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## **Request for Proposals: Asbestos Survey Services**

**Please respond by: Friday, June 6, 2025 @ 9:00 am**

Background: Otsego Rural Housing Assistance, Inc. (ORHA) is a non-profit organization providing grant funded home repair and home rehabilitation services to low-income Otsego County homeowners. As the subrecipient for a CDBG award to Otsego County, ORHA is seeking a firm to provide asbestos survey services for this program, which will run to January 2027. ORHA is an equal opportunity employer and encourages certified Section 3, minority, veteran, and/or women-owned businesses to participate in our programs.

### Scope of work:

- Perform asbestos surveys at ORHA clients' homes in accordance with New York State requirements. ORHA clients may be located anywhere in Otsego County. ORHA program staff will provide preliminary work scopes to aid in determining whether work will disturb asbestos material.
- Provide survey reports to ORHA and advise staff regarding any questions related to provided reports.

### Requirements:

- Meet all New York State requirements for licensing/certification of asbestos inspectors providing asbestos surveys.
- Must not be debarred, suspended, or otherwise ineligible from participation in federal or New York State programs.
- Must carry a minimum of \$1,000,000 in liability coverage and valid worker's compensation insurance.

How to respond to this RFP: Please respond in writing (by email or fax) by 9:00 am on Friday, June 6, using the contact information below. Your response should include the following:

- Indicate your interest in providing asbestos survey services for this program.
- Provide a short description of your qualifications and include references.
- Indicate your standard rates for asbestos surveys for single-family homes undergoing rehabilitation or, alternatively, provide your pricing schedule.
- Indicate any additional fee you charge for your travel. If your travel fee is based on distance travelled, please indicate the location from which you would

generally be travelling.

- Describe your average timelines for performing services after a request and for providing results.
- Attach proof of the required license and certification(s).
- Attach copies of your current liability and worker's compensation insurance certificates.
- Attach proof of any special designations, such as NYS M/WBE.
- Provide additional information/comments as you see fit.

Questions about this RFP may be directed to Bridget Stith at (607) 286-7244 ext. 1 or [bridget@otsegoruralhousing.org](mailto:bridget@otsegoruralhousing.org).

Reply to:

Bridget Stith, Executive Director

Email: [bridget@otsegoruralhousing.org](mailto:bridget@otsegoruralhousing.org)

Fax: (607) 286-7244