

CITY OF BRUNSWICK, GEORGIA

November 2022

**MOLD TESTING
AT
ST. MARK'S TOWERS**

REQUEST FOR PROPOSALS



ST. MARK'S TOWERS MOLD TESTS AND REPORT

Invitation for Bids

The City of Brunswick, Georgia (COB) will receive proposals to conduct mold testing for a federally funded project at St. Mark's Towers until **Friday, December 2, 2022 at 12:00 p.m. EST**. The City invites vendors to submit proposals responsive to the specific the specific requirements set forth in this request for proposals (RFP).

The envelopes containing the proposal **must be sealed**, and addressed to:

City of Brunswick
Att: Roxane George
601 Gloucester St.
Brunswick, Georgia 31520
rgeorge@cityofbrunswick-ga.gov

All proposals must be marked "St. Mark's Towers Mold RFP." The envelope must bear on the outside the name and address of the vendor. No proposal may be withdrawn or modified in any way after the deadline for proposal openings, and no faxed proposals will be accepted.

Questions regarding this request for proposals should be submitted in writing to Roxane George at rgeorge@cityofbrunswick-ga.gov prior to 12:00 noon on November 23, 2022.

Proposals may also be submitted by Friday, December 2, 2022 at 12:00 p.m. EST via e-mail to rgeorge@cityofbrunswick-ga.gov. The subject of the email shall be noted as "St. Mark's Towers Mold RFP."

The e-mail submittals will remain unopened until 10:00 a.m. on Monday, December 5, 2022, at which time mailed bids will also be opened at City Hall, 601 Gloucester St. Brunswick, GA 31520.

Proposals will be reviewed and evaluated by an evaluation committee from the City of Brunswick. The committee will select a preferred vendor from the submitted proposals within 14 days of the proposal due date. Proposals must be valid for ninety (90) days following the opening date.

Background:

The City of Brunswick, Georgia is located in the southeastern portion of Georgia in Glynn County, along the Georgia coast. St. Mark's Towers is a multi-story residential development for senior citizens located on the east side of the city off of U.S. Highway 17. A location map is provided as Appendix A of this RFP. The development consists of two, six-story residential towers which are connected by a single-story dining and community area. There are 150 residential units within the development. The building was established in 1982 and the south tower was built in 1992.

The City of Brunswick’s Community Development Block Grant – Disaster Recovery (CDBG-DR) program provides repairs and reconstruction for eligible housing in the 31520 zip code that has unrepaired damage from 2017’s Hurricane Irma. This is a Housing and Urban Development (HUD) grant-funded program. The Georgia Department of Community Affairs (DCA) is the program grantee; the City of Brunswick (COB) is a program sub-recipient and will be responsible for oversight of the St. Mark’s Tower project.

Project Description:

Prior to beginning a project to replace windows and HVAC units throughout the St. Mark’s structure, the City is required to conduct mold testing for the entire structure. The City has secured funding for the rehabilitation project and required inspections and reports through DCA.

Payment will be made after mold testing has been completed and a satisfactory report has been received by the City.

Arrangements can be made for potential vendors to visit the facility to examine the existing window units and HVAC units prior to submittal of proposals. Vendors can contact Roxane George at 912-279-2626 or rgeorge@cityofbrunswick-ga.gov to arrange a site visit at the facility.

Scope of Work

Quote should include costs of providing to COB all of the following services (“Services”):

1. Conduct pre-project mold testing throughout the 125,519 square feet of the St. Mark’s facility, which includes 150 apartments sized approximately 450-500 square feet each, common areas, offices, electrical rooms and shops.
2. Prepare a comprehensive report of results that includes types and levels of molds, where found, and a clear interpretation of these results.

City’s Responsibilities

- Coordination with vendor and St. Mark’s Towers to schedule mold testing
- Review of mold test reports
- Payment of invoice for completed work

Addenda:

If the City determines that an amendment is required to this RFP, the City Representative will post a written addendum on the City Website at <http://www.brunswickga.org> (the “City Website”) and upon posting will be deemed to form part of this RFP. No amendment of any kind to the RFP is effective unless it is posted in a formal written addendum on the City Website. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda that are posted on the City Website.

Proposal Requirements

All proposals shall include pricing for mold testing and report preparation for the entire St. Mark’s Towers structure. Proposals shall also include:

- Vendor's plan and methods for conducting testing and a sample report format.
- Vendor's tentative project schedule-time work can be done and length of time between start of testing and submission of report
- Any warranties or guarantees provided on the workmanship, product, or other aspects of the project
- Applicable documentation of qualifications to do the work, i.e., licenses, certifications, etc.
- All proposals shall include three (3) references where similar projects have been completed.

Proposals will be evaluated on:

- Conformance to requirements listed in this RFP;
- Total cost of project;
- Warranty (if provided);
- Vendor qualifications;
- Proposed schedule of project completion;
- References provided.

7. Conflict of Interest:

Proponents shall disclose any potential conflicts of interest and existing business relationships they may have with the City. If requested by the City, Proponents should provide all pertinent information regarding ownership of their company within forty-eight (48) hours of the City's request.

8. Negotiations and Contract award:

The City is under no obligation to accept any Proposal submitted. The City reserves the right in its sole discretion to waive informalities in, or reject any or all Proposals, or to accept any Proposal deemed most favorable in the interest of the City or cancel the competition at any time without award. Thereafter, the City may issue a new Invitation / Request, sole source or do nothing.

-End of This Section

DRUG FREE WORK PLACE CERTIFICATION

In order to have a drug- free workplace, a business shall:

Publish a statement notifying employees that the unlawful, manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace and specifying the actions that shall be taken against employees for violation of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

As a condition of working on the commodities or contractual services then under Proposal, the employee shall notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after such conviction.

Impose a sanction on, or require satisfactory participation in a drug abuse assistance or rehabilitation program if such in available in the employee’s community, by any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Company Name

Authorized Signature

Title

Date

VENDOR AFFIDAVIT AND AGREEMENT

(Failure to submit will render Proposal non-responsive you must use this form, you must be enrolled in this program, and you must include your user ID #)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with The City of Brunswick has registered with and is participating in a federal work authorization program [Employment Eligibility Verification (EEV) / Basic Pilot Program, operated by the U.S. Citizens and Immigration Services Bureau of the U. S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)] in accordance with O.C.G.A. § 13-10-91. Further, the undersigned contractor states affirmatively that the individual, firm, or corporation contracting with The City of Brunswick will continue to utilize and participate in the EEV federal work authorization program throughout the term of this contract.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with The City of Brunswick, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form provided by The City of Brunswick. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to The City of Brunswick at the time the subcontractor(s) is retained to perform such service.

EEV Number

Authorized Officer or Agent (Contractor Name)

Date

Title of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE DAY OF _____, 20__.

Notary Public

My Commission Expires: _____

Note: As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the “EEV/Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security in conjunction with the Social Security Administration (SS)

REPRESENTATION AFFIDAVIT

(TO BE SUBMITTED)

This proposal is submitted to The City of Brunswick, Georgia Board of Commissioners (City) by the undersigned who is an authorized officer of the company and said company is licensed to do business in Georgia and The City of Brunswick. Further, the undersigned is authorized to make these representations and certifies these representations are valid. The Proposer recognizes that all representations herein are binding on the Company and failure to adhere to any of these commitments, at the City's option, may result in a revocation of the granted contract.

Consent is hereby given to the City to contact any person or organization in order to make inquiries into legal, character, technical, financial, and other qualifications of the Proposer.

The Proposer understands that, at such time as the City decides to review this proposal, additional information may be requested. Failure to supply any requested for information within a reasonable time may result in the rejection of the Proposer's proposal with no re-submittal rights.

The successful Proposer understands that the City, after considering the legal, financial, technical, and character qualifications of the Proposer, as well as what in the City's judgment may best serve the public interest of its citizens and employees, may grant a contract.

The successful Proposer understands that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same, and is in all respects fair and without collusion or fraud. I understand that collusive Proposing is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Company Name: _____

Authorized Person: _____ Signature _____

(Print/Type)

Title: _____ Date: _____

Address: _____

Telephone : _____ Fax: _____

Name and telephone number of person to whom inquiries should be directed:

Name: _____

Address: _____

Title: _____ Telephone _____ Fax:

_____ E-mail: _____

LEGAL AND CHARACTER QUALIFICATIONS

Convictions: Has the Proposer (including parent corporation, if applicable) or any principal ever been convicted in a criminal proceeding (felonies or misdemeanors) in which any of the following offenses were charged?

		Y	N
a	Fraud		
b	Embezzlement		
c	Tax Evasion		
d	Bribery		
e	Extortion		
f	Jury Tampering		
g	Anti-Trust Violations		
h	Obstruction of justice (or any other misconduct affecting public or judicial officers' performance of their official duties)		
i	False/misleading advertising		
j	Perjury		
k	Conspiracy to commit any of the foregoing offenses		

Civil Proceedings: Has the Proposer or any principal ever been a party, or is now a party, to civil proceeding in which it was held liable for any of the following?

		Y	N
a	Unfair/anti-competitive business practices		
b	Consumer fraud/misrepresentation		
c	Violations of securities laws (state and federal)		
d	False/misleading advertising		
e	Violation of local government ordinance		

License Revocation:

	Y	N
Has the Proposer or any principal ever had a business license revoked, suspended, or the renewal thereof denied, or is a party to such a proceeding that may result in same?		

Responses: If "yes" is the response to any of the foregoing, provide Information such as date, court, sentence, fine, location, and all other specifics for each "yes" response.

Principals: The full names and addresses of persons or parties interested in the foregoing Proposal, as principals, are as follows:

NAME	ADDRESS
_____	_____
_____	_____
_____	_____
_____	_____

References: The Proposer lists below work he has done of similar nature as this solicitation, as references that will afford the City opportunity to judge as to experience, skill, business standing, and financial ability.

CONTACT	PHONE	
PERSON	TITLE	NUMBER/EMAIL
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

St. Mark's Towers

Brunswick, GA

Project Site

