

Date Issued: July 12, 2017

Request for Proposal No.: 17-026

The City of Decatur will accept sealed Request for Proposals (RFP) for the following:

Description: **Remediation of the 2<sup>nd</sup> Floor Training Room**

**A Mandatory Pre-Proposal Meeting July 24<sup>th</sup>, 2017 at 2:00PM in the 2<sup>nd</sup> Floor Conference Room**

**RFPs must be received before: August 2, 2017 at 2:00PM**

Return sealed RFP to:

Regular Mail

City of Decatur  
Purchasing Department  
P.O. Box 488  
Decatur, AL 35602

Courier

City of Decatur  
Purchasing Department  
Third Floor  
402 Lee St., NE  
Decatur, AL 35601

I/We agree to furnish at the prices shown and guarantee that each item offered will meet or exceed all specifications, terms and conditions, and requirements listed. I herein affirm I have not been in any agreement or collusion among respondents in restraint of freedom of competition by agreement to respond at a fixed price or to refrain from responding or otherwise. I have read and understand all terms and conditions of this RFP.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Typed/Printed Authorized Name

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contractors License No. (if required)

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

# PRICE SHEET

Opening Date: August 2<sup>nd</sup> 2017

RFP No.: 17-026

Opening Time: 2:00 PM

**Prices quoted in RFPs shall be total delivered price.**

LINE NO.	ITEM	
1	Remediation of 2 <sup>nd</sup> Floor Training Room	\$
2	Days to Complete	

- A bid bond IS NOT required for this RFP.
- Evidence of insurance is required for this RFP.
- Delivery can be made \_\_\_\_\_ days or \_\_\_\_\_ weeks after receipt of order.
- Prices valid for acceptance within \_\_\_\_\_ days (not to be less than 30 days)
- RFP responses **SHALL** include (1) original version with original signatures and (1) copy of the original.
- Include any additional information that could assist in the City's decision making process.

**A Mandatory Pre-Proposal Meeting July 24<sup>th</sup>, 2017 at 2:00PM in the 2<sup>nd</sup> Floor Conference Room**

**NOTE: FOR THIS RFP TO BE CONSIDERED RESPONSIVE, ALL INFORMATION REQUESTED SHOULD BE SUPPLIED, AS APPROPRIATE OR THE ENTIRE RFP MAY BE DISQUALIFIED. RFP RESPONSE MUST BE IN INK OR TYPED WITH THE ORIGINAL SIGNATURE INCLUDED.**

\_\_\_\_\_  
Bidder Signature

\_\_\_\_\_  
Company

## STANDARD TERMS AND CONDITIONS

**IN ORDER TO SUBMIT A RESPONSIVE RFP, IT IS VERY IMPORTANT THAT ALL TERMS AND CONDITIONS, SPECIFICATIONS AND INSTRUCTIONS ARE READ THOROUGHLY.**

RFP response envelopes shall be properly identified on the front with the invitation to RFP number, opening date and time. Each individual invitation to RFP shall be submitted in a separate sealed envelope. Multiple RFP responses submitted in the same envelope/courier package (that are not in separate envelopes properly identified) shall be rejected. The Purchasing Department assumes no responsibility for late RFP responses that occur due to the U.S. Postal Service or private courier service.

RFP responses and signature page must be submitted on this form in ink or typewritten or the RFP will be rejected. Include (1) copy of the original RFP response.

For a “no-RFP” response, return the signature page signed and marked “no RFP”. Without this Non-response notice, a vendor may be removed from active bidders list.

The attached specifications are being provided to potential bidders as guidelines that describe the type and quality of equipment, supply, and/or service the City of Decatur is seeking to purchase. The bidder must indicate compliance or list exceptions to each specification item for consideration. Failure to comply with this provision could be cause for rejection of the RFP.

RFP responses must be received in the office of the Purchasing Department not later than the date and time specified.

The Purchasing Department will not accept facsimile (fax) nor email transmissions of RFPs.

Changes or modifications of this Invitation to RFP are allowed only by written authority of the Purchasing Agent.

Non Appropriation of Funds: Continuation of any agreement between the City of Decatur and a bidder beyond a fiscal year is contingent upon continued legislative appropriation of funds for the purpose of this RFP and any resulting agreement. Non availability of funds at any time shall cause any agreement to become void and unenforceable and no liquidated damages shall accrue to the City as a result. The City will not incur liability beyond the payment of accrued agreement payment.

Descriptive Literature: Reference to brand names and numbers is not restrictive, unless otherwise specified. RFPs on equivalent items meeting the standards of quality indicated will be considered, providing the RFP clearly describes the item offered and indicates how it differs from the referenced brands. Descriptive literature on any supplemental information necessary for comparison purposes shall be submitted with the RFP or the Purchasing Agent may reject the RFP for that item. Reference to literature submitted with a previous RFP, or on file with the Purchasing Department will not satisfy this requirement.

The City of Decatur reserves the right to modify all or any portion of this Invitation to RFP when the best interest of the City is involved.

The City of Decatur reserves the right to award to a single vendor, multiple vendors an award all or part of this RFP to single or multiple vendors.

The City of Decatur reserves the right to seek clarification from vendors submitting responses to this RFP.

The City of Decatur is exempt from all Federal, State and local sales and use taxes.

All respondents shall maintain such insurance as will protect bidder and the City of Decatur from claims under Workman's Compensation Acts and from claims for damage and or personal injury, including death, which may arise from the operation and/or fulfillment of the resulting contract of this Invitation to RFP. Insurance shall be written by companies authorized to do business in Decatur, Alabama. Evidence of insurance shall be furnished to the City of Decatur Purchasing Department with submitted RFPs when requested.

Any individual, company, or corporation doing business with the City of Decatur must possess and show proof thereof all proper licenses and/or proper certifications required by Federal, state and local statutes and regulations prior to award.

The City of Decatur reserves the right to terminate any contract resulting from this RFP for just and reasonable cause whereby it appears to be in the best interest of the City.

The successful respondent agrees, by entering into this contract, to defend, indemnify, and hold the City of Decatur harmless from any and all causes of action or claims of damages arising out of or related to respondents performance under this contract.

The successful respondent shall abide by all Federal, State, and Local Statutes, laws, regulations, and ordinances.

**An electronic version of this RFP is available on the City's website at [www.decaturalabamausa.com](http://www.decaturalabamausa.com) or by emailing [purchasing@decatur-al.gov](mailto:purchasing@decatur-al.gov). In order to decrease the evaluation time and insure award by the award date please enter your responses in the electronic version if possible, and return it with a hard copy of the original and (1) copy of the original with your RFP response package.**

Exclusion of the electronic files in a RFP response is not a basis for rejection.

The hard copy of the invitation to RFP on file in the City of Decatur Purchasing office shall serve as the master document. Any alterations, deletions, additions or other changes that materially change the intent of the RFP could be considered grounds for rejection of the RFP response.

**A RFP RESPONSE MAY BE REJECTED IF:**

- RFPs improperly submitted or identified
- RFPs not signed or not original signature
- Requested information, or documentation not submitted with RFP
- Failure to acknowledge receipt of addendum with RFP
- Material alteration of the master document
- Invitation to RFP number not on face of envelope
- Received late
- RFP response not on the original form
- RFP not in ink or typed
- Proper licensing not included/provided as required by law

Notice: As a condition of contract, grant or incentive performance with the City of Decatur, compliance with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act must be provided. Please enter the name of your company and your name and complete the affidavit below. Your signature must be notarized.

BUSINESS NAME: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

### **E-VERIFY AFFIDAVIT**

I am the applicant listed above. In my capacity as \_\_\_\_\_ of the business entity listed above, I do hereby execute this affidavit on behalf of the business listed above and, by executing this affidavit, I verify that business' compliance with Section 31-13-9 of the Code of Alabama, 1975, stating affirmatively that it does not knowingly employ, hire for employment or continue to employ an unauthorized alien. Further, the business has registered with and is participating and will participate during the performance of any contract with the City in the federal work authorization program known as "E-verify" web address <https://e-verify.uscis.gov/enroll> , operated by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security to verify information of newly hired employees pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P. L. 99-603, in accordance with the applicable provisions of Alabama's Immigration law.

The undersigned further represents that, should the business employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the City, it will secure from such subcontractor(s) verification of compliance with Section 31-13-9 of the Code of Alabama, 1975, in a form substantially similar to this affidavit. The Business further agrees to maintain records of such compliance and provide a copy of each said verification on request of the City.

\_\_\_\_\_  
E-verify Employment Eligibility Verification User Identification Number

\_\_\_\_\_  
Applicant

Sworn to and subscribed before me on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

# CITY OF DECATUR, ALABAMA

## Contractor Pre-qualification Form (PQF)

**This form must returned in your sealed bid submission and can be filled in using MS Word**

Safety Health and Environmental (FOR CONTRACTORS AND MAJOR SUPPLIERS)				
GENERAL INFORMATION				
1. Company Name:		Telephone:		
Street Address:		Mailing Address:		
2. Contact for Insurance Information (Name):				
Title:		Telephone:	Fax:	
3. PQF Completed By (Name):				
Title:		Telephone:	Fax:	
ORGANIZATION				
4. Project Description:				
<hr/>				
<hr/>				
SAFETY, HEALTH & ENVIRONMENTAL PERFORMANCE				
5. Injury & Illness Stats (Year) (Year) (Year)				
(previous 3 years)				
Total Recordable Incidents:				
Fatalities:				
6. Has your company received any Citations, Notice of Violations, or other penalties relative to safety, health, or environmental within the last three years?				
Yes_____ No_____				
If Yes, please provide detailed explanation.				
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<hr/>				
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7. Does your organization have a Substance Abuse and Prevention Program?

☐ Yes ☐ No

8. Does your organization have an Accident/Incident Reporting and Investigation procedure?

☐ Yes ☐ No

9. Do you have a Safety Orientation Program?

☐ Yes ☐ No

10. Do you conduct field safety inspections?

☐ Yes ☐ No

11. Do you conduct Safety Meetings?

☐ Yes ☐ No

12. Company Safety Health and Environmental contact:

Name:\_\_\_\_\_

Title:\_\_\_\_\_

Address:\_\_\_\_\_

Phone Number: Mobile\_\_\_\_\_ Office\_\_\_\_\_

Email Address:\_\_\_\_\_

13. Company Representative:

Signature\_\_\_\_\_ Date\_\_\_\_\_

**At the City of Decatur we strive to be a top performing safety organization, and provide safety and healthful worker places for our employees, while ensuring that public safety remains at the forefront of our operations. The preceding information has been requested as part of the City of Decatur's Safety and Health program, and supports efforts to improve safety in all of our activities.**

**Thank you for your cooperation and assistance, address any questions to me at 256-341-4897 or by email at [rshepherd@decatur-al.gov](mailto:rshepherd@decatur-al.gov)**

**RODNEY SHEPHERD**

**Safety Coordinator**

**City of Decatur**

## **REMEDATION AND RESTORATION PROTOCOL**

1. For the remediation and restoration activities, follow the general guidelines and standard practice put forth in *“Guidelines on Assessment and Remediation of Fungi in Indoor Environments”* by the New York City Department of Health & Mental Hygiene, Bureau of Environmental & Occupational Disease Epidemiology ; *“Mold Remediation in schools and Commercial Buildings”* by the US Environmental Protection Agency, *“IIRC S500 Standard and Reference Guide for Professional Water Damage Restoration”* and *“IIRC S520 Standard and Reference Guide for Professional Mold Remediation”*, Institute of Inspection Cleaning and Restoration, and *“Guidelines for Mold and Fungi Control and Remediation for Worker Protection in Indoor Work Environments (ANSI Z690 Standard)”* By the American National Standards Institute, Inc.
2. Remediation within the structure shall utilize polyethylene critical barriers, negative pressure containments, de-humidification units and high efficiency particulate air (HEPA) filtration units during any operation that exposes any un-affected or decontaminated areas of the structure to potential microbial contamination or elevated humidity.
3. A negative pressure containment shall be utilized to isolate the second-floor west storage / training room from the remainder of the structure.
4. All Hard surface contents within the west storage / training room containment shall be cleaned utilizing hand cleaning techniques within a suitable anti-microbial solution. Any porous / paper contents exhibiting visible fungal growth or water staining should be discarded, specifically the water stained file box within the eastern portion of the west storage/training room shall be cleaned utilizing HEPA vacuuming techniques. All fabric/upholstered furniture within the west storage/training room shall be cleaned utilizing HEPA vacuuming techniques. All Cleaned contents shall be removed from the containment and stored in an environmentally controlled area for the duration of the remediation effort.
5. Dehumidifiers shall be utilized to maintain an indoor relative humidity of less than 60% for the duration of the remediation efforts.

### **SECOND FLOOR WEST STORAGE / TRAINING ROOM**

1. Remove and discard the impacted ceiling tiles along the west perimeter wall of the second-floor west storage/training room.
  - a. The ceiling tiles and any exposed ceiling insulation shall be removed two feet beyond the point of visible fungal growth or evidence of water intrusion.



2. All exposed surfaces within the second-floor west storage/training room shall be cleaned utilizing HEPA vacuuming techniques and/or wet wipe hand cleaning techniques with a suitable anti-microbial solution.
3. The carpeting material within the second-floor west storage/training room be professionally cleaned.
4. All work shall be performed during non-business hours, outside of the hours of 8-5 PM, Monday through Friday.
5. The area to be remediated is 40 ft. x 12 ft. x 9 ft. with glass windows along one wall.
6. The successful vendor **shall not** sub-contract any part of this project.
7. Five (5) business days prior to beginning work, a schedule of the days and times that your staff will be on site to perform the remediation shall be provided to the City of Decatur Safety Officer.
8. Payment will be made upon approval of the City of Decatur Safety Officer.

**To be considered a responsive and responsible RFP submission your RFP package shall contain:**

- A written description of the means and methods that will be used to complete this project
- The total cost figure on the “Price Sheet” should be the sum of all work, disposal costs, and any other costs related to successful completion of the project
- List any and all certifications related to this type of project for your firm
- List (3) references that your firm has performed similar work for in the past (3) years
- Provide proof of insurance

For Questions on your submission or the process contact the Purchasing Department at 256-341-4520 or by email at [purchasing@decatur-al.gov](mailto:purchasing@decatur-al.gov).

For Questions concerning the specification of this RFP contact Rodney Shepherd at 256-341-4897 or by email at [rshepherd@decatur-al.gov](mailto:rshepherd@decatur-al.gov).