NYC 9/11 Public Portal Document

ATC ASSOCIATES INC.

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October 1, 2001

Mr. Bernard P. Orlan, Director
New York City Board of Education
Environmental Health and Safety Unit
28-11 Queens Boulevard North
Long Island City, New York 11101

RE: Proposal No. 15-2001-11-19213r1
Specification 0182A-99
Specification 0199A-01
Specification OMA-006L-01
Specification OMA-007L-01
Specification OMA-008L-01
Specification OMA 017-01
Specification OMA 020-01

Dear Mr. Orlan:

ATC Associates Inc. (ATC) is pleased to submit this proposal for additional services to be added to the referenced contracts between ATC and NYC Board of Education (BOE). These services include Environmental Management, Industrial Hygiene and additional Lead Services that are typically requested by the BOE, and that would supplement our existing Environmental Services contract. The following are general descriptions of the additional services that ATC has been providing to the Board of Education:

ADDITIONAL SERVICES:

ENVIRONMENTAL MANAGEMENT:

ATC's Environmental Management (EM) division provides consulting services for a wide range of environmental conditions including spill incidents involving chemicals, petroleum products and elemental mercury. Additionally, the EM division has assisted BOE contractors engaged in the removal of pigeon feces and decontamination of impacted surfaces.

INDUSTRIAL HYGIENE:

ATC's staff of Certified Industrial Hygienist, Certified Safety Professional, Industrial Hygienist and Indoor Air Quality (IAQ) technicians provide professional services to the Board of Education City of New York. These services include but are not limited to:

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- Conducting initial (Phase 1) walk-through assessments, occupant surveys and physical inspections of school facilities to identify potential sources or issues related to indoor air quality;
- Conducting baseline and periodic monitoring of the typical indoor air quality comfort parameters of carbon dioxide, carbon monoxide, temperature and humidity;
- Conducting visual assessments of heating ventilating and air-conditioning (HVAC) systems, including sampling for dusts and microbial contamination on HVAC components;
- Conducting extensive Phase 2 indoor air quality assessments, including, but not limited to, sampling for dusts, volatile organic compounds and microbial compounds in air and on surfaces; and
- Conducting general industrial hygiene studies for worker exposures to chemical, physical (e.g., noise) or biological substances.

LEAD SERVICES:

ATC's Lead Services group supports BOE by conducting lead-based paint inspections using XRF and paint chip analysis methods; conducting lead in dust and/or air sampling for post-abatement clearance or to establish ambient levels; sampling for other metals (e.g., RCRA 8) in dust or air; and water sampling for ethylene/propylene glycol.

In conjunction with the services outlined above, ATC provides 24-hour a day, seven days a week emergency response for BOE. This includes the involvement of ATC's upper management in assisting BOE, whenever necessary to help mitigate emergency situations.

If this proposal for additional services to be added to the referenced contract is acceptable, please sign below.

We appreciate the opportunity to submit to you a description of additional services that ATC can provide to the Board of Education. We look forward to working with you in the future. Please do not hesitate to call me at (212) 353-8280 to discuss our services or for any other reason.

Very truly yours,

ATC ASSOCIATES INC.

Donald Beck
Senior Vice President

Accepted by:

NEW YORK CITY BOARD OF EDUCATION

Bernard Orlan, Director

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