

BOARD MEMO – ACTION ITEM



PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT #535

*Providing Foundations Together,
Cultivating Individual Growth*

To: Board of Education
From: Cody Martzluf, Superintendent
Date: Tuesday, August 18, 2026
RE: Asbestos Inspection Service

Recommendation: Approval of proposal from IDEAL Environmental Engineering, Inc. for asbestos inspection services.

Background:

- As the District continues planning for renovations to the Putnam County Elementary School building, it is important that we have a clear understanding of any environmental conditions that could impact the scope and cost of the proposed work.
- One of the key areas that needs to be addressed is the potential presence of asbestos-containing materials (ACMs) within areas of the building that may be impacted by the renovation. Given the age and construction history of the facility, materials such as floor tile, mastic, pipe insulation, ceiling materials, drywall/joint compound, and other building components may contain asbestos.
- Before CORE Construction can develop a reliable project budget, the District needs to determine what materials are present, where they are located, and whether those materials will require abatement as part of the renovation.
- Ideal Engineering has provided the District with a proposal to perform asbestos inspection and assessment services related to the planned elementary school renovation.
- The purpose of this work is to identify and document asbestos-containing materials within the areas that may be affected by the proposed renovation. This information will allow the District and its project professionals to better understand the potential environmental requirements associated with the project.
- It would be difficult to establish a responsible project budget without first understanding the extent of asbestos-containing materials that may be impacted by the renovation. Proceeding without this information creates the potential for significant unforeseen costs once construction begins.
- The proposed inspection by Ideal Engineering will provide the District with the information necessary to better quantify these potential costs. Once the inspection and laboratory analysis are complete, the District should have a clearer understanding of the scope of any required abatement and can incorporate those costs into the overall renovation budget.
- This is particularly important as the District evaluates the financial feasibility and overall scope of the elementary school renovation. Having accurate environmental information early in the planning process will allow the Board to make better-informed decisions regarding the project.



August 13, 2026

Mr. Cody Martzluf
Putnam County C.U.S.D. 535
400 E. Silverspoon, P.O. Box 607
Granville, Illinois 61326

Re: EPA Asbestos-NESHAP Inspection
Putnam County Elementary-Hennepin Building
326 S. 5th Street, Hennepin, Illinois
IDEAL Project #27190

Dear Mr. Martzluf:

Thank you for contacting Ideal Environmental Engineering (IDEAL) regarding our asbestos inspection services. We offer our proposal for the following Scope of Work:

Scope of Work:

Conduct a limited asbestos inspection of the building prior to possible renovation or demolition/razing as required by federal EPA Asbestos-NESHAP regulations.

- IDEAL will inspect and sample accessible materials throughout the interior and exterior of the building which are suspected to contain asbestos, regardless of installation date, and provide a summary of findings.

Proposal is based on:

- Ensuring all boilers, tanks, piping (including steam pipes), etc. which may be sampled are cooled to less than 160 degrees F, as required by OSHA.
- Coordination with a roofing contractor to take core roof samples while our personnel are on site, and to repair the core sample locations.

Asbestos Inspection Service \$125.00 per labor hour plus materials*
PLM Bulk Sample Fee \$20.00 per sample
TEM Bulk Sample Fee \$75.00 per sample

**Service will be invoiced on time & materials incurred and required skills for this project. Materials include Supplies, equipment and mobilization.*

Our Opinion of Probable Cost for the asbestos inspection service is approximately \$12,000.00. This cost does not include bulk sample analysis. It is unknown at this time the number of samples which will need to be collected.

Sample fees are based on seven-business day turnaround time for analysis results. Turnaround time starts the business day (M-F) the lab receives the samples. The timing surrounding the inspection work and ability to ship the samples to the lab will affect when results are available.

To proceed with the Work, please sign and return this proposal and we will coordinate scheduling with you. By allowing the Work to proceed, this proposal and its submittal serve as acceptance of the Work and cost. By accepting this proposal, you state that you are the property owner, or, if not, that you have authority to allow IDEAL to perform the Work and are responsible for payment. The proposal and Attachment A will apply, and shall supersede any other agreements regarding this Work, whether verbal or in writing. Changes to the proposal or Owner responsibilities not met will affect price. Contact our office at (309) 828-4259 if you have any questions.

Sincerely,

Kyle Cotton
President

KC:scd

**Authorized Party responsible
for payment (signature):** _____

Print Name: _____

Title: _____

Date: _____

GENERAL TERMS AND CONDITIONS

Work means the specific professional services to be performed by the Environmental Consultant (IDEAL), whether verbally requested or provided in writing. Owner refers to the person or business entity ordering the Work. Owner assumes responsibility for determining whether the Work ordered is adequate and sufficient for the intended purpose. By allowing Work to proceed, this serves as acceptance of Work. By accepting, you state that you are the property owner, or, if you are not, that you have authority to allow IDEAL to perform the Work and are responsible for payment. IDEAL shall have no duty or obligation to any third party. Additional Work shall also be subject to these terms.

STANDARD OF CARE: IDEAL will use that degree of care and skill ordinarily exercised under similar circumstances by members of its profession. Statements made in IDEAL's reports are opinions based upon professional judgment and are not to be construed as representation of fact. IDEAL will provide services based on regulations, recommendations, and insurance in effect at the time of the request.

COMMUNICATION, COORDINATION, AND THIRD PARTIES: The Owner shall notify the Project's Architect (A/E), Project's Construction Manager (CM), or any other third party immediately that IDEAL is employed by Owner as Owner's environmental consultant, to ensure that IDEAL can review plans and/or changes prior to any renovation or demolition work in a timely manner. The results of environmental inspections and necessary hazard abatement can greatly affect a project's timeline. IDEAL has no responsibility to ensure that Work under this Project can be done in timelines established by others, when IDEAL is not involved in the Project timelines established by others. Therefore, Owner shall ensure IDEAL is involved in all communication timelines for Owner's overall project.

OWNER'S RESPONSIBILITIES: Owner will arrange and provide access to the project site for IDEAL to perform the Work, and advise IDEAL of any known structural, electrical, standing water, or biological hazards present, and OSHA site-specific safety concerns. Owner to provide any site-specific dress code or personal protection equipment requirements. Owner to inform IDEAL of any recent renovation work or other notable concerns such as, but not limited to, a water leak. Owner will ensure that boilers, tanks, piping, etc., which may be encountered are cooled to less than 160° F, as required by OSHA. IDEAL shall be entitled to rely on the accuracy and completeness of the Owner's and/or Owner's Representative(s) information regarding the Project.

Project expenses may be incurred during the abatement phase due to the fault of the Abatement Contractor (Contractor). Such expenses will be billed to the Owner by IDEAL, and the Owner can deduct the expense out of the Contractor's pay request(s). Owner shall ensure IDEAL receives any Application for Payment from the Contractor to evaluate, approve, and indicate any applicable Contractor deductions. Owner shall not make payments to Contractor without IDEAL's approval. If Owner pays prior to approval, Owner is responsible for any expense, loss, and damage due to fault of the Contractor.

DEFINITIONS: (For the purpose of our Work)

Accessible: Materials, spaces, or areas for which nothing is required to be removed to access them.

Inaccessible: Materials, spaces, or areas for which something is required to be removed to access them.

BASIS OF SERVICE AND LIMITATIONS: (unless otherwise noted in the proposal)

- Work being done Monday through Friday during normal business hours, excluding Illinois prevailing wage holidays.
- If overtime is incurred overtime rates may be applied.
- Site work being done in one mobilization and/or shifts being scheduled for consecutive days.
- All testing areas being readily accessible and free of occupants for our Work.
- Work being done using a standard ladder. If other equipment, such as a lift, is needed and is not provided by Owner, cost may be affected.
- IDEAL reserves the right to assume materials to contain asbestos in lieu of sampling if warranted (i.e. if safety issues, building occupancy, damage concerns, or type of material, such as vermiculite, etc.). The inspection fee applies regardless of whether sampling is necessary.

IDEAL IS NOT RESPONSIBLE FOR:

- Determining whether any prior inspection/testing reports exist or are accurate.
- Laboratory results.
- Misidentification of materials which are covered by paint, wallpaper, carpet, etc.
- Inspecting mechanical equipment, electrical systems, elevators and confined spaces unless included in writing.
- Reviewing the original construction blueprints or specifications unless available at the time of inspection.
- Any misunderstanding of renovation plans.
- The safety or welfare of any contractor or third party while on the project site.
- Repair of sample locations. Bulk sampling removes a piece or pieces of material for laboratory analysis. By allowing IDEAL to sample, IDEAL is waived from liability for any damage caused by sampling and for any alleged damage to the material or the building it is intended to protect (including but not limited to roof materials, spray-on fireproofing, fire doors, fire-rated caulk, etc.).
- The discovery, handling, removal, disposal of, or exposure of persons to hazardous materials or toxic substances at the Project site, with the exception of the environmental services provided by IDEAL.
- Weather intrusion, vandalism, injury, or any other issues caused due to the removal of any building materials.

SAMPLING AND TESTING: IDEAL has the authority to have samples analyzed based on the circumstances of each case. Each layer is considered a sample. Homogeneous materials will be based solely on appearance, such as color, type, and size unless building construction years and/or other specific installation dates are provided in writing by Owner. Multiple homogeneous building materials may exist, even if similar in appearance. Dominant building materials will be inspected and sampled. If multiple replacement materials are present in a localized area or sporadic throughout, they may not be identified or sampled. The inspection will be non-destructive, however, limited exploratory demolition of building components may be done to help identify inaccessible materials. All inaccessible materials may not be identified. Suspect asbestos containing materials may still be discovered during a demolition/renovation project. Concealed or encased areas will not be inspected. A sample preparation charge may be incurred for samples not analyzed when analysis is performed to the first positive.

RESPONSIBILITIES: IDEAL's Work shall not include supervising, implementing, or determining the means, methods, techniques, sequencing, or procedures of construction of any contractor or third party, other than what is addressed in an Abatement Project Manual. IDEAL's Work or failure to perform shall not excuse any contractor, subcontractor, supplier or other third party from the performance of its work in accordance with any Contract Documents. IDEAL has no right to issue a stop work order to stop a contractor's or third party's work unless such ability is provided in writing by Owner. IDEAL has no duty or responsibility related to Contractor's certificates of insurance or performance and payment bonds other than acting as facilitator of the exchange of documents from the Contractor to the Owner. If IDEAL is required to delay commencement of the Work, or if, upon embarking its Work, IDEAL is required to stop or interrupt the progress of its Work as a result of changes in the scope of the Work requested by Owner to fulfill the

ATTACHMENT A

Ideal Environmental Engineering, Inc., 2904 Tractor Lane, Bloomington, IL 61704-9163
(hereafter referred to as IDEAL)

requirements of third parties, interruptions in the progress of construction or other causes beyond the direct reasonable control of IDEAL, additional charges may be applicable and payable by Owner. No claims for loss, damage or injury shall be brought against IDEAL by Owner or any third party unless all tests and inspections have been performed and unless IDEAL's recommendations have been followed.

PAYMENT: Owner agrees to pay invoices received within thirty (30) days of its invoice date. Unpaid invoices are subject to collections.

INSURANCE: The services provided to Owner are professional services. IDEAL maintains professional liability insurance in the event a negligent act and/or errors or omissions arise out of the performance of IDEAL's Work. Workers' Compensation and Commercial Liability insurance are also maintained. Certificates of Insurance are available upon request.

SEVERABILITY: IDEAL will perform the Work in good faith, and it is the intent of IDEAL that the terms be enforced as written. In the event any provision is found to be unenforceable, it will be stricken, and the remaining provisions shall apply.

INDEMNIFICATION: IDEAL agrees to indemnify and hold Owner harmless from all claims, suits, costs and expenses, including reasonable attorney's fees and court costs, arising from IDEAL's negligence to the extent of IDEAL's negligence. Owner shall provide the same protection to the extent of its negligence. In the event of the Owner bringing any suit, cause of action, claim or counterclaim against IDEAL, the party initiating such action shall pay to IDEAL the costs and expenses incurred to investigate, answer, and defend it, including reasonable attorney's and witness fees and court costs, to the extent that IDEAL shall prevail in such a suit. No action or claim, whether in tort, contract, or otherwise, may be brought against IDEAL, arising from or related to IDEAL's documented Work, more than one year after the cessation of IDEAL's Work.

FORCE MAJEURE: Neither party is liable for failure to fulfill its obligations hereunder if such failure is due to a Force Majeure Event.

UNFORESEEN CIRCUMSTANCES: IDEAL is not responsible for any loss due to any deadline that cannot be met due to circumstances beyond the control of IDEAL (equipment failure, delivery or shipping failures, or client unavailability).

RECORDS: Record retention is not IDEAL's responsibility and cannot be guaranteed. IDEAL's reports shall not be reproduced, except in full, without the written consent of IDEAL.

GOVERNING LAW: This Agreement shall be governed by the laws of the State of Illinois.

This Agreement represents the entire Agreement between the parties and supersedes all prior agreements, negotiations, and representations, either written or oral. This Agreement may only be amended by a written instrument signed by both parties.

CANCELLATION

Acceptance of this Proposal is permission to begin the Work and becomes a binding Agreement. The Owner has three (3) business days after signing the Proposal to cancel this Agreement without penalty. Cancellation must be made in writing. If the Work is scheduled and started before three (3) business days have passed, and the Owner wishes to cancel the Agreement, the cost for the Work may apply. If the Owner accepts this Agreement but does not schedule the Work within one (1) year, the Work may be considered canceled, and the cost of the Work may apply. IDEAL may cancel this Agreement if the Owner refuses to cooperate with IDEAL in completion of its duties. The original Proposal's pricing may be altered by IDEAL if it is not signed within sixty (60) days. In all cancellation situations, credit card processing fees may apply.