

**Lead-Based Paint Testing Services
And Asbestos Testing Services**

The City of Greenville Housing Division is request proposals for the Lead-Based Paint Testing, XRF Analysis, Risk Assessment, Project Management, and Clearance Inspection/Sampling of Single Family structures, Duplexes and Multifamily structures (4-8 units per building) and Non-Profit Organizations. Also, be able to provide Asbestos Testing, Scope of Work, and Clearance. The firm bidding will provide unit costs for all of the before mentioned requirements. This testing is in preparation for our Community Development Block Grant (CDBG), HOME and Lead Based Paint Hazard Control Programs for 2016-2019.

All inspectors and program designers will have current certifications from institutions that are recognized by Environmental Protections Agency, Department of Housing and Urban Development (HUD) and the North Carolina Department of Health and Human Services (NCDHHS)

Bid packages and Specifications will be available at the City of Greenville Municipal Building located at 201 W. 5th Street on the 3rd floor on or after Monday January 4, 2016. The City of Greenville reserves the right to reject any or all bids. Original signature sealed Bid Packages must be turned in to the City of Greenville Housing Division no later than Friday, January 15, 2016 at 9:00 a.m. attention Linda Mims, Loan Administrator

Bids will be opened and read promptly at 9:45 a.m. for Friday, January 15, 2016.

For more information, please contact Virgil D. Smith, St. at 252-329-4503 from 8:00 am to 5:00 pm Monday through Friday or by e-mail at vsmith@greenvillenc.gov.

Ad to run in the City Page on January 4, 2016 and January 11, 2016.

**Request for Proposals
City of Greenville Housing Division
Lead Based Paint Testing Services
And Asbestos Testing Services**

This is a request for sealed bids for lead based paint services for a period of three-years in conjunctions for the Lead Based Paint Hazard Control Program, Community Development Block Grant, and HOME Investment Partnership federal grant programs.

I. Description

The City is soliciting sealed bids for Lead-Based Paint Testing, XRF Analysis, Risk Assessment, Project Management, Clearance Inspection/Sampling of Single-Family, Duplexes, Multifamily structures (4-8 units per building) from a North Carolina licensed Lead Based Paint Inspector and Risk Assessor. These services will be procured by competitive proposals subject to 24 CFR 85.36(d) (3).

II. Scope of Services

General Specifications: To provide to the City of Greenville Housing Division with technical assistance related to lead based paint testing and abatement.

Specifically:

- Lead-Based Paint Inspection
- Lead-Based Paint Risk Assessment
- Abatement-Scope of Work
- Project Management
- Clearance Inspection/Sampling
- Asbestos Testing

See page 4 for more details.

III. Subcontracting

A. Authority to provide lead based paint-testing service will not be transferred or sublet to any other person or firm unless authorized by the City.

IV. Insurance

The Contractor shall carry or, require that there be carried, Workmen's Compensation Insurance for all his or her employees and any employees of subcontractors in accordance with the State's Workmen's Compensation laws and shall carry sufficient liability insurance under a contractor's public liability insurance policy to protect against claims arising out of performance of the contract. The Contractor will furnish, to the City, evidence of comprehensive public liability insurance protecting the City for not less than \$300,000 in the event of bodily injury including death and \$100,000 in the event of property damage arising out of the work performed by the Contractor's employees or the employees of any subcontractor in accordance with State or local laws governing Workmen's Compensation. Awarded contractor shall provide insurance and accept full responsibility for any and all claims, liabilities and injuries to their person and/or others as the result of the execution of the signed contract.

V. Payment

The City of Greenville Housing Division is to be billed based on the contractual agreement unless noted otherwise.

VI. Contractor Eligibility Requirements

All licenses to do business in the State of North Carolina must be proper and valid. A copy of all insurance information and licenses shall be included with the bid package.

VII. Submission Deadline

- (A) Instructions and complete specifications for submitting bids will be available on **Monday, January 4, 2016.**
- (B) The **Sealed bid** must be submitted on attached Bid Submittal Sheet (Attachment I). All bids are due by **9:00 a.m. Friday, January 15, 2016.** to the Housing Division of the Community Development Department located on the 3rd floor of the Municipal Building, 201 West Fifth Street, Greenville North Carolina Attn: Linda Mims. Please put your company name on the sealed envelope.

Bids will be opened and read promptly at 9:45 a.m. Friday, January 15, 2016.

VII. Additional Information

For additional information, you may contact:
Virgil D. Smith, Rehabilitation Specialist
City of Greenville
Housing Division
P.O. Box 7207
Greenville, NC 27835
(252) 329-4503

**City of Greenville, North Carolina
Community Development Department - Housing Division
201 West 5th Street, 3rd Floor, Greenville, NC 27834**

Please complete the following information and return the original document to the City of Greenville Community Development Department Housing Division no later than 9:00 a.m. on Friday, January 15, 2016.

It is the intention of the Housing Division to bid out at least (2-3) projects at a time in order to facilitate cost savings, however, circumstances do not always allow this.

The following costs will reflect Single-Family structures, Duplexes and Multifamily structures (4-8 units per building) involved in our CDBG/HOME/LBPHC Program:

<u>Service</u>	<u>Cost per Unit</u>
Lead-Based Paint Inspection Wipe/Soil Sampling Risk Assessment Documentation	\$ _____
Lead-Based Paint Risk Assessment	\$ _____
Bid Management (including the following) Scope of Work, Bid Form Preparation, Bid Tabulation, On-site Pre-Bid Meeting, On-site Pre-Construction Meeting, Project Management/Visits	\$ _____
Clearance Inspection/Sampling Visual Clearance Inspection Wipe/Soil Sampling Clearance Documentation	\$ _____
Asbestos Testing	\$ _____
Asbestos Clearance	\$ _____
TOTAL	\$ _____

Contract Time Period February 2016 – December 2019

NOTE: Lead Paint Services for Multi-Family buildings with more than 8 units per building, Non-Profit/Commercial Structures will be bid out on an “as needed” basis and costs will be considered per structure.

Company Name & Representative signature

Date

Lead Certification Number

Telephone Number

Asbestos Certification Number

Attachment I

**City of Greenville – Housing Division
Lead Based Paint Testing Services
And Asbestos Testing Services
Bid Submittal Sheet**

Letter of Interest. Provide a letter from Principal(s) of submitting firm.

Copy of Licenses. State of North Carolina.

General Qualifications Statement. Provide a summary of firm’s ability to perform “Scope of Services” outlined above.

Cost Effective. Provide a separate fee structure for lead based paint testing for Single-Family, Duplex and Multi-Family Structures 4-8 units per building. Provide a fee structure for asbestos testing, and clearance.

Workload/Efficiency. Provide a summary of staff in the firm, including license, that are available to perform lead testing, scope of work, bid management, and clearance testing. Provide a summary of staff in the firm, including license, that are available to perform asbestos testing, scope of work, bid management, and clearance testing.

Non-Discrimination Certification. Provide a statement attesting to its status as an Equal Opportunity Employer.

Company Name & Representative signature

Date

Firm Name

Phone Number

Address

Social Security / EIN