



INVITATION TO BID

Mold Remediation & Interior Renovation Services

City of Clute City Hall — 108 East Main Street, Clute, TX 77531

Issued By: City of Clute, Texas

Project Reference: MTH-MRP-20260527-City-of-Clute

Issue Date: June 12, 2026

Project Address: 108 East Main Street, Clute, TX 77531

1. INTRODUCTION AND PURPOSE

The City of Clute, Texas ("Owner") invites qualified and licensed contractors to submit sealed bids for **mold remediation and interior renovation services** at Clute City Hall, located at 108 East Main Street, Clute, TX 77531. Remediation work shall be performed in accordance with the Mold Remediation Protocol prepared by Mold Testing Houston (Report No. MTH-MRP-20260527-City-of-Clute, dated May 27, 2026), the **Texas Mold Assessment and Remediation Rules (TMARR)**, and all applicable federal, state, and local regulations.

A site walkthrough will be made available to prospective bidders prior to the bid deadline. Attendance is strongly encouraged.

2. PROJECT BACKGROUND

A licensed Mold Assessment Consultant (MAC) conducted a comprehensive visual inspection, moisture evaluation, and air/surface sampling at Clute City Hall on **May 27, 2026**. The inspection revealed widespread evidence of mold growth, water intrusion, and moisture damage throughout multiple areas of the facility. Laboratory analysis was performed by **EMSL Analytical, Inc., Houston, TX** (EMSL Order No. 152603019), confirming elevated fungal spore levels including *Cladosporium* (High), *Stachybotrys/Memnoniella* (High), *Chaetomium* (Medium), and *Aspergillus/Penicillium* (Medium) in multiple locations.

Average indoor relative humidity levels were found to be above EPA-recommended thresholds ($\leq 60\%$ RH) in several areas, creating conditions conducive to ongoing mold growth.

3. SCOPE OF WORK

Contractors shall provide all labor, materials, equipment, PPE, and supervision necessary to complete the following scope across all affected areas. All work must be performed by a **Licensed Mold Remediation Contractor (MRC)** holding a current Texas Department of Licensing and Regulation (TDLR) license.

3.1 Affected Areas Summary

Area	Observed Conditions	Approx. Scope
Lobby	Mold on HVAC supply vent; water-damaged ceiling tiles	~8 sq ft
Council Chambers	Mold on ceiling trim; water damage on ceiling, light fixtures, carpet	~350 sq ft – Ceiling Removal
Conference Room	Water-damaged ceiling tiles and carpet	~300 sq ft
Waiting Area	Water-damaged ceiling tiles and ceiling drywall	~25 sq ft
Employee Lounge	Water-stained ceiling tiles	~8 sq ft

Plan Review Room	Water-stained ceiling tiles; elevated moisture at windows	~16 sq ft
Office 104	Mold on HVAC supply vent	~4 sq ft
Building Inspections (102)	Mold on HVAC supply vent; elevated moisture at windowsill	~12 sq ft
City Clerk	Mold on ceiling tiles and carpet	Full removal
City Manager Office	Mold and water damage on ceiling, drywall, insulation, flooring	~520 sq ft Full removal
Storage 121	Water-damaged ceiling tiles	~4 sq ft
Office 113	Water-damaged ceiling	~300 sq ft
Lobby – Men's Restroom	Mold and water damage on ceiling tile	~4 sq ft
HVAC System (Building-Wide)	Mold on supply vents in multiple rooms	Full system

3.2 General Remediation Requirements

The following general procedures apply to **all affected areas** and shall be performed in strict accordance with the Protocol:

1. **Containment:** Erect Limited Containment using 6-mil minimum polyethylene sheeting from ceiling to floor. Seal all supply/return vents, duct openings, light fixtures, and penetrations within the containment zone.
2. **Negative Pressure:** Maintain continuous negative pressure using HEPA-filtered air filtration devices vented to the exterior where possible.
3. **Signage:** Post required NOTICE signage (min. 8"×10", black text on yellow background) at all accessible entries to work areas.
4. **PPE:** All remediation personnel must wear half-face or full-face APR with P100 filters, disposable coveralls with hood and boot covers, 6-mil nitrile gloves, and safety goggles.
5. **Material Removal:** Remove all impacted porous materials (ceiling tiles, drywall, insulation, flooring, carpet) as identified per area. Remove materials 1–2 feet past the last visible impact.

6. **Dry-Out:** Place dehumidifiers as needed. All wood materials must reach $\leq 15\%$ moisture content prior to Clearance Inspection.
7. **Wood Rot Removal:** All water-damaged and rotten wood must be removed and replaced. Wood rot must be fully removed to pass Clearance.
8. **In-Place Cleaning:** HEPA vacuum and clean-in-place all structural framing, joists, and metal components by sanding, grinding, or wire brushing to eliminate residual fungal growth.
9. **HEPA Vacuuming:** HEPA vacuum all surfaces from top down (ceiling to floor).
10. **Antimicrobial Treatment:** Wipe down all surfaces with detergent solution or EPA-registered fungicide as final remedial treatment.
11. **Air Scrubbing:** Operate HEPA air filtration units continuously throughout remediation. Size AFDs appropriately to contained area volume and CFM ratings.

3.3 HVAC System Remediation

- Establish containment around each supply duct penetration in every affected room.
- Clean or replace all impacted supply vents.
- Clean HVAC coils and air handling unit.
- Clean ductwork; if cleaning is not feasible, replace the entire duct system.
- Clean or replace supply plenum box and return plenums; replace all filters.
- Clean mold from HVAC unit exteriors and verify all connections are properly sealed.
- HEPA vacuum all accessible HVAC surfaces.

Note: Additional HVAC evaluation by a qualified HVAC professional may be required if significant system deficiencies are identified during remediation.

3.4 Post-Remediation

- A Licensed Mold Assessment Consultant (MAC) will perform a post-remediation clearance assessment **prior to removal of containment barriers** and prior to any reconstruction activities.
- Clearance criteria include: all surfaces clean, dry, and free of visible mold; wood moisture $\leq 15\%$; no conditions conducive to mold growth; underlying moisture sources corrected.
- Upon successful clearance, the MAC and MRC shall jointly issue a **Certificate of Mold Damage Remediation (CMDR)** in accordance with TMARR.

3.5 Renovation / Reconstruction (Post-Clearance)

Following issuance of the CMDR, the awarded contractor (or a designated subcontractor) shall provide:

- Replacement and installation of ceiling tiles and/or drywall in all remediated areas
- Replacement of water-damaged flooring and carpet

- Replacement of water-damaged light fixtures (Council Chambers)
- Removal of suspended ceiling and replacement with acoustic ceiling (Council Chambers)
- Repair/replacement of windowsill materials (Plan Review Room, Building Inspections 102)
- Touch-up painting and finishes as needed to restore affected areas to pre-loss condition
- Coordination with Owner for furniture and contents relocation/replacement as needed

Bidders should provide a separate line-item breakdown for remediation and renovation scopes.

4. CONTRACTOR QUALIFICATIONS

Bidders must demonstrate the following minimum qualifications:

- Current **Texas TDLR Mold Remediation Contractor (MRC) License**
- Minimum **3 years** of commercial mold remediation experience
- Demonstrated experience with municipal or government facility projects preferred
- Adequate bonding and insurance coverage (see Section 6)
- References from at least **three (3) comparable commercial projects** completed within the past five (5) years

5. BID SUBMISSION REQUIREMENTS

All bids must include:

1. Completed Bid Form with itemized cost breakdown (remediation vs. renovation)
2. Proof of current TDLR MRC License
3. Certificate of Insurance (see Section 6)
4. List of at least three (3) comparable project references
5. Proposed project schedule (start date, phasing, estimated completion)
6. Names and licenses of all key personnel and subcontractors
7. Attestation of compliance with TMARR and all applicable regulations

Sealed bids must be received no later than:

5:00 PM CDT Thursday, June 25, 2026

Submit to:

**City of Clute — City Manager's Office (Temporary)
231 Commerce Street
Clute, TX 77531**

Bids received after the deadline will not be considered. Bids may not be submitted electronically unless otherwise authorized in writing by the Owner.

6. INSURANCE AND BONDING REQUIREMENTS

The awarded contractor shall maintain the following minimum insurance coverages throughout the duration of the project:

Coverage Type	Minimum Limit
Commercial General Liability	\$1,000,000 per occurrence / \$2,000,000 aggregate
Workers' Compensation	Statutory limits (Texas)
Employers' Liability	\$500,000 per occurrence
Automobile Liability	\$1,000,000 combined single limit
Pollution/Environmental Liability	\$1,000,000 per occurrence
Performance & Payment Bond	100% of contract value

The City of Clute shall be named as an **Additional Insured** on all applicable policies.

7. GENERAL TERMS AND CONDITIONS

- The City of Clute reserves the right to accept or reject any and all bids, to waive informalities, and to award the contract in the best interest of the City.
- All work must comply with applicable federal, state, and local codes, regulations, and standards including but not limited to TMARR, EPA, and OSHA requirements.
- The contractor is responsible for proper disposal of all contaminated materials in accordance with applicable regulations.
- The contractor shall coordinate work schedules with City staff to minimize disruption to ongoing City operations.
- Bidders are responsible for visiting the site and familiarizing themselves with existing conditions prior to submitting a bid. No additional compensation will be allowed for conditions that could have been identified during a site visit.
- Concealed or unknown conditions discovered during demolition may be addressed via written change order at the Owner's discretion.

8. PRE-BID SITE WALKTHROUGH

A pre-bid site walkthrough is scheduled as follows:

Date/Time: Thursday, June 18, 2026 from 10:00 AM until 1:00 PM CDT
Location: Clute City Hall, 108 East Main Street, Clute, TX 77531
Contact: City Manager's Office — City of Clute

Attendance is strongly encouraged. Questions arising from the site walkthrough must be submitted in writing to the City no later than 5:00 PM, Monday, June 22, 2026.

9. QUESTIONS AND CLARIFICATIONS

All questions must be submitted in writing to:

City of Clute — City Manager's Office
108 East Main Street, Clute, TX 77531
cjsnipes@clutetexas.gov

Written responses to questions will be issued to all registered bidders via addendum. No verbal responses shall be binding.

10. REFERENCE DOCUMENTS

The following documents are incorporated by reference and available via:

<https://drop.ui.com/015160f2-84b2-49a8-931b-4541c41262de>

- Mold Remediation Protocol — Mold Testing Houston (Report No. MTH-MRP-20260527-City-of-Clute, dated May 27, 2026)
- EMSL Analytical Laboratory Reports (Order No. 152603019)
- Texas Mold Assessment and Remediation Rules (TMARR)

This Invitation to Bid is issued by the City of Clute, Texas. All inquiries should be directed to the City Manager's Office.