

February 4, 2025

**Christopher Paolini, Senior VP**  
**CME Associates, Inc.**

6035 Corporate Drive  
East Syracuse, NY 13057

**Jordan Upson, Project Manager**  
**Atlantic Testing Laboratories, Ltd.**

301 St. Anthony Street  
Utica, NY 13501

**Mike McHenry**  
**Terracon Consultants - NY, Inc.**

30 Corporate Circle, Suite 201  
Albany, NY 12203

**Project:** Oneida County DPW  
Union Station & REA Wing - Renovations  
Bid Reference No. 2309  
MARCH No. 24066

**Re: Request for Proposal - Testing Services**

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We are the Architects for the above referenced project. Oneida County has awarded the contract and requires the services of an Independent Testing Agency. The project drawings, specifications, and addendum are included with this email for your review and use.

The project site is located as follows:

Union Station & REA Wing, 321 Main Street, Utica, New York, 13501 (Oneida County)

Your services will be required on an on-call basis once construction begins. The contractor for the project is Beebe Construction Services, Inc.

\*Invoices are to be sent to MARCH Associates, Architects & Planners, PC, 258 Genesee Street, Suite 300, Utica, NY 13502, for payment.

**Please email your proposal, with the appropriate unit prices, by 3:00 PM on Thursday, 02/14/25, to:**  
[dskorupa@marchassoc.com](mailto:dskorupa@marchassoc.com)

Thank you for your time and efforts. If you have any questions regarding the project, please do not hesitate to contact me.

Sincerely,  
Donna Skorupa, Project Administrator

cc: David Jadowski  
MARCH file

*Email attachments: RFP letter and Sharefile link with Contract Documents*



258 Genesee Street, Suite 300 · Utica, New York 13502  
315.733.3344 · [marchassoc.com](http://marchassoc.com)