

# Request for Proposals (RFP)

## Mold Remediation and Indoor Air Quality Corrective Work Madison County Elderly Services Building Madison County, Iowa

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### 1. Introduction

Madison County, Iowa (“County”) is soliciting sealed proposals from qualified and licensed environmental remediation contractors to provide mold remediation, cleaning & containment restoration services at the Madison County Elderly Services Building located at:

**985 N. John Wayne Drive  
Winterset, Iowa 50273**

- This RFP is being issued following findings from an Indoor Air Quality (IAQ) assessment performed by Alliance Environmental Services and laboratory analysis completed by Southeast Environmental Microbiology Laboratories (SEEML), dated April 10, 2026, identifying elevated fungal activity and areas requiring corrective action.
- The County seeks proposals from experienced firms capable of performing professional mold remediation in accordance with applicable OSHA, EPA, IICRC S520, and State of Iowa requirements.
- Asbestos testing was completed on February 23, 2026 and report will be provided to bid responders. The report states that NO asbestos containing materials were identified in the renovation areas. Bidders are required to acknowledge receipt of and review the asbestos report. If asbestos-containing materials are encountered, work shall stop and be coordinated in accordance with applicable regulations. No disturbance without proper abatement authorization.
- “Dry standard” shall be considered achieved when moisture meter readings are consistent with unaffected materials of the same type (per IICRC S500 guidelines) and indoor relative humidity is maintained between 30% and 50%. Contractor shall document and submit moisture readings for all affected materials before, during and after drying.
- Contents in affected areas will be removed by Madison County Staff prior to work commencing.
- All change orders must be approved.

### 2. Project Objective

The objective of this project is to:

- Safely remediate mold-impacted materials
- Eliminate active fungal growth sources
- Prevent future moisture intrusion
- Restore indoor air quality to acceptable standards
- Protect employees, visitors, and building occupants
- Provide documentation confirming successful remediation and clearance

### **3. Scope of Work**

The selected contractor shall provide all labor, materials, supervision, equipment, permits, disposal, and incidentals necessary to complete the work, including the scope of services defined in the Alliance Environmental report dated 4-10-26 and below:

### **4. Defined Scope of Services**

#### **A. Site Assessment and Mobilization**

1. Conduct contractor site walkthrough
2. Verify affected remediation areas identified in IAQ report
3. Develop site-specific remediation work plan
4. Establish project schedule
5. Site-specific work plan, safety plan and schedule must be submitted to and approved by County representative prior to mobilization
6. Coordinate with County staff to minimize operational disruption

#### **B. Containment and Safety Controls**

1. Install engineering controls including:
  - Critical barriers
  - Negative air containment
  - HEPA filtration units
  - Decontamination chambers (if required)
  - Worker PPE requirements
  - Occupant protection measures
2. Comply with all OSHA respiratory protection and worker safety requirements

#### **C. Required Remediation Areas (MANDATORY)**

All remediation work should be performed by an IICRC accredited firm adhering to the S520 Standards on Microbial Remediation as well as the S500 Standards on Water Mitigation. PPE, containments and air scrubbers should be used to help prevent the spreading of spores.

The Contractor shall remediate all impacted materials identified in the Alliance Environmental report, including but not limited to:

##### **Emergency Management Area:**

- Isolate the area by placing containment over the doorway to the garage.
- Isolate the HVAC system by placing filter material over the return vents.
- Deploy air scrubber(s) and exhaust to outdoor air placing the area under negative air pressure.
- Paper goods, boxes and items deemed non-cleanable will be removed by Madison County staff members.

- Once demo is completed (all materials with visible water damage or microbial growth are removed) clean the entire room by HEPA vacuuming, wet washing with an anti-microbial agent and then HEPA vacuuming again removing all dirt/dust/debris in the process.

### **West Storage Closet:**

- Remove and dispose of all water damaged ceiling and any insulation above.
- Remove all base cove for better inspection of walls behind; walls found to have water damage or microbial growth present should be removed and disposed of as well as any insulation behind.
- Remove and dispose of all carpet and mastic exposing the concrete slab.
- Once demo is completed (all materials with visible water damage or microbial growth are removed) clean the entire room by HEPA vacuuming, wet washing with an anti-microbial agent and then HEPA vacuuming again removing all dirt/dust/debris in the process.
- Fog room with anti-microbial solution.
- Use an anti-microbial encapsulant to encapsulate any materials with staining remaining following cleaning and drying.

### **North Center Storage:**

- Remove all base cove for better inspection of walls behind; walls found to have water damage or microbial growth present should be removed and disposed of as well as any insulation behind.
- Remove and dispose of all carpet and mastic exposing the concrete slab.
- Once demo is completed (all materials with visible water damage or microbial growth are removed) clean the entire room by HEPA vacuuming, wet washing with an anti-microbial agent and then HEPA vacuuming again removing all dirt/dust/debris in the process.
- Fog room with anti-microbial solution.
- Deploy a dehumidifier to lower humidity levels and dry materials back to dry standard following cleaning and fogging.
- Use an anti-microbial encapsulant to encapsulate any materials with staining remaining following cleaning and drying.

### **SW Office/Entry:**

- Remove all base cove for better inspection of walls behind; walls found to have water damage or microbial growth present should be removed and disposed of as well as any insulation behind
- Remove and dispose of all carpet and mastic exposing the concrete slab
- Once demo is completed (all materials with visible water damage or microbial growth are removed) clean the entire room by HEPA vacuuming, wet washing with an anti-microbial agent and then HEPA vacuuming again removing all dirt/dust/debris in the process.
- Fog room with anti-microbial solution.
- Deploy a dehumidifier to lower humidity levels and dry materials back to dry standard following cleaning and fogging.

- Dehumidifier should remain in place until materials have been returned to dry standard and humidity levels have been returned to an acceptable level between 30% and 50%.
- Use an anti-microbial encapsulant to encapsulate any materials with staining remaining following cleaning and drying.

**West Entry (Main entry/office for Emergency Management):**

- Remove all base cove for better inspection of walls behind; walls found to have water damage or microbial growth present should be removed and disposed of as well as any insulation behind.
- Remove and dispose of all carpet and mastic exposing the concrete slab.
- Once demo is completed (all materials with visible water damage or microbial growth are removed) clean the entire room by HEPA vacuuming, wet washing with an anti-microbial agent and then HEPA vacuuming again removing all dirt/dust/debris in the process.
- Fog room with anti-microbial solution.
- Deploy a dehumidifier to lower humidity levels and dry materials back to dry standard following cleaning and fogging.
- Dehumidifier should remain in place until materials have been returned to dry standard and humidity levels have been returned to an acceptable level between 30% and 50%.
- Use an anti-microbial encapsulant to encapsulate any materials with staining remaining following cleaning and drying.

**North Office (NE Storage area):**

- The suspect microbial growth on the ceiling was identified as Cladosporium (a common indoor/outdoor spore) and can be cleaned and encapsulated.
- Remove all base cove for better inspection of walls behind; walls found to have water damage or microbial growth present should be removed and disposed of as well as any insulation behind.
- Remove and dispose of all carpet and mastic exposing the concrete slab.
- Once demo is completed (all materials with visible water damage or microbial growth are removed) clean the entire room by HEPA vacuuming, wet washing with an anti-microbial agent and then HEPA vacuuming again removing all dirt/dust/debris in the process.
- Fog room with anti-microbial solution.
- Deploy a dehumidifier to lower humidity levels and dry materials back to dry standard following cleaning and fogging.
- Dehumidifier should remain in place until materials have been returned to dry standard and humidity levels have been returned to an acceptable level between 30% and 50%.
- Use an anti-microbial encapsulant to encapsulate any materials with staining remaining following cleaning and drying.

**Elderly Services Main Community area/Kitchen/Dry Storage/Offices:**

- No remediation required unless new issues are discovered during walkthrough, not included in this RFP

## **HVAC:**

- The HVAC system, ductwork and all components that supply the emergency management area should be professionally cleaned as part of the remediation process and filter replaced.

## **D. Containment Requirements (MANDATORY)**

Contractor shall establish containment appropriate to the level of contamination, including:

- Negative air pressure systems with HEPA filtration:
  - Maintain -0.02 to -0.05 inches water column
  - Minimum 4 ACH
- Critical barriers (6-mil poly or equivalent)
- Sealed work zones
- Decontamination chambers where required
- Protection of non-impacted areas

All containment shall comply with **IICRC S520 standards**.

## **E. Cleaning and Remediation Standards**

All remediation work shall include:

- HEPA vacuuming of all affected and adjacent surfaces
- Damp wiping and cleaning of all non-porous materials
- Removal of all porous materials that cannot be effectively cleaned
- Use of antimicrobial agents where appropriate (not as a substitute for removal)
- Fogging all spaces with anti-microbial solution
- Fogging alone is **not acceptable as primary remediation**.

## **F. HVAC and Air Handling Considerations**

The HVAC system, ductwork, registers, and all components serving the Emergency Management area shall be professionally cleaned per IICRC standards. All return vents in the work area shall be protected during remediation. Filters shall be replaced upon completion.

## **G. Moisture Source Identification**

In addition to remediating previously identified mitigation areas, the contractor shall:

- Make a reasonable effort to identify and document all active or potential moisture intrusion sources
- A written Moisture Source Investigation Report with photographs and recommended permanent repairs shall be submitted to the County.

- Any newly discovered active leaks or sources impacting remediation areas must be documented immediately and will require coordination with Madison County for temporary or permanent correction prior to or concurrent with the work defined.

Potential sources to evaluate include:

- Roof system failures
- Exterior wall penetrations
- HVAC-related condensation
- Plumbing leaks
- Building envelope deficiencies

## H. Waste Handling and Disposal

- All contaminated materials shall be properly bagged and disposed of
- Transport and disposal shall comply with all applicable regulations
- Work areas shall be maintained in clean and safe condition throughout the project

## I. Final Remediation Requirements

Contractor shall:

1. Perform final detailed cleaning
2. Conduct internal visual clearance inspection
3. Provide a written **Final Remediation Report**, including:
  - Before/after photos
  - Areas remediated
  - Waste disposal manifests
  - Equipment logs (negative pressure, dehumidifier RH readings) & comparison to original Alliance Environmental report findings.
  - Materials removed
  - Cleaning methods used
  - Recommendations
4. **Final Payment and Clearance Requirements**

Final payment (**20% retainage**) shall be released **only after successful clearance testing** has been completed. Clearance testing will be **coordinated and paid for by Madison County** and is **not included** in this RFP.

### **Contractor Requirements:**

- **Re-remediate at no additional cost** to Madison County if clearance testing fails, including all labor, materials, equipment, and re-cleaning necessary to achieve clearance.
- **Maintain full containment** (including barriers, negative air pressure, and air filtration devices) **until written clearance is issued** by the County's designated industrial hygienist.

- **Do not remove, alter, or breach containment** prior to written clearance approval.
- **Respond promptly** to failed clearance results and complete corrective actions within a timeframe specified by the County (recommended: 24–48 hours).

**Clearance Standard:** Clearance shall be determined by the County’s independent firm in accordance with **IICRC S520** post-remediation verification criteria or a written protocol provided by the hygienist.

## **J. Restoration (BID AS ALTERNATE)**

The Contractor shall provide separate alternate pricing for the complete restoration of all areas where demolition and remediation work is performed. Restoration shall return the affected areas to a condition that matches or exceeds the original construction quality and appearance, unless otherwise directed by the County.

The alternate pricing shall include all labor, materials, and incidentals necessary to complete the following:

- Removal and legal disposal of all existing debris and materials not removed during the remediation phase
- Installation of new drywall (including taping, finishing, and sanding to a smooth Level 4 finish or better)
- Replacement of ceiling systems (including grid, tiles, or drywall as applicable)
- Installation of new insulation where removed
- Installation of new flooring (including proper preparation of the concrete slab, adhesive, and flooring selection approved by County)
- Painting of all newly installed or disturbed wall and ceiling surfaces with two coats of quality interior paint (mold-resistant primer and finish coat recommended), color approved by Madison County
- Replacement of base cove/baseboard, color approved by Madison County
- All necessary trim, patching, caulking, and finishing work
- Final cleaning of restored areas

Pricing for restoration shall be provided on a **per-room basis** for the outlined areas (or as a lump sum with a detailed breakdown):

### **Additional Requirements:**

- Any additional mold-impacted materials discovered during demolition or the walkthrough beyond those identified in the Alliance Environmental report shall be documented and addressed as directed by the County, potentially via change order.
- All restoration work shall be coordinated with the County to minimize disruption to building operations.
- Restoration materials and workmanship shall carry a minimum **one (1) year warranty** against defects, assuming no new moisture intrusion.
- The County reserves the right to select any combination of restoration items or award the restoration work separately.

Contractors are encouraged to include unit pricing (e.g., per square foot for drywall, per square yard for flooring, etc.) in addition to the lump sum alternate to facilitate potential partial awards.

## **5. Contractor Qualifications**

Respondents shall demonstrate:

- Minimum 5 years of mold remediation experience
- Commercial/public building remediation experience
- Iowa licensing and compliance
- OSHA compliance history
- General liability insurance (\$1 million per occurrence / \$2 million aggregate)
- Pollution Liability Insurance (\$1 million per occurrence)
- The County's inclusion as an additional insured on all applicable insurance policies
- Workers compensation coverage (as required by law)
- References from at least three comparable projects
- IICRC certifications required
- Environmental remediation certifications preferred
- Minimum 1 year Warranty for workmanship, assuming no new moisture intrusion
- No conflicts of interest with County officials, employees, or staff

## **6. Proposal Requirements**

Proposals shall include:

### **Company Information**

- Legal business name
- Address
- Contact person
- Phone/email
- Years in business
- Relevant certifications/licenses

### **Technical Proposal**

- Understanding of project
- Proposed remediation approach
- Project schedule
- Staffing plan
- Safety plan
- Containment methodology
- Waste disposal procedures
- Moisture source investigation approach

## Cost Proposal

Provide itemized pricing for:

- Containment
- Demolition/remediation
- Disposal
- Cleaning
- Final reporting
- Alternate pricing for Restoration

## References

Minimum of three similar completed projects

## 7. Schedule: Subject to adjustment based on contract execution and submittal approval

Milestone	Date
RFP Issue Date	Wednesday, May 13, 2026
Mandatory Site Visit	Thursday, May 21, 2026: 2:00 pm
Questions Due	Thursday, May 28, 2026
Answers Provided	Monday, June 1, 2026
Proposal Due Date	Monday, June 8, 2026
Board Review	Tuesday, June 9, 2026
Notice of Award	Wednesday, June 10, 2026
Project Start	Monday, June 22, 2026*

(\*) Reference earliest start date available.

Attendance at the mandatory site visit is required as a condition of proposal eligibility. Proposals from firms that did not attend are subject to rejection. Written responses to questions will be distributed to all interested/registered parties.

## 8. Submission Instructions

Sealed proposals, including (4) hardcopies & electronic copy shall be clearly marked:

**RFP – Mold Remediation Services  
Madison County Elderly Services Building**

Submit to:

**Madison County Board of Supervisors**  
Madison County Courthouse  
112 N. John Wayne Drive  
Winterset, Iowa 50273

Late submissions will be rejected.

## **9. Award Criteria**

Proposals will be evaluated by the Madison County Board of Supervisors. The County will conduct a comprehensive, best-value evaluation of all responsive and responsible proposals. Award will not be made solely on the basis of price. The County reserves the right to seek clarification from any proposer prior to award. A proposal must be deemed responsive (materially conforming to the requirements of this RFP) and the proposer responsible (possessing the legal, financial, technical, and organizational capacity to perform the work) before it will be evaluated on merit. The County reserves the right to waive minor informalities that do not affect the substance of the proposal or prejudice other proposers. Responsive proposals will be evaluated based on technical approach and methodology (30%), qualifications, experience, and certifications (25%), cost proposal (25%), project schedule and availability (10%), and references (10%).

## **10. Reservation of Rights**

Madison County reserves the right to:

- Reject any or all proposals
- Waive informalities
- Request clarification
- Negotiate scope and pricing
- Cancel or reissue this RFP
- Award in whole or in part
- Select the proposal deemed in the best interest of the County, not necessarily the lowest bid

## **11. Contact for Questions**

Questions regarding this RFP shall be directed to:

**Jessica Hobbs**

**Madison County Board of Supervisors**

**Phone:** 515-705-0378

**Email:** [jhobbs@madisoncounty.iowa.gov](mailto:jhobbs@madisoncounty.iowa.gov)

No verbal interpretations shall be binding.