



SCOPE OF WORK

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Date 7/20/2023

To: Richmond Town Center
203 Bridge Street, Richmond, VT 05477
Duncan E. Wardwell
802-336-2092
Dwardwell@richmondvt.gov

From: Julian Hogoboom
Project Manager
ServiceMaster Recovery Management

Re: Flood Emergency
Response

The following proposal is for the water intrusion of the basement and crawl space. Part of the basement is cement flooring with part of the basement and crawl space being dirt floor.

The following information is presented as a general understanding of the current proposed scope of work. Please note the referenced Scope of Work below (the "Work") is based upon preliminary investigation only. As additional items become apparent the scope and critical path will change. All parties will be advised of any deviation to the Scope of Work and agreed adjustments will be made.

I. PROPOSED SCOPE OF WORK:

- Conduct full inspection and moisture mapping.
- Trash out non salvageable contents
- Detailed cleaning and wipe down of all walls in affected areas. Water line is approximately 6 inches high
- Remove impacted drywall in mechanical room at 4 feet
- Clean and sanitize framing after drywall removed
- Detail cleaning and mop the floor in affected areas with concrete floors
- Apply anti-microbial to all walls
- Apply anti-microbial to floors in impacted areas
- Install drying equipment.
- Monitor drying progress until an acceptable dry standard is reached



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This proposal is for emergency mitigation services.

EXCLUSIONS: Environmental remediation or clearances, structural repair work, plumbing or electrical activities.

II. PROPOSED RESOURCES:

The following manpower, materials, and equipment breakdown is presented as a general guideline to how the scope, pricing, and scheduling has been contemplated in this proposal. SRM will scale resources up and down as necessary to accommodate the requests or requirements of the client. SRM may utilize additional labor classifications as they deem necessary to complete the scope of work.

The projected project schedule will consist of the below listed manpower for Two days working 11 hour shifts.

- Each shift will consist of:
 - (1) Project Manager
 - (1) Project Supervisor
 - (10) General Laborers

- SRM will provide all Consumables/Equipment to complete the proposed scope of work.
- SRM will provide continual dumpster rotation to ensure debris is disposed of in a timely manner. The Client is to coordinate access and direct the location of the dumpster placement. SRM is not responsible for damage to surfaces that may be impacted by the placement of these items.
- SRM employees and sub-contractors will be properly supervised.
- SRM will work with the Client to address any special needs that need to be prioritized. Any delays in access, client directives that delay progress, change the scope, or direct the team in a manner contrary to this scope will be subject to change orders.

III. TERMS OF WORK:

- Asbestos sampling – The testing of suspect building materials to verify that asbestos is not present prior to demolition.
- Mobilization/Demobilization – The movement of personnel, equipment and materials to and from the jobsite.
- Mold protocol – Documentation showing impacted and affected building materials. Will provide methods of cleaning or removal.
- Air scrubber - An air circulating/filtering machine with a 3 stage HEPA filtration system designed to filter out 99.9% of particles in the air.
- Negative Air – The process where an air scrubber is vented outside of the work area creating negative pressure/air flow in the work area.
- Manometer – A monitor used to measure negative pressure in a specific area.



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- o Containment Barrier – The use of polyethylene plastic with an access zipper or plywood with framing to keep debris and dust from migrating to other areas of the building and/or minimize and limit access to work areas.
- o HEPA Vacuum – A vacuum with a 4 stages filter system designed to capture 99.97% of soot and fine dust particles.
- o Sanitize – To clean or treat an area with a solution that minimizes/inhibits bacterial and fungal growth
- o Horizontal surfaces – Flat surfaces where dust, soot and debris may settle. Fungal growth may also be present.
- o Controlled Demolition – The removal and disposal of impacted building materials in a manner that minimizes dust, debris, and cross contamination.
- o Detail Clean – Secondary cleaning utilizing a HEPA vacuum, wet/damp cleaning process or combination of both.

IV. SAFETY AND ENVIRONMENTAL CONDITIONS:

SRM shall maintain a copy of all current SDS documentation and safety certifications. At the client's request, SRM will provide the documentation upon request. At the site at all times, SRM will comply with all local, state and federal safety guidelines as applicable to this scope of work. The following manpower, materials, and equipment breakdown is presented as a general guideline to how the scope, pricing, and scheduling has been contemplated in this proposal. SRM will scale resources up and down as necessary to accommodate the requests or requirements of the client. SRM may utilize additional labor classifications as they deem necessary to complete the scope of work.

Asbestos Testing- SRM will require a current asbestos survey to be provided by the client prior to demolition commencing. If no survey is provided or the survey is not sufficient to cover this scope of work the client shall have additional testing completed or at the client's request SRM will contract the required testing through an appropriate third party. All costs related to this testing will be billed to the client.

Microbial Remediation- SRM will follow all state regulations as it applies to microbial remediation projects. Depending on the state in which the project is performed there may be a requirement for pre and post testing as well as supervision by an Industrial Hygienist. SRM will follow the client's direction on engaging a third part hygienist as well as pre- and post-testing in unregulated states. At no time will SRM violate any regulations, laws, or industry standards.

V. QUALITY ASSURANCE

One very important aspect of this project is to implement procedures that will ensure good management and the delivery of a high-quality service in the minimum amount of time. Below are some of the steps that will be taken:

- A. Shifts will be based on working shifts described above for laborers. Supervisors and management will work before and after each labor shift for administrative and preparatory reasons.



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- B. Crews will work each day in a well-defined contiguous work zone. This zone will be completely finished before moving to another area. This will increase both quality and supervisory control.
- C. Once a section has been cleaned the Project Supervisor will be notified. The Project Manager will inspect the area before authorizing the cleaning crew to move to a new area.
- D. Restoration laborers will not work out of eyesight from their supervisor.

VI. ACKNOWLEDGEMENTS:

- A. SRM requests that a designated representative for all communications between all parties is appointed. Daily meetings are held to discuss progress, changes in priorities or pertinent project information.
- B. Travel expenses, lodging and per diem will be invoiced for all personnel on the project. Cost will be invoiced based off market conditions with a 20% markup. Back-up invoices will be included in final billing. This is not included in the rough order of magnitude.
- C. All SRM non-management personnel will be badged and/or uniformed for identification purposes. All outside labor is obtained for mitigation needs and will be charged at the Restoration Laborer classification.
- D. This scope of work is for the building interior
- E. SRM, unless otherwise specified, will provide all equipment and materials necessary to complete this project.
- F. All work and services provided in this scope of services are based on the initial inspections of the damage. Due to unknowns in dealing with losses of this nature, some procedures and the nature of the effort may require adjustment as the job is processed. All services are intended to be accomplished under best effort circumstances.
- G. SRM, will disinfect with a broad-spectrum biocide, however this scope has no consideration for any specific clearance testing.

VII PRICING:

SRM proposes to perform the scope of services as outlined above on a time and materials contract based on the agreed upon Material Rate Schedule that is attached. The estimated (Budgetary) price for the above referenced restoration scope is:

Twenty-Five Thousand Eight Hundred Seventy Dollars and Seventy Six Cents \$25,870.76

Labor-\$13,250.16

Equipment-\$6,430.60

Consumables \$6,190.00



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VIII. ACCEPTANCE OF PROPOSAL:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will due net 30 days. *Please Note-This proposal may be withdrawn by us if not accepted within 5 days.*

Accepted _____ Date _____
Print Name _____ Title _____

CONCLUSION

On behalf of SRM, we wish to thank you for allowing us this opportunity to participate in the recovery of your facility. In the light of such a disaster, it is our sincere desire to provide the finest in restoration and business recovery services to allow you to resume your business as quickly as possible.

Please note all associated back-ups will be produced to validate the final invoice amount. The estimated amount does not include any applicable tax or required permitting fees or prevailing wages.

no less than \$500,000. If Contractor is not required by statute to carry workers' compensation insurance, Contractor agrees: (1) to provide Municipality with evidence documenting Form 29 has been filed with the Vermont Department of Labor, which excludes Corporate officers or LLC members from the requirement of obtaining workers' compensation insurance; (2) to provide prior notice to the Municipality of any change in exemption status (3) to defend, hold harmless, and indemnify Municipality from and against any and all claims and losses brought by Contractor or any subcontractor or other person claiming through Contractor for workers' compensation or employers' liability benefits for damages arising out of any injury or illness resulting from performance of work under this agreement. If any such change requires Contractor to obtain workers' compensation insurance, Contractor agrees to promptly provide Municipality with evidence of such insurance cover.

RICHMOND TOWN CENTER BASEMENT FLOOD CLEANING BID FORM

Submit this page along with supporting documents as your complete bid proposal

The undersigned, having become familiar with the scope of work as outlined in the description of project, hereby proposes to furnish all supervision, technical personnel, labor, materials, machinery, tools, appurtenances, equipment and services required to perform the proposed air conditioning replacement project as outlined, all for the lump sum price for work in place.

RICHMOND TOWN CENTER BASEMENT FLOOD CLEANING LUMP SUM BID

Lump Sum \$: 25,870.76

The Town of Richmond reserves the right to accept or reject any or all bids, or parts thereof, or to select the bid to be in the best interest of the Town.

Identification of sub-contractors

The following sub-contractors will be utilized in the completion of this contract:

Sub-contractor	Specialty
<u>None</u>	<u></u>
<u></u>	<u></u>

Bid submitted by:

Contractor: CCAPS, LLC dba ServiceMaster Recovery Management (SRM)

Address: 54 Echo Place, Suite 3, Williston, VT 05495

Phone: 802-660-0110 E-mail: hmuck@smrestore.net

Contractor Authorized Agent Signature: *Bryce Muck*

Printed Name and Title: Bryce Muck, Government Bids Administrator

Date bid Signed: 9/6/2023 | 9:58 AM PDT