

## Request for Proposals Asbestos Inspections & Abatements

The City of Muncie’s Community Development Department is seeking the services of an Indiana licensed asbestos inspector and contractor to conduct asbestos inspections and abatements for properties to be demolished as code enforcement actions. It is anticipated that the City of Muncie will demolish 15-30 residential structures requiring asbestos inspections annually. Several inspections will usually be assigned at one time or they may occasionally be assigned individually. These projects will be funded through the City’s Community Development Block Grant and the winning contractor **MUST** be registered on the **SAM.gov** website prior to contract being signed.

Asbestos inspections must be performed by an Indiana Licensed Asbestos Inspector. Asbestos abatement must be performed by an Indiana Licensed Asbestos Contractor using Licensed Indiana Asbestos Supervisors and Workers. The work should be performed in accordance with Indiana Department of Environmental Management’s Asbestos Management guidelines as outlined in 326 IAC 18.

A written report, detailing the results of the inspection, is required for each property inspected. Each written report shall contain a recommendation section in which the contractor quantifies the extent of asbestos remediation required, if any. Sample locations taken and test results must be reported in a table format. In addition, all the reports must include a table in the following format summarizing all abatement required at each parcel:

Property Address:					
APPROXIMATE AMOUNT OF ASBESTOS (Including Regulated ACM, Category I non-friable, Category II non-friable ACM)					
	Regulated ACM to be removed	Non-friable asbestos material to be removed		Non-friable asbestos material to be removed before demolition	
		Category I	Category II	Category I	Category II
Pipes (LnFt)					
Surface Area (SqFt)					
Total Volume (CuFt) on/off Components					

Responses **MUST** include:

- IDEM Asbestos License(s)
- Sample asbestos inspection and abatement reports
- Certificate of Liability Insurance
- Proof of Indiana Secretary of State filing and good standing
- Employer Identification Number
- Client Profile
- References

- A fee schedule for the asbestos inspections, abatements, and written reports. You may submit different costs based on shorter or longer sample turnaround times but the city is looking for a fixed cost for each property.
- A timeline for completing each asbestos inspection including number of days from notification by city to submission of completed report.
- A timeline for completing each asbestos abatement including number of days from notification by city to submission of completed report.

Proposals must be complete in all respects; incomplete proposals will not be considered. The selected contractor will be required to submit reports via email in pdf format.

In reviewing and evaluating proposals, the Community Development staff will consider the following:

- Completeness of the proposal
- Ability to perform the scope of work as determined by a review of the sample asbestos inspection and abatement reports, and work experience
- Cost of the service
- Timeline for completion of each project

Responses must be submitted as described below in a sealed, opaque envelope marked with the contractor's name, address and telephone number and bearing the following caption: *Proposal for: Asbestos Inspections and Abatements Opening Date: Wednesday, October 19, 2016.*

Responses must be filed in the office of the City Clerk, 300 N. High St., Muncie, IN by 8:55 AM on Wednesday, October 19, 2016. Responses will be opened by the Board of Public Works and Safety on Wednesday, October 19, 2016 at 9:00 AM. Bid responses may be held by the Board of Works for a period not to exceed sixty (60) days. The Board of Works has the right to reject any and all bid responses.

A copy of the Request of Proposals is on file at the Community Development Office located on the third floor of City Hall, 300 N. High St., Muncie, IN 47305, (765) 747-4825. Further questions may be submitted to Brad King at [bking@cityofmuncie.com](mailto:bking@cityofmuncie.com). Please note that all communication regarding this request, including any addenda issued, will be conducted by email only.

Brad King, Planner 1  
Community Development