

Request for Proposals
Lead-Based Paint Dust Lead Action Level Testing
(Clearance Testing)

The Village of Victory is administering HUD-funded housing rehabilitation programs. We are seeking an EPA Licensed Lead Risk Assessor familiar with HUD Title X (24 CFR, Part 35, Subpart J) and EPA TSCA (40 CFR Part 745) regulations for post-renovation and/or post-abatement dust lead action level testing.

RFP Issued: 5/8/26

Submission Deadline: 5/29/26

Submit pdf to: grants@flatleyread.com

Questions due by 5/22/26 to grants@flatleyread.com; answers will be shared with all prospective bidders.

Scope and Standards

- Provide post-renovation and/or post-abatement DLAL clearance testing in accordance with HUD Title X / 24 CFR Part 35 (Subpart J) and the HOME program Lead Safe Housing Rule requirements referenced in the program administrative materials.
- DLAL clearance sampling procedures, number of wipes per HUD guidance, chain-of-custody forms, sample handling, and reporting must follow HUD/EPA guidance and use EPA-recognized methods.
- Use an ELAP-accredited laboratory for dust sample analysis (attach ELAP certificate).

General Conditions

The Village of Victory is the procuring entity and will make the final award; Flatley Read (consultant) is soliciting on the LPA's behalf. No vendor may begin work or invoice until the Town issues a signed purchase order or contract.

- Vendors must not be on HUD debarment/suspension list.
- Vendors must provide required insurance and credentials before any work.
- Vendors must retain records for five (5) years after the Period of Affordability and cooperate with audits by HTFC/HUD/Municipality (24 CFR 92.508).
- Vendors must provide PDF copies of clearance reports, chain-of-custody, and lab results to the designated Program representative within 2 business days of laboratory receipt. Reports must include date/time, sample locations, analytical results, ELAP lab certificate number, and analyst name.

Insurance: vendor must provide certificate of insurance naming Housing Trust Fund Corporation and Village of Victory as additional insured and meet minimum limits of \$1M general liability. Vendor must also carry Workers Compensation and Disability insurance.

Payment terms: Invoices submitted with reports. Payments issued within 60 days of approved invoice. Vendor must accept 60-day terms. The Program will only pay for the first DLAL test. Contractor is responsible for retest fees.

Selection & Award

The municipality will evaluate proposals and make award decision. The municipality reserves the right to accept or reject any or all quotes, waive informalities, or negotiate with one or more respondents. Award will be to the responsible, responsive offeror whose quote is most advantageous to the municipality based on evaluation criteria (not necessarily lowest price). All awards are subject to issuance of a municipal purchase order/contract signed by the municipality.

Bidders must disclose any actual or potential conflict of interest (including family, business ties, or prior relationships with municipal staff or the consultant). The municipality will evaluate and may require recusal or disqualification consistent with 24 CFR 92.356 and 2 CFR 200.318.

Evaluation criteria: price (40%), demonstrated experience with HUD/TITLE X (25%), ELAP lab turn-time (15%), references (10%), MWBE participation (10%).

The municipality will maintain a program list of qualified vendors for three (3) years and issue work orders or direct assignments. The municipality may select vendors by rotation, lowest responsible bid for the work order, or other method detailed in the issuance of each work order.

Please complete the following information and return to grants@flatleyread.com.

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Company Information	
Company Name	
Primary Contact	
Email	
Phone	
Mailing Address	
Website (if applicable)	
EPA Firm License #	
Number of years in business	

Insurance				Coverage Amount	
General Liability	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	\$
Professional Liability	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	\$
Errors & Omissions	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	\$
Pollution	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	\$
Non-Owned Auto	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	\$
Workers Compensation	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	\$
Disability	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	\$

General Information				
Have you previously worked with a HUD-funded housing program?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you familiar with HOME and/or CDBG lead regulations?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you use an ELAP accredited laboratory for dust sample analysis?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is your company, or anyone associated with your company, on the HUD Debarment List?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you able to wait up to 60 days to be paid for your services?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you able to respond to a work order within 5 business days?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Pricing	
DLAL Test: Single Family Home	\$
DLAL Test: 2-4 Units	\$
Cost Per Sample (24-hour turnaround)	\$

I hereby attest that I have read and agree to the General Conditions and am authorized to submit a proposal on behalf of the above-named company:

Signature

Name

Date