

## REQUEST FOR PROPOSAL (RFP)

BG & ASSOCIATES LLC IS LOOKING FOR ENVIRONMENTAL TESTING LABORATORIES (LEAD TESTING, ASBESTOS TESTING, RADON MEASUREMENT) COMPANIES TO WORK WITH IN ADMINSTRATING CDBG FUNDS

BG & Associates LLC is soliciting proposals from Environmental Testing Laboratories. We ask that proposals be submitted to owner **Kaytlin Gabrielson PO Box10 Bear Creek WI 54922** or by email **kgabrielson1@gmail.com** Proposals must be submitted no later than **12:00 P.M. on July 19 2024**

BG& Associates will evaluate the proposals and will select one to provide services for the CDBG Housing Program, statewide.

The complete bid documentation is comprised of:

- 1) Bid Proposal form.
- 2) Cost sheet.
- 2) Copy of the Liability/Errors and Omissions Insurance of those parties involved in administration.
- 3) Copy of credentials/ certificates and or licenses

The bidders will be notified of results in writing when procurement requirements are met, and all approvals are received from Cassandra Dobson with the State of Wisconsin DOA (if applicable).

### Scope of Work

The assessor or is expected to conduct the following activities in support of this project:

- 1) Receive calls and or emails from assessors or BG & Associates
- 2) Perform requested tests
- 3) Provide a report on findings from performed activities.
- 4) Report on activities, which is to include project billing.

BG & Associates reserves the right to accept or reject any of all proposals and to issue a contract based on:

- 1) Level of service to be provided.
- 2) Level of experience in the field
- 3) References.
- 4) Project and Administration cost

# Bid Proposal Form for Environmental Testing Laboratory

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

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

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Summary of capabilities:**

\_\_\_\_\_  
\_\_\_\_\_

**Experience:**

\_\_\_\_\_  
\_\_\_\_\_

**Certifications and Licenses:**

\_\_\_\_\_  
\_\_\_\_\_

**References:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

*Please circle "Y" for Yes or "N" for No to the following questions.*

Do you carry liability insurance? Y / N

Do you carry errors/omissions? Y / N

Do you have knowledge of Lead and asbestos? Y / N

Willing to travel statewide? Y / N

Please attach a copy of your resume to this form and return it to BG & Associates **NO** later than 12:00pm  
Friday July 19 2024

BG & Associates  
PO Box 10  
Bear Creek, WI 54922  
[Kgabrielson1@gmail.com](mailto:Kgabrielson1@gmail.com)  
Fax: 715-752-4595

Please Contact Kaytlin Gabrielson at 715-752-4620 if you have any questions.