

**ISLAND PARK UNION FREE SCHOOL DISTRICT  
99 Radcliffe Road  
Island Park, NY 11558**

**REQUEST FOR PROPOSAL (RFP)  
ENVIRONMENTAL CONSULTING SERVICES  
FOR  
ASBESTOS, LEAD, MOLD & IAQ INSPECTION, SAMPLING  
AND MANAGEMENT PLAN  
PROPOSAL NO. 2024-25/29-04**



**May 8, 2024**

**By order of: Board of Education  
Island Park Union Free School District  
Town of Hempstead, Nassau County, New York  
Cindy Pastore, District Clerk**

**ISLAND PARK UNION FREE SCHOOL DISTRICT**  
**99 Radcliffe Road**  
**Island Park, NY 11558**

**TITLE: ENVIRONMENTAL CONSULTING SERVICES**

**DATE OF OPENING: May 8, 2024**

**TIME: 11:00 a.m.**

To All Providers:

The Island Park Union Free School is requesting highly qualified consultants to submit their qualifications for providing, but not limited to, **AHERA INSPECTIONS, ASBESTOS, LEAD, MOLD, IAQ SAMPLING, INSPECTIONS, AND MANAGEMENT PLAN**. The purpose of this solicitation is to obtain the most qualified consultants to perform services outlined in this RFP with a demonstrated record of work with public school districts or other governmental agencies in New York State. The engagement shall cover the calendar year 2024-2025 with an option for renewal for up to four (4) additional years. The District operates under a fiscal year beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>. Proposals received after the stated date and time will be returned to the sender, unopened. Proposals must be submitted in a sealed envelope plainly marked on the outside "Request for Proposal – ENVIRONMENTAL CONSULTING SERVICES".

Proposals shall be irrevocable for a minimum period of forty-five (45 days) from the date of proposal opening. Alterations to said proposals must be submitted in writing. Consideration shall be given only to those alterations which may be caused by unforeseen circumstances beyond the control of the firm submitting said proposal. The School Business Administrator or his designee shall make such determination.

The Island Park UFSD reserves the right to reject any or all proposals that it considers not to be in the best interest of the school district.

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Island Park Union Free School District  
Town of Hempstead, Nassau County, New York  
Cindy Pastore, District Clerk

NAME OF BUSINESS \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

AUTHORIZED REPRESENTATIVE (PRINTED) \_\_\_\_\_

SIGNATURE OF  
REPRESENTATIVE \_\_\_\_\_

**ISLAND PARK UNION FREE SCHOOL DISTRICT**  
**99 Radcliffe Road**  
**Island Park, NY 11558**

**REQUEST FOR PROPOSAL – ENVIRONMENTAL CONSULTING SERVICES**  
**FOR**  
**ASBESTOS, LEAD, MOLD & IAQ INSPECTION, SAMPLING**  
**AND MANAGEMENT PLAN**

**OVERVIEW:**

The Island Park School District is seeking proposals from qualified Offerors to provide professional services which include, but are not limited to, asbestos, indoor air quality (IAQ), lead and mold survey work, project monitoring, sampling, laboratory services and reporting. In addition to the conduction of the Asbestos Hazards Emergency Response Act (AHERA) triennial inspection and modification of the district's management plan reflecting the results of the inspection.

**TIMELINE:**

Proposals must be submitted to the **Business Office, Attention: Mr. Sal Carambia, School Business Administrator, 99 Radcliffe Road, Island Park, NY 11558, by May 8, 2024 at 11:00 a.m..** The District reserves the right to interview the firm, evaluate qualifications, reject any or all proposals, and select the firm that, in its judgment, will provide the most effective services. The District reserves the right to negotiate with the selected firm to finalize and refine the fee. The District reserves the right to renew annually for up to 4 additional years at the same fee.

**SCOPE OF SERVICES:** The Offeror shall be responsible for providing professional services under this contract to **include, but not be limited, to the following.**

- Inspect district facilities noted below in accordance with AHERA and New York Department of Labor requirements for triennial asbestos review.
- Provide the school district with an updated management plan including recommendations.
- File required reports with the New York State Education Department
- Comply with any and all applicable federal, state and local laws, rules and regulations including, but not limited to, those promulgated by the NYS Department of Labor (NYS DOL) and Environmental Protection Agency (EPA) in the performance of their duties.
- Facilities to be inspected:
  - Francis X. Hegarty Elementary School, 100 Radcliffe Rd., Island Park, NY
  - Lincoln Orens Middle School, 150 Trafalgar Blvd., Island Park, NY
  - Island Park Schools District Office, 99 Radcliffe Rd., Island Park, NY
  - Island Park Library, 176 Long Beach Rd., Island Park, NY

**QUALIFICATIONS:**

- Knowledge of AHERA regulations
- Experience conducting AHERA inspections of school buildings
- Experience developing AHERA management plans for schools
- Offerors must be duly licensed and certified at the time of submission of their proposal, including throughout the award of any contract arising from this solicitation and any renewals or extensions thereof, in accordance to Article 30 and Article 32 of New York State Labor Law and the Environmental Protection Agency
- Successful Offeror must provide proof of insurance with \$1 million/\$2 million coverage

**PROPOSAL CONTENT:**

- Insurance certificate
- Copies of required licenses
- References
- Non-Collusive Bidding Certification
- Cost for AHERA triennial inspection
- Cost for monitoring services
- Cost for preparation of management plan
- Cost for sample analysis

**SUPPLEMENTAL INFORMATION:**

Any requests for additional information should be addressed to:

Mr. Sal Carambia  
School Business Administrator  
Phone: 516-434-2600  
Fax: 516-431-7550  
E-mail: [scarambia@islandparkschools.org](mailto:scarambia@islandparkschools.org)

Any proposal that does not contain each element described in this RFP, fully completed or executed, as appropriate, may be judged to be incomplete and may not be considered further.

District Policies and Regulations may be viewed on the website: [www.ips.k12.ny.us](http://www.ips.k12.ny.us)

## **REFERENCE FORM**

All bidders will be required to complete this form providing three (3) references of past performance. References should involve projects and/or service situations of similar size and scope to this bid. References must have had dealings with the Bidder within the last thirty-six (36) months. The Island Park Public Schools reserves the right to contact any or all of the references supplied for an evaluation of past performance in order to establish the responsibility of the Bidder before the actual award of the bid and/or contract. Completion of the reference form is required.

1) Reference Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Contract Date: \_\_\_\_\_

2) Reference Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Contract Date: \_\_\_\_\_

3) Reference Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Contract Date: \_\_\_\_\_

Proposer's Name: \_\_\_\_\_

## **INSURANCE AGREEMENT:**

- I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the consultant hereby agrees to effectuate the naming of the district as an unrestricted additional insured on the consultant's insurance policies, with the exception of workers' compensation and professional liability. If the policy is written on a claims-made basis, the retroactive date must precede the date of the contract.
- II. The policy naming the district as an additional insured shall:
- Purchase an insurance policy from an A.M. Best rated "secured" insurer, authorized to conduct business in New York State.
  - Contain a 30-day notice of cancellation.
  - State that the organization's coverage shall be primary coverage for the District, its Board, employees and volunteers.
  - The district shall be listed as an additional insured by using endorsement CG 2026 or broader. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the certificate of insurance.
- III. The consultant agrees to indemnify the district for any applicable deductibles.
- IV. Required Insurance:
- **Commercial General Liability Insurance**  
\$1,000,000 per occurrence/ \$2,000,000 aggregate.
  - **Automobile Liability**  
\$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.
  - **Workers' Compensation and N.Y.S. Disability**  
Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees.
  - **Auditor's Professional Errors and Omissions Insurance**  
\$1,000,000 per occurrence/ \$2,000,000 aggregate for the professional acts of the auditor performed under the contract for the district. If written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for two years following the completion of work.
  - **Fidelity Bond**  
For dishonest acts of the auditor's employees, with client coverage.
  - **Excess Insurance**  
On a "Follow-Form" basis, with limits of \$3,000,000 each occurrence and aggregate.
- VI. Consultant acknowledges that failure to obtain such insurance on behalf of the district constitutes a material breach of contract. The consultant is to provide the districts with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the district to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the district.
- VI. The district is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The consultant further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the district but also the NYSIR, as the district's insurer.

## **NON-COLLUSIVE BIDDING CERTIFICATION**

### **I. General Bid Certification**

The proposer certifies that he will furnish the prices hereby quoted for the services as proposed in this RFP.

### **II. Non-Collusive Bidding Certification**

By submission of this proposal, the proposer certifies that he is complying with Section 103-d of the General Municipal law of the State of New York as follows: "Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the Bidder and affirmed by such Bidder as true under the penalties of perjury: Non-collusion bidding certification".

(a) By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor;

(3) No attempts have been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

(b) A proposal shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the proposer cannot make the foregoing certification, the proposer shall so state and shall furnish with the bid a signed statement which sets forth in details the reason therefore. Where (a) (1) (2) and (3) above have not been complied with, the proposal shall not be considered for award nor shall any award be made unless the head of purchasing department, agency or official thereof to which the proposal is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a proposer (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Any proposal hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate proposer for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation or local law, and where such proposal contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the proposer, and such authorization shall be deemed to include the signing and submission of the proposal and the inclusion therein of the certificate as to non-collusion as the act and deed of the firm.

Sworn to before me on this

\_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
*Notary*

\_\_\_\_\_  
Proposer's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**CERTIFICATION - IRAN DIVESTMENT ACT OF 2012**

(GENERAL MUNICIPAL LAW §103-g and STATE FINANCE LAW §165-a)

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under the penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law.

The undersigned (*print name*) \_\_\_\_\_ ,

make the foregoing certification, as the (*insert title*) \_\_\_\_\_ ,

of (*insert name of bidder or proposer*) \_\_\_\_\_ ,

knowing that the school district to which the accompanying bid or proposal is submitted will rely upon my certification.

\_\_\_\_\_  
(*Signature*)

Sworn to before me on this

\_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
*Notary*

## PROPOSAL PAGE

If submitting your own page, please check here \_\_\_\_\_

*Proposal fees are not required on every item nor limited to the following:*

### AHERA REPORTING

THREE-YEAR REINSPECTION AND REPORTS FOR ALL BUILDINGS \$ \_\_\_\_\_

SIX-MONTH SURVEILLANCE INSPECTIONS AND REPORTS FOR ALL BUILDINGS \$ \_\_\_\_\_

FILING OF REPORTS/FORMS TO FEDERAL, NYS AND LOCAL AUTHORITIES \$ \_\_\_\_\_

### RATES FOR PROJECT MONITORING SERVICES

ENVIRONMENTAL ENGINEER \$ \_\_\_\_\_

PROJECT MANAGER \$ \_\_\_\_\_

ASBESTOS PROJECT INSPECTOR (API) \$ \_\_\_\_\_

ENVIRONMENTAL TECHNICIAN \$ \_\_\_\_\_

CERTIFIED INDUSTRIAL HYGIENIST (CIH) \$ \_\_\_\_\_

API AND ON-SITE MICROSCOPIST \$ \_\_\_\_\_

CLERICAL \$ \_\_\_\_\_

OTHER: \_\_\_\_\_ \$ \_\_\_\_\_

### BUILDING INSPECTORS AND AHERA MANAGEMENT PLAN PREPARATION

BUILDING INSPECTOR \$ \_\_\_\_\_

MANAGEMENT PLANNER \$ \_\_\_\_\_

CAD OPERATOR \$ \_\_\_\_\_

DRAFTSPERSON \$ \_\_\_\_\_

CLERICAL \$ \_\_\_\_\_

OTHER: \_\_\_\_\_ \$ \_\_\_\_\_

### RATES FOR LABOR /PER SAMPLE

PCM AIR SAMPLE ANALYSIS \$ \_\_\_\_\_

TEM AIR SAMPLE ANALYSIS \$ \_\_\_\_\_

PLM SAMPLE ANALYSIS \$ \_\_\_\_\_

PLM-NOB SAMPLE ANALYSIS \$ \_\_\_\_\_

TEM-NOB SAMPLE ANALYSIS \$ \_\_\_\_\_

OTHER: \_\_\_\_\_

\$ \_\_\_\_\_

**LEAD & MOLD INSPECTION, ASSESSMENT & ANALYSIS RATES**

LEAD XRF INSPECTION, PER DWELLING UNIT \$ \_\_\_\_\_

LEAD RISK ASSESSMENT, PER DWELLING UNIT \$ \_\_\_\_\_

LEAD CLEARANCE EVALUATION, PER DWELLING UNIT \$ \_\_\_\_\_

MOLD ASSESSMENT, PER DWELLING UNIT \$ \_\_\_\_\_

MOLD AIR SAMPLE ANALYSIS \$ \_\_\_\_\_

MOLD BULK SAMPLE ANALYSIS \$ \_\_\_\_\_

PCB SAMPLE ANALYSIS \$ \_\_\_\_\_

EPA HAZMAT 8270 SVOC ANALYSIS \$ \_\_\_\_\_

EPA HAZMAT 8021 ANALYSIS \$ \_\_\_\_\_

PROJECT DESIGNER/MANAGER, PER HOUR \$ \_\_\_\_\_

INDUSTRIAL HYGIENIST, PER HOUR \$ \_\_\_\_\_

ENVIRONMENTAL TECHNICIAN, PER HOUR \$ \_\_\_\_\_

CAD OPERATOR, PER HOUR \$ \_\_\_\_\_

OTHER: \_\_\_\_\_ \$ \_\_\_\_\_

OTHER: \_\_\_\_\_ \$ \_\_\_\_\_

NAME OF PROPOSER \_\_\_\_\_

PROPOSER EMAIL \_\_\_\_\_