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

| Solicitation | Document Phase | Document Description |
|---|---|---|
| RFB 061 27000000600 | Final | HOUSEKEEPING SERVICES<br>ADMH FACILITIES |
| **Procurement Folder** | **Creation Date** | **Print Date** |
| 2442010 | 10/28/26 | 10/28/26 |

# Request for Bids

**Amendment:** 3

## 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:** 10/28/26

**to:** 10/28/26 12:42 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

_____
Company Name

_____
Mail Address

_____
City, State, Zip

_____
Phone Including Area Code

_____
Authorized Signature (Ink)

_____
Type/Print Authorized Name

_____
Title

_____
Toll Free Number

_____
Fax Number

## COMMODITY INFORMATION

**Group:** 1 Default Commodity Group **Line:** 1 **Line Type:** Item

**Commodity Code:** 95256 **Quantity:** 1.00000

**Commodity Description:** Housekeeping Services **Unit:** Month

**Extended Amount:** **Unit Price:**

**Preferred Vendor:** ___

**Extended Description:**

BRYCE HOSPITAL

Housekeeping Services

## SHIPPING AND BILLING

### Shipping

ADMH- Central Office
100 N Union
RSA Union Building
Montgomery, AL 36130

**Delivery Date:**

### 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 Type:**

## COMMODITY INFORMATION

**Group:** 1 Default Commodity Group **Line:** 2 **Line Type:** Item

**Commodity Code:** 95256 **Quantity:** 1.00000

**Commodity Description:** Housekeeping Services **Unit:** Month

**Extended Amount:** **Unit Price:**

**Preferred Vendor:** ___

**Extended Description:**

TAYLOR HARDIN SECURE MEDICAL FACILITY

Housekeeping Services

## SHIPPING AND BILLING

### Shipping

ADMH- Central Office
100 N Union
RSA Union Building
Montgomery, AL 36130

**Delivery Date:**

### 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 Type:**

## COMMODITY INFORMATION

**Group:** 1 Default Commodity Group **Line:** 3 **Line Type:** Item

**Commodity Code:** 95256 **Quantity:** 1.00000

**Commodity Description:** Housekeeping Services **Unit:** Month

**Extended Amount:** **Unit Price:**

**Preferred Vendor:**

**Extended Description:**

MARY STARKE HARPER GERIATRIC PSYCHIATRIC CENTER

Housekeeping Services

## SHIPPING AND BILLING

### Shipping

ADMH- Central Office
100 N Union
RSA Union Building
Montgomery, AL 36130

**Delivery Date:**

### 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 Type:**

# 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


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/ or 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, 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

--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.

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.

## 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 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 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).

ALTERNATE BID RESPONSES:

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

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) 242-5324. 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 Commerciale 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:

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

ALABAMA PERFERRED 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.

DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, AL 36130-1410
WWW.MH.ALABAMA.GOV

Kay Ivey
Governor

Kimberly G. E
Commissi


October 9, 2026

Dear Vendor:

The Alabama Department of Mental Health (ADMH) is soliciting Request for Bids (RFB) to provide Housekeeping Services for the following ADMH Facilities:

- Taylor Hardin Secured Medical Center
- Bryce Hospital
- Mary Starke Harper Geriatric Center

RFBs will be accepted until **12:00 pm on Friday, November 20, 2026,** with ADMH RFB review beginning 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 or mailed to the address below.

| **USPS mail**: | **Courier**: |
|---|---|
| AL Department of Mental Health<br>Office of Contracts & Purchasing<br>RSA Union Building<br>PO Box 301410<br>Montgomery, AL 36130 | AL Department of Mental Health<br>Office of Contracts & Purchasing<br>RSA Union Building<br>100 N. Union St., Suite 570<br>Montgomery, AL 36104 |

Sincerely,

Danitra Tolbert

Danitra Tolbert
Office of Contracts & Purchasing

**Organization:** ALABAMA DEPARTMENT OF MENTAL HEALTH (ADMH)

**RFB Closing Date & Time:** **12:00 pm on Friday, November 20, 2026**

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**ADMH RFB Review Date & Time:** **1:00 pm on Friday, November 20, 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: purchasing.dmh@mh.alabama.gov

## ADMH GENERAL TERMS AND CONDITIONS

### I. AUTHORITY

The Alabama 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.

1) To transact/conduct business in the State of Alabama **ALL** business entities domestic and foreign must be registered with the Alabama Secretary of State (SOS) Office to do so. (Domestic means **within** the State of Alabama. Foreign means out-of-state.) **NOTE**: SOS registration is not contingent of a contract. Website: www.sos.alabama.gov

2) If contracted with the State of Alabama, all vendors MUST enroll and actively participate in E-Verify. Website: https://www.e-verify.gov/

3) ALL vendor payments are processed through 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/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 of 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.

## IV. BID REJECTION

Bidders shall not place any qualifications, exceptions, conditions, reservations, limitations, or substitutions in their bid concerning the contract terms, conditions, or specifications. 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 and will not be returned nor will bidder be notified.

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

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--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

### 1. 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.”

### 2. E-VERIFY

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/

### 3. 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.

### 4. 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.

**5. 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

1. PROHIBITED CONTACTS; RFB INQUIRIES

   From the Release Date of this Request for Bid (hereafter referred to as RFB) until a contract is awarded, parties that intend to submit or have submitted an RFB, are **prohibited from communicating** with any members of the Soliciting Party's Team for this transaction who may be identified herein or after the Release Date, or other employees or representatives of the Soliciting Party regarding this RFB or the underlying transaction except the designated RFB contact(s).

2. 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.

3. 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).

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.”

9. PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE:

In accordance with the Uniform Commerciale 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.

10. FREIGHT

Bid is F.O.B. destination. Any freight charge 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.

11. 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.

12. 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.

# HOUSEKEEPING SERVICES for ADMH FACILITIES
# BID SPECIFICATIONS

The purpose of this solicitation is to establish a contract between the Alabama Department of Mental Health (ADMH) and Contractor for provision of Housekeeping Services for Bryce Hospital, Taylor Hardin Secure Medical Facility, and Mary Starke Harper Geriatric Psychiatry Center, all located in Tuscaloosa, AL.

The Contractor shall provide custodial care of floor space at Bryce Hospital, Taylor Hardin Secure Medical Facility, and Mary Starke Harper Geriatric Psychiatry Center, as indicated on the building drawings and room charts supplied by the Facility during mandatory site visit.

The contract shall be for three (3) years with an option to extend for a fourth and fifth year with the same pricing, terms and conditions if requested by ADMH and agreed upon by the Contractor.

Contract may be terminated by either party with a sixty (60) day written notice. Upon termination of contract, Contractor shall surrender peaceable possession of the premises and all property of every kind furnished by the Facility in as good condition as when received, taking into consideration ordinary wear, tear, depreciation and supply consumption.

The contract involves working in areas with patients hospitalized for treatment of mental illness.

The Contractor shall furnish all supplies, labor, supervision, management, support, appropriate transportation to handle equipment and materials to provide a complete hospital aseptic management system, as described herein, and supplemented by the "Policy and Procedure Manual for the Housekeeping Department" at Bryce Hospital, Taylor Hardin Secure Medical Facility, and Mary Starke Harper Geriatric Psychiatry Center.

All references to functions of buildings/units/rooms/areas are given as they exist at contract commencement date. Such references do not necessarily indicate that these function designations will remain the same. The functions may be changed by the facility. The building/unit/room/area charts shall be adjusted by contract modification if the building/unit/room/area number or scope of work is affected.

Listed below are the coverage areas and the requirements for cleaning:

## FACILITY TOTAL SQUARE FOOTAGE

1. BRYCE HOSPITAL
   Monday – Friday 266,800
   Saturday, Sunday & Holidays 138,000
2. TAYLOR HARDIN SECURE MEDICAL
   Monday – Friday 143,640
   Saturday, Sunday & Holidays 101,697
3. MARY STARKE HARPER
   Monday – Friday 96,360
   Saturday, Sunday & Holidays 51,500

**TOTAL SF: 797,997**

The expectation is that the facilities are maintained in continuous compliance with Joint Commission, CMS (as applicable), Medicaid/Medicare and LCS standards and regulations (as well as ADMH Policies and Procedures) regardless of number of daily hours.

## I. CONTRACTOR SERVICES

### 1. CORPORATE EXPERIENCE REQUIRED

a. Corporate Experience Requirements: The Contractor must have experience in managing and performing an aseptic management system program, as described herein.

This experience must have been as a result of the Contractor being regularly engaged in the business of providing aseptic services for the past five (5) years.

**2. DIRECTOR OF HOUSEKEEPING**

a. As part of the service to be provided, the Contractor shall provide a full-time Director of Housekeeping on site daily to manage and monitor Housekeeping Services at Bryce Hospital, Taylor Hardin Secure Medical and Mary Starke Harper Center. The Director of Housekeeping Services will report directly to the Facility Directors and to the Plant Operations Director.

b. When the Contractor's Director of Housekeeping plans to be absent more than three (3) consecutive working days, (Monday thru Friday and holidays, excluding Saturday and Sunday) the Plant Operations Director or designee is to be notified in writing and informed of the stand-in representative with at least two (2) years of management experience during this absence.

c. In case of termination of the Contractor's Director of Housekeeping, temporary replacement with above defined personnel cannot exceed four (4) weeks before a new fully qualified approved Director of Housekeeping is totally functional on site.

d. The Contractor's Director of Housekeeping shall establish and maintain a complete inventory control system for all items purchased.

**3. TRAINING OF HOUSEKEEPING WORK FORCE**

a. Contractor's Director or Supervisor shall be responsible for training appropriately to the satisfaction of Plant Operations Director or the designated Supervisor.

b. Contractor shall provide training for employees to include but not limited to the following topics:

i. A general orientation of basic bacteriological concepts and infection control, relating duty functions to these areas. The requirements of this program shall be provided by the Facility's Infection Control Program.

ii. Complete instructions on obtaining, use, and care of supplies and equipment, and selection and management of cleaning supplies.

iii. Duties of each employee and techniques for measuring quality of work performance (including evaluation of cleaning effectiveness)

iv. Familiarization with applicable facility and local regulations and policies (including Fire Prevention, Safety Program, Patient/Residents Rights and appropriate Disaster Plan). Summary shall be posted in Contractor's office for visual review/reference at all times.

v. Familiarization with all facility housekeeping related Procedure Manuals. A current housekeeping manual shall be maintained in each janitorial closet for reference and review.

vi. Role of housekeeping in the Health Facility and its effect on the health and well-being of patients.

vii. Employee personal hygiene.

viii. Adhere to all work scheduled.

ix. Documentation of completion of scheduled work.

x. Documentation of an appropriate in-service training outline of all Contractor's employees (completion verified by appropriate housekeeping Supervisor) shall be maintained by the designated Contractor's Supervisory Staff and shall be open for review by the Plant Operations Director upon request. ADMH reserves the right to recommend more in-service training or discharge of Contractor's employee if justifiable or substantiating evidence is demonstrated or illustrated that the employee is not competent to perform duties. ADMH reserves the right to require the Contractor provide documentation of all in-service training provided to the Contractor's employees both prior to starting work and any provided thereafter.

xi. Contractor's employees shall be required to complete an ADMH/Facility specific orientation process to be determined by the ADMH/Facility and presented by the Facility's Staff Development Office before reporting to work.

## II. UNIFORMS

1. **ALL Contractor's employees shall wear contractor-provided standard uniforms which are clearly distinguishable. The uniform shall include a shirt or blouse, and slacks or skirt, or dress. Housekeeping personnel will follow ADMH Departmental Policy 70-30 and assigned Facility's Hospital Policy/Supplements pertaining to dress code for proper work attire.**
2. **All Contractor employees shall display on their uniform, legible identification that includes the employee's name and the Contractor's name; i.e. badge.**
3. **Contractor's employees shall wear special protective clothing and shoe covers when required.**

## III. PERSONAL HYGIENE

1. The Contractor's employees shall be free of body odor and wear a clean uniform every day. Fingernails shall be clean and free of dirt. Hair must be neatly combed.

## IV. HEALTH SCREEN REQUIREMENTS

1. Prior to placement at a Facility, the Contractor will provide ADMH/Facility Human Resource Department and/or Facility Infection Control/Employee Health Nurse with a signed medical certification for each employee to be placed. The certification will confirm the employee has been administered a two-step TB skin test and/or a chest x-ray (as medically appropriate) and confirm that the employee does not have communicable disease that will prevent the Contractor employee from placement at a Facility. A health screen will be completed as necessary (annually) to meet criteria for performing work in an aseptic surrounding in accordance with ADMH/Facility policy and practices.
2. The Contractor is responsible for reporting to the Facility all information necessary to assure that facility records are correct, and comply with Medicare, Medicaid, CMS (as applicable) and TJC Compliance requirements.
3. Contractor's employees must be vaccinated for Hepatitis B. Valid documentation indicating confirmation of Hepatitis B vaccine must be furnished prior to any contract employee being allowed to report for duty.
4. Contractor's employees may be required vaccination for flu and other communicable health issues as may be required of ADMH/Facility employees.

## V. SECURITY

1. Contractor will conduct employee reference checks on their employees with prior employees, and the requirement that any previously employed mental health employees not recommended for re-employment by the ADMH be excluded from being assigned to work anywhere on ADMH Facility grounds.
2. No one who is employed with Contractor and provides service on Hospital grounds can be listed on the U.S. Office of the Inspector General (Health and Human Services) sanction list/ Medicare Sanction List (available from Facility Financial Services/HR). It is the Contractor's responsibility to confirm that their employees are not listed.
3. In consideration that Contractor's employees perform work assignments in patient occupied areas of the facilities and such requirements are required and completed on ADMH employees prior to employment in accordance with ADMH policy, the Contractor will be required, at the Contractor's expense, to provide the ADMH facility Human Resource Department signed documentation confirming the Contractor completed nationwide, pre-employment criminal conviction background check on each Contractor employee prior to the employee starting work at a facility. In the event a criminal conviction is found the Contractor will not be permitted to place the Contractor's employee in a facility unless the Contractor's employee is approved by ADMH facility Human Resources Departments in accordance with ADMH Policy and Practices. Reference: ADMH Policy 60-82, Pre-employment Background Checks on Prospective Employees.
4. Contractor's employees will perform work assignments in patient occupied areas of the facility and all requirements will be completed prior to working in patient occupied areas prior to employment in accordance with ADMH policy, the Contractor will, at the Contractor's expense, provide the ADMH facility Human Resource Department signed documentation confirming the Contractor completed a pre-employment drug screen on each contractor employee prior to the employee start date and as specified by ADMH policy 70-25, Drug Testing. (Currently the ADMH requires at minimum a 10-panal drug screen.
5. Facility reserves the right to request random drug testing. Testing will be on an individual basis as conditions warrant such action. Reference: ADMH policy 70-20, Drug Free Work Place and ADMH Policy 70-25, Drug Testing.

## VI. ALL MENTAL HEALTH CAMPUSES (BUILDING AND GROUND) ARE SMOKE FREE

Eating by the Contractor's employees is permitted in designated areas only. The ADMH Plant Operations Director or Facility designee has the right to intervene and make recommendations to Contractor based upon observation and complaints of the demeanor of the Contractor's employee.

## VII. QUALITY CONTROL

1. **Contractor Quality Control Improvement Program (QC/I):**
    a. The Contractor shall have a Quality Control /Improvement Program to assure all requirements of the contract are provided as specified.
    b. Contractor shall submit a written QC/I plan with bid. Otherwise, the bid may be rejected. The QC/I plan shall include but not be limited to the following:
        i. Performance standards shall be developed for each of the areas specified in the contract and housekeeping policies and procedures. Criteria to be measured to determine compliance with each of the performance standards shall be provided.
        ii. A review of some of the criteria for each of the performance standards shall be conducted daily so that each of the criteria has been reviewed at least twice a week. The daily reviews should be conducted in such a fashion that each service, for each area in which the service is provided and each shift on which the service is provided has a minimum of four (4) reviews every two (2) weeks. Data from each of these reviews shall be recorded as the review occurs and collated at the end of each month to determine compliance standards. For any performance standard which falls below the acceptable level (threshold/trigger) as evidenced by the results of the monthly report, an action plan shall be submitted within a one (1) week period outlining how the deficient performance standard will be brought into compliance. Weekly reports shall be provided until the performance standard is at an acceptable level.
        iii. Follow-up reports shall be submitted to the Facility's Designee in the stipulated time frame.
        iv. The Facility shall utilize the criteria for each performance standard in their reviews of the Contractor's compliance with the contract. If additional criteria are determined to be required, these shall be agreed upon by the Contractor and the Facility's Designee.
        v. The Facility's Designee shall schedule meetings at least monthly but more often if deemed necessary to review deficiencies, action plans for corrections and identify other potential areas for improvement.
        vi. The Facilities shall provide a quarterly report to the Facility's OPPI Department as to compliance with performance standards. For any performance standard which has been deficient during that quarter, a narrative report as to actions taken and the effectiveness of these actions shall also be provided.
        vii. Hospital Quality Assurance: The Facility shall monitor the Contractor's performance under this contract using in part the methods of surveillance provided at site visit.
        viii. The Facility will use an established quality assurance environmental deficiency inspection schedule to monitor the performance of the Contractor. This schedule shall provide oral and written feedback/ documentation.
        ix. A scheduled weekly supervisory meeting by the Contractor and the Director Housekeeping Services shall be held to communicate/interface on ongoing housekeeping deficiencies and to identify potential quality assurance problems.
        x. A monthly (or as needed) quality assurance meeting with Plant Operation Director or designee shall be held until all QA problems identified are resolved.

## VIII. BUILDING SECURITY

1. **KEYS:** The Contractor shall be provided keys or allowed access to all buildings, areas and rooms requiring cleaning. Keys provided to the Contractor are not to be duplicated or removed from the premises.
2. Written procedures covering key control shall be included in the Contractor's procedures manual, the Contractor shall be responsible for immediately reporting the occurrence of a

lost key to the Facility Police Department. The contractor will be charged $10.00 for the replacement of any lost key.

3. Contractor's employees shall not allow anyone use of any key in their possession. They shall not open locked buildings, rooms, or areas to permit entrance by persons other than Contractor's employees performing assigned duties. All buildings/rooms/areas requiring to be locked shall not be left unattended during the cleaning process and shall be locked by Contractor's employees after completion of the cleaning duties.
4. **Contractor's personnel shall turn off all lights in unoccupied areas.**

## IX. SAFETY

1. The Contractor shall display appropriate warning signs in all areas where housekeeping operations may cause traffic obstruction or safety hazard, warning signs shall be promptly moved after the target area has been cleared, dried, etc.
2. Contractor's employee shall interrupt their work at any time to allow passage of patients, personnel, equipment, or carts.
3. The cleaning of lobbies and corridors resulting in temporarily wet or slippery floor surface shall be accomplished when possible so that it will not be necessary for Facility personnel or patients to cross the wet surface to gain access to other areas.
4. Custodial carts shall at all times be within arm's reach during the cleaning process in patients' area.

## X. HANDLING/CLEANING OF FURNITURE/EQUIPMENT THAT IS PLUGGED IN FOR RECHARGING IS NOT TO BE UNPLUGGED.

1. Wheelchairs, bathtubs, geriatric chairs, wheeled stretchers, examination tables, gurneys and all other furniture/equipment shall be cleaned in accordance with contractor's procedures. The
2. Contractor is responsible for moving all other furniture and equipment to allow cleaning under, around and behind it. The Contractor is also responsible for cleaning all furniture and equipment and performing all bed washing duties.
3. Contractor's employees shall always prepare dust mops with an approved dust mop treatment before going onto units/sections/areas.
4. Contractor's employees shall always dust/polish with an approved polish by spraying a fine mist of polish onto cloth, not directly onto furniture. Contractor shall not allow over-spray mist.

## XI. DISASTER SUPPORT

1. The Contractor shall be familiar with the Disaster Control Plan for the facility and shall participate in exercises.
2. Disaster procedures shall include instructions as to the involvement that may be required of Contractor's employees

## XII. CLASSIFICATION OF AREAS

1. Patient use/visiting areas are those areas (identified as such on the building/unit/room/area charts) that the patients occupy, use or visit while in the facility such as patient rooms, examination rooms, nurses' stations toilet facilities, etc. These areas require thorough cleaning by strict aseptic procedures. Toilet facilities in high use areas such as section toilets and showers and staff and visitation areas are directly related to patient welfare. These areas shall be cleaned twice or more daily.
2. The other areas within the Facility not classified as patient use/visiting areas do not require maximum aseptic procedures.
3. The Contractor shall use written procedures that provide the protection needed to control cross contamination.
4. The Contractor will be required to empty all outside containers daily.
5. The Contractor will be required to clean all grills and covers in each building/unit/room/area by using a vacuum suction system and lint free rag with appropriate germicide solution. Use of dust mops of any type with this procedure is not permitted due to infection control problems.

## DEFINITIONS:

1. Covers are those parts of the registers, diffusers and grills (heating and air conditioning system) that are removable to provide access for cleaning of ducts.
2. Circulating air vents in section/toilet/shower areas are an example of grills.
3. Interior windows, interior detention screens, walls, and floors are to be cleaned as part of category A and B cleaning; exterior covers are those parts of the register, diffusers

and grills that are accessible to clean without removal and are to be cleaned as category A or B. Ensure that screens are secured after cleaning.

**FACILITY FURNISHED PROPERTY AND SERVICES**

1. The facility will provide facilities, utilities, services and materials as set forth herein.
2. The facility shall provide the space identified for the Contractor to use as office space, supply and equipment storage, including housekeeping closets.

**CONTRACTOR FURNISHED ITEMS:**

1. The Contractor shall furnish and maintain all necessary equipment.

## XIII. ADMINISTRATIVE

The Contractor shall provide all administrative task necessary to assure performance of the aseptic services, including but not limited to work scheduling and facility defects reporting.

1. An annual performance evaluation, based on job description shall be conducted by the Contractor on each of its employees. Documentation of the completion of annual performance evaluations shall be provided to the Facility's Personnel Department.
2. The Contractor's work schedules shall include the date, crew types (housekeepers, stripping/ waxing crews, detail persons and outer area workers, show the phasing of work by buildings/units/rooms/areas throughout the work period, and show the scheduled time of completion of each building/unit/room/area. Schedules of all work crews shall be provided in writing to the Facility Designee. When Facility defects are found they shall be reported, in writing, to the Facility Designee by the end of the work shift. The Contractor shall provide a Contract Supervisor for any crew working after normal workday ends or on special projects, such as waxing and buffing, to ensure jobs are satisfactorily completed and the areas they are working in are secured.
3. The responsible Contract Supervisor shall furnish in advance, in writing, schedules of stripping, waxing and buffing, and major carpet cleaning and shampooing by building/ unit/room/area to Plant Operations Director or Designee so appropriate notification can be issued to responsible Facility Unit Director/Staff for their preparation and action. Any changes in planned schedule are to be justified and promptly relayed to the Plant Operations Director or Designee by the Contractor's Director of Housekeeping with an alternate or recovery time schedule outline;
4. the Contractor shall have a written/posted personnel roster which shall be maintained
5. current. Contractor shall have roster available for review by the Plant Operations or Designee as needed. The Contractor shall notify the Plant Operations Director or Designee of personnel shortage daily and identify method to recover/maintain and complete established work schedules.
6. Contractor's Housekeeping Supervisors shall perform a building/unit/room/areas walk-through inspection with Facility Designees on a monthly and an 'as needed' basis.
7. Housekeeping Methods: All building/units/rooms/areas are to be re-inspected and receive cleaning, protection and beautification in accordance with individual writing procedures which specify the proper solutions and mixture appropriate for the building/ unit/room/area location within the facility.
8. Procedure and Quality Control/Improvement Program shall specify the housekeeping methods and quality control/improvement methods Contractor shall use to perform all services and assure performance of all services necessary to provide a totally clean environment.
9. The Contractor shall furnish to the Facility a copy of the Housekeeping and Quality Control/Improvement Methods.

**CATEGORIES OF TIME**

There are four (4) categories of time Housekeeping Services are required to be performed:

# CATEGORY "A" – 7 DAYS PER WEEK
# CATEGORY "B" – WEEKDAYS (MONDAY THROUGH FRIDAY) MINIMUM
# CATEGORY "C" – PROJECT/CYCLE CLEANING (PERIODIC)
# CATEGORY "D" – TWICE A DAY, 5 DAYS A WEEK

The Contractor shall determine the number of times per day Category A and Category B services are required and shall perform services in all buildings/units/rooms/areas charts to assure that cleanliness meets the “total clean” requirements upon completion of scheduled cleaning. Toilet facilities (high use) such as section toilet/showers, staff or visitation areas are directly connected with patient welfare; therefore, they shall be cleaned twice or more daily. The Contractor shall also determine the exact day-by-day scheduling of all Category C cleaning. All Category A, B and C determinations shall be stated in the work schedules.

Patient unit checkout cleaning is a seven (7) day per week required service. During day shift, the Contractor shall begin the cleaning within sixty (60) minutes of the time that the Contractor is notified that the room is ready for cleaning. Cleaning shall continue without interruption until the task is complete.

## DEFICIENCY REPORTING GUIDELINES

### PHASE I FACILITY – CREATE REPORT

A. Establish control boards in office area
B. Stock environmental deficiency report forms in housekeeping office
C. Perform inspection of the unit or areas as listed on schedule. Complete forms outlined above. Date and sign completed. inspection form
D. Enter the next day’s date on the form where it states “Date to Contractor”.
E. Enter a date six (6) days later on the form where it states “Contractor Return Date”.
F. Make a copy of deficiency report and forward a copy to the Contractor the day after a unit or area is completed. Return for suspense file.
G. Place copy on board and use as reference to ensure that the Contractor returns report in the allowed time. Contractor shall be allowed five (5) to seven (7) working days to correct deficiencies and return form for re-inspection.

### PHASE II CONTRACTOR – RESPONSE

A. Received deficiency reports, corrects problems noted, dates and initials deficiency report verifying that deficiencies have been corrected.
B. Returns the deficiency report on the date specified in Contractor return date. Contractor must respond by the date specified.

### PHASE III FACILITY RE-INSPECTION

A. Receive deficiency report form from Contractor within allotted days and starts re-inspection of unit/areas as outlined in schedule.
B. Perform re-inspection and note acceptable or unacceptable performance on deficiency report form, initial and date.
C. Serious deficiencies shall be brought to the immediate attention of Contractor. Other deficiencies shall be listed as a deficiency on the next inspection report for that specific unit or area.

### PHASE IV FACILITY AND CONTRACTOR – SPECIAL COMMENTS

A. Use special comments as necessary to communicate a specific problem or offer a recommendation.
B. Enter a date by comments to eliminate confusion.

### PHASE V FACILITY FILING PROCEDURES

A. Make a copy of completed deficiency report after steps A, B and C of form are completed for a specific unit or area and forward a copy to contractor for their files.
B. Remove suspense copy from control board for that unit or area and replace it with the completed form. This is now the master control copy for the permanent file.
C. This process continues until all units and areas are completed as outlined in schedule for the month.
D. Send copies of completed reports on all units/areas to the Infection Control Nurse as appropriate.
E. Housekeeping shall remove all completed environmental deficiency reports at the end of the month and place in permanent file.

F. Place new forms onto control board at the beginning of the next month to start inspecting process again.

**PHASE VI FACILITY OPPI REPORTING**

A. Facility shall inspect the entire facility a minimum of twice a month on a ten (10) day rotation schedule. Should a QC/I problem occur the Facility shall identify and report problems to the QC/I Committee as outlined by policy.

## XIV. BID REQUIREMENTS

**PAYMENT**

Payment of services rendered shall be made monthly after submission of correct invoice. Incorrect invoices shall be returned to the contractor. Contractor shall submit invoice with inspection report to the Facility Accounts Payable Department. ADMH utilizes a standard Net 30 payment term, where payment is due thirty (30) days from the invoice date.

**LIABILITY INSURANCE**

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

Public liability insurance in an amount not less than five hundred thousand dollars ($500,000.00) for bodily injuries, including wrongful death in an amount no less than one million dollars (I,000,000.00) for damage on account of all accidents.

Property liability insurance in an 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 (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).

**E VERIFY:**

Contractor understands that Contractor shall provide a complete copy of the E-verify Memorandum of Understanding (MOU) which is generated when the business entity or employer enroll in the program bearing the number assigned to the MOU by Homeland Security; establishing that the business entity has registered to participate and will actively participate in the E-verify for the duration of the contract, and shall verify every employee who is required to be verified according to the applicable Federal rules and regulations.

**SITE VISITS**

Site visits are required. Before submitting a bid, the Bidder shall carefully examine the documents, visit the site, and observe the nature and visible conditions, and shall accept the site as found.

**Mandatory Site Visit**

**October 20, 2026**

Taylor Hardin Secured Medical Center
1301 Jack Warner Pkwy
Tuscaloosa, AL 35404
POC: Bob White (205) 507-8292 or (205) 393-0860c

**October 21, 2026**

Bryce Hospital,
1651 Ruby Tyler Pkway,
Tuscaloosa AL 35404
POC: Bob White 205-507-8292 or 205-393-0860c

**October 22, 2026**

Mary Starke Harper Geriatric Center

115 Harper Ct.
Tuscaloosa, AL 35401
POC: Bob White 205-507-8292 or 205-393-0860c

**BID REQUIREMENT DOCUMENTS:**

- Proof of Insurance
- QC/I Plan
- Proof of Aseptic Services
- E-Verify MOU

**The submission of additional documents may be required, please read this RFB in its entirety.**

**IMPORTANT NOTES**

- Each Bidder by making bid, represents that they have read and understand the bid documents, and that they have visited the site and are familiar with all local conditions affecting service.
- To offer a bid for provision of housekeeping services, on the price sheet provide the monthly service charge for the facility listed.
- Bid must be signed and notarized. Original and two (2) copies
- All questions must be received via email purchasing.dmh@mh.alabama.gov
- Bid Bond: Not required

**AWARD**

Award shall be made to the lowest responsible bidder meeting all specifications. Award may be made by facility as determined by department to be in the best interest of the department. The department reserves the right to reject any or all bids. The department reserves the right to award to more than one vendor.

**PERFORMANCE**

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

Successful bidders shall comply with the requirements of the bid. If a contractor fails to perform, the department reserves the right to take remedial action including cancellation of the contract for cause (default). Cause is defined as failure to: (A) meet requirements of the Bid terms and conditions, and/or (B) correct deficiencies upon receipt of notice. Failure to maintain satisfactory performance after notice will be sufficient cause for immediate cancellation of the contract. In the event of default, the department may make an award to the next highest bidder or re-bid at its discretion.

Should a contractor provide poor quality service, that contractor will be considered in default and so notified in writing. The contractor shall be given ten (10) business days from the date of complaint to reply with a written response and corrective action(s). Failure to maintain satisfactory performance after two (2) such notices will be sufficient cause for immediate cancellation of the contract and disqualification from future contract consideration.

## SCHEDULE OF EVENTS

### RFB for HOUSEKEEPING SERVICES

The following RFB Schedule of Events represents 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 |
|---|---|---|
| October 9, 2026 | RFB Release | ADMH Website and STAARs website |
| October 20-22, 2026 | **Mandatory Site Visit** | See Bid Requirement Section for various sites |
| October 28, 2026 | Deadline for RFB questions.<br>**Submit in Word—No tables** | Email to Purchasing.dmh@mh.alabama.gov |
| November 4, 2026 | RFB Q&A to be posted for review | ADMH website www.mh.alabama.gov |
| November 20, 2026 | **RFB Submissions Deadline 12pm**<br>3 (three) signed and notarized<br>*1 (one) original and 2 (two) copies. | USPS or FedEx or UPS*<br>(Review Section III, #1) |
| November 20, 2026 | ADMH RFB Review Date<br>**1pm** | |
| The RFB is posted on ADMH website at www.mh.alabama.gov for review. | | |

| ***Regular mail**: | ***Courier**: |
|---|---|
| AL Department of Mental Health<br>Office of Contracts & Purchasing<br>RSA Union Building<br>PO Box 301410<br>Montgomery, AL 36130 | AL Department of Mental Health<br>Office of Contracts & Purchasing<br>RSA Union Building<br>100 N. Union St., Suite 570<br>Montgomery, AL 36104 |