



P.O. Box 4773  
Seneca, SC 29679  
[www.seneca.sc.us](http://www.seneca.sc.us)

## REQUEST FOR PROPOSALS

PROJECT NAME:	Pre-Demolition Asbestos Abatement – Former Seneca Middle School
DESCRIPTION:	Requesting proposals from qualified, licensed contractors for asbestos abatement services at the former Seneca Middle School property.
DATE ISSUED:	06/09/2025
CONTACT:	Ryan Thomas: Assistant City Administrator  864.888.0881  <a href="mailto:rthomas@seneca.sc.us">rthomas@seneca.sc.us</a>

PRE-PROPOSAL MEETING:	A mandatory pre-proposal meeting and site walk-through will be held on: Date: Friday, June 20, 2025 Time: 10:00 AM EST Location: 810 W. South 4 <sup>th</sup> St, Seneca, SC 29678
PROPOSAL SUBMISSION: (Public Opening)	Monday, June 30, 2025 at 10:00 AM EST <b>Hand Delivery:</b> 221 E. North 1 <sup>st</sup> St, Seneca, SC 29678 <b>Mail:</b> PO Box 4773, Seneca, SC 29679 <b>Reference:</b> Pre-Demolition Asbestos Abatement – Former Seneca Middle School <b>Attention:</b> Office of the City Administrator, ATTN: Ryan Thomas *Proposals must be submitted in a sealed package with project name and opening date printed on the exterior. Late proposals will not be accepted.

**NAME OF AGENCY** (Full legal name of business submitting the proposal)

<b>AWARD &amp; AMENDMENTS:</b>	Award and Amendment information will be available at the physical address listed above, at <a href="http://www.seneca.sc.us">www.seneca.sc.us</a> or by contacting Ryan Thomas at 864.888.0881 or <a href="mailto:rthomas@seneca.sc.us">rthomas@seneca.sc.us</a> .
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ACKNOWLEDGMENT OF AMENDMENTS	Amendment Number	Amendment Issue date	Amendment Number	Amendment Issue date
Agency acknowledges receipt of amendments by indicating amendment number and issue date.				

Drug Free Workplace Certification: By submitting a Bid/Proposal, the Agency certifies that, if awarded a contract, the Agency will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended.



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You must submit a signed copy of pages 1-2 with your Bid/Proposal. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Proposal open for a minimum of thirty (30) calendar days after the Opening Date. You agree that your Proposal can be made public under the **Freedom of Information Act, 5 U.S.C § 552**. The City of Seneca reserves the right to reject any and all bids, and to waive any informalities or irregularities.

NAME OF AGENCY (Full legal name of business submitting the bid)		AGENCY'S TYPE OF ENTITY: (Check one) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____
PRINTED NAME (Printed name of person signing below)		
TITLE (Business title of person signing above)		
Instructions regarding Agency's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Agency above. A bid may be submitted by only one legal entity. The entity named as the Agency must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, <i>i.e.</i> , a separate corporation, partnership, sole proprietorship, etc.		
STATE OF INCORPORATION (If Agency is a corporation, identify the state of Incorporation.)		
TAXPAYER IDENTIFICATION NO.		STATE LICENSE #(s): (GC and/or asbestos abatement license)
OFFICE ADDRESS (Address of principal place of business):		MAILING ADDRESS:
EMAIL:		PHONE:
By signing below, the Agency certifies they are qualified and hold all licenses, permits and regulatory authority to perform the scope of work set forth in the bid/proposal documents. Upon request, proof of licenses, permits and regulatory authority must be provided to the owner prior to contract award.		
AUTHORIZED SIGNATURE (Person signing must be authorized to submit a binding bid/proposal to enter contract on behalf of Agency named above.)		DATE:
TOTAL PROPOSAL:		\$

\*\*\*\*Include pages 1 & 2 with your bid\*\*\*\*



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## **PROJECT BACKGROUND**

The City of Seneca, South Carolina is requesting proposals from qualified, licensed contractors for asbestos abatement services at the former Seneca Middle School property, located at 810 W. South 4<sup>th</sup> Street, which was recently acquired from the School District of Oconee County. Approximately 70% of the existing building is scheduled for demolition as part of a redevelopment plan to construct a multi-purpose sports fields.

Prior to demolition, all Asbestos Containing Materials (ACMs) identified in the building must be properly abated in accordance with all federal, state, and local regulations.

- **Property Address:** 810 W. South 4<sup>th</sup> St, Seneca, SC 29678
- **Approximate Total Building Size:** 147,000 SF
  - Note: Approximately 70% of the structure will be demolished. The remaining 30% will be used as an expansion of the City's recreation facilities.
- **Survey Documents Available:**
  - Full Asbestos Survey Report and Abatement Design (Appendix A)

## **SCOPE OF WORK**

The selected contractor shall:

1. Furnish all labor, equipment, supervision, and incidentals necessary to provide complete asbestos abatement for the structure.
2. Be responsible for removal and proper disposal of all Asbestos-Containing Materials (ACMs) according to the asbestos survey report and project designs prepared for this project and in compliance with all EPA, OSHA, SCDOT, and SCDES regulations, and any other applicable law, using best practices.
3. Coordinate with the City's project manager and third-party air monitoring/inspection firm.
  - a. The City has contracted with Synterra Corporation to conduct air monitoring and periodic site visits during the abatement activities.
4. Properly dispose of all ACMs at a licensed disposal facility.
5. Provide all necessary notifications, documentation, and post-abatement clearance documentation.
6. Be responsible for obtaining all required permits related to the project.
7. Submit the required notifications to SCDES and any other agency required to be notified.



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8. Be responsible for, at its own expense, any additional cleaning required after the final cleaning.
9. Incur all costs associated with any additional sampling that may be needed.

The final asbestos clearance visual inspection to be completed by Synterra Corporation.

### **MANDATORY PRE-PROPOSAL MEETING**

A mandatory pre-proposal meeting and site walk-through will be held on:

**Date:** Friday, June 20, 2025

**Time:** 10:00 AM EST [Insert Time]

**Location:** Former Seneca Middle School, 810 W. South 4th St, Seneca, SC 29678

**Only firms attending this meeting will be eligible to submit proposals.**

### **BONDING REQUIREMENTS**

The selected contractor will be required to provide the following:

- Performance Bond in the amount of 100% of the contract value, guaranteeing the faithful performance of the work.

The bond shall be issued by a surety company licensed to do business in South Carolina and acceptable to the City of Seneca. Bonds must be submitted within ten (10) calendar days of contract award and prior to commencement of work.

Failure to provide the required bonds may result in disqualification and selection of an alternate contractor.

### **PROPOSAL CONTENTS & EVALUATION**

Proposals must include:

- Company profile and qualifications as evidenced by relevant experience on similar projects in size and scope
- Proposed approach and timeline
- Fee proposal (lump sum or itemized)
- Proof of proper licensing and insurance
- References for at least two similar projects



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## **PROPOSAL EVALUATION**

The City reserves the right to reject any and all bids. The City reserves the right to waive any irregularities in the proposals or proposal process if it is the best interest of the City to do so. The City reserves the right to award this project to the lowest responsible bidder, taking into consideration quality, performance, and time specified for the performance of the Scope of Work.

### **Proposals will be evaluated based on:**

- Experience and qualifications (40%)
- Understanding of the scope and approach (20%)
- Cost (20%)
- Schedule availability (20%)

## **SPECIAL CONDITIONS OF CONTRACT**

1. The City reserves the right to reject any or all proposals and waive any technicalities or informalities.
2. No proposal may be withdrawn within thirty (30) days of the opening date.
3. **CHANGE ORDERS:** Change Orders will not be permitted without clear evidence of a material change in the scope of work (eg. Items not included in the abatement survey and abatement design). Changes to the Scope of Work must be approved by the City in writing prior to additional work being started.
4. **TIME OF COMPLETION/DEFAULT** - The asbestos abatement work shall be substantially completed within forty-five (45) calendar days from the date specified in the Agreement. The work to be performed under this contract shall be commenced within fifteen (15) days of the Agreement being executed by both parties. Time is of the essence. In case of failure on the part of the Contractor to complete the work as contractually specified, the firm shall be liable to the Owner for all damages sustained by the firm's failure to complete the work in an acceptable manner. In the event the Contractor defaults under the terms of this agreement, the Owner may seek all available remedies, at law and in equity, and recover all costs of enforcement of this agreement, including reasonable attorney's fee.
5. **COLLUSIVE BIDDING:** More than one proposal or one contract from an individual, a firm or partnership, corporation, or an association under the same name or different names will not be considered. Reasonable grounds for believing that the contractor is interested in more than one proposal for the same work will cause the rejection of all proposals in which such contractor is interested. Any or all proposals will be rejected if there is any reason for believing that collusion exists among any of the Agencies; participants in such collusion will not be considered in future bids.
6. **GENERAL LIABILITY INSURANCE:** This insurance to be in the comprehensive form,



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shall protect the Agency, and shall be written to include the City of Seneca, SC against any/all claims arising from injuries to the public, or damage to property of others arising out of any act or omission of the Agency, its agents, employees or subcontractors.

An original certificate of insurance, indicating that the awarded Agency has coverage in accordance with the requirements of this section, shall be furnished by the Agency to the City within five (5) working days of such request and must be received and accepted by the City prior to contract execution and/or before any work begins.

The Contractor shall carry comprehensive general liability insurance with limits of liability not less than:

Bodily Injury:	\$1,000,000.00	-	Each Person
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	\$1,000,000.00	-	Each Accident
Property Damage:	\$1,000,000.00	-	Each Accident
	\$1,000,000.00	-	Aggregate

The liability coverage under this policy shall contain no exclusion relative to blasting, explosive, collapse of buildings or damage to underground property. Liability limits under this policy shall be not less than the following:

Bodily Injury:	\$1,000,000.00	Each Person
	\$1,000,000.00	Each Accident
Property Damage:	\$1,000,000.00	Each Accident
	\$1,000,000.00	Aggregate

The Contractor shall carry comprehensive fleet liability policy with limits of liability not less than:

Bodily Injury:	\$1,000,000.00	-	Each Person
	\$1,000,000.00	-	Each Accident
Property Damage:	\$1,000,000.00	-	Each Accident

**WORKMAN'S COMPENSATION INSURANCE:** The Agency and all Subcontractors shall carry Workman's Compensation and Employer's Liability Insurance with the statutory limits applying to employer's liability (\$100,000.00) covering all employees employed by him or City approved subcontractors while engaged under this Contract. A Certificate shall be provided to the City as proof of coverage.

7. **PAYMENTS** - The City shall pay the Contractor for the work described herein, subject to additions and deductions from any written and approved change orders, in accordance with the amount stipulated in the signed Agreement, at the completion of the work and acceptance by the City. Partial payment will be considered based on the



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percentage of satisfactory work completed.

#### 8. **PERMITS, FEES & LICENSES**

- The Contractor and any Subcontractor shall promptly pay all federal, state, and local taxes which may be assessed against him in connection with the work or his operations under the Agreement and/or the other contract documents, including, but not limited to, taxes attributable to the purchase of materials and equipment, to the performance of services, and the employment of persons in the prosecution of the work.
- **The selected Agency and all Subcontractors will each be required to obtain a City of Seneca Business License.**

### **QUESTIONS & INQUIRIES**

Questions and inquiries regarding this solicitation shall be submitted to the City no later than **5:00 pm on Tuesday, June 24, 2025**, and must be submitted directly to Ryan Thomas, Assistant City Administrator, via email at: [rthomas@seneca.sc.us](mailto:rthomas@seneca.sc.us).

The City of Seneca's [Bid & Proposal Opportunities webpage](#) shall be the official site for information as related to this Request for Proposal (RFP). Answers to questions and any other changes or clarifications will be communicated via an addendum. It is the Agency's responsibility to check the City's website for updates. The Agency must acknowledge acceptance of all addendums on the Proposal Form (pages 1 & 2 of this document) submitted with its proposal.

### **SUBMITTAL**

One hard copy and one digital copy of the proposal is due in the Office of the City Administrator no later than **Monday, June 30, 2025 at 10:00 AM EST**. Proposals must be submitted in a sealed envelope and marked "**Pre-Demolition Asbestos Abatement – Former Seneca Middle School**".

Under no circumstances shall proposals be accepted after the specified deadline. The City will not be responsible for late deliveries or delayed mail. It is solely the proposing firm's responsibility to ensure that submittals are complete and delivered prior to the stated deadline. Oral offers or offers by facsimile or email are not acceptable.

### **PUBLIC OPENING**

A public opening will be held 5 minutes following the submittal deadline at the following location:

Seneca City Hall, Council Chambers



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221 E. North 1<sup>st</sup> Street  
Seneca, South Carolina 29678

No packages will be accepted at the Public Opening. Packages must be submitted prior to the deadline to be considered. The names of the firms submitting proposals will be read aloud and recorded.

This Request for Proposals does not commit the City of Seneca to executing an agreement, to paying any costs incurred in the preparation of a proposal, or to contracting for services.

### **RFP TIMELINE**

- RFP Issued – June 9, 2025
- Pre-Proposal Meeting (mandatory) – June 20, 2025
- Deadline for Questions – June 24, 2025
- Proposals Due – June 30, 2025