



TOWN OF SULLIVAN'S ISLAND

REQUEST FOR PROPOSALS (RFP)

FOR DISPOSAL CONTRACTOR SERVICES

REQUESTOR: Town of Sullivan's Island
2056 Middle Street
Sullivan's Island SC 29482

CONTACT: Joe Henderson, Deputy Administrator
(843) 883-5731
jhenderson@sullivanisland.sc.gov

PROJECT: **Interior Demolition for Old Town Hall Building:**
1610 Middle Street, Sullivan's Island SC 29482

GRANT: N/A

DATE ADVERTISED: February 29, 2024

DUE: Friday, March 15, 2024 (On or before 1:00 PM EST)

The Town of Sullivan's Island reserves the right to accept or reject any or all submittals received as a result of this solicitation, to negotiate with all qualified offerors, to award multiple contracts for all or part of the scope of work, or cancel in part or in whole this solicitation, if in the best interests of the Town of Sullivan's Island.

Table of Contents

I. General Information	3
II. Background	3
III. Scope Of Work.....	3
IV. Request For Proposals (RFP) Process and Policies	3
V. Statement Of Proposals Contents.....	7
VI. Evaluation and Award Process	7
VII. Selection Criteria.....	8
VIII. Other Requirements of Consultant if Contract Awarded	8
IX. Terms and Conditions for Professional Services Contracts.....	9
Attachment A: Non-Collusion Oath	11
Attachment B: Understanding of RFP Procedure.....	12

I. General Information

The Town of Sullivan's Island seeks a qualified building contractor to perform interior demolition and cleaning of an approximately 5,550 square foot structure located at 1610 Middle Street, Sullivan's Island, SC. Floor plan sketch and photos enclosed.

II. Background

Historically, 1610 Middle Street served as Fort Moultrie's Ordnance Office, constructed in 1915 as part of the U.S. military's coastal defense system expansion around the turn of the 20th Century. From 1970 to 2011 the building served as Sullivan's Island's Town Hall, housing all administrative offices, municipal court, police, planning and building departments. Town Hall was relocated due to space needs and maintenance issues making the old Town Hall unsuitable for daily Town government operations. Indoor air quality and mold levels were one reason for relocating Town offices, therefore, all contracted personnel should take any necessary precautions during interior demolition and cleaning. In December 2023 the Town conducted a mold analysis by IMS Laboratory which resulted in no hazardous levels of mold spores, however, protective respiratory and skin protections are still recommended during execution of the project (2023 IMS report enclosed).

Following the relocation of the Town Hall staff to temporary facilities, much of the furniture, departmental documents and files; retrofitted partition walls; flooring and drop ceilings remain within the building.

III. Scope Of Work

The general scope of work includes removal and disposal of all items noted below under Section III, A. "Contractor's Responsibilities." The Contractor shall furnish and provide all materials, supplies, tools, equipment, labor, supervision, and expertise to properly and professionally perform all required services described in this RFP. ***Electrical panel mounted to the CMU wall is not to be removed, which is located at the Middle Street building entrance.**

A. CONTRACTOR'S RESPONSIBILITIES

- a. Demolition: Includes all labor, equipment, materials, fees, transportation and incidentals needed to demolish, remove and legally dispose of all interior components:
 1. All non-loadbearing walls, drop-ceilings, finish floor material, doors and frames, electrical devices, fixtures and equipment, hazardous materials and any required sensitive document destruction (shredding).
 2. Removal of all trash, debris, cabinetry, plumbing fixtures, furniture and any similar objects.
 3. The Contractor shall comply with all applicable OSHA and MIOSHA regulations.
- b. Security: The Contractor shall be responsible for job site security of all materials and tools provided by him/her and no claim for loss or damage will be considered by the Town.
- c. Time of Work and Completion: The contractor shall commence predemolition work within 48 hours of finalizing contracts and obtaining demolition permits from the Town of Sullivan's Island Building Department and Business License (i.e. Notice to Proceed). Contractor will ensure work is completed expediently and in adherence with the

respondent's project schedule and take no more than ninety (90) days. If contractor requires additional time to complete the scope of work, adequate justification shall be made to the Town for written authorization and approval. Contractor activities at 1610 Middle Street shall be limited to 8am-6pm Monday through Friday and 10am-4pm Saturdays.

- d. Hazardous Material: The successful Respondent(s) shall use, handle, store, dispose of, process, transport and transfer any material considered a hazardous material in accordance with all federal, state and local laws. If the successful Respondent(s) encounters material reasonably believed to be a hazardous material and which may present a substantial danger, the successful Respondent(s) shall immediately take any necessary health and safety precautions. All airborne dust and particulates shall be contained within the building and/or within disposal containers if located outside of the building.
- e. Demobilization: Site demobilization includes all labor related to removal of personnel, equipment, supplies, rubbish and incidentals from the project site. Any minor damage of trees, grass, landscaping, sidewalks shall be avoided and/or repaired as need.

B. TOWN RESPONSIBILITIES

- a. The Town will provide fair and reasonable access to the job site within the working schedules of both parties.
- b. Provide payment within 30 days upon receipt of invoices.
- c. Town will disconnect electrical connections, generator, water and sewer services

IV. Request For Proposals (RFP) Process and Policies

Submittal of Statements of Proposals

The Town of Sullivan's Island is hereby issuing this Request for Proposals (RFP) to firms that have the capability and interest in undertaking and performing the scope of work described in this RFP. The RFP will be publicly advertised in accordance with the Town's procurement guidelines.

The OFFICIAL CONTACT for this solicitation is:

Joe Henderson

Deputy Administrator

(843) 883-5731

jhenderson@sullivansisland.sc.gov

Each firm responding to this solicitation is officially a RESPONDENT. Each respondent must submit a sealed package containing one (1) hard copy plus one (1) digital (emailed) copy of its statement of Proposals to the address above no later than **Friday, March 15, 2024 at 1:00 pm**. Statements of Proposals may be submitted in person, by messenger, or by regular mail. All submissions will be logged in and date and time stamped.

Any Proposals package that is received after the date and time specified will be logged and date and time stamped as "late" and returned unopened to the respondent.

Proposed Procurement Timeline

Release date for RFP	February 29, 2024
Final Date to Receive Written Questions/Clarifications	March 8, 2024, 5:00 p.m.
RFP Closing Date	March 15, 2024, 1:00 p.m.
Selection of Bid	March 18, 2024
Execution of Contract with Consultant	March 29, 2024 estimated

Labeling of Submissions

All submissions must be submitted in a sealed envelope or package plainly marked "*Town of Sullivan's Island - Old Town Hall Interior Demolition, Attn: Joe Henderson*" with the name and address of the respondent in the upper left-hand corner. No responsibility will attach to the Town of Sullivan's Island or any official or employee thereof, for the pre-opening, post opening, or failure to open a submission not properly addressed and identified.

Proprietary/Confidential Information

All materials and written Proposals submitted pursuant to this RFP shall become the property of the Town of Sullivan's Island and will not be returned. All respondents must visibly mark as "CONFIDENTIAL" each part of their submission that they consider to contain proprietary information the release of which would constitute an unreasonable invasion of privacy. All unmarked pages will be subject to release in accordance with law. Marked pages will not be disclosed if they are deemed to meet the requirements under the South Carolina Freedom of Information Act, S.C. Code Section 30-4-10, *et seq.* Respondents should be prepared, upon request, to provide justification of why such materials should not be disclosed in accordance with the South Carolina Freedom of Information Act.

Questions/Requests for Clarification

All questions and/or requests for clarification regarding this RFP should be provided in writing to Joe Henderson no later than **March 8, 2024 at 5:00 p.m.** All questions submitted and their answers will be posted on the Town of Sullivan's Island website as an addendum to this RFP. No telephone inquiries will be accepted.

Addenda

If it becomes necessary to revise any part of this RFP, a written addendum will be issued. All addenda issued by Town of Sullivan's Island will become part of the official RFP and will be posted on the Town of Sullivan's Island website [link](#). Receipt of all addenda must be acknowledged in the response to this RFP.

Contact Policy

No direct or indirect contact regarding this solicitation may be made with any representatives of the Town of Sullivan's Island other than the official contact identified in this RFP. If such contact is made, the Town of Sullivan's Island reserves the right to reject a submission by that respondent. All

questions and/or requests for clarification must be provided in accordance with the Questions/Requests for Clarification section. This contact policy applies to site visits and requests for technical information. Any technical information needed from the Town of Sullivan's Island to prepare a submission should be coordinated through the Questions/Requests for Clarification process outlined above.

Acceptance and Rejection of Submissions

Any submissions that do not conform to the essential requirements of the RFP shall be rejected. The Town of Sullivan's Island reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities and minor irregularities. The Town of Sullivan's Island also reserves the right to accept or reject any or all submissions received in response to this RFP. The Town of Sullivan's Island is not obligated to enter into any contract on the basis of any submittal in response to this RFP. The Town of Sullivan's Island reserves the right to request additional information from any firm submitting under this RFP if such information is necessary to clarify the submission.

Cancellation/Rejection

The Town of Sullivan's Island may cancel this RFP in whole or in part at any time if it is determined to be in the best interest of the Town of Sullivan's Island. The Town of Sullivan's Island may reject any or all submissions in whole or in part if it is determined to be in the best interest of the Town of Sullivan's Island.

Conflict of Interest

Respondents shall promptly notify the Town of Sullivan's Island in writing of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the respondent's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest, or circumstance, the nature of work that such a person may undertake, and request an opinion of the Town of Sullivan's Island as to whether the association, interest, or circumstance would, in the opinion of the Town of Sullivan's Island, constitute a conflict of interest. By responding to this solicitation, the respondent certifies that it has no conflict of interest with any employee, agent, elected official or officer of the Town of Sullivan's Island or any other conflict as may be set forth herein.

Collusion

More than one submission from an individual, firm partnership, corporation, association or related parties under the same or different names will not be considered. If the Town of Sullivan's Island believes that collusion exists among respondents, all submissions from the suspected firms will be rejected. "Related parties" means respondents or the principals thereof, which have a direct or indirect relationship or profit-sharing interest in another respondent.

Respondents shall comply with all local, state, and federal directives, orders, and laws applicable to this RFP and any resulting contract.

By responding to this RFP, respondents certify that the response is made without previous understanding, agreement, or connection with any person, firm or corporation making a submission for the same item, and they certify the knowledge that this would constitute an illegal action.

V. Statement Of Proposals Contents

Respondents interested in providing the services outlined in this RFP must prepare and submit a statement of Proposals that must not be more than the equivalent of ten (10) single sided 8 ½ by 11-inch pages in length (not counting the front and back covers, section dividers that contain no information, and any required forms). The submission must include the following, in the order listed:

Cover Letter

The response should contain a cover letter signed by a person who is authorized to commit the respondent to perform the work described in this RFP and should identify all subcontractors, materials, and enclosures being forwarded in response to the RFP.

Relevant Experience

At a minimum, successful submittals shall demonstrate experience and technical competence with the requirements outlined in the above scope of work. Provide descriptions of similar demolition or remediation projects that your organization and/or key personnel have completed, including tasks involved, timeframes, and outcomes. Also include any relevant work performed in a nearby jurisdiction and how this experience relates to the development of the Scope of Work outlined in Section III.

VI. Evaluation and Award Process

Selection Committee

The Town of Sullivan's Island will conduct a selection process to determine the most qualified respondent at the least cost. This process will include the formation of a staff selection committee and the appointment of other technical advisors as needed to review all the submissions and score them based on the established selection criteria outlined herein. The award will be made to the highest rated and ranked respondent based on the cumulative scores of the selection committee.

The Town of Sullivan's Island reserves the right to contact a firm to obtain written clarification of information submitted and to contact references to obtain information regarding performance, reliability, and integrity. After evaluating the submitted Statements of Proposals, the staff selection committee may choose to interview a short list of firms prior to ranking the respondents. If interviews will be conducted, short-listed respondents will be notified at least ten (10) business days prior to the interview date.

Notice of Intent to Award

The selection committee's recommendation for award will be presented to the Sullivan's Island Town Council for consideration. If approved, a notice of "Intent to Award" will be posted on the Town of Sullivan's Island website. A notice will also be emailed to all respondents informing them of the committee's recommendation.

Protested Solicitations and Awards

Any respondent who is aggrieved in connection with the solicitation or award of a contract may protest according to the procedures in the Town of Sullivan's Island's procurement policy, [Section 37.06](#).

Contract Negotiations/ Award of Contract

After the close of the appeal period, if no appeals were received or successfully granted, the highest rated respondent identified by the selection committee and approved by Town Council will be invited to enter contract negotiations with Town of Sullivan's Island to finalize the scope of work, personnel, hours, hourly rates, use of sub-consultants, and other direct costs that will be required to complete the agreement between the Town of Sullivan's Island and the selected respondent. If an agreement cannot be reached with the top ranked firm, the Town of Sullivan's Island will select the next highest ranked responsive and qualified firm and the negotiation phase will be repeated. This process will continue until an agreement is reached with a qualified firm that can provide the required scope of services within the project budget. Any contracts awarded as a result of this procurement process will be between the respondent and the Town of Sullivan's Island.

Once a draft contract is negotiated, the Town of Sullivan's Island and the selected respondent may enter into the contract. Failure to adhere to this policy could result in disallowed grant costs and the cancellation of this solicitation.

VII. Selection Criteria

The selection criteria and their relative importance in making the selection are:

Project Understanding and Approach (25 points)

Logistical understanding, technical expertise and competence, and years of experience of individuals who will be assigned to this project.

Related Experience on Similar Projects (25 points)

Extent of relevant experience with similar projects. Outline how the Sullivan's Island project will be conducted and the similarities to previous projects.

Project Schedule and Budget (25 points)

Performance recommendations regarding work quality, schedule, budget (cost), communication and coordination of projects.

Recent, Current, and Projected Workload (25 points)

Workload of the contractor and key personnel and how it might impact the respondent's ability to meet the project's schedule requirements. Please provide a project timeline estimating the time required for project milestones and completion of the project.

VIII. Other Requirements of Consultant if Contract Awarded

If awarded a contract, the winning bidder should be prepared to comply with the following:

- A. Insurance: No work shall commence until the contractor/ consultant obtains, at his own expense, insurance protecting both the Town and the contractor/ consultant from any and all claims for personal injury, death, property damage, workers compensation or other claims arising from performance of the contract. Certificates of insurance from insurance carrier(s) suitable to the Town,

stating the amount and nature of the consultant's insurance coverage shall be delivered to the Town prior to the commencement of work on the project. ****Unless otherwise directed in writing by the Town, the consultant shall maintain minimum insurance coverage identified below for the duration of the project:**

- B. Commercial General Liability Insurance on an occurrence basis in an amount equal to \$1,000,000 for each occurrence and must include the following coverages: (i) completed operations coverage and (ii) personal injury coverage. Policy must name the Town of Sullivan's Island as an additional insured.
- a. Workers' Compensation Insurance in the amounts as follows:
 - 1. Bodily Injury by accident, \$500,000 each accident.
 - 2. Bodily Injury by disease, \$500,000 policy limit.
 - 3. Bodily Injury by disease, \$500,000 each employee.
 - b. Commercial motor vehicle liability Insurance in the amount of \$500,000 if the company owns automobiles. No endorsement limiting or excluding a required coverage is permitted. Policy must name the Town of Sullivan's Island as an additional insured.
 - c. Maintenance of state and local licenses necessary to operate a business in the Town of Sullivan's Island. These costs are not to be paid in whole or in part by the Town.
 - d. Indemnify and hold the Town of Sullivan's Island harmless for any and all claims arising out of its performance of its duties under this contract.
 - e. Comply with all applicable federal, state and local laws, ordinances and regulations.
- C. Imposition of Indemnification: No contract may impose or create any obligation for the State and/or its political subdivisions (i.e., Town of Sullivan's Island) to hold harmless, indemnify or defend any contractor against legal claims. The Town shall be responsible for its employees and agents' negligence that results in any loss or damage to any property or injury to any person arising out of, or connected with, the use of premises or operation of an agreement.

IX. Terms and Conditions for Professional Services Contracts

The following terms and conditions will be incorporated into the contract for this work:

1. Termination for Cause and Convenience

The contract may be terminated in whole or in part as follows:

- i. By the Grantee, if a contractor fails to comply with the terms and conditions of the contract award or federal or state grant award;
 - ii. By the Grantee, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities;
 - iii. By the Grantee with the consent of the contractor, in which case the two parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated;
 - iv. By the Grantee upon written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated.
- However, if the Grantee determines in the case of partial termination that the reduced or

modified portion of the contract will not accomplish the purposes for which the contract was made, the Grantee may terminate the contract in its entirety; or

- v. By the Grantee pursuant to termination provisions included in the federal or state grant award.

2. Administrative, Contractual, and Legal Remedies

In addition to any of the remedies described elsewhere in the contract, if the contractor materially fails to comply with the terms and conditions of this contract, including any federal or state statutes, rules or regulations, applicable to this contract, the Grantee may take one or more of the following actions:

- i. Temporarily withhold payments pending correction of the deficiency by the contractor;
- ii. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
- iii. Wholly or partly suspend or terminate this Contract; and
- iv. Take other remedies that may be legally available.

3. Equal Opportunity Clause

During the performance of this contract, the contractor agrees as follows:

- i. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:
 - a. Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- ii. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- iii. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts.



Attachment A
TOWN OF SULLIVAN'S ISLAND
NON-COLLUSION OATH

Vendor Name: _____

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared _____ and made oath that the Bidder herein, his agents, servants, and/or employees, to be best of his/her knowledge and belief, have not in any way colluded with anyone for and on behalf of the Bidder, or themselves, to obtain information that would give the Bidder an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Bidder, or themselves, to gain any favoritism in the award of the Contract herein.

Authorized Signature for Vendor

Sworn to and Subscribed before me

this _____ day of _____, 2023

Notary Public in and for South Carolina My
Commission Expires:



Attachment B

UNDERSTANDING OF RFP PROCEDURE, TERMS AND CONDITIONS

This page to be returned with Proposals submission

I acknowledge that I have read and understand all procedures and requirements of the above reference RFP and have complied fully with the general terms and conditions outlined in the RFP.

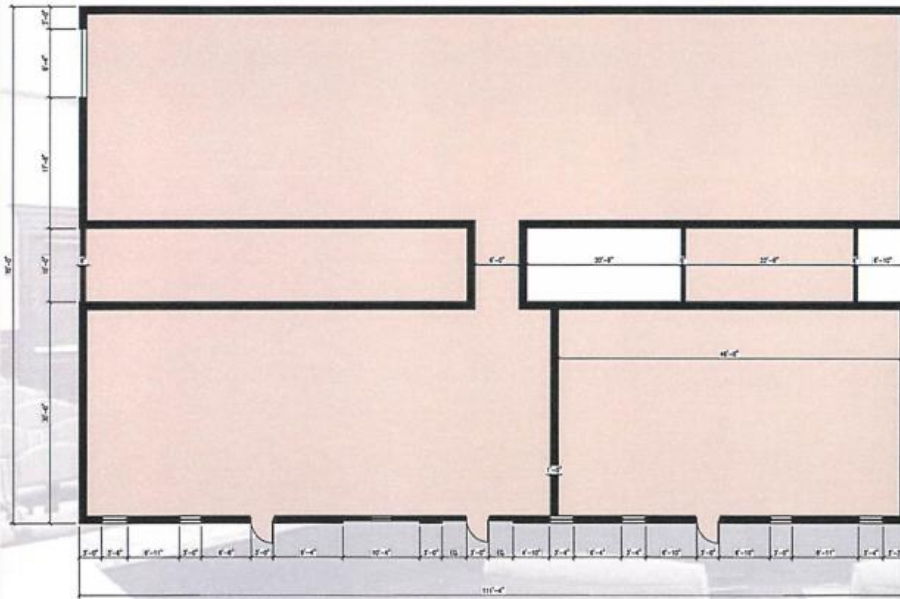
Consultant Team: _____

Representative's Printed Name: _____

Representative's Signature: _____

Date: _____

1610 Middle Street: Building Floor Plan



Area Coverages:

- Town Hall common area 576'
- Town Hall storage hall 189'
- Town Hall storage & bathroom 49'
- Town Hall storage & stairs 88
- Council & Court room 624'
- Police 1160'
- Police Chief's office & storage 300'
- Police garage & kennel 972'
- Maintenance storage 760'
- Judge's office 122'
- Administrator's office 208'
- Accounting 504'

Approximate Square Footage

Total footprint

5552'



3130 Old Farm Lane, Suite 1
Commerce Twp., MI 48390

877-665-3373

Laboratory Report

Prepared Exclusively For:

Palmetto Environmental Solutions
Marc Myers
PO Box 1097
Mount Pleasant, SC 29465
843-310-0110
admin@palmettoenvironmentalsolutions.com



Project: Sullivans Island Police Dept

Lab # E199171

Report Date: 12/08/2023

Sampled: 12/06/2023

Received: 12/07/2023

Analyzed: 12/07/2023



Report Prepared For: Palmetto Environmental Solutions
Project Name: Sullivans Island Police Dept
Report Date: 12/08/2023
Lab Number: E199171

1 - Palmetto Environmental Solutions

PALMETTO ENVIRONMENTAL SOLUTIONS is a mold inspection, mold remediation, and crawl space services company. We have been family owned & operated in the Carolinas since 2008 with a passion for offering solutions to moisture, water, and mold problems. We provide evaluations and repair cost estimates, work with third parties and insurance claims, as well as private work. Our team proudly serves homeowners, builders, property managers, realtors, and more with unmatched programs, pricing structures, and superior service.

As an IICRC Certified Firm, Palmetto Environmental Solutions abides by the IICRC S500 & S520 standard guidelines for water restoration and mold remediation. We also hold a General Contractors license and carry all applicable insurances for our trades.

Our residential team services Eastern South Carolina. Our commercial services teams operate in Virginia, North Carolina, South Carolina, and Georgia. We remediate and pretreat millions of square feet of mold every year.

Thank you for choosing Palmetto Environmental Solutions for your testing and remediation needs. To reach our team directly, please call (843) 310-0110.



Report Prepared For: Palmetto Environmental Solutions
Project Name: Sullivans Island Police Dept
Report Date: 12/08/2023
Lab Number: E199171

2 - Laboratory Results

Location: Front Rt Room

Sample # E199171 - 1	Sample Identification	Raw Count	Spores/cu. m	Percent(%)
Medium Type: Micro5	- Fungi -			
Serial # 2862929	Cladosporium	35	1,400	41.67%
Exposure: 5.00 l/min. for 5.00 min.	Pen/Asp group	20	800	23.81%
Total Volume: 25.00 liters	Basidiospores	10	400	11.90%
Reporting Limit: 40 Spores/cu. m	Smuts/Periconia/Myxomycetes	7	280	8.33%
	Ascospores	5	200	5.95%
	Curvularia	4	160	4.76%
	Alternaria	2	80	2.38%
	Ganoderma	1	40	1.19%
	Total Fungi	84	3,360	100.00%
	- Other -			
	Hyphal Fragment	7	280	87.50%
	Pollen	1	40	12.50%
	Total Other	8	320	100.00%
	Background Item	Level		
	Dust / Debris	Low		
	Hyphal Fragments	Low		
	Opaque Particles	Very Low		

Location: Front Lft Room

Sample # E199171 - 2	Sample Identification	Raw Count	Spores/cu. m	Percent(%)
Medium Type: Micro5	- Fungi -			
Serial # 2862937	Basidiospores	4	160	33.33%
Exposure: 5.00 l/min. for 5.00 min.	Smuts/Periconia/Myxomycetes	4	160	33.33%
Total Volume: 25.00 liters	Curvularia	2	80	16.67%
Reporting Limit: 40 Spores/cu. m	Ascospores	1	40	8.33%
	Ganoderma	1	40	8.33%
	Total Fungi	12	480	100.00%
	- Other -			
	Pollen	3	120	100.00%
	Background Item	Level		
	Dust / Debris	Low		
	Opaque Particles	Very Low		



Report Prepared For: Palmetto Environmental Solutions
 Project Name: Sullivans Island Police Dept
 Report Date: 12/08/2023
 Lab Number: E199171

Location: Back of Building

Sample # E199171 - 3	Sample Identification	Raw Count	Spores/cu. m	Percent(%)
Medium Type: Micro5 Serial # 2865081 Exposure: 5.00 l/min. for 5.00 min. Total Volume: 25.00 liters Reporting Limit: 40 Spores/cu. m	- Fungi -			
	Basidiospores	16	640	37.21%
	Cladosporium	9	360	20.93%
	Pen/Asp group	8	320	18.60%
	Ascospores	4	160	9.30%
	Curvularia	3	120	6.98%
	Smuts/Periconia/Myxomycetes	2	80	4.65%
	Nigrospora	1	40	2.33%
	Total Fungi	43	1,720	100.00%
	- Other -			
	Hyphal Fragment	7	280	87.50%
	Pollen	1	40	12.50%
	Total Other	8	320	100.00%

Background Item	Level
Dust / Debris	Medium
Hyphal Fragments	Low
Opaque Particles	Low

Location: Back Room

Sample # E199171 - 4	Sample Identification	Raw Count	Spores/cu. m	Percent(%)
Medium Type: Micro5 Serial # 2862881 Exposure: 5.00 l/min. for 5.00 min. Total Volume: 25.00 liters Reporting Limit: 40 Spores/cu. m	- Fungi -			
	Pen/Asp group	24	960	37.50%
	Basidiospores	17	680	26.56%
	Cladosporium	15	600	23.44%
	Ascospores	6	240	9.38%
	Curvularia	1	40	1.56%
	Smuts/Periconia/Myxomycetes	1	40	1.56%
	Total Fungi	64	2,560	100.00%
	- Other -			
	Hyphal Fragment	5	200	100.00%

Background Item	Level
Dust / Debris	Medium
Hyphal Fragments	Very Low
Opaque Particles	Low



Report Prepared For: Palmetto Environmental Solutions
Project Name: Sullivans Island Police Dept
Report Date: 12/08/2023
Lab Number: E199171

Location: Outside

Sample # E199171 - 5

Medium Type: Micro5

Serial # 2862980

Exposure: 5.00 l/min. for 5.00 min.

Total Volume: 25.00 liters

Reporting Limit: 40 Spores/cu. m

Sample Identification	Raw Count	Spores/cu. m	Percent(%)
- Fungi -			
Cladosporium	14	560	63.64%
Basidiospores	3	120	13.64%
Ascospores	2	80	9.09%
Alternaria	1	40	4.55%
Curvularia	1	40	4.55%
Nigrospora	1	40	4.55%
Total Fungi	22	880	100.00%
- Other -			
Hyphal Fragment	5	200	83.33%
Pollen	1	40	16.67%
Total Other	6	240	100.00%

Background Item	Level
Dust / Debris	Low
Hyphal Fragments	Very Low
Opaque Particles	Very Low

Location: Car 2345

Sample # E199171 - 6

Medium Type: Lift Quantification

Serial # 238471

Exposure: 1.00cm x 1.00cm

Reporting Limit: 10 Spores/sq. cm

Sample Identification	Raw Count	Spores/sq. cm	Percent(%)
- Fungi -			
Cladosporium	1	10	100.00%
- Other -			
Pollen	1	10	100.00%

Background Item	Level
Dust / Debris	Low
Opaque Particles	Very Low

Analytic Methods and Formulas:

Calculated results may include one more significant figure than is mathematically justified in order to accommodate the client's needs.

IMS Laboratory Analytical Method: 2.3 (method for analyzing spore trap). Counting and identification performed at 600X magnification.

IMS Laboratory Analytical Method: 2.6.2 (method for analyzing cellophane tape lift).

Spores per cubic meter is determined by: $\text{Total Spore Count} \times 1000 / (\text{sampling rate} \times \text{sampling time})$.

Spores per square centimeter is determined by: $\text{Total Spore Count} / (\text{length of sample area} \times \text{width of sample area})$.

Note that this report may use mold-specific units of measure, such as Spores/cu. m and CFU/cu. m, for Sample Identifications which are not mold. Examples include pollen, fabric and fiberglass fibers, insect particles, and ash. In this context, "CFU" and "Spore" refer to individual pieces of the identified material. For Background Items, the Levels are defined thus: "Very Low" is present on less than 5% of sample area; "Low" is present on 6%-25% of sample area; "Medium" is present on 26%-50% of sample area; "High" is present on 51%-75% of sample area; "Very High" is present on 76%-100% of sample area.



Report Prepared For: Palmetto Environmental Solutions
Project Name: Sullivans Island Police Dept
Report Date: 12/08/2023
Lab Number: E199171

IMS Laboratory, LLC is accredited through the AIHA-LAP, LLC and participates in Environmental Microbiology Proficiency Testing, EMPAT #172958. Data is provided in compliance with AIHA-LAP, LLC policy modules and ISO/IEC 17025:2017 guidelines.



Kathryn C. Langley

12/08/2023

Kathryn C. Langley, Laboratory Manager



Report Prepared For: Palmetto Environmental Solutions
Project Name: Sullivan's Island Police Dept
Report Date: 12/08/2023
Lab Number: E199171

3 - Understanding Laboratory Results

These guidelines are not intended, nor should they be used, for health evaluation purposes or to evaluate the safety of an occupied space. A physician should be consulted regarding health and/or safety questions.

Spore Trap Results:

RESULT	INTERPRETATION
< 2,000 total mold spores/cu. m	Low
2,000 - 5,000 total mold spores/cu. m	Moderately Low
5,000 - 10,000 total mold spores/cu. m	Moderately High
> 10,000 total mold spores/cu. m	High

The above numerical guidelines cannot be used as the primary determinant as to whether a mold problem may exist. There are no government standards for "safe" levels of microbial contamination. Concentrations of mold in the air will vary depending on weather conditions, building air flow, time of day and time of year. Comparisons between indoor and outdoor mold levels, types of mold found, visual information and environmental conditions are more important in interpreting results than reliance on specific numeric thresholds.

In *Indoor Air Quality in Office Buildings: A Technical Guide*, Health Canada, Revised 1995 (Pages 49-50), Health Canada set forth guidelines which can be used to better understand air testing results. The guidelines included these general principles:

1. Significant numbers of certain pathogenic fungi should not be present in indoor air (e.g. *Aspergillus fumigatus*, *Histoplasma*, and *Cryptococcus*). Bird or bat droppings in air intakes, ducts or rooms should be assumed to contain these pathogens.
2. The persistent presence of significant numbers of toxigenic fungi (e.g. *Stachybotrys atra*, toxigenic *Aspergillus*, *Penicillium* and *Fusarium* species) indicate that further investigation and action should be taken.
3. The confirmed presence of one or more fungal species occurring as a significant percentage of a sample in indoor air samples and not similarly present in concurrent outdoor samples is evidence of a fungal amplifier.
4. The "normal" air mycoflora is qualitatively similar and quantitatively lower than that of outdoor air.
5. The significant presence of fungi in humidifiers and diffuser ducts and on moldy



Report Prepared For: Palmetto Environmental Solutions
Project Name: Sullivans Island Police Dept
Report Date: 12/08/2023
Lab Number: E199171

ceiling tiles and other surfaces requires investigation and remedial action regardless of the airborne mold concentrations.

Generally, mold spores are present everywhere. As a general rule, "normal" air mycoflora is qualitatively similar and quantitatively lower than that of outdoor air. When the converse is true, it is likely that an indoor source of mold may exist. However, even this most basic rule may produce misleading results. Airborne mold spore levels vary widely due to factors such as weather conditions and activity levels. For example, in a "normal" home, indoor mold spore levels may be elevated above outdoor spore levels after vacuuming (when airborne indoor levels could be unusually high) or after a heavy snow (when outdoor levels could be unusually low). Surface Sampling primarily identifies the types and relative proportions of mold on a surface. Viable surface sampling will identify living mold, while nonviable surface sampling will identify all mold (but cannot distinguish between living or dead mold). Surface sampling may confirm that a substance is mold or identify the types of mold present on the surface. Because mold is everywhere, there is a high probability that a surface sample from a "clean" surface will still identify mold on that surface.

Laboratory findings must only be considered as part of an overall mold investigation. The interpretation of the findings must only be made by a qualified individual after reviewing all relevant data. Visual information and environmental conditions measured during the site assessment are crucial to any final interpretation of the results. A very good reference book which covers sampling and data interpretation has been published by The American Conference of Governmental and Industrial Hygienists and is entitled *Bioaerosols: Assessment and Control*, 1999. There are currently no state or federal standards or guidelines regarding results of fungal samples. There are no levels, which are typical or permissible. There are no recommended exposure limits, no permissible exposure limits, no threshold limit values and no short term exposure limits.



Report Prepared For: Palmetto Environmental Solutions
Project Name: Sullivans Island Police Dept
Report Date: 12/08/2023
Lab Number: E199171

4 - Sample Identification Definitions

Alternaria

A genus of fungi that is extremely widespread and ubiquitous. It is commonly found in outdoor samples and may be isolated from samples of soil, seeds, and plants. Alternaria is also often found in carpets, textiles, window frames, and on horizontal surfaces in building interiors. It is both a plant pathogen and human pathogen. Alternaria produces large spores, suggesting that the spores from this fungus are deposited in the nose, mouth, and upper respiratory tract. It may be related to baker's asthma. Alternaria has been associated with hypersensitivity pneumonitis, sinusitis, dermatomycosis, onychomycosis, subcutaneous phaeohyphomycosis, and invasive infection. It is a common cause of extrinsic asthma (immediate-type hypersensitivity: type I).

Found in these Sample Locations: (1) Front Rt Room (5) Outside

Ascospores

A large group of spores that are very ubiquitous in nature. They are frequently found in the air after a rain. Most ascospores are plant pathogens; a small portion have been known to cause infection in humans but are identified separately.

Found in these Sample Locations: (1) Front Rt Room (2) Front Lft Room (3) Back of Building (4) Back Room (5) Outside

Basidiospores

A large group of spores that are very ubiquitous in nature. They are released from mushrooms, shelf fungi, puffballs, and a variety of other macro fungi. Basidiospores may be allergenic to those with seasonal allergies.

Found in these Sample Locations: (1) Front Rt Room (2) Front Lft Room (3) Back of Building (4) Back Room (5) Outside

Cladosporium

One of the most commonly identified outdoor fungi. It is often found indoors in numbers less than outdoors. Cladosporium is also found on decaying plants and food, straw, paint, and textiles. It is generally regarded to be allergenic and can be a cause of extrinsic asthma (immediate type hypersensitivity: Type I). Cladosporium has been reported in cases of skin lesions, keratitis, onychomycosis, sinusitis, and pulmonary infections.

Found in these Sample Locations: (1) Front Rt Room (3) Back of Building (4) Back Room (5) Outside (6) Car 2345



Report Prepared For: Palmetto Environmental Solutions
Project Name: Sullivan's Island Police Dept
Report Date: 12/08/2023
Lab Number: E199171

Curvularia

A genus of fungi mostly occurring on decaying plant material. Occasionally it is weakly pathogenic to grasses. Certain species of *Curvularia* are rarely pathogenic to humans and cattle, but have been known to cause chronic allergic sinusitis.

Found in these Sample Locations: (1) Front Rt Room (2) Front Lft Room (3) Back of Building (4) Back Room (5) Outside

Ganoderma

A type of basidiospore from a genus of mushrooms known as shelf mushrooms or bracket fungi, which grow on wood. These spores may be allergenic to those with seasonal allergies.

Found in these Sample Locations: (1) Front Rt Room (2) Front Lft Room

Hyphal Fragment

A tubular filament which is the vegetative, nutrient-absorbing portion of the fungus.

Found in these Sample Locations: (1) Front Rt Room (3) Back of Building (4) Back Room (5) Outside

Nigrospora

A filamentous fungus widely distributed in soil and decaying plants. It has been documented in cases of keratitis and skin lesions.

Found in these Sample Locations: (3) Back of Building (5) Outside

Pen/Asp group

The spores of the genera *Penicillium*, *Aspergillus*, and *Trichoderma* are quite similar when viewed under a microscope and are grouped together under the heading Pen/Asp. *Penicillium* species are among the most common fungi found in indoor environments, particularly basements. Certain species may cause infections of the eye, external ear, respiratory system, and urinary tract. Some species of *Aspergillus* are parasitic on insects, plants, and animals including humans. All *Aspergillus* species are allergenic. Various species can cause extrinsic asthma, pulmonary emphysema, opportunistic infections of the ears and eyes, and severe pulmonary infections. Some species of *Penicillium*, *Aspergillus*, and *Trichoderma* produce mycotoxins which may be associated with diseases in humans and animals. Several toxins are considered potential human carcinogens. The genus *Trichoderma* has been reported to cause infections in immunocompromised individuals, patients undergoing dialysis, and individuals with chronic kidney failure or chronic lung disease.

Found in these Sample Locations: (1) Front Rt Room (3) Back of Building (4) Back Room



Report Prepared For: Palmetto Environmental Solutions
Project Name: Sullivans Island Police Dept
Report Date: 12/08/2023
Lab Number: E199171

Pollen

Pollen are coarse to fine particles/grains produced by various trees, weeds, and grasses. For individuals with seasonal allergies, pollen is often the causative agent.

Found in these Sample Locations: (1) Front Rt Room (2) Front Lft Room (3) Back of Building (5) Outside (6) Car 2345

Smuts/Periconia/Myxomycetes

A group of plant pathogens with similar morphology. They are commonly found in the outdoor environment in soil and on wood, grasses, cereal crops, and flowering plants. Myxomycete spores are considered to cause Type 1 allergies (hay fever and asthma).

Found in these Sample Locations: (1) Front Rt Room (2) Front Lft Room (3) Back of Building (4) Back Room



Report Prepared For: Palmetto Environmental Solutions
Project Name: Sullivans Island Police Dept
Report Date: 12/08/2023
Lab Number: E199171

5 - Warranties, Legal Disclaimers, and Limitations

IMS's scope of accreditation through the AIHA-LAP, LLC is for the following FoT(s) / Method(s): Fungal Air - Culturable (SOP 2.4 Cultured Air Sample Reporting); Fungal Bulk - Culturable (SOP 2.5); Fungal Surface - Culturable (SOP 2.5); Fungal Air - Direct Examination (SOP 2.2 and 2.3); Fungal Bulk - Direct Examination (SOP 2.6); and Fungal Surface - Direct Examination (SOP 2.1).

The study and understanding of molds is a progressing science. Because different methods of sampling, collection and analysis exist within the indoor air quality industry, different inspectors or analysts may not always agree on the mold concentrations present in a given environment. Additionally, the airborne levels of mold change frequently and by large amounts due to many factors including activity levels, weather, air exchange rates (indoors), and disturbance of growth sites. It is possible for report interpretations and ranges of accuracy to vary since comprehensive, generally accepted industry standards do not currently exist for indoor air quality inspections of mold in residential indoor environments. This report is intended to provide an analysis based upon samples taken at the site at the time of the inspection. Mold levels can and do change rapidly, especially if home building materials or contents remain wet for more than 24 hours, or if they are wet frequently. This report is not intended to provide medical or healthcare advice. All allergy or medical-related questions and concerns, including health concerns relating to possible mold exposure, should be directed to a qualified physician. If this report indicates indoor mold levels that are higher than in typical indoor living spaces relative to the outdoor environment, or indicates any findings that are of concern to you, further evaluation by a trained mold professional or a Certified Industrial Hygienist (CIH) may be advisable.

Results pertain only to the samples tested as received by IMS. Unless otherwise noted in the body of this report the condition of samples upon receipt was acceptable. Blank samples are reported in the same manner as all other samples. The results are not corrected for contamination.

This report is generated by IMS at the request of, and for the exclusive use of, the IMS client named on this report. Project Name, Project Number, Sampling Date, Sampling Locations and Exposure times and rates have been provided to IMS by the client, and may affect the validity of the results. The analysis of the test samples is performed by IMS. This report applies only to the samples taken at the time, place and location referenced in the report and received by IMS, and to the property and weather conditions existing at that time only. Please be aware, however, that property conditions, inspection findings and laboratory results can and do change over time relative to the original sampling due to changing conditions, the normal fluctuation of airborne mold, and many other factors. IMS does not furnish, and has no responsibility for, the inspector or inspection service that performs the inspection or collects the test samples. It is the responsibility of the end-user of this report to select a properly trained professional to conduct the



Report Prepared For: Palmetto Environmental Solutions
Project Name: Sullivans Island Police Dept
Report Date: 12/08/2023
Lab Number: E199171

inspection and collect appropriate samples for analysis and interpretation. Neither IMS, nor its affiliates, subsidiaries, suppliers, employees, agents, contractors and attorneys ("IMS related party") are able to make and do not make any determinations as to the safety or health condition of a property in this report. The client and client's customer are solely responsible for the use of, and any determinations made from, this report, and no IMS related party shall have any liability with respect to decisions or recommendations made or actions taken by either the client or the client's customer based on the report.

Samples analyzed by IMS are disposed the day that they are analyzed. Storage may be available for a fee with written request at the time the samples are submitted for analysis.

IMS hereby expressly disclaims any and all representations and warranties of any kind or nature, whether express, implied or statutory, related to the testing services or this report including, but not limited to, damages for loss of profit or goodwill regardless of the negligence (either sole or concurrent) of IMS and whether IMS has been informed of the possibility of such damages, arising out of or in connection with IMS's services or the delivery, use, reliance upon or interpretation of test results by client or any third party. In no event will IMS be liable for any special, indirect, incidental, punitive, or consequential damages of any kind regardless of the form of action whether in contract, tort (including negligence), strict product liability or otherwise, arising from or related to the testing services or this report.

IMS accepts no legal responsibility for the purposes for which the client uses the test results. IMS will not be held responsible for the improper selection of sampling devices even if we supply the device to the user. The user of the sampling device has the sole responsibility to select the proper sampler and sampling conditions to insure that a valid sample is taken for analysis. Additionally, neither this report nor IMS makes any express or implied warranty or guarantee regarding the inspection or sampling done by the inspector, the qualifications, training or sampling methodology used by the inspector performing the sampling and inspection reported herein, or the accuracy of any information provided to IMS serving as a basis for this report. The total liability of IMS related to or arising from this report to a client or any third party, whether under contract law, tort law, warranty or otherwise, shall be limited to direct damages not to exceed the fees actually received by IMS from the client for the report. The invalidity or unenforceability, in whole or in part, of any provision, term or condition herein shall not invalidate or otherwise affect the enforceability of the remainder of these provisions, terms and conditions. Client shall indemnify IMS and its officers, directors and employees and hold each of them harmless for any liability, expense or cost, including reasonable attorney's fees, incurred by reason of any third party claim in connection with IMS's services, the test result data or its use by client.

- End of Lab Report Number E199171 -