



04/08/2026

TO: All Potential Bidders

SUBJECT: Asbestos Abatement Services

RFP #26-045

Proposal Submission Deadline: April 24, 2026 @ 5:00 p.m.

ADDENDUM NO. 1

The items contained in this addendum are hereby incorporated into the specifications and proposal documents for the above-referenced Request for Proposal. Proposers **must acknowledge receipt** of this addendum on their proposal cover sheet and include a signed copy of this document within their final submission. *Note: Proposals must be received by the deadline above. There will be no public opening of proposals. Submissions will be evaluated by the selection committee, with an anticipated review period of approximately two weeks following the deadline.*

QUESTIONS AND ANSWERS

1. Can the same company performing the survey also perform the abatement? *Answer: The City requires a single Prime Contractor to be responsible for all deliverables. However, per state regulatory guidelines to prevent conflicts of interest, the individual or entity performing the asbestos survey must be independent of the entity performing the abatement.*
2. Will a company be penalized for not completing items 1.1–1.2 if they do not offer survey services? *Answer: No, bidders will not be penalized for lacking in-house survey capabilities. Bidders are encouraged to utilize subcontractors for the survey portion (Items 1.1–1.2). The Prime Contractor remains the sole point of contact and responsible party for all work, including managing the independent surveyor.*

ADDITIONS TO THE SCOPE OF WORK

Subcontracting & Conflict of Interest

1. Prime Responsibility: The selected Prime Contractor is responsible for the entire project scope, including the coordination of all survey and abatement tasks.

2. Independence of Survey: If the Prime Contractor is an abatement firm, they must subcontract the Initial Survey and Final Air Clearance to a licensed, third-party environmental consultant with no financial or corporate ties to the Prime Contractor.

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3. Subcontractor Disclosure: Bidders must identify their proposed environmental consultant for Items 1.1–1.2 in their proposal and provide proof of that subcontractor’s license and insurance.

4. No Double-Invoicing: The Prime Contractor may include a standard administrative markup on subcontractor fees, but the unit prices submitted for Items 1.1–1.2 must be all-inclusive of these costs.

5. Updated Cost Proposal: Attached below. Pricing for Items 1.1 and 1.2 is for services performed by the independent third-party firm identified in Attachment A. These rates are firm for the initial one-year term and will be used as the basis for work orders issued by Code Enforcement.

Summary of Changes: Addendum 1

Service Delivery Model: The City has moved to a Single Prime Contractor model. The selected Prime Contractor will be responsible for the entire project lifecycle, from initial survey to final clearance.

Mandatory Independence for Surveys: To comply with conflict-of-interest standards and Georgia EPD guidelines, the Prime Contractor must utilize an independent, third-party subcontractor for all Surveying (Item 1.1) and Air Clearance Testing (Item 1.2).

New Disclosure Requirement: Bidders are now required to submit Attachment A: Independent Subcontractor Profile with their proposal. This form identifies the licensed third-party firm that will perform the environmental testing.

Revised Cost Proposal: Bidders must use the Updated Unit Price Fee Schedule (provided in this Addendum). This ensures that the costs for independent testing are itemized separately from abatement labor.

No Penalty for Specialization: Abatement firms will not be penalized for lacking in-house survey capabilities, provided they identify a qualified subcontractor for those specific line items.

Contract Term Confirmation: The contract remains a one-year initial term with three optional one-year renewals, based on performance and budget availability.

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****COMPLETE AND SUBMIT****

Revised Unit Price Cost Schedule

Bidders must complete all line items. Prices for Items 1.1 and 1.2 must reflect the actual cost from the independent subcontractor plus any administrative markup.

Item #	Description	Unit	Unit Price
1.1	Asbestos Survey & Lab Analysis (Subcontracted)	Per Structure	\$_____
1.2	Final Air Clearance Testing (Subcontracted)	Per Site	\$_____
1.3	Mobilization & Permit Procurement	Per Site	\$_____
1.4	Friable ACM Removal (e.g., Popcorn Ceiling)	Per Sq. Ft.	\$_____
1.5	Non-Friable ACM Removal (e.g., Floor Tile)	Per Sq. Ft.	\$_____
1.6	Exterior Siding/Transite Removal	Per Sq. Ft.	\$_____
1.7	TSI (Pipe Insulation) Removal	Per Linear Ft.	\$_____

By signing below, the Proposer agrees to provide all services at the unit prices listed above for the initial one-year term and any subsequent renewal periods, subject to the terms of RFP #26-045. The Proposer further certifies that the prices for Items 1.1 and 1.2 reflect independent, third-party services as required.

Company Legal Name: _____

Authorized Representative Name: _____

Title: _____

Signature: _____ **Date:** _____

Email Address: _____ **Phone:** _____

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****COMPLETE AND SUBMIT****

ATTACHMENT A: INDEPENDENT SUBCONTRACTOR PROFILE

Required for all Survey/Testing services (RFP Items 1.1–1.2).

1. GENERAL INFORMATION

Legal Business Name: _____ Contact Person: _____
Physical Address: _____ Phone/Email: _____
GA Business License #: _____ Years in Business: _____

2. REGULATORY CREDENTIALS

GA Asbestos Contractor License #: _____ Primary Agent Name: _____
Accreditation Number: _____ Expiration Date: _____

3. CONFLICT OF INTEREST CERTIFICATION

By signing below, the Prime and Subcontractor certify that:

- The Subcontractor is an independent entity with no shared ownership or financial interest in the Prime Contractor.
- No conflict of interest exists that would compromise the impartial nature of the required asbestos survey or final air clearance.
- Reports will be submitted simultaneously to the City and the Prime Contractor.

Signatures:

Prime Rep: _____ Sub Rep: _____

Date: _____ Date: _____

4. PROJECT EXPERIENCE (LAST 12 MONTHS)

Client Name	Contact Person	Phone Number
1.		
2.		
3.		

5. SUBMISSION CHECKLIST (ATTACH COPIES)

- Georgia Asbestos Contractor License (Subcontractor)
- Professional Liability (\$1M Minimum)
- Current AHERA/Georgia accredited inspector certifications

Ricky Gladney

Buyer

End of Addendum 1

CC:

Centrell Vicks, Code Enforcement

Kwajalein Mosley, Code Enforcement

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March 24, 2026

**REQUEST FOR PROPOSAL
Asbestos Abatement Services
Reference No. 26-045**

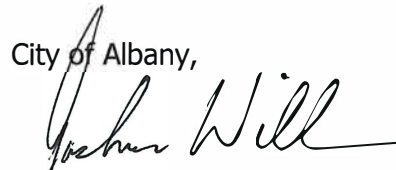
The City of Albany, Georgia, is soliciting competitive sealed proposals from qualified firms to provide abatement services for residential and commercial properties. Proposals will be received by the **Procurement Division at 222 Pine Avenue, Suite 260, Albany, GA 31701, until 5:00 p.m. on April 24, 2026.** The term of the contract shall be for one (1) year, with the option to renew for up to three (3) additional one-year terms, at the City's sole discretion. The selected contractor will provide on-call asbestos abatement services for residential and commercial structures scheduled for demolition.

Pre-Proposal Conference (non-mandatory) will be held at **10:00 a.m. on March 31, 2026**, virtually on **Zoom** to review requirements and answer questions. Firms are encouraged to submit all questions in writing as well so that an addendum can be issued with all answers and information becoming part of the solicitation. All prospective respondents are encouraged to attend. **Zoom Link:** <https://us06web.zoom.us/j/83860493867?pwd=gkR3bZxL2LHic7bzAlsVvJYycvQkDb.1>
Meeting ID: **838 6049 3867** Passcode: **112247**

The City of Albany strongly encourages Small Business firms to participate in this RFP. All corporations should affix their corporate seal to the proposal cover sheet, and provide a current copy of the **Certificate of Incorporation** and a listing of corporate principals with their response.

The City of Albany reserves the right to reject any and all responses and to waive technicalities as deemed to be in the best interest of the City. The City of Albany reserves the right to request additional information from a respondent(s) as deemed necessary to analyze responses.

For additional information, contact Ricky Gladney, Buyer at rgladney@albanyga.gov cc: kross@albanyga.gov and jswilliams@albanyga.gov. The deadline for questions is **5:00 p.m. on April 10, 2026.** Questions received after this deadline may not be answered. Replies of substance will be in the form of written addenda and made available to all potential respondents.

City of Albany,

Joshua Williams, CPPB
Procurement Manager

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**CITY OF ALBANY
FINANCE DEPARTMENT
PROCUREMENT DIVISION
ALBANY, GEORGIA
INSTRUCTIONS TO PROPOSERS**

These instructions will bind proposers to terms and conditions herein set forth,

1. The following criteria are used in determining which proposal is in the best interests of the city.
 - (a) The ability, capacity and skill of proposer to perform required service.
 - (b) Whether proposer can perform service promptly or within specified time.
 - (c) The character, integrity, reputation, judgment, experience and efficiency of proposer.
 - (d) The performance of previous contracts.
 - (e) The suitability of equipment or material for City/County use.
 - (f) The ability of proposer to provide future maintenance and parts service.
2. Payment terms are Net 30 unless otherwise specified. Favorable term discounts may be offered and will be considered in determining best proposer if they are deemed advantageous to the City.
3. All requested information should be included in submittal package. All desired information must be **signed** and included for your proposal to receive full consideration. **Failure to submit any required form will be cause for proposal to be rejected as non-responsive.**
4. All questions, inquiries and requests for clarification shall be directed to Procurement.
5. For multi-year contracts the following clauses pursuant to OCGA 36-60-13 apply: (1) The contract shall terminate absolutely and without further obligation on the part of the City or County at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed; (2) The contract may provide for automatic renewal unless positive action is taken by the City or County to terminate such contract, and the nature of such action shall be determined by the City or County and specified in the contract; (3) The contract shall state the total obligation of the City or County for the calendar year of execution and shall further state the total obligation which will be incurred in each calendar year renewal term, if renewed; and (4) The contract shall provide that title to any supplies, materials, equipment, or other personal property shall remain in the vendor until fully paid for by the City or County.
6. Quote all prices F.O.B. Albany or our warehouse or as specified in proposal documents.
7. Each proposal shall be clearly marked on the outside of the package as a Sealed Proposal.
8. Proposal must be received and stamped by the Procurement Office before time stipulated in proposal documents. No responsibility will attach to any City representative or employee for premature opening of proposal not properly addressed or identified.
9. Proposals received late will not be accepted, and the City will not be responsible for late mail delivery.
10. Should a proposal be misplaced by the City and found later it will be considered.
11. Proposals requiring bid security **will not** be read or considered if security is not enclosed. Security may be in the form of cash, certified check, cashier's check or Surety Bond issued by a Surety Company licensed to conduct business in Georgia.
12. All proposers must be recognized as authorized dealers in the materials or equipment specified and be qualified to advise in their application or use. A proposer at any time requested must satisfy the Procurement Office and City Commission that he has the requisite organization, capital, plant, stock, ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which he is interested.
13. Any alterations, erasures, additions or omissions of required information or any changes of specifications, or cost schedule are done at the risk of the proposer.
14. When requested, SAMPLES will be furnished free of expense, properly marked for identification and accompanied by list where there is more than one sample. The City reserves the right to mutilate or destroy any samples submitted whenever it may be in the best interests of the City to do so for the purpose of testing.
15. City will reject any material, supplies or equipment that do not meet the specifications, even though proposal lists the trade name or names of such materials on the price quotation form.
16. The unauthorized use of patented articles is done entirely at the risk of the successful proposer.
17. The ESTIMATED QUANTITY given in the specifications or advertisement is for the purpose of seeking a proposal. The City may purchase more or less than the estimated quantity, and the vendor must not assume that such estimated quantity is part of the contract.
18. Only the latest model equipment as evidenced by the manufacturer's current published literature will be considered. Obsolete models of equipment not in production will not be acceptable. Equipment shall be composed of new parts and materials. Any unit containing used parts or having seen any service other than the necessary tests will be rejected. In addition to the equipment specifically called for in the specifications, all equipment catalogued by the manufacturer as standard or required by the State of Georgia shall be furnished with the equipment. Where required by the State of Georgia Motor Vehicle Code, vehicles shall be inspected and bear the latest inspection sticker of the Georgia Department of Revenue.

19. The successful proposer on motor vehicle equipment shall be required to furnish with delivery of vehicle, Certificate of Origin and Georgia vendors shall provide Georgia Motor Vehicle form MV1.
20. Proposers are responsible for examining the location of the proposed work or delivery and determining, in their own way, the difficulties, which are likely to be encountered in the prosecution of the same.
21. All materials, equipment and supplies shall be subject to rigid inspection, under the immediate supervision of the Procurement Officer and/or the Department to which they are delivered. If defective material, equipment or supplies are discovered, the contractor, upon being instructed by the Procurement Officer, shall remove, or make good such material, equipment or supplies without extra compensation. It is expressly understood and agreed that the inspection of materials by the City will in no way lessen the responsibility of the contractor or release him from his obligation to perform and deliver to the City sound and satisfactory materials, equipment or supplies. The proposer agrees to pay the cost of all tests on defective material, equipment or supplies or allow the cost to be deducted from any monies due him by the City or County.
22. Unless otherwise specified by the procurement officer all materials, supplies or equipment quoted herein must be delivered within thirty (30) days from date of notification or exception noted on price quotation sheet.
23. A contract **will not** be awarded to any corporation, firm or individual who is, from any cause, in arrears to the City/County or who has failed in any former contract with the City/County to perform work satisfactorily, either as to the character of the work, the fulfillment of the guarantee, or the time consumed in completing the work.
24. Reasonable grounds for supposing that any proposer is interested in more than one proposal for the same item will be considered sufficient cause for rejection of all proposals in which he/she is interested.
25. Unless otherwise specified the City reserves the right to award each item separately or on a lump sum basis, whichever is in the best interest of the City/County.
26. The City reserves the right to waive any minor discrepancies, reject any or all proposals, and to purchase any part, all or none of the services, materials, supplies or equipment specified.
27. Failure of the proposer to sign the offer or have the signature of any authorized representative or agent on the proposal **will** be cause for rejection of the proposal. Signature must be written in ink.
28. Any proposer may withdraw his proposal at any time before the time set for opening of proposals. No proposal may be withdrawn without cause in the 60-day period after proposals are opened.
29. It is mutually understood and agreed that if any time the Procurement Officer shall be of the opinion that the contract or any part thereof is unnecessarily delayed or that the rate of progress or delivery is unsatisfactory, or that the proposer is willfully violating any of the conditions or covenants of the agreement, or is executing the same in bad faith, the Procurement Officer shall have the power to notify the aforesaid proposer of the nature of the complaint. Notification shall constitute delivery of notice, or letter, to address given in proposal. If after three working days of notification the conditions are not corrected to the satisfaction of the Procurement Officer, he shall thereupon have the power to take whatever action he may deem necessary to complete the work or delivery herein described, or any part thereof, and the expense thereof, so charged, shall be deducted from any paid by the City out of such monies as may become due to the said proposer, under and by virtue of this agreement. In case such expense shall exceed the last said sum, then and in that event, the bondsman or the proposer, his executors, administrators, successors, or assigns, shall pay the amount of such excess to the City on notice by the Procurement Officer of the excess due.
30. If the proposer proposes to furnish any item of a foreign make or product, he should write "Foreign" together with the name of the originating country opposite such item on proposal.
31. Any complaint from proposer relative to the Request for Proposals or any attached specifications should be made prior to the time of opening of proposals, otherwise such complaint cannot be properly considered.
32. Contracts may be cancelled by the City/County with or without cause with 30-day written notice.
33. **All Corporations should provide the corporate seal, a copy of the Secretary of State's Certificate of Incorporation, and a listing of the principals of the corporation with the bid/proposal.**
34. **All bidders/proposers should provide their tax identification number with the bid/proposal.**
35. **The Board of Commissioners passed a local preference ordinance on January 27, 2015. Where applicable, this ordinance will govern. Local preference will not be a basis of award for projects that are federally funded.**
36. The proposer shall secure all permits, license certificates, inspections (permanent and temporary) and occupational tax certificate, if applicable, before any work can commence. Proposer as well as any and all known subcontractors must possess or will be required to obtain a City of Albany Occupational Tax Certificate or Registration.
37. **Prior to submitting proposal, check website at www.albanyga.gov or call the Procurement Office at 229-431-3211 for any subsequent addendums.**

PROCUREMENT FORM – Revised 4/20/2018

**CITY OF ALBANY
ASBESTOS ABATEMENT SERVICES
GENERAL INFORMATION
RFP #26-045**

1. Submission Instructions:

Proposers must submit their responses in the following format to ensure a fair and compliant evaluation. Failure to separate the Cost Proposal from the Technical Proposal may result in disqualification.

Hard Copy & Digital Requirements:

- a. One (1) Original: A complete technical proposal on company letterhead, clearly marked "ORIGINAL," featuring the wet signature of an authorized official.
- b. Five (5) Printed Copies: Duplicate copies of the technical proposal (without pricing).
- c. One (1) USB Flash Drive: A digital version of the technical proposal (without pricing) in PDF format and a PDF copy of the "COST PROPOSAL".
- d. One (1) Separately Sealed Envelope: Labeled "COST PROPOSAL" containing the firm's pricing and rate schedules.

Packaging and Labeling:

- a. All items must be enclosed in a single, sealed master envelope or box. The outside of the package must be clearly marked with your company information and as follows:

RFP #26-045: ASBESTOS ABATEMENT SERVICES

Delivery Address:

Proposals must be delivered to the following address no later than the date and time specified in the Procurement Schedule:

**CITY OF ALBANY
PROCUREMENT DIVISION
222 PINE AVENUE, SUITE 260
ALBANY, GEORGIA 31701**

2. Proposals must be received no later than **5:00 P.M. April 24, 2026**, at the City of Albany Procurement Office, **222 Pine Avenue, Suite 260, Albany, Ga. 31701**. Sealed responses may be hand delivered or mailed to the above listed address. **SEALED SUBMITTALS MUST BE DELIVERED IN WRITING. VERBAL RESPONSES ARE NOT ACCEPTABLE.** The City of Albany assumes no responsibility for submittals received after the advertised deadline or at any office or location other than that specified herein, whether due to mail delays, courier mistake, mishandling, or any other reason. If submittals are delivered by other than hand delivery, it is recommended that the respondent verify delivery. Any submittal received after the specified time and date will not be considered and will be returned unopened to the firm.
3. The contact person for this RFP is Ricky Gladney, Buyer, at rgladney@albanyga.gov. Explanation(s) desired by proposer(s) regarding the meaning or interpretation of this RFP must be requested from the Procurement office, in writing, as is further described below.
4. Proposers are advised that from the date of release of this RFP until award of the contract, **NO contact with the City of Albany personnel related to this RFP is permitted, except as authorized by the Procurement office.** Any such unauthorized contact may result in the disqualification of the proposer's submittal.
5. Requests for additional information or clarifications must be made in writing no later than the date specified in the RFP. The request must contain the proposer's name, address, phone number, and email address. Email questions to rgladney@albanyga.gov; cc: kross@albanyga.gov and jswilliams@albanyga.gov.

6. The Procurement Office will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the Proposal Due Date. Proposers should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.
7. Proposers are responsible for ensuring they have received all addenda. Before submission, please verify the final count with the designated contact person. State the total number of addenda received on your cover sheet and include a signed copy of each with your proposal.
8. Proposals received after the Proposal Due Date and time are late and will not be considered. The proposer may withdraw his/her submitted proposal by providing a written request to the Procurement Division before the stipulated closing date and time. Withdrawal of your proposal will not cause prejudice or interfere with the right of the proposer to submit a new proposal, provided the latter is received by the predetermined date and time provided herein. No proposal may be withdrawn for a period of sixty (60) days following the stipulated closing date.

The City of Albany may, at its sole and absolute discretion, reject any and all, or parts of any and all, proposals; re-advertise this RFP; postpone or cancel, at any time, this RFP process; or waive any irregularities in this RFP or in the proposals received as a result of this RFP.

All expenses involved with the preparation and submission of proposals to the City, or any work performed in connection therewith, shall be borne by the proposer(s). No payment will be made for any responses received, or for any other effort required of or made by the proposer(s) prior to commencement of work as defined by a contract approved by the City of Albany Board of Commissioners.

9. Proposers may be required to give oral presentations in support of their proposals or to exhibit or otherwise demonstrate the information contained therein.
10. Proposers may take exceptions to any of the terms of this RFP unless the RFP specifically states where exceptions may not be taken. Should a proposer take exception where none is permitted, the proposal may be rejected as non-responsive. All exceptions taken must be specific, and the Proposer must indicate clearly what alternative is being offered to allow the City a meaningful opportunity to evaluate and rank proposals.

Where exceptions are permitted, the City shall determine the acceptability of the proposed exceptions and the proposals will be evaluated based on the proposals as submitted. The City, after completing evaluations, may accept or reject the exceptions. Where exceptions are rejected, the City may request that the Proposer furnish the services or goods described herein or negotiate an acceptable alternative.

No proposal shall be accepted from, nor will any contract be awarded to, any proposer who is in arrears to the City of Albany upon any debt, fee, tax or contract, or who is a defaulter, as surety or otherwise, upon any obligation to the City, or who is otherwise determined to be irresponsible or unreliable by the City of Albany.

The City of Albany may award a contract on the basis of information received without the RFP moving through all three phases described in the Selection Process section of the RFP. Therefore, each proposal phase should contain a proposer's best presentation of its position to serve.

11. **Selection Process Clause:** A Proposal Analysis Group (PAG) will review all proposals submitted. Based upon the background information reported in the RFP, the PAG will determine whether the respondent is qualified or unqualified. Cost will not be the sole determining factor in selecting a

firm. The Proposal Analysis Group will rank the qualified firms based on the data submitted. The PAG may require each firm to make a formal presentation regarding its qualifications to perform the requested services. The top ranked firms will be selected for final negotiations.

The proposer shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, including those applicable to conflict of interest and collusion. Proposers are presumed to be familiar with all Federal, State and local laws, ordinances, codes and regulations that may in any way affect the services offered. No reimbursement will be made by the City of Albany for any costs incurred prior to a formal Notice To Proceed should an award of contract result from this solicitation.

12. **INDEMNIFICATION:** The Consultant shall indemnify, hold harmless, and defend the City of Albany and its officers, employees, and agents from and against any and all losses, claims, damages, liabilities, or expenses (including reasonable attorney's fees and litigation costs) to the extent caused by or resulting from the negligent acts, recklessness, errors, omissions, or intentionally wrongful conduct of the Consultant, its employees, or sub-consultants in the performance of professional inspection services under this Agreement. This indemnification shall specifically include, but is not limited to: Any fines, penalties, or forfeitures levied against the City by state or federal regulatory agencies resulting from the Consultant's failure to comply with applicable codes, including the Georgia State Minimum Standard Codes and NFPA standards. Claims arising from incorrect or fraudulent information provided in a Code Compliance Certificate or individual unit inspection reports. Any injuries or property damage sustained by persons, including tenants and property owners, during the course of the Consultant's on-site inspection activities. This clause shall survive the expiration or termination of this Agreement for any reason.
13. **INSURANCE REQUIREMENTS:** The Consultant shall maintain, at his own expense, the following minimum insurance coverage for the duration of the contract and any renewal terms: Professional Liability (Errors & Omissions): \$2,000,000 per claim / \$2,000,000 annual aggregate. Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate, naming the **City of Albany as an Additional Insured**. Automobile Liability: \$500,000 combined single limit covering all owned, non-owned, and hired vehicles. Workers' Compensation: Statutory limits as required by the State of Georgia, including Employer's Liability of \$1,000,000. Proof of Coverage: A Certificate of Insurance (COI) must be submitted with the proposal. The City must be notified at least thirty (30) days prior to any cancellation or material change in coverage.
14. **TERMINATION OF CONTRACT FOR CONVENIENCE:** The City of Albany shall have the right to terminate any contract to be made hereunder for their convenience by giving the proposer **sixty (60) calendar days** written notice of their election to do so and by specifying the effective date of such termination. The proposer shall be paid for its services through the effective date of such termination.
15. **TERMINATION OF CONTRACT FOR CAUSE:** Provided a contract is awarded, if a proposer shall fail to fulfill any of its obligations hereunder, The City of Albany may terminate the agreement with said proposer for such default by giving written notice to the proposer at issue. If this agreement is so terminated, the proposer shall be paid only for work satisfactorily completed. Any termination that could occur would not happen without an opportunity to cure per the conditions outlined in the Contract between the successful proposer and the City.
16. Upon receipt of the proposals by the City of Albany, the proposal shall become property of the City without compensation to the proposers, for disposition or usage at discretion of the City of Albany.

17. **Georgia Security and Immigration Compliance Act:** The successful consultant will provide certification that they are in compliance with the Georgia Security and Immigration Compliance Act, certifying that the provisions of O.C.G.A § 36-60-13, Chapter 300-10-1, per the Georgia Department of Labor, if applicable, have been complied with in full. Pursuant to O.C.G.A § 36-60-13, all sub-consultants entering into a contract or agreement for hire on this Project must be registered and participate in the Federal Work Authorization Program. *(See attached document at the end of proposal)*
18. **PROPOSAL RESPONSE:** All vendors/respondents should provide information as detailed in this RFP and any other pertinent information which will assist the Evaluation Committee in selecting the most qualified firm. The City of Albany Staff will be available at the pre-proposal conference to answer questions and offer explanations as needed. Any reply resulting in a change in the Request For Proposals (RFP) will be sent to all attendees. It is highly recommended that all interested proposers attend this conference.
19. Proposer shall provide satisfactory evidence of competency to perform the work presented in the RFP. The minimum requirements are a permanent office, adequate workforce and technical qualifications/experience, along with having a suitable financial status to meet obligations incidental to the workplace. **Submit with your proposal satisfactory evidence to meet these requirements.**
20. The proposer will give immediate notice to the City of Albany of any claims or suits made or filed against the vendor or its subcontractors on any matter pertaining to this contract. The vendor shall cooperate, assist, and consult with the City in any claim, suit, or action made or filed against the City as a result of or relating to the vendors obligation under this contract. Any cancellation or lapse of insurance affecting the operation of the City shall be deemed a material breach of contract and the Administrator must be notified immediately.
21. **EVALUATION CRITERIA:**
- | | |
|-------------------------------------|-----|
| Experience and Qualifications | 30% |
| Understanding of Scope and Approach | 25% |
| References and Past Performance | 20% |
| Cost Competitiveness | 25% |
- Award will be given to the responsive and responsible proposer whose proposal best meets the needs of the City of Albany as set forth herein. Proposers will be evaluated on the following criteria:
- **Experience and Qualifications (30%)** – demonstrated experience of the firm/individual and staff assigned, including licenses, certifications and successful performance on similar residential and commercial inspection projects.
 - **Understanding of Scope and Approach (25%)** – clarity and quality of the proposed methodology, use of technology, and ability to meet the City’s inspection and reporting requirements.
 - **References and Past Performance (20%)** – feedback from references and demonstrated history of delivering timely, high-quality inspection services.
 - **Cost Competitiveness (25%)** – reasonableness and transparency of the fee schedule in relation to the scope of work.
22. **Certificate of Non-Collusion:** An executed copy of this form should accompany your submittal. (See Attached).
23. **Governing Law & Venue:** An executed copy of this form should accompany your submittal. (See Attached).

24. **Compliance with all applicable local, state, and federal regulations, including Title VI and ADA requirements, is required.**
25. **Price Escalation:** Renewal terms shall be at the same prices as the initial term, unless a price adjustment is requested by the Consultant and approved in writing by the City at least sixty (60) days prior to the renewal date. Any such adjustment shall not exceed the Consumer Price Index (CPI) for the Albany-Dougherty County area.
26. **Transition Clause:** Upon expiration or termination of this Agreement, the Consultant shall provide all inspection data, digital records, and pending 'Notice of Non-Compliance' files to the City in an excel or CSV format within five (5) business days to ensure no lapse in program enforcement.

**Special Instructions
Asbestos Abatement Services
RFP #26-045**

Summary Statement

The City of Albany is soliciting proposals from Georgia-licensed contractors to provide **on-call, as-needed asbestos abatement services** for residential and commercial structures. This contract is a vital tool for Code Enforcement to ensure that abandoned properties scheduled for demolition are environmentally safe and free of hazardous materials.

The City intends to award a **one (1) year base contract**, with the exclusive option to renew for **three (3) additional one-year terms** based on performance and price stability.

Scope of Work

1. Regulatory Compliance and Reporting

- **Standards:** All asbestos abatement must be performed in accordance with Industry Standards, Georgia EPD Regulations (Chapter 391-3-14), and US EPA's NESHAP Regulations.
- **Required Documentation:** At a minimum, completed project reports must include:
 - EPD/ALCU Asbestos Project Notification Form (submitted via the [GEOS online system](#)).
 - Asbestos Waste Disposal Records (Trip Tickets) from a permitted landfill.
 - EPD/ALCU Asbestos Project Completion Form.
 - Certification of Proper Removal & Disposal or a final clearance letter on company letterhead.
- **Digital Submission:** Email reports to the Project Manager and designated staff (e.g., Centrell Vicks: cvicks@albanyga.gov).
- **Hard Copy Submission:** Mail one (1) physical copy of the final report to:
 - Albany Code Enforcement Department
240 Pine Avenue, Suite 330
Albany, GA 31701

2. Personnel Certifications

- The Contractor must maintain active Georgia Asbestos Abatement Contractor licensing.
- Notify the Project Manager and Procurement Division immediately of any changes to asbestos removal certifications or key personnel (e.g., Primary Agent) assigned to this contract.

3. Invoicing and Correspondence

- Deliver all invoices and dwelling-specific correspondence to: Centrell Vicks cvicks@albanyga.gov

4. Applicability

- This contract applies to residential dwellings and commercial units/structures identified by Code Enforcement as scheduled for demolition.

5. Performance Timeline

- **Completion Window:** The Contractor has **twenty-five (25) calendar days** from the receipt of an abatement request (with survey) to complete all work including the 10-day EPD notification period.
- **Notifications:** This timeframe includes the mandatory **10-business-day** EPD notification period required before work begins.
- **Termination:** Failure to meet deadlines or poor quality of work may result in contract cancellation.

6. Conflict of Interest

- To ensure impartial results, a firm that performed the initial asbestos survey for a property is strictly prohibited from performing the subsequent abatement on that same property.

7. Unidentified Materials & Call-Backs

- **Discovery of New Materials:** If the Contractor identifies suspected Asbestos-Containing Material (ACM) not listed in the initial survey, they must cease work in that area and notify the Project Manager immediately.
- **Re-inspection:** The Project Manager will coordinate a re-inspection with the Surveying Contractor. No additional work shall be performed or billed without prior written approval from Procurement.
- **Response Time:** The Contractor must respond to "call-backs" for missed materials or site issues within **48 hours**. Corrective abatement must be completed within a **five (5) day** turnaround.

8. Form of Agreement: The successful Proposer shall be responsible for providing a written Service Agreement/Contract for this project. This agreement must incorporate all terms, conditions, and the Unit Price Fee Schedule outlined in this RFP. All submitted contracts are subject to the review and final approval of the City of Albany Legal Department. The City reserves the right to negotiate or require modifications to any vendor-provided contract to ensure compliance with City policies and Georgia State Law.

Evaluation Criteria

- **Experience and Qualifications (30%)** Demonstrated experience of the firm/individual and staff assigned, including licenses, certifications and successful performance on similar residential and commercial inspection projects.
- **Understanding of Scope and Approach (25%)** Clarity and quality of the proposed methodology, use of technology, and ability to meet the City's inspection and reporting requirements.
- **References and Past Performance (20%)** Feedback from references and demonstrated history of delivering timely, high-quality inspection services.
- **Cost Competitiveness (25%)** Reasonableness and transparency of the fee schedule in relation to the scope of work.

****COMPLETE AND SUBMIT****

Asbestos Abatement Unit Price Proposal

Bidders must provide all-inclusive unit prices covering labor, equipment, disposal, and 10-day state notification fees.

Item #	Description of Service / Material	Unit of Measure	Unit Price (\$)
1.0 Surveys & Inspections			
1.1	Pre-Demolition Residential Survey (Full Inspection)	Per Dwelling	\$_____
1.2	Final Visual Inspection & Air Clearance Report	Per Dwelling	\$_____
2.0 Abatement (Removal & Disposal)			
2.1	Floor Tile and/or Mastic (Non-Friable)	Per Sq. Ft.	\$_____
2.2	Popcorn Ceiling / Wall Texture (Friable)	Per Sq. Ft.	\$_____
2.3	Drywall / Joint Compound	Per Sq. Ft.	\$_____
2.4	Exterior Siding (Transite) / Soffits	Per Sq. Ft.	\$_____
2.5	Roofing Shingles / Felt / Tar	Per Sq. Ft.	\$_____
2.6	Pipe Insulation (TSI) - Thermal System	Per Lin. Ft.	\$_____
3.0 Miscellaneous & Disposal			
3.1	Asbestos Waste Disposal Fee (Inclusive of Permit)	Per Cubic Yard	\$_____
3.2	Mobilization Fee (Per Call-Out/Property)	Per Trip	\$_____

Authorized Signature: _____

Print Name/Title: _____

Date: _____

Email: _____

Phone: _____

Key Pricing Instructions

- **All-Inclusive Rates:** Prices must include the 10-day EPD notification fee, all required [Georgia EPD/ALCU](#) filings, and final waste manifest documentation.
- **Minimums:** State any minimum square footage or linear footage charges if applicable.
- **Disposal:** Disposal rates must be based on delivery to a landfill permitted to accept ACM.
- **Call-Backs:** No additional mobilization or hourly fees will be paid for "call-backs" resulting from incomplete work identified during the final inspection.
- **Unit Priced Proposal:** must provide all-inclusive unit prices that cover labor, materials, equipment (e.g., negative air machines, PPE), insurance, and overhead.

Liquidated Damages Clause

1. Acknowledgment of Damages

Both the City and the Contractor recognize that timely completion of asbestos abatement is critical to the City's demolition schedule. Any delay in clearing a property of [Regulated Asbestos-Containing Material \(RACM\)](#) causes the City to incur additional costs for site security, administrative oversight, and delayed revitalization efforts.

2. Determination of Fees

Because the actual damages resulting from such delays are difficult or impossible to estimate with precision at the time of contract execution, the parties agree to the following liquidated damages as a reasonable pre-estimate of probable loss:

- **Failure to Complete (Beyond 25 Days):** The Contractor shall pay the City of Albany **\$50.00** for each **calendar day** that work remains incomplete beyond the 25-day mandatory window per structure.
- **Failure to Respond (Call-Backs):** Failure to respond to a Project Manager "call-back" within 48 hours or complete corrective work within five (5) days will result in a **daily assessment** of **\$50.00** until the issue is resolved.

3. Application of Damages

The City may deduct these liquidated damages from any unpaid invoices due to the Contractor. These damages are not intended as a penalty but as a settlement for the administrative and public safety risks associated with delayed hazardous material removal.

4. Excusable Delays

Liquidated damages will not be assessed for delays entirely beyond the Contractor's control, such as Acts of God or official state-mandated shutdowns, provided the Contractor gives immediate written notice to the Project Manager.

****COMPLETE AND SUBMIT****

Certification Regarding Lobbying

(Required for all bids exceeding \$100,000 per 49 CFR Part 20)

The undersigned certifies, to the best of their knowledge and belief, that no federal funds have been used for lobbying activities, that they will report any non-federal funds used for lobbying using Form SF-LLL, and that this requirement will be included in all sub-awards.

This certification is a material representation of fact, and failure to comply may result in civil penalties between \$10,000 and \$100,000.

Proposer Signature: _____

Date: _____

Title: _____

Company: _____

****COMPLETE AND SUBMIT****

CERTIFICATION OF NON-COLLUSION

The proposer being sworn, disposes and says,

The proposer submitting this and its agents, officers or employees have not directly or indirectly entered into any agreements, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this RFQ.

SIGNATURE (AUTHORIZED)

COMPANY NAME

TITLE

DATE

****COMPLETE AND SUBMIT****

ADVERTISEMENT FORM

For All Firms Participating in the bid please answer questions below:

Please let us know how you heard about the BID/RFQ advertisement by selecting one of the following.

- 1. Internet/Social Media to include Facebook, etc. Yes___ No___
- 2. City of Albany website Yes___ No___
- 3. City of Albany local access channel (channel 16) Yes___ No___
- 4. Georgia Procurement Registry Yes___ No___
- 5. Other: _____

Please indicate if you are a DBE: Yes_____ No_____

DATE: _____

COMPANY NAME: _____

AUTHORIZED REPRESENTATIVE NAME: _____

TITLE: _____

SIGNATURE: _____

****COMPLETE AND SUBMIT****

GOVERNING LAW AND VENUE

Proposer agrees that as to any actions or proceedings arising out or related to this agreement, any such proceedings shall be governed and determined by Georgia Law.

Proposer further agrees that as to any actions or proceedings arising out of or related to this agreement, any such action or proceeding shall be resolved only in an appropriate court located in Dougherty County, Georgia.

SIGNED (AUTHORIZED)

COMPANY NAME

TITLE

DATE

****COMPLETE AND SUBMIT****

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contractor's Name:	
Address:	
Solicitation/Contract No.:	26-045
Solicitation /Contract Name:	ASBESTOS ABATEMENT SERVICES

CONTRACTOR AFFIDAVIT

I understand that the City of Albany may not enter into a contract with _____(Name of Corporation) unless it has registered and does participate in the Federal Work Authorization Program defined in O.C.G.A. § 13-10-90(2), to-wit" (2) "Federal work authorization program" means any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by 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), D.L. 99-603.

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of the **City of Albany** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned Contractor will continue to use the federal work authorization program throughout the contract period and the undersigned Contractor will contract for the physical performance of services in satisfaction of such contract only with sub-Contractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13- 10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number Date of Authorization
(EEV/E-Verify Company Identification Number)

Name of Contractor

I hereby declare under penalty of perjury that the foregoing is true and correct.

Printed Name (of Authorized Officer or Agent of Contractor)

Title (of Authorized Officer or Agent Contractor)

Signature (of Authorized Officer or Agent)
SUBSCRIBED AND SWORN BEFORE ME ON

Date Signed

[NOTARY SEAL]

Notary Public My Commission Expires: _____

Approved 10/23/2020