



**Request for Proposal**  
**Housekeeping Services for AltaPointe Health Systems, Inc.**  
**EastPointe Hospital**

**Company Background**

AltaPointe Health Systems, Inc. (AHS) oversees a community-based, regional system of mental health, substance abuse and intellectual disability service provision in Mobile and Washington counties of Alabama and also will provide psychiatric hospitalization services in Baldwin County in the near future. It operates various inpatient, outpatient, residential and partial hospitalization programs. It is a comprehensive, behavioral health system and committed to meeting community needs by expanding service provision and enhancing the quality of life for everyone it serves.

**Project Description**

AltaPointe is currently seeking a vendor to provide complete housekeeping services to its EastPointe Hospital facility located in Daphne, Alabama. EastPointe Hospital is an 84-bed, 40,000 square-foot, psychiatric inpatient hospital providing acute psychiatric services to adults.

**Special Requirements**

Vendor must be able to provide services in compliance with The Joint Commission, Alabama Department of Public Health, OSHA and other regulatory bodies and third-party guarantors.

**Specifications**

Selected Vendor will be required to furnish MSDS Sheets and an employee safety manual covering a Hazard Communication Program, a Hazard Assessment Plan and an Exposure Control Plan.

A list of products and supplies to be used will be furnished to AltaPointe prior to Vendor selection.

Vendor will supply all equipment and cleaning supplies necessary to perform cleaning services. All equipment will be continually serviced to maintain its efficiency and appearance. Equipment and chemicals must be healthcare-environmentally preferable and conducive to service provision for an inpatient psychiatric healthcare facility. This equipment will include, but not be limited to, cleaner's carts, trash collecting receptacles, mops, buckets, brooms, dusting equipment, vacuum cleaners and buffers. Carts must have locking capability and must be monitored/locked at all times due to the nature of the patients AltaPointe serves.

Vendor will provide and show proof of annual training in infection control and cleaning procedures specific to the needs of a hospital and other healthcare environments. Also, Vendor's employees will attend a specific AltaPointe orientation to learn aspects of working with the population it serves.

Vendor must be able to clean high areas that will require ladders. Vendor also must be able to move equipment such as washing machines and dryers periodically and clean behind them.

AltaPointe hospitals operate on a census-driven staffing pattern. At times, hospital unit size will be reduced or closed according to the census, requiring limited or no janitorial service in a particular hospital unit. Vendor must be willing to adjust its staffing, operations and charges within AltaPointe hospitals according to the census and/or such shut-downs.

Vendor management will at a minimum attend biweekly Environment of Care meetings with Hospital management to discuss provision of services.

Vendor also will maintain and furnish AltaPointe with certificates of insurance certifying that it maintains Worker's Compensation, Unemployment Insurance, Comprehensive Public Liability, Property Damage and Product Liability insurance in amounts of coverage at least equal to the insurance requirements.

Vendor will provide a Working Supervisor who will be located on-site.

Vendor will completely clean each patient room within two hours after patient discharge and immediately prior to any room changes. Staff cleaning the room must be able to move objects (shoes, clothing, patient's belongings) in order to ensure rooms are completely and thoroughly cleaned.

Vendor will clean the dining areas within 30 minutes of the completion of meals being served.

Vendor will perform services that will maintain warranties. This includes but is not limited to practices, products and procedures used on flooring or anything else that requires specific care.

All employees hired by Vendor must be able to meet employment qualifications required for AltaPointe employees including but not limited to providing proof of authorization to hold employment in the United States, pre-employment physical, pre-employment criminal background check and pre-employment drug screen.

Vendor must be able to meet all sanitation/safety requirements set forth by Federal, State and local ordinances in addition to The Joint Commission standards and requirements of other entities with which AltaPointe conducts business.

Vendor will provide AltaPointe with a total monthly charge broken down by labor, supervision, materials, equipment and administrative costs (payroll, payroll taxes, insurance, etc.). This will include all costs of operation, including the monthly charge for Vendor cost of administration/management fee within twenty (20) business days after the end of each month.

Vendor will provide the following with bid documents:

- Daily Cleaning Schedule
- Weekly Cleaning Schedule
- Monthly Cleaning Schedule
- Biannual Cleaning Schedule
- Annual Cleaning Schedule
- A list of supplementary services Vendor is capable of providing at the request of AltaPointe and how those services will be charged

**Estimated Duration**

The initial contract period will be for one year with options to renew on a yearly basis.

**Submission Information**

Proposals should be submitted in a sealed envelope and marked:

AltaPointe Housekeeping Services RFP  
Attention: Robert Carlock

**All bids are due no later than 2 p.m. on February 24, 2012 and should be addressed to:**

Robert Carlock  
5750-A Southland Drive  
Mobile, Alabama 36693

**For any additional information, please contact:**

Robert Carlock (251) 662-7294 or [rcarlock@altapointe.org](mailto:rcarlock@altapointe.org)

**Anticipated Selection Schedule**

Anticipated award date is March 9, 2012.