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MISSISSIPPI STATE HOSPITAL

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WWW.MSH.STATE.MS.US

Mississippi State Hospital Invitation for Sealed Bids
Janitorial/Housekeeping Services 4.22.2026.202 RFX: 3160007952
March 18, 2026
Section 1: Information for Bidders

PRE-AWARD SPECIFICATIONS AND REQUIREMENTS

1. In accordance with the rules and regulations of the Mississippi Public Procurement Review Board Office of Personal Service Contract Review (OPSCR), Mississippi State Hospital (MSH) will receive sealed bids and award a contract for the **Janitorial/Housekeeping Services** described in the following specifications. Bidders shall understand that any eventual contract resulting from this Invitation for Bid shall be governed by the applicable provisions of the Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations, a copy of which is available at 501 North West St, Suite 701 E., Jackson, Mississippi 39201 for inspection or downloadable at <http://www.dfa.ms.gov>. Any bidder responding to a solicitation for personal or professional services and any contractor doing business with a state agency is deemed to be on notice of all requirements therein.
2. It is our intent to procure **Janitorial/Housekeeping Services**, for all THE MISSISSIPPI STATE HOSPITAL patient service divisions, for the types and quantities listed in this request for sealed bids, however quantities may be increased or decreased accordingly if the needs of THE MISSISSIPPI STATE HOSPITAL require such a change. Contract awards shall be requirement contracts as defined by paragraph 14.2.2 of the OPSCR Rules and Regulations and therefore quantities of THE MISSISSIPPI STATE HOSPITAL service requirements will be considered indefinite, no specific quantity of services is guaranteed.

THE MISSISSIPPI STATE HOSPITAL shall order all services covered by this IFB from the awarded vendors, however THE MISSISSIPPI STATE HOSPITAL reserves the right to take bids separately if a particular quantity requirement arises which exceeds THE MISSISSIPPI STATE HOSPITAL's normal requirements, or an amount specified herein this IFB. It shall be understood that THE MISSISSIPPI STATE HOSPITAL is exempted from ordering under the eventual contract when (1) services provided under this contract will not meet a non-recurring, special need of THE MISSISSIPPI STATE HOSPITAL and (2) services are performed incidental to the State of Mississippi's own programs that can satisfy the need.

A FACILITY OF THE MISSISSIPPI DEPARTMENT OF MENTAL HEALTH

ACCREDITED BY THE JOINT COMMISSION ON ACCREDITATION OF HEALTHCARE ORGANIZATIONS

3. Opportunities for an on-site visit at Mississippi State Hospital, if required/applicable, to discuss bid specifications and inspect work sites, products, services, or equipment will be considered. In the event on-site visits are not approved by THE MISSISSIPPI STATE HOSPITAL, pictures of work sites, products, services, or equipment may be requested by contacting the IFB Coordinator. Arrangements for on-site visits, if permitted, may be made by contacting Jennifer Boler, Contract Analyst, Mississippi State Hospital, P.O. Box 157-A, 3550 Hwy 468 West, Whitfield, MS 39193 or (601) 351-8365 or Jennifer.boler@msh.ms.gov.
4. **Sealed written un-redacted bids (1 copy) must be received not later than 3:00 P.M., Wednesday, April 22, 2026**, at Mississippi State Hospital, by hand delivery at Building 93 Central Warehouse, or by mail delivery at P.O. Box 157-A, 3550 Hwy 468 West, Whitfield, Mississippi 39193. Bidders must also submit a bid online in the State of Mississippi electronic procurement system, Magic. To submit an online bid, bidders must be registered as a vendor in Magic and have an ID Number and Password assigned. Bidders can obtain help with registration and online bidding by calling (601) 359-1343 or at www.mmrs.state.ms.us. Any bid received after the time and date set for receipt of bids is late. Any withdrawal or modification of a bid received after the time and date set for opening of bids at the place designated for opening is late. No late bid, late modification, or late withdrawal will be considered unless receipt would have been timely but for the action of State Personnel directly serving Mississippi State Hospital. Bidders submitting late bids, which shall not be considered for award, shall be so notified as practicable.
5. The **term of the contract** shall be for a period of **four (4) years** for the services as specified in this request for sealed bids. The estimated start date for this contract will be within 90 days after notice of intent to award is sent to successful bidder.
6. The following schedule will be followed in the execution of this invitation for bids:
 - A. March 11, 2026: Bid is issued to the newspaper
 - B. March 18, 2026 & March 25, 2026: Bid is published in the newspaper
 - C. April 8, 2026: Deadline for questions from vendors
 - D. April 22, 2026: Bid is opened
 - E. July 1, 2026: Projected contract start date

NOTE: THE MISSISSIPPI STATE HOSPITAL reserves the right to amend and/or change the above schedule of events as it deems necessary.

7. Failure to examine any drawings, specifications, and instructions will be at bidder's risk. It shall be incumbent upon the bidder to understand the specifications. Any request for clarifications shall be in writing and shall be submitted to our purchasing office at least ten (10) days prior to the time and date set for the bid opening.
8. Before submitting a bid, each bidder shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by THE

MISSISSIPPI STATE HOSPITAL upon which the bidder will rely. If the bidder receives an award as a result of its bid submission, failure to have made such investigations and examinations will in no way relieve the bidder from its obligation to comply in every detail with all provisions and requirements of the contract documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contract for additional compensation.

9. If any questions or responses require revision to the solicitation as originally published, such revisions will be by formal amendment only. If the solicitation includes a contact person, bidders are cautioned that any oral or written representation made by this or any person that appear to change materially any portion of the solicitation shall not be relied upon unless subsequently ratified by a written amendment to this solicitation issued by the THE MISSISSIPPI STATE HOSPITAL Purchasing Office. For determination as to whether any representation made requires that an amendment be issued, contact THE MISSISSIPPI STATE HOSPITAL Contract Analyst at (601) 351-8365. Any requests for clarification, and all final questions are due from vendors by April 8, 2026.
10. It is the intent of the specifications to obtain a product and/or service that will adequately meet the needs of the user while promoting the greatest extent of competition that is practicable. It is the responsibility of the prospective bidder to notify Mississippi State Hospital if the specifications, terms, or conditions are formulated in a manner that would unnecessarily restrict competition. Any bidder can submit a request for reconsideration of the solicitation as specified in OPSCR Rules and Regulations paragraph 5.2.4.
11. The minimum specifications stated herein are used to set a standard and in no case are used with the intention to discriminate against any prospective bidder. Bidders should submit detailed descriptions, manufacturer names models and literature of the product and services they propose to furnish.
12. Questions or problems arising from bid procedures or subsequent order and delivery of services procedures should be directed to Jennifer Boler (IFB Coordinator), Contract Analyst, Mississippi State Hospital, P.O. Box 157-A, Whitfield, MS 39193, (601) 351-8365.
13. Only one bid, per line item, per bidder. This means that only a single bid will be accepted from each bidder for each line item requested. Alternate bids unless specifically requested will not be considered.
14. Prices quoted shall be fixed and firm. Successful bidder shall be allowed to increase pricing annually on the contract anniversary date based on the percentage change in the Consumer Price Index for all Urban Consumers as published by the US Bureau of Labor Statistics showing February data for that same year, not to exceed 3%.

Contractor shall provide at least a sixty (60) day advance notice of any intended price increase. THE MISSISSIPPI STATE HOSPITAL reserves the right to reject any price increase and terminate, without cost, the future performance of the contract.

Bidder shall use the Procurement Schedule Form on Page 41 to submit pricing rates.

15. No bid shall be altered or amended after the final specified time for opening bids. Request for bids and modifications or corrections thereof received after the final closing time specified will not be considered.
16. Change To Invitation to Bid. Prospective Bidders shall not change or alter this bid invitation in anyway. Award will be based on acceptance of this invitation in its entirety and vendor shall respond solely utilizing this IFB document as required.
17. No bid addendum will be issued within a period of five (5) working days prior to the time and date set for the initial bid opening. Should it become necessary to issue an amendment within the five-day period prior to the bid opening, the bid opening date will be reset giving bidders sufficient time to answer the addendum.
18. Mississippi State Hospital reserves the right, if THE MISSISSIPPI STATE HOSPITAL determines it is in the agency's best interest, to cancel the bid solicitation or reject any and all bids in whole or in part and unless otherwise specified by the bidders, to award items, parts of items or by any group of items on the bid. Also, the right is reserved to waiver minor defects or variations of a bid from the exact requirements of the specifications that do not affect the price, quantity, quality, delivery, or performance of the services being procured and if doing so does not create an unfair advantage for any bidder. If insufficient information is submitted by a bidder for THE MISSISSIPPI STATE HOSPITAL to properly evaluate the offer, THE MISSISSIPPI STATE HOSPITAL has the right to require such additional information as it may deem necessary after the submission deadline, provided that the information requested does not change the price, quality, quantity, delivery, or performance time of the services being procured and such a request does not create an unfair advantage for any bidder.
19. In addition to a complete unredacted version of the bid, the bidder shall also submit a copy of the bid with all information the bidder considered to be proprietary information to include commercial and financial information and/or trade secrets redacted in black. Any pages not marked accordingly will be subject to review by the general public after award of the contract. Requests to review the proprietary information will be handled in accordance with applicable legal procedures set forth in Mississippi state code Sections 25-61-9, 75-26-1, 75-26-19 and 79-23-1. Bidder acknowledges that it may be subject to exclusion pursuant to Chapter 15 of the PPRB OPSCR Rules and Regulations if Mississippi State Hospital or the MS Public Procurement Review Board determine redactions were made in bad faith in order to prohibit public access to portions of the bid which are not subject to Mississippi code cited earlier in this paragraph. Bidder acknowledges and agrees that Mississippi State Hospital may release the redacted copy of the bid document at any time as a public record without further notice to bidder. A bidder who selects this option but fails to submit a redacted copy of its bid may be deemed nonresponsive.
20. The eventual contract resulting from this IFB shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of law's

provisions, and any litigation with respect thereto shall be brought in the courts of Mississippi.

21. Bidders shall be registered with the Mississippi Secretary of State's Office as a business provider in good standing to provide services in the State of Mississippi as required by Mississippi State Code 79- 4-15.01. If not already registered, at the time bid is submitted, Bidders understands that they must do so within seven (7) working days of being offered an award. This requirement does not apply to Sole Proprietors and THE MISSISSIPPI STATE HOSPITAL reserves the right to request documentation of bidder's business status.
22. Bidders must be registered as a vendor with Mississippi's Accountability System for Government Information and Collaboration (MAGIC) prior to submission of an initial bid. Bidders may go online at mash.dfa.state.ms.us or call (601) 359-1343 for assistance with registering in Magic or submitting a bid through the Magic system. THE MISSISSIPPI STATE HOSPITAL requires that bidders submit a bid through Magic and also submit a sealed written un-redacted paper copy directly to THE MISSISSIPPI STATE HOSPITAL.
23. Bidder will provide at least three (3) references for contracts to provide services of similar size and scope to those specified in this bid invitation. References must include at least two (2) references for current contracts or those awarded within the past five (5) years. Include the name of referenced organization, telephone number, start date of services, and the name of a responsible contact person. Reference information must be provided as a part of the bid package submitted for consideration. References must not be managed or owned by the parent company or organization of the submitting vendor. References must report the vendor to be of good reputation in providing applicable services as determined, by THE MISSISSIPPI STATE HOSPITAL. **List references on EXHIBIT - A.**
24. YEARS IN BUSINESS: Indicate the length of time you have been providing the same or similar services to those specified in this bid invitation on **EXHIBIT – A.**
25. Bids (1 copy) must be submitted signed and sealed with bidder's name and address on outside of envelope, and the time (**3:00 P.M.**), date of the bid opening (**April 22, 2026**), and bid file number (**04.22.2026.202**) on the outside lower left corner of the envelope. Bid prices must be submitted on the form(s) provided in the bid package. All bids must be submitted in writing.
26. The bidder agrees that submission of a signed bid form is certification that the bidder will accept an award made to it as a result of the submission.
27. The successful bidder(s) shall enter into a contract which is the same as the sample contract and its general terms and conditions attached as **EXHIBIT - B.** The total contract shall consist of this invitation for bid (to include any amendments), the proposed bid offer from bidder and the standard sample contract shown as **EXHIBIT - B and the service tasks and scope shown as Attachment - A.**

No other documents shall be a part of the formal contractual agreement. In no event is a vendor to submit its own standard contract terms and conditions in response to this solicitation. This contract shall take priority over any other agreements that may be signed separately in conjunction with this invitation for bid, to include third party agreements. Successful bidder may also be required to sign THE MISSISSIPPI STATE HOSPITAL Business Associate Agreement which can be viewed by contacting the bid coordinator.

28. Negotiation Delay. If a written agreement cannot be negotiated within thirty (30) days of notification of the successful bidder, THE MISSISSIPPI STATE HOSPITAL may at its sole discretion at any time, thereafter, terminate negotiations with that bidder and either negotiate a contract with the next qualified bidder or choose to terminate the IFB process and not enter into a contract with any of the bidders.
29. Taxes. Mississippi State Hospital is exempt from federal excise taxes and state and local sales or use taxes and bidders must quote prices which do not include such taxes. Evidence of exemption will be furnished upon request. Contractors making improvement to, additions to or repair work on real property on behalf of Mississippi State Hospital are liable for any applicable sales or use taxes on purchase of tangible personal property for use in connection with eventual contract. Contractors are likewise liable for any applicable use tax on personal property furnished to them by THE MISSISSIPPI STATE HOSPITAL for use in connection with their contracts. Contractors shall be liable for all personal property taxes that become due as a result of any awarded contract related to this Invitation for Bid.
30. Tie Bids. Low tie bids shall be awarded as specified in paragraph 5.5.8 of the State of Mississippi Office of Personal Services Contract Review Procurement Regulations.
31. Mistakes (minor informalities) in Bids, Mistakes in bids submitted shall be determined and resolved as specified in paragraph 5.5.4 of the State of Mississippi Office of Personal Services Contract Review Procurement Regulations.
32. Bid modification and withdrawal. Bids may be modified or withdrawn by written notice received in THE MISSISSIPPI STATE HOSPITAL Purchasing Office prior to the time and date set for bid opening in accordance with OPSCR rules and regulations 5.5.1 & 5.5.2.
33. Late Bids. Any bid received after the time and date set for receipt of bids is late. Any withdrawal or modification of a bid received after the time and date set for opening of bids at the place designated for opening is late. No late bid, late modification, or late withdrawal will be considered unless receipt would have been timely but for the action or inaction of state personnel directly serving Mississippi State Hospital. The only acceptable evidence to establish the date of mailing shall be the U.S. Postal Service postmark or other Courier Service postmark and if the postmark is not legible, the bid package or envelope shall be processed if mailed late. Bidders submitting late bids which shall not be considered for award shall be so notified as practicable. Late bids will be handled in accordance with OPSCR Rule and Regulation 5.4.3.

34. All bidders shall sign, complete, and return the **Certifications and Assurances Form, EXHIBIT - C, and EXHIBIT - D, Acknowledgement and Authorization Form.**
35. All bidders, who respond to the invitation for bid, shall have an opportunity to request reconsideration of the intent to award as specified in OPSCR Rule and Regulation 5.6.3.
36. Bidder shall understand that Mississippi State Hospital became a tobacco-free facility, effective June 30, 2008. The use of tobacco products by patients, residents (admitted after March 1, 2008), employees, visitors, vendors, and contractual staff is prohibited.
37. **AWARD CRITERIA.** Award(s) may be made **up to two (2) vendors.** Factors to be considered in determining the best bid(s) include: (1) Lowest and best overall cost (2) Conformity to Specifications (3) Responsibility of Bidder (as defined by PSCRB rules and regulations) (4) Responsiveness of Bidder (as defined by PSCRB rules & regulations). All participating vendors will be notified of THE MISSISSIPPI STATE HOSPITAL's intent to award a contract. In addition, THE MISSISSIPPI STATE HOSPITAL will identify the selected vendor and proceed to confirm terms for a final contract. The notice of award will be made available to the public.
38. It is the intent of Mississippi State Hospital to procure only the products and services that meet the minimum standards stated herein. Alternates will be considered only if deviations to those standards are fully substantiated and submitted by potentially responsive sources denoting their equality to standards proposed, along with adequate documentation; including specifications, and construction details along with bid for evaluation and approval.
39. All products and services bid must equal or exceed specifications listed. The absence of detail specifications or the omission of detail description shall be recognized as meaning only the best commercial practices are to prevail and that only first quality services, materials and workmanship are to be used. All equipment bid, if applicable, shall be new and of current production, latest design, and construction.
40. Bid openings are not open to the public. No discussion will be entered into with any vendor as to the quality or provisions of the specifications, and no award will be made either stated or implied at the bid opening. After the close of the bid opening and prior to award, the bids will be considered to be in the evaluation process and will not be available for review by bidders. Non-participants will be prohibited from obtaining any information relative to the bid until after the official award has been made.

POSTAWARD SPECIFICATIONS AND REQUIREMENTS

41. The successful vendor will ensure that any written material prepared, after award, by the vendor in response to the requirements of this solicitation shall be thoroughly researched for accuracy of content, shall be grammatically correct and not contain spelling errors, shall be submitted in a format approved by the designated THE MISSISSIPPI STATE HOSPITAL Project Officer, and shall be submitted in a draft form for advance review and comment by the project officer. The cost of correcting grammatical errors or other revisions required to bring written materials into compliance with the solicitation requirements shall be borne by the successful vendor, THE MISSISSIPPI STATE HOSPITAL may waive requirements if it is determined to be in the best interest of Mississippi State Hospital. This clause applies to reports and any written document submitted by the successful vendor(s) after a contract has been awarded and not prior to a bid being submitted or as part of a bid submission.
42. The successful vendor shall irrevocably transfer, assign, set over, and convey to Mississippi State Hospital all rights, title, and interest, including the sole exclusive and complete copyright interest, in any and all copy-right able works created pursuant to any contract awarded as result of this bid invitation. The vendor further agrees to execute such documents as THE MISSISSIPPI STATE HOSPITAL may request to affect such transfer or assignment. Further the vendor agrees that the rights granted to THE MISSISSIPPI STATE HOSPITAL by this paragraph are irrevocable. The vendor's remedy in the event of termination of or dispute over any agreement entered into as a result of this solicitation shall not include any right to rescind, terminate, or otherwise revoke or invalidate in any way the rights conferred pursuant to the provisions of this paragraph, Similarly, no termination of any agreement entered into a result of this solicitation shall have the effect of rescinding, terminating, or otherwise invalidating the rights acquired pursuant to the provisions of this paragraph. THE MISSISSIPPI STATE HOSPITAL may waive this requirement if it is determined to be in the best interest of the hospital.
43. The successful vendor will, upon termination of agreement, on the date agreed upon by both parties, disconnect, disassemble, crate, insure and ship all owned equipment, covered by any eventual agreement, to a destination designated by the owner at no cost to THE MISSISSIPPI STATE HOSPITAL, if applicable.
44. The successful vendor must without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the contract term, Comprehensive General Liability Insurance in an amount not less than \$1,000,000.00 inclusive per occurrence insuring against bodily injury, personal injury, and property damage. Vendor shall also maintain not less than \$1,000,000.00 each claim medical professional liability insurance. All required insurance will be endorsed to provide THE MISSISSIPPI STATE HOSPITAL with 30 days advance notice of cancellation or material change. The contractor must provide a Certificate of Insurance which is completed, certified by the original signature of an insurance company authorized to do business in Mississippi. The vendor must provide a Certificate of Insurance, showing THE MISSISSIPPI STATE HOSPITAL as certificate holder under the contractors general liability policy for the work to be performed, within seven (7) working days after notice of THE MISSISSIPPI STATE HOSPITAL intent to award a contract. Vendor

shall also maintain in effect throughout the contract period workers' compensation insurance sufficient to meet or exceed the statutory minimum requirements of the State of Mississippi, as/if required by law, covering all persons performing work under this contract. The vendor shall be prepared to provide evidence of required worker's compensation insurance upon request by THE MISSISSIPPI STATE HOSPITAL at any during the contract period.

45. The contract may be cancelled by THE MISSISSIPPI STATE HOSPITAL in whole or in part by written notice of default to the Contractor upon non-performance, violation of contract terms, delivery failure, bankruptcy, or insolvency, or the making of an assignment for the benefit of creditors. An award may then be made to the next low bidder, or when time is of the essence, similar commodities and/or service may be purchased on the open market. In either event, the defaulting Contractor (or his/her surety) shall be liable to THE MISSISSIPPI STATE HOSPITAL for cost to THE MISSISSIPPI STATE HOSPITAL in excess of the defaulted contract price. Lack of knowledge by the Contractor will in no way be a cause for relief from responsibility.
46. If purchase orders or contracts are canceled because of the awarded vendor's failure to perform or request for an unspecified price increase, that vendor may be removed from our bidder's list for a period allowed and as specified and in Chapter 15 of the OPSCR Rules and Regulations.
47. It is expressly understood that Mississippi law requires that the provisions of this contract which contain the commodities purchased or the personal or professional services provided, the price to be paid, and the term of the contract shall not be deemed to be a trade secret or confidential commercial or financial information and shall be available for examination, copying or reproduction,
48. A bidder, successful or unsuccessful, may request a post-award debriefing as specified in OPSCR Rule and Regulation 5.6.2.
49. Contractor will provide the required number of qualified, competent, well-trained, drug-free, and appropriately dressed janitorial workers to perform the duties required during the shifts required, seven days a week, including weekends and holidays.
50. Invoices are to be billed to Mississippi State Hospital, P.O. Box 157-A, Whitfield, MS 39193, Attn: Accounts Payable.

Required Solicitation Clauses per PPRB OPSCR Rules and Regulations

51. **ACKNOWLEDGEMENT OF AMENDMENTS.** Bidders shall acknowledge receipt of any amendment to the IFB in writing. The acknowledgement shall be submitted by signing and returning the amendment with the bid, by identifying the amendment number and date in the space provided for this purpose on the bid form, or by letter. Each bidder shall submit a written acknowledgement of every amendment to the Mississippi State Hospital on or before the submission deadline.

52. **APPLICABLE LAW.** The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws provision, and any litigation with respect thereto shall be brought in the courts of Mississippi.
53. **APPROVAL.** It is understood that if this contract requires approval by the Public Procurement Review Board ("PPRB") and/or the Department of Finance and Administration Office of Personal Service Contract Review ("OPSCR"), and if this contract is not approved by PPRB or OPSCR, it is void and no payment shall be made hereunder.
54. **AVAILABILITY OF FUNDS.** It is expressly understood and agreed that the obligation of THE MISSISSIPPI STATE HOSPITAL to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt of the appropriated funds. If the funds anticipated for the continuing time fulfillment of the agreement are, at any time, not forthcoming or insufficient, regardless of the source of funding, THE MISSISSIPPI STATE HOSPITAL shall have the right upon 10 business days written notice to contractor, to terminate this agreement without damage, penalty, cost, or expenses to Mississippi State Hospital of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.
55. **CERTIFICATION OF INDEPENDENT PRICE DETERMINATION.** By submitting a bid, the bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without any consultation, communication, or agreement with any other bidder or competitor for the purpose of restricting competition.
56. **COMPLIANCE WITH EQUAL OPPORTUNITY IN EMPLOYMENT POLICY.** Contractor understands that Mississippi State Hospital is an equal opportunity employer and, therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful, and the contractor agrees during the term of the agreement that the contractor will strictly adhere to this policy in its employment practices and provision of services.
57. **COMPLIANCE WITH LAWS.** Contractor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, state, and local laws and regulations, as now existing and as may be amended or modified.
58. **CONTRACT RIGHTS.** Contract rights do not vest in any party until a contract is legally executed. THE MISSISSIPPI STATE HOSPITAL is under no obligation to award a contract following issuance of this solicitation.
59. **E-PAYMENT.** Contractor agrees to accept all payments in United States Currency via the State of Mississippi's electronic payment and remittance vehicle. The Agency agrees to make payment in accordance with Mississippi "Timely

Payments for Purchases by Public Bodies" laws, which generally provide for payment of undisputed amounts by the Agency within 45 calendar days of receipt of invoice. Mississippi Code Annotated § 31-7-301, *et seq.*

60. **E-VERIFICATION.** If applicable, Contractor represents and warrants that it will ensure its compliance with the *Mississippi Employment Protection Act* and will register and participate in the status verification system for all newly hired employees. Mississippi Code Annotated §§ 71-11-1 and 71-11-3, Contractor agrees to provide a copy of each verification upon request of THE MISSISSIPPI STATE HOSPITAL subject to approval by any agencies of the United States Government. Contractor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws.

The breach of this clause may subject Contractor to the following: (1) termination of this contract and exclusion pursuant to Chapter 15 of the *Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*; (2) the loss of any license, permit, certification, or other document granted to Contractor by an agency, department, or governmental entity for the right to do business in Mississippi; or (3) both. In the event of such termination, Contractor would also be liable for any additional costs incurred by the Agency due to Contract cancellation or loss of license or permit to do business in the state.

61. **EXPENSES INCURRED IN THE PROCUREMENT PROCESS.** All parties participating in the procurement process with regard to this solicitation shall bear their own costs of participation, pursuant to Section 1.4.4 of the *Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*.
62. **MINOR INFORMALITIES AND IRREGULARITIES.** THE MISSISSIPPI STATE HOSPITAL has the right to waive minor defects or variations of a bid from the exact requirements of the specifications that do not affect the price, quality, quantity, delivery, or performance of the services being procured and if doing so does not create an unfair advantage for any bidder. If insufficient information is submitted by a bidder for THE MISSISSIPPI STATE HOSPITAL to properly evaluate the offer, THE MISSISSIPPI STATE HOSPITAL has the right to require such additional information as it may deem necessary after the submission deadline, provided that the information requested does not change the price, quality, quantity, delivery, or performance time of the services being procured and such a request does not create an unfair advantage for any bidder.
63. **OFFEROR'S REPRESENTATION REGARDING CONTINGENT FEES.** By responding to the solicitation, the offeror represents that it has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract. If the offeror cannot make such a representation, a full and complete explanation shall be submitted in writing with the offeror's response, to the Agency prior to contract execution.

64. **PAYMODE.** Payments by THE MISSISSIPPI STATE HOSPITAL using the State's accounting system shall be made and remittance information provided electronically as directed by the state and deposited into the bank account of the Contractor's choice. THE MISSISSIPPI STATE HOSPITAL may, at its sole discretion, require Contractor to electronically submit invoices and supporting documentation at any time during the term of this Agreement. Contractor understands and agrees that the Agency is exempt from the payment of Mississippi taxes. All payments shall be in United States currency. Please see **Exhibit - E** for applicable rules and the signature page which must be signed and returned with your bid.
65. **PROCUREMENT REGULATIONS.** This solicitation shall be governed by the applicable provisions of the *Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*, a copy of which is available on the Mississippi Department of Finance and Administration's website (www.dfa.ms.gov) Any bidder responding to a solicitation for personal or professional services and any contractor doing business with a state agency is deemed to be on notice of all requirements therein.
66. **PROPERTY RIGHTS.** Property rights do not inure to any Bidder until such time as services have been provided under a legally executed contract. No party responding to this IFB has a legitimate claim of entitlement to be awarded a contract or to the provision of work thereunder. THE MISSISSIPPI STATE HOSPITAL is under no obligation to award a contract and may terminate a legally executed contract at any time.
67. **REPRESENTATION REGARDING GRATUITIES.** Offeror represents that it has not, is not, and will not offer, give, or agree to give any employee or former employee of THE MISSISSIPPI STATE HOSPITAL a gratuity or offer or employment in connection with any approval, disapproval, recommendation, development, or any other action or decision related to the solicitation and resulting contract. Offeror further represents that no employee or former employee of THE MISSISSIPPI STATE HOSPITAL has or is soliciting, demanding, accepting, or agreeing to accept a gratuity or offer of employment for the reasons previously stated; any such action by an employee or former employee in the future, if any, will be rejected by offeror. Offeror further represents that it is in compliance with the Mississippi Ethics in Government laws, codified at Mississippi Code Annotated §§ 25-4-101 through 25-4-121, and has not solicited any employee or former employee to act in violation of said law.
68. **REQUIRED PUBLIC RECORDS AND TRANSPARENCY.** Upon execution of a contract, the provisions of the contract which contain the personal or professional services provided, the unit prices, the overall price to be paid, and the term of the contract shall not be deemed to be a trade secret or confidential commercial or financial information pursuant to Mississippi Code Annotated § 25-61-9(7). The contract shall be posted publicly on www.transparency.ms.gov

and shall be available for at the Agency for examination, inspection, or reproduction by the public. The Offeror acknowledges and agrees that THE MISSISSIPPI STATE HOSPITAL and this contract are subject to the *Mississippi Public Records Act of 1983* codified at Mississippi Code Annotated §§ 25-61-1, *at seq.* and its exceptions, Mississippi Code Annotated § 79-23-1, and the *Mississippi Accountability and Transparency Act of 2008*, codified at Mississippi Code Annotated §§ 27-104-151, *at seq.*

69. **STOP WORK ORDER.** THE MISSISSIPPI STATE HOSPITAL may, by written order to Contractor at any time, require contractor to stop all or any part of the work called for by this contract. This order shall be for a period of time specified by THE MISSISSIPPI STATE HOSPITAL. Upon receipt of such an order, contractor shall forthwith comply with its terms and take all reasonable steps to minimize any further costs to THE MISSISSIPPI STATE HOSPITAL. Upon expiration of the stop work order, Contractor shall resume providing the services which were subject to the stop work order, unless THE MISSISSIPPI STATE HOSPITAL has terminated that part of the agreement or terminated the agreement in its entirety. THE MISSISSIPPI STATE HOSPITAL is not liable for payment for services which were not rendered due to the stop work order.
70. **TERMINATION.** *Termination for Convenience.* THE MISSISSIPPI STATE HOSPITAL may, when the interests of the Agency so require, terminate this contract in whole or in part, for the convenience of the Agency. THE MISSISSIPPI STATE HOSPITAL shall give written notice of the termination to Contractor specifying the part of the contract terminated and when termination becomes effective. Contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination Contractor will stop work to the extent specified. Contractor shall complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

Termination for Default. If THE MISSISSIPPI STATE HOSPITAL gives the Contractor a notice that the personal or professional services are being provided in a manner that is deficient, the Contractor shall have 30 days to cure the deficiency. If the Contractor fails to cure the deficiency, THE MISSISSIPPI STATE HOSPITAL may terminate the contract for default and the Contractor will be liable for the additional cost to THE MISSISSIPPI STATE HOSPITAL to procure the personal and professional services from another source. Termination under this paragraph could result in Contractor being excluded from future contract awards pursuant to Chapter 15 of the *Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*. Any termination wrongly labelled termination for default shall be deemed a termination for convenience.

SECTION 2 SERVICE TASKS/SCOPE

- 2.1 **Purpose.** Mississippi State Hospital (MSH) seeks to contract with one vendor to provide Janitorial/Housekeeping Services as described herein. Services sought must meet all applicable regulations, standards, and laws to include the Mississippi Department of Health where applicable. Hospital intends to select a provider who has the proven experience and expertise to perform the Janitorial/Housekeeping Services described in this IFB and shows the potential to be able to duplicate a high level of performance within our allocated budget for all required services.
- 2.2 **Background.** Mississippi State Hospital (MSH) is a large psychiatric Hospital and is the largest facility operated by the Mississippi Department of Mental Health. It is located about fifteen miles Southeast of the Jackson International Airport on County Road 468. HOSPITAL was completed in 1935. The Hospital has an average daily census of **223** patients. **Hospital also consists of Jaquith Nursing Home (JNH) which has a daily average census of 180. Patients are housed in approximately 15 buildings on the MSH campus.** All divisions of HOSPITAL are accredited by the Joint Commission. The operational divisions of HOSPITAL are acute adolescent and adult psychiatric care along with a nursing home and acute medical Hospital. **Hospital admits patients based on their need and not on their ability to pay per Miss Code Ann Section 41-4-7. Therefore, a large indigent patient population exists across our psychiatric facility. The majority of psychiatric patients who are insurable have Medicare. Residents of our nursing home generally have both Medicaid and Medicare.**
- 2.3 **Scope.** Independent Contractor shall provide Janitorial/Housekeeping Services to Hospital within the MSH IPS Division, MSH Whitfield Medical Surgical Division, and MSH Jaquith Nursing Home Division

ATTACHMENT A: TASKS/SCOPE

The Contractor will perform the following services upon request of the Agency in fulfillment of the purposes of this contract 365 days/ 7 days a week: 1. The Contractor will coordinate all communications with the Agency through Tiffany Jefferson. 2. The Contractor will provide janitorial services as requested by the Agency. The janitorial worker(s) shall provide the following minimum duties as outlined in Sections A (page 16) & B (page 17) and will be monitored by the agency for payment considerations as outlined in Section C (page 18) and f (page 22). The Building Coverage Schedule identifies the buildings, janitorial staffing numbers, days, and times.

Building Coverage Schedule

Bldg. No.	Program	Sq Ft to be Cleaned	WEEKDAYS (Mon–Fri) 28 Staff 6:00 AM–2:30 PM or 7:00 AM–3:30 PM	WEEKENDS (Sat–Sun) 12 Staff 6:00 AM–2:30 PM or 7:00 AM–3:30 PM
			All 15 Buildings Included	All Buildings Except Bldg. 69
28	JNH	6,708	Included	Included
31	JNH	12,229	Included	Included
33	JNH	13,116	Included	Included
34	JNH	13,116	Included	Included
78	JNH	11,358	Included	Included
45	IPS	11,822	Included	Included
46	IPS	6,946	Included	Included
63	IPS	30,390	Included	Included
69	IPS	5,876	Included	NOT INCLUDED
81	IPS	9,878	Included	Included
87	IPS	5,876	Included	Included
90	IPS	16,092	Included	Included
201	IPS	19,860	Included	Included
202	IPS	10,770	Included	Included
203	IPS	19,860	Included	Included

Notes: Shift options are 6:00 AM–2:30 PM or 7:00 AM–3:30 PM for both weekdays and weekends. Building 69 is excluded from weekend coverage. JNH = Buildings 28, 31, 33, 34, 78. IPS = Buildings 45, 46, 63, 69, 81, 87, 90, 201, 202, 203.

A. Daily Tasks The following tasks are required every scheduled workday in all assigned buildings.

Area	Daily Tasks Required
General Building	<ul style="list-style-type: none"> • Dust and/or spot clean furniture and furnishings • Empty wastebaskets, trash cans & recycling bins; install new liners as needed • Vacuum and spot clean all carpeting • Clean glass doors • Spot clean walls and light switch covers • Dust mop and wet mop non-carpeted floors • Clean and disinfect water fountains • Wipe chairs and tables; straighten magazines • Dry mop all wood floors • Clean and sanitize conference rooms and all staff restrooms • Clean all common areas of building • Clean behind washers and dryers • Clean and disinfect all showers • Clean soiled linen rooms, bio-hazard rooms, and special treatment rooms • Clean nurses' station and med rooms • Ensure building is odor free • Perform other like tasks as required by the agency
Patient Rooms & Restrooms	<ul style="list-style-type: none"> • Clean and disinfect commodes, urinals, and water basins • Empty wastebaskets and install new liners as needed • Clean all glass and mirrors • Spot clean walls, partitions, and doors • Sweep and wet mop floors with MSH-approved cleaner • Replenish supplies as needed • Refill all dispensers • Clean and polish bright metal works • Clean under and behind beds (pull beds from wall) • Perform other like tasks as required by the agency
Patient Dining Areas	<ul style="list-style-type: none"> • Empty wastebaskets and install new liners • Clean all chairs and tables • Sweep and wet mop floors • Spot clean walls and doors • Clean and disinfect water fountains • Clean tops of trash barrels • Replenish paper towel holders • Clean fixtures • Perform other like tasks as required by the agency

B. Weekly Tasks The following tasks must be completed at least once per week per building. The supervisor assigns specific days.

Weekly Tasks – All Buildings	
Polish all wood surfaces (desktops, credenzas, tables, bookcases, etc.)	Clean windowsills, frames, walls, doors, and windows on cubicles
Vacuum upholstered furniture and spot clean all carpeting	Clean the interior of all windows (if possible)
Dust wall décor	Dust low and high ledges, tops of door frames, windowsills, moldings, shelves, and blinds
Damp wipe stairwell railings	Dust mop and vacuum vents and grills
Wet mop stairwells, stair treads, and landings	Remove spider webs
Clean elevator handrails and switch panels	Spot clean exterior entrance walls
Wet mop all wood floors	Perform other like tasks as required by the agency

C. Example Daily Task Log – Building 63 (IPS)

Sample completed log for a Monday weekday shift. Use this format for daily documentation and compliance reporting.

Building 63 IPS Program 30,390 sq ft Monday Shift: 6:00 AM – 2:30 PM Staff: 28				
Time	Area	Tasks	Staff	Status
6:00 AM	General Building	Dust/spot clean furniture; empty all wastebaskets & install liners	Staff 1 & 2	<input checked="" type="checkbox"/> Done
6:15 AM	Patient Rooms 1–10	Clean/disinfect commodes & urinals; refill all dispensers	Staff 3 & 4	<input checked="" type="checkbox"/> Done
6:30 AM	Patient Dining	Empty wastebaskets; clean chairs/tables; sweep & wet mop floors	Staff 5	<input checked="" type="checkbox"/> Done
6:45 AM	General Building	Vacuum all carpeting; dry mop wood floors	Staff 1	<input checked="" type="checkbox"/> Done
7:00 AM	Patient Rooms 11–20	Spot clean walls/doors; sweep & wet mop floors (MSH-approved cleaner)	Staff 3 & 4	<input checked="" type="checkbox"/> Done
7:15 AM	Nurses' Station	Clean nurses' station and med rooms	Staff 2	<input checked="" type="checkbox"/> Done
7:30 AM	Showers / Linen Rooms	Clean & disinfect all showers; clean soiled linen & bio-hazard rooms	Staff 6	<input checked="" type="checkbox"/> Done
8:00 AM	Patient Dining	Replenish paper towel holders; clean water fountains; clean fixtures	Staff 5	<input checked="" type="checkbox"/> Done
8:15 AM	Conference Rooms	Clean and sanitize all staff restrooms and conference rooms	Staff 2 & 6	<input checked="" type="checkbox"/> Done
8:30 AM	General Building	Spot clean walls/light switches; clean glass doors; clean common areas	Staff 1	<input checked="" type="checkbox"/> Done
9:00 AM	Patient Rooms 21–30	Clean under/behind beds; clean mirrors; replenish supplies	Staff 3 & 4	<input checked="" type="checkbox"/> Done
9:30 AM	Patient Dining	Spot clean walls/doors; clean tops of trash barrels	Staff 5	<input type="checkbox"/> In Progress
10:00 AM	General Building	Clean behind washers/dryers; wipe chairs/tables	Staff 1 & 2	<input type="checkbox"/> Pending
10:30 AM	General Building	Wet mop all non-carpeted floors; clean water fountains	Staff 6	<input type="checkbox"/> Pending
11:00 AM	All Areas	Final walkthrough – odor check; address any missed items	Supervisor	<input type="checkbox"/> Pending

Supervisor Signature: _____ Date: _____ Time Completed: _____

QC Form Completed: Yes No

Issues Noted: Yes No

Incident Report Filed: Yes NO

The Agency shall supply all equipment in good and proper working condition, such as vacuum cleaners, janitorial carts, cleaning supplies, and chemicals.

The Agency shall supply all toilet paper, paper towels, soap, plastic liners, and other items not mentioned above, but the contractor is responsible for replenishing.

The Contractor shall, with respect to all janitorial workers provided to the Agency:

- a. Accurately describe the required job duties to all janitorial employees;
- b. Maintain a sufficient pool of qualified janitorial workers large enough that if, for any reason, the scheduled worker does not report for duty or must be replaced, the janitorial company can **provide a replacement janitorial worker within two (2) hours after notification**;
- c. Assign an Account Representative to work directly with the designated Agency Representative managing the contract;
- d. Designate a contact person available twenty-four (24) hours daily for communication with the Agency, if required;
- e. Ensure that the contract janitorial worker reports to work at the time and place specified by the Agency;
- f. Ensure all janitorial services are provided during the hours specified by the Agency;
- g. Provide the required number of qualified, competent, well-trained, drug-free, and appropriately dressed janitorial workers to perform the duties required during the shifts required, seven days a week, including weekends and holidays;
- h. Replace any contract worker(s) or employee(s) not performing to the satisfaction of the Agency within forty-eight (48) hours of a request to do so by the Agency and at no additional expense to the Agency;
- i. Ensure that janitorial worker(s) are in complete uniform and well-groomed at all times;
- j. Provide all janitorial cleaning supplies (such as, but not limited to toilet paper, disinfecting cleaner, etc.) and materials (such as, but not limited to brooms, mops, vacuums, etc.) in good working order and clean.
- k. Ensure that no contract janitorial worker or supervisor work more than twelve (12) hours including any and all breaks, in a twenty-four (24) hour period; the Agency, in an emergency situation, can waive this requirement when the circumstances are beyond the control of the Contractor;

- l. If requested by the Agency, arrange for contract janitorial employees to complete an orientation specific to the Agency at the time required by the Agency;
- m. Ensure that contract janitorial employees fully comply with the Agency's policies and procedures, the applicable standards of care, Joint Commission standards, and all applicable regulations as now existing or as may be modified;
- n. Administer and maintain all employment and payroll records, payroll processing, and payment of payroll checks and taxes, including the deductions required by the state, federal, and local laws, such as social security and withholding taxes. It is the sole responsibility of the Contractor to comply with laws or regulations requiring an employer to withhold and/or pay employment-related taxes or other withholdings required by law;
- o. Make all unemployment compensation contributions required by federal and State law and process claims as required;
- p. Abide by all ordinances and laws pertaining to the Agency's operation and secure all required licenses and permits, certifications, trainings, background investigations, fingerprint checks, and drug tests;
- q. Perform all services provided in the contract with the Agency per customary and reasonable industry standards as well as in strict conformance to all laws, statutes, and ordinances and the applicable rules, regulations, methods, and procedures of all government boards, bureaus, offices, and other agencies;
- r. Provide the information required for an Agency to perform a criminal background check or drug screening of a contract employee, if requested, or perform the criminal background check or drug screening and verify the results to the Agency.

If the Agency requests that the Contractor conduct the criminal background check or drug screening, the Agency and the Contractor may negotiate a fee for that service. The negotiated fee may not exceed the direct costs to the Contractor to perform the criminal background check or drug screening, including the cost of employee time required to schedule and process the check or screening. The Contractor must provide documentation to the satisfaction of the Agency of the direct costs, and the Agency and the Contractor must agree to a fixed price for the performance of the criminal background check or drug screening before implementation of any such check or screening.

- s. At the request of the Agency, arrange for the Agency to interview any janitorial staff who may be placed at the Agency for up to one hour, at the Contractor's expense; and
- t. Abide by all policies, procedures, and laws pertaining to the Agency's operation at all times, including but not limited to:

- All state facilities are non-smoking; personnel must adhere to this requirement. The use of tobacco products is prohibited except within designated smoking areas.
- Possessing any illegal drug or alcoholic beverage on state property is prohibited. Personnel shall not consume any unlawful or illegally obtained drug or alcoholic beverage while on duty.
- Personnel should refrain from using foul, abusive, or profane language on state property.
- Personnel shall not flirt or fraternize with Agency personnel or any visitor at the Agency.
- Personnel shall not solicit or otherwise interfere with the work of Agency employees.
- Personnel shall not engage in personal activities such as, but not limited to, texting, personal phone calls, or reading magazines while on the job and shall comply with the Agency's restrictions regarding visitation with friends, family members, or acquaintances while on the job.
- Agency reserves the right to inspect and search all Contractor personnel or vehicles anytime while on facility grounds.
- Personnel must sign in and out at most state facilities. Personnel must strictly observe security provisions for all state facilities.
- Personnel may be required to provide photographic identification for inspection upon entering state facilities or grounds. Employees must wear clearly visible personnel identification badges, visitor badges, or personal identification of the individual employee.

Deviations from any of the policies may be considered grounds for contract termination.

Additional Clauses:

a. Contractor is prohibited from recruiting any janitorial staff at the Agency's facility for employment with the Contractor. The prohibition on recruiting applies whether the janitorial staff are employees of the Agency, contract workers, independent contractors, or employees assigned by another staffing agency providing janitorial staff at the Agency's facility.

b. A person assigned to an Agency's facility may only be assigned to that facility by the Contractor who initially placed the person with the Agency. That person may not be assigned to the facility by another Vendor providing janitorial services to the Agency.

The Agency has the sole discretion to waive this requirement when the Agency determines that doing so is in the best interest of the State.

c. Contractors must require all janitorial staff assigned to the Agency to sign in and out of their shift using a standard timesheet provided by the Agency. It is the responsibility of the Contractor to ensure the timesheet is appropriately completed and approved by the shift supervisor at the Agency. The Agency may refuse to pay for hours where the Contractor failed to ensure the timesheet was appropriately completed by the janitorial staff and approved by the appropriate supervisor at the time the shift was worked.

d. Contractor must agree to cooperate with the Agency in any reasonable efforts to prevent fraud, waste, or abuse; in any investigations regarding alleged negligence or intentional misconduct by janitorial staff assigned to the Agency by the Contractor; or in any other endeavor the Agency may undertake to protect the integrity of the services requested, provided, and to be paid for under this contract.

e. The Agency has the right to refuse any individual janitorial staff assigned by the Contractor to the Agency. This right of refusal is in the sole discretion of the Agency and does not require that the Agency provide cause or justification for such refusal.

f. The Contractor must provide all reasonable information requested by the Agency on its invoices, including but not limited to the janitorial staff's name, position, dates worked, hours worked, and the applicable pay rate.

Payments are contingent upon meeting all requirements set forth within the scope of work. Any staff reductions will reduce full coverage unless verified coverage is met. A pro-rata formula will be utilized to meet monthly payments.

g. Throughout the life of the contract, the Contractor's Account Representative, as appointed under Section 3.c., or any person the Account Representative has appointed in writing to be their designee, is the only person authorized to approve or accept shifts requested by the Agency. Individual janitorial staff assigned to the Agency cannot accept shifts. Acceptance of any shifts by the Contractor shall be done in writing prior to the shift.

h. Integration. Both parties shall understand and agree that the contract shall consist of this personal services agreement to include **Exhibit-A** and Exhibit-B, and the original invitation for bid to include all amendments and identified as 4.22.2026.202 which is on file with both parties for reference and the Independent Contractor's bid which is also on file with both parties and is included by reference here. No other documents shall be a part of the formal contractual agreement. This agreement, along with all attachments shall take priority over any agreements that may be signed separately in conjunction with the original invitation for bid, to include any third party agreements. Any ambiguities, conflicts or questions of interpretation of this Contract shall be resolved first by reference to this Agreement and, if still unresolved, by reference

to the IFB and, if still unresolved by reference to the Independent Contractor's bid.

i. Compensation. In consideration of services provided, the Hospital agrees to pay to the Independent Contractor the specific sums listed in Attachment-B, which is attached hereto and is understood to be part of this contractual agreement. In no event however, will the total compensation paid to Independent Contractor be more than \$400,000.00 over the initial four year term of the contract. Prices shown in Exhibit-B shall be fixed and firm for the five (5) year term of the agreement with adjustments allowable only after the first year. Pursuant to the Consumer price Index for All Urban Consumers (CPI-U) for the Southern Region for February published by the US Bureau of Labor Statistics for that same year, the Independent Contractor may request a price adjustment in year two through five, equal to the change or 3%, whichever is less. The Independent Contractor must provide at least 60 days advance notice of their intent to exercise the optional price increase, which if allowed, would be effective no earlier than the anniversary date of July 1 of each year. HOSPITAL reserves the right to reject any price increase and terminate without cost for future performance of the contract. Furthermore, it is understood by both parties to this agreement that prior to implementing the optional CPI-U price increase, that approval by both the Mississippi Board of Mental Health and the Mississippi Public Procurement Review Board must be obtained.

The successful vendor must without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the contract term, Comprehensive General Liability Insurance in an amount not less than \$1,000,000.00 inclusive per occurrence insuring against bodily injury, personal injury and property damage. Vendor shall also maintain not less than \$1,000,000.00 each claim medical professional liability insurance. All required insurance will be endorsed to provide HOSPITAL with 30 days advance notice of cancellation or material change. The Independent Contractor must provide a Certificate of Insurance which is completed, certified by the original signature of an insurance company authorized to do business in Mississippi. The vendor must provide a Certificate of Insurance, showing HOSPITAL as certificate holder under the Independent Contractor's general liability policy for the work to be performed, within **seven (7) working days** after notice of HOSPITAL intent to award a contract. Vendor shall also maintain in effect throughout the contract period workers' compensation insurance sufficient to meet or exceed the statutory minimum requirements of the State of Mississippi, as/if required by law, covering all persons performing work under this contract. The vendor shall be prepared to provide evidence of required worker's compensation insurance upon request by HOSPITAL at any during the contract period.

**Section 3: Procurement Schedule: MSH Bid File 04.22.2026.202
Janitorial/Housekeeping Services Pricing**

The Contractor will perform the following services upon request of the Agency in fulfillment of the purposes of this contract 365 days/ 7 days a week: 1. The Contractor will coordinate all communications with the Agency through Tiffany Jefferson. 2. The Contractor will provide janitorial services as requested by the Agency. The janitorial worker(s) shall provide the following minimum duties as outlined in Sections A & B and will be monitored by the agency for payment considerations as outlined in Section C (page 11) and 4.f. (page 15). The Building Coverage Schedule identifies the buildings, janitorial staffing numbers, days, and times.

Building Coverage Schedule

Bldg. No.	Program	Sq Ft to be Cleaned	WEEKDAYS (Mon–Fri) 28 Staff 6:00 AM–2:30 PM or 7:00 AM–3:30 PM	Price	WEEKENDS (Sat–Sun) 12 Staff 6:00 AM–2:30 PM or 7:00 AM–3:30 PM	Price
			All 15 Buildings Included		All Buildings Except Bldg. 69	
28	JNH	6,708	Included		Included	
31	JNH	12,229	Included		Included	
33	JNH	13,116	Included		Included	
34	JNH	13,116	Included		Included	
78	JNH	11,358	Included		Included	
45	IPS	11,822	Included		Included	
46	IPS	6,946	Included		Included	
63	IPS	30,390	Included		Included	
69	IPS	5,876	Included		NOT INCLUDED	
81	IPS	9,878	Included		Included	
87	IPS	5,876	Included		Included	
90	IPS	16,092	Included		Included	
201	IPS	19,860	Included		Included	
202	IPS	10,770	Included		Included	
203	IPS	19,860	Included		Included	
			TOTAL for Weekdays		TOTAL for Weekends	

Notes: Shift options are 6:00 AM–2:30 PM or 7:00 AM–3:30 PM for both weekdays and weekends. Building 69 is excluded from weekend coverage. JNH = Buildings 28, 31, 33, 34, 78. IPS = Buildings 45, 46, 63, 69, 81, 87, 90, 201, 202, 203.

BIDS WILL BE OPENED: 3:00 P.M. Wednesday, April 22, 2026, Building 93, Mississippi State Hospital.

I certify that I am authorized to enter a binding contract if this bid is accepted. By signing below, the undersigned agrees to all terms and conditions of the Invitation for Bid, including attachments and attachments, in whole and with exception of those amendments as acknowledged in writing to bidder and signed by a duly authorized agent of THE MISSISSIPPI STATE HOSPITAL.

Bidders shall acknowledge which of the following statements is applicable regarding release of its bid document as a public record. A bidder may be deemed non-responsive if the bidder does not acknowledge either statement, acknowledges both statements, or fails to comply with the requirements of the statement acknowledged.

Please carefully read each statement below and select one.

_____ Along with a complete copy of its bid, bidder has submitted a second copy of the bid document in which all information bidder deems to be confidential commercial and financial information and/or trade secrets is redacted in black. Bidder acknowledges that it may be subject to exclusion pursuant to Chapter 15 of the PPRB OPSCR Rules and Public Procurement Review Board determine redactions were made in bad faith in order to prohibit public access to portions of the bid which are not subject to Mississippi Code *Annotated* §§ 25-61-9, 75-26-1 through 75-26-19, and/or 79-23-1. Bidder acknowledges and agrees that MSH may release the redacted copy of the bid document at any time as a public record without further notice to bidder. A bidder who selects this option but fails to submit a redacted copy of its bid may be deemed non-responsive.

_____ Bidder hereby certifies that the complete unredacted copy of its bid may be released as a public record by MSH at any time without notice to bidder.

Bidder explicitly waives any right to receive notice of a request to inspect, examine, copy, or reproduce this bid as provided in Mississippi Code *Annotated* § 25-61-9(1)(a). The bid contains no information bidder deems to be confidential commercial and financial information and/or trade secrets in accordance with Mississippi Code *Annotated* §§ 25-61-9, 75-26-1 through 75-26-19, and/or 79-23-1. A bidder who selects this option but submits a redacted copy of its bid may be deemed non-responsive.

By signing below, the undersigned agrees to all terms and conditions of the Invitation for Bid, including attachments and attachments, in whole and with exception of those amendments as acknowledged in writing to bidder and signed by a duly authorized agent of MSH.

ACKNOWLEDGEMENT OF AMENDMENTS: Bidders shall acknowledge the receipt of amendments by placing an "X" by each amendment number received:

Amendment No.1 () Amendment No.2 () Amendment No.3. ()Amendment No.4 ()

Vendor's Quotation No. _____ Date _____

Name Of Company _____ Telephone _____

Address _____

City/State/Zip Code _____

By _____ Title _____
(Signature)

The above must be completed and signed as a requirement with the bid submission.

We submit the above prices on behalf of _____ (Vendor) and agree to provide services withindays from receipt of order or notice to proceed. Unless notified to the contrary, this offer is good for 90 days from the date of the bid opening. In submitting the above bid, it is expressly agreed that upon proper acceptance of any or all items by THE MISSISSIPPI STATE HOSPITAL, a contract shall hereby be created only after a written purchase order or contract award notice is mailed or otherwise furnished to the successful bidder within the time of acceptance specified above without further action by either party. The contract shall not be assignable by the vendor in whole or in part without the written consent of Mississippi State Hospital.

Jennifer Boler, Contract Analyst

REFERENCE PAGE – EXHIBIT A

COMPANY NAME	CONTACT PERSON	TELEPHONE	ADDRESS	DATE OF LAST SERVICE/SALE

NOTE: ALL REFERENCES WILL BE CONTACTED AND THEY MUST REPORT THE BIDDER TO BE OF GOOD REPUTATION IN PROVIDING SERVICES THE SAME AS THOSE REQUESTED IN THIS IFB.

YEARS IN BUSINESS

Indicate the length of time you have been in business providing the services requested in this invitation for bid: _____ Years and _____ Months

NOTE: REFERENCES WILL BE ASKED TO PROVIDE A PASS/FAIL REPUTATION RATING FOR THE BIDDER. AT LEAST TWO OF THE REFERENCES MUST REPORT THE VENDOR TO HAVE A PASS REPUTATION RATING IN ORDER FOR THE VENDOR TO BE CONSIDERED FOR BID AWARD.

EXHIBIT - B
SAMPLE CONTRACT



AGREEMENT BETWEEN MISSISSIPPI STATE HOSPITAL of

Whitfield Mississippi (MSH) and _____.

This agreement is entered into by Mississippi State Hospital, hereafter called "Hospital" or "Agency" whose address is Post Office Box 157-A, 3550 Highway 468 West, Whitfield, Mississippi and _____, hereinafter called "Independent Contractor" or "Contractor" for the provision of services as set out herein. The term "Hospital" includes Whitfield Medical Surgical Hospital, Jaquith Nursing Home, Oak Circle Center, and other programs and divisions of Mississippi State Hospital

NOW THEREFORE, the parties agree to the terms and conditions herein.

1. INDEPENDENT CONTRACTOR

Neither Independent Contractor nor its employees shall, under any circumstances, be considered servants or agents of the Hospital or any of its subordinate programs and Hospital or any of its subordinate programs shall be at no time legally responsible for any negligence or other wrongdoing by the Independent Contractor or its servants, or agents. Hospital agrees to compensate as outlined in Attachment A, which is attached hereto and made a part of as if fully copied herein. These funds shall be paid directly to the Independent Contractor by Hospital. Hospital or any of its subordinate programs shall not withhold from the Independent Contractor payments for any federal or state unemployment taxes, federal or state income taxes, Federal Insurance Contributions Act (FICA) withholdings, or any other amounts for benefits to Independent Contractor. Further, Hospital or its subordinate programs shall not provide to Independent Contractor any insurance coverage or other benefits including Workers Compensation, normally provided by the state for its employees.

2. SCOPE OF WORK

Independent Contractor agrees to provide services to the Hospital as described, and under the conditions, as set out in Attachment A which is attached hereto and made a part of as if fully copied herein.

3. PERIOD OF AGREEMENT

Performance of the services will begin on or about _____ and will end on or about _____.

4. COMPENSATION

Hospital agrees to compensate Independent Contractor at a rate for services described in Attachment

A. The total contract amount will not exceed \$ _____.

5. RESERVATION OF RIGHT

Any and all forms, reports, designs, and other materials prepared by Independent Contractor for Hospital shall be used by Hospital only for its own internal operations. Hospital retains all rights and interest in said reports.

6. APPLICABLE LAW

The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws provisions, and any litigation with respect thereto shall be brought in the courts of Mississippi.

7. AVAILABILITY OF FUNDS

It is expressly understood and agreed that the obligation of Hospital to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt the appropriated funds. If the funds anticipated for the continuing time fulfillment of the agreement are, at any time, not forthcoming or insufficient, regardless of the source of funding, Hospital shall have the right upon 10 business days written notice to Contractor, to terminate this agreement without damage, penalty, cost or expense to the Hospital of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

8. REPRESENTATION REGARDING CONTINGENT FEES

The Independent Contractor represents that it has not retained a person to solicit or secure a State contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in the contractor's bid or proposal.

9. REPRESENTATION REGARDING GRATUITIES

Contractor represents that it has not, is not, and will not offer, give, or agree to give any employee or former employee of Hospital a gratuity or offer of employment in connection with any approval, disapproval, recommendation, development, or any other action or decision related to the solicitation and resulting contract. Contractor further represents that no employee or former employee of Hospital has or is soliciting, demanding, accepting, or agreeing to accept a gratuity or offer of employment for the reasons previously stated; any such action by an employee or former employee in the future, if any, will be rejected by contractor. Contractor further represents that it is in compliance with the Mississippi Ethics in Government laws, codified at Mississippi Code Annotated §§ 25-4-101 through 25-4-121, and has not solicited any employee or former employee to act in violation of said law.

10. PROCUREMENT REGULATIONS

This contract shall be governed by the applicable provisions of the Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations, a copy of which is

available on the Mississippi Department of Finance and Administration's website (www.dfa.ms.gov). Any bidder or offeror responding to a solicitation for personal and professional services and any contractor doing business with a state agency is deemed to be on notice of all requirements therein.

11. REQUIRED PUBLIC RECORDS AND TRANSPARENCY

Upon execution of a contract, the provisions of the contract which contain the personal or professional services provided, the unit prices, the overall price to be paid, and the term of the contract shall not be deemed to be a trade secret or confidential commercial or financial information pursuant to Mississippi Code Annotated § 25-61-9(7). The contract shall be posted publicly on www.transparency.ms.gov and shall be available for at the Agency for examination, inspection, or reproduction by the public. The contractor acknowledges and agrees that the Hospital and this contract are subject to the Mississippi Public Records Act of 1983 codified at Mississippi Code Annotated §§ 25-61-1, et seq. and its exceptions, Mississippi Code Annotated § 79-23-1, and the Mississippi Accountability and Transparency Act of 2008, codified at Mississippi Code Annotated §§ 27-104-151, et seq.

12. COMPLIANCE WITH EQUAL OPPORTUNITY IN EMPLOYMENT POLICY Contractor

understands that the Hospital is an equal opportunity employer and therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful, and Contractor agrees during the term of the agreement that Contractor will strictly adhere to this policy in its employment practices and provision of services.

13. COMPLIANCE WITH LAWS

Contractor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, state, and local laws and regulations, as now existing and as may be amended or modified.

14. HIPAA

Contractor agrees to comply with the "Administrative Simplification" provisions of the Health Insurance Portability and Accountability Act of 1996, including electronic data interchange, code sets, identifiers, security, and privacy provisions, as may be applicable to the services under this contract.

15. PROPERTY RIGHTS

Property rights do not inure to Contractor until such time as services have been provided under a legally executed contract. Contractor has no legitimate claim of entitlement to the provision of work hereunder and acknowledges that the Hospital may terminate this contract at any time for its own convenience.

16. TERMINATION

Termination for Convenience. The Hospital may, when the interests of the Agency so require, terminate this contract in whole or in part, for the convenience of the Agency. The Hospital shall

give written notice of the termination to Contractor specifying the part of the contract terminated and when termination becomes effective. Contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination Contractor will stop work to the extent specified. Contractor shall complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

Termination for Default. If the Hospital gives the Contractor a notice that the personal or professional services are being provided in a manner that is deficient, the Contractor shall have 30 days to cure the deficiency. If the Contractor fails to cure the deficiency, the Hospital may terminate the contract for default and the Contractor will be liable for the additional cost to the Hospital to procure the personal and professional services from another source. Termination under this paragraph could result in Contractor being excluded from future contract awards pursuant to Chapter 15 of the Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations. Any termination wrongly labelled termination for default shall be deemed a termination for convenience.

17. TERMINATION UPON BANKRUPTCY

This contract may be terminated in whole or in part by the Hospital upon written notice to Independent Contractor, if Independent Contractor should become the subject of bankruptcy or receivership proceedings, whether voluntary or involuntary, or upon the execution by Independent Contractor of an assignment for the benefit of its creditors. In the event of such termination, Independent Contractor shall be entitled to recover just and equitable compensation for satisfactory work performed under this contract, but in no case shall said compensation exceed the total contract price.

18. E-PAYMENT

Contractor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. The Agency agrees to make payment in accordance with Mississippi "Timely Payments for Purchases by Public Bodies" laws, which generally provide for payment of undisputed amounts by the Agency within 45 calendar days of receipt of invoice. Mississippi Code Annotated § 31-7-301, et seq.

19. E-VERIFICATION

If applicable, Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act and will register and participate in the status verification system for all newly hired employees. Mississippi Code Annotated §§ 71-11-1 and 71-11-3. Contractor agrees to provide a copy of each verification upon request of the Hospital subject to approval by any agencies of the United States Government. Contractor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws. The breach of this clause may subject Contractor to the following:

- (1) termination of this contract and exclusion pursuant to Chapter 15 of the Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations;
- (2) the loss of any license, permit, certification or other document granted to Contractor by an

agency, department, or governmental entity for the right to do business in Mississippi; or

(3) both.

In the event of such termination, Contractor would also be liable for any additional costs incurred by the Agency due to Contract cancellation or loss of license or permit to do business in the state.

20. ANTI-ASSIGNMENT/SUBCONTRACTING

The Independent Contractor acknowledges that it was selected by the Hospital to perform the services required hereunder based, in part, upon the Independent Contractor's special skills and expertise. The Independent Contractor shall not assign, subcontract, or otherwise transfer this agreement in whole or in part without the prior written consent of the Hospital, which the Hospital may, in its sole discretion, approve or deny without reason. Any attempted assignment or transfer of its obligations without such consent shall be null and void. No such approval by the Hospital of any subcontract shall be deemed in any way to provide for the incurrence of any obligation of the Hospital in addition to the total fixed price agreed upon in this agreement. Subcontracts shall be subject to the terms and conditions of this agreement and to any conditions of approval that the Hospital may deem necessary. Subject to the foregoing, this agreement shall be binding upon the respective successors and assigns of the parties.

21. STOP WORK ORDER

The Hospital may, by written order to Contractor at any time, require Contractor to stop all or any part of the work called for by this contract. This order shall be for a period of time specified by the Hospital. Upon receipt of such an order, Contractor shall forthwith comply with its terms and take all reasonable steps to minimize any further cost to the Hospital. Upon expiration of the stop work order, Contractor shall resume providing the services which were subject to the stop work order, unless the Hospital has terminated that part of the agreement or terminated the agreement in its entirety. The Hospital is not liable for payment for services which were not rendered due to the stop work order.

22. PAYMODE

Payments by Hospital using the state's accounting system shall be made and remittance information provided electronically as directed by the state and deposited into the bank account of Contractor's choice. The Hospital may, at its sole discretion, require Contractor to electronically submit invoices and supporting documentation at any time during the term of this Agreement. Contractor understands and agrees that the Hospital is exempt from the payment of Mississippi taxes. All payments shall be in United States currency.

23. APPROVAL

It is understood that if this contract requires approval by the Public Procurement Review Board ("PPRB") and/or the Department of Finance and Administration Office of Personal Service Contract Review ("OPSCR"), and this contract is not approved by PPRB and/or OPSCR, it is void and no payment shall be made hereunder.

24. AUTHORITY TO CONTRACT

Contractor warrants: (1) that it is a validly organized business with valid authority to enter into this agreement; (2) that it is qualified to do business and in good standing in the State of Mississippi; (3) that entry into and performance under this agreement is not restricted or prohibited by any loan, security, financing, contractual, or other agreement of any kind; and, (4) notwithstanding any other provision of this agreement to the contrary, that there are no existing legal proceedings or prospective legal proceedings, either voluntary or otherwise, which may adversely affect its ability to perform its obligations under this agreement.

25. CHANGE IN SCOPE OF WORK

The Hospital may order changes in the work consisting of additions, deletions, or other revisions within the general scope of the contract. No claims may be made by Independent Contractor that the scope of the project or of Independent Contractor's services has been changed, requiring changes to the amount of compensation to Independent Contractor or other adjustments to the contract, unless such changes or adjustments have been made by written amendment to the contract signed by the Hospital and Independent Contractor. If Independent Contractor believes that any particular work is not within the scope of the project, is a material change, or will otherwise require more compensation to Independent Contractor, Independent Contractor must immediately notify the Hospital in writing of this belief. If the Hospital believes that the particular work is within the scope of the contract as written, Independent Contractor will be ordered to and shall continue with the work as changed and at the cost stated for the work within the contract.

26. INFORMATION DESIGNATED BY CONTRACTOR AS CONFIDENTIAL

Any disclosure of those materials, documents, data, and other information which Contractor has designated in writing as proprietary and confidential shall be subject to the provisions of Mississippi Code Annotated §§ 25- 61-9 and 79-23-1. The services to be provided, the unit prices and overall price to be paid, and the term of the contract shall not be deemed a trade secret or confidential commercial or financial information.

27. CONFIDENTIALITY

Hospital is a public agency of the State of Mississippi and is subject to the Mississippi Public Records Act of 1983, Mississippi Code Annotated §§ 25-61-1, et seq. If a public records request is made for any information provided to [Agency] by Contractor, Hospital shall follow the provisions of Mississippi Code Annotated §§ 25-61-9 and 79-23-1 before disclosing such information – unless Contractor has previously indicated the information is not a trade secret or confidential commercial and financial information. The Hospital shall not be liable to the Contractor for disclosure of information required by court order or required by law.

28. CONTRACTOR PERSONNEL

The Hospital shall, throughout the life of the contract, have the right of reasonable rejection and approval of staff or subcontractors assigned to the work by Contractor. If the Hospital reasonably rejects staff or subcontractors, Contractor shall provide replacement staff or subcontractors satisfactory to the Hospital in a timely manner and at no additional cost to the Hospital. The day-to-

day supervision and control of Contractor's employees and subcontractors is the sole responsibility of Contractor.

29. EXCLUSION OR DEBARMENT

By submitting a response in response to the procurement request, the Contractor certifies that it is not currently excluded or debarred from future contract awards by any political subdivision or agency of any state, federal, local, or county government. Contractor further certifies that it is not an agent of any such person or entity. Contractor certifies that it has not, in the five-year period preceding its offer, been convicted of or had a civil judgment rendered against it for commission of a fraud or criminal offense in connection with obtaining, attempting to obtain, or performance of a public contract; violation of antitrust laws; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property. Contractor certifies that it is not presently indicted or otherwise criminally or civilly charged with the commission of any of the acts listed herein. Contractor certifies that, within the past five years, it has not had a contract with a governmental entity terminated due to the Contractor's failure to perform, default, or any other action or inaction by the Contractor.

30. DISCLOSURE OF CONFIDENTIAL INFORMATION REQUIRED BY LAW

In the event that either party to this Agreement receives notice that a third-party has served upon it a subpoena or other validly issued administrative or judicial process ordering divulgence of the other party's data or other information, the party subject to the subpoena or other legal process shall promptly inform the other party at the earliest reasonable opportunity, unless prohibited by law from doing so. Thereafter, the party subject to the legal process shall respond to the extent mandated by law. This section shall survive the termination or completion of this agreement. The parties agree that this section is subject to and superseded by Mississippi Code Annotated §§ 25-61-1, et seq.

31. EXCEPTIONS TO CONFIDENTIAL INFORMATION

Independent Contractor and the State shall not be obligated to treat as confidential and proprietary any information disclosed by the other party ("disclosing party") which:

- (a) is rightfully known to the recipient prior to negotiations leading to this agreement, other than information obtained in confidence under prior engagements;
- (b) is generally known or easily ascertainable by nonparties of ordinary skill in the business of the customer;
- (c) is released by the disclosing party to any other person, firm, or entity (including governmental agencies or bureaus) without restriction;
- (d) is independently developed by the recipient without any reliance on confidential information;
- (e) is or later becomes part of the public domain or may be lawfully obtained by the State or Contractor from any nonparty; or,
- (f) is disclosed with the disclosing party's prior written consent.

32. FAILURE TO DELIVER

In the event of failure of Contractor to deliver services in accordance with the contract terms and conditions, the Hospital, after due oral or written notice, may procure the services from other sources and hold Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the Hospital may have.

33. FAILURE TO ENFORCE DOES NOT CONSTITUTE WAIVER

Failure by the Hospital at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the Hospital to enforce any provision at any time in accordance with its terms.

34. FORCE MAJEURE

Each party shall be temporarily excused from performance for any period and to the extent that it is prevented from performing any obligation or service, in whole or in part, as a result of causes beyond the reasonable control and without the fault or negligence of such party and/or its subcontractors. Such acts shall include without limitation acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (“force majeure events”). When such a cause arises, Contractor shall notify the Agency in writing at its earliest reasonable opportunity of the cause of its inability to perform, how it affects its performance, and the anticipated duration of the inability to perform. All parties shall make reasonable efforts to minimize the impact of the force majeure event on contract performance. The Hospital may exercise any rights it has under the contract which are available when neither party is in default.

35. INDEMNIFICATION

To the fullest extent allowed by law, Contractor shall indemnify, defend, save and hold harmless, protect, and exonerate the Hospital its commissioners, board members, officers, employees, agents, and representatives, and the State of Mississippi from and against all claims, demands, liabilities, suits, actions, damages, losses, and costs of every kind and nature whatsoever including, without limitation, court costs, investigative fees and expenses, and attorneys’ fees, arising out of or caused by Contractor and/or its partners, principals, agents, employees and/or subcontractors in the performance of or failure to perform this agreement.

In the Hospital’s sole discretion, upon approval of the Office of the Mississippi Attorney General and the Hospital, Contractor may be allowed to control the defense of any such claim, suit, etc. In the event Contractor defends said claim, suit, etc., Contractor shall use legal counsel acceptable to the Office of the Mississippi Attorney General and the Hospital. Contractor shall be solely responsible for all costs and/or expenses associated with such defense, and the Hospital shall be entitled to participate in said defense. Contractor shall not settle any claim, suit, etc. without the concurrence of the Office of the Mississippi Attorney General and the Hospital, which shall not be unreasonably withheld.

36. INDEPENDENT CONTRACTOR STATUS

Contractor shall, at all times, be regarded as and shall be legally considered an independent contractor and shall at no time act as an agent for the Hospital. Nothing contained herein shall be deemed or construed by the Hospital, Contractor, or any third party as creating the relationship of principal and agent, master and servant, partners, joint ventures, employer and employee, or any similar such relationship between the Hospital and Contractor. Neither the method of computation of fees or other charges, nor any other provision contained herein, nor any acts of the Hospital or Contractor

hereunder creates or shall be deemed to create a relationship other than the independent relationship of the Hospital and Contractor.

Contractor's personnel shall not be deemed in any way, directly or indirectly, expressly or by implication, to be employees of the Hospital. Neither Contractor nor its employees shall, under any circumstances, be considered servants, agents, or employees of the Hospital, and the Hospital shall be at no time legally responsible for any negligence or other wrongdoing by Contractor, its servants, agents, or employees.

The Hospital shall not withhold from the contract payments to Contractor any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to Contractor. Further, the Hospital shall not provide to Contractor any insurance coverage or other benefits, including Workers' Compensation, normally provided by the Hospital for its employees.

37. MODIFICATION OR RENEGOTIATION REQUIRED BY CHANGE IN LAW

The parties agree to renegotiate the agreement in good faith if federal and/or state revisions to any applicable laws or regulations make changes in this agreement necessary. This agreement may be modified only by written agreement signed by the parties hereto and approval by the Public Procurement Review Board, if required.

38. NO LIMITATION OF LIABILITY

Nothing in this agreement shall be interpreted as excluding or limiting any liability of the Contractor for harm arising out of the Contractor's or its subcontractors' performance under this agreement.

39. ORAL STATEMENTS

No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this contract. All modifications to the contract shall be made in writing by the Hospital, agreed to by Contractor, and approved by the Public Procurement Review Board, if required.

40. RECOVERY OF MONEY

Whenever, under the contract, any sum of money shall be recoverable from or payable by Contractor to the Hospital, the same amount may be deducted from any sum due to Contractor under the contract or under any other contract between Contractor and the Hospital. The rights of the Hospital are in addition and without prejudice to any other right the Hospital may have to claim the amount of any loss or damage suffered by the Hospital on account of the acts or omissions of Contractor.

41. STATE PROPERTY

Contractor will be responsible for the proper custody and care of any state-owned property furnished for Contractor's use in connection with the performance of this agreement. Contractor will reimburse the state for any loss or damage, normal wear and tear excepted.

42. THIRD PARTY ACTION NOTIFICATION

Contractor shall give the customer prompt notice in writing of any action or suit filed, and prompt notice of any claim made against Contractor by any entity that may result in litigation related in any way to this agreement.

43. UNSATISFACTORY WORK

If, at any time during the contract term, the service performed or work done by Independent Contractor is considered by the Hospital to create a condition that threatens the health, safety, or welfare of the citizens and/or employees of the State of Mississippi, Independent Contractor shall, on being notified by the Hospital, immediately correct such deficient service or work. In the event Independent Contractor fails, after notice, to correct the deficient service or work immediately, the Hospital shall have the right to order the correction of the deficiency by separate contract or with its own resources at the expense of Independent Contractor.

44. NOTICES

All notices required or permitted to be given under this agreement shall be in writing and personally delivered or sent by certified United States mail, postage prepaid, return receipt requested, to the party to whom the notice should be given at the address set forth below. Notice shall be deemed given when actually received or when refused. The parties agree to promptly notify each other in writing of any change of address.

For Independent Contractor: *Name:* _____ *Title:* _____

Address: _____

For the Hospital: *Name:* _____ *Title:* _____

Address: Post Office Box 157-A, Whitfield, Mississippi
3550 Highway 468 West, Whitfield, Mississippi

45. INTEGRATED AGREEMENT/MERGER

This agreement, including all contract documents, represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations or agreements, irrespective of whether written or oral. This agreement may be altered, amended, or modified only by a written document executed by the State and Independent Contractor. Independent Contractor acknowledges that it has thoroughly read all contract documents and has had the opportunity to receive competent advice and counsel necessary for it to form a full and complete understanding of all rights and obligations herein. Accordingly, this agreement shall not be construed or interpreted in favor of or against the State or Independent Contractor on the basis of draftsmanship or preparation hereof.

James G. Chastain
Director
Mississippi State Hospital

Date

Independent Contractor

Date

**ATTACHMENT – A
Bidder Price Submission**

**Procurement Schedule: MSH Bid File 04.22.2026.202
Janitorial/Housekeeping Services Pricing**

The Contractor will perform the following services upon request of the Agency in fulfillment of the purposes of this contract 365 days/ 7 days a week: 1. The Contractor will coordinate all communications with the Agency through Tiffany Jefferson. 2. The Contractor will provide janitorial services as requested by the Agency. The janitorial worker(s) shall provide the following minimum duties as outlined in Sections A & B and will be monitored by the agency for payment considerations as outlined in Section C (page 11) and 4.f. (page 15). The Building Coverage Schedule identifies the buildings, janitorial staffing numbers, days, and times.

Building Coverage Schedule

Bldg. No.	Program	Sq Ft to be Cleaned	WEEKDAYS (Mon–Fri) 28 Staff 6:00 AM–2:30 PM or 7:00 AM–3:30 PM	Price	WEEKENDS (Sat–Sun) 12 Staff 6:00 AM–2:30 PM or 7:00 AM–3:30 PM	Price
			All 15 Buildings Included		All Buildings Except Bldg. 69	
28	JNH	6,708	Included		Included	
31	JNH	12,229	Included		Included	
33	JNH	13,116	Included		Included	
34	JNH	13,116	Included		Included	
78	JNH	11,358	Included		Included	
45	IPS	11,822	Included		Included	
46	IPS	6,946	Included		Included	
63	IPS	30,390	Included		Included	
69	IPS	5,876	Included		NOT INCLUDED	
81	IPS	9,878	Included		Included	
87	IPS	5,876	Included		Included	
90	IPS	16,092	Included		Included	
201	IPS	19,860	Included		Included	
202	IPS	10,770	Included		Included	
203	IPS	19,860	Included		Included	
TOTAL for Weekdays					TOTAL for Weekends	

Notes: Shift options are 6:00 AM–2:30 PM or 7:00 AM–3:30 PM for both weekdays and weekends. Building 69 is excluded from weekend coverage. JNH = Buildings 28, 31, 33, 34, 78. IPS = Buildings 45, 46, 63, 69, 81, 87, 90, 201, 202, 203.

**EXHIBIT - C
CERTIFICATIONS/ASSURANCE**

**EXHIBIT - C
CERTIFICATIONS AND ASSURANCES**

I/We make the following certifications and assurances as a required element of the bid to which it is attached, understanding that the truthfulness of the facts affirmed here and the continued compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. Representation Regarding Contingent Fees. By responding to the solicitation, the bidder represents that it has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract. If the bidder cannot make such a representation, a full and complete explanation shall be submitted in writing with the bidder's response.
2. Representation Regarding Gratuities. The bidder represents that it has not, is not, and will not offer, give, or agree to give any employee or former employee of MSH a gratuity or offer of employment in connection with any approval, disapproval, recommendation, development, or any other action or decision related to the solicitation and resulting contract. Offeror further represents that no employee or former employee of MSH has or is soliciting, demanding, accepting, or agreeing to accept a gratuity or offer of employment for the reasons previously stated; any such action by an employee or former employee in the future, if any, will be rejected by bidder. Bidder further represents that it is in compliance with the Mississippi Ethics in Government Laws, codified at Mississippi Code Annotated 25-4-101 through 25-4-121, and has not solicited any employee or former employee to act in violation of said law.
3. Certification of Independent Price Determination. By submitting a bid, the bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without any consultation, communication, or agreement with any other bidder or competitor for the purpose of restricting competition.
4. Certification of Non-Debarment. By submitting a bid, the bidder certifies that it is not currently debarred from submitting bids for contracts issued by a political subdivision or agency of Mississippi and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi.

Signature of Bidder

Title

Date

**EXHIBIT - D
ACKNOWLEDGEMENT
AND
AUTHORIZATION**

EXHIBIT - D

**PROPOSAL ACKNOWLEDGEMENT AND AUTHORIZATION FORM
FOR PROPOSED AGREEMENT ON MSH REFERENCE LAB SERVICES
FOR ALL MSH PATIENT SERVICE DIVISIONS**

1. The undersigned hereby acknowledges that he/she has read and understands the specifications, requirements, and proposed agreement regarding reference lab services for all MSH patient service divisions, issued by Mississippi State Hospital (MSH). He/she further acknowledges that the offeror's proposed services fully meet or exceed those as specified in Mississippi State Hospital Invitation for Bids (IFB) for reference lab services for all MSH patient service divisions dated **November 19, 2025**.

Additionally, the offeror agrees that all its proposal documents and responses to the aforementioned IFB will, at the option of MSH, become a legally binding and essential portion of the final contract between the offeror and MSH.

2. The undersigned hereby agrees that all information contained in this IFB is "Confidential and Proprietary Information," and agrees that it will not permit the duplication, use or disclosure of any such Confidential and Proprietary Information to any person (other than its own employees who must have such information for the performance of obligations thereunder by legal means), without authorization in writing by an authorized Officer of MSH.
3. By signing below, the undersigned acknowledges that he/she is a duly authorized agent of the company listed below and, as such, agrees to all above terms and conditions of the IFB reference lab services for all MSH patient service divisions in whole, with exception of those amendments as acknowledged in writing to offeror and signed by a duly authorized agent of MSH.

Company Name: _____

Name of Authorized Agent (Printed): _____

Signature of Authorized Agent: _____

Date: _____

NOTE: It Is Mandatory That This Form Be Signed and Returned with Bid

**EXHIBIT - E
PAYMODE**

EXHIBIT - E

**MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION
ADMINISTRATIVE RULE FOR MANDATORY ELECTRONIC PAYMENT OF
VENDORS AND ELECTRONIC INVOICING BY VENDORS**

Vendor Name ("Vendor"): _____

Vendor has received a copy of the "Mississippi Department of Finance and Administration Administrative Rule on Mandatory Electronic Payment of Vendors."

Vendor understands that MSH is an agency of the State of Mississippi, and as such, its payments are processed by the Mississippi Department of Finance and Administration ("DFA").

Vendor agrees to one of the following:

- a) Within 60 days, enroll in the State of Mississippi E-Payment vehicle, currently Paymode™, for the receipt of payment from the State of Mississippi.
- b) Obtain an exemption from DFA before providing any good or services which may be billable to MSH.

Vendor understands that payment will not be received from the MSH until enrollment in Paymode™ is complete, or an exemption is granted by DFA.

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

**MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION
ADMINISTRATIVE RULE
MANDATORY ELECTRONIC PAYMENT OF VENDORS**

I General Purpose.

- A. The Mississippi Department of Finance and Administration (DFA) serves as the primary executive branch agency for fiscal management. Under §7-7-41, the State Fiscal Officer has the authority to prescribe rules and regulations concerning the issuance of warrants and other forms of payments for all departments, institutions, and agencies of the state. This rule, unless otherwise noted, is to set as the standard that vendors of the State of Mississippi shall be paid electronically and shall be provided the supporting remittance detail by electronic means.
- B. This rule is a means for reducing the costs to produce paper warrants and remittance advices. The State has documented significant savings in the move to electronic payment and remittance. The State avoids the costs associated with printing, sorting, distributing, copying, and mailing warrants. Additionally, the State has determined that there are reduced opportunities for fraud and lost payments under this means of payment and remittance.
- C. Vendors benefit by receiving notification of pending deposits of funds and have options for interfacing the remittance data from the State into their accounts receivable systems.

II. Definitions.

- A. ACH: Automated Clearing House. Affiliated with the U. S. Treasury and the Federal Reserve System and used as the conduit for electronic payments and collections.
- B. EFT: Electronic Funds Transfer. Electronic Funds Transfer (EFT) provides for electronic payments and collections. EFT is safe, secure, efficient, and less expensive than paper check payments and collections. Issuance costs for EFT payments are approximately 80% less than the cost to issue the same payment on a paper warrant. EFT transactions use the ACH network associated with the Federal Reserve System.
 - 1. The State of Mississippi uses "standard EFT" for transferring funds to employee bank accounts for direct deposit of payroll payments and for some transfers to checking accounts of State agencies.
 - 2. The State uses expanded EFT in the transfer of funds and remittance information using PayModem[^]. The State has established PayModeTm as the default payment method for those payments and transfers requiring supporting remittance information.

- C. E-payment vehicle: Tool that captures the payment and remittance information and pushes it electronically to the designated vendor from the source system (MAGIC). The ACH is used to move the funds while a proprietary system is used to provide access to supporting remittance data and notification of the availability of funds to the State's vendors.
- D. Existing Agreements: Individual agreements in place for the acceptance of electronic payments prior to the implementation of this policy.
- E. PayModeTm: A Bank of America product, PayModem is the State's present e-payment vehicle.
- F. MAGIC: Mississippi Accountability System for Government Information and Collaboration, the successor system for SAAS and SPAHRS.
- G. Vendor payments: Payments initiated and approved by State Agencies for various goods and services or as used to transfer funds to other governing authorities such as school districts, cities, and counties.

III. Requirements for Transitioning to E-payment Vehicle

- A. All existing vendors presently set up for payment through standard EFT, unless otherwise approved as an exemption, must be enrolled in PayModeTM
- B. All vendors established as new vendors in the State Magic System must be established for e-payment and remittance via PayModeTM.
- C. All remaining MAGIC vendors, unless specifically exempted, must convert to PayModem on the schedule determined by DFA.
- D. To register for PayModeTM, vendors should go to the Bank of America's™ enrollment website at <http://www.bankofamerica.com/paymode/ms>.
 1. Vendor must have a valid email address in order to enroll with PayModeTm. This email address can be obtained through one of the free email services such as Yahoo or Hotmail.
 2. Vendor must have access to a computer. As computers are generally accessible in all businesses as well as in Public Libraries or other public forums, no exemption will be granted for having only limited or no access to a computer.
 3. Vendor may request assistance in enrolling with the State's e-payment service provider by contacting [mash\(a,dfa.state.ms.us](mailto:mash@dfa.state.ms.us) or by calling MASH at (601)359-1343.

M. Requirements for Transitioning to E-invoicing

- A. All vendors who contract with a state agency must agree to invoice the State electronically through PayMode.
- B. To register for PayMode E-invoicing, vendors must first register with PayMode for E-payment.
- C. Vendors must then complete additional information on the PayMode website to enroll in E-invoicing.
- D. Vendors may request assistance in enrolling in PayMode E-invoicing by contacting PayMode Customer Support at 1-866-252-7366.

V. Exemptions

A. The following are exempt from this rule:

1. State employees as defined in §25-9-107;
2. Contract workers — note that Independent Contractors are exempt from this rule;
3. Vendors specifically approved for "one of" payments using the specific vendor number designated for that purpose by the Office of Fiscal Management;
4. Right-of-Way acquisition payments made by the Mississippi Department of Transportation.
5. Debt service payments made by the Office of the State Treasurer;
6. Tax payments to the IRS (standard EFT);
7. Tax payments to the Mississippi State Tax Commission (standard EFT);
8. Transfers to the Public Employees Retirement System of Mississippi (Standard EFT);
9. Transfers to the Mississippi Deferred Compensation and Trust/SBA (Standard EFT);
10. Vendors who apply for exemption and are approved by DFA.

B. To apply for exemption, the vendor must submit a written application to:

Director, Office of Fiscal Management
Department of Finance and Administration 501
North West Street, Suite 1101B Jackson,
Mississippi 39201

C. Application must detail the following:

1. Reason(s) exemption requested. This must be a narrative explanation of the reason for the request;
2. Documentation of supporting cost and legal issues associated with the request for the exemption.

D. DFA will issue a written determination within 10 business days of the receipt of the exemption request. The written determination of DFA will be considered the final determination.