



Otsego County Planning
197 Main Street
Cooperstown, NY 13326
T: (607) 547-4225 F: (607) 547-4285
E: planning@otsegocountyny.gov

Otsego Rural Housing Assistance, Inc.
PO Box 189
Milford, NY 13807
T/F: (607) 286-7244
E: ORHA@otsegoruralhousing.org



Request for Proposals: Radon Testing 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 radon testing 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 radon testing at ORHA clients' homes. ORHA clients may be located anywhere in Otsego County.
- Provide test results to ORHA.

Requirements:

- Certified to perform radon testing
- Analysis and results must be performed/provided by an Environmental Laboratory Approval Program-certified lab.
- 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 Friday, June 6, using the contact information below. Your response should include the following:

- Indicate your interest in providing radon testing services for this program.
- Provide a short description of your qualifications. References are appreciated.
- Indicate your standard rates for single-family home radon testing 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 your relevant 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.

Reply to:

Bridget Stith, Executive Director

Email: bridget@otsegoruralhousing.org

Fax: (607) 286-7244