



West Michigan Community Mental Health

REQUEST FOR PROPOSAL (RFP)

West Michigan Community Mental Health is seeking a vendor to provide maintenance services at the 9 designated sites. Maintenance can be done at any time except those jobs that would be disruptive to operations. Jobs that would be disruptive to WCMH normal operations/business hours will need to be completed on evenings and/or weekends unless otherwise arranged with Facilities Specialist or designee. The provider shall respond to emergency maintenance requests within two hours of notification. Emergencies include any situation that poses a risk to safety, security, or significant operational disruption. Contract service period is October 1, 2025 – September 30, 2027.

Interested parties can request a full bidder's packet, including bidder's instructions by contacting **Jill Miller at Providercontracts@wmcmhs.org**

PROPOSAL DEADLINE: Completed proposals must be received by WCMH no later than 5:00 pm, Friday, August 15, 2025. WCMH will accept proposals via mail, fax or email in PDF format. All proposals should be submitted to Jill Miller at Providercontracts@wmcmhs.org ; faxed to (231) 845-7095; or mailed/delivered to 920 Diana St. Ludington, MI 49431. ATTN: Jill Miller

NO LATE PROPOSALS WILL BE ACCEPTED