



Otsego County Planning & Solid Waste
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Otsego Rural Housing Assistance, Inc.
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T/F: (607) 286-7244
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Request for Proposals: Electrical Inspection 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 (or firms) to provide electrical inspection 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 pre-rehabilitation electrical safety inspections at prospective ORHA clients' homes, which may be anywhere in Otsego County, upon request by ORHA staff. ORHA staff will advise the inspector of any known concerns within the home.
- Prepare electrical inspection reports to be provided to ORHA staff. Reports should provide sufficient detail to inform scopes of work for rehabilitation projects that will bring homes up to code.
- Advise ORHA staff and contractors regarding any questions related to electrical inspection reports.
- Perform follow-up electrical inspections at ORHA clients' homes. Prepare and provide inspection reports and/or certificates to ORHA staff and other relevant officials (e.g., code enforcement, utility providers) as appropriate.

Requirements:

- Electrical inspector approved by Otsego County Code Enforcement
- Preference will be given to inspectors who are also approved by City of Oneonta Code Enforcement and other municipalities not covered by Otsego County Code Enforcement.
- 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 workers' compensation insurance.

How to respond to this RFP: Please respond in writing (by email or fax) using the contact information below. Your response should include the following:

- Indicate your interest in providing electrical inspection services for this program.
- Provide a short description of your qualifications. References are appreciated.
- Indicate your standard rates for single-family home electrical inspections 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 provide the location from which you would generally be travelling.
- Indicate whether your service area includes all of Otsego County or is limited to only certain areas of the county. Preference may be given to inspectors who are willing to cover the entire county.
- Describe your average timelines for performing services after a request and for providing reports.
- Provide additional information/comments as you see fit.

Please also attach the following to your response:

- A sample electrical inspection report for a home with multiple observed faults.
- Proof of your approval by code enforcement offices and of any relevant certifications.
- Copies of your current liability and worker's compensation insurance certificates.
- Proof of any special designations, such as NYS M/WBE.

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

Reply to:

Bridget Stith, Executive Director

Email: bridget@otsegoruralhousing.org

Fax: (607) 286-7244