State of Alabama
Department of Mental Health
Central Purchasing
Solicitation

Solicitation	Document Phase	Document Description
RFB 061 27000000601	Final	HVAC System Maintenance
Procurement Folder	**Creation Date**	**Print Date**
2442008	10/13/26	10/13/26

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: 10/13/26

to: 11/30/26 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

_____
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: 91036 **Quantity:** 1.00000

Commodity Description: Heating, Air Conditioning, and Ventilation **Unit:** Month

Extended Amount: **Unit Price:**

Preferred Vendor:

Extended Description:

Heating, Air Conditioning, and Ventilation Maintenance, Repair and Installation Services for Taylor Hardin Secured Medical Facility

Heating, Air Conditioning, and Ventilation Maintenance, Repair and Installation Services

SHIPPING AND BILLING

Shipping

TAYLOR HARDIN
BUSINESS OFFICE / 205-462-4500
1301 JACK WARNER PKWY, NE
TUSCALOOSA, AL 35404

Delivery Date:

Billing

TAYLOR HARDIN SECURE MED FACILITY ACCOUNTS PAYABLE
BUSINESS OFFICE / 205-462-4500
1301 JACK WARNER PKWY, NE
TUSCALOOSA, AL 35404
USA

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.

STATE OF ALABAMA
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 13, 2026

Dear Vendor:

The Alabama Department of Mental Health (ADMH) is soliciting Request for Bids (RFB) to provide heating and air conditioning (HVAC) system maintenance for Taylor Hardin Secured Medical Facility (THSMF). RFBs will be accepted until **12:00 pm on Monday, November 30, 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 Office of Contracts & Purchasing RSA Union Building PO Box 301410 Montgomery, AL 36130	AL Department of Mental Health Office of Contracts & Purchasing RSA Union Building 100 N. Union St., Suite 570 Montgomery, AL 36104

Sincerely,

Leola Rogers

Leola Rogers
Office of Contracts & Purchasing

Organization: ALABAMA DEPARTMENT OF MENTAL HEALTH (ADMH)

RFB Closing Date & Time: **12:00 pm on Monday, November 30, 2026**

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ADMH RFB Review Date & Time: **1:00 pm on Monday, November 30, 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:

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

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.

VII. BID SPECIFICATIONS

ALABAMA DEPARTMENT OF MENTAL HEALTH
HEATING AND AIR CONDITIONING SYSTEM MAINTENANCE SPECIFICATIONS

The purpose of this solicitation is to establish a contract(s) to provide Heating and Air Conditioning (HVAC) System Maintenance for the following facility listed herein of the Alabama Department of Mental Health (ADMH): Taylor Hardin Secured Medical Facility (THSMF)

The Contractor shall furnish all labor, equipment, materials, parts, and components to maintain the heating and air conditioning system at Taylor Hardin Secured Medical Facility all located in Tuscaloosa, Alabama in first class working condition in accordance with the highest standards or workmanship.

The contract shall be for two years or twenty-four (24) months with an option to extend for a third, fourth and fifth twelve (12) month period under the same pricing, terms and conditions if requested by ADMH an agreed upon by Contractor.

Any contract or order resulting from this bid may be terminated due to lack of funds or may be cancelled upon thirty (30) days written notice by either party.

The Department shall be invoiced at Facility and paid monthly in arrears.

The Contractor's primary business shall be that of supplying, testing, and servicing large heating and air conditioning systems and have full-time personnel available to the Department. Contractor shall be familiar with and able to service heating and air conditioning and temperature control systems.

The Department reserves the right to amend the contract to add or delete equipment should need arise during the term of the contract.

TAYLOR HARDIN SECURE MENICAL FACILITY – 1301 JACK WARNER PKWY.
TUSCALOOSA, AL
EQUIPMENT:

MAIN BUILDING AIR HANDLER UNITS and ROOFTOP UNITS:

AHU#1 DAIKIN AIR HANDLER MODEL# CAH018GDGM
AHU#2 DAIKIN AIR HANDLER MODEL# CAH007GDGM
AHU#3 DAIKIN AIR HANDLER MODEL# CAH016GDGM
AHU#4 DAIKIN AIR HANDLER MODEL# CAH009GDGM
AHU#6 DAIKIN AIR HANDLER MODEL# CAH016GDGM
AHU#7 DAIKIN AIR HANDLER MODEL# CAH016GDGM
AHU#8 DAIKIN AIR HANDLER MODEL# CAH023GDGM
AHU#9 DAIKIN AIR HANDLER MODEL# CAH022GDGM
AHU#10 DAIKIN AIR HANDLER MODEL# CAH013GDGM

RTU#11 DAIKIN AIR HANDLER MODEL# OAH022GDGM
RTU#12 DAIKIN AIR HANDLER MODEL# OAH014GDGM
RTU#13 DAIKIN AIR HANDLER MODEL# OAH022GDGM
RTU#14 DAIKIN AIR HANDLER MODEL# OAH022GDGM
RTU#15 DAIKIN AIR HANDLER MODEL# OAH014GDGM
RTU#16 DAIKIN AIR HANDLER MODEL# OAH022GDGM

RTU#17 DAIKIN AIR HANDLER MODEL# OAH008GDGM
RTU#18 DAIKIN AIR HANDLER MODEL# OAH008GDGM

ERU#1 ENERGY RECOVERY UNIT MODEL# CAH006GDGM
ERU#2 ENERGY RECOVERY UNIT MODEL# CAH006GDGM

DAIKIN DOAS UNIT MODEL# DPS005A

26 DAIKIN FAN COIL UNITS
129 VARIABLE AIR VOLUME (VAV) TERMINAL UNITS
68 EXHAUST FANS
TWO (2) A.O SMITH WATER HEATER (GAS) MODEL #BTH199300
EIGHT (8) DAIKIN 1.5-TON WALL MOUNTED COOLING ONLY SYSTEM
INDOOR SYSTEM MODEL# FTK18AXVJU
OUTDOOR SYSTEM MODEL# RK18AXVJU
TWO (2) DAIKIN 2.5-TON WALL MOUNTED COOLING ONLY SYSTEM
INDOOR SYSTEM MODEL#FTXS30LVJURKS30LVJU
OUTDOOR SYSTEM MODEL# RKS30/36LVJU
FIVE (5) DAIKIN 0.75 TON
ONE (1) AO SMITH HOLDING TANK MODEL#TJVT500A
TWO (2) CIRCULATING PUMPS MODEL# B&G PL36
TWO (2) CIRCULATING PUMPS MODEL# B&G PL30
TWO (2) AO SMITH WATER HEATERS MODEL#XWX-500

- TWO (2) DOMESTIC WATER HEATERS (LAUNDRY & KITCHEN)
- ONE (1) TRANE/AMERICAN STANDARD 5 TON AIR CONDITIONING/ HEATING UNIT INSIDE MODEL#TEM4A0C60S51SBA OUTSIDE MODEL #4A6C4060A3000AB
- ONE (1) GREENHECK ENERGY RECOVERY UNIT WITH PACKAGED DX MODEL #RECH-90-30L-CW-HW-01

All locations within Taylor Hardin Secure Medical Facility:

Ventilating fans including: smoke removal exhaust fans, exhaust and supply fans. Service will begin at the interface point on the fire alarm system and include any dampers, controls and linkages. These fans, controls, dampers and linkages will be tested and serviced annually and repaired as needed.

Dampers and fire dampers interfaced with the HVAC System in the mechanical rooms and central utilities. Service for five dampers will begin at the interface point on the fire alarm system and include the dampers, control and mechanical linkages. These dampers, fire dampers, controls and mechanical linkages will be tested and serviced annually and repaired as needed.

Cooling unit in mechanical room 5 where the fire alarm panel is located.

- FOUR (4) GYM ROOF 5 TON PACKAGE AIR CONDITIONING UNITS CARRIER MODEL #50TF006-6
- ONE (1) TRANE/AMERICAN STANDARD 5 TON AIR CONDITIONING/ HEATING UNIT INSIDE MODEL #GAM5BOC60M51EAA OUTSIDE MODEL #4TWA3060B3000AA

Service to be provided:

A. The contract shall cover all scheduled and emergency preventative maintenance inspections. Within thirty (30) days after receipt of contract award, the contractor shall complete the first inspection at THSMF. Thereafter, Contractor shall make and follow a regular systematic preventative maintenance schedule as follows for the contract period.

B. Each inspection visit shall include but not limited to the following preventative maintenance task as scheduled.

- M = Monthly
- Q = Quarterly
- S = Semi-Annually
- A = Annually

1. CONTROL CENTER (CHECK AND CALIBRATE)
-Safety Cut Off Points **M**
-Operating Control Points **M**
-Indicator Light Operations **M**
-Gauge Accuracy **M**
-Control Panel Electrical Connections **M**

2. TEMPERATURE CONTROL SYSTEM
-Calibrate and Check Room T'Stats in all Bldgs **S**
-Calibrate and Check Controllers and Transmitters **S**
-Check Automatic Control Valves **S**
-Check Dampers **S**
-Check Safeties **M**

3. PUMPS
-Tighten all Nuts and Stud Bolts **M**
-Check Motor Mounts, Realign as Required, Replace Worn Shaft Couplings **M**
-Inspect Electrical Connections and Contactors **S**
-Lubricate Pump and Motor **M**
-Purge and Check GPM Flow and Head Pressure **A**
-Check and Exercise all Hand Valves **S**

4. AIR HANDLING UNITS
-Clean Dust, Dirt, and Grease from Unit **Q**
-Inspect Belts and Replace if Needed. Multi-Belts be Replaced in Matched Sets. Check for Proper Tension **Q**
-Check Bearings for Wear and Alignment **Q**
-Grease Bearings **Q**
-Inspect Pulleys for Wear and Alignment **Q**
-Check Motor and Fan for Noise and for Vibrations **Q**
-Inspect and Clean Dampers, Control Cylinders and Linkage **Q**
-Inspect all Electrical Connections **Q**
-Inspect Coils for Cleanliness: If Dirty Clean **Q**
-Check Coils for Water Leaks **Q**
-Replace Filters – MERV 8, 10, 13 **Q**
-Inspect Starters and Connectors **Q**
-Inspect and Clean Reheat Coils in Duct **Q**

-Clean Drain Pan and Pipe, Flush if Needed **Q**
-Check Units and Piping for Water Leaks **Q**
-Check Mechanical Room for Cleanliness **Q**
-Furnish and Replace HEPA Filters MERV 17 **Q**
-UV Air Purifier System in all AHU's and RTU's

5. CONTROL CENTER SYSTEM
-Check Safety Points to be Sure That Safety Cut-Outs are Set Correctly **M**
-Check all Indicator Lights **M**
-Check Gauge for Accuracy and Insure Wire Connections are Tight **M**

6. DOMESTIC HOT WATER AND TREATMENT CONTROL SYSTEM
-Service in Accordance with Manufacturer's Instructions **M**

7. ALL OTHER SYSTEM COMPONENTS
-Service in Accordance with Manufacturer's Instructions **M**

A. During the inspection visit, the contractor shall perform all recommended preventative maintenance tasks and make all repairs to Heating and Air Conditioning Systems as required to maintain the systems in first class working condition in accordance with the highest standard of workmanship.

B. Contractor shall furnish a complete report after each visit to the Facility. This report will detail actual work performed, required maintenance procedures accomplished with the respective tasking sheets, and/or reporting of all trouble calls with work performed and any additional work required and when the respective work will be completed. If necessary and of a critical nature, the Facility Maintenance Engineer or Representative will be located and the situation discussed prior to the Technician leaving the site.

C. The Contractor shall record overall system operating conditions after completion of inspection to establish a "comparison log" that can be consulted throughout the cooling season.

D. Regularly scheduled, quarterly reviews of system status will be performed with Facility Maintenance Engineer or Representative. This shall be followed up with documentation on the overall status of the system, open and required repairs, additional work that is needed and schedules of when the work will be completed.

E. An inspection report shall be completed for each inspection visit in quadruplicate. Copies shall be signed certifying that preventative maintenance tasks were performed in accordance with manufacturer's instructions and that systems are in good working condition. A copy shall be left with Facility's Engineering Department.

F. In case of emergency, emergency call-back service shall be provided within one and one-half (1 ½) hours maximum time limit. Emergency shall be reported by telephone from the Facility's Engineering Department. This call-back service shall be rendered at any hour of the day of the week as requested, and all labor and materials shall be furnished to repair Heating and Air Conditioning Systems at no extra charge to the Department.

G. The Contractor shall furnish all labor and materials required to repair any damage to heating and air conditioning systems caused by lightning. The Department's property insurance covers lightning damage. Department shall reimburse the Contractor the amount paid by the insurance company. It shall be the Contractor's responsibility to provide documentation of proof of all lightning damage for insurance claims.

H. Work required in the performance of contract shall be performed during the Facility's regular administrative working hours. The Contractor shall notify the Facility's Engineering Department forty-eight (48) hours in advance as to the date of the contemplated inspection. Upon visiting the facility for inspection purposes, the Contractor shall report to the Facility Engineering Director. Upon the completion of the inspection, the Contractor again shall report back to the Engineering Director or Designee.

I. On each inspection visit or emergency call-back, the Contractor shall repair or replace all inoperative heating and air conditioning system components as required to place the existing system back into first class working conditions.

J. The Contractor shall carry in stock an inventory of most commonly used service and repair parts to avoid rescheduled downtime.

K. Contractor shall furnish for all equipment listed in the special terms and conditions: all supplies including but not limited to refrigerants, oils, lubricants, chemicals, and replaceable components or parts such as filters, valves, strainers, electrical components, pumps, compressors, motors, air compressors, control systems parts and components, belts, pump couplings, motor starter, gauges, flow switches, solenoid valves, check valves, temperature control system parts and components, air drier parts and components, air handler unit parts, coils and components, pump parts and components, domestic hot water and temperature control system components, and all other equipment parts, components, and labor required to maintain existing heating and air conditioning system.

NOTE: Isolation valves associated with the equipment listed in this specification and necessary pipe and pipe fittings are to be maintained under this contract.

L. Contractor shall not be responsible for repairing chilled water, hot water, or steam piping. Contractor shall not be responsible for any piece of HVAC equipment in total, which is beyond its expected useful life as specified by ASHRAE Standards and has suffered terminal failure due to metal fatigue in the coils, tube rupture inside the chilled water barrels on the chillers, and cabinet failure due to corrosion or metal fatigue. Units beyond their expected life, which are in sound condition, shall have failure items such as compressors, fan motors, contactors, etc. replaced at Contractor's expense. Sound condition meaning no reoccurring refrigerant leaks in coils, steam leaks in steam coils or water leaks in water coils. The unit cabinets are solid with no panels rested through or fatigue cracks due to vibration. Water coils are cleanable and provide adequate heat transfer to affect a 10-degree delta A across the water side and produce 55 degrees – 58 degrees air after cleaning. DX coils are cleanable with fins in good condition.

M. The Contractor shall furnish answering service telephone numbers, home phone numbers, and office phone numbers of service technicians and a list of qualified service technicians under this contract within five (5) days of award of contract.

N. The Contractor shall perform "in service training" for all heating and air conditioning technician personnel for all phases of plant operations. The Contractor shall furnish all materials required for this training including video equipment and tapes/CDs/DVDs. All training schedules shall be coordinated through the facility Engineering Department.

O. Contractor shall be available to assist in the startup of the water chemical treatment program.

P. All equipment and appurtenances shall be bid as "as is" basis. There shall be no previous year exception to faulty equipment. The successful bidder accepts on an "as is" basis, total responsibility beginning on the first day of the contract. The successful bidder must perform

specifications as written during the contract period. If the Contractor does not perform the work as specified, the Department shall notify the Contractor in writing of the deficiencies. The Department may cancel the contract if the contract deficiencies are not remedied within thirty (30) days following written notice.

SPECIAL CONDITIONS

A. Contractor agrees to furnish within ten (10) days of receipt of award proof of insurance coverage. Contractor agrees to furnish and maintain comprehensive liability insurance in the amount of 1,000,000 per occurrence; professional liability insurance in the same amount per occurrence/aggregate $3,000,000. Contractor shall provide vehicular insurance for all contract employees and coverage must include vehicles used for business purposes. The Contractor will be responsible for damage to Facility property which may be done by him or anyone in his employ while executing the contract.

B. It is expressly understood that Contractor, as an independent consultant, is responsible for providing the necessary time render the above services in a professional manner and for the related taxes to include, but not limited to FICA, Federal and State Income Taxes, and Worker's Compensation. The Department shall not be responsible for any taxes or related items.

C. The Contractor agrees to procure and maintain while the contract is in effect, Workmen's Compensation and Employers Public Liability Insurance in accordance with the laws of the State of Alabama. The policy shall provide coverage for public liability limits of no less than the amounts required by law.

D. It is understood that all books, records, accounts, and other documents of the Contractor are open to inspection by representative of the State of Alabama, Department of Examiners of Public Accounts.

E. Contractor (or the employee of a Contractor in the case of a corporation) shall not be subject to the provisions of, nor entitled to the benefits of the State Merit System Law.

G. Contractor shall not subcontract any portion of the contract without prior written approval of the Department.

H. Contractor/Company shall have a minimum of five (5) years in business with corresponding experience in the service and maintenance of the complete range of HVAC equipment.

I. Contractor shall have all necessary and required licenses, permits and business license to conduct HVAC business in the State of Alabama. Contractor shall make a site visit **(see bid requirements).**

J. Contractor shall provide proof of qualified Technicians certified to work on Centrifugal Chillers, Air-Cooled Chillers, Cooling Towers, PIU Systems, VAV Systems. A listing of those qualified Technicians and their respective certifications will accompany the bid.

K. Contractor shall provide proof of a minimum of four (4) similar facilities where HVAC service is being provided and included in the bid documents. This listing shall include facility, contact, phone number and other data that is relevant to maintenance performed.

L. Contractor shall have a minimum of five (5) years of service and maintenance experience in electronic and digital controls. Particular requirements will include Barber-Coleman 8000 System, Trane Tracer, Summit System and Honeywell Excel System. Documentation shall be included with the bid.

M. Contractor shall be completely capable of providing computer-generated, in-depth maintenance/service tasking for each piece of the HVAC System. This tasking shall include specific service task descriptions that are relative to each unit of equipment, task types, actual time allocations for each task, and, and intervals for the tasking assignment. This tasking procedure will be in conjunction with the maintenance standards that are included in the proposal documents.

PAYMENT

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

BID REQUIREMENTS:
1. 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 19, 2026
Taylor Hardin Secured Medical Center
1301 Jack Warner Pkwy
Tuscaloosa, AL 35404

Bob White (205) 507-8292 or (205) 393-0860c

2. BID REQUIREMENT DOCUMENTS:
- # Proof of Insurance
- # Proof of Qualified Technicians List
- # Proof of Service in 4 similar facilities
- # Proof of 5 years of service and maintenance experience

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 maintenance service.
- # To offer a bid for provision of heating and air conditioning system maintenance, 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 HVAC System Maintenance for Taylor Hardin Secure Medical Facility
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 13, 2026	RFB Release	ADMH Website and STAARs website
October 19, 2026	**Mandatory Site Visit**	Taylor Hardin Secured Medical Facility 1301 Jack Warner Pkwy Tuscaloosa, Al. 35404
October 28, 2026	Deadline for RFB questions. **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 30, 2026	**RFB Submissions Deadline 12pm** 3 (three) signed and notarized *1 (one) original and 2 (two) copies.	USPS or FedEx or UPS* (Review Section III, #1)
November 30, 2026	ADMH RFB Review Date **1pm**	
The RFB is posted on ADMH website at www.mh.alabama.gov for review.		

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