

CITY OF NORTH LITTLE ROCK, ARKANSAS
COMMERCE DEPARTMENT
Mary Beth Bowman, Director
Amy Smith, Assistant Director for Procurement
Crystal Willis, Admin. Sect./Assistant Purchasing Agent



120 MAIN STREET, NORTH LITTLE ROCK, AR 72114
P.O. BOX 5757, NORTH LITTLE ROCK, AR 72119
501-975-8881 Phone
501-975-8885 Fax

INVITATION TO BID

Bid Number: 19-3578 Date Issued: March 4, 2019

Date & Time Bid Opening: Tuesday, March 19, 2019 at 10:00 a.m.

The City of North Little Rock is requesting bids from licensed asbestos removal contractors for asbestos abatement and demolition of:

Total Project Bid Price

2204 East Washington Ave. \$ _____
(Front Structure) Lot 11 Block 39 Choctaw Addition

2204 1/2 East Washington Apt. A, B, C, D \$ _____
(Rear Structure) Lot 11 Block 39 Choctaw Addition

Plans, specifications, proposal forms and other contract documents may be examined at the following locations:

- Department of Commerce and Government Affairs, 120 Main Street, North Little Rock, AR 72114
- www.northlittlerock.ar.gov

- A five percent (5%) bid bond is required with the bid.
- Bidder must include a current copy of their asbestos removal license with bidding documents.

For directions and/or questions regarding the properties listed, please contact
Felecia McHenry at 501-791-8581.

The City of North Little Rock encourages participation of small, minority, and woman own business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or sub-contractor. It is further requested that whenever possible, majority contractors who require sub-contractors, seek qualified small, minority, and woman businesses to partner with them.

If you are obtaining this bid from our website, please be reminded that addendums may occur. It is therefore advisable that you review our listings for attachments including any changes to the bid.

Note: FAILURE TO FILL OUT AND SIGN THE INVITATION TO BID SHEET WILL RESULT IN REJECTION OF THE BID.

EXECUTION OF BID

Upon signing this page, the organization certifies that they have read and agree to the requirements set forth in this bid including conditions set forth and pertinent information requests.

Name of Firm: _____ Phone No.: _____

Tax ID Number: _____

Business Address: _____

Signature of Authorized Person: _____

Title: _____ Date: _____, 2019

UNSIGNED BID COVER SHEET WILL BE REJECTED.

**Pre-Renovation / Demolition
United States EPA NESHAP
Asbestos Inspection**

for

**2204 East Washington
North Little Rock, AR.**

Prepared for

**City of North Little Rock Code Enforcement
701 West 29th St.
North Little Rock, AR 72114**

Attn: Felicia McHenry

by

ATOKA, Inc. - Project Reference Number 17-123-7

Inspection Date January 10, 2019

Report Date January 17, 2019

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ASBESTOS SURVEY REPORT

for

**2204 East Washington
North Little Rock, AR**

SUMMARY

ATOKA, Inc.'s, approach to this limited assessment was to physically and visually inspect all the interior building components that will be disturbed during the demolition of the structure to identify suspect asbestos containing materials (SACM) and collect bulk samples of those suspect materials to determine if those materials contain more than 1% asbestos.

This inspection has found regulated quantities of friable miscellaneous asbestos containing ceiling tiles (RACM) in the structure. This inspection has found regulated quantities of non-friable asbestos containing exterior siding on the exterior of the structure. The ACM was in good condition. This asbestos inspection for the referenced structure has identified regulated quantities of non-friable and friable asbestos containing materials.

If asbestos containing materials are present and an asbestos abatement is required prior to renovation or demolition, then the information in this assessment should be incorporated into the asbestos abatement design document (if ACM abatement is required) but should not take the place of an abatement design specification. A written asbestos abatement design document should be developed before soliciting competitive bids from licensed Arkansas Asbestos Abatement Contractors to remove the ACM. The Arkansas Department of Environmental Quality (ADEQ) Asbestos Abatement Regulation 21 requires that in the event greater than three (3) square feet of regulated asbestos containing materials (RACM) will be abated from a regulated structure(s) then it is necessary to retain an Arkansas Asbestos Designer.

PURPOSE OF SURVEY

ATOKA, Inc. was retained by City of North Little Rock to inspect the referenced structure for the presence of asbestos containing materials prior to renovation and or demolition. ATOKA, Inc. visited the structure on January 10, 2019 for the purpose of inspecting, sampling and quantifying ACM. ATOKA, Inc. inspected the structure to identify suspect asbestos containing material (SACM), which is classified into two categories. Those materials which can be reduced to powder or crumbled under light hand pressure are referred to as "friable" ACM (e.g., ceiling textures and ceiling tiles, thermal system insulation, etc.). Those materials that cannot be easily crumbled are referred to as "non-friable" ACM (e.g., resilient flooring, roofing, mastics, etc.).

The inspection was conducted by Cliff McBryde of ATOKA, Inc. Mr. McBryde is an E.P.A. accredited and licensed Arkansas Asbestos Inspector (# 011331) who has been trained to survey, sample, and assess the conditions of SACM.

Multiple samples of suspect friable and non-friable ACM were collected during the inspection.

ATOKA, Inc. is an Arkansas Department of Environmental Quality (ADEQ) licensed Asbestos Consultant in good standing and license number 000242.

SAMPLING AND ANALYSIS

ATOKA, Inc. conducted an asbestos assessment in general accordance with EPA NESHAP protocol requiring that a sufficient number of bulk samples be collected that represent each homogeneous SACM.

ATOKA, Inc. identified suspect asbestos containing materials (SACM) and characterized these materials into distinct homogeneous areas during the site visit inspection. This information was then used to establish a sampling plan during the course of the inspection.

The samples of SACM collected from the building were obtained by physically removing a small portion (approximately one square inch) of the material using a sharp instrument. All layers of the material samples were penetrated and registered as separate samples. Disturbance of adjacent material was kept to a minimum during the sampling program. Due to the destructive nature of the sampling protocol, roof samples were collected so as to maintain the integrity of the roofing system.

Each sample was placed into a separate labeled container, which was then sealed. The sampling instrument was cleaned to remove materials that could cross-contaminate the next sample. Each sample was labeled with the sample number and location and logged into the field notebook. All samples collected during the site investigation are listed in Appendix A.

Nineteen (19) different samples were collected and analyzed for asbestos using the Environmental Protection Agency (EPA) "Interim Method for Determination of Asbestos in Bulk Insulation Samples" [40 CFR Part 763, Appendix E, Subpart E, improved (EPA-600/R-93/116)], by Crisp Laboratory, a NVLAP Polarized Light Microscopy (PLM) accredited laboratory. The ACM as determined by PLM examination are those materials which contain greater than 1% asbestos by weight or volume.

The asbestos content determined for a bulk sample represents only the amount of asbestos at the point where the sample was taken. The amount of asbestos found in a material may vary depending on the sample location. Consequently, confidence limits are calculated for the same data to allow a more conservative estimate of the asbestos content of the suspect material or area.

The upper confidence limit is taken as the most probable value which represents the maximum asbestos content that would be observed from a sample taken from the suspect material or area.

REPORT OF FINDINGS

Electrical, heating and air conditioning and plumbing systems, that were present & accessible, did not have suspect asbestos containing components above grade in the structure. No suspect plumbing insulation materials were observed. Insulation materials observed above ceilings in the attic space and exterior wall cavities (where present) was fiber glass.

Materials that are known to contain asbestos and are not sampled are known as presumed asbestos containing materials (PACM).

There were no suspect materials found that would be presumed to contain asbestos. All suspect materials identified were sampled and analyzed for asbestos.

The laboratory report for bulk samples PLM analysis are found in Appendix "A" of this document.

Suspect Asbestos Materials Sampled, Laboratory Analysis Results and Condition

Sample #	F/NF	Homogeneous Material Description	Sample Location	Asbestos	Quantity Condition
FC-01	NF	Brown 18X18 Floor covering	Kitchen	NAD All Layers	unk good
WG-02	NF	Exterior Wood Window Glazing	Exterior	NAD	unk good
BM-03	NF	Exterior foundation brick mortar	Exterior	NAD	unk good
RSF-04	NF	Roof Shingle & Felt	Roof	NAD All Layers	unk good
FT-05	NF	9" Tan Floor Tile	Front Porch	2% Chrysotile	466sf good
FT-05	NF	Black mastic	Front Porch	2% Chrysotile	466sf good
FT-06	NF	9" tan Floor Tile	Restroom	NAD All Layers	100sf good
PLC-07	F	Plaster Ceiling – Gray	West Bedroom	NAD All Layers	200sf good

Sample #	F/NF	Homogeneous Material Description	Sample Location	Asbestos	Quantity Condition
PLW-08	F	Plaster Wall -	Southwest Room	NAD All Layers	200sf good
PLW-09	F	Plaster Wall - Tan	Front Room	NAD All Layers	200sf good
CT-10	F	12" Blue/tan Ceiling Tile	Northwest Room	NAD All Layers	200sf good
CT-11	F	12" Blue/tan Ceiling Tile	West Bedroom	NAD All Layers	200sf good

NF = non-friable F- friable L1=Layer 1 L2=Layer 2 L3=Layer 3 L4=Layer 4
 NAD = No asbestos detected unk = unknown sf = square feet All quantities of ACM are estimated and should be verified

All sheet rock samples found to have asbestos in the mud are subjected to a composite analysis which includes all layers of the bulk sample. Sheet rock samples that contain greater than 1% asbestos will be subjected to composite analysis and if they are found to contain less than 1% asbestos then they are not regulated under the EPA NESHAP demolition regulation. Therefore, the sheet rock as a composite is not considered to be an asbestos containing material under the EPA NESHAP standard and is not subject to the notice of intent and disposal requirements by ADEQ.

However, when sheet rock mud contains greater than 1% asbestos then the demolition /renovation contractor must follow all OSHA (29 CFR 1926.1101 Asbestos for Construction standard) requirements for removal and employee protection during the removal of these Class 1 (thermal system and surfacing) materials.

RECOMMENDATIONS

ATOKA, Inc., recommends that this report and all records should be kept by the building owner as long as the building is in existence. All information concerning this property should be forwarded to all future property owners and made available to outside contractors that may disturb the materials identified to contain asbestos.

ATOKA, Inc. recommends that any other suspect materials encountered during the demolition process that were not found and identified during this assessment be tested for asbestos prior to handling and disposal.

ATOKA, Inc., recommends that an Arkansas licensed Asbestos Abatement Designer prepare the abatement design documents per Arkansas Asbestos Abatement Regulation 21 which stipulates that a written design be prepared if greater than 3 square feet of regulated friable ACM will be disturbed prior to renovation and or before demolition.

ATOKA, Inc. recommends that the mandatory ten (10) day Notice of Intent (NOI) to demolish the structure(s) be filed with the Arkansas Department of Environmental Quality (ADEQ) as required by EPA NESHAP regulations and Arkansas Asbestos Abatement Regulation 21.

Renovation Notice: ATOKA, Inc. recommends that the mandatory ten (10) day Notice of Intent (NOI) to remove regulated quantities of asbestos containing materials from a structure(s) be filed with the Arkansas Department of Environmental Quality (ADEQ) as required by EPA NESHAP regulations and Arkansas Asbestos Abatement Regulation # 21 effective 1997.

ATOKA, Inc., recommends that all friable and non-friable RACM be removed prior to demolition of the structure.

ATOKA, Inc., recommends that the removal of all RACM & ACM be performed by an Arkansas licensed Asbestos Abatement Contractor and in compliance with Arkansas Asbestos Abatement Regulation 21.

REGULATORY REQUIREMENTS

Under the Federal (EPA) NESHAP and Arkansas law, before any renovation and or demolition activities occur in commercial properties it is mandatory to ascertain the presence of asbestos containing materials (ACM), 40 CFR, Part 61, Subpart M, Section 61.145, Paragraph (a). This includes all Category I and Category II non-friable materials. The inspection by ATOKA, Inc. and this report meet the requirements of this regulation.

ACM that is friable or Category I and II ACM that is in poor condition or Category I & II ACM that becomes friable during renovation or demolition activities and found in quantities greater than 160 square feet, 260 linear feet or 35 cubic feet are considered to be regulated asbestos containing materials (RACM) and all Federal, State and Local regulations are applicable to their removal, containerization and disposal.

Be advised in the event of renovation and/or demolition activities in which ACM materials will be disturbed and are rendered friable, those materials are considered to be regulated asbestos containing materials (RACM). Arkansas Department of Environmental Quality (ADEQ) and United States EPA NESHAP require that RACM be removed prior to any such renovation or demolition activity.

LIMITATIONS

The crawl space was not physically inspected but was visually inspected through the foundation vents around the structure. The attic was not physically inspected due to restricted access but was inspected from the interior of the structure where the ceiling was open to the attic.

This report was prepared for the exclusive use of the City of North Little Rock and/or its assignees to aid in the identification and management of ACM located at 2204 East Washington, North Little Rock, AR.

ATOKA, Inc., performed services in a manner consistent with the level of care and expertise exercised by members of the environmental auditing/risk assessment profession. ATOKA, Inc., does not imply or guarantee that every material on the property, or in the structure inspected, which may potentially have asbestos as a component has been identified and/or sampled. Over 3,000 materials/products produced in or imported into the United States have been identified in which asbestos has historically been a component. The sampling program is intended to identify accessible materials most likely to contain asbestos in quantities subject to regulation. A guarantee that all asbestos materials have been identified and/or sampled would require cost-prohibitive and destructive sampling protocols.

All conclusions and recommendations regarding this property represent the professional opinions of the personnel involved with the project, and the results of this report should not be considered a legal interpretation of existing environmental regulations.

ATOKA, Inc., assumes no responsibility or liability for errors in data utilized from sources outside of or developments resulting from situations outside the scope of this project.

Respectfully submitted,



Cliff McBryde, Asbestos Inspector (# 011331)
ATOKA, Inc. License # 000242

**Pre-Renovation / Demolition
United States EPA NESHAP
Asbestos Inspection**

for

**2204 ½ East Washington
North Little Rock, AR.**

Prepared for

**City of North Little Rock Code Enforcement
701 West 29th St.
North Little Rock, AR 72114**

Attn: Felicia McHenry

by

ATOKA, Inc. - Project Reference Number 17-123-8

Inspection Date January 10, 2019

Report Date January 17, 2019

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North Little Rock, AR**

SUMMARY

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This inspection has found regulated quantities of friable miscellaneous asbestos containing ceiling tiles (RACM) in the structure. This inspection has found regulated quantities of non-friable asbestos containing exterior siding on the exterior of the structure. The ACM was in good condition. This asbestos inspection for the referenced structure has identified regulated quantities of non-friable and friable asbestos containing materials.

If asbestos containing materials are present and an asbestos abatement is required prior to renovation or demolition, then the information in this assessment should be incorporated into the asbestos abatement design document (if ACM abatement is required) but should not take the place of an abatement design specification. A written asbestos abatement design document should be developed before soliciting competitive bids from licensed Arkansas Asbestos Abatement Contractors to remove the ACM. The Arkansas Department of Environmental Quality (ADEQ) Asbestos Abatement Regulation 21 requires that in the event greater than three (3) square feet of regulated asbestos containing materials (RACM) will be abated from a regulated structure(s) then it is necessary to retain an Arkansas Asbestos Designer.

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The inspection was conducted by Cliff McBryde of ATOKA, Inc. Mr. McBryde is an E.P.A. accredited and licensed Arkansas Asbestos Inspector (# 011331) who has been trained to survey, sample, and assess the conditions of SACM.

Multiple samples of suspect friable and non-friable ACM were collected during the inspection.

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SAMPLING AND ANALYSIS

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Each sample was placed into a separate labeled container, which was then sealed. The sampling instrument was cleaned to remove materials that could cross-contaminate the next sample. Each sample was labeled with the sample number and location and logged into the field notebook. All samples collected during the site investigation are listed in Appendix A.

Nineteen (19) different samples were collected and analyzed for asbestos using the Environmental Protection Agency (EPA) "Interim Method for Determination of Asbestos in Bulk Insulation Samples" [40 CFR Part 763, Appendix E, Subpart E, improved (EPA-600/R-93/116)], by Crisp Laboratory, a NVLAP Polarized Light Microscopy (PLM) accredited laboratory. The ACM as determined by PLM examination are those materials which contain greater than 1% asbestos by weight or volume.

The asbestos content determined for a bulk sample represents only the amount of asbestos at the point where the sample was taken. The amount of asbestos found in a material may vary depending on the sample location. Consequently, confidence limits are calculated for the same data to allow a more conservative estimate of the asbestos content of the suspect material or area.

The upper confidence limit is taken as the most probable value which represents the maximum asbestos content that would be observed from a sample taken from the suspect material or area.

REPORT OF FINDINGS

Electrical, heating and air conditioning and plumbing systems, that were present & accessible, did not have suspect asbestos containing components above grade in the structure. No suspect plumbing insulation materials were observed. Insulation materials observed above ceilings in the attic space and exterior wall cavities (where present) was fiber glass.

Materials that are known to contain asbestos and are not sampled are known as presumed asbestos containing materials (PACM).

There were no suspect materials found that would be presumed to contain asbestos. All suspect materials identified were sampled and analyzed for asbestos.

The laboratory report for bulk samples PLM analysis are found in Appendix "A" of this document.

Suspect Asbestos Materials Sampled, Laboratory Analysis Results and Condition

Sample #	F/NF	Homogeneous Material Description	Sample Location	Asbestos	Quantity Condition
CS-01	NF	Cement board siding 1/8 inch thick	Exterior Wall	23% Chrysotile	unk good
RSF-02	NF	Roofing & Felt	Roof	NAD All Layers	unk good
WG-03	NF	Exterior wood window glazing	Exterior	NAD	unk good
TST-04	F	Troweled on surface texture	Wall Downstair West	NAD	unk good
TST-05	F	Troweled on surface texture	Wall Downstair East	NAD	unk good
SRTM-06	F	Sheetrock Tape and Mud	Downstairs West Wall	NAD All Layers	unk good
SRTM-07	F	Sheetrock Tape and Mud	Downstairs East Wall	NAD All Layers	unk good
SRTM-08	F	Sheetrock Tape and Mud	Upstairs West Front Room Wall	NAD All Layers	unk good

Sample #	F/NF	Homogeneous Material Description	Sample Location	Asbestos	Quantity Condition
SRTM-09	F	Sheetrock Tape and Mud	Upstairs East – Northeast room wall	NAD All Layers	Unk good
VFC-10	NF	Vinyl Flooring	Upstairs East bathroom – Brown Vinyl	NAD	48sf good
VFC-11	NF	Vinyl Brown Flooring	Downstairs West Bathroom	NAD	40sf good
VFC-12	NF	Vinyl Floor Covering – 3 Layer	Upstairs East	NAD All Layers	200sf good
FT-13	NF	12" Brown Vinyl	Upstairs East Bathroom	NAD All Layers	48sf good
FT-14	NF	12" Vinyl Floor Tile	Downstairs East Bathroom	NAD	48sf good
CT-15 L1	F	12" tan ceiling tile	Upstairs East	2% Chrysotile	600sf good
CT-15 L2	F	Brown fibrous ceiling tile	Upstairs East	NAD	600sf good
CT-16	F	2X2 tan suspended Ceiling Tile	Downstairs East	NAD All Layers	150sf good
CT-17	F	2X2 tan suspended Ceiling Tile	Downstairs East	NAD All Layers	150sf good
CT-18 L1	F	12" White Ceiling Tile	Upstairs West	2% Chrysotile	150sf good
CT-18 L2	F	Brown fibrous ceiling tile	Upstairs West	NAD	150sf good
CT-19 L1	F	12" White Ceiling Tile	Upstairs West	2% Chrysotile	150sf good
CT-19 L2	F	Brown fibrous ceiling tile	Upstairs West	NAD	150sf good

NF = non-friable F- friable L1=Layer 1 L2=Layer 2 L3=Layer 3 L4=Layer 4 NAD = No asbestos detected unk = unknown sf = square feet All quantities of ACM are estimated and should be verified

All sheet rock samples found to have asbestos in the mud are subjected to a composite analysis which includes all layers of the bulk sample. Sheet rock samples that contain greater than 1% asbestos will be subjected to composite analysis and if they are found to contain less than 1% asbestos then they are not regulated under the EPA NESHAP demolition regulation.

Therefore, the sheet rock as a composite is not considered to be an asbestos containing material under the EPA NESHAP standard and is not subject to the notice of intent and disposal requirements by ADEQ.

However, when sheet rock mud contains greater than 1% asbestos then the demolition /renovation contractor must follow all OSHA (29 CFR 1926.1101 Asbestos for Construction standard) requirements for removal and employee protection during the removal of these Class 1 (thermal system and surfacing) materials.

RECOMMENDATIONS

ATOKA, Inc., recommends that this report and all records should be kept by the building owner as long as the building is in existence. All information concerning this property should be forwarded to all future property owners and made available to outside contractors that may disturb the materials identified to contain asbestos.

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ATOKA, Inc. recommends that the mandatory ten (10) day Notice of Intent (NOI) to demolish the structure(s) be filed with the Arkansas Department of Environmental Quality (ADEQ) as required by EPA NESHAP regulations and Arkansas Asbestos Abatement Regulation 21.

Renovation Notice: ATOKA, Inc. recommends that the mandatory ten (10) day Notice of Intent (NOI) to remove regulated quantities of asbestos containing materials from a structure(s) be filed with the Arkansas Department of Environmental Quality (ADEQ) as required by EPA NESHAP regulations and Arkansas Asbestos Abatement Regulation # 21 effective 1997.

ATOKA, Inc., recommends that all friable and non-friable RACM be removed prior to demolition of the structure.

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REGULATORY REQUIREMENTS

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ACM that is friable or Category I and II ACM that is in poor condition or Category I & II ACM that becomes friable during renovation or demolition activities and found in quantities greater than 160 square feet, 260 linear feet or 35 cubic feet are considered to be regulated asbestos containing materials (RACM) and all Federal, State and Local regulations are applicable to their removal, containerization and disposal.

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LIMITATIONS

The crawl space was not physically inspected but was visually inspected through the foundation vents around the structure. The attic was not physically inspected due to restricted access but was inspected from the interior of the structure where the ceiling was open to the attic.

This report was prepared for the exclusive use of the City of North Little Rock and/or its assignees to aid in the identification and management of ACM located at 2204 ½ East Washington, North Little Rock, AR.

ATOKA, Inc., performed services in a manner consistent with the level of care and expertise exercised by members of the environmental auditing/risk assessment profession. ATOKA, Inc., does not imply or guarantee that every material on the property, or in the structure inspected, which may potentially have asbestos as a component has been identified and/or sampled. Over 3,000 materials/products produced in or imported into the United States have been identified in which asbestos has historically been a component. The sampling program is intended to identify accessible materials most likely to contain asbestos in quantities subject to regulation. A guarantee that all asbestos materials have been identified and/or sampled would require cost-prohibitive and destructive sampling protocols.

All conclusions and recommendations regarding this property represent the professional opinions of the personnel involved with the project, and the results of this report should not be considered a legal interpretation of existing environmental regulations.

ATOKA, Inc., assumes no responsibility or liability for errors in data utilized from sources outside of or developments resulting from situations outside the scope of this project.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Cliff McBryde". The signature is fluid and cursive, with the first name "Cliff" being more prominent than the last name "McBryde".

Cliff McBryde, Asbestos Inspector (# 011331)
ATOKA, Inc. License # 000242

GENERAL TERMS AND CONDITIONS FOR THE CITY OF NORTH LITTLE ROCK, AR

1. When submitting an "Invitation to Bid," the bidder warrants that the commodities covered by the bid shall be free from defects in material and workmanship under normal use and service. In addition, bidder must deliver new commodities of the latest design and model, unless otherwise specified in the "Invitation to Bid."
2. Prices quoted are to be net process, and when an error is made in extending total prices, the City may accept the bid for the lesser amount whether reflected by extension or by the correct multiple of the unit price.
3. Discounts offered will be taken when the City qualifies for such. The beginning date for computing discounts will be the date of invoice or the date of delivery and acceptance, whichever is later.
4. When bidding other than the brand and/or model specified in the "Invitation to Bid," the brand and/or model number must be stated by that item in the "Invitation to Bid," and descriptive literature be submitted with the bid.
5. The City reserves the right to reject any and all bids.
6. The Purchasing office reserves the right to award items, all or none, or by line item(s).
7. Quality, time and probability of performance may be factors in making an award.
8. Bid quotes submitted will remain firm for 30 calendar days from bid opening date; however, the prices may remain firm for a longer period of time if mutually agreeable between bidder and the Department of Commerce.
9. Bidder must submit a completed signed copy of the front page of the "Invitation to Bid" and must submit any other information required in the "Invitation to Bid."
10. In the event a contract is entered into pursuant to the "Invitation to Bid," the bidder shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin or ancestry. The bidder must include in any and all subcontracts a provision similar to the above.
11. Sales or use tax is not to be included in the bid price, but is to be added by the vendor to the invoice billing to the City. Although use tax is not to be included in this bid, vendors are to register and pay tax direct to the Arkansas State Revenue Department.
12. Prices quoted shall be "Free on Board" (F.O.B.) to destination at designated facility in North Little Rock. Charges may not be added after the bid is opened.
13. In the event of two or more identical low bids, the contract may be awarded arbitrarily or for any reason to any of such bidders or split in any proportion between them at the discretion of the Department of Commerce..
14. Specifications furnished with this Invitation are intended to establish a desired quality or performance level, or other minimum dimensions and capacities, which will provide the best product available at the lowest possible price. Other than designated brands and/or models approved as equal to designated products shall receive an equal consideration.
15. Samples of items when required, must be furnished free, and, if not called for within 30 days from date of bid opening, will become property of the City.
16. Bids will not be considered if they are:
 1. Submitted after the bid's opening time.

2. Submitted electronically or faxed (unless authorized by Purchasing Agent).
17. Guarantees and warranties should be submitted with the bid, as they may be a consideration in making an award.
18. **CONSTRUCTION**
 - A. Contractor is to supply the City with evidence of having and maintaining proper and complete insurance, specifically Workman's Compensation Insurance in accordance with the laws of the State of Arkansas, Public Liability and Property Damage. All premiums and cost shall be paid by the Contractor. In no way will the City be responsible in case of accident.
 - B. When noted, a Certified check or bid bond in the amount of 5% of total bid shall accompany bid.
 - C. A Performance Bond equaling the total amount of any bid exceeding \$35,000.00 must be provided for any contract for the repair, alteration or erection of any public building, public structure or public improvement (pursuant to Arkansas Code Annotated Section 22-9-203).
19. **LIQUIDATED DAMAGES** - Liquidated damages shall be assessed beginning on the first day following the maximum delivery or completion time entered on this bid form and/or provided for by the plans and specifications.
20. **AMBIGUITY IN BID** - Any ambiguity in any bid as the result of omission, error, lack of clarity or non-compliance by the bidder with specifications, instructions, and all conditions of bidding shall be construed in the light most favorable to the City.
21. The bid number should be stated on the face of the sealed bid envelope. If it is not, the envelope will have to be opened to identify.
22. Whenever a bid is sought seeking a source of supply for a specified period of time for materials and services, the quantities of usage shown are estimated ONLY. No guarantee or warranty is given or implied by the participants as to the total amount that may or may not be purchased from any resulting contracts. These quantities are for the bidders information ONLY and will be used for tabulation and presentation of bid and the participant reserves the right to increase or decrease quantities as required.
23. The City of North Little Rock reserves the right to reject any and all bids, to accept in whole or in part, to waive any informalities in bids received, to accept bids on materials or equipment with variations from specifications in those cases where efficiency of operation will not be impaired, and unless otherwise specified by the bidder, to accept any item in the bid. If unit prices and extensions thereof do not coincide, the City of North Little Rock may accept the bid for the lesser amount whether reflected by the extension or by the correct multiple of the unit price.
24. Additional information or bid forms may be obtained from:
COMMERCE DEPARTMENT, 120 Main Street, P.O. Box 5757, North Little Rock, Arkansas 72119 (501)975-8881
www.nlr.ar.gov

Bidding documents must be submitted on or before the bid's opening date and time. Unless noted, bids must be sealed and mailed or delivered to:

Commerce Department
120 Main Street (P.O. Box 5757)
North Little Rock, AR 72119