE, MIDSIZE, 4 DOOR SEDAN,
REGION II
TUSCALOOSA

Automobiles and Other Passenger Vehicles, Including Emergency Type Rental or Lease

SHIPPING AND BILLING

Shipping

ADMH- Central Office Contracts & Purchasing
Danitra Tolbert... Suite 570
100 N Union
RSA Union Building
Montgomery, AL 36130

Billing

ADMH- Central Office Accounts Payable
100 North Union / Phone: 334-242-3799
RSA Union Building-Suite 568
AccountsPayable.DMH@mh.alabama.gov
Montgomery, AL 36130

Delivery Date:

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default Commodity Group

Line: 4

Line Type: Item

Commodity Code: 97514

Quantity: 1.00000

Commodity Description: Automobiles and Other Passenger Vehicles,

Unit: Month

Extended Amount:

Unit Price:

Preferred Vendor:

—

Extended Description:

LEASE AUTOMOBILE, MIDSIZE, 4 DOOR SEDAN,
REGION III
MOBILE

Automobiles and Other Passenger Vehicles, Including Emergency Type Rental or Lease

SHIPPING AND BILLING

Shipping

ADMH- Central Office Contracts & Purchasing
Danitra Tolbert... Suite 570
100 N Union
RSA Union Building
Montgomery, AL 36130

Billing

ADMH- Central Office Accounts Payable
100 North Union / Phone: 334-242-3799
RSA Union Building-Suite 568
AccountsPayable.DMH@mh.alabama.gov
Montgomery, AL 36130

Delivery Date:

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default Commodity Group

Line: 5

Line Type: Item

Commodity Code: 97514 **Quantity:** 1.00000
Commodity Description: Automobiles and Other Passenger Vehicles, **Unit:** Month
Extended Amount: **Unit Price:**

Preferred Vendor: _____

Extended Description:

LEASE AUTOMOBILE, MIDSIZE, 4 DOOR SEDAN,
REGION IV
MONTGOMERY

Automobiles and Other Passenger Vehicles, Including Emergency Type Rental or Lease

SHIPPING AND BILLING

Shipping

ADMH- Central Office Contracts & Purchasing
Danitra Tolbert... Suite 570
100 N Union
RSA Union Building
Montgomery, AL 36130

Billing

ADMH- Central Office Accounts Payable
100 North Union / Phone: 334-242-3799
RSA Union Building-Suite 568
AccountsPayable.DMH@mh.alabama.gov
Montgomery, AL 36130

Delivery Date:

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default Commodity Group **Line:** 6 **Line Type:** Item
Commodity Code: 97514 **Quantity:** 1.00000
Commodity Description: Automobiles and Other Passenger Vehicles, **Unit:** Month
Extended Amount: **Unit Price:**

Preferred Vendor: _____

Extended Description:

LEASE AUTOMOBILE, MIDSIZE, 4 DOOR SEDAN,
REGION V
BIRMINGHAM

Automobiles and Other Passenger Vehicles, Including Emergency Type Rental or Lease

SHIPPING AND BILLING

Shipping

ADMH- Central Office Contracts & Purchasing
Danitra Tolbert... Suite 570
100 N Union
RSA Union Building
Montgomery, AL 36130

Billing

ADMH- Central Office Accounts Payable
100 North Union / Phone: 334-242-3799
RSA Union Building-Suite 568
AccountsPayable.DMH@mh.alabama.gov
Montgomery, AL 36130

Delivery Date:

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default Commodity Group **Line:** 7 **Line Type:** Item
Commodity Code: 97514 **Quantity:** 1.00000
Commodity Description: Automobiles and Other Passenger Vehicles, **Unit:** Month

Extended Amount:

Unit Price:

Preferred Vendor: _____

Extended Description:

LEASE SUV, MIDSIZE
CENTRAL OFFICE
MONTGOMERY

Automobiles and Other Passenger Vehicles, Including Emergency Type Rental or Lease

SHIPPING AND BILLING

Shipping

ADMH- Central Office Contracts & Purchasing
Danitra Tolbert... Suite 570
100 N Union
RSA Union Building
Montgomery, AL 36130

Billing

ADMH- Central Office Accounts Payable
100 North Union / Phone: 334-242-3799
RSA Union Building-Suite 568
AccountsPayable.DMH@mh.alabama.gov
Montgomery, AL 36130

Delivery Date:

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default Commodity Group

Line: 8

Line Type: Item

Commodity Code: 97514

Quantity: 1.00000

Commodity Description: Automobiles and Other Passenger Vehicles,

Unit: Month

Extended Amount:

Unit Price:

Preferred Vendor: _____

Extended Description:

LEASE SUV, MIDSIZE
REGION I
DECATUR

Automobiles and Other Passenger Vehicles, Including Emergency Type Rental or Lease

SHIPPING AND BILLING

Shipping

ADMH- Central Office Contracts & Purchasing
Danitra Tolbert... Suite 570
100 N Union
RSA Union Building
Montgomery, AL 36130

Billing

ADMH- Central Office Accounts Payable
100 North Union / Phone: 334-242-3799
RSA Union Building-Suite 568
AccountsPayable.DMH@mh.alabama.gov
Montgomery, AL 36130

Delivery Date:

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default Commodity Group

Line: 9

Line Type: Item

Commodity Code: 97514

Quantity: 1.00000

Commodity Description: Automobiles and Other Passenger Vehicles,

Unit: Month

Extended Amount:

Unit Price:

Preferred Vendor:

Extended Description:

LEASE SUV, MIDSIZE
REGION II
TUSCALOOSA

Automobiles and Other Passenger Vehicles, Including Emergency Type Rental or Lease

SHIPPING AND BILLING**Shipping**

ADMH- Central Office Contracts & Purchasing
Danitra Tolbert... Suite 570
100 N Union
RSA Union Building
Montgomery, AL 36130

Billing

ADMH- Central Office Accounts Payable
100 North Union / Phone: 334-242-3799
RSA Union Building-Suite 568
AccountsPayable.DMH@mh.alabama.gov
Montgomery, AL 36130

Delivery Date:

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default Commodity Group

Line: 10

Line Type: Item

Commodity Code: 97514

Quantity: 1.00000

Commodity Description: Automobiles and Other Passenger Vehicles,

Unit: Month

Extended Amount:

Unit Price:

Preferred Vendor:

Extended Description:

LEASE SUV, MIDSIZE
REGION III
MOBILE

Automobiles and Other Passenger Vehicles, Including Emergency Type Rental or Lease

SHIPPING AND BILLING**Shipping**

ADMH- Central Office Contracts & Purchasing
Danitra Tolbert... Suite 570
100 N Union
RSA Union Building
Montgomery, AL 36130

Billing

ADMH- Central Office Accounts Payable
100 North Union / Phone: 334-242-3799
RSA Union Building-Suite 568
AccountsPayable.DMH@mh.alabama.gov
Montgomery, AL 36130

Delivery Date:

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default Commodity Group

Line: 11

Line Type: Item

Commodity Code: 97514

Quantity: 1.00000

Commodity Description: Automobiles and Other Passenger Vehicles,

Unit: Month

Extended Amount:

Unit Price:

Preferred Vendor:

Extended Description:

LEASE SUV, MIDSIZE
REGION IV
MONTGOMERY

Automobiles and Other Passenger Vehicles, Including Emergency Type Rental or Lease

SHIPPING AND BILLING**Shipping**

ADMH- Central Office Contracts & Purchasing
Danitra Tolbert... Suite 570
100 N Union
RSA Union Building
Montgomery, AL 36130

Billing

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100 North Union / Phone: 334-242-3799
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AccountsPayable.DMH@mh.alabama.gov
Montgomery, AL 36130

Delivery Date:**Delivery Type:****COMMODITY INFORMATION**

Group: 1 Default Commodity Group

Line: 12

Line Type: Item

Commodity Code: 97514

Quantity: 1.00000

Commodity Description: Automobiles and Other Passenger Vehicles,

Unit: Month

Extended Amount:

Unit Price:

Preferred Vendor: _____

Extended Description:

LEASE SUV, MIDSIZE
REGION V
BIRMINGHAM

Automobiles and Other Passenger Vehicles, Including Emergency Type Rental or Lease

SHIPPING AND BILLING**Shipping**

ADMH- Central Office Contracts & Purchasing
Danitra Tolbert... Suite 570
100 N Union
RSA Union Building
Montgomery, AL 36130

Billing

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Montgomery, AL 36130

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STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 N. UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
www.mh.alabama.gov

01/07/2026

Dear Vendor:

The Alabama Department of Mental Health (ADMH) is soliciting Request for Bids (RFB) to provide Vehicle Leasing services. RFBs will be accepted until **12:00 pm on Monday, February 09, 2026** with the RFB opening at 1:00pm.

The submission of a proposal does not guarantee the award of a contract. Any contract resulting from the proposal is not effective until it has received all required governmental approvals and signatures. In addition, the selected vendor shall not begin performing work under this contract until notified to do so by the departmental contracting agent.

When submitting an RFB, please read the entire RFB document and return your Bid as requested in the RFB announcement. Submissions should be delivered and/or mailed to:

AL Department of Mental Health
Office of Contracts & Purchasing
100 North Union Street, Suite 570
Montgomery, AL 36104

Sincerely,

Leola Rogers

Leola Rogers
Office of Contracts & Purchasing

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Organization: ALABAMA DEPARTMENT OF MENTAL HEALTH (ADMH)

RFB Closing Date & Time: **12:00 pm on Monday, February 09, 2026**

RFB Opening Date & Time: **1:00 pm on Monday, February 09, 2026**

RFB Contact Info: Danitra Tolbert
 ADMH
 Office of Contracts & Purchasing
 RSA Union Building
 100 North Union Street, Suite 570
 Montgomery, AL 36104
 Telephone Number (334) 242-3828
 Email: Danitra.tolbert@mh.alabama.gov

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ADMH GENERAL TERMS AND CONDITIONS

I. 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.

- # To transact business in the State of Alabama ALL businesses domestic and foreign must be registered with the Alabama Secretary of State Office. (Domestic means **within** the State of Alabama. Foreign means out-of-state.) Website: www.sos.alabama.gov
- # If contracted with the State of Alabama, all vendors MUST enroll and actively participate in E-Verify. Website: <https://www.e-verify.gov/>
- # ALL vendor payments are processed thru the State of Alabama Accounting and Resource System (STAARS). All vendors must register with STAARS Vendor Self Service. Website: <https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService>

II. AWARD

The Alabama 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) Multiple awards may be issued;
- (4) Waive any informality in bids;
- (5) Reject any and/or all bids.

III. REQUESTS FOR BID (RFB) RESPONSE INSTRUCTIONS

To submit a responsible Bid, the 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, 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/mailed 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 submissions of one (1) **original** and a **minimum of two** (2) exact copies; signed, notarized bid to include any required addendum(s) and documentation. The original and the copies should be submitted together as a bid package.

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IV. 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
- 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

V. ADDITIONAL INFORMATION

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

As a condition for RFB award, 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’s 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 <https://www.e-verify.gov/>

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B. 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 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.

C. RECORDS REQUEST

ADMH recognizes and supports the public's right to inspect/request copies of public records in accordance with State law. Many public records and resources are available on the ADMH website: www.mh.alabama.gov for review. Please view the website prior to submitting a request for records as your request may be satisfied by the information contained therein.

D. 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 .

VI. STANDARD TERMS AND CONDITIONS

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

B. 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 fourteen (**14**) calendar days, after which the award will be final provided there are no protests. 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).

C. ALTERNATE BID RESPONSES:

Unless stated elsewhere in this Request for Bid (RFB) the Dept. of Mental Health will 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.

D. INTERNET WEBLINKS:

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

E. 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.

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F. 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) 242-5324. The Certificate of Authority does not prevent the vendor from submitting a bid.

G. BOYCOTT

Pursuant to Ala. Code §41-16-5, 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 a jurisdiction with which this state can enjoy open trade.

Pursuant to Ala. Act No. 2023-409, Contractor provides written verification that Contractor, without violating controlling law or regulation, does not and will not, during the term of the contract engage in economic boycotts as the term “economic boycott” is defined in Section 1 of the Act.”

H. 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.

I. FREIGHT

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.

J. 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 following the rendering of services or goods that are required by this contract.

K. ALABAMA PREFERRED VENDOR

A **‘Preferred Vendor’** shall be a person, firm, or corporation that is granted priority by meeting all 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 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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V. BID SPECIFICATIONS

VEHICLE LEASE FOR ADMH REGIONS/FACILITIES

Leased Vehicles Specifications

The purpose of this solicitation is to provide a contract(s) for lease of vehicles for various regions of the Department of Mental Health (Department) located throughout the state. This is a solicitation for the lease of vehicles only, not for a lease purchase agreement, and not for a lease with option to purchase. Bids containing terms other than for lease only will be rejected as non-responsive.

A. MODEL YEAR

All vehicles must be new. Model year 2026 is acceptable.

B. MAINTENANCE:

The Department will follow the manufacturer's suggested maintenance schedule. All maintenance over and above the manufacturer's warranty will be provided by the Department. When a leased vehicle is returned to the Contractor, the Department will reimburse the Contractor only for necessary repairs over and above the normal wear and tear (excess wear) for a vehicle of that age with that mileage.

“Excess wear” includes: (a) glass that is damaged or that was tinted, (b) damaged body, finders, metal work, lights, trim or paint, (c) missing equipment that was in or on the vehicle when delivered and has not been replaced with equipment of equal quality and design, (d) missing wheel covers, jack or wheel wrench, (e) missing or unsafe wheels or tires including spare, (f) any tire with less than 1/8 inch of tread remaining at the shallowest point, (g) torn, damaged or stained dash, floor covers, seats, headliners, upholstery, interior work, or truckliners, (h) any mechanical damage or other condition that causes the vehicle to operate in a noisy, rough, improper, unsafe or lawful manner, (i) any other damage agreed upon by both the Contractor and Department Representative.

All vehicles shall be returned to the Contractor with all matching tires upon termination of contract. The tires must match the manufacturer's recommended guidelines.

A vehicle service record will be maintained by the Facility on each vehicle to prove that the vehicle has been maintained according to the manufacturer's recommendations.

The service record will be returned with the vehicle or excessive wear and use charges may apply at turn-in time.

Each vehicle for return at contract end will be inspected jointly by the Contractor and the Department Representative to review and record a condition report prior to vehicle's return to Contractor. Only vehicle deficiencies on the condition report will be reimbursed by the Department Contractor invoices with attached proof of actual vehicle repairs or service (i.e. invoice(s) from service Contractor).

The Department will not pay for vehicle clean up or new tires upon return of vehicle to Contractor (tires which Contractor and Department both agree should be replaced may be billed

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for State price for tire(s) from contract T-106 only, no installation or balance). The Department also will not pay for engine services or transmission when an operating vehicle is returned to the Contractor. Under no circumstances will the Department pay end of year lease charges (for service, damage and excess mileage, etc.) in excess of 75% of the current NADA Blue Book applicable value for the vehicle upon return to the Contractor.

C. VEHICLE LICENSES, TAGS, FEES, TAXES, AND ASSESSMENTS:

As title owner of the vehicles, the Contractor is responsible for the payment of all fees, taxes and assessments for the vehicles and shall provide vehicle licenses and tags, and pay all costs associated with vehicle licenses, tags and registration for the duration of the lease period.

D. INSURANCE: *Insurance is not required.*

E. TERMS:

The lease period for the vehicles shall be for thirty-six (36) months. With the possibility of renewal of leasing contract for an additional twenty-four (24) months in one-year increments.

Mileage rates for the vehicles shall be as follows:

- # All vehicles delivered to MR Community Services – 52,500 miles at 17,533.33 miles per contractual year.
- # Contractor may invoice up to 10 cents/mile more than the mileage shown above.

Prior to the conclusion of the 36-month term, Contractor(s) will receive notification of contract extension, provided funds are made available by the Alabama Legislature for the year's lease amount. In the event funds are not available, the Department shall give the Contractor(s) thirty (30) days written notice, after which the leased vehicles will be returned to the Contractor(s) due to lack of available funds. The Department shall be released from its financial obligations provided: (a) the Department makes the leased vehicles available to the Contractor(s) for pick up and removal, (b) the vehicles returned to the Contractor(s) are in good condition taking into consideration reasonable wear and tear.

F. PAYMENT:

Payments shall be made by the Department based upon Contractor's submission of correct invoices. Invoices shall be mailed to:

Region I

Anthony Couch – anthony.couch@region1.mh.alabama.gov 256-552-3731

Region II

LaChera Church – lachera.church@region2.mh.alabama.gov 205-554-4305 cell 205-317-5725

Region III

Tony Worthy – tony.worthy@region3.mh.alabama.gov 251-478-2765 cell 251-680-5853

Region IV

Cynthia Daniels – Cynthia.daniel@region4.mh.alabama.gov 334.676.5573 cell 334-452-1899

Region V

Jacob Harrison – jacob.harrison@region5.mh.alabama.gov 205-916-7752 cell 205-420-8722

Central Office

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Jonae Reynolds jonae.reynolds@mh.alabama.gov 334-242-3783

G. SUBCONTRACTING:

Contractor(s) shall not subcontract any portion of their contract without prior written approval from the Department.

H. DELIVERY

Vehicles are to be delivered to the Facility locations specified for vehicle. Delivery shall be coordinated through the Facility Business Office with at least 48-hour notice.

Contractor will be notified in writing when location changes are made.

Points of contact for each delivery location:

Region I Community Services

Anthony Couch

256-552-3731

401 Lee Street Northeast, Suite 150
Decatur, AL 35601-1902

anthony.couch@region1.mh.alabama.gov

Region II Community Services

LaChera Church

205-554-4305

1305 James I Harrison Jr Parkway
Tuscaloosa, AL 35405
lachera.church@region2.mh.alabama.gov

Region III Community Services

Tony Worthy

(251) 478-2765

3280 Dauphin Street Building B, Suite 100
Mobile, AL 36606

Tony.worthy@region3.mh.alabama.gov

Region IV Community Services

Cynthia Daniel

334-676-5573

400 Interstate Park Drive, Suite 415
Montgomery, AL 36109

Cynthia.daniel@region4.mh.alabama.gov

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Region V Community Services

Jacob Harrison

205-916-7752 631 Beacon Parkway W, Suite 211 Birmingham, AL 35209

jacob.harrison@region5.mh.alabama.gov

Central Office

Jonae Reynolds

334-242-3783

100 N. Union Street, Suite 486

Division of Developmental Disabilities
Montgomery, AL 36130

Jonae.Reynolds@mh.alabama.gov

I. VEHICLE and SPECIFICATIONS

1. Vehicles

Region I - Decatur	8 sedans; 1 Midsize SUV =9
Region II - Tuscaloosa	4 sedans; 1 Midsize SUV =5
Region III - Mobile	5 sedans; 1 Midsize SUV =7
Region IV - Montgomery	4 sedans; 1 Midsize SUV =5
Region V - Birmingham	5 sedans; 1 Midsize SUV =6
Central Office - Montgomery	1 sedan; 2 Midsize SUVs= 3
	Vehicle Total =35

2. Automobile Specifications: midsize, four door sedan (Dodge Charger or equal).

Twenty-eight (28) automobiles to be midsize, four door vehicles to include all standard features and to include but not limited to the following features:

- # Factory installed air conditioning and heating
- # Wheelbase 110.5" or greater
- # Color-coded front and rear carpeted floor mats
- # Power steering with tilt steering wheel
- # Electronic speed control with resume speed feature
- # Power windows
- # port for charging cell phones/GPS units Power door locks and remote keyless entry
- # Remote trunk release
- # Dual remote mirrors and interior day and night mirrors
- # Cloth seats (vinyl if available) standard trim
- # Minimum 1.5-liter engine Electric window defogger

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- # Power brakes, 4-wheel w/anti-lock braking system (ABS) Dual air bags
- # MFR floor mats front and back (carpeted)
- # AM/FM radio USB ports
- # Intermittent wipers Tinted glass
- # Four standard radial tired with compact spare tire and tools Standard alternator and 525 CCA battery
- # Standard factory wheels
- # Color to be selected at time of order (standard factory colors with matching interior) automatic transmission

3. Mid-Size SUV Specifications: (Toyota Rav 4 Base, or similar)

Seven (7) automobiles to be midsize, four door vehicles to include all standard features and to include but not limited to the following features:

- # Air conditioning, front and rear
- # Tinted glass on all windows and windshield
- # Heavy duty radiator and transmission oil cooling system
- # AM/FM radio
- # Ports for charging cell phones/GPS units
- # Power Windows
- # Power steering and power brakes with 4-wheel ABS
- # Fabric seats (vinyl if available)
- # Power door locks and windows
- # Running board – minimum 7.5" width Four radial tires
- # Tilt and cruise control
- # Carpet w/MFR floor mats (front & rear) – unless rubber, antiskid flooring if available (rubber floor preferred)
- # Color to be selected at time of order

If the contractor should provide any vehicle with on-star service or its equivalent, the Department will not retain the service after the initial free time period.

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VI. SCHEDULE OF EVENTS

RFB for VEHICLE LEASE TO ADMH FACILITIES

The following RFB Schedule of Events represents the ADMH's best estimate of the schedule that shall be followed. Except for the deadlines associated with the vendor question and answer periods and the proposal due date, the other dates provided in the schedule are estimates. ADMH reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events shall be posted on the RFB website at www.mh.alabama.gov for review.

Please note the due date for submitting any questions. ADMH will not accept any questions after this date. All times are in Central Time.

Date	Event	Notification
January 7, 2026	RFB Release	ADMH Website and STAARs website
January 21, 2026 12:00pm	Deadline for RFB questions. Submit in Word—No tables	Email to danitra.tolbert@mh.alabama.gov
January 28, 2026 12:00pm	RFB Q&A to be posted for review	ADMH website www.mh.alabama.gov
February 9, 2026 12:00pm	RFB Submissions Deadline Three (3)—1 original and two copies.	USPS or FedEx or UPS* (Review Section III, #1)
February 9, 2026 12:00pm	RFB Closing Date	USPS or FedEx or UPS* (Review Section III, #1)
February 9, 2026 1:00pm	RFB Opening Date	
The RFB is posted on ADMH website at www.mh.alabama.gov for review.		
*Regular mail: AL Department of Mental Health Office of Contracts & Purchasing RSA Union Building PO Box 301410 Montgomery, AL 36130	*Courier: AL Department of Mental Health Office of Contracts & Purchasing RSA Union Building 100 N. Union St., Suite 570 Montgomery, AL 36104	