

# REQUEST FOR BIDS (RFB)

Lead-Based Paint Clearance Testing Services

City of Gastonia

HOME Investment Partnerships–Funded Homebuyers Assistance Program

## SUMMARY

The City of Gastonia is requesting bids from qualified firms to provide lead-based paint clearance testing services for residential properties assisted under the City’s HOME Investment Partnerships–funded Homebuyers Assistance Program, which provides down payment assistance to first-time homebuyers. Services will be provided on an on-call, as-needed basis for residential properties located within Gaston County, North Carolina. The City of Gastonia reserves the right to reject any or all bids.

Bids are due Monday, December 29, 2025 by 5:00 PM and should be submitted electronically via email to;

Kenny Gehrig

HUD Administrator

City of Gastonia

[Kenny.Gehrig@GastoniaNC.gov](mailto:Kenny.Gehrig@GastoniaNC.gov)

## 1. PROGRAM OVERVIEW

The City of Gastonia administers a HOME-funded Homebuyers Assistance Program that provides down payment assistance to eligible first-time homebuyers. For properties constructed prior to 1978, federal lead-based paint requirements apply. When lead hazard reduction activities have been completed, a lead-based paint clearance examination is required prior to closing. The City seeks to establish an on-call agreement with qualified firms to perform these services as needed.

## 2. SCOPE OF SERVICES (Exhibit A)

The selected firm(s) shall provide lead-based paint clearance testing services including:

- Lead-based paint clearance examinations following lead hazard reduction or paint stabilization activities;
- Re-clearance testing when requested;
- Visual examination and dust wipe sampling in accordance with applicable federal requirements;
- Laboratory analysis by a National Lead Laboratory Accreditation Program (NLLAP)–accredited laboratory; and
- Written clearance reports documenting results and compliance.

Services will be requested on an as-needed basis. No minimum volume is guaranteed.

## 3. BID PRICING (Exhibit B)

Bidders shall submit firm, fixed unit pricing for the following services. Pricing shall remain in effect for the term of the on-call agreement.

SERVICE	UNIT PRICE
Lead-Based Paint Clearance Examination	\$
Re-Clearance Examination (when requested)	\$

Additional Fees (if any):

Bidders must list and describe any additional fees. Fees not disclosed in the bid may not be invoiced.

#### **4. MINIMUM QUALIFICATIONS**

Bidders must meet the following minimum requirements:

- Appropriate EPA lead certification(s) applicable to clearance testing
- Firm certification as required by applicable federal and state regulations
- Use of a National Lead Laboratory Accreditation Program (NLLAP)–accredited laboratory
- A Unique Entity Identifier (UEI) and registration in SAM.gov, or documentation demonstrating that SAM.gov registration has been initiated at the time of bid submission
- Ability to meet City of Gastonia insurance requirements
- Active SAM.gov registration is required prior to award and contract execution. Failure to complete registration prior to award may result in disqualification.

#### **5. BID SUBMISSION REQUIREMENTS**

Bid submissions shall include:

- Completed Exhibit B – Pricing Table
- Proof of required certifications
- A brief written response describing the typical response time to requests for lead-based paint clearance testing and typical turnaround time for delivery of written clearance reports.
- Confirmation of UEI and either active SAM.gov registration or documentation showing registration has been initiated. The City will verify active SAM.gov registration prior to award.
- Acknowledgement of City insurance requirements

#### **6. EVALUATION & AWARD**

Bids will be evaluated based on responsiveness to this RFB, compliance with minimum qualifications, and price. The City intends to award to the lowest responsive and responsible bidder(s) whose bid is determined to be in the best interest of the City. The City reserves the right to reject any or all bids, waive minor informalities, request clarification, and award to one or more firms.

#### **7. TERM OF AGREEMENT**

The City intends to enter into an on-call agreement with the selected bidder(s), subject to City Council approval. Services will be requested by the City on an as-needed basis and authorized through individual service requests.

#### **8. INVOICING**

Contractors shall invoice the City only for services requested and performed, in accordance with the on-call agreement. Invoices must clearly identify the service performed and property address. A sample invoice is provided for reference.

#### **9. FEDERAL & LOCAL REQUIREMENTS**

This procurement is subject to applicable federal and local requirements, including 2 CFR Part 200, 24 CFR Part 35, and 24 CFR Part 92.

#### **10. IMPORTANT LINKS**

The following documents are available on the City of Gastonia website:

- Homebuyers Assistance Program [Underwriting Guidelines](#)
- W-9 [Template](#)
- [SAM.gov](#) (UEI & Registration)
- City of Gastonia [Insurance Requirements](#)
- [Sample](#) Invoice

**11. SUBMISSION DEADLINE**

Bids must be received no later than Monday, December 29, 2025 by 5:00 PM. Late bids will not be accepted.

**12. CONTACT INFORMATION**

Kenny Gehrig

HUD Administrator

City of Gastonia

[Kenny.Gehrig@GastoniaNC.gov](mailto:Kenny.Gehrig@GastoniaNC.gov)