



**REQUEST FOR PROPOSALS**  
**62 ELM STREET MOLD REMEDIATION SERVICES**  
**Date Issued: May 16, 2025**  
**Due: June 23, 2025 @ Noon**

To Whom It May Concern:

The Greater Mohawk Valley Land Bank Corporation (GMVLB) is a public authority committed to the acquisition and rehabilitation of local abandoned and distressed structures and the revitalization of neighborhoods in the Mohawk Valley Region. The GMVLB is requesting proposals to perform mold remediation services for the building located at 62 Elm Street in Oneonta, NY.

Name of Bid:	62 Elm Mold Remediation RFP
Deadline for Questions:	June 17, 2025 @ 5:00 PM
Deadline for Bid Submittal:	June 23, 2025 @ Noon
Bid Opening:	June 23, 2025 @ 2:00 PM
Bids Shall Be Submitted to:	Greater Mohawk Valley Land Bank Corporation 500 E Main Street, Suite 2 (Second Floor) Little Falls, NY 13365
Method of Submittal:	Certified Mail or In-Person Delivery
Contact Person, Title:	Tolga Morawski, Executive Director
E-mail for Questions:	info@gmvlb.org
Phone for Questions:	315-823-0814

**A. Instructions to Bidders**

Sealed bids must be received by the Greater Mohawk Valley Land Bank Corporation by noon on the date listed as deadline for bid submittal above in order to be considered. Bids should be plainly marked on the outside with the notation:

**'BID ENCLOSED – 62 Elm Mold Remediation'**

## **B. Consultant Qualifications**

The selected consultant and/or contractor must be appropriately licensed by the NYS Department of Labor (DOL), utilizing workers properly trained and certified by the NYS Department of Labor and authorized to perform the requested services. The successful bidder shall be required to provide for itself and maintain, at its own cost and expense until the completion of the work, the following forms of insurance:

A: Commercial General Liability coverage with limits of liability not less than One Million Dollars (\$1,000,000.00) per occurrence and not less than Two Million Dollars (\$2,000,000.00) annual aggregate, and \$2,000,000 products/completed operations aggregate.

B: Comprehensive Automobile Liability coverage on owned, hired, leased, or non-owned autos with limits not less than \$1,000,000 combined for each accident because of bodily injury sickness or disease, sustained by any person, caused by accident, and arising out of the ownership, maintenance or use of any automobile for damage because of injury to or destruction of property, including the loss of use thereof, caused by accident and arising out of the ownership, maintenance or use of any automobile.

C: Workers' Compensation and Employers' Liability in form and amounts required by law.

D: If the Subcontractor will be involved in any environmental remediation of any kind, the Subcontractor must have Environmental Pollution Liability Insurance with a \$1,000,000 limit to new construction projects or demolition.

The GMVLB shall be named as an additional insured on the policies required by sub-paragraphs (A and B) above (500 East Main St, Suite 2, Little Falls, NY 13365). The successful bidder shall furnish certificates of insurance to the GMVLB and corresponding policy endorsement setting forth the required coverage hereunder prior to commencing any work, and such policies shall contain an endorsement requiring the carrier to give the GMVLB ten-day notice at minimum prior to cancellation. All insurance required shall be primary and non-contributing to any insurance maintained by the GMVLB. The successful bidder shall ensure that any sub-contractors hired carry insurance with the same limits and provisions provided herein. The successful bidder agrees to cause each subcontractor

to furnish the GMVLB with copies of certificates of insurance and the corresponding policy endorsements setting forth the required coverage hereunder prior to any such sub-contractor commencing any work.

For each project, pull Acord 25 Forms (2-3) for the GMVLB (as follows), as well as for the appropriate municipality and grantor (which will be provided later):

Greater Mohawk Valley Land Bank Corp.  
500 East Main St, 2nd Floor  
PO Box 53  
Little Falls, NY 13365-0053

**C. Indemnification**

The successful contractor shall defend, indemnify, and save harmless the GMVLB, its employees and agents, from and against all claims, damages, losses, and expenses (including, without limitation, reasonable attorneys’ fees) arising out of, or in consequence of, any negligent or intentional act or omission of the successful contractor, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

**D. Requested Services (Scope-of-Work)**

**Completion of Mold Remediation Plan at 62 Elm Street in the City of Oneonta, Otsego County, NY.**

The Contractor must review the Terms and Conditions and provide support that the Contractor has enough experience and expertise as necessary to comply with the Terms and Conditions. The work to be performed consists of remediation services directed by GMVLB within the subject property boundary. A property is referred to as the “project site” and consists of the entire surveyed boundary of each address. The work to be bid includes all work as outlined in the mold remediation plan for this property, which is linked alongside the active RFP at <https://www.gmvlb.org/rfp-rfq>.

**1.1 Background**

The Greater Mohawk Valley Land Bank (GMVLB) acquired the property from Otsego County in March 2023. The property was previously utilized as a fraternity house for Alpha Delta Omega

until the City of Oneonta revoked the fraternity's permit. When the structure was vacated by the fraternity members, the windows were reportedly left open during the winter months, causing pipes to freeze and burst, resulting in significant water damage. The structure reportedly has remained vacant for an extended period of time during which significant mold growth has occurred.

The structure includes two stories plus a full basement and unfinished attic. The basement level includes a large dining room, kitchen, utility room, bathroom, and two storage rooms. The first-floor level includes a vestibule, entry foyer, lounge, living room, two bathrooms, and four bedrooms. The second-floor level includes one bathroom and six bedrooms. The main stairs, which provide access between the first and second floor levels, are located in the entry foyer at the west end of the structure. Secondary stairs, providing access between the basement and second floor levels, are located at the northeast section of the structure. The secondary stairs also previously provided access to the unfinished attic but were sealed off at the attic floor level. The attic can currently be accessed through a small ceiling hatch located above the stairs at that location.

Interior finishes generally included drywall or plaster ceilings and walls with ceramic wall tile in some bathrooms; hardwood, sheet vinyl, and laminate flooring; wood doors and casings; wood windows and casings; wood or vinyl cove base; and wood cabinetry. A significant quantity of furnishings and debris, reportedly left by the former fraternity members, are also present.

### 1.2 Assessment Summary

Evidence of water damage/staining or mold contamination was generally observed throughout each level of the structure, with the most severe damage and mold growth noted on the first floor and basement levels. Mold contamination was also observed in wall and ceiling cavities that were exposed due to deterioration or delamination of the drywall or plaster in some areas, and on contents throughout the structure left by fraternity members when the structure was vacated.

## **E. Terms and Conditions**

Prospective Bidders may view the property prior to bidding by scheduling an appointment with the Contact Person before the deadline for questions. Also, independently, prospective bidders and their agents are permitted to investigate the project site as they see fit, from areas in the public right-of-way. They must satisfy themselves by personal examination of the location of the proposed work, and by such other means as they deem necessary, as to the actual conditions and requirements of the work and as to the actual quantities required for project completion. Price/bid shall include all costs for the work set out in the conditions of this RFP.

The Contractor shall file the Waiver of Notification Forms with the New York State Department of Labor (DOL) on behalf of GMVLB, therefore waiving any notification fees required. **Do not include any notification fees in your proposal.**

This is not a prevailing wage project.

Contractor shall be responsible for the cost of any damage caused to the driveway, sidewalk, curbing, and apron as a result of project site activities by the Contractor.

Contractor shall be responsible for the cost of any damage caused to the corresponding municipality's roads, other roads, underground buried and overhead electric lines, or any other utility lines or poles as a result of project site activities by the Contractor.

### **Remediation Plan**

**The Remediation Plans are viewable on the GMVLB RFP page at <https://www.gmvlb.org/rfp-rfq> via the link next to the individual address listed for this RFP.**

### **Contractor Employees**

Any person performing work on behalf of the Contractor must be identifiable by uniform, proper identification, and/or a marked vehicle. The Contractor shall only furnish employees who are properly licensed, competent, and skilled for work under this contract.

If, in the opinion of the GMVLB or its agent, an employee of the Contractor is incompetent or disorderly, refuses to perform in accordance with the Terms and Conditions, threatens or uses abusive language while performing work, or is otherwise unsatisfactory, that employee shall be removed from all work under this contract. It is of

utmost importance to communicate with neighbors in the vicinity of the properties to mitigate any concerns and to only perform work during acceptable working hours. No work shall be performed on the project site on Sundays or between the hours of 8:00 p.m. and 7:00 a.m. Monday through Saturday.

Contractor is responsible for payment of worker compensation, overtime (unless discussed and agreed upon in writing), insurance requirements, and any other required coverage as required by State and/or Federal law or regulations.

#### **F. Selection Criteria & Process**

The Greater Mohawk Valley Land Bank Corporation may elect to interview potential consultants in person. In such cases, consultants would be notified accordingly. Final proposal selection will typically be made within two weeks of bid opening. However, the GMVLB reserves the right to extend the deadline for bids.

Bid selection shall be based on the following criteria:

- Demonstrated experience and expertise with reasonably similar projects
- References, including current and/or past clients
- Understanding of the program and the needs of the organization
- Comprehensiveness of proposed services
- Price

All information will be reviewed carefully. The GMVLB reserves the right to select the consultant who is evaluated to be best qualified for the work associated with this project. Upon award of the bid, the GMVLB will work with the successful bidder to execute a contract as soon as possible. A written contract will be provided by the GMVLB for signing and project work forms will be used. If the GMVLB is unable to reach an agreement with the successful bidder within a reasonable time period, the bid will be awarded to another party.

**Please note: While GMVLB is actively seeking bids for all properties, please note that some projects may not proceed due to unforeseen circumstances, such as; changes in funding availability, ownership, partner goals, etc.**

**In addition, the GMVLB retains the right to share RFP results with other partners/entities that may take the lead on certain projects.**

## **G. General Conditions**

### **1. Non-Collusive Certification**

By submission of this RFP, each contractor (and each person signing on behalf of any contractor) certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

**(1)** The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other contractor or with any competitor;

and

**(2)** Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the contractor and will not knowingly be disclosed by the contractor prior to opening, directly or indirectly, to any other contractor or to any competitor;

and

**(3)** No attempt has been made or will be made by the contractor to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

### **2. MWBE Promotion**

It is the policy of the GMVLB that Minority-Owned Business Enterprises (MBE), Women-Owned Business Enterprises (WBE), and Service Disabled Veteran-Owned Businesses (SDVOB) are afforded the maximum opportunity to participate in the performance of contracts. It is also the GMVLB's goal to award Procurement Contracts to those procurement contractors who have evidenced compliance with the laws of the State of New York prohibiting discrimination in employment.

### **3. Affirmative Action**

As required by Executive Law § 312, and in compliance with the GMVLB's procurement policy, any contractor awarded a procurement contract more than \$25,000 for services rendered to the GMVLB must acknowledge this affirmative action policy and agree to implement the same by making every reasonable effort to award any subcontracts to MBEs and WBEs and to utilize minority and labor in the

performance of any agreement that is awarded to the contractor. Specifically, any contractor awarded a contract more than \$25,000 dollars will be expected to abide by the following provisions:

- a. The contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, and will undertake or continue existing programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination. For purposes of this section, affirmative action shall mean recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation.
- b. At the request of the contracting agency, the contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the contractor's obligations herein.
- c. The contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the MWBE Threshold Contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status

#### **4. Non-Discrimination Policy**

In accordance with Article 15 of N.Y. Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor agrees that neither it nor any of its subcontractors shall, by reason of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics or marital status refuse to hire or employ or to bar or to discharge from employment such individual or to discriminate against such individual in compensation or in terms, conditions or privileges of employment.

#### **H. Submission Components**

1. **Primary Contact:** Provide the name and contact information for the firm and the person representing the firm, including firm mailing address, firm and agent phone number(s), firm website, and agent email address.
2. **Project Team & Qualifications:** Provide a summary of professional qualifications for the consultant firm and personnel to be involved with the work. Provide responsibilities and resumes for each team member. When subcontractors are included as a part of the project team provide similar information for each firm and individual.
3. **Relevant Project Experience & References:** List at least three comparable projects successfully completed by the consultant and provide the names and contact information for persons familiar with the firm's work who may be contacted as references.
4. **Project Fixed Pricing:** Provide price based on Scope of Work (Section D of this document). This should also indicate costs for subcontractors if they are used for any activity associated with completing the scope of work.
5. **MWBE/SDVOB statement:** Indicate whether the bidder or any subcontractors are certified as MWBE or SDVOB, and specify the percentage of work allocated to each certification type.
6. **Schedule:** Provide a tentative project timeline/schedule for consideration. Time is of the essence.

**Failure to follow to submit all items above result in proposal disqualification.**

The GMVLB may waive at its discretion any informalities or minor defects or reject any and all bids. Any bid may be withdrawn prior to the scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. Should there be any reason the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the GMVLB and the Contractor.

**I. Bid Opening**

Proposals will be opened publicly at the address above on the Bid Opening date at 2:00 PM. This Request for Proposals (RFP) does not obligate the Greater Mohawk Valley Land Bank Corporation to reimburse any respondent for any costs incurred in the preparation or submission of a proposal, nor bind the GMVLB in any way.

**J. Payment**

Payment for the work authorized under this contract will be carried out upon receipt of an original invoice within thirty (30) days and after all services are delivered, inspected, and accepted by the Contact Person.

1. Billed invoices to:  
Greater Mohawk Valley Land Bank Corporation
2. Mail invoices to:  
500 E Main Street, PO Box 53, Little Falls, NY 13365-0053
3. The invoice shall clearly state:
  - a. The Contractor name,
  - b. The address of the structure,
  - c. Description of work performed, and
  - d. Date(s) of services

Final payment will be made after a passing Final Inspection has been given by the Contact Person. The GMVLB may withhold payment for reasons including, but not limited to, the following: unsatisfactory job performance or progress, defective work, disputed work, failure to comply with material provisions of the contract, third-party claims filed, or reasonable evidence that a claim will be filed or other reasonable cause.

**K. Questions**

Please direct all questions to Tolga Morawski, Executive Director (preferably by emailing [info@gmvlb.org](mailto:info@gmvlb.org)) by May 19th, 2025, at 5:00 pm. Questions and answers will be shared in a PDF posted on the following page of the GMVLB website.

<https://www.gmvlb.org/rfp-rfq>

by EOD on May 20th, 2025, and via email upon request.

Prospective bidders may arrange access to buildings (where possible) at the properties for inspection by contacting GMVLB.

**Summary of Mold Contaminated and/or Water Damaged Materials  
and Proposed Remediation Methods  
Former Alpha Delta Omega Fraternity House  
62 Elm Street, Oneonta, NY**

FLOOR LEVEL	MATERIALS	QUANTITY	REMEDICATION METHOD
Attic	Visible mold and localized areas of water damage were observed on the underside of wood plank roofing, roof framing, wood plank flooring, window framing, etc. Essentially all surfaces within the attic appear to be impacted.	1,750 ft <sup>2</sup> (see Note 1)	Dispose of any contents or furnishings. Clean and treat all surfaces with biocide. (See Note 2)
Basement	Visible mold and areas of water damage were observed throughout the basement on drywall, within ceiling or wall cavities, on wood cabinetry, wood doors and framing, wood trim, debris and contents, masonry surfaces, and in the stairway leading to the first floor. Essentially all surfaces within the basement appear to be impacted.	1,540 ft <sup>2</sup> (see Note 1)	Dispose of any contents or furnishings. Remove and dispose of all finishes (i.e., gut to studs) except for items specified by owner to be saved. Clean and treat all remaining surfaces and cavities with biocide.
First Floor	Visible mold and areas of water damage were observed throughout the first floor on drywall or plaster, within exposed ceiling or wall cavities, on flooring, wood doors and framing, window sashes and framing, wood baseboard and trim, stairs, debris and contents, etc. Essentially all surfaces on the first-floor level of the structure appear to be impacted.	1,750 ft <sup>2</sup> (see Note 1)	Dispose of any contents or furnishings. Remove and dispose of all finishes (i.e., gut to studs) except for items specified by owner to be saved. Clean and treat all remaining surfaces and cavities with biocide.
Second Floor	Visible mold and areas of water damage were observed throughout the second floor on drywall or plaster, within exposed ceiling or wall cavities, on flooring, wood doors and framing, window sashes and framing, wood baseboard and trim, stairs, debris and contents, etc. Essentially all surfaces on the second-floor level of the structure appear to be impacted.	1,750 ft <sup>2</sup> (see Note 1)	Dispose of any contents or furnishings. Remove and dispose of all finishes (i.e., gut to studs) except for items specified by owner to be saved. Clean and treat all remaining surfaces and cavities with biocide.