Town of West New York Request for Proposals From Individuals or Firms Interested in Providing Mold Remediation Services to the Town of West New York

Introduction

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, *et seq.*, the Town seeks Requests for Proposals ("RFP") for providing mold remediation services for the Town of West New York in accordance with the request for proposals. All candidates are required to comply with N.J.S.A. 10-5-31 *et seq* and N.J.A.C. 17:27 as amended (Affirmative Action). The successful candidate must have significant experience in mold remediation services. The successful candidate will provide the Town with services related, but not limited to:

1. The services set forth in the "Specifications (Scope of Work) For Mold Remediation Phase III" attached hereto.
2. Work in each area set forth in the specifications, shall be initiated and final clearance obtained within 7 working days of the initiation of the work.
3. Prevailing wage shall be paid for all services provided for the Town pursuant to this contract.

Professional Information and Qualifications

Copies of the standardized submission requirements and selection criteria are on file and available from the Office of the Town Clerk. Each interested candidate shall submit the following information:

1. Name of firm or individual;
2. Address of principal place of business and all other offices and corresponding telephone and fax numbers. Please note specifically which consultants will be assigned to work with the Town;
3. Description of candidate's education, experience, qualifications, number of years with the firm and a description of their experience with projects similar to those described above;
4. Experience related to property and casualty consulting;
5. At least four (4) references, three (3) of which must have knowledge of your service to public entities;
6. The candidate's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
7. Cost details, including the hourly rates of each of the individuals who will perform the services and the time estimates for each individual, all expenses, and the total cost of "not to exceed" amount;
8. Any other information which the interested firm deems relevant; and
9. Statement of corporate ownership (c.52:25-24.2).

Selection Criteria

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the degree of their respective participation;
2. Experience and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and
4. Cost competitiveness;
5. Minimum of 5 years of successful experience in providing similar services to municipalities the size of the Town of West New York;

Submission Requirements

Sealed RFPs will be publicly opened by the Clerk in her offices at West New York Town Hall, 428 60th Street, West New York, at 11:30 a.m. on June 14, 2016. The RFP must be received no later than 11:30 a.m. on June 14, 2016 by:

Carmela Riccie, Town Clerk
Town of West New York
428 60th Street
West New York, New Jersey 07093

Please submit one original and three (3) copies of the submission.

Use white 8½" x 11" paper.

APPENDIX A
LETTER OF QUALIFICATION
(To be Typed on Respondent's Letterhead. NO MODIFICATIONS MAY BE MADE TO THIS LETTER)

Town Clerk Carmela Riccie
Municipal Building
428-60th Street (Room #2)
West New York, New Jersey 07093

Dear Mrs. Riccie:

The undersigned have reviewed our Qualification Statement-Proposal submitted in response to the Request for Proposals (RFP) issued by the Town of West New York ("Town"), dated *(Insert Date)* in connection with the Town's need for Services – Mold remediation services.

We affirm that the contents of our Qualification Statement-Proposal (which Qualification Statement-Proposal is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement-Proposal is submitted in good faith upon express understanding that any false statement may result in the disqualification of *(Insert Name of Respondent)*

_____ _____
Chief Executive Officer Chief Financial Officer

Dated: _____ Dated: _____

Respondent shall sign and complete the spaces as provided above. If a joint venture, partnership or other formal organization is submitting a Qualification Statement-Proposal, each participant must execute this Letter of Qualification

APPENDIX B
LETTER OF INTENT

STATE OF NEW JERSEY
TOWN OF WEST NEW YORK ss:

I _____ certify that I am the _____
of the firm of _____ , the Respondent

submitting Qualifications in response to a Request for same from the Town in regards to Services – Mold Remediation. I further certify that:

1. I executed said Proposal with full authority so to do; and

2. All statements contained in the Submission and in this affidavit are accurate, factual and complete, and made with full knowledge that the Town of West New York is relying upon the truth of the statements contained in the Submission and the statements contained in this affidavit in evaluating Respondent's Qualifications; and

3 Respondent has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project through participation with any other person, firm or party; and

4. Respondent agrees to participate in good faith in the procurement process as described in the RFP and to adhere to the Town's procurement schedule;

5. Respondent acknowledges that all costs incurred by it in connection with the preparation and submission of the Qualification Statement-Proposal and any proposal prepared and submitted in response to the RFP, or any negotiation which results therefrom, shall be borne exclusively by the Respondent. In no event shall the Town have any liability to Respondent for any costs incurred by the Respondent for the Qualification Statement-Proposal.

6. Respondent acknowledges and agrees that the Town may modify, amend, suspend and/or terminate the procurement process in its sole judgment.

7. Respondent is aware that any contract executed with respect to the services referred to in the RFP must comply with the applicable affirmative action and similar laws, and agrees to take

such actions as may be required to comply with such applicable laws in the event that a contract is formed.
(Signature of Respondent) _____
SUBSCRIBED AND SWORN TO
BEFORE ME THIS _____DAY OF 20_____
NOTE: THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED WITHTHIS PROPOSAL

A. NON COLLUSION AFFIDAVIT

STATE OF NEW JERSEY

TOWN OF WEST NEW YORK ss:

I certify that I am_____

of the firm of_____

the Respondent submitting the Proposal in response to the within Request for Proposals, and that I executed said Qualification Statement with full authority so to do; that said Respondent has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competition in connection with the within Request for Proposals; and that all statements contained in the Respondent's Proposal and in this affidavit are true and correct, and made with full knowledge that the Town of West New York will rely/relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract(s) for the services sought in the within Request for Proposals.

I further warrant that no person or selling agency has been employed to solicit or secure a contract for the services sought in the within Request for Proposals upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees of the Respondent or as may be permitted by law.

(Signature of respondent)SUBSCRIBED AND SWORN TO

BEFORE ME THIS DAY_____ OF 20

(TYPE OR PRINT NAME OF AFFIANT UNDER SIGNATURE)

NOTARY PUBLIC OF

MY COMMISSION EXPIRES: 20

NOTE: THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED WITH THIS PROPOSAL

B. PUBLIC DISCLOSURE INFORMATION

Chapter 33 of the Public Laws of 1977 provides that no corporation or partnership (general. Limited or joint venture) shall be awarded any State, Town, Municipal or Schools District contracts for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or accompanying the bid of said corporation or partnership there is submitted a public disclosure information statement. The statement shall set forth the names and addresses of all stockholders in the corporation or partnership who own ten percent (10%) or more of its stock of any class, or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein.

STOCKHOLDERS:

Name	Address	% owned
1._____	_____	_____
2._____	_____	_____
3._____	_____	_____
4._____	_____	_____

SIGNATURE : _____
TITLE:
_____

SUBSCRIBED AND SWORN TO
BEFORE ME THIS DAY_____ OF 20___
(TYPE OR PRINT NAME OF AFFIANT UNDER SIGNATURE)

NOTARY PUBLIC OF
MY COMMISSION EXPIRES: 20

NOTE: THIS FORM MUST BE COMPLETED, NOTARIZED

AND RETURNED WITH THIS PROPOSAL

C. MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27

If your firm is awarded a contract your company/firm will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. The following language, subject to any amendments by law or regulation, will be incorporated into any contract issued for the services advertised:

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report Employee

Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

D. AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Town of West New York, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 *U.S.C. 5121 01* et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract..

In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act.

In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act.

The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation.

The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

4814-1621-4834, v. 1

SPECIFICATIONS (SCOPE OF WORK) FOR MOLD REMEDIATION PHASE III

West New York City Hall
428 60th Street
West New York, New Jersey 07093

June 1, 2016

Garden State Environmental, Inc. (GSE) has completed a series of mold assessments in the above referenced location. The primary Industrial Hygiene Report was issued on July 31, 2014 based on our initial building-wide inspections on July 17 and 23, 2014. Subsequent inspections were completed in Phase I and II areas with updated scopes of work issued, mold remediation conducted and post remediation verification (clearance) inspections and testing successfully completed.

The City of West New York (WNY) wishes to continue this process to expedite completion of mold remediation in all remaining impacted areas of the City Hall.

This document summarizes the findings of GSE's most recent inspections and the specifications for mold remediation in those areas. The specifications supersede all previous instructions for the listed areas.

UPDATED INSPECTION FINDINGS AND SPECIFICATIONS FOR REMEDIATION:

These scopes of work are the updated versions of the original recommendations from our Industrial Hygiene report and supersede any previous scopes of work provided.

NOTES:

1. *All directions below are oriented from facing into the room/area from the main entry door.*
2. *Plaster walls and ceiling have tested negative for asbestos.*
3. *Digital pictures of impacted areas are available for Contractor review as needed.*

COURT ROOM (Updated inspection on April 13, 2016)

KEY FINDINGS:

- Significant areas with water damaged plaster walls in the rear right corner of the room and along the left wall. Plaster above the suspended ceiling is heavily water damaged from chronic water intrusion. Top coat layer of plaster and paint is

cracked and pulling away along the right rear walls on the right side of the room. No visible mold observed but conditions suggest the potential for additional hidden water damage and mold on the plaster behind the top coat.

- Similar damage to plaster walls and ceiling above the suspended ceiling tiles exists along the left wall (opposite the Judge's desk). Small area of surface mold (`1 sq ft) was observed on the paint on the left wall near the rear left window.

Scope of Work – Court Room:

1. Follow general remediation guidelines from GSE's 7/31/14 Scope of Work. (Included in Appendix I)

2. Establish containment with negative air pressure in the rear right corner of the room, from the light switch left of the rear window on the rear wall to the left edge of the circular WNY sign on the right wall. Fully protect the floor/carpet in the containment and in a path from the containment to the door.

3. Establish containment with negative air pressure about 4 feet from the left wall from front to back of the room. Fully protect the floor/carpet in the containment and in a path from the containment to the door.

4. Remove and properly discard:
   - All water stained ceiling tiles, including any plaster debris that may be sitting on top
   - Top trim molding along the top of the half wall panels in the containment
   - All damaged outer plaster layers to expose lower plaster beneath, plus 2 feet in all directions. Do NOT remove all plaster to the framing
   - Any additional moldy building materials that may be found

5. Clean and treat all exposed surfaces via procedures outlined in the original scope of work in Appendix I.

6. Fully clean the interior of the containments and pathways from the containments to the door by HEPA vacuuming all surfaces and disinfect wiping all non-porous horizontal surfaces.

VIOLATIONS DEPARTMENT:

FILING ROOM

- Extensive water damaged plaster, primarily top layer and paint on upper wall by entry door and right corner, between 2 windows. One section of damaged surface plaster, approx. 7 feet from floor on exterior wall, was removed to expose discoloration and suspect mold on plaster beneath.

Scope of Work – Filing Room:

1. Follow general remediation guidelines from GSE's 7/31/14 Scope of Work. (Included in Appendix I)

2. Move contents away from work area and protect contents and floor with 6 mil plastic and tape and install a small HEPA air scrubber.

3. Remove damaged plaster layer plus 2 feet in all direction and clean and treat. Use dust **control methods*** to minimize dust during removal.

****dust control methods*** *include, light water misting of work area, manual removal of materials, immediate bagging of debris and holding a portable HEPA vacuum within inches of work area.*

REFRIGERATOR ROOM

- Similar plaster damage on upper corner of exterior wall.

Scope of Work – Refrigerator Room:

1. Follow general remediation guidelines in Appendix I.

2. Move contents away from work area and protect contents and floor with 6 mil plastic and tape and install a small HEPA air scrubber.

3. Remove damaged plaster layer plus 2 feet in all direction and clean and treat. Use **dust control** methods to minimize dust during removal.

CUBICLE ROOM

- Water damaged ceiling tiles beneath a HVAC duct, likely from condensation. Plaster ceiling above and around the HVAC is heavily water damaged and discolored with suspect mold.

Scope of Work – Cubicle Room:

1. Follow general remediation guidelines in Appendix I.

2. Move contents away from work area and protect contents and floor with 6 mil plastic and tape and install a small HEPA air scrubber.

3. Remove loose plaster debris from above the ceiling tiles and clean and treat plaster and ceiling grid surfaces with disinfectant. Use **dust control** methods to minimize dust during removal. Discard ceiling tiles in the immediate work area.

MAIN OFFICE AREA

- 3-4 water damaged ceiling tiles throughout the area. Suspect mold found on top of one water stained tile near center of area (~8" diameter).

- Plaster ceilings above the water damaged ceiling tiles is water damaged and discolored.

Scope of Work – Main Office Area:

1. Follow general remediation guidelines in Appendix I.

2. Move contents away from work area and protect contents and floor with 6 mil plastic and tape and install a small HEPA air scrubber.

3. Remove loose plaster debris from above the ceiling tiles and clean and treat plaster and ceiling grid surfaces with disinfectant. Use dust control methods to minimize dust during removal. Discard ceiling tiles in the immediate work area.

JUDGE'S OFFICE

- Plaster ceiling above water stained ceiling tile is heavily water damaged and discolored with likely mold (~25 sq. ft.).

Scope of Work – Judge's Office:

1. Follow general remediation guidelines in Appendix I.

2. Establish containment for the entire office with negative air pressure.

3. Protect all contents and floor with 6 mil plastic and tape.

4. Seal the HVAC register with plastic and tape.

5. Remove loose plaster debris from above the ceiling tiles and clean and treat plaster and ceiling grid surfaces with disinfectant. Discard ceiling tiles in the immediate area.

6. Clean all surfaces in the containment and in the traffic path to the exit door by HEPA vacuuming and disinfect wiping of non-porous surfaces.

POLICE DEPT COMPUTER OFFICE – ROOM 25

SERVER ROOM:

- 4' x 4' section of rear plaster wall cut out below AC unit. Heavy water damage and mold around the removed area, including discoloration on gypsum wallboard sections. Due to water infiltration by the AC unit and the pattern of damage found, additional hidden mold is highly suspected behind remaining wallboard on the rear wall, behind the cabinet.

Scope of Work – Server Room:

1. Follow general remediation guidelines in Appendix I.

2. Clean contents by HEPA vacuuming (all contents) and disinfect wiping non-porous items. Move the contents out of the rear half of the room and store in a protected manner. IMPORTANT: Handle electronic equipment with great care under the supervision if the PD IT representative due to sensitive nature of equipment.

3. Establish containment for the rear half of the room. Operate a 500 cfm HEPA air scrubber.

4. Remove cabinets along the rear wall. If rear cabinet surfaces are clean and intact, they must be cleaned and stored safely out of work area for reinstallation. If water damaged or moldy and not fully cleanable, they must be discarded.

5. Remove and properly dispose of the entire rear wall.

6. Clean and treat all exposed building materials/surfaces in the containment as per general guidelines in Appendix I.

7. Clean the traffic path to the exit door by HEPA vacuuming and disinfect wiping of all horizontal surfaces.

GENERAL COMPUTER AREA:

- Water damaged ceiling tile and plaster in rear left corner. No visible mold but potential for hidden mold in walls beneath water damaged ceiling.

Scope of Work – General Computer Area:

1. Follow general remediation guidelines in Appendix I.

2. Clean contents within 4 feet of the impacted corner by HEPA vacuuming (all contents) and disinfect wiping non-porous items. Move the contents out of the rear corner of the room and store in a protected manner. IMPORTANT: Handle electronic equipment with great care under the supervision if the PD IT representative due to sensitive nature of equipment. Cover contents within 4 feet of the work area with heavy gauge plastic and tape.

3. Operate a 500 cfm HEPA air scrubber in the work area.

4. Remove and properly dispose of all discolored ceiling tiles to expose the damaged plaster above. Use careful **dust control** methods as outlined on page 3.

5. Clean and treat any mold-like discolored plaster on the ceiling as per general guidelines in Appendix I.

6. Cut open at least 2 inspection holes (min 1' x1') in the walls beneath the damaged ceiling, to inspect for hidden mold. If mold suspect is identified, remove wallboard at least 2 feet beyond visible mold and clean and treat the damaged area and the entire containment as per general guidelines in Appendix I.

7. Clean the traffic path to the exit door by HEPA vacuuming and disinfect wiping of all horizontal surfaces.

POLICE TRAINING ROOM:

- Heavy water stained ceiling tiles in rear right corner with water damaged plaster on the bump-out immediately below.

Scope of Work – Police Training Room:

1. Follow general remediation guidelines in Appendix I.

2. Clean contents within 4 feet of the impacted corner by HEPA vacuuming (all contents) and disinfect wiping non-porous items. Move the contents out of the rear right corner of the room and store in a protected manner.

3. Contain the rear right corner of the room and operate a 500 cfm HEPA air scrubber in the work area.

4. Remove and properly dispose of all discolored ceiling tiles and all damaged plaster (top layer only).

5. Clean and treat any mold-like discolored plaster on the ceiling as per general guidelines in Appendix I.

6. Open the heating unit to inspect rear wall for water damage/mold. Clean and treat any suspect mold found in accordance with guidelines in Appendix I and clean and disinfect the interior surfaces of the heating unit.

7. Clean the traffic path to the exit door by HEPA vacuuming and disinfect wiping of all horizontal surfaces.

PUBLIC SAFETY - ROOM 23:

- Water stained ceiling tiles in various areas of the room.

Scope of Work – Public Safety Room 23:

1. Follow general remediation guidelines in Appendix I.

2. Cover contents with heavy gauge plastic and tape beneath all discolored ceiling tiles

3. Operate a 500 cfm HEPA air scrubber in the work area.

4. Remove and immediately dispose of all discolored ceiling tiles.

5. Cut open 1 inspection hole (min 1' x1') beneath each window to inspect for hidden mold. If mold suspect is identified, remove wallboard at least 2 feet beyond visible mold and clean and treat the damaged areas as per general guidelines in Appendix I. If less than 10 sq. ft. of mold is found in any one area, clean and treat using strict dust control methods as outlined on page 3. If 10 or more sq. ft. of mold is found, construct a containment around that area and follow general guidelines in Appendix I.

6. Clean the traffic path to the exit door by HEPA vacuuming and disinfect wiping of all horizontal surfaces.

CONSTRUCTION CODE OFFICE – ROOM 27:

- Bulging ceiling tiles in rear corner, evidence of past water damage in this area.

Scope of Work – Construction Code Office – Room 27:

1. Follow general remediation guidelines in Appendix I.

2. Cover contents with heavy gauge plastic and tape beneath all discolored ceiling tiles

3. Operate a 500 cfm HEPA air scrubber in the work area.

4. Remove and immediately dispose of all discolored ceiling tiles and inspect ceiling cavity for evidence of water damage/mold. If less than 10 sq. ft. of mold is found in any one area, clean and treat using strict **dust control** methods as outlined on page 3. If 10 or more sq. ft. of mold is found, construct a containment around that area and follow general guidelines in Appendix I.

5. Clean the traffic path to the exit door by HEPA vacuuming and disinfect wiping of all horizontal surfaces.

POLICE DEPT. - GROUND FLOOR:

FIRST RECORDS STORAGE ROOM:

- Water damaged and stained ceiling tiles and damaged plaster ceiling along rear perimeter wall.

SECOND RECORDS STORAGE ROOM:

- Heavy water damage and suspect mold on wall bump-out in corner. This damage is immediately adjacent to built-in shelves with extensive records stored.

Scope of Work – Records Storage Rooms

1. Follow general remediation guidelines in Appendix I.

2. Clean contents within 4 feet of the impacted areas by HEPA vacuuming (all contents) and disinfect wiping non-porous items. Move the contents at least 4 feet away from the impacted areas and store in a protected manner.

3. Operate a 500 cfm HEPA air scrubber in the work area.

4. Remove and properly dispose all damaged plaster (top layer only), as well as other building materials. If less than 10 sq. ft. of mold is found in any one area, clean and treat using strict **dust control** methods as outlined on page 3. If 10 or more sq. ft. of mold is found, construct a containment around that area, remove all shelving necessary to access moldy areas plus 2 feet in all directions, and follow general guidelines in Appendix I.

5. Clean the traffic path to the exit door by HEPA vacuuming and disinfect wiping of all horizontal surfaces.

OLD TRAFFIC DEPARTMENT (currently police offices and storage):

- Extensive water damaged plaster ceilings and upper walls throughout this space. Heaviest damage and suspect mold in the rear storage area.

- Suspect asbestos containing pipe insulation present along the ceiling of this space. Some of the insulation edges are in fair to poor condition and much of the insulation is water stained. Estimated 100 linear feet total present. **Suspect insulation must be tested for asbestos prior to any disturbance.**

Scope of Work – Old Traffic Department:

1. Test pipe insulation for asbestos content. If positive, asbestos abatement, repairs, or cleanup may be required. Final Scope of Work for this area will depend on the results of the asbestos bulk sampling.

2. Temporarily relocate Police offices from this area of the building during remediation due to widespread damages found.

3. Follow general remediation guidelines in Appendix I.

4. Dispose of all unused stored contents. Clean remaining items by HEPA vacuuming and disinfect wiping and store in a protected manner pending completion of remediation.

5. Operate a 2,000 cfm HEPA air scrubber in the work area and create negative air pressure in the work area by venting the air scrubber directly to the outside.

6. Isolate the closed offices with heavy gauge plastic and tape to prevent any cross contamination from outer areas.

7. Remove and properly dispose all damaged plaster (top layer only). Clean and treat impacted areas as per general guidelines in Appendix I.

8. Clean all surfaces in the work area by HEPA vacuuming all surfaces and disinfect wiping all non-porous surfaces.

9. Clean the traffic path to the exit door by HEPA vacuuming and disinfect wiping of all horizontal surfaces.

POLICE RADIO ROOM:

- Water damage on ceiling over the window.

- Suspect asbestos containing pipe insulation also over the window.

Scope of Work – Police Radio Room:

1. Test pipe insulation for asbestos content. If positive, asbestos abatement, repairs, or cleanup may be required. Final Scope of Work for this area will depend on the results of the asbestos bulk sampling.

2. Follow general remediation guidelines in Appendix I.

3. HEPA vacuum then move contents at least 4 feet from the impacted area by the window and store them in a protected manner pending completion of remediation.

4. Operate a 500 cfm HEPA air scrubber in the work area.

5. Remove and properly dispose all damaged wallboard and inspect for hidden mold. If less than 10 sq. ft. of mold is found in any one area, clean and treat using strict **dust control** methods as outlined on page 3. If 10 or more sq. ft. of mold is found, construct a containment around that area and clean and treat impacted areas as per general guidelines in Appendix I.

6. Clean all surfaces in the work area by HEPA vacuuming all surfaces and disinfect wiping all non-porous surfaces.

7. Clean the traffic path to the exit door by HEPA vacuuming and disinfect wiping of all horizontal surfaces.

GSE will work closely to oversee the selected contractor's work and coordinate clearance inspections and testing to facilitate effective remediations and timely clearances.

Respectfully,

Bruce D. Wolf, MPA, HO
Sr. Vice President

BDW/bw

APPENDIX I

General Recommendations *(Apply to all specific areas included in the updated mold remediation specifications dated June 1, 2016)*

1. Hire a qualified and experienced mold remediation company to properly and effectively complete the remediation of the affected areas of the building.

2. All abatement work should be conducted based on all applicable federal, state and local and consensus based regulations, ordinances and industry standards, including but not limited to the safety and health regulations of established by the United States Department of Labor, Occupational Safety and Health Administration (OSHA), New York City Department of Health *Guidelines on Assessment and Remediation of Fungi in Indoor Environments,* and The United States Environmental Protection Agency *Mold Remediation in Schools and Commercial Buildings.*

3. The Contractor's workers performing the cleaning should wear appropriate personal protective equipment, including, but not necessarily limited to respiratory, skin, and eye protection.

4. Contractor should provide GSE with Material Data Safety Sheets (MSDS) for all chemical products used during remediation.

5. Bag all remediation waste in at least 6 mil plastic bags. HEPA vacuum and wipe down with disinfectant prior to removing from the containment. Store discarded items in a closable dumpster for disposal in an approved landfill.

6. Containments shall be constructed with heavy gauge plastic ($\geq$ 6 mil) and tape or spray glue as appropriate. Zip poles should be used to support containment walls as needed. Containment entries shall consist of double flap or zipper entry, as preferred by the contractor.

7. Contractor shall post a sign at all entries to containments:

   "Environmental Remediation Area – DO NOT ENTER
   Only authorized personnel with personal protective equipment allowed"

8. Contents, including paper files, electronics, and furniture, should be HEPA vacuumed and be removed from work areas for storage in an unaffected area of the building or sealed in heavy gauge plastic and tape pending final clearance.

9. As a precaution, have the HVAC system and supply and return registers, as well as the individual heating/cooling units within the building professionally cleaned and sanitized by a NADCA Certified HVAC cleaning contractor.

10. During all remediation activities, seal all open return and supply registers as well as heating/cooling unit vents with plastic and tape.

11. If found during wallboard removal, remove and replace all rotted or otherwise un-cleanable wood building materials.

12. Exposed building material surfaces in impacted areas must be treated using this process:

    - HEPA vacuum
    - Sand or wire brush to remove surface discoloration/mold
    - Re-HEPA vacuum cleaned and surrounding areas
    - Spray and wipe with approved disinfectant- allow to fully dry

13. Any exposed wood building materials (if any) that required aggressive cleaning should be treated with a liberal coating of a clear EPA registered antimicrobial sealant.

14. After remediation is completed, HEPA vacuum all remaining surfaces in each work area with special attention to horizontal surfaces that are prone to collecting dust and disinfect wipe all horizontal non-porous surfaces.

15. It is critical that all source(s) of water intrusion are identified and corrected prior to the completion of mold remediation to prevent reoccurrence of mold growth.