

**Chautauqua Home Rehabilitation and Improvement Corp**  
2 Academy Street  
Mayville, NY 14757

**INVITATION TO BID**  
**ASBESTOS TESTING SERVICES**

October 4, 2022

**BACKGROUND INFORMATION**

Chautauqua Home Rehabilitation and Improvement Corporation (CHRIC) is a countywide nonprofit agency administering housing rehabilitation programs in Chautauqua County, NY. These housing rehabilitation programs include Community Development Block Grant (CDBG) funds which are federal funds awarded via New York State. CHRIC administers these programs as a contracted subrecipient for various municipalities which, at this time, include the Villages of Westfield, Sherman, Silver Creek and Celoron and the Towns of Hanover, Ellington, and Cherry Creek.

CHRIC oversees the use of CDBG funds to assist eligible homeowners with repairs that will make the home sound, safe and more energy efficient. Work may include roof repairs or replacement, window and door replacement, siding installation, electrical upgrades, heating system upgrades, plumbing repairs, foundation repairs, installation of accessibility modifications, etc.

In New York State, any project which involves removal, encapsulation, enclosure or disturbance of RACM is subject to NYS Department of Labor (DOL) regulations at 12 NYCRR Part 56. The NYS DOL instructs that an asbestos survey must be completed by a certified Asbestos Inspector whenever all or part of a building or structure will be demolished, renovated, remodeled or repaired. The survey will determine if the planned work will disturb asbestos material.

Notice is hereby given that CHRIC will accept proposals for asbestos testing at owner-occupied homes at various locations in the Towns/Villages mentioned above, with the understanding that additional Towns/Villages in Chautauqua County may be added in the future. The homes will have already been inspected by CHRIC staff. The inspector will be provided a summary of the proposed scope of work for the home based on the results of CHRIC's inspection and LBP Risk Assessment. Before this scope of work is put out for bid, an asbestos survey must be completed on all areas of the home that are to be disturbed during the proposed construction that may contain asbestos. The scope of work will be modified, if needed, based on the results of the survey before being put out for bid so as to comply with the NYS DOL regulations at 12 NYCRR Part 56. It is estimated that approximately 20-25 homes will need to be inspected over a 15-month period.

**SCOPE OF WORK:**

All work to be done by a certified NYS Asbestos Inspector in compliance with 12 NYCRR Part 56 and all other applicable rules and regulations.

1. The Asbestos Inspector will be provided a summary of the proposed scope of work for each home to be inspected that will include a list and the locations of the building components that are to be removed, disturbed or demolished during the work. The inspector must test any building component that is to be disturbed that he or she feels may contain asbestos. Only components that are to be disturbed are to be tested.
2. The Inspector is to handle any processing and shipping to an accredited laboratory.
3. The Inspector will provide a **summary report** which will include the **findings and provide recommendations for properly dealing with and asbestos containing materials identified.**

## CONTENT OF PROPOSALS

The proposal should include the following information:

1. Provide evidence of required training, education and certification to perform asbestos testing. Provide a resume for each person who would provide services.
2. Response Time: Indicate the number of days from receipt of a proposed scope of work to providing the summary Asbestos Report to CHRIC.
3. It is expected that the homes to be inspected will have differing numbers of components that will need to be tested based on the proposed scope of work and, therefore, will not all incur the same cost. Accordingly, please submit a bid that includes a cost for a summary report based on:
  - a. up to 5 samples
  - b. 6-10 samples
  - c. 11-15 samples
  - d. 16-20 samples
  - e. 21-25 samples

It is anticipated that reports will be provided to CHRIC via email, and will therefore not require printing, postage or shipping. Your bid should include the following items: Labor Costs, Overhead (including travel costs, sample shipping costs, office supplies, etc.), Lab fees per sample, inclusion of the results into a summary report, any other anticipated costs as well as a profit for your company. The fees quote should be valid for a minimum period of approximately 15 months, through the end of December 2023.

4. CHRIC will provide payment for each summary report based on the number of samples that were required to test the areas that are to be disturbed in each home as described in #3, above. Payment will be provided within 14 days of receipt of the report.
5. Attach evidence of Liability, Disability, Worker's Compensation, and Automobile insurance for your company.

### Minority and/or Women Owned Businesses

Minority and/or Women Owned Businesses (M/WBEs) are encouraged to respond. Please indicate if your business is an M/WBEs in the proposal submitted.

### Section 3 Business Concern

Section 3 Businesses are encouraged to respond. Please indicate if your business is a Section 3 Business or employees Section 3 workers.

## SUBMISSION OF PROPOSAL

**Bids are due by 5:00 pm on Friday October 14, 2022.** The contract will be awarded within 7 days of the due date. The contractor will be selected based on an evaluation of qualifications, experience, timeliness and cost. The contract will be effective for a period of 15 months, through December 2023 with the option to extend any resultant Agreement for two (2) additional one (1) year extensions as long as the successful bidder(s) pricing remains the same and all parties are satisfied.

Your proposal should be submitted via email no later than **5:00 p.m. on Friday October 14, 2022** to Eileen Powers, Director of Housing Rehab Services at [eileen\\_powers@chric.org](mailto:eileen_powers@chric.org)

If you have any questions or need further information, please contact Eileen Powers, Director of Housing Rehab Services at 716-753-6454 or at [eileen\\_powers@chric.org](mailto:eileen_powers@chric.org).