



Invitation

Arlington Public Schools
Procurement Office

Invitation to Bid 15FY23

Invitation to Bid Title:	Environmental Abatement Services for Asbestos, Lighting, and Lead Paint
Invitation to Bid Number:	15FY23
Invitation to Bid Issue Date:	February 02, 2023
Pre-Bid Conference:	A Pre-Bid Conference will not be held for this Solicitation
Bid Closing Date/Time:	February 28, 2023, No Later Than 11:59 P.M. (EST)
Bid Opening Date/Time:	March 01, 2023, at 10:00 A.M. (EST)
Procurement Office Representative:	Carolina Sorto, Procurement Specialist (703) 228-6193, carolina.sorto@apsva.us

This is APS School Board's, operating as Arlington Public Schools ("APS" or "Owner"), Invitation to Bid Number 15FY23 ("ITB") for the establishment of a minimum of one (1) Term Contract for Environmental Abatement Services for Asbestos, Lighting, and Lead Paint ("Work"). Sealed Bids in response to the ITB shall be solely received *electronically*, through a secure cloud-based file sharing platform ("Platform"). Bids **shall not** be received at the Syphax Education Center by mail, express mail, in person, or by courier.

Bidders wishing to submit a Bid in response to the ITB are required to upload the Mandatory Requirements, found in the Instruction to Bidders, into the Platform through the link found on the Current Solicitations webpage, which can be located by accessing APS' Procurement Office website. A link to the webpage is provided below. Found under the Due Date column for ITB 15FY23 of the Current Solicitations table is a link for Bidders to submit their Bids. ("Link to submit Bid – ITB 15FY23"). To assist Bidders with the submission of their respective Bids, screenshots of the steps required to submit a Bid are provided in this ITB.

For a Bid to be considered for award of a Contract, the Bid must be received in the Platform by no later than 11:59 P.M. (EST) on Tuesday, February 28, 2023 ("Bid Closing"). Bidders are strongly encouraged to submit their Bids in advance of Bid Closing to allow sufficient time for the Bids to be uploaded into the Platform before the Bid Closing. The time a Bid is reflected as having been received shall be determined by the time shown under the Activity in the Folder log ("the Log"). If the upload time shown in the Log is after Bid Closing, the Bid will be considered non-responsive and will not be considered for Contract award. **Bids received after the Bid Closing shall not be considered. Confirmation is not**

provided that a Bid has been received in the Platform. However, Bidders can contact Carolina Sorto at: carolina.sorto@apsva.us or 703-228-6193 to request confirmation that its Bid has been received.

Bids **shall not** be opened and announced in the Syphax Education Center but will be done so virtually at 10:00 A.M. (EST) on Wednesday, March 01, 2023 (“Bid Opening”) using Microsoft Teams. Anyone wishing to view the Bid Opening can also find the link to the Microsoft Teams invite under the Due Date column of the Current Solicitations table on the Procurement Office website (“Link to Bid Opening – ITB 15FY23”). Please note, the link requires attendees to use the Microsoft Teams application or the Google Chrome browser to view the Bid Opening.

For further information, please contact Carolina Sorto at: carolina.sorto@apsva.us or 703-228-6193.

Link to the Current Solicitations webpage: <https://www.apsva.us/procurement-office/current-solicitations/>

All Bids must be submitted on the enclosed pages bearing the caption Bid Form (collectively “Bid Form”) or a copy thereof. All pages of the Bid Form must be submitted and all blanks in the Bid Form must be completed or noted as not applicable. A notation of “not applicable” or “N/A” shall be used only if the information requested is not a required or mandatory element of the Bid. A person authorized to bind the Bidder in contractual matters must sign the Bid Form. Mandatory provisions of this ITB are indicated by the inclusion of the words "shall" or "must" to identify the Bidder's obligations. Failure to comply with any requirement stated as mandatory either in this Invitation or in the Instructions to Bidders shall result in rejection of the Bid as non-responsive, except to the extent the failure or omission either is not a mandatory statutory requirement or does not affect price, quantity, quality, or time. A response to, and meeting, any qualifications and mandatory requirements set forth in the Instructions to Bidders, if any, is mandatory. In limited circumstances as set forth in Instructions to Bidders, Section 27, mandatory information may be supplemented. Any mandatory requirement for which supplementation is not addressed in Instructions to Bidders, Section 27, must be satisfied in the Bid to be responsive and no supplementation will be permitted.

1.0 Purpose:

- 1.1. This solicitation is being issued to establish a minimum of one (1) Term Contract(s) for "as required" Services for the Work for all schools and departments of APS, and will be used as a primary source for the items listed herein during the term of any Contract awarded from this solicitation. Further detail regarding the Scope of Work and the Specifications applicable to the Work are set forth in the Contract Documents. The right is reserved to APS to make multiple awards if, following evaluation of the Bids, APS determines in its sole discretion that it would be in the best interests of APS to do so. In the event multiple awards are made, no minimum percentage of the Work is guaranteed to any Contractor. When multiple awards are made, preference will be given to the Bidder submitting the lowest Bid Evaluation Total in ordering performance, subject to the reasonable discretion of APS in achieving prompt, efficient and acceptable performance.
- 1.2. The labor rates and any materials costs specified in the Bid Form shall include all direct and indirect overhead costs, benefits, insurance, transportation, materials, equipment, and other general and administrative cost or markup of any type.

2.0 Bid Documents:

The Bid Documents for this solicitation consist of this Invitation, the Instructions to Bidders, the Scope of Work, all Addenda issued prior to the Bid Closing, and the Bid Form. The Contract Documents are as defined in the form Agreement included with this solicitation. All provisions of the Bid Documents and of the Contract Documents shall apply to this solicitation, and submission of a Bid shall be the Bidder’s confirmation of the acceptance thereof and agreement to comply therewith.

3.0 Pre-Bid Conference:

A Pre-Bid Conference will not be held for this solicitation.

4.0. Taxes:

APS is exempt from the payment of any federal excise taxes Tax. The price Bid must be net, exclusive of federal excise taxes. However, when under established trade practice any federal excise tax is included in the list price the

Bidder may quote the list price and shall show separately the amount of federal tax, either as a flat sum or as percentage of the list price, which shall be deducted by APS in evaluating the Bid. The APS Federal Excise Tax Number is 54-6001128. Bidders located outside the Commonwealth of Virginia may charge and collect their own local/state sales tax when the Bid Documents provide that the Goods are to be picked up by APS at Bidder's out of Virginia place of business.

5.0 Term of Contract and Renewals:

- 5.1. The initial term of any Contract awarded shall commence on the date the Contract is fully executed by the Procurement Director/Procurement Agent and expiring on the last day of the twelfth (12th) month following execution of the Contract by the Procurement Director/Procurement Agent ("Initial Contract Term"), unless otherwise stated in the Contract.
- 5.2. Any Contract awarded may be renewed for a term not to exceed one (1) year ("Renewal Contract Term") by written notice given by APS at any time prior to thirty (30) Days after expiration of the preceding Initial Contract Term or Renewal Contract Term. No representative of APS has any authority to order, direct or request work after expiration of the Initial Contract Term or Renewal Contract Term and prior to a Renewal Contract Term in strict compliance with the renewal terms herein. APS, at its sole discretion, has the right, but is under no obligation, to exercise this right to renewal not to exceed four (4) Renewal Contract Terms at the same terms and conditions.
- 5.3. APS, at its sole discretion, may, but is not required to, extend any existing Initial Contract Term or Renewal Contract Term for a period of not more than six (6) months to allow for completion of Work in progress at the time of scheduled expiration of the Initial Contract Term or a Renewal Contract Term. If the Initial Contract Term or a Renewal Contract Term is not extended, all Work shall terminate at the expiration of the Contract Term or Renewal Contract Term in which it began.
- 5.4. For additional provisions regarding the Initial Contract Term and Renewal Contract Terms, the Bidder is directed to the Agreement provided with this solicitation and all Contract Documents referenced therein.

6.0 Certification Regarding Criminal Convictions:

Refer to Instructions to Bidders and the Bid Form for required certifications regarding criminal convictions.

7.0 Nondiscrimination Requirements:

- 7.1. APS does not discriminate against faith based organizations in the solicitation or award of Contracts.
- 7.2. APS does not discriminate against a Bidder because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment.
- 7.3. APS does encourage the inclusion in the procurement process of small businesses, businesses owned by women, minorities and service disabled veterans, and employment services organizations, all as provided by Va. Code Ann. § 2.2-4310.

8.0 Rejection of Bids; Waiver of Informalities:

APS reserves the right to cancel this solicitation, to reject any and all Bids, and to waive informalities in Bids.

9.0 Jointly Procured Contract for use by Other Public Bodies: Intentionally Deleted

10.0 Request for Comments:

Following the award of any Contract or Contracts, or the cancellation of this solicitation, all Bidders or potential Bidders are invited to provide to APS written comments regarding the manner in which this solicitation was conducted and any suggested modifications to that process which might make future solicitations by APS more efficient, more productive, and more attractive to potential Bidders.

End of Invitation

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Instructions to Bidders

1. **Meaning of Terms:**

All terms used in the Invitation, these Instructions to Bidders, the Bid Form, or any Addenda shall have the meanings established by the Contract Documents.

2. **Failure to Comply with Mandatory Requirements:**

Mandatory provisions of this ITB are indicated by the inclusion of the words "shall" or "must" to identify the Bidder's obligations. Failure to comply with these requirements or with any other requirements stated as mandatory either in this Invitation, these Instructions to Bidders, the Bid Form, or any Addenda shall result in rejection of the Bid as non-responsive, except to the extent the failure or omission either is not a mandatory statutory requirement or does not affect price, quantity, quality or time, or if the requirement is designated in the Bid Documents as a Class 2 Mandatory Requirement for which supplementation after Bid Opening may be permitted.

3. **Bidder Registration, Licensing and Certification:**

3.1. To be eligible to Bid and to perform any Contract which may be awarded, a Bidder is required to be qualified to do business in Virginia in the name in which the Bid is being submitted, including but not limited to any required filings of applicable fictitious name authorizations.

3.2. To be eligible to Bid and to perform any Contract which may be awarded, a Bidder is required to have in effect all business licenses, Contractor licenses and trade certifications required by federal or state law or regulation, or by Arlington County, Virginia ordinance or regulation to perform the Services which are the subject of this solicitation.

3.3. A Bidder shall submit with the Bid Form information of all registrations, licenses or certifications required by the Bid Documents. Each information shall show that such license or certification is current and valid.

3.4. See "Submission of Bids" below for additional requirements regarding Bidder's registration licensing and certification.

3.5. The Bid Form provides for identification of the Bidder's State Corporation Commission Identification Number and for explanation of any reason the Bidder is not required to be authorized to transact business in the Commonwealth of Virginia.

3.6. These are mandatory provisions in the Bid Form and failure to complete these sections properly shall make the Bid non-responsive.

4. **Examination of Bid Documents:**

4.1. Each Bidder shall thoroughly examine the Bid Documents. The Bidder's failure or omission to examine any Bid Document shall not relieve the Bidder from any obligations with respect to its Bid or to any Contract which may result therefrom. Each Bidder shall be responsible for the discovery and resolution by inquiry of any ambiguity, discrepancy, error, omission or conflict in the Bid Documents and Contract Documents which in the exercise of reasonable care a reasonably competent Contractor in the field of work involved reasonably should have discovered, all of which shall be included in the Bidder's Bid Evaluation Total.

5. **Bidder's Questions:**

5.1. All questions regarding this solicitation, other than those submitted at the Conference, must be submitted in writing via email, addressed to: Carolina Sorto, Procurement Specialist, at carolina.sorto@apsva.us and Doug Martin, Environmental Services Program Manager at doug.martin@apsva.us and must be received by 5:00 P.M. EST, Friday February 17, 2023.

5.2. The Procurement Office will issue written answers to all questions timely submitted. If a Conference is conducted, the Procurement Office will issue written answers to all questions raised at the Conference as

an Information Item. Information Items shall be posted on the APS website (www.apsva.us) (“the APS Website”) and shall be posted on Virginia’s online electronic procurement system (“eVA”). It is the responsibility of each Bidder to access this information.

- 5.3. Modification of the Bid Documents shall be accomplished only by written Addendum issued by APS. If the answer to a question modifies the Bid Documents, it will be incorporated in and published as an Addendum. No answer to a question as an Information Item shall be deemed to be an Addendum.

6. **Addenda:**

- 6.1. The Bid Documents shall be modified only by written Addendum issued by APS.
- 6.2. All Addenda shall be deemed to be a part of the Bid Documents.
- 6.3. All Addenda shall be posted on the APS website and shall be posted on eVA. It is the responsibility of each Bidder to access this information.
- 6.4. The Bidder shall identify on the Bid Form in the space provided all Addenda received by the Bidder and which are included in the Bid, or the Bidder can include a copy of all Addenda with its Bid. It shall be the responsibility of each Bidder to confirm prior to submission of a Bid that it has received all Addenda. Failure of a Bidder to in fact have done so shall not relieve the Bidder from the requirements of the Bid, including all Addenda issued. Failure to comply with this requirement does not automatically make a Bid non-responsive. By submitting a Bid, the Bidder agrees that it is bound by its Bid and that it will accept any Contract awarded even if it did not obtain all Addenda before submitting a Bid.

7. **Information Items:**

- 7.1. All questions received timely shall be addressed by written Information Item.
- 7.2. The Bid Documents shall not be modified by an Information Item.
- 7.3. All Information Items shall be posted on the APS website and shall be posted on eVA. It is the responsibility of each Bidder to access this information.

8. **Submission of Bids:**

- 8.1. Bidders wishing to submit a Bid in response to the ITB are required to upload the Mandatory Requirements, found in the Instruction to Bidders, Section 27, into the Platform through the link found on the Current Solicitations webpage under the Procurement Office website. Found under the Due Date column for ITB 15FY23 of the Current Solicitations table is a link for Bidders to submit their Bid. (“Link to submit Bid – ITB 15FY23”). To assist Bidders with their Bid submission, screenshots of the steps required to submit a Bid are provided in this ITB.
- 8.2. For a Bid to be considered for award of a Contract, the Bid must be received in the Platform by no later than 11:59 P.M. (EST) on Tuesday, February 28, 2023 (Bid Closing). Bidders are strongly encouraged to submit their Bids in advance of Bid Closing to allow sufficient time for the Bids to be uploaded into the Platform before the Bid Closing. The time a Bid is reflected as having been received shall be determined by the time shown under the Activity in the Folder log (“the Log”). If the upload time shown in the Log is after Bid Closing, the Bid will be considered non-responsive and will not be considered for Contract award. **Bids received after the Bid Closing shall not be considered. Confirmation is not provided that a Bid has been received in the Platform. However, Bidders can contact Carolina Sorto at: carolina.sorto@apsva.us or 703-228-6193 to request confirmation that its Bid has been received.**
- 8.3. Submission of Bids by email or facsimile will not be accepted. Bids **shall not** be received at the Syphax Education Center by mail, express mail, in person, or by courier.
- 8.4. All Bids must be submitted on the enclosed pages bearing the caption Bid Form (collectively “Bid Form”)

or a copy thereof.

- 8.5. **It is mandatory that everything in the Bid Form is completed. A price must be entered for each line item to be considered for award.** All pages of the Bid Form must be submitted and all blanks in the Bid Form must be completed or noted as not applicable. A notation of “not applicable” or “N/A” shall be used only if the information requested is not a required or mandatory element of the Bid.
- 8.6. A person authorized to bind the Bidder in contractual matters must sign the Bid Form. Mandatory provisions of this ITB are indicated by the inclusion of the words "shall" or "must" to identify the Bidder's obligations. Failure to comply with any requirement stated as mandatory either in this Invitation or in the Instructions to Bidders shall result in rejection of the Bid as non-responsive, except to the extent the failure or omission either is not a mandatory statutory requirement or does not affect price, quantity, quality or time.
- 8.6.1. Bid amounts shall be stated both in writing and in figures if the blanks in the Bid Form so provide, and shall state the same amount. If there is a variance between the written amount and the numerical amount, the written amount shall prevail.
- 8.6.2. Include only one price for each line item for which a price is to be provided.
- 8.6.3. If there is a variance between a unit price and an extension price, the unit price will prevail.
- 8.6.4. All entries shall be typed or handwritten in ink or other form of permanent marker; pencil shall not be used.
- 8.6.5. In the event there are any erasures or other modifications to previously written or typed entries, each such erasure or other modification shall be initialed by the person signing the Bid and a brief explanation included in the margin on the same page.
- 8.6.6. Each signature appearing on the Bid Form shall be handwritten, shall indicate such person's authority to bind the Bidder, and shall be accompanied by the name of the signatory and the signatory's title either typed or printed legibly. A person authorized to bind the Bidder in contractual matters must sign the Bid Form.
- 8.6.6.1. If the Bidder is a corporation, the legal name of the corporation on file with the Virginia State Corporation Commission shall be set forth above the signature line, together with the signature of the officer or officers authorized to sign Contracts on behalf of the corporation.
- 8.6.6.2. If the Bidder is a limited liability company, registered limited liability partnership, or limited partnership, the legal name of the firm on file with the Virginia State Corporation Commission shall be set forth above the signature line, together with the signature of the officer, officers, member, members, partner or partners as applicable authorized to sign Contracts on behalf of the firm.
- 8.6.6.3. If the Bidder is a partnership, the name of the partnership as stated in the partnership agreement shall be set forth above the signature line, together with the signature of the partner or partners authorized to sign Contracts on behalf of the firm.
- 8.6.6.4. If the Bidder is submitting a Bid under a trade name, the Bidder shall be identified on the signature line in the true name of the entity doing business as the trade name by the person authorized to sign Contracts on behalf of the firm.
- 8.6.7. The Bidder shall provide, in the space provided or directed in the Bid Form, (i) its Social Security number if an individual, or (ii) its federal employer identification number if a business entity other

than an individual.

- 8.7. Any Bid received after the Bid Closing, will not be considered.
- 8.8. Each Bidder must use the Bid Form for submitting its Bid. The Bidder shall upload one (1) copy of the Bid Form duly signed with the corporate seal impressed, if applicable, into the Platform, keeping all remaining pages for the Bidder's files. For purposes of this provision, a copy is an exact duplicate of the attached Bid Form reproduced in any manner with no modifications, additions or deletions. By executing and submitting the Bid Form, the Bidder acknowledges that it has read all Bid Documents, understands them, and agrees to be bound by all terms and conditions therein.
- 8.9. Submission of Proprietary Information. The Virginia Public Procurement Act provides limitations on the right of a Bidder to assert that information submitted as part of a Bid is proprietary information or contains trade secrets which are not subject to public disclosure. For any information the Bidder seeks to exclude from public disclosure, the burden shall be on the Bidder to comply with all applicable requirements of the Virginia Public Procurement Act. Any documentation related to such attempt to preserve the limitation of public disclosure of any information shall be submitted as a part of the Bid submission but as a separate Attachment properly marked and paginated to clearly establish the intent of such submission.
- 8.10. Any quantities set forth in the Bid Form or elsewhere in this solicitation are estimates only, and are given for the information of Bidders and for the purpose of Bid evaluation. They do not indicate the actual quantity that will be ordered since the actual volume will depend upon requirements that develop during the Contract Period.
- 8.11. APS will not accept, any erasures, exceptions, or modifications to the Agreement or the Terms and Conditions. Bids that include such erasures, exceptions, or modifications shall be deemed non-responsive.

9. Contract Award:

- 9.1. If an award is made, APS will make the award for this solicitation to as many Bidders as deemed necessary to fulfill the anticipated requirements of APS. The award, if made, will be made first to the lowest responsible Bidder submitting the lowest responsive Bid based on the lowest Bid Evaluation Total amount in the Bid Evaluation Formula set forth in the Bid Form. If APS deems it necessary or in its best interests to make award to more than one Bidder, the additional awards will be made to responsible Bidders submitting responsive Bids in ascending order starting with the second lowest Bid Evaluation Total and continuing until, in the sole discretion of APS, sufficient awards have been made to fulfill the anticipated requirements. In the event multiple awards are made, no minimum percentage of the Work is guaranteed to any Contractor. When multiple awards are made, preference will be given to the Bidder submitting the lowest Bid Evaluation Total in ordering performance, subject to the reasonable discretion of APS in achieving prompt, efficient and acceptable performance.
- 9.2. Award of any Contract shall not create any minimum or guaranteed quantity of Goods or Services to be ordered by APS during the term of the Contract, which quantities shall be at the sole discretion of APS.
- 9.3. If the lowest responsive Bid from a responsible Bidder projects to a price in excess of available funds based upon anticipated needs for the Initial Contract term, or exceeds the permissible maximum for a term contract, the right is reserved to APS to negotiate with the apparent low Bidder to obtain a pricing structure which will result in the anticipated needs for the Initial Contract term being within available funds. Such negotiation may include consideration of value engineering, substitution of materials or equipment, modification of unit pricing, and such other modifications of the proposed Scope of Work or other Contract requirements which are consistent with the Work as initially solicited and with the public needs APS has a duty to satisfy. APS and the apparent low Bidder will discuss all such proposed means for reduction of the cost of anticipated needs for a period not to exceed sixty (60) days from the Bid Opening, and if unable to reach agreement within that time all Bids shall be rejected and the solicitation shall be cancelled.

- 9.4. In the case of a tie Bid if there is only one award:
- 9.4.1. Preference shall be given to Goods and Services provided by a Bidder who or which is a resident of, or maintains its principal office in, Arlington County, if such a choice is available.
 - 9.4.2. If none of the tied Bidders are residents of or maintain the principal office in Arlington County, preference shall be given to Bidders who or which are residents of or maintain the Bidder's principal office in Virginia when tied with Bidders not resident in or not maintaining its principal office in Virginia.
 - 9.4.3. If the tie is not resolved through application of either of the foregoing procedures, the tie shall be decided by lot.

10. Withdrawal of Bids:

- 10.1. All Bids submitted as of the Bid Closing shall remain in effect for a minimum of ninety (90) Days following the Bid Opening if not permitted to be withdrawn as provided in these Instructions. If APS fails to either issue notice of intent to award, make an award, or request an extension of Bids prior to the expiration of such ninety (90) day period, this solicitation shall be deemed cancelled. APS may request an extension of Bids prior to the expiration of such ninety (90) Day period for a time stated in the request. No Bidder shall be required to consent to such extension and, if the Bidder declines to consent to the extension request, its Bid will be deemed withdrawn at the end of the ninetieth (90th) Day after the Bid Opening and will not be considered further. For purposes of this circumstance only, the restrictions set forth below on withdrawal of a Bid are not applicable. The Bid of any Bidder who agrees to the extension request shall remain in effect for the period of time stated in the Owner's extension request.
- 10.2. A Bidder may make a written request to the Procurement Director/Procurement Agent to withdraw its Bid at any time prior to the Bid Opening. The request must be time stamped as received by the Procurement Director/Procurement Agent prior to the Bid Closing.
- 10.3. After the Bid Opening, a Bidder may make a written request to the Procurement Director/Procurement Agent to withdraw its Bid. The written request must be time stamped as received by the Procurement Director/Procurement Agent no later than 5:00 P.M. EST on the first full business day following the Bid Opening.
- 10.4. Whether the request to withdraw a Bid is made before or after the Bid Closing, a Bidder may request withdrawal of its Bid from consideration only if the price bid was substantially lower than the other Bids due solely to a clerical or arithmetical mistake therein, as opposed to a judgment mistake, and was actually due to an unintentional arithmetical error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of the Bid, which can be clearly shown by objective evidence drawn from inspection of the Bidder's original work papers, documents and materials used in preparation of the Bid. The Bidder shall provide the original work papers, documents, and materials within the same time as required for the notice seeking withdrawal of the Bid.
- 10.5. If the Procurement Director/Procurement Agent denies the written request to withdraw a Bid, the Bidder shall be notified in writing stating the reasons for the decision. Award of the Contract, if any award is made, shall be made to the Bidder at the Bid price if the Bidder is a responsible Bidder submitting the lowest responsive Bid.
- 10.6. No Bid may be withdrawn when the result would be the awarding of the Contract on another Bid of the same Bidder or of another Bidder in which the ownership of the withdrawing Bidder is more than five (5) percent.
- 10.7. If a Bid is permitted to be withdrawn, it shall not be considered in determining the lowest responsive Bid.

- 10.8. No Bidder who is permitted to withdraw a Bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the Contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn Bid was submitted.

11. Award of Contract:

- 11.1. A notice of intent to award the Contract or Contracts or notice of Contract award for this solicitation shall be posted on a public bulletin board located in Syphax.
- 11.2. The initial term of any Contract awarded shall commence on the date the Contract is fully executed by the Procurement Director/Procurement Agent and expiring on the last day of the twelfth (12th) month following execution of the Contract by the Procurement Director/Procurement Agent (“Initial Contract Term”), unless otherwise stated in the Contract.
- 11.3. Any Contract awarded may be renewed for a term not to exceed one (1) year (“Renewal Contract Term”) by written notice given by APS at any time prior to thirty (30) Days after expiration of the preceding Initial Contract Term or Renewal Contract Term. No representative of APS has any authority to order, direct or request work after expiration of the Initial Contract Term or Renewal Contract Term and prior to a Renewal Contract Term in strict compliance with the renewal terms herein. APS, at its sole discretion, has the right, but is under no obligation, to exercise this right to renewal not to exceed four (4) Renewal Contract Terms at the same terms and conditions.
- 11.4. APS, at its sole discretion, may, but is not required to, extend any existing Initial Contract Term or Renewal Contract Term for a period of not more than six (6) months to allow for completion of Work in progress at the time of scheduled expiration of the Initial Contract Term or Renewal Contract Term. If the Initial Contract Term or Renewal Contract Term is not extended, all Work shall terminate at the expiration of the Initial Contract Term or Renewal Contract Term in which it began.
- 11.5. The Contractor agrees that prices shall remain firm for the Initial Contract Term. If consideration is to be given to adjusting the price after the Initial Contract Term or a Renewal Contract Term, the price may be adjusted only upon approval of a written request to the Procurement Director/Procurement Agent. Upon receipt of the Contractor’s request, APS shall make a determination to approve or adjust the requested price increase based upon its investigations and the information provided by the Contractor. Any price adjustment agreed to shall take place only in accordance with the schedule defined above.
- 11.6. The request for an adjustment in the price shall include as a minimum, (1) the cause for the adjustment; (2) proposed effective date; and, (3) the amount of the adjustment requested with documentation to support the requested adjustment (i.e., appropriate Bureau of Labor Statistics index, change in manufacturer's price, etc.)
- 11.7. The request for an adjustment must be received at least thirty (30) days prior to the effective date of the expiration of the Initial Contract Term or Renewal Contract Term and shall become effective only upon approval by the Procurement Director/Procurement Agent. The adjusted price shall not apply to orders received by the Contractor prior to the effective date of the approved increased price. Orders placed via Purchase Order, shall be considered to have been received by the Contractor after the fifth (5th) calendar day following the date issuance. The Procurement Director/Procurement Agent may cancel, without liability to either party, any portion of the Contract affected by the requested adjustment and any materials, supplies or Services undelivered at the time of such cancellation.
- 11.8. Submission of a Bid by any Bidder to which an award is made, if made, is a certification that the Bidder has exercised due diligence to become familiar with the anticipated conditions at all Project Sites, become familiar with local conditions under which the Work is to be performed, and has examined all Contract Documents.

- 11.9. All funds for payments by APS under any Contract awarded are subject to the availability of an annual appropriation for this purpose by the Arlington County School Board (“School Board”). In the event of non-appropriation of funds by the School Board for the Goods or Services provided under the Contract, APS will terminate the Contract, without termination charge or other liability to APS, on the last day of the then current fiscal year or when the appropriation made for the then current year for the Services covered by this Contract is spent, whichever event occurs first. APS will endeavor to provide reasonable Notice of such termination, but no formal notice of such termination is required of APS, and APS shall not order any Goods or Services to be provided after such termination date.
- 11.10. The form of Contract to be signed by APS, if an award is made, shall be the form included in these Bid Documents and identified as “Agreement”. Two (2) copies of the Agreement shall be signed by the Owner.

12. Construction Safety:

- 12.1 The Bidder shall include a list of all the following safety violations which have become final in the three (3) years prior to Bid Closing:
- 12.1.1. Willful violations, violations for failure to abate, or repeated violations, for which the Bidder was cited by: (a) the United States Occupational Safety and Health Administration; (b) the Virginia Occupational Safety and Health Administration; or (c) the occupational safety and health plan of any other state; or
 - 12.1.2. Serious construction safety violations for which the Bidder was cited by: (a) the United States Occupational Safety and Health Administration; (b) the Virginia Occupational Safety and Health Administration; or (c) the occupational safety and health plan of any other state following a report or notification to the Bidder, his agent or employee of such hazard or potential violation by an authorized inspector.
 - 12.1.3. If the Bidder has received or been the subject of no such violations in the previous three (3) years, then the Bidder shall so indicate by sworn affidavit.
 - 12.1.3.1. The sworn affidavit shall consist of a written statement from the Bidder stating they have received no violations listed in 12.1.1 and 12.1.2 above from the United States Occupational Safety and Health Administration, the Virginia Occupational Safety and Health Administration or the occupational safety and health plan of any other state. This statement shall be notarized and included as part of your Bid.
- 12.2. No Contract shall be awarded to any Bidder who has been the subject of any citations for the violations listed in Section 12.1.1 and 12.1.2 above which have become final in the three years prior to Bid Closing.
- 12.3. Any Bidder precluded from the award of a Contract by the foregoing provisions may appeal to the Procurement Director/Procurement Agent or his designated representative for an exemption. Such appeal shall be in writing and must be submitted at least seven (7) days within being notified of the preclusion of Contract award. The Bidder may include in the appeal any facts surrounding the violation which may be relevant to the appeal, as well as any safety measures or safety training programs instituted since the violation which precluded the award of a Contract.
- 12.4. **As a Class 2 Mandatory Requirement, Bidders are to submit a written, comprehensive safety and health plan as part of its Bid.**

13. Bid Security:

No Bid security is required for this solicitation. However, by submitting a Bid the Bidder agrees that if the Contract is awarded to Bidder and Bidder fails to execute the Contract and proceed with performance of the Contract, Bidder will pay to APS the difference between the cost of performance during the Initial Contract Term by the next low responsive, responsible Bidder and what would have been paid to the Bidder for the same Work.

14. Performance and Payment Bonds:

No performance bond or payment bond is required for any Contract awarded based upon this solicitation.

15. Quotation Limitations:

Bidders shall offer only one (1) item and price for each line item Bid. Alternatives will be accepted only if the Bid Form expressly requests alternates. Violation of this restriction creates unnecessary confusion and will result in the Bid being deemed nonresponsive and eliminated from further consideration. Substitutions will be permitted only if approved as required in these Instructions to Bidders. Insertion of unapproved substitutions creates unnecessary confusion and will result in the Bid being deemed nonresponsive and eliminated from further consideration. A discount price offered for a quantity purchase of the same manufacturer and model is not prohibited, but only the single line item and price in the Bid Form will be considered in calculating the Bid Evaluation Total as set forth in the Bid Evaluation Formula and making any award.

16. Employment of Illegal Aliens:

All Bidders are informed that any Contract which may be issued as a result of this solicitation will contain a provision by which the Contractor shall be required to confirm that it does not, and shall not during the performance of the Contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986, in compliance with Va. Code. Ann. § 2.2-4311.1.

17. Certification Regarding Criminal Convictions:

17.1 All Contracts with Arlington County School Board, where the Contractor or its employees, or its Subcontractors or their employees, will have direct contact with students on school property during regular school hours, or during school-sponsored activities, shall require the Contractor to certify that neither it nor any of its employees nor any of its Subcontractors' nor any of its Subcontractors' employees, who will have direct contact with students, have been:

- (1) convicted of a felony or of a sexually violent offense as defined in Va. Code Ann. § 9.1-902 as mandated by Va. Code Ann. § 18.2-370.5,
- (2) convicted of an offense occurring on or after July 1, 2006, where the offender was more than three years older than the victim involving:
 - (a) the rape of a child under age 13 pursuant to Va. Code Ann. § 18.2-61.A(iii),
 - (b) forcible sodomy of a child less than 13 years of age pursuant to Va. Code Ann. § 18.2-67.1.A.1,
 - (c) object sexual penetration of a child under 13 years of age pursuant to Va. Code Ann. § 18.2-67.2.A.1, or
 - (d) any similar offense under the laws of any foreign country or any political subdivision thereof, or the United States or any political subdivision thereof.

This requirement is applicable without exception for a person convicted of a felony or of a sexually violent offense as defined in Va. Code Ann. § 9.1-902, but for all other offenses set forth above this requirement does not apply unless the qualifying offense was done in the commission of, or as a part of the same course of conduct of, or as part of a common scheme or plan as a violation of:

- (a) abduction or kidnapping in violation of Va. Code Ann. § 18.2-47.A,
- (b) abduction with intent to extort money of for immoral purpose in violation of Va. Code Ann. § 18.2-48,

- (c) burglary in violation of Va. Code Ann. § 18.2-89,
- (d) entering a dwelling house with intent to commit murder, rape, robbery or arson in violation of Va. Code Ann. § 18.2-90,
- (e) aggravated malicious wounding in violation of Va. Code Ann. § 18.2-51.2, or
- (f) any similar offense under the laws of any foreign country or any political subdivision thereof, or the United States or any political subdivision thereof.

17.2 The Contractor certification shall also cover its employees, its Subcontractors and employees thereof, assigned to the Work after Contract award. The Contractor, upon demand from APS, shall provide all information which allowed for the Contractor's certification

17.3. **As a Class 1 Mandatory Requirement, the Contractor shall submit to the Owner a completed Contractor Certification Regarding Criminal Convictions on the form provided at Appendix 1 as an attachment to its Bid.**

18. Contractor Prohibited in Assisting Person for New Job if Engaged in Misconduct with Minor:

As a condition of being awarded a Contract, and Contract Renewal(s), the Contractor acknowledges it is prohibited from assisting the elected and appointed officials of APS, its officers, current and former employees, agents, departments, agencies, boards, and commissions employee, and contractors, including all levels of subcontractors, in obtaining a new job if the Contractor knows or has probable cause to believe that the elected and appointed officials of APS, its officers, current and former employees, agents, departments, agencies, boards, and commissions employee, and contractors, including all levels of subcontractors, engaged in sexual misconduct regarding a minor or student in violation of law.

19. Additions/Deletions:

APS reserves the right to add similar items/Services or delete items/Services specified in any resultant Contract as requirements change during the period of the Contract. APS and the Contractor will mutually agree to prices for items/Services to be added to the Contract. In the absence of agreement, APS shall set the price based on the most comparable previously established unit price. Invoices and payments shall be made based on the price established by APS, with all rights reserved to Contractor to pursue any claim disputing the price. Change orders will be issued for all additions or deletions, in accordance with the approval process contained in the Procurement Resolution

20. News Releases by Contractors:

As a matter of policy, APS does not endorse the products or Services of a Contractor. Contractor will not make news releases concerning any resultant Contract from this solicitation without the prior written approval of APS, which approval APS is under no obligation to grant. No news release shall be issued by Contractor regarding any Contract without the prior approval by the Procurement Director/Procurement Agent of the content and format.

21. Bidder Interested in More Than One Bid:

If more than one Bid is offered by or on behalf of one party, either directly or by any affiliate or representative, all such Bids shall be rejected. A party who has quoted prices on work, materials, or supplies to a Bidder is not thereby disqualified from quoting prices to other Bidders or firms submitting a Bid directly for the work, materials or supplies.

22. Officials not to Benefit:

22.1. By signing the Bid, the Bidder certifies, that to the best of his or her knowledge no APS official or employee having official responsibility for the procurement transaction, or member of his or her immediate family, has received or will receive any financial benefit of more than nominal or minimal value relating to the award of this Contract. If such a benefit has been received or will be received, this fact shall be disclosed with the Bid or as soon thereafter as it appears that such a benefit will be received. If such a benefit is discovered at any time after award of the Contract, it shall be disclosed immediately to APS. Failure to

disclose the information prescribed above may result in suspension or debarment, or rescission of the Contract made, or could affect payment pursuant to the terms of the Contract.

22.2. Whenever there is reason to believe that a financial benefit of the sort described in Section 22.1 has been or will be received in connection with a Bid or Contract, and that the Contractor has failed to disclose such benefit or has inadequately disclosed it, the Procurement Director/Procurement Agent, as a prerequisite to payment pursuant to the Contract, or at any other time, may require the Contractor to furnish, under oath, answers to any interrogatories related to such possible benefit.

22.3. In the event the Bidder has knowledge of benefits as outlined above, this information should be submitted with the Bid. If the above does not apply at time of award of Contract and becomes known after inception of a Contract, the Bidder shall address the disclosure of such facts to the Procurement Director/Procurement Agent, 2110 Washington Blvd., Arlington VA 22204. Relevant Invitation to Bid Number (see page 1) should be referenced in the disclosure.

23. Expenses Incurred in Preparing Bid:

APS shall have no liability for any expense incurred by any Bidder in the preparation and presentation of a Bid. All expenses related to a Bid are the sole responsibility of the Bidder.

24. Jointly Procured Contract for use by Other Public Bodies: Intentionally Deleted

25. Substitutions:

25.1. The name of a certain brand, make, manufacturer, or definite specification is to denote the quality standard of article desired, but does not restrict Bidders to the specific brands, make, manufacturer, or specification named provided that the Bidder has obtained approval of the substitute as required below. It is to set forth and convey to prospective Bidders the general style, type, character and quality of article desired. Whenever in Contract Documents a particular brand, make of material, device or equipment is shown or specified, such brand, make of material, device or equipment shall be regarded as a standard. Any other brand, make of materials, device, or equipment which, in the opinion of the Owner, is recognized as the equal of that specified, and is considered equal in quality, workmanship, design and economy of operation, and is suitable for the purpose intended, will be accepted and may be used in the work if approved as a substitute, except as stated otherwise in Product Requirements.

25.2. Substitute materials proposed as equals to materials specified must be submitted in writing to the Owner, in care of the Procurement Director/Procurement Agent with full substantiating data for evaluation no later than twenty (20) Days prior to Bid Closing.

26. Minimum Qualifications of Bidders:

26.1. Bidders must have a minimum of ten (10) years continuous experience, prior to Bid Closing, in the management and operation of a business engaged in providing the Work, and currently engaged in providing these Services to commercial or public body accounts under contract.

26.2. Bidders must provide with their Bid a list of three (3) commercial or public body references for work of a similar nature (multi-sited facilities and various ages of buildings) performed under a term contract and which clearly demonstrate the Bidder's ability to successfully perform under any resulting Contract. References must be within the last five (5) years preceding Bid Closing. Please verify the names, addresses, phone numbers and email addresses prior to submitting them as references.

27. Mandatory Requirements:

27.1 The following are Class 1 Mandatory Requirements which **must** accompany your Bid. Failure to provide any of the following Class 1 Mandatory Requirements with your Bid will result in the Bid being considered non-responsive and not being considered for Contract award:

27.1.1 Inclusion of the Bidder's current Virginia Class A Contractor's License number and expiration date which demonstrates the Contractor has the following DPOR classifications and specialties:

- 27.1.1.1 DPOR classification for Commercial Building Contractor (CBC) **or** DPOR specialty Commercial Improvement Contracting (CIC)
 - 27.1.1.2 DPOR specialty services Asbestos Contracting (ASB)
 - 27.1.1.3 DPOR specialty services Lead Abatement Contracting (LAC)
 - 27.1.1.4 DPOR specialty services of Environmental Specialties Contracting (ENV) depending on the project
 - 27.1.2 Completed Bid Form.
 - 27.1.3 If the Bidder is a joint venture, a copy of the written joint venture agreement.
 - 27.1.4 If the Bidder is a partnership, a copy of the written partnership agreement.
 - 27.1.5 Completed Appendix 1 – Contractor Certification Regarding Criminal Convictions.
- 27.2 The following are Class 2 Mandatory Requirements which should accompany your Bid, but if omitted the Bidder may be given the opportunity to supplement its Bid in accordance with the restrictions set forth below
- 27.2.1 Pricing Schedule at Appendix 3 in its original Excel format.
 - 27.2.2. A list of any safety violations listed in the Instructions to Bidders, sections 12.1.1 and 12.1.2, from the United States Occupational Safety and Health Administration, the Virginia Occupational Safety and Health Administration or the occupational safety and health plan of any other state which have become final in the three (3) years prior to the Bid Closing Date of this ITB must accompany your Bid; **or**

A sworn affidavit consisting of a notarized written statement from the Bidder stating it has received no violations listed in the Instructions to Bidders, sections 12.1.1 and 12.1.2, from the United States Occupational Safety and Health Administration, the Virginia Occupational Safety and Health Administration or the occupational safety and health plan of any other state must be submitted before Contract Award.
 - 27.2.3 A copy of a comprehensive safety and health plan.
 - 27.2.4 A completed Appendix 2 – Insurance Coverage Checklist, evidencing the required insurance coverages set forth in the Terms and Conditions.
- 27.3 If a Class 2 Mandatory Requirement is not provided with the Bid of the Apparent Low Bidder, the Apparent Low Bidder will be Notified by the Procurement Office that the omitted Class 2 Mandatory Requirements **must** be received by the Procurement Office by no later than 5:00 PM on the fifth (5th) business day following the Notice to provide the information. Failure of the Apparent Low Bidder to provide the omitted Class 2 Mandatory Requirements within the stated timeframe will result in the Bid from the Apparent Low Bidder being considered non-responsive and no longer considered for Contract award.

The Bid from the Second Apparent Low Bidder will then be considered for Contract award. If any Class 2 Mandatory Requirement is not provided with the Bid of the Apparent Second Low Bidder, the Apparent Second Low Bidder will be Notified by the Procurement Office that the omitted Class 2 Mandatory Requirements **must** be received by the Procurement Office by no later than 5:00 PM on the fifth (5th) business day following the Notice to provide the information.

Failure of the Apparent Second Low Bidder to provide the omitted Class 2 Mandatory Requirements within the stated timeframe will result in the Bid from the Apparent Second Low Bidder being considered non-responsive and no longer considered for Contract award.

This process will continue until a Contract, within budget, is awarded, or APS determines it to be in the best interests of APS to reject all bids and cancel the solicitation.

End of Instructions to Bidders

Scope of Work

The Contractor shall provide all supervision, labor, tools, equipment, transportation, and permits required for the complete and satisfactory performance of asbestos, lighting, and lead paint and universal waste removal/abatement and disposal. Work will include removal of Fluorescent Lamp Mercury and Polychlorinated Biphenyls Fluorescent Light Ballasts. No “portal-to-portal” charges will be permitted except during mobilization/demobilization. No fuel surcharges are permitted under the awarded Contract.

1.0 **Services:**

- 1.1 Work performed by the Contractor is limited to asbestos, and universal waste removal/abatement services. Work not listed in the Specific Service Calls section will be done on a Time and Material basis and require the submission of a detailed, written Not to Exceed Cost Proposal from the Contractor.
- 1.2 The Contractor shall perform work in accordance with the APS Master Asbestos Abatement Specification, Master Specification for Removal of Fluorescent Lamp Mercury (FLM) and Polychlorinated Biphenyls Fluorescent Light Ballasts (PCB FLB) in Conjunction with other Abatement, and Master Specification for Lead-Based Paint Abatement (Master Specification) and the specific instructions contained in work orders issued pursuant to this Agreement as regulated by OSHA standards, and any other applicable federal, state and local laws and regulations. The Master Specification is subject to change and any changes thereto shall be binding on the Contractor as of the time of their issuance. The Contract will be used for incidental abatement work and may include work which is classified as emergency removal by APS, requiring rapid response by the Contractor. Any abatement work may be bid separately at the discretion of APS.
- 1.3 Mobilization/demobilization expenses shall be a separate contract unit price. The mobilization/demobilization price shall cover all costs of mobilization and demobilization for each assignment under the contract including transportation and mileage to and from the job site. The mobilization/demobilization will be paid in accordance to the contract rate for projects as a Flat Rate as the bidders noted in the Pricing Schedule – Asbestos & Lead Mobilization/Demobilization. The state permit fee for notification shall be excluded from the mobilization/demobilization price and shall be billed separately, at Contractor's cost, to APS. Only one (1) mobilization/demobilization charge shall be allowed for each project assigned. Contractor proposal shall include all cost of mobilization/demobilization including transportation and mileage to and from the job. The state permit fee for notification shall be included in contractor proposal and shall be billed with the contractor invoice.
- 1.4 Insurance, industrial hygienist services, and GPAC license fees are considered general costs and are not considered separate billable items under this contract.
- 1.5 APS will reimburse the Contractor for its landfill disposal fees at Contractor’s cost based on the landfill receipts.

2.0 **Estimates:**

All installation work requires the submission of a detailed, written Not to Exceed Cost Proposal (Cost Proposal) from the Contractor.

- 2.1 The Cost Proposals shall be furnished by the Contractor at no charge and are considered an overhead item to be included in the bid amount using the Job Authorization Form (JAF).
- 2.2 The Contractor shall inspect each site upon request within four (4) business days after initial contact from APS, to ascertain the site conditions and work to be performed. Within four (4) business days of visiting the site(s), the Contractor shall be required to provide a Cost Proposal in the form of a detailed JAF for the entire work to be completed in accordance with the Contract requirements and instructions listed in the Contract, Project Manual and/or drawings. The Contractor shall use the JAF to submit its Cost Proposal. The Cost Proposals are to be detailed, outlining the Contract unit prices and materials. All Cost Proposals

shall be based on the unit prices provided in the Pricing Schedule. The unit prices will also be used for additions and/or deletions of work identified in the cost proposal. Unit Prices shall include all labor, tools, profit, and, overhead as may be necessary to complete the requested work.

2.2.1 Material will be paid at a percentage discount from a Contractor Provided Manufactures Suggested Retail Price ("MSRP") List.

2.3 Unusual Equipment Requirements:

If the project assigned requires the use of rental equipment including by way of illustration and not limitation, scissor lifts, forklifts and backhoes, the estimated costs of the additional equipment and/or Services shall be identified in the Contractor's JAF. If APS accepts the use of rental equipment, the Contractor will be reimbursed for the actual amount of the cost of such equipment with no markup. The Contractor shall make every attempt to obtain the lowest price for rental equipment provided under the Contract. APS reserves the right to have others provide the additional equipment.

2.4 Any Cost Proposal greater than \$200,000.00 may be subject to a separate solicitation.

3.0 **Materials:**

3.1 All materials furnished under this Contract shall be new and original manufacturer's recommended or authorized replacement parts. Use of manufacturer's rebuilt parts and/or components shall be authorized by the APS Project Officer and shall carry the same warranty as new parts or components. Use of used parts is strictly prohibited unless specifically authorized by the APS Project Officer.

3.2 Contractor(s) shall make every attempt to obtain the lowest price for materials provided under the Contract(s).

3.3 The Contractor(s) agree that APS may, at its option and sole discretion, provide materials or fixtures to the Contractor(s) for installation by the Contractor(s) at the Contract unit prices.

3.4 All material provided to APS shall be fully guaranteed by the Contractor against factory defects. The Contractor, at no expense to APS, will correct any defects, which may occur as the result of either faulty material or workmanship by the manufacturer within the period of the manufacturer's standard warranty, which the Contractor shall make available on demand. All work is guaranteed by the Contractor against defects resulting from the use of inferior or faulty materials or workmanship for two (2) years from the date of final acceptance of the work by APS in addition to and irrespective of any manufacturer's or supplier's warranty.

3.5 All Warranties shall be in effect for the entirety of the Warranty Period, or the manufacturer's standard warranty, whichever is longer. In the event corrective work is required during the Warranty Period, the Warranty on the repaired Work shall extend for one (1) year from the date of acceptance by APS of the completed repairs. The Warranty shall include all parts, labor, transportation, and any other costs necessary to keep the product in good operating condition but shall not be applicable to damage caused by Owner's misuse of the item or due to normal wear and tear. If seasonal limitations prevent any required performance testing of the completed Work., the Warranty Period for such Work shall begin after the performance tests have been successfully performed.

3.6 No date other than the date of final acceptance may be established to govern the effective date of the Guaranty, unless that date is agreed upon by APS and the Contractor(s) in a signed Addendum to the Contract.

3.7 Standard tools of the trade and trade consumables shall be available to the Contractor's personnel from their service vehicle. Tools of the trade and other trade consumables are not valid Contract expenses. The cost of consumables (including, by way of illustration and not limitation, solder, caulking, tape, wire nuts, fasteners, gases, personnel protection equipment, respirators, plastic sheeting, glue, solvents, lockdown-

encapsulant" and other consumable items) are considered administrative expenses. These shall be included as part of the hourly rates bid.

4.0 **Personnel:**

- 4.1 The Contractor's personnel assigned to any resulting Contract shall be equipped with all tools and training required to perform the job.
- 4.2 The Contractor shall have sufficient tradesmen available to perform all assigned work under any resulting Contract.
- 4.3 If any person employed on the work by the Contractor shall appear to the APS Project Officer to be incompetent or to act in a disorderly or improper manner, such person shall be removed immediately on the request of the APS Project Officer, and shall not again be re-employed (on subject project) except on written consent of the APS Project Officer.
 - 4.3.1 Alcoholic beverages and illegal drugs are prohibited on the job site. Possession of any of these items on the job site by a Contractor's employee will result in immediate removal of the individual from the site.
 - 4.3.2 The use of tobacco is prohibited on APS property by anyone at any time.
- 4.4 APS reserves the right to reject any of Contractor's service personnel who, in APS' judgment, are not adequately qualified to perform the work.
- 4.5 A Contractor's vehicle parked at an APS site other than in a parking space or at on-street parking will be clearly labeled with the Contractor's name.
- 4.6 When entering any APS building, the Contractors' employees shall have picture identification. Identification shall include employees photograph and name. The Contractor's employees are required to check-in at each location with the Main Office or the Building Manager when reporting to the work site. Prior to leaving a site, the Contractor's employees will also be required to check-out with the Main Office and/or the APS Project Officer.

End of Scope of Work

Bid Form

**Arlington Public Schools
Procurement Office**

Invitation to Bid Title: **Environmental Abatement Services for Asbestos Lighting, and Lead Paint**

Invitation to Bid Number. **15FY23**

Invitation to Bid Issue Date: **February 02, 2023**

Bid Closing Date/Time: **February 28, 2023, No Later than 11:59 P.M. (EST)**

Bid Opening Date/Time: **March 01, 2023, at 10:00 A.M. (EST)**

Full Legal Name of Bidder _____

Remittance Address (If different):

Address _____

Phone: (_____) _____ Date: _____

Tax ID Number (EIN/SSN): _____ Email Address: _____

General Instructions:

The Bidder is directed to review the Bid Documents and all Contract Documents to understand the requirements for submitting a responsive Bid. All Bids must be submitted on this **Bid Form** or a copy thereof as defined in the Instructions to Bidders. All blanks in this Bid Form must be completed or noted as not applicable. A notation of “not applicable” or “N/A” shall be used only if the information requested is not a required or mandatory element of the Bid. Include only one (1) price for each line item for which a price is required. A person authorized to bind the Bidder in contractual matters must sign the Bid Form. Failure to comply with these requirements, or with any other requirements stated as mandatory either in the Invitation or in the Instructions to Bidders, shall result in rejection of the Bid as non-responsive unless, in the sole discretion of APS, the omission does not affect price, quantity, quality or time. The Owner has no authority to waive failure to comply with requirements made mandatory by applicable law.

A Bid not received prior to the Bid Closing as defined in the Invitation will not be considered. The time a Bid is received shall be determined as stated in the Invitation.

The apparent low Bidder(s) will be determined by the Bid Evaluation Total set forth in the Bid Evaluation Formula.

Bid Form

Payment Terms:

APS requires that a minimum of thirty (30) Days after receipt of an approved invoice by APS shall be allowed for payment. Discounts for prompt payment **will not** be considered in the evaluation of Bids nor in any decision to award or not to award. However, any offered discount will become part of any Contract with Bidder which may result from this solicitation and will be taken if payment is made within the discount period offered in the Bid. In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. For the purpose of earning the discount, payment shall be considered to have been made on the date that appears on the payment check or the date on which an electronic funds transfer for the payment was made. If Bidder provides a prompt payment discount, the terms thereof are as follows:

Prompt Payment Terms: _____
Please Note: COD Terms are not acceptable.

Receipt of Addenda:

Receipt of Addenda listed below is acknowledged and the Bid incorporates all requirements of these Addenda:

No. ____ Date _____ No. ____ Date _____ No. ____ Date _____

**Check which of the Following Categories are Applicable to Bidder:
All categories appearing below are as defined in Va. Code Ann. § 2.2-4310**

Small Business	Yes	_____	No	_____
Women Owned Business	Yes	_____	No	_____
Minority Owned Business	Yes	_____	No	_____
Service Disabled Veteran Owned Business	Yes	_____	No	_____
Employment Service Organization	Yes	_____	No	_____
None of the Above		_____		

Minimum Qualifications of Bidders:

Number of Years in Business:

How many years has the Bidder been in the business of providing the Work? _____

How many years has the Bidder been in business under its present business name? _____

References:

The Bidder must provide at least three (3) commercial or public body references which demonstrate satisfactory performance on past and current Contracts of a similar nature (multi-sited facilities and various ages of buildings). All references must be for abatement work performed within the last three (5) years preceding Bid Closing. For commercial references, provide the firm name, contact name, telephone number, and email address. For public body references, include the same information but instead of the firm name include the public body and the department or agency with which the Bidder contracted. The required information shall be included in the spaces below:

Bid Form

<u>Name of Commercial/Public Body</u> <u>Department</u>	<u>Contact Name</u>	<u>Telephone Number</u>	<u>Email Address</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Type of Business:

Indicate by placing a check here if a Faith-Based Organization as described in Va. Code Ann. § 2.2-4343.1.

Arlington Public Schools does not discriminate against Faith Based Organizations. The purpose of requiring this information is to permit APS compliance with Va. Code Ann. § 2.2-4343.1.H.

Check one of the Following:

_____ Individual Trading in Own Name

_____ Individual Trading Under Trade Name

_____ Partnership

_____ Limited Partnership

_____ Corporation

_____ Limited Liability Company

_____ Registered Limited Liability Partnership

_____ Joint Venture

_____ Other (explain in the space available or indicate an incorporated attachment if additional sheets are necessary)

If doing business under a trade name, both the legal name of the Bidder and the doing-business-as trade name shall appear as the party submitting this Bid in the signature section below. If the Bidder is a joint venture, all members of the joint venture shall sign the Bid Form.

State Corporation Commission (SCC) Identification Number:

Section 3 of the Instructions to Bidders and § 2.2 4311.2 of the Virginia Public Procurement Act (VPPA) require the Bidder to be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise by law. The Bidder shall include in its Bid the identification number issued to it by the State Corporation Commission (SCC). For more information on how the SCC can expedite a request for an identification number, please contact the SCC at (www.scc.virginia.gov) or the Clerk's office at 1-804-371-9733.

Please complete the following by checking the appropriate line that applies and providing the requested information:

1. _____ Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC. The Bidder's identification number issued by the SCC is _____. *(The SCC number is NOT your federal tax Identification number nor your eVA registration number).*

Bid Form

2. ___ Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such Bidder's identification number issued to it by the SCC is _____ .
3. ___ Certain limited business activities, however, are specifically excluded from the definition of "transacting business" The Offeror does not have an identification issued to it by the SCC and such Offeror is not required to be authorized to "transact business" in Virginia by the SCC for the following exclusion(s). Exclusion(s) can be found at <https://www.scc.virginia.gov/clk/befaq/forinva.aspx#a2>.

Please attach additional sheets to explain in further detail why such Bidder is not required to be authorized to transact business in Virginia. Bids that fail to submit supporting details regarding option 3 above may be considered non-responsive by APS.

Debarment Status:

The Bidder shall indicate, in the space provided below, whether or not it, or any of its principals, is/are currently debarred from submitting bids or proposals to Arlington Public Schools, Virginia, to any Virginia state agency or department, to any Virginia public body, or to any other public body at the federal, state or other level in any other state, and whether or not it is an agent of any person or entity that is currently debarred from submitting bids or proposals due to any of the above. An affirmative response may be considered grounds for rejection of the Bid. This statement shall also apply to any Subcontractor(s) the Bidder intends to use in the performance of a resulting Contract. If the Bidder answers yes to any of the following, on a separate attachment, state the person or entity against whom the debarment was entered, give the location and date of the debarment, describe the project involved, and explain the circumstances relating to the debarment, including the names, addresses and phone numbers of persons who might be contacted for additional information.

Please mark one:

- Yes No Is the Bidder, or any officer, director, project manager, procurement manager, chief financial officer, partner or owner currently debarred from doing federal, state or local government work for any reason?
- Yes No Has the Bidder, or any officer, director, project manager, procurement manager, chief financial officer, partner or owner ever been debarred from doing federal, state or local government work for any reason?

Criminal Conviction Certificate Compliance:

Attached to this Bid Form as Appendix 1 and incorporated herein is the Contractor Certification Regarding Criminal Convictions as addressed in the section of the Instructions to Bidders captioned "Certification Regarding Criminal Convictions." Bidder acknowledges and agrees that if it does not include the executed Appendix 1 Contractor Certification Regarding Criminal Convictions as a part of its Bid its Bid shall be deemed non-responsive.

Bid Form

Phone Number for Emergency Response Service: _____

This number shall be monitored and responded to by the Contractor, twenty-four (24) hours a day, seven days a week.

Mandatory Requirements:

Class 1 Mandatory Requirements

As a Class 1 Mandatory Requirement, the following documents are attached to and made part of this Bid:

1. Contractor's License information in compliance with Section 27.1.1 of the Instructions to Bidders.
2. Fully completed Bid Form.
3. If the Bidder is a joint venture, a copy of the written joint venture agreement.
4. If the Bidder is a partnership, a copy of the written partnership agreement.
5. Completed Appendix 1 – Contractor Certification Regarding Criminal Convictions.

Class 2 Mandatory Requirements

The following documents are Class 2 Mandatory Requirements and are: (Please complete the following by checking the appropriate line that applies to providing the requested information)

a. _____ attached to and made a part of this Bid, Or

b. _____ will be supplemented in compliance with the provisions of Paragraph 27.2 of the Instructions to Bidders:

1. Pricing Schedule at Appendix 3 in its original Excel format.
2. A list of safety violations in compliance with Sections 12.1.1 and 12.1.2 of the Instructions to Bidders or a sworn affidavit in compliance with Section 12.1.3 of the Instructions to Bidders.
3. A comprehensive safety and health plan in accordance with Section 12.4 of the Instructions to Bidders.
4. A completed Insurance Coverage Checklist evidencing the required insurance coverages set forth in the Terms and Conditions.

Contractor's License:

In submitting this Bid, the Bidder certifies that the firm signing this Bid and registered under that name is legally qualified, in accordance with the regulations of the Commonwealth of Virginia, DPOR, Virginia Board for Contractors, to perform all work included in the Scope of Work. A Class A License with a Classification CBC **or** a DPOR CIC specialty is required for this Work. Asbestos Contracting (ASB), Lead Abatement Contracting (LAC), and depending on the project environmental Specialties Contracting (ENV) is also required. Please complete the following:

Registered as a Contractor under Title 54.1, Chapter 11 of the Code of Virginia:

Licensed Class _____ Virginia Contractor No. _____

Valid Until _____ Classifications _____ Specialties:
(Date)

Bid Form

Pricing Schedule

FOR INFORMATION ONLY.

BIDDERS ARE REQUIRED TO COMPLETE THE EXCEL PRICING SCHEDULE AT APPENDIX 3

Pricing entered is for all supervision, labor, tools, consumables and travel required to provide the Work at all APS buildings and are not subject to change for the Initial Contract Term. Price increases for Renewal Contract Terms will be allowed in accordance with the Agreement.

Standard tools of the trade are not valid Contractor expenses. (see Section 3.7 of the Scope of Work)

Materials will be reimbursed per Section 2.2.1, of the Scope of Work.

Award will be made to a minimum of one (1) Bidder who is responsible and provides the lowest responsive Bid Evaluation Total. A price must be entered for each item to be considered for award. If there is a variance between a Unit Price and the Extended Price, the Unit Price will prevail.

The Bidder understands and agrees that the quantities listed in the Excel Pricing Schedule at Appendix 3 are for evaluation purposes only and APS is under no obligation to buy any amount as a result of having being awarded a Contract.

The Pricing Schedule form below is for informational purposes only. Do not use this form to complete your Bid. Bids must be completed using the Pricing Schedule at Appendix 3 and uploaded into the Platform with the Bid Form.

Labor Rates						
Item #	Description	Type	Unit of Measure	Unit Price	Estimated Quantity	Extended Price
1	Principal	Regular	Hour		2	
2	Principal	Overtime	Hour		2	
3	Principal	Weekend/ Holiday	Hour		2	
4	Principal	Emergency Service	Hour		2	
5	Lead Supervisor	Regular	Hour		200	
6	Lead Supervisor	Overtime	Hour		100	
7	Lead Supervisor	Weekend/ Holiday	Hour		50	
8	Lead Supervisor	Emergency Service	Hour		25	
9	Asbestos Supervisor	Regular	Hour		200	
10	Asbestos Supervisor	Overtime	Hour		100	

11	Asbestos Supervisor	Weekend/ Holiday	Hour	50
12	Asbestos Supervisor	Emergency Service	Hour	25
13	Superintendent (jobs over 25 people)	Regular	Hour	200
14	Superintendent (jobs over 25 people)	Overtime	Hour	100
15	Superintendent (jobs over 25 people)	Weekend/ Holiday	Hour	50
16	Superintendent (jobs over 25 people)	Emergency Service	Hour	25
17	Project Designer	Regular	Hour	80
18	Project Designer	Overtime	Hour	40
19	Project Designer	Weekend/ Holiday	Hour	10
20	Project Designer	Emergency Service	Hour	8
21	Project Manager	Regular	Hour	200
22	Project Manager	Overtime	Hour	100
23	Project Manager	Weekend/ Holiday	Hour	50
24	Project Manager	Emergency Service	Hour	25
25	Administrative Assistant	Regular	Hour	15
26	Administrative Assistant	Overtime	Hour	10
27	Administrative Assistant	Weekend/ Holiday	Hour	8
28	Administrative Assistant	Emergency Service	Hour	8
29	Licensed Machine Operator	Regular	Hour	50
30	Licensed Machine Operator	Overtime	Hour	25
31	Licensed Machine Operator	Weekend/ Holiday	Hour	10
32	Licensed Machine Operator	Emergency Service	Hour	8
33	Supervisor	Regular	Hour	200
34	Supervisor	Overtime	Hour	100
35	Supervisor	Weekend/ Holiday	Hour	50
36	Supervisor	Emergency Service	Hour	25
37	Lead Worker	Regular	Hour	200
38	Lead Worker	Overtime	Hour	100

39	Lead Worker	Weekend/ Holiday	Hour	50
40	Lead Worker	Emergency Service	Hour	25
41	Asbestos Worker	Regular	Hour	200
42	Asbestos Worker	Overtime	Hour	100
43	Asbestos Worker	Weekend/ Holiday	Hour	50
44	Asbestos Worker	Emergency Service	Hour	25
45	Lead Removal Licensed Worker	Regular	Hour	200
46	Lead Removal Licensed Worker	Overtime	Hour	100
47	Lead Removal Licensed Worker	Weekend/ Holiday	Hour	50
48	Lead Removal Licensed Worker	Emergency Service	Hour	25
49	Asbestos Removal Licensed Worker	Regular	Hour	200
50	Asbestos Removal Licensed Worker	Overtime	Hour	100
51	Asbestos Removal Licensed Worker	Weekend/ Holiday	Hour	50
52	Asbestos Removal Licensed Worker	Emergency Service	Hour	25
53	Non-Licensed Helper	Regular	Hour	200
54	Non-Licensed Helper	Overtime	Hour	100
55	Non-Licensed Helper	Weekend/ Holiday	Hour	50
56	Non-Licensed Helper	Emergency Service	Hour	25
Extended Price for Items 1 through 56				

Asbestos & Lead Mobilization/Demobilization					
Item #	Description	Unit of Measure	Unit Price	Estimated Quantity	Extended Price
57	Asbestos Mobilization/Demobilization (onetime fee per job)	Each		5	
58	Lead Mobilization/Demobilization (onetime fee per job)	Each		5	
Extended Price for Item 57 through 58					

Materials Purchases				
Item #	Hypothetical Annual Material Purchases	% Discount	Estimated Annual Material Purchase	Extended Price
59	% Discount from MSRP or Contractor supplied parts list.		\$16,800.00	
Total for Material Rates for Items 59				
Bid Evaluation Total (Items 1 – 59)				

EXAMPLE ONLY

FIXED RATE FOR BIDDER OWNED EQUIPMENT

The rates for Bidder owned equipment shown below shall be used for all future work that requires their use.

Bidders must enter N/A for the Contractor Owned Equipment and Unit Price if they do not own any of the equipment listed below or do not own any additional equipment to that listed below.

Contractor Owned Equipment	Unit of Measure	Unit Price
HEPA air filtration device - >1000 CFM	Hour	\$
HEPA air filtration device - </=1000 CFM	Hour	\$
HEPA Vacuum - >5 gallon	Hour	\$
HEPA Vacuum - </=5 gallon	Hour	\$
Airless Sprayer	Hour	\$
Baker Scaffold (per 6' platform)	Hour	\$
Pallet Jak	Hour	\$
Skid Steer	Hour	\$
Floor Tile Machine	Hour	\$
Shot Blasting Machine	Hour	\$
Electrical Power Generator -<20kW	Hour	\$
Electrical power Generator 20<200 kW	Hour	\$
	Hour	\$
	Hour	\$
	Hour	\$
	Hour	\$
	Hour	\$
	Hour	\$
Rental Equipment %		

RENTED EQUIPMENT

The rates for Bidder Rented Equipment will require the actual invoice of the Rented Equipment with no markup.

Bid Form

Bid Evaluation Formula

The award, if made, will be to a minimum of one (1) Bidder who is responsible and provides the lowest responsive Bid Evaluation Total. A price must be entered for each item to be considered for award. If there is a variance between a unit price and the extended price, the unit price will prevail.

If APS deems it necessary or in its best interests to make award to more than one (1) Bidder, the additional awards will be made to responsible Bidders submitting responsive Bids in ascending order starting with the second (2) lowest Bid Evaluation Total and continuing until, in the sole discretion of APS, sufficient awards have been made to fulfill the anticipated requirements. In the event multiple awards are made, no minimum percentage of the Work is guaranteed to any Contractor. When multiple awards are made, preference will be given to the Bidder submitting the lowest Bid Evaluation Total in ordering performance, subject to the reasonable discretion of APS in achieving prompt, efficient and acceptable performance.

Pricing listed below must match the pricing entered in the Pricing Schedule at Appendix 3 from Cell G74 in the Bid Evaluation Total tab.

Bid Evaluation Total In Figures \$ _____

In Writing _____ Dollars

Bid Form

In compliance with the Bid Document and subject to all conditions thereof and attached hereto, the undersigned offers and agrees, if this Bid be accepted within ninety (90) Days from the date of Bid Opening, to enter into a Contract with the Owner in the form of the Agreement included as part of the solicitation on the terms of this Bid and to furnish any and all of the items upon which the prices are quoted, at the price set opposite each item, delivered at the points as specified and as scheduled in any Purchase Order issued by Owner.

My signature certifies that the Bidder has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to APS, and that there are no principals, officers, agents, employees, or representatives of the Bidder that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to APS, pertaining to any and all Goods, or Services to be purchased or performed relating to any Contract with APS resulting from this solicitation and Bid.

Submission of this Bid constitutes an offer which, if accepted by APS as provided in the Bid Documents, binds the Bidder to execute and perform the Contract. If Bidder refuses to execute and perform any Contract awarded to Bidder by APS in response to this Bid, Bidder is liable to APS for the cost of reprourement and for any increased cost in obtaining the Goods or Services which are the subject of this Bid.

Signature: _____
(Person signing must be authorized to bind the Bidder in contractual matters)

Name: _____
(Type or Print)

Date: _____

Title: _____

[Add additional signature blocks as necessary to comply with the requirements of the Invitation, the Instructions to Bidders, or this Bid Form.]

End of Bid Form



Agreement

Contract Title: Environmental Abatement Services for Asbestos, Lighting, and Lead Paint

This Contract 15FY23 is made and entered into this ____ day of _____, 2023, the date the Agreement is fully executed by the Procurement Director/Procurement Agent, by and between Arlington County School Board, operating as Arlington Public Schools (“APS” or “Owner”) and _____ (“Contractor”), whose address is _____

In consideration of the mutual stipulations, agreements and covenants contained herein, the parties hereby agree as follows:

1. Scope of Work:

The Scope of Work for this Contract generally is described as to provide as requested by APS the Goods and Services necessary for Environmental Abatement Services for Asbestos, Lighting and Lead Paint (“the Work”), as set forth in greater detail in Attachment A, Scope of Work.

2. Contract Price:

The Contract Price shall be as set forth in Attachment B, Pricing Schedule.

APS will not compensate the Contractor for any Goods or Services beyond those included in Attachment B unless those additional Goods or Services are covered by a written Change Order amending this Contract

The Contract Prices set forth in Attachment B include all costs, expenses, including reimbursable expenses, to provide the Goods or Services described in this Contract.

3. Contract Documents:

The documents which form the entire Contract between APS and the Contractor (“Contract Documents”) are as defined either in this Contract, in the Instructions to Bidders, or in the Terms and Conditions and are as set forth below.

3.1. In the case of a conflict, the order of precedence shall be as follows:

- 3.1.1. Agreement and all modifications properly incorporated in the Agreement
- 3.1.2. Attachment A – Scope of Work
- 3.1.3. Attachment B – Pricing Schedule
- 3.1.5. Attachment C – Terms and Conditions
- 3.1.4. Attachment D – Contractor Certification Regarding Criminal Convictions
- 3.1.6. Attachment E – Sample Purchase Order
- 3.1.7. Attachment F – Job Authorization Form
- 3.1.8. Attachment G – Certificate(s) of Insurance
- 3.1.9. Attachment H – Master Specification
- 3.1.10. ITB/Associated Documents

3.2. All provisions required by law to be included in this Contract or otherwise applicable to this Contract shall

be deemed to be a part of this Contract, whether actually set forth herein or not.

- 3.3. The Contract Documents are complementary and what is called for by one is as binding as if called for by all. If the Contractor finds a conflict, error, ambiguity or discrepancy in the Contract Documents, it shall immediately, in writing call such conflict, error, ambiguity or discrepancy to the attention of the Owner before proceeding with the Work affected thereby. The Owner will promptly resolve the matter in writing. Work done by the Contractor after such conflicts, errors, ambiguities or discrepancies are discovered, or in the exercise of reasonable care reasonably should have been discovered, prior to written resolution thereof by the Owner shall be done at the Contractor's expense and risk. Any Work that may reasonably be inferred from the Contract Documents as being required to produce the intended result shall be supplied whether or not it is specifically called for. Work, materials or equipment described in words which so applied have a well-known technical or trade meaning shall be deemed to refer to such recognized standards.
- 3.4. The Contractor will be held to a standard of strict compliance with the requirements of the Contract Documents in the performance of the Work, for giving Notice of any type to the Owner, and for making any submittal required for any purpose. The Contractor acknowledges and agrees that all time requirements set forth in the Contract Documents for any purpose are of the essence.

4. Definitions:

All words and terms shall have the meanings and terms assigned to them in the Contract Documents, unless a different meaning is clear from the context.

5. Contract Term:

- 5.1. The initial term of this Contract shall commence on the date the Contract is fully executed by the Procurement Director/Procurement Agent and expiring on the last day of the twelfth (12th) month following execution of the Contract by the Procurement Director/Procurement Agent ('Initial Contract Term'), unless otherwise stated as provided in the Contract Documents.
- 5.2. This Contract may be renewed for a term not to exceed one (1) year ('Renewal Contract Term') by written notice given by APS at any time prior to thirty (30) Days after expiration of the preceding Initial Contract Term or Renewal Contract Term. No representative of APS has any authority to order, direct, or request work after expiration of the Initial Contract Term or Renewal Contract Term and prior to a Renewal Contract Term in strict compliance with the renewal terms herein APS, at its sole discretion, has the right, but is under no obligation, to exercise this right to renewal not to exceed four (4) additional one-year periods at the same terms and conditions.
- 5.3. Unless directed otherwise by APS, any Work in progress at the time of expiration of a Contract term may continue and be completed under the terms of the Contract in existence at the time the Purchase Order for the Work was issued, but must be completed no later than six (6) months following expiration of the Contract term in which the Purchase Order was issued.

6. Contract Price Adjustment:

- 6.1. The Contractor agrees that prices shall remain firm for the Initial Contract Term. If consideration is to be given to adjusting the price after the Initial Contract Term or a Renewal Contract Term, the price may be adjusted only upon approval of a written request to the Procurement Director/ Procurement Agent. Upon receipt of the Contractor's request, APS shall make a determination to approve or adjust the requested price increase based upon its investigations and the information provided by the Contractor. Any price adjustment agreed to shall take place only in accordance with the schedule defined above.
- 6.2. The request for an adjustment in the price shall include as a minimum, (1) the cause for the adjustment; (2) proposed effective date; and, (3) the amount of the adjustment requested with documentation to support the

requested adjustment (i.e., appropriate Bureau of Labor Statistics index, change in manufacturer's price, etc.)

- 6.3. The request must be received at least thirty (30) days prior to the effective date of the expiration of the Initial Contract Term or Renewal Contract Term and shall become effective only upon approval by the Procurement Director/Procurement Agent. The adjusted price shall not apply to orders received by the Contractor prior to the effective date of the approved increased price. Orders placed via Purchase Order, shall be considered to have been received by the Contractor after the fifth (5th) calendar day following the date issuance. The Procurement Director/Procurement Agent may cancel, without liability to either party, any portion of the Contract affected by the requested adjustment and any materials, supplies or Services undelivered at the time of such cancellation.

7. Non-Appropriation:

All funds for payments by APS under any Contract awarded are subject to the availability of an annual appropriation for this purpose by the APS. In the event of non-appropriation of funds by the APS for the Goods or Services provided under the Contract, APS will terminate the Contract, without termination charge or other liability to APS, on the last day of the then current fiscal year or when the appropriation made for the then current year for the Services covered by this Contract is spent, whichever event occurs first. APS will endeavor to provide reasonable Notice of such termination, but no formal notice of such termination is required of APS, and APS shall not order any Goods or Services to be provided after such termination date.

8. Right to Terminate Contract:

APS has the right to terminate this Contract for convenience at any time, or for default, all pursuant to the provisions of the Terms and Conditions.

9. Direction to Proceed:

9.1. For Work to be performed by Contractor under this Contract, the Procurement Director/Procurement Agent will issue a Purchase Order. The Purchase Order will define the location of the Work to be performed and will define or, where specific definition cannot be provided, will estimate, the scope of the Work to be performed, the dates within which that Work is to be performed, and the price for that Work (collectively "Purchase Order Work"). A sample Purchase Order form is attached as Attachment E. Contractor shall not commence any Work until a written Purchase Order has been issued by the Procurement Director/Procurement Agent, and if it does so APS will be under no obligation to make payment for any Work performed prior to the issuance of the required Purchase Order. No employee or agent of APS other than the Procurement Director/Procurement Agent or his properly authorized designee has authority to make any purchases or otherwise bind APS contractually. If a Purchase Order is issued by anyone other than the Procurement Director/Procurement Agent, it shall be the responsibility of the Contractor to confirm the authority of that person to bind APS. Provided, however, if the Contractor has received from the Procurement Director/Procurement Agent prior written confirmation of a person's authority to bind APS, the Contractor may rely upon all Purchase Orders issued by that person within the scope of the stated authority as authorized.

9.2. Notwithstanding the foregoing, if the circumstances are such that there is not sufficient time for issuance of a Purchase Order, APS through the Procurement Director/Procurement Agent or his authorized designee may direct the Contractor to proceed by less formal writing or electronic communication, to be replaced by a Purchase Order by 5:00 P.M. on the next regular APS working Day following issuance of such Owner directive. Further, if emergency conditions exist which necessitate that the Contractor act to avoid or mitigate damage to person or property, the Contractor shall proceed and give written Notice to APS of such emergency Work by 5:00 P.M. on the next regular APS Working Day following commencement of such emergency Work.

10. Estimated Quantities; No Guaranteed Minimum:

During the Initial Contract Term or any Renewal Contract Term, the Contractor will furnish all of the Goods or Services described in the Contract Documents of Contractor by APS. The Contractor understands and agrees that there are no guaranteed minimum purchases and that APS has no obligation to the Contractor if no, or fewer, items or Services than any quantities estimated are required or requested by APS. Any quantities which are included in the Contract Documents are the reasonable present expectations of those who are planning for APS for the period of the Contract. The amount is only an estimate and the Contractor understands and agrees that APS is under no obligation to the Contractor to buy that amount, or any amount as a result of having provided this estimate or of having had any normal or otherwise measurable requirement in the past. The Contractor further understands that APS may require Goods and/or Services in excess of the estimated annual Contract amount and that such excess shall not give rise to any claim for compensation other than at the unit prices and/or rates set forth in this Contract

11. Payment Procedures:

Contractor shall submit invoices for its Work, and such invoices will be processed by APS, all in accordance with the provisions of the Terms and Conditions.

12. Assignments:

12.1. This Contract is not assignable by Contractor without the express written consent of APS, and APS shall be under no obligation to grant such consent. Sale, assignment or transfer of a controlling interest in the Contractor shall be deemed an assignment for purposes of this provision and shall be grounds for termination of this Contract if consent of APS is not obtained. It is understood by APS that Contractor may use Subcontractors for performance of parts of the Work. However, it is expected that Contractor will be performing the Work, and subcontracting of all or substantially all of the Work under any Purchase Order shall be deemed an assignment subject to the restrictions of this Section.

12.2. Contractor acknowledges that, if so stated in the Bid Documents, this Contract is subject to the joint procurement or cooperative procurement provisions of Va. Code Ann. § 2.2-4304.

13. Notices:

Unless otherwise provided herein, all notices and other communications hereunder shall be deemed to have been given when made in writing and either (a) delivered in person, (b) delivered to an agent, such as an overnight or similar delivery service, or (c) deposited in the United States mail, postage prepaid, certified or registered, addressed as follows:

To the Contractor:

To APS: Doug Martin
Environmental Services Project Manager
Arlington Public Schools
2770 South Taylor Street
Arlington, Virginia 22206
doug.martin@apsva.us

And David J. Webb, C.P.M.
Procurement Director/Procurement Agent
Arlington Public Schools
2110 Washington Blvd.
Arlington, Virginia 22204
david.webb@apsva.us

14. Governing Law:

This Contract, the Bid Documents, and the Contract Documents shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia without reference to conflict of laws principles. The exclusive jurisdiction, forum and venue for any litigation with respect to this Contract, the Bid Documents, or the Contract Documents shall be in the state courts of Arlington County, Virginia.

15. Binding Agreement:

The Owner and the Contractor each binds itself, its successors and assigns to the other, its successors and assigns, in respect of all covenants, terms, conditions and obligations contained in each of the Contract Documents.

Signature Appears on Following Page

Arlington Public Schools

By: _____
David J. Webb, C.P.M.
Procurement Director/Procurement Agent

Date: _____

Attachments:

- Attachment A Scope of Work
- Attachment B Pricing Schedule
- Attachment C Terms and Conditions
- Attachment D Contractor Certification Regarding Criminal Convictions
- Attachment E Sample Purchase Order
- Attachment F Job Authorization Form
- Attachment G Certificate(s) of Insurance
- Attachment H Master Specification

End of Agreement

Terms and Conditions

These Terms and Conditions are applicable to the Contract between Arlington Public Schools and Contractor resulting from the solicitation identified above, and to all Bid Documents and Contract Documents associated therewith.

1. Definitions:

- 1.1. Addendum:** A change to the Bid Documents or Contract Documents issued by the Owner prior to Bid Closing.
- 1.2. APS:** Arlington Public Schools, the owner of the property upon which the Work is to be performed or the entity for which the Work is to be performed. See also "Owner."
- 1.3. Apparent Low Bidder:** The responsible Bidder submitting the lowest responsive Bid.
- 1.4. Bid:** The offer of a Bidder to provide specific Goods or Services at specified prices and/or other conditions specified in the solicitation.
- 1.5. Bidder:** Any individual, company, firm, corporation, partnership or other organization bidding on solicitations issued by the Procurement Director/Procurement Agent and offering to enter into Contracts with APS. The term "Bidder" will be used throughout the Bid Documents and the Contract Documents and shall be construed to mean "offeror" where appropriate.
- 1.6. Bid Closing:** The time and date set by the Invitation for the deadline for receipt of Bids.
- 1.7. Bid Opening:** The time and date set by the Invitation for the opening of Bids.
- 1.8. Change Order:** A written order to the Contractor, signed by the Owner, which authorizes a change in the Work, and any resulting adjustment to the Contract Price and/or the Contract Time. A **Unilateral Change Order** is a Change Order signed only by the Owner addressing any Modification to the Contract Sum or the Contract Time to which the Owner agrees. A **Mutual Change Order** is a Change Order signed by both the Owner and by the Contractor reflecting agreement on all terms, conditions and requirements set forth therein. A Unilateral Change Order may be converted to a Mutual Change Order upon agreement being reached between the parties. Change Orders shall be initiated and processed as set forth in the Changes provisions of these Terms and Conditions. A Unilateral Change Order or a Mutual Change Order may affect the Contract, an individual Purchase Order, or both, depending on its terms.
- 1.9. Complete or Completion:** Work for which a Purchase Order has been issued will not be deemed complete until the subject of the Work is functioning as intended, cleanup has been completed, any required or applicable inspections or governmental approvals have been accomplished, and the Work is accepted by the Owner. More specific requirements for Completion may be set forth in the Scope of Work or the Purchase Order.
- 1.10. Contract:** The signed Contract between Owner and Contractor is the Contract.
- 1.11. Contract Documents:** The Contract Documents and the order of precedence in the event of a conflict therein are as defined in the Contract.
- 1.12. Contract Period:** See "Contract Time."
- 1.13. Contract Price:** The total amount payable to the Contractor for performance of the Work. The Work under this Contract will involve multiple discrete Projects. The Contract Price is stated in the Purchase Order for

the particular Work included in a discrete Project and shall include any adjustments granted in accordance with the provisions of the Contract Documents. The Contract Price may be determined based on unit prices or rates and quantities as provided in the Contract. Month also be referred to as "Contract Sum."

- 1.14. **Contract Sum:** See "Contract Price."
- 1.15. **Contract Time:** The period allotted in the Purchase Order for Completion of the Work directed by that Purchase Order, together with any extension of time granted in accordance with the provisions of the Contract Documents. Month also be referred to as "Contract Period."
- 1.16. **Contractor:** The individual, firm, or organization which Contracts with the Owner to perform the Work. As employed herein, the term "Contractor" may refer to an individual, firm or organization, or to the Contractor's authorized representative.
- 1.17. **Day:** The term "day" or "Day" shall mean "calendar day" unless otherwise noted. When any provision in the Contract Documents establishes a time within which an action must be taken or a right must be exercised, if the last Day falls on a Saturday, Sunday, or holiday recognized by Arlington Public Schools, or on a day when Arlington Public Schools administrative offices are closed for any other reason, the deadline thereby established shall be extended to the first Arlington Public Schools Working Day thereafter when the Arlington Public Schools administrative offices are open.
- 1.18. **Drawings:** The term "Drawings" or "Plans" shall mean any drawing, plan, sketch, photograph or similar document intended to provide to the Contractor graphic instruction or guidance regarding the Work to be performed.
- 1.19. **Gender and Plural:** Whenever the Contract so admits or requires, all references to one number shall be deemed to extend to and include the other number, whether singular or plural, and the use of any gender shall be applicable to all genders. The terms "his" or "hers" or "he" or "she" shall include "its" if the referenced party is an entity rather than a person.
- 1.20. **Goods:** All material, equipment, supplies, printing, and automated data processing/information technology hardware and software.
- 1.21. **Holiday:** Holidays recognized by the Owner which shall not be considered Normal Working Hours are as follows: New Year's Eve Day, New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and the following Friday, Christmas Eve Day, and Christmas Day. In the event any of the days designated as a Holiday fall on a Saturday, the Holiday shall be the preceding Friday; in the event any of the days designated as a Holiday fall on a Sunday, the Holiday shall be the following Monday.
- 1.22. **Informality:** A minor defect or variation of a Bid or proposal from the exact requirements of the Invitation to Bid or the Request for Proposal which does not affect the price, quality, quantity or delivery schedule for the Goods and Services being procured.
- 1.23. **Invitation to Bid (ITB):** A request which is made to prospective Bidders for their Bids on Goods or Services desired by APS. The issuance of an ITB will contain or incorporate by reference the specifications and contractual terms and conditions applicable to the procurement.
- 1.25. **Modification:** Any written change to any provision of the Contract Documents made after Bid Closing, whether by Work Order, Change Order or other means provided by the Contract Documents.

- 1.26. Normal Working Hours:** Unless otherwise specified in the Purchase Order Normal Working Hours shall be 6:00 A.M. through 2:30 P.M., Monday through Friday, excluding Holidays. See also Working Day.
- 1.27. Notice:** Notice or a requirement to “Notify” shall mean written notice. Written notice shall be deemed to have been duly served if:
- A. Written Notice to Contractor shall be deemed to have been fully served if delivered by United States Postal Service registered or certified return receipt mail, courier, generally recognized private mail or delivery service providing proof of delivery, e-mail, or facsimile transmission to the Contractor's office at the Project Site or to the business address of the Contractor as stated in its Proposal; or if delivered in person to the Contractor's foreman or superintendent for the Project, or to any officer or director of the Contractor.
 - B. Written Notice to APS shall be deemed to have been fully served if delivered by United States Postal Service registered or certified return receipt mail, courier, generally recognized private mail or delivery service providing proof of delivery, or hand delivered to the office of the Procurement Director/Procurement Agent, Arlington Public Schools, Syphax Education Center, 2110 Washington Blvd, Arlington, Virginia 22204.
 - C. Notice by registered or certified return receipt mail, courier, generally recognized private mail or delivery service, or by courier, will be deemed received on the date shown on the written delivery receipt. Notice given by email or facsimile transmission will be deemed received at 9:00 A.M. on the first business day after the date of transmission.
 - D. Attempted Notice given in any manner other than as designated herein shall not satisfy any Notice requirement.
- 1.28. Notice of Intent to Award:** A writing issued by the Owner which states the Owner’s intent to award the Apparent Low Bidder a Contract to execute the Work. The Notice of Intent to Award will be publicized as provided in the Bid Documents.
- 1.29. Notice to Proceed:** See Purchase Order.
- 1.30. Owner:** APS and employees authorized to represent APS. Reference to Owner requiring action by Owner or Notice to Owner shall be deemed to mean the Procurement Director/Procurement Agent unless otherwise stated specifically.
- 1.31. Pricing Schedule:** The pricing information appearing as Attachment B to the Contract setting the unit prices, rates, or other means of agreed pricing for performance of Work by the Contractor.
- 1.32. Procurement Director/Procurement Agent:** The employee of APS authorized to act on behalf of the Owner in this Contract. The Procurement Director/Procurement Agent may designate in writing others to act on his behalf, and such designation shall state any limitations on the authority of such designee. Contractor shall not rely upon and Owner shall not be bound by any statement or representation made on behalf of APS by any person not designated to the Contractor in writing as authorized to so act on behalf of the Procurement Director/Procurement Agent. It shall be the responsibility of the Bidder, and thereafter the Contractor, to establish the authority to act regarding any communication or action by any person other than the Procurement Director/Procurement Agent. Use of the term Procurement Agent or Procurement Director/Procurement Agent in the Contract Documents shall be deemed to include such properly authorized designee within the scope of that designee’s authorization.
- 1.33. Project:** The Goods and/or Services provided or performed by the Contractor at any location as directed

by Purchase Order, in accordance with the Contract Documents; collectively all of the Goods and Services contemplated by the Contract; synonymous with the term “Work” as the context may require.

- 1.34. **Project Manager:** The Owner's representative for Contract coordination
- 1.35. **Project Site or Site:** The location at which any Goods or Services are provided, delivered or performed by Contractor under this Contract.
- 1.36. **Purchase Order:** A written directive issued by the Procurement Director/Procurement Agent or authorized designee directing the performance of a particular item or items of Work to be performed in accordance with the Pricing Schedule. A Purchase Order shall serve as the Contractor's Notice to Proceed with the specified portion of the Work as specified in the Purchase Order.
- 1.37. **Responsible Bidder:** A person who has the capability, in all respects, to perform fully the Contract requirements and the moral and business integrity and reliability that will assure good faith performance, and who has been prequalified, if required.
- 1.38. **Responsive Bidder:** A person or entity who or which has submitted a Bid that conforms in all material respects to the Invitation to Bid.
- 1.39. **Services:** means any work performed by an independent Contractor wherein the service rendered does not consist primarily of acquisition of equipment or materials, or the rental of equipment, materials and supplies.
- 1.40. **Specifications:** Written details provided to the Contractor by the Owner providing performance requirements, data instructions and guidance for performance of the Work.
- 1.41. **Subcontractor:** Any individual, firm or organization other than an employee of the Contractor, who Contracts with the Contractor to furnish or who actually furnishes labor, materials, Services or equipment, or any combination thereof to the Contractor in connection with the Work.
- 1.42. **Sub-Subcontractor:** Any individual, firm or organization, other than an employee of the Contractor or of a Subcontractor, who Contracts with a Subcontractor to furnish, or who actually furnishes labor, materials, service or equipment, or any combination thereof to a Subcontractor. The Contractor shall be responsible for the performance of the Work by any person or entity below the level of Sub-subcontractor.
- 1.43. **Warranty Period:** All warranties and guarantees against any defect in the Work shall apply from the date of acceptance by APS of the Completed Work and shall continue for a period of one (1) year thereafter, or the manufacturer's standard warranty, whichever is longer. Provided, however, in the event the Contract Documents require a Warranty in excess of one (1) year, the longer term shall apply as applicable.
- 1.44. **Work:** Everything explicitly or implicitly required to be furnished or performed to complete performance of any Purchase Order.
- 1.45. **Work Order:** A written directive to the Contractor issued on or after issuance of the Purchase Order the Effective Date of the Agreement and signed by the Procurement Director/Procurement Agent ordering an addition, deletion, or revision in the Work described in a Purchase Order issued when in the sole discretion of the Owner the terms thereof do not impact the Contract Price or the Contract Time, or when in the sole discretion of the Owner the circumstances do not allow sufficient time for issuance of a Change Order.
- 1.46. **Working Day:** See Normal Working Hours.

2. Independent Contractor:

In the performance of this Contract and for all purposes related to APS, Contractor shall be an independent Contractor and neither the Contractor nor any of its employees will under any circumstances, be considered servants or agents of APS. Under no circumstances shall APS (i) be responsible for any failing or wrongdoing by the Contractor, its servants or agents; (ii) be under any obligation to withhold from the Contract payments to the Contractor or otherwise any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits of any kind; or (iii) provide any insurance coverage or other benefits, including but not limited to workers' compensation, to any employees or agents of Contractor.

3. Intent of the Contract Documents:

The intent of the Contract Documents is to include all items necessary for the proper management, execution and completion of the Work, including without limitation, all labor, materials, equipment and furnishings required in connection therewith, whether or not specifically identified in the Contract Documents. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all. Any doubt as to whether any work is within the scope of the Contract shall be resolved in favor of an interpretation that the work is within the scope of the Contract. Use of the term "include" or "including" shall be deemed to mean "include without limitation," "including but not limited to," and similar expansive intent.

4. Drawings and Specifications:

Drawings or Specifications as necessary for performance of the Work will be identified in and provided with any Purchase Order issued by the Owner.

Any Specification provided shall serve to amplify the requirements of materials and assemblies. The mention in any Specification of any article or operation requires that the Contractor shall provide all such items indicated on, or reasonably inferred from, any Drawings provided to the Contractor, furnishing for such purpose all labor, materials and equipment required in connection therewith. Omission of any article, operation or detail does not relieve the Contractor of the responsibility for completion of the Work reasonably intended by any explanatory or informational documents provided by the Owner with a Purchase Order.

The Contractor shall exercise reasonable care and due diligence to discover any discrepancies in the Drawings or Specifications, and shall notify the Owner of discrepancies found in the Drawings or Specifications before materials are fabricated or Work performed.

The Contractor shall adhere to written dimensions though differing from scale measurements. In the absence of dimensions or in case of doubt as to the proper measurement, consult the Owner for clarification before proceeding with the Work. Actual field dimensions where applicable are to be verified by the Contractor in the field prior to proceeding.

5. Replacement of Personnel and Subcontractors:

APS has the right to reasonably reject staff or Subcontractors whom the Contractor assigns to the Contract. The Contractor must then provide replacement staff or Subcontractors satisfactory to APS in a timely manner and at no additional cost to APS. The day-to-day supervision and control of the Contractor's and its Subcontractor's employees is the sole responsibility of the Contractor.

The Contractor may not replace key personnel or Subcontractors identified in its Bid, including the project manager, without APS's written approval. The Contractor must submit any request to remove or replace key personnel or Subcontractors to the Owner's Project Manager at least fifteen (15) Days in advance of the proposed action. The request must contain a detailed justification, including the proposed replacement and his or her qualifications.

If the approved project manager resigns or is terminated by the Contractor, the Contractor will replace the project manager with an individual with similar qualifications and experience, subject to APS' written approval.

6. Contract Interpretations:

The Contractor may request Contract interpretations in writing from the Owner. Such requests for interpretations must be submitted sufficiently in advance of the date upon which the interpretation is actually required by the Contractor to allow the Owner to issue the interpretation so as not to delay the Work. Contractor shall be responsible for any delay resulting from failure to submit a request for interpretation in a timely manner. Written interpretations so requested shall be issued by the Owner in a manner commensurate with the timely execution of the Work, shall be consistent with the intent of the Contract Documents, and shall be in accordance with established time requirements for performance of the Work, but Owner shall be under no obligation to expedite its review and analysis of the question raised or to issue a response if the Contractor does not submit the request for interpretation in a timely manner.

7. Copies and Ownership of Contract Documents:

- A. The Contractor will be provided with either electronic or hard copies of any Drawings, Specifications, or other documents referenced in a Purchase Order.
- B. All Drawings, Specifications, or similar technical data provided to the Contractor by the Owner are the property of the Owner, and the Contractor may not use such information for any purpose not relating to performance of the Work.

8. General Review of Contract Documents:

- A. The Contractor shall perform all Work and shall furnish, at its own cost and expense, all labor, materials, equipment, and other facilities, except as herein otherwise provided, as may be necessary and proper for performing and completing the Work. The Contractor shall be responsible for the entire Work until Completion of all Work has been achieved.
- B. Unless otherwise provided herein, the Work shall be performed in accordance with the best modern practice and with materials and workmanship of highest quality.
- C. Supervision and Coordination of the Work: The Contractor shall supervise and direct the Work and coordinate the Work with that of separate Contractors using Contractor's best skill and attention. Unless otherwise provided in the Contract Documents, the Contractor shall be solely responsible for and have control over means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under the Contract; provided, however, that the Contractor shall employ adequate and safe procedures, methods, structures and equipment. No approval or failure to exercise its right of approval by Owner shall relieve the Contractor of its obligation to accomplish the result intended by the Contract, or create a cause of action for damages against the Owner, or provide a defense by the Contractor in any case of action by the Owner against the Contractor.
- D. The Contractor shall study and review the Contract Documents and shall compare them with each other and with such information made available by the Owner. The Contractor shall be responsible for giving Notice to the Owner of any errors, inconsistencies or omissions discovered or which in the exercise of due diligence as a reasonably competent Contractor reasonably should have been discovered by it.
- E. The Contractor shall be responsible for all costs or delays resulting from the Contractor's or a Subcontractor's failure to obtain and review Contract Documents provided or made available by the Owner, or from the failure to discover any errors, inconsistencies or omissions in the Contract Documents which in the exercise of due diligence as a reasonably competent contractor the Contractor reasonably should have discovered.

9. Substitutions:

- A. The name of a certain brand, make, or manufacturer in the Contract Documents is to denote the quality

standard of the article desired. The reference to a certain brand, make or manufacturer is to convey the general style, type, character and quality of article desired. If the Contractor desires to provide or use any other brand, make of materials, device, or equipment, it may do so only if it submits sufficient information to satisfy the Procurement Director/Procurement Agent that the proposed substitute is the equal of that specified in quality, workmanship, design and economy of operation, and is suitable for the purpose intended, and obtains the written approval from the Procurement Director/Procurement Agent by Change Order.

- B. To obtain approval of a substitute as equal, the Contractor shall submit to the Procurement Director/Procurement Agent all substantiating data upon which the Contractor relies to establish the substitute as an equal. If a sample is requested by the Owner, it shall be provided at the Contractor's expense within seven (7) Days of the request and may be subjected to such testing, examination or analysis, including but not limited to destructive testing, as the Owner in its discretion deems necessary. If the Procurement Director/Procurement Agent approves the proposed substitute, a Change Order approving the change will be issued by the Procurement Director/Procurement Agent. Provided, however, the Contractor shall be fully responsible for all costs or other consequences related to or arising from implementation of the use of the substitute, whether foreseen or unforeseen and including but not limited to any adjustments or revisions which might be required to existing improvements, facilities or operations. Contractor shall not proceed with use of the substitute until the Change Order approving its use has been issued by Owner.
- C. Notwithstanding the foregoing, if the identification of a certain brand, make or manufacturer is designated as "required" or "no substitutes permitted" or any similarly clear language, there shall be no substitutions permitted.

10. Changes in the Work:

- A. Any change to an existing Purchase Order must be approved by written Change Order issued by the Procurement Director/Procurement Agent prior to the changed Work being performed. APS has no obligation to pay for any changed or extra Work not directed by written Change Order issued by the Procurement Director/Procurement Agent.
- B. If the Owner issues a Purchase Order which the Contractor deems to be beyond the scope of the Work so as to entitle the Contractor to compensation or to additional time for performance of the Work beyond the terms set forth in the Purchase Order, the Contractor shall so Notify the Owner within seven (7) Days following issuance of the Purchase Order and before beginning the Work directed by the Purchase Order. If no agreement is reached between the Owner and the Contractor regarding such Work within ten (10) Days after the Contractor gives such Notice, or if the Owner directs the Contractor to proceed immediately, the Contractor shall proceed with the Work as directed and pursue such remedies as it deems appropriate within the claims provisions set forth in these Terms and Conditions. The expiration of such ten (10) Day period, or direction by the Owner to proceed, shall be deemed the occurrence date for any claim the Contractor wishes to pursue related to the Work ordered by the Purchase Order. Performance of and payment for the Work directed by the Purchase Order thereafter shall be governed by the Claims for Damages provisions of these Terms and Conditions.

11. Administration of Contract:

The Owner's Project Manager shall provide administration of the Contract in accordance with the Contract, Contract Documents and Work.

The Owner's Project Manager for this Contract is:

Doug Martin, Project Manager
Environmental Services
2770 South Taylor Street

Arlington, VA 22206
Telephone: (703) 228-7739
Cellphone: (571) 221-9168

12. Time of Start and Completion:

- A. Time is of the essence for any Purchase Order issued under this Contract. The Contractor shall commence Work within ten (10) days after receipt of the Purchase Order, or such lesser time as may be directed in the Purchase Order under circumstances requiring immediate attention. Time being of the essence with respect to this Contract, the Contractor shall prosecute the Work diligently, using such means and methods of performance, scheduling and resources as will secure its full Completion in accordance with the requirements of the Contract Documents, and will Complete the Work within the time stated in the Purchase Order.
- B. APS may cancel any Purchase Order, or any part thereof, without obligation to Contractor other than to pay for acceptable Work in place, if completion is not achieved at the time specified in the Purchase Order.

13. Site Visits:

The Owner shall have access to Work in process on the Project Site at all times to determine the progress and to assess the quality of the Work. Except as may be required to comply with specific requirements of the Contract Documents, the Owner shall not have control over or charge of and shall not be responsible for means, methods, techniques, procedures, sequences or safety measures employed in connection with the Work, nor for the failure of the Contractor, Subcontractors, or Sub-subcontractors to perform the Work in accordance with the Contract Documents.

14. Use of Site and Site Information:

- A. The Contractor shall be responsible for inspection of existing conditions as satisfactory to receive subsequent Work. If existing conditions exist on the Project Site which in the opinion of the Contractor will require Work in excess of that anticipated by the Scope of Work and Price as set forth in the Purchase Order, the Contractor shall give Notice of such conditions and not proceed with the Work until receiving written direction from the Owner. If the Owner agrees that the existing conditions require Work in excess of that anticipated by the Scope of Work and Price as set forth in the Purchase Order, a Change Order to the Purchase Order will be issued stating the impact as agreed by Owner. If the Owner does not agree that the existing conditions require Work in excess of that anticipated by the Scope of Work and Price as set forth in the Purchase Order, the Contractor shall proceed with the Work. If the Contractor disagrees with the Owner's determination, the Contractor may submit a claim as provided in these Terms and Conditions. If the Contractor proceeds with such Work before receiving such written direction from the Owner, such action shall be deemed a failure to comply with this condition precedent for pursuit of any claim and such Work shall be at Contractor's expense.
- B. The Owner shall make available to the Contractor such information as the Owner has in its possession describing the physical characteristics, legal limitations and utility locations for the Project Site; provided, however, that the provisions of such information shall not relieve the Contractor from its obligation to inspect for itself and determine the Project Site conditions. The Owner makes no representations whatsoever concerning the quality or contents of any information so provided and the Contractor relies on such information solely at its own risk.

The Contractor shall confirm locations of existing utilities by performing such tests or other measures as may be required, including but not limited to compliance with all Commonwealth of Virginia Miss Utility laws, at the Contractor's sole expense and no increase to the Contract Price. If the Contractor discovers, or in the exercise of reasonable care should have discovered, circumstances at the Project Site which the Contractor contends may cause Work beyond that contemplated by the applicable Purchase Order, the Contractor shall give Notice to the Owner of such circumstances before commencing Work affected thereby and shall await Owner's written instructions,

which shall include a statement of whether or not the Owner agrees that such circumstance will cause extra Work and how that extra Work is to be compensated. If the Contractor proceeds with the affected Work prior to receipt of the Owner's written instructions, such action shall be deemed a failure to comply with this condition precedent for pursuit of any claim and such Work shall be at Contractor's expense.

The Contractor shall be responsible for damages to property, whether owned by APS or others, caused by or resulting from performance of the Work. The Contractor shall repair to proper working order or replace, to the satisfaction of APS, any property so damaged.

The Contractor shall confine the Work to areas of the Project Site permitted by the Contract Documents and shall comply with all applicable laws, ordinances, and permits related to the Project Site.

The Contractor shall be responsible for all safety and security procedures required to protect Work in process and the safety of the public until the Work is accepted by Owner.

- C. Contractor workers shall not be present in any building owned or controlled by Owner without an Owner employee present. In the event the Contractor desires to perform Work outside Normal Working Hours or on Holidays in a building owned or controlled by Owner, Contractor shall notify the Owner in writing at least two (2) working days prior to the intended Work. Upon approval from the Owner, which Owner may in its sole discretion decline to grant, the Work can be scheduled and the Owner will provide an employee to deactivate the building security system and remain present while Contractor workers are present.
- D. The Contractor shall maintain its Work area in a clean and orderly state and shall exercise dust control when required. If in the Owner's sole discretion, the Project Site requires cleaning or excess material removal, in total or in part, the Owner may direct the Contractor to conduct the necessary cleaning and removal. Should the Contractor fail to accomplish the directed cleaning within three (3) business days, the Owner reserves the right to use outside sources to conduct the cleaning or maintenance and to charge the Contractor for all costs incurred by the use of the outside sources, plus a markup of ten percent (10%) to cover administrative costs.

15. Safety:

The Contractor must ensure that it and its employees and Subcontractors comply with all applicable local, state, and federal policies, regulations and standards relating to safety and health, including the standards of the Virginia Occupational Safety and Health program of the Department of Labor and Industry for General Industry and for the Construction Industry and the applicable Federal Environmental Protection Agency and Virginia Department of Environmental Quality standards. The Contractor shall be responsible for compliance with all safety procedures and programs set forth in its Bid.

16. Warranties:

- A. The Contractor warrants to the Owner that all materials and equipment furnished under the Contract will be new unless otherwise specified, free of defects, of the latest model, of the best quality, and in strict compliance with the requirements of the Contract Documents.
- B. The Contractor warrants to the Owner that all workmanship will be of the best quality and in strict compliance with the requirements of the Contract Documents.
- C. All materials and equipment furnished under the Contract shall be free and clear of all liens or other claims of any type by any third parties.
- D. All workmanship, materials or equipment not conforming to the foregoing standards may be deemed defective. APS has no obligation to pay the Contractor for Work, materials or equipment rejected as defective until satisfactory correction has been accomplished by Contractor.

- E. All Warranties shall be in effect for the entirety of the Warranty Period, or the manufacturer's standard warranty, whichever is longer. In the event corrective work is required during the Warranty Period, the Warranty on the repaired Work shall extend for one (1) year from the date of acceptance by APS of the completed repairs. The Warranty shall include all parts, labor, transportation, and any other costs necessary to keep the product in good operating condition, but shall not be applicable to damage caused by Owner's misuse of the item or due to normal wear and tear. If seasonal limitations prevent any required performance testing of the completed Work, the Warranty Period for such Work shall begin after the performance tests have been successfully performed.

17. Correction of Defective Work Before and During Warranty Period:

- A. In the event the Work, or any portion thereof, is determined during the Warranty Period to be defective, incomplete or to have been improperly performed, the Contractor shall, within three (3) Days after written notice from the Owner, commence to remove all improper and deteriorated Work and materials and replace it at the Contractor's expense with Work and materials in accordance with the requirements of the Contract Documents and to complete all incomplete Work in accordance with the Contract Documents within a reasonable time period.
- B. In the event the Contractor fails to commence the removal, replacement, completion or correction of such Work within three Days after the date of written notice from the Owner and to complete such Work within a reasonable time period thereafter, the Owner will cause such Work to be performed by other Contractors and the Contractor will be obligated to pay the Owner all costs incurred in the performance of such Work plus an administrative fee of ten percent (10%) within thirty (30) Days following submission by Owner to Contractor of such demand for payment.
- C. The Contractor's Warranty obligations shall remain in full force and effect regardless of whether the Warranty Work was performed by the Contractor or by the Owner.
- D. Defects or nonconformities which are remedied as a result of Warranty obligations shall subject the remedied portion of the Work to an extended Warranty Period of one (1) year from the date upon which such defect or nonconformity was fully remedied or from the date of Final Completion of the Project as a whole, whichever is later, whether such Warranty Work was performed by the Contractor or by the Owner. Any repetitive defect, failure or malfunction identified within the Warranty Period shall remain under Warranty until it has been fully corrected and has performed without defect, failure or malfunction for a period of one (1) year.

18. Contractor Requirements:

- A. The Contractor and all of its Subcontractors for the duration of the Contract are required to comply with all laws regarding authorization to do business in Virginia, licensing, and other regulatory requirements as applicable; to be financially stable; and to provide for performance of the Work a sufficient work force, all of whom are qualified for and experienced in the Work.
- B. The Owner, upon written Notice to the Contractor, and in the Owner's sole discretion, shall have the right to direct the Contractor and its Subcontractors to remove an employee permanently from the Project for any reason. Any individual who is removed from the Project pursuant to this Section may not return without specific permission of the Owner.
- C. The Contractor will ensure that no Work shall be performed in occupied areas on a Project Site during school hours unless express written approval has been granted by the Owner and proper safety precautions have been exercised to isolate the area of the Work.
- D. Tobacco products, alcoholic beverages, illegal drugs, and weapons are prohibited on the Project Site and

will constitute grounds for immediate removal of any employee of the Contractor or of any Subcontractor from the Project Site. Sexual harassment, profanity, and inappropriate behavior are not permitted on the Project Site and will constitute grounds for immediate removal of any employee of the Contractor or of any of its Subcontractors.

- E. No Smoking Policy on Arlington Public Schools' property: Contractors and Subcontractors, including their employees or agents, performing work on APS property shall abide by the no smoking policies applicable to the property.
- F. Drug-Free Workplace. For the purposes of this Contract "drug-free workplace" means a Project Site in connection with a specific Purchase Order. All the employees, Subcontractors and other representatives of Contractor of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Contract on any Project Site. During the performance of this Contract, the Contractor agrees to:
 - 1. Provide a drug-free workplace for the Contractor's employees;
 - 2. Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
 - 3. State in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free work place; and
 - 4. Include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each Subcontractor.
- G. Contractor Certification Regarding Criminal Convictions. By signing this Contract, the Contractor affirms the continuing accuracy of the Contractor Certification Regarding Criminal Convictions submitted as Attachment A to its Bid and that it will remain in force throughout the performance of any Work under the Contract. The Contractor acknowledges that its Contractor Certification Regarding Criminal Convictions is applicable not only to Contractor or its employees, but also to its Subcontractors or their employees and Sub-subcontractors or their employees. Contractor shall upon demand from APS provide to APS all information which allowed for the Contractor's certification, and which supports that the certification remains current, and further certifies that:

All Contracts with Arlington County School Board, where the Contractor or its employees, or its Subcontractors or their employees, will have direct contact with students on school property during regular school hours, or during school-sponsored activities, shall require the Contractor to certify that neither it nor any of its employees nor any of its Subcontractors' nor any of its Subcontractors' employees, who will have direct contact with students, have been:

- (1) convicted of a felony or of a sexually violent offense as defined in Va. Code Ann. § 9.1-902 as mandated by Va. Code Ann. § 18.2-370.5,
- (2) convicted of an offense occurring on or after July 1, 2006, where the offender was more than three years older than the victim involving:
 - (d) the rape of a child under age 13 pursuant to Va. Code Ann. § 18.2-61.A(iii),

- (e) forcible sodomy of a child less than 13 years of age pursuant to Va. Code Ann. § 18.2-67.1.A.1,
- (f) object sexual penetration of a child under 13 years of age pursuant to Va. Code Ann. § 18.2-67.2.A.1, or
- (d) any similar offense under the laws of any foreign country or any political subdivision thereof, or the United States or any political subdivision thereof.

This requirement is applicable without exception for a person convicted of a felony or of a sexually violent offense as defined in Va. Code Ann. § 9.1-902, but for all other offenses set forth above this requirement does not apply unless the qualifying offense was done in the commission of, or as a part of the same course of conduct of, or as part of a common scheme or plan as a violation of:

- (a) abduction or kidnapping in violation of Va. Code Ann. § 18.2-47.A,
- (b) abduction with intent to extort money of for immoral purpose in violation of Va. Code Ann. § 18.2-48,
- (c) burglary in violation of Va. Code Ann. § 18.2-89,
- (d) entering a dwelling house with intent to commit murder, rape, robbery or arson in violation of Va. Code Ann. § 18.2-90,
- (e) aggravated malicious wounding in violation of Va. Code Ann. § 18.2-51.2, or
- (f) any similar offense under the laws of any foreign country or any political subdivision thereof, or the United States or any political subdivision thereof.

H. Contractor Prohibited in Assisting Person for New Job if Engaged in Misconduct with Minor.

As a condition of being awarded a Contract, or Contract renewal, the Contractor acknowledges it is prohibited from assisting the elected and appointed officials of APS, its officers, current and former employees?, agents, departments, agencies, boards, and commissions employee, and contractors, including all levels of subcontractors, in obtaining a new job if the Contractor knows or has probable cause to believe that the elected and appointed officials of APS, its officers, current and former employees?, agents, departments, agencies, boards, and commissions employee, and contractors, including all levels of subcontractors, engaged in sexual misconduct regarding a minor or student in violation of law.

19. Permits, Fees and Notices:

- A. The Contractor shall comply with all local, state and federal laws, regulations, rules or ordinances applicable to this Contract and the Work to be performed hereunder. The Contractor shall also obtain, at its expense, all permits, inspections, licenses, fees and other authorizations necessary for the prosecution of the Work.
- B. The Contractor shall be responsible for giving all notices and complying with all laws, ordinances, rules, regulations and directives of any public authority bearing on the performance of the Work. Should the Contractor determine that the Contract Documents, or any of them, do not conform with such laws, ordinances, rules, regulations and directives in any respect, it shall promptly inform the Owner of such fact in writing. Any required changes shall be made by suitable approved Modification. If the Contractor performs any Work when it knew or in the exercise of reasonable care should have known it to be in conflict with such laws, ordinances, rules or regulations without satisfying its Notice obligations to Owner, such action shall be deemed a failure of this condition precedent to a claim and the Contractor shall accept all

responsibility and bear all cost relating thereto.

20. Risk of Loss:

All Work, materials and equipment provided by Contractor shall remain the property of Contractor until accepted by Owner as in compliance with the requirements of the Contract Documents, and all risk of loss prior to acceptance by Owner shall be borne by Contractor.

21. Tests and Inspections:

A. Unless otherwise provided in the Contract Documents, the Contractor shall be responsible for scheduling, compliance and costs associated with all tests or inspections required by local authorities having jurisdiction over the Project. The Contractor shall give the Owner Notice immediately in the event of failure of any test or inspection. In calling for inspections, the Contractor certifies that the Work being called for inspection meets the Contract and all code requirements for completeness and quality and shall bear all expense arising from any failed inspection, whether incurred by Owner, Contractor, or any third party.

B. Irrespective of any third party inspections, the Contractor remains responsible for any after discovered defects in Work and is fully responsible for any delays and costs associated with such defective, insufficient or non-compliant Work.

22. Rejection of Work:

The Owner shall have the authority to reject Work that does not conform strictly to the requirements of the Contract Documents. All costs associated with correction of rejected Work shall be borne by the Contractor.

23. Owner's Right to Stop Work/Right to Correct Deficiencies:

If the Contractor does not correct non-complying Work, or is consistent in not supplying and/or furnishing labor, material, and equipment necessary to Work performance, then the Owner has the right to order the Contractor to stop the Work until such time as the Owner approves the Contractor's written plan to correction of such deficiency. Should the Contractor fail within three (3) working Days following issuance of the stop work order to submit an acceptable corrective plan and thereafter to pursue the corrective plan with due diligence, the Owner has the right, after three (3) days written notice, to correct the deficiencies. In such event the Contractor shall pay to the Owner the Owner's cost of correcting the deficiencies, including any charges for special inspections or tests, plus a markup of ten percent (10%) to cover administrative costs. The Owner's exercise of the right to correct deficiencies shall in no way prejudice or limit any other remedy that the Owner may have.

24. Indemnification:

The Contractor covenants to save, defend, hold harmless, and indemnify the Owner, Arlington County School Board, and all of its elected and appointed officials, officers, employees, agents, departments, agencies, boards, and commissions from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs, and attorney's fees, and all reasonable and customary costs of litigation), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor's acts or omissions in performance or nonperformance of the Work. This indemnification obligation shall survive the termination of this Contract.

25. Payment:

A. Invoices unless otherwise specified in the Contract or in the Purchase Order shall be submitted immediately upon completion of the shipment or Services. If shipment is made by freight or express, the original Bill of Lading properly receipted, must be attached to the invoices. Mail invoices, as applicable, to:

Arlington Public Schools
Department of Environmental Services
2770 South Taylor Street
Arlington, VA 22206

- B. Upon receipt of an invoice, the Owner shall review the Work to determine if the invoice is consistent with the Work in place. The Contractor shall submit such additional information as may be reasonably requested by the Owner to substantiate the amount billed.
- C. Payments will be made within thirty (30) days after the later of receipt of an invoice by APS or receipt of additional documentation as requested by APS of all amounts within the invoice approved for payment. All payments shall be net of any prompt payment discount. In connection with any prompt payment discount, time shall be computed from the date of the invoice. For the purpose of earning the discount, payment shall be considered to have been made on the date that appears on the payment check or the date on which an electronic funds transfer for the payment was made.
- D. APS is exempt from the payment of any federal excise tax or Virginia Sales Tax. The APS Federal Excise Tax Number is 54-6001128. Contractors located outside the Commonwealth of Virginia may charge and collect their local and or state sales tax when the Purchase Order calls for materials to be picked up by APS at the Contractor's place of business outside Virginia.
- E. Notwithstanding the foregoing, no less than ninety-five (95%) of the Contract Price stated in the Purchase Order shall be paid until the Owner is satisfied that the Work is Complete.
- F. **Price Reduction.** If at any time after the date of Bid Opening the Contractor makes a general price reduction in the comparable price of any Goods or service covered by the Contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to the Contract for the duration thereof, including any extensions. Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of a Good or service offered (1) to Contractor's customers generally, or (2) in the Contractor's price schedule for the class of customers generally comparable to Owner which was used as the basis for Contractor's Bid. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general reduction" under this provision. The Contractor shall submit its invoice at such reduced prices indicating on the invoice that the reduction is pursuant to the "Price Reduction" provision of the Contract Documents. The Contractor, in addition, will within ten (10) days of any general price reduction, Notify the Procurement Director/Procurement Agent of such reduction by letter. Failure to do so may lead to termination of the Contract. Upon receipt of any such Notice of a general price reduction all ordering offices will be duly notified by the Procurement Director/Procurement Agent. The Contractor, if requested, shall furnish, within ten (10) days after the expiration or termination of the Contract a statement certifying either (1) that no general price reduction, as defined above, was made after the date of the Bid Opening, or (2) if any such general price reductions were made, that as provided above, they were reported to the Procurement Director/Procurement Agent within ten (10) days, and ordering offices were billed at the reduced prices. Where one or more such general price reductions were made, the statement furnished by the Contractor shall include with respect to each price reduction (1) the date when notice of any such reduction was issued, (2) the effective date of the reduction, and (3) the date when the Procurement Director/Procurement Agent was notified of any such reduction.

26. Audit:

The Owner and its authorized representatives shall have access to all records necessary to perform a complete audit of the Contractor for the purposes of verifying that the certified cost or pricing data submitted were accurate, complete and current. The Owner shall, until the expiration of five (5) years from the date of final payment under this Contract, have the right to examine and copy those books, records, documents, papers and other supporting data which involve transactions related to this Contract or which permit adequate evaluation of the cost or pricing data submitted, along with the computations and projections used therein (the "Records"), and the Contractor hereby covenants to maintain the Records in good order for such time and to deliver promptly the Records to the Owner

upon request. There shall be no charge to Owner for conducting any such audit.

27. Award of Subcontracts and Other Contracts for Portions of the Work:

- A. The Contractor shall not enter into any Subcontract with any Subcontractor who is suspended or debarred from participating in any contracting programs by the Commonwealth of Virginia, by any public body within the Commonwealth of Virginia, by the United States government, or by any other state or public body within any other state.
- B. The Contractor shall not enter into any Subcontract with any Subcontractor who or which is not qualified to do business in Virginia in compliance with applicable law or does not have in effect all licenses and trade certifications required by federal, state or local law to perform the Services or to provide the Goods which are the subject of the Subcontract.
- C. Upon request, the Contractor promptly shall file with the Owner a copy of any one or more of its Subcontracts. The Owner has the right to reject any Subcontractor it finds not to be qualified to perform the Work.
- D. No action by the Owner shall relieve the Contractor of any of its responsibilities, duties and liabilities under the Contract Documents. The Contractor shall be responsible to the Owner for the acts, defaults, or omissions of the Contractor's Subcontractors and of its Subcontractors' officers, authorized representatives and employees.
- E. Nothing contained in the Contract Documents or in any Subcontract shall operate to, or otherwise have the effect of, creating a contractual relationship between the Owner and any Subcontractor.

28. Subcontractor and Sub-Subcontractor Agreements:

Work performed by a Subcontractor or a Sub-subcontractor shall be defined by a signed agreement between a Subcontractor and the Contractor, or between a Sub-subcontractor and a Subcontractor, as applicable. Each such agreement shall:

- A. Not contain a provision which purports to negate, conflict with or otherwise compromise the requirements of the Contract Documents.
- B. Not contain a provision which purports to adversely affect the rights of the Owner as such rights are defined in the Contract Documents.
- C. Contain appropriate provisions to give the Contractor the same power to terminate the Subcontract that the Owner may exercise to terminate the Contractor under the provisions of these Contract Documents. The Contractor shall bear all additional expenses due to its exercising of its rights under this Section.
- D. Contain appropriate provisions which bind the Subcontractor to the terms and conditions of this Contract insofar as they are applicable to the Work of the Subcontractor.
- E. Contain a requirement that the Subcontractor shall be bound by and subject to the provisions of the payment requirements of the Contractor to the Subcontractor in regard to payments due by the Subcontractor made to its Sub-Subcontractors.
- F. Require timely processing of applications for payment and of claims for additional costs, damages, or time in order that the Contractor may in turn promptly process such applications or claims in conformance with the Contract Documents.
- G. Contain a provision to the effect that the Owner and its authorized representatives will, until five (5) years

from the date of final payment under the Subcontract, have access to and the right to examine and copy those books, records, documents, papers and other supporting data which involve transactions related to the Subcontract.

- H. Contain the same Character and Competency requirements as appear in these Terms and Conditions and require the completion by the Subcontractor and its Sub-subcontractors of the Contractor Certification Regarding Criminal Activity and Employee Certification Regarding Criminal Activity.
- I. Waive the rights of either party against the other in regard to claims for fire or other peril covered by the property insurance required by these Terms and Conditions. Such waiver shall not exclude either party from rightful access to the proceeds of such insurance.
- J. Contain a provision imposing upon the Subcontractor the obligations and restrictions of Sections 56 and 61 of these General Conditions.

29. Responsibility for Those Performing the Work:

The Contractor shall be responsible and accountable to the Owner for the acts and omissions of the Contractor's employees in connection with the performance of the Work and for any Subcontractors or other persons performing any of the Work under a Contract with the Contractor or a Contract with a Subcontractor or Sub-subcontractor.

30. Payment of Subcontractors:

- A. Within seven (7) days after receipt of payment from the Owner, the Contractor shall:
 - 1. Pay each Subcontractor an amount equal to the percentage of the Work attributable to such Subcontractor; or
 - 2. Notify the Owner and the Subcontractor in writing of the intention to withhold all or part of the amount due a Subcontractor and state the reason for such withholding.
 - 3. In the event the Contractor fails to submit a timely Application for Payment, and that failure is due exclusively to the actions of the Contractor, the Subcontractor shall have the right to be paid by the Contractor upon demand of the amounts due.
 - 4. The Contractor shall pay interest on amounts owed to the Subcontractor which remain unpaid seven (7) days after the Contractor's receipt of payment from the Owner. Interest on such amounts shall accrue at the rate of one percent (1.0%) per month. Amounts owed the Subcontractor which have been withheld as permitted herein shall not accrue interest. Interest on amounts otherwise not paid to the Subcontractor when due under the terms of the Subcontract shall bear interest at the rate of one percent (1%) per month unless the written Subcontract otherwise provides.
- B. Information concerning percentages of completion of work performed by a Subcontractor as shown in an Application for Payment may be made available to that Subcontractor at the sole discretion of the Owner.
- C. Insurance proceeds received by the Contractor under the insurance policies required by these Terms and Conditions shall be equitably distributed to the Subcontractors affected by the insured loss.
- D. The Contractor's obligation to pay an interest charge to a Subcontractor is not an obligation of the Owner. A Contract Modification shall not be made for the purpose of providing reimbursement for the interest charge. A cost reimbursement claim shall not include any amount for reimbursement for the interest charge.

31. Owner's Right to Award Separate Contracts:

- A. The Owner has the right to award separate Contracts of the same or a similar nature on the same or similar

Project Sites, or for other work on the same Project Sites.

- B. When separate Contracts are awarded, the term "Contractor" in the Contract Documents in each case shall mean the Contractor who executes each separate Contract for construction.
- C. At no additional cost to the Owner, the Contractor shall coordinate the Work with the activities of each separate Contractor with the intent of each Contractor being able to complete its Work in the most time efficient and cost efficient manner under the circumstances.
- D. If part of the Contractor's Work depends for proper execution or results upon construction or operations by a separate Contractor, the Contractor shall, prior to proceeding with that portion of the Work, promptly report to the Owner in writing any apparent discrepancies or defects in such construction or operations performed by a separate Contractor that would render it unsuitable for such proper execution and results. Failure of the Contractor to report such apparent discrepancies and/or defects, or to discover such defects or discrepancies which in the exercise of due diligence as a reasonably competent contractor reasonably should have been discovered, shall constitute an acknowledgment that the separate Contractors' completed or partially completed construction is fit and proper to receive the Contractor's Work.

32. Royalties and Patents:

The Contract Price includes all royalties and costs arising from patents, trademarks, and copyrights in any way involved in the Work. Whenever the Contractor is required or desires to use any design, device, material or process covered by letters of patent or copyright, the use thereof is understood to have been included in the Contract Price and the Contractor shall indemnify and save harmless the Owner and Owner's Representative, their officers, agents and employees from any and all claims for infringement by reason of the use of any such patented design, device, tool, material, equipment, or process to be performed under the Contract, and shall indemnify the Owner, its officers, agents, authorized representatives, and employees for any costs, expenses and damages which may be incurred by reason of any such infringement at any time during the prosecution and after the completion of the Work. This obligation to defend, hold harmless and indemnify shall include but is not limited to attorneys' fees and all customary and reasonable costs of litigation and expert consultation and testimony. If a Purchase Order contains a direction requiring use of any design, device, material or process which is subject to patent, trademark or copyright protection which Contractor contends was not contemplated by and included in the Pricing Schedule, the Contractor shall give Notice thereof to Owner prior to proceeding with the Work and await direction from the Owner. If the Contractor proceeds with the Work without giving such Notice or without receiving direction from the Owner, the Contractor shall be responsible for all royalties and costs as provided in this Section.

33. Claims for Damages:

If the Contractor wishes to make a claim, whether for extra compensation, damages or other relief, by reason of any act or omission of the Owner or its agents or representative or other causes beyond the reasonable control of the Contractor, the Contractor shall comply with the requirements set forth below. Strict compliance with all claims submission requirements set forth below or in any other provision of the Contract Documents shall be a condition precedent to the Contractor's right to pursue any claim or to recover or prevail thereon. All time requirements set forth as claims submission requirements shall be deemed to be of the essence. Compliance with all claims submission requirements shall not, however, create any presumption of validity of any claim.

- A. The Contractor must at the time of the discovery of the occurrence of the event giving rise to the claim and before beginning any work on which the claim is based deliver to the Procurement Director/Procurement Agent a written statement identifying itself as a Notice of claim, stating the circumstances of the occurrence, specifying the additional work contemplated as being required, state why such work is not already included within the scope of the Contract Documents, and to the extent reasonably foreseeable estimate the anticipated amount of the claim.
- B. If the Owner within five (5) Working Days following receipt of such Notice of claim does not direct the

Contractor otherwise, the Contractor shall proceed with the Work which is the subject of the claim and within ten (10) calendar days after completion of the Work for which additional compensation is claimed shall submit in writing to the Procurement Director/Procurement Agent a written itemization of the actual additional compensation claimed, with all supporting documentation.

- C. The Procurement Director/Procurement Agent shall decide within ninety (90) Days after receipt of the submission described in SubSection B above, which decision shall be the final determination of the Owner. Failure by the Procurement Director/Procurement Agent to issue a final decision shall be deemed a final decision to deny the claim as of the ninetieth (90th) Day. A final decision by the Owner shall be a condition precedent to institution by the Contractor of any judicial claim for relief on the claim. The Contractor's right to seek judicial appeal of denial of a claim is barred if no suit is filed within six (6) months following the Owner's final decision. No consideration by the Owner of any additional submissions by the Contractor in support of any claim shall extend this six (6) month limitation.
- D. The Contractor shall comply with all directions and decisions of the Owner and shall proceed diligently with the performance of the Contract and with any disputed Work pending final resolution of any claim or dispute. "Final resolution" shall include the exhaustion of all judicial proceedings.
- E. No claim whatsoever shall be made by the Contractor against any officer, authorized representative or employee of the Owner for, or on account of, anything done or omitted to be done in connection with this Contract.
- F. Failure of the Owner at any time to require compliance with any term or condition of the Contract Documents or of any claims submissions requirements shall not be deemed a waiver of such term, condition, or requirement, or a waiver of the subsequent enforcement thereof.
- G. In the event the Contractor makes a claim for additional compensation other than for damages related to delay which results in litigation, if the Owner substantially prevails in such litigation the Contractor shall indemnify and hold the Owner harmless from any and all reasonable attorneys' fees, litigation costs of all types, and expert witness fees and costs, arising from or related to such claim and litigation.
- H. If additional compensation is granted as to any claim, either by consent of the Owner or by judicial decision, the Contractor shall not be entitled to recover any interest on any amounts claimed to be due from the Owner which are the subject of a good faith dispute by the Owner which are paid within thirty (30) Days following final resolution of such dispute. Interest shall accrue on any claim not paid within such thirty (30) Days at the legal rate of one percent (1%) per annum simple interest commencing on the date of such final resolution.
- I. No claims provision in this Agreement waives the Owner's sovereign immunity or waives the ability of the Owner to invoke sovereign immunity where sovereign immunity may be applicable.

34. Claims for Extension of Time:

- A. The parties agree that no extension beyond any required date of completion, whether Substantial Completion or Final Completion, fixed by the terms of the Contract shall be effective unless granted in writing, and signed by the Owner's Procurement Agent or his designee. All time requirements set forth herein shall be of the essence. It shall be a condition precedent to any claim for extension of time that the Contractor comply strictly with the following requirements:
 - 1. Give Notice of delay in writing to the Owner's Project Manager, and to the Procurement Agent within two (2) days of the occurrence which gives rise to the alleged delay, or within seven (7) days of the beginning of the delay if the resulting delay was not reasonably foreseeable at its commencement. Delays based on weather occurrences shall be submitted in accordance with, and are subject to the limitations of, Section 37, Weather Delays, of these Terms and Conditions. The

Notice of claim for delay shall identify itself as a notice of claim, shall state the circumstances of the occurrence, shall state the justification for the delay and for the extension of time, and shall state the estimated duration of the delay and of the extension requested. In case of a continuing cause of delay, only one Notice shall be required so long as the delay asserted is continuous, but an additional Notice shall be given at least every fourteen (14) days providing a statement of what the Contractor has done to mitigate or overcome the cause of the delay, how long the delay is anticipated to continue, and the justification for such projection. Strict compliance with all of these submission requirements shall be a condition precedent to consideration of any claim for delay related to weather, but compliance of itself shall not establish the validity of any claim.

2. The Contractor shall submit to the Owner's Project Manager, and to the Procurement Agent a statement of the actual time extension requested as a result of the claimed delay, which shall include all documentation and supporting information for such claimed delay required by this Section and by any applicable Contract Specifications, within twenty-one (21) days after the delay has ceased.
 3. The Contractor shall comply with all directions and decisions of the Owner's Project Manager or the Procurement Agent and shall proceed diligently with the performance of the Contract and with any disputed work pending final resolution of any claim or dispute. "Final resolution" shall include the exhaustion of all judicial proceedings.
 4. The Contractor shall make no claim against any officer, agent or employee of Arlington Public Schools for, or on account of, any act or omission to act in connection with the Contract, and to the extent permitted by applicable law acknowledges and agrees that any and all rights to make any such claim are waived without condition or limitation.
 5. Strict compliance with all applicable submittal requirements shall be a condition precedent to entitlement to any extension of time, but such compliance shall not of itself establish entitlement. Failure to comply with the foregoing submittal requirements shall be deemed a conclusive waiver, without limitation, of any claim for extension of time arising from or related to the alleged occurrence.
- B. The Contractor shall not be entitled to any extension of time for delay in completion of the Work unless such delay is caused solely by any act or delay caused by the Owner, or by riot, insurrection, war, pestilence, acts of public authorities, fire, earthquakes, or by strikes, or other causes, which in the opinion of the Owner, are entirely beyond the expectation and control of the Contractor. The Contractor shall be entitled to an extension of time for such causes only for the number of days of delay which the Owner's Project Manager may determine to be due solely to such causes and only to the extent that such occurrences actually delay achieving the applicable completion date, and then only if the Contractor shall have strictly complied with all applicable claims submission requirements of this Contract. To the extent any delay for which the Contractor seeks an extension of time is due concurrently to causes for which Contractor may be entitled to a delay and to causes within the reasonable control or foreseeability of the Contractor, the Contractor shall not be entitled to any extension of time.
- C. The Contractor is to assume five (5) Days delay from the date of Notice to Proceed to the date of Project Substantial Completion. These five (5) Days shall be known as "Owner Float," and may be applied to any delay from any cause, at the Owner's sole discretion, including but not limited to Owner caused delay. The Contractor shall include this Owner Float in the Contract Period, in the Contract Sum, and shall incorporate the Owner Float in the Project Schedule. The Contractor will not be compensated, neither monetarily nor by time extension, for any delay to which the Owner elects to apply any portion of the Owner Float so long as the Owner Float has not been exhausted.

- D. The Owner's Procurement Agent or his designee shall issue the Owner's final decision on any claim for delay within ninety (90) Days following receipt of the Contractor's final submission in support of the claim, if submitted timely. Failure of the Procurement Agent to issue a written decision shall be deemed a final decision to deny the claim as of the ninetieth (90) Day. A final decision by the Owner shall be a condition precedent to institution by the Contractor of any judicial proceeding for relief on the claim. The Contractor's right to seek a judicial appeal of denial of a claim for extension of time is barred if no suit is filed within six (6) months following the Owner's final decision on the claim. No consideration by the Owner of any additional submissions by the Contractor in support of any claim shall extend this six month period.
- E. Delays caused by the failure of the Contractor's Subcontractors, suppliers and dealers to furnish approved working drawings, shop drawings, submittals, materials, fixtures, equipment, appliances, or other fittings on time or the failure of Subcontractors or Sub-Subcontractors to perform their work in conformity with the Project Schedule or other requirements of the Contract Documents shall not constitute a basis for extension of time.
- F. The Contractor making a claim against the Owner for costs or damages due to unreasonable delays caused by the Owner, and its agents or employees, shall be liable to the Owner for a percentage of all the costs the Owner incurs in investigating, analyzing, negotiating, and litigating the claim, which percentage shall be equal to the percentage of the Contractor's total delay claim which is determined through litigation to be incorrect or to have no basis in law.
- G. No claims provision in this Agreement waives the Owner's sovereign immunity or waives the ability of the Owner to invoke sovereign immunity where sovereign immunity may be applicable.
- H. The Contractor shall comply with all directions and decisions of the Owner's Representative, the Owner's Project Manager, or the Procurement Agent and shall proceed diligently with the performance of the Contract and with any disputed work pending final resolution of any claim or dispute. "Final resolution" shall include the exhaustion of all judicial proceedings.

35. Recovery Schedule:

- A. Should the approved Project Schedule show at any time during Contractor's performance, in the sole opinion of the Owner, that the Contractor is fourteen (14) days or more behind schedule for any specific critical path milestone date, or should the Contractor be required to undertake remedial actions under this Section, the Contractor shall submit a Recovery Schedule to the Owner within five (5) days after receiving a written request from the Owner. The Recovery Schedule shall explain and display how the Contractor intends to reschedule its Work at no additional cost to the Owner, in order to regain compliance with the Project Schedule during the immediate subsequent pay period.
- B. If the Contractor believes that all of the time can be recovered during the subsequent pay period, the Contractor will be permitted to prepare a Recovery Schedule as set forth below. However, if the Contractor believes it will take more than thirty (30) days to recover all of the lost time, it shall prepare and submit a request for revision of the Project Schedule and comply with all of the requirements for a Schedule Revision.
 - 1. The Contractor shall prepare and submit to the Owner a one-month maximum duration Recovery Schedule, incorporating best available information from Subcontractors and others which will permit return to the approved Project Schedule at the earliest possible time. The Contractor shall prepare a Recovery Schedule to the same level of detail as the Project Schedule for a maximum duration of one month. This Recovery Schedule shall be prepared in coordination with other separate Contractors on the Project.

2. Within two (2) days after submission of Recovery Schedule to the Owner, the Contractor shall participate in a conference with the Owner to review and evaluate the Recovery Schedule. Within two (2) days of that conference, the Contractor shall submit the revisions necessitated by the review for the Owner's review and approval. The Contractor shall use the approved Recovery Schedule as his plan for returning to the Project Schedule.
3. Contractor shall confer continuously with the Owner to assess the effectiveness of the Recovery Schedule. As a result of these conferences, the Owner will direct the Contractor as follows: (i) If the Owner determines the Contractor is still behind schedule, the Owner will direct the Contractor to prepare a revised Recovery Schedule and comply with all of the requirements of a Schedule Revision as stated herein and the other requirements of the Contract Documents; provided, however, that nothing herein shall limit in any way the rights and remedies of the Owner as provided elsewhere in the Contract Documents. (ii) If the Owner determines the Contractor has successfully complied with provisions of the Recovery Schedule, the Owner will direct the Contractor to return to the use of the approved Project Schedule.

36. **Contractor Delays:**

The Contractor agrees that whenever it becomes apparent from review of the current monthly Project Schedule Update that delays to the critical path have resulted and, hence, that any Substantial Completion Date or Final Completion Date established by the Contract will not be met, or when so directed by the Owner, the Contractor shall take some or all of the following actions at no additional cost to the Owner:

- A. Increase construction manpower in such quantities and crafts as will substantially eliminate the backlog of Work;
- B. Increase the number of working hours per shift; shifts per working day, or days per week; the amount of construction equipment; the forms for concrete work or other trade specific materials or equipment; or any combination of the foregoing to substantially eliminate the backlog of Work;
- C. Reschedule activities to achieve maximum practical concurrency of accomplishment of activities, and comply with those revisions.
- D. The Contractor shall submit to the Owner's Representative for review, a written statement of the steps the Contractor intends to take to remove or arrest the delay to the Project Schedule. If the Contractor shall fail to submit a written statement of the steps it intends to take or should fail to take such steps as required by the Contract, the Owner or the Owner's Representative may direct the level-of-effort in manpower (trades), equipment, and work schedule (overtime, weekend and Holiday work, etc.) to be employed by the Contractor in order to remove or arrest the delay to the critical path in the accepted Project Schedule, and the Contractor shall promptly provide such level-of-effort at no additional cost to the Owner. In addition, should schedule delays persist, the Contractor's Surety will be asked to attend meetings to update the Project Schedule.
- E. Should it be deemed necessary, in the Owner's sole discretion, that delays or incomplete work have warranted the use of outside sources to arrest a delay or to complete incomplete work, the Owner reserves the right to back-charge the Contractor for all costs incurred by the Owner in the use of outside sources.

37. **Weather Delays:**

Unusually severe weather conditions which prevent or inhibit the Contractor's performance of the Work are referred to herein as "Inclement Weather" and are more specifically defined below. The Contract Period may be adjusted to account for Inclement Weather, but only if (i) there has been strict compliance by Contractor with all claims submission requirements and other requirements of the Contract Documents related to time extensions; (ii) the delay asserted is shown by the Contractor to be the sole cause of lengthening the longest critical path indicated on the Project Schedule in effect during the period of such alleged delay, and (iii) the following definition of "Inclement

Weather” is satisfied: A. Inclement Weather is defined as the occurrence of one or more of the following conditions within a twenty-four (24) hour period that prevents Work shown on the Construction Schedule as planned for performance at that time which is directly affected by such weather conditions or by impact on access to the Site

- A. Precipitation (rain, snow, or ice) in excess of one-tenth inch (0.10”) liquid measure.
- B. Temperatures that do not rise above that required for the Day’s planned Work, if such temperature requirement is specified or accepted as standard industry practice.
- C. Sustained wind in excess of twenty-five (25) m.p.h.
- D. Inclement Weather may include, if appropriate, “dry-out” or “mud” days:
 1. Resulting from precipitation Days that occur beyond the Monthly Assumed Inclement Weather Days;
 2. Only if there is a hindrance to planned Work and the Contractor has taken all reasonable accommodations to avoid such hindrance; and,
 3. At a rate no greater than one (1) Day for each Day that has precipitation in the amount of 1.0 inch or more, liquid measure, but if there is precipitation on consecutive Days which totals 1.0 inch or more, liquid measure, only one (1) Day may be included for those consecutive Days.
- E. Monthly Assumed Inclement Weather Days also are herein referred to as the Standard Baseline. The Standard Baseline for purposes of factoring the Monthly Assumed Inclement Weather Days into the Project Schedule is four calendar days per month. Standard Baseline Inclement Weather is included in the Work, is to be included in the Project Schedule, and shall not form any basis for an extension of Contract Time. The Standard Baseline is not cumulative. Any portion of the Standard Baseline not applied to an Inclement Weather delay approved by APS in any month shall not be carried forward to any subsequent month.
- F. As a condition precedent to consideration of or entitlement to any Inclement Weather time extension, the Contractor shall:
 1. Notify the Owner’s Project Manager and the Procurement Agent in writing of the occurrence of Inclement Weather within forty-eight hours after the onset of such Inclement Weather. Such notice shall identify itself as a notice of claim for Inclement Weather delay, shall describe in reasonable detail the type of Inclement Weather encountered by the Contractor and the activities on the longest critical path on the Project Schedule thereby interfered with or interrupted, and shall estimate the duration of the delay and of the extension requested.
 2. Submit to the Owner’s Project Manager a statement of the actual time extension requested in strict compliance with Section 10.3.A(2) above.
 3. For purposes of any claim for delay based on Inclement Weather, each Inclement Weather Day claimed shall constitute a separate occurrence and the Contractor shall comply with the foregoing claim submittal requirements for each Day of Inclement Weather claimed.4. Compliance with the foregoing conditions precedent shall not of itself establish entitlement to a time extension for Inclement Weather but failure to comply shall be a bar to any such time extension.
- G. If the basis for an extension of time for Inclement Weather is established in accordance with all claim submittal requirements, an extension of time on the basis of Inclement Weather may be granted only for the number of Inclement Weather Delay Days in excess of the Standard Baseline for the month of the occurrence.

- H. Any request for an extension of time on the basis of Inclement Weather MUST prove impact to activities on the longest critical path of the Project Schedule in effect at the time of the occurrence.
- I. Inclement Weather may support a time extension only if Inclement Weather prevents planned Work for fifty percent (50%) or more of the Contractor's scheduled work Day, longest critical path construction activities were included in the Day's schedule, and performance of that Work was directly impacted by the Inclement Weather.
- J. Should the Contractor be granted an extension of time on the basis of Inclement Weather, the Owner may or may not elect to use any of the Owner Float described in Section 10.3 in lieu of granting a time extension.

38. Uncovering of Work:

- A. If a portion of the Work is covered contrary to the Owner's request or to the requirements contained in the Contract Documents, the Contractor shall, at its own expense and upon the written request of the Owner, uncover and replace such Work without an adjustment to the Contract Time or Contract Price.
- B. If a portion of the Work has been covered which the Owner and/or Arlington County Inspector has not specifically requested to observe prior to its being covered and is, under the Contract Documents, allowed to be covered without observation of the Owner or applicable law or regulation, the Owner and/or Arlington County Inspector may request to see such Work and it shall be uncovered by the Contractor. If such Work is in accordance with the Contract Documents, costs of uncovering and replacement shall be charged to the Owner and paid to the Contractor. If such Work is not in accordance with the Contract Documents, the Contractor shall pay the costs of uncovering and replacing such Work.

39. Correction of Work:

The Contractor shall promptly correct any Work which fails to conform to the requirements of the Contract Documents (the "Rejected Work"), whether observed before or after Substantial Completion and whether or not fabricated, installed or completed. The Contractor shall bear all costs associated with the correction of any Rejected Work, including additional testing and inspections and compensation for the Owner's Representative's services and expenses made necessary thereby. Nothing contained herein shall affect the Owner's right to correct non-conforming Work pursuant to the provisions of the Contract Documents.

40. Acceptance of Defective or Non-Conforming Work:

The Owner may accept any defective or non-conforming Work; provided, however, that in such event the Purchase Order Price shall be reduced by an appropriate and equitable amount to account for such defect or nonconformity. Such adjustment shall be effected whether or not final payment has been made. Any such acceptance shall not constitute a waiver of approval of the performance requirements of the Contract Documents.

41. Force Majeure:

- A. The Contractor shall not be held responsible for failure to perform the duties and responsibilities imposed by this Contract if such failure is due to fires, riots, rebellions, natural disasters, wars, acts of terrorism, or an act of God beyond control of the Contractor, and outside and beyond the scope of the Contractor's then current, by industry standards, disaster plan, that make performance impossible or illegal, unless otherwise specified in the Contract.
- B. APS shall not be held responsible for failure to perform its duties and responsibilities imposed by the Contract if such failure is due to fires, riots, rebellions, natural disasters, wars, acts of terrorism, or an act of God beyond control of APS that make performance impossible or illegal, unless otherwise specified in the Contract. The period hereinabove specified for the completion of his Work shall be extended by such time as shall be fixed by the Owner.
- C. No such extension of time shall be deemed a waiver by the Owner of its right to terminate the Contract for

abandonment or delay by the Contractor as herein provided or to relieve the Contractor from full responsibility for performance of his obligations hereunder.

42. **Contractor's Insurance:**

A. **Overview**

During the term of this Contract, The Contractor and all of their Subcontractors shall procure and maintain the **types of insurance that are referenced in section D below**. All insurance policies shall be with insurance companies that meet the following criteria:

1. Are authorized to do business under the laws of the Commonwealth of Virginia and acceptable to the APS, in its sole discretion.
2. Are rated with an AM Best rating of A- or better. APS reserves the right to require the Contractor and/or its Subcontractors to change their insurance to an insurance company that has the minimum required AM Best rating. This right can be exercised at any time the insurance requirements set forth in the Contract Documents remain applicable. If the AM Best rating of the insurance company changes to a rating under A- during the Contract Term, the Contractor and/or its Subcontractors will notify APS in writing immediately upon discovery and change the insurance immediately to an insurance company that meets or exceeds the AM Best rating of A-.
3. If APS suffers damages under the Contract and makes a claim on the named insurance company by APS, and the claim is not paid in full by the insurance company, Contractor acknowledges that it shall remain wholly liable for the full amount of the claim regardless of the solvency of the insurance company or the insurance company's willingness to pay the claim in full.
4. The Contractor and/or its Subcontractors must disclose in the Certificate of Insurance the amount of any deductible or self-insurance component applicable to all required insurance policies herein, if any. APS has the right to request additional information to determine if the Contractor and/or its Subcontractors have the financial capacity to meet their obligations under a deductible or self – insurance program. If, in its discretion, APS is not satisfied as to the Contractor and/or its Subcontractors financial capacity to meet its obligations under a proposed deductible or self – insurance program, the Contractor and/or its Subcontractors shall re-submit revised acceptable insurance coverage at the sole discretion of APS and with no obligation to do so agree to alternative approaches proposed by the Contractor and/or its Subcontractors to ensure protection for APS.

B. **Certificates of Insurance & Additional Insured Status:**

1.11 **Contractor**

The Contractor is required to provide a Certificate of Insurance that names Arlington County School Board, including elected and appointed officials, agents, and employees as additional insureds by endorsement for all insurance policies except Workers Compensation, Professional Liability, and Cyber Liability coverage.

2. **Subcontractors**

- All Subcontractors will provide the Contractor with Certificates of Insurance for the policies that are required under this contract. All Certificates of Insurance should by endorsement name Arlington County School Board, including elected and appointed officials, agents, and employees as additional insureds for all contracts of insurance except Workers Compensation & Professional Liability.
- All Subcontractors shall provide the Contractor with a certificate of insurance that will serve as proof of insurance for their Cyber Liability coverage, but APS will not need to be added as an additional insured.
- The Contractor will maintain all certificates of insurance for their subcontractors.
- The Contractor will provide APS with its Subcontractors certificates of insurance at any time upon request.

C. Termination & or Augmentation of Insurance Policies:

1. All required insurance policies must be endorsed through a Certificate of Insurance to provide that the insurance company shall give **forty-five (45) days written notice** to the Owner if the policies are to be terminated or if any changes are made during the life of the Contract which will affect in any way the insurance requirements set forth herein. Before commencing Work, the Contractor shall provide APS with a Certificate of Insurance referencing each policy which it and each of its Subcontractors shall carry in accordance herewith, together with receipted bills evidencing proof of premium payment. Contractors and or their Subcontractors terminating or augmenting any insurance policy without giving APS forty-five (45) days’ notice will be in direct violation of the terms and conditions of the Contract.
2. If insurance coverage is allowed to lapse and a loss occurs, the Contractors and or their Subcontractors will still be required to indemnify and hold APS harmless for all losses sustained. Regardless of whether insurance is present or not.

D. Insurance Required by The Contract:

Casualty Insurance:

1. Commercial General Liability occurrence-based insurance:

Commercial General Liability occurrence-based insurance shall be in place until APS confirms the Contract has expired. Such insurance shall cover claims for bodily injury, property damage and personal injury arising out of operations under the Contract, whether such actions are performed by the Contractor or by any Subcontractor or by anyone directly or indirectly employed by either of them. For work that specifically deals with purchase, construction and or maintenance of physical property the insurance coverage for contractors and subcontractors shall also include coverage for explosions, collapse, underground utilities and completed products and operations. Coverage afforded under this policy shall be primary to all other insurance with respect to Arlington County School Board including its elected and appointed officials, agents, and employees.

2. Sexual Abuse and Molestation (SAM) occurrence-based insurance:

Sexual Abuse and Molestation (SAM) Coverage must be included if the Contractor and or their Subcontractors are working around students where a 1 on 1 situation is possible.

In addition to providing this coverage the Contractor and or their Subcontractors will run both criminal background checks and sex offender checks on all employees that are interacting with APS students (Upon award and every 2 years afterward) as well as require their employees to receive training upon award and annually on the prevention of abuse and molestation. Criminal background checks should go back at least 5 years. The Contractor and or their Subcontractors further agrees to keep all training records, background and sex offender checks on file and to provide APS with copies whenever APS requests them.

Lastly, the Contractor and or their Subcontractors agrees to abide by the 2-person rule at all times when working with students. If there are times when the 2-person rule cannot be followed APS should be notified immediately and the activity will be evaluated by APS, the Contractor and or their Subcontractors.

Type of Insurance	Limit Per Occurrence	Aggregate Limit
Commercial General Liability	\$4,000,000	\$6,000,000
Sexual Abuse and Molestation (SAM) Coverage	N/A	N/A

3. Subcontractor’s Commercial General Liability Insurance:

The Contractor shall require each of its Subcontractors to procure and maintain during the life of its

subcontract, subcontractor's Commercial General Liability Insurance in amounts satisfactory to the contract.

Type of Insurance	Limit Per Occurrence	Aggregate Limit
Subcontractors Commercial General Liability	N/A	N/A

4. Worker's Compensation and Employer's Liability Insurance:

Worker's Compensation and Employer's Liability Insurance is mandatory for the Contractor's employees engaged in the Work under this Contract, in accordance with the laws of the Commonwealth of Virginia. The Contractor shall require each of its Subcontractors to provide Worker's Compensation and Employer's Liability Insurance for all the Subcontractor's employees engaged on such subcontracts. If any class of employees engaged in work under the Contract is not protected under the Worker's Compensation laws in Virginia, the Contractor shall provide similar protection for these employees in amounts not less than the legal requirements.

Type of Insurance	Limit Per Occurrence	Aggregate Limit
Worker's Compensation	Statutory Minimum	Statutory Minimum
Employer's Liability	\$1,000,000	\$2,000,000

5. Commercial Automobile Liability Insurance:

Commercial Automobile Liability insurance, including coverage for owned, non-owned and hired vehicles shall be in place for the Contractor and all of its Subcontractors.

Type of Insurance	Limit Per Occurrence	Aggregate Limit
Commercial Automobile Liability	\$2,000,000	\$4,000,000

6. Cyber Liability Insurance:

Cyber insurance which shall be in place for all contractors and subcontractors. All cyber insurance policies shall have Arlington County School Board, including elected and appointed officials, agents, and employees as an additional named insured.

Type of Insurance	Per Project Limit Per Occurrence	Per Project Aggregate Limit
Cyber Liability	N/A	N/A

Property Insurance:

1. Builder's Risk:

The Contractor shall purchase Builder's Risk insurance upon the entire Work at the Project Site to the full value of the Contract Sum of the new improvements thereof. This insurance shall include the interests of APS, Subcontractors and Sub-Subcontractors in the Work, and shall insure against all risks of loss, except for exclusions included in the Certificate of Insurance and approved by Owner. This insurance shall include coverage for the following:

- a) Loss by explosion of boilers during testing (any exclusion applicable to such loss shall be waived).

- b) Partial or complete occupancy by the Owner (any exclusion applicable to occupancy shall be removed).
- c) Loss without coinsurance penalty (coinsurance or similar "insurance to value" requirements shall be eliminated).
- d) Coverage of property in transit and unscheduled locations sufficient in limits to adequately cover maximum anticipated values at risk.
- e) Coverage of Contractor's labor, overhead and profit.
- f) Coverage of materials stored or installed on the Project Site, until said materials are accepted by the Owner per Substantial Completion and Acceptance requirements. Payment by Owner for materials stored or installed on the Project Site does not eliminate Contractor's responsibility or liability with regards to theft and vandalism or other damage.

Please Note: At APS's sole discretion, Builder's Risk insurance may be purchased by the Owner as specified above. In this event, cost for such coverage shall be deducted from the Contract Sum.

Type of Insurance	Limit Per Occurrence	Aggregate Limit
Builder's Risk	\$1,000,000	\$2,000,000

All risk insurance covering damage, loss or injury to the Work, excluding earthquake damage. The policy shall be payable to the Owner, and the proceeds thereof, when paid, shall be retained by APS as security for the performance by the Contractor of its obligations under this Contract and, upon such performance, shall be released to the Contractor. Such policy shall be in an amount equal to the Contract Sum.

E. Receipt of Certificates of Insurance:

Proof of satisfaction, of insurance for each type of coverage listed herein shall be provided to APS **within ten (10) days** of the Contractor's receipt of the Notice to Proceed and no work, shall proceed unless all such insurance is in effect. The Contractor shall not allow any Subcontractor to commence work on its subcontract until all insurance required of the Subcontractor has been obtained and approved by the Contractor and found to be in accordance with the requirements set forth herein.

F. Use of Excess / Umbrella Liability Insurance:

The use of Excess / Umbrella Liability insurance is permitted. If Excess / Umbrella insurance is used the policy must be endorsed to show that the lines that the policy is bolstering are covered under the policy. All Excess / Umbrella Liability insurance coverage is subject to review by APS' Risk Manager and its use can be denied based on that review.

G. Consideration of Claims Made Insurance Coverage:

APS will consider claims made insurance coverage on a case-by-case basis **APS reserves the right to accept or deny the use of Claims Made Insurance coverage at any time.**

If the liability insurance purchased by the Contractor has been issued on a "claims made" basis, the Consultant must comply with the following additional conditions. The limits of liability and the extensions to be included as described previously in these provisions, remain the same. The Contractor must either:

1. Agree to provide certificates of insurance evidencing the above coverages for a period of two (2) years after final payment for the Contract for General Liability policies five (5) years for Professional Liability & Cyber policies. This certificate shall evidence a "retroactive date" no later than the beginning of the Consultant's work under this Contract.

or

2. Purchase the extended reporting period endorsement for the policy or policies in force during the term of this Contract and evidence the purchase of this extended reporting period endorsement by means of a certificate of insurance or a copy of the endorsement itself.

If claims made insurance is utilized by the Contractor and or their Subcontractors and a claim occurs that relates back to the vendor's services. The Contractor and or their Subcontractors will indemnify and hold APS harmless of all losses regardless of whether they have insurance coverage in place or not.

H. Contract Identification:

All certificates of insurance shall state the Contract number and title.

43. Default and Termination:

A. Contractor's Default

1. The following shall constitute Event of Default by Contractor:
 - a. If the Contractor fails to begin the Work when required to do so; or
 - b. If, at any time during the progress of the Work, the Owner determines that the Contractor is not prosecuting the Work with reasonable speed and diligence, or is delaying the Work unreasonably or unnecessarily; or
 - c. If the force of workmen or the quality or quantity of material furnished is not sufficient to ensure completion of the Work within the specified time and in accordance with the Contract Documents; or
 - d. If the Contractor fails to make prompt payments to suppliers or to Subcontractors for Work performed in connection with the Contract; or
 - e. If the Contractor fails in any manner of substance to observe the provisions of this Contract.
2. Upon the occurrence of an Event of Default by Contractor, the Owner may declare the Contractor in default, in whole or in part, and give to the Contractor three (3) Days written Notice to cure such default. If Contractor fails to cure such default within such three (3) day period, or within such longer time as the Owner, in its sole discretion, may prescribe, the Owner shall have the right to do any one or more of the following in any combination:
 - a. Have the defaulted Work performed by others and charge the Contractor the cost thereof, plus an administrative fee of ten percent (10%) to cover all associated costs of administration and overhead;
 - b. Supplement Contractor's workforce and charge the Contractor the cost thereof, plus an administrative fee of ten percent (10%) to cover all associated costs of administration and overhead;

- c. Repair or replace any defective Work and charge the Contractor the cost thereof, plus an administrative fee of ten percent (10%) to cover all associated costs of administration and overhead;
 - d. Withhold payments due the Contractor and use such payments to satisfy any claims for moneys owed by the Contractor in connection with the Contract, in accordance with any provisions of the Contract Documents;
 - e. Terminate the Contractor's performance of the Contract in whole or in part.
3. Without prejudice to any other rights or remedies the Owner may have, the Owner shall have the right to terminate the Contract immediately upon written notice to the Contractor or, in the Owner's sole discretion, exercise any other rights available to it for default, upon the occurrence of any of the following:
 - a. Institution of legal proceedings by others than the Owner in such manner as to interfere with the progress of the Work and to potentially subject the Owner to the peril of litigation or outside claims; or
 - b. Adjudication of the Contractor as a bankrupt or an assignment for the benefit of creditors by Contractor, the dissolution of the Contractor, or if a sole proprietorship the death or determination of incompetence of the Contractor; or
 - c. Entry of an order in any proceeding instituted by or against the Contractor granting an extension of the time of payment, composition, adjustment, modification, settlement or satisfaction of its debts or liabilities; or
 - d. Appointment of a receiver or trustee for the Contractor or the Contractor's property; or
 - e. Assignment of the Contract or any part thereof without the prior written consent of the Owner; or
 - f. Assignment by the Contractor of any rights, moneys, or claims hereunder in whole or in part, otherwise than as herein specified; or
 - g. Abandonment of the Work to be done under this Contract.
4. Immediately, but no later than three (3) days after receipt of Notice that it is in default hereunder, the Contractor shall discontinue all further operations in connection with the Work, or such specified part thereof, and shall immediately vacate the Project Site, or such specified part thereof, leaving untouched all plant, materials, equipment, tools, supplies and job site records.
5. In the event the Owner declares the Contractor in default in accordance with the provisions of the Contract Documents with respect to a portion of the Work but not the Work as a whole, the Contractor shall discontinue such portion of the Work declared in default, shall continue performing the remainder of the Work in strict conformity with the terms of the Contract and shall not hinder or interfere with any other Contractor or persons whom the Owner may engage to complete the Work for which the Contractor was declared in default. The expense of such completion, plus an administrative fee of ten percent (10%) to cover overhead and administrative costs, shall be paid by the Contractor to the Owner as provided in the Contract Documents.

6. In the event the Owner terminates the Contract for default and it subsequently is determined by any means that the termination was without sufficient justification, the termination shall be deemed to have been a termination for convenience and the Contractor's damages shall be limited to the provisions of Section 37.C. Termination for Convenience.

B. Termination for Failure of Funding: All funds for payments by APS under this Contract are subject to the availability of an annual appropriation for this purpose by the Arlington County School Board. In the event of non-appropriation of funds for the Goods or Services provided under this Contract, APS will terminate this Contract, without termination charge or other liability to APS, on the last day of the then current fiscal year or when the appropriation made for the current year for the Services covered by this Contract is spent, whichever event occurs first. If funds are not appropriated at any time for the continuation of this Contract, cancellation will be accepted by the Contractor. APS will exert reasonable effort to give thirty (30) Days prior written notice, but failure to give such Notice shall be of no effect and APS shall not be obligated under this Contract beyond the date of termination.

C. Termination for Convenience: Notwithstanding any other rights of the Owner to terminate this Contract, the Owner shall have the right to terminate this Contract, in whole or in part, at its own convenience for any reason by giving seven (7) days prior written notice of termination to the Contractor. In such event, the Contractor shall be paid an amount equal to the lesser of: (1) the actual cost of any Work actually performed or in place and the actual cost of any labor, equipment or materials ordered in good faith which could not be canceled, less the salvage value thereof, plus 10%. Each subcontract shall contain a similar termination provision for the benefit of the Contractor and the Owner. The Contractor shall not be entitled to receive anticipated profits on unperformed portions of the Work. The Owner shall have the right to employ an independent accounting firm to verify any amounts claimed by the Contractor to be due under this Section. In the event a termination by the Owner for default, in whole or in part, subsequently is determined to have been without sufficient justification, such termination shall be deemed a termination for convenience and the Contractor's remedies shall be limited as provided in this Section.

44. Hazardous Substances:

A. No materials or equipment containing asbestos, or any other hazardous material recognized and identified by the State of Virginia Department of Environmental Quality shall be utilized in the construction of the Project. In the event a substitute product is needed, and time does not allow for the mandated submittal process, the Contractor shall confirm these materials do not contain asbestos or any other hazardous material as noted above in writing to the Owner or Owner's Representative and will provide the MSDS sheets to the Owner and Owner's Representative prior to being allowed to install the product on the Project.

B. In the event the Contractor encounters unforeseen hazardous substances in the performance of the Work, such as but not limited to asbestos or lead paint, the Contractor shall immediately suspend Work with the exception of such actions as may be necessary to secure the Site for purposes of public safety, immediately Notify the Owner, and take no further action until receiving written direction from the Owner.

45. Conflict of Interest:

This Contract incorporates by reference Article 9 of the Arlington Public Schools Procurement Resolution as well as all state and federal laws relating to ethics, conflict of interest, or bribery, including but not limited to Va. Code Ann. § 2.2-4367 through § 2.2-4377, Ethics in Public Contracting; the State and Local Government Conflict of Interests Act (§ 2.23100, et seq.), the Virginia Governmental Frauds Act (§ 18.2-498.1 et seq.), and Articles 2 (§ 18.2-438, et seq.), and 3 (§ 18.2-446, et seq.) of Chapter 10 of Title 18.2.

46. Immigration Reform and Control Act of 1986:

The Contractor certifies that it does not and will not during the performance of the Contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

47. Employment Discrimination by Contractor Prohibited:

During the performance of this Contract the Contractor agrees as follows

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, sexual orientation or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an Equal Opportunity Employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Section.
- D. The Contractor will include the provisions of the foregoing Sections A, B, and C in every Subcontract of over \$10,000.00, so that the provisions will be binding upon each Subcontractor or vendor.
- E. Nothing contained in this provision shall be deemed to require the Contractor to grant preferential treatment to, or discriminate against, any individual or any group because of race, color, religion, sex, age, sexual orientation or national origin on account of an imbalance which may exist with respect to the total number or percentage of persons of any race, color, religion, sex, age, sexual orientation or national origin employed by such Contractor in comparison with the total number or percentage of persons of such race, color, religion, sex age or sexual orientation or national origin in any community or in the state.

48. Assurances of Compliance:

The Contractor shall comply with Section 504 of the Rehabilitation Act of 1973, as amended and Title VI of the Civil Rights Act.

49. Small, Minority, Women Owned and Service Disabled Veterans Business Enterprises and Employment Services Organizations:

- A. The Arlington County Human Rights Ordinance, the Virginia Public Procurement Act, and relevant Federal and State Laws, orders and regulations, require Arlington Public Schools to ensure that its procurement practices are non-discriminatory and promote equality of opportunity for Small and Minority Business Enterprises.
- B. In seeking Subcontractors, suppliers and vendors necessary to perform the Work, the Contractor shall encourage the participation of small businesses, women-owned businesses, minority-owned businesses, service disabled veteran-owned businesses, and employment services organizations as follows:
 - 1. At a minimum, for any portion of the Work the Contractor is not going to perform with its own forces, the Contractor shall contact the Commonwealth of Virginia Department of Minority Business Enterprise to obtain a list of certified businesses in these categories available to perform such work or provide such materials or equipment. The Contractor shall directly solicit bids from at least one certified business in each category to perform such work or provide such materials or equipment, but shall not be obligated to give any preference to any such business in the award of Subcontracts or materials/equipment supply Subcontracts.
 - 2. Identification and direct solicitation of other such businesses by other means is strongly encouraged.
 - 3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit

maximum participation by such businesses.

4. Establishing delivery schedules, where the requirements of the Contract permit, which encourage participation of such businesses.

C. As used in this Section:

1. “Minority individual” means an individual who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:
 - a. “African American” means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.
 - b. “Asian American” means a person having origins in any of the original peoples of the far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana Islands, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.
 - c. “Hispanic American” means a person having origins in any of the Spanish speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.
 - d. “Native American” means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.
2. “Employment Service Organization” means an organization that provides community-based employment services to individuals with disabilities that is an approved Commission on Accreditation of Rehabilitation Facilities (CARF) accredited vendor of the Department for Aging and Rehabilitative Services.
3. “Minority-owned business” means a business that is at least 51 percent owned by one or more minority individuals who are United States citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are United States citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.
4. “Service disabled veteran” means a veteran who (i) served on active duty in the United States military ground, naval or air service, (ii) was discharged or released under conditions other than dishonorable, and (iii) has a service-connected disability rating fixed by the United States Department of Veterans Affairs.
5. “Service disabled veteran-owned business” means a business that is at least 51 percent owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more

individuals who are service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans.

6. “Small business” means a business, independently owned and controlled by one or more individuals who are United States citizens or legal resident aliens, and together with affiliates has 250 or fewer employees, or annual gross receipts of \$10,000,000 or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.

7. “Women-owned business” means a business that is at least 51 percent owned by one or more women who are United States citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more women who are United States citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

50. HIPAA Compliance:

Contractor shall be responsible for determining the applicability of, and shall comply with as applicable, all legislative and regulatory requirements of privacy, security and electronic transaction components of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

51. Governing Law:

The Contract Documents shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia, without reference to conflict of laws principles, and the jurisdiction, forum, and venue for any litigation with respect thereto shall be in the Circuit Court for Arlington County, Virginia, and in no other court. In performing the Work under this Contract, the Contractor shall comply with applicable federal, state, and local laws, ordinances and regulations.

52. Successors, Assigns and Legal Representatives:

This Agreement shall not be assigned, sublet or transferred, in whole or in part, by operation of law or otherwise, by either of the parties hereto except with the prior written consent of the other or as otherwise provided in the Contract Documents. Owner shall be under no obligation to agree to any requested assignment, sublet or transfer. Owner will not consent to any requested assignment, sublet or transfer to any entity who was an unsuccessful Bidder, who was deemed not to be qualified, or who was or is deemed not to be responsible. Unless specifically stated to the contrary in any written consent to an assignment, no assignment shall operate to release or discharge the assignor from any duty or responsibility under this Agreement.

53. Non-Endorsement Clause for Contracts & Agreements:

Arlington Public Schools may be identified as a “Participant” in the Goods or Services with the following statement added, “This shall not constitute an endorsement of any products or Services”. For further information, please contact the Arlington Public Schools School and Community Relations office.

54. Advertising and Use of Proprietary Marks or Logos:

Contractor shall not use the name of Arlington Public Schools (APS) or refer to APS, directly or indirectly, in any press release or formal advertisement without receiving prior written consent of APS. In no event may Contractor use a proprietary mark of APS without receiving the prior written consent of APS.

55. Student Data Usage and Privacy Agreement: Intentionally Deleted

56. Confidential Information:

The Contractor, and its employees, agents, and Subcontractors, hereby agree to hold as confidential all APS information obtained as a result of its Work under this Contract. Confidential information includes, but is not

limited to, nonpublic personal information, personally identifiable health information, social security numbers, addresses, dates of birth, other contact information or medical information about a person, information pertaining to products, operations, systems, customers, prospective customers, techniques, intentions, processes, plans, expertise and any information entrusted to any affiliate of the parties. The Contractor shall take reasonable measures to ensure that all of its employees, agents, and Subcontractors are informed of, and abide by, this requirement.

57. APS Employees:

No employee of APS shall be admitted to any share in any part of this Contract or to any benefit that may arise therefrom which is not available to the general public.

58. Survival of Terms:

Any provision of this Contract which by its terms or as necessary to carry out its purpose or intent is intended to survive the expiration or termination of this Contract shall so survive. The specific statement of survival in any provision shall not affect the survivable nature of any other provision.

59. Arbitration:

It is expressly agreed that nothing under the Contract shall be subject to arbitration, and that any references to arbitration are expressly deleted from the Contract.

60. ADA Compliance:

Compliance with the Americans with Disabilities Act of 1990 (“ADA”) shall be the sole responsibility of the Contractor. The Contractor shall defend and hold APS harmless from any expense or liability arising from the Contractor’s non-compliance therewith. The Contractor’s responsibilities related to ADA compliance shall include, but not be limited to, the following:

- A. Access to Programs, Services and/or Facilities: The Contractor shall ensure its programs; Services and facilities are accessible to persons with disabilities. If a particular facility or program is not accessible, the Contractor shall provide equivalent Services in an accessible alternate location or manner to ensure that persons with disabilities are not denied access to Services.
- B. Effective Communication: The Contractor, upon request, shall provide appropriate aids and Services leading to effective communication for qualified persons with disabilities so they can participate equally in the Contractor’s programs, Services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments, as required by the ADA.
- C. Modifications to Policies and Procedures: The Contractor shall make the necessary modifications to its policies and procedures to ensure that people with disabilities have an equal opportunity to enjoy the Contractor’s programs, Services, and activities, as may be required by the ADA. For example, individuals with service animals are welcomed in the Contractor’s offices or facilities, even where pets are generally prohibited.
- D. The Contractor shall not place a surcharge on a person with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/Services or reasonable modifications of policy.
- E. Employment: The Contractor shall not discriminate on the basis of disability in its hiring or employment practices.
- F. Responding to inquiries from the U.S. Department of Labor.

61. Intellectual Property Indemnification:*

- A. The Contractor warrants and guarantees that no intellectual property rights (including, but not limited to, copyright, patent, mask rights and trademark) of third parties are infringed or in any manner involved in or related to the Services provided hereunder.
- B. The Contractor further covenants for itself, its employees, and Subcontractors to save, defend, hold harmless, and indemnify APS, and all of its officers, officials, departments, agencies, agents, and employees from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, for or on account of any trademark, copyright, patented or unpatented invention, process, or article manufactured or used in the performance of this Contract, including its use by APS. If the Contractor, or any of its employees or subcontractors, uses any design, device, work, or materials covered by letters patent or copyright, it is mutually agreed and understood, without exception, that the Contract Amount includes all royalties, licensing fees, and any other costs arising from the use of such design, device, work, or materials in any way involved with the Work. This duty to save, defend, hold harmless and indemnify shall survive the termination of this Contract. If, after Notice by APS, the Contractor fails or refuses to fulfill its obligations contained in this Section, the Contractor shall be liable for and reimburse APS for any and all expenses, including but not limited to, reasonable attorney's fees incurred and any settlements or payments made. The Contractor shall pay such expenses upon demand by APS and failure to do so may result in such amounts being withheld from any amounts due to Contractor under this Contract.

62. Antitrust:

By entering into this Contract, the Contractor conveys, sells, assigns and transfers to APS all rights, title, and interest in and to all causes of action the Contractor may now have or hereafter acquire under the antitrust laws of the United States or the Commonwealth of Virginia, relating to the Goods or Services purchased or acquired by APS under this Contract.

63. Report Standards:

Reports or written material prepared by the Contractor in response to the requirements of this Contract or request of the Project Officer shall, unless otherwise provided for in the Contract, meet standards of professional writing established for the type of report or written material provided, shall be thoroughly researched for accuracy of content, shall be grammatically correct and not contain spelling errors, shall be submitted in a format approved in advance by the Project Officer, and shall be submitted for advance review and comment by the Project Officer. The cost of correcting grammatical errors, correcting report data, or other revisions required to bring the report or written material into compliance with these requirements shall be borne by the Contractor.

When submitting documents to APS, The Contractor shall comply with the following guidelines:

All submittals and copies shall be printed on at least thirty percent (30%) recycled-content and/or tree-free paper;

All submittals must be in the required tabular format in a binder.

Report covers / binders shall be recyclable, made from recycled materials, and/or easily removable to allow for recycling of report pages (reports with glued bindings that meet all other requirements are acceptable);

The use of plastic covers or dividers should be avoided; and

Unnecessary attachments or documents not specifically asked for should not be submitted, and superfluous use of paper should be avoided.

64. Arlington Public Schools Procurement Resolution and Policies: *

The Procurement Director/ Procurement Agent has no power to change or waive any provision or requirement of the Procurement Resolution, any policies or regulations of the Arlington County School Board, or any applicable provisions of Arlington County ordinances or regulations, all of which are incorporated herein.

65. No Waiver of Sovereign Immunity: *

Notwithstanding any other provision of this Contract, nothing in this Contract or any action taken by APS pursuant to this Contract shall constitute or be construed as a waiver of either the sovereign or governmental immunity of APS. The parties intend for this provision to be read as broadly as possible.

66. Headings:

The section headings in this Contract are inserted only for convenience and are not to be construed as part of this Contract or a limitation on the scope of the particular section to which the heading refers.

67. Accessibility of Web Site: *

If any work performed under this Contract results in design, development, maintenance or responsibility for content and/or format of any APS websites, or APS' presence on other party websites, the Contractor shall perform such work in compliance with the requirements set forth in the U.S. Department of Justice document entitled "Accessibility of State and Local Government Websites to People with Disabilities." The document is located at: <http://www.ada.gov/websites2.htm>.

68. Entire Agreement:

The Contract Documents constitute the entire agreement between the parties pertaining to the Work and supersedes all prior and contemporaneous agreements, statements and understandings of the parties in connection therewith.

End of Terms and Conditions



Sample Job Authorization Form

All Work to be Performed in Accordance with the Terms and Conditions of:

Contract No.: 15FY23 Contractor: _____

Contract Administrator: Doug Martin Total Cost Not to Exceed: \$ _____

Task: _____

Description of Work

Contract Administrator's Designee: _____ Phone Number: _____

Job No.: _____ Date of Issuance to the Contractor: _____

Location: _____

Requirements: _____

<u>Description</u>	<u>Regular Rate</u>	<u>Labor Hours</u>	<u>Overtime Rate</u>	<u>OT Hours</u>	<u>Emergency Rate</u>	<u>Total Labor Hours</u>	<u>Cost</u>
Principal	\$ _____/hr	_____	\$ _____/hr	_____	\$ _____/hr	_____	\$ _____
Lead Supervisor	\$ _____/hr	_____	\$ _____/hr	_____	\$ _____/hr	_____	\$ _____
Asbestos Supervisor	\$ _____/hr	_____	\$ _____/hr	_____	\$ _____/hr	_____	\$ _____
Superintendent (Jobs over 25 people)	\$ _____/hr	_____	\$ _____/hr	_____	\$ _____/hr	_____	\$ _____
Project Designer	\$ _____/hr	_____	\$ _____/hr	_____	\$ _____/hr	_____	\$ _____
Project Manager	\$ _____/hr	_____	\$ _____/hr	_____	\$ _____/hr	_____	\$ _____
Administrative Assistant	\$ _____/hr	_____	\$ _____/hr	_____	\$ _____/hr	_____	\$ _____
Licensed Machine Operator	\$ _____/hr	_____	\$ _____/hr	_____	\$ _____/hr	_____	\$ _____
Supervisor	\$ _____/hr	_____	\$ _____/hr	_____	\$ _____/hr	_____	\$ _____

Lead Worker	\$ _____/hr _____	\$ _____/hr _____	\$ _____/hr _____	\$ _____
Asbestos Worker	\$ _____/hr _____	\$ _____/hr _____	\$ _____/hr _____	\$ _____
Lead Removal Licensed Worker	\$ _____/hr _____	\$ _____/hr _____	\$ _____/hr _____	\$ _____
Asbestos Removal Licensed Worker	\$ _____/hr _____	\$ _____/hr _____	\$ _____/hr _____	\$ _____
Non-Licensed Helper	\$ _____/hr _____	\$ _____/hr _____	\$ _____/hr _____	\$ _____
			Project Total Labor Cost	\$ _____

Estimated Equipment Cost \$ _____ Estimated Material Cost \$ _____
 Completion in Days after receipt of Purchase Order: _____

Special Problems or Potential Delays: _____

Actual Cost (Labor) \$ _____ Actual Cost (Material & Equip) \$ _____
 Attach Documentation

_____	_____	_____	_____
APS Contract Administrator's Signature	Date	Contractor's Signature	Date

End of Sample Job Authorization Form

Sample Purchase Order



Standard Purchase Order Arlington Public Schools

PROCUREMENT OFFICE
2110 Washington Blvd
Arlington, Virginia 22204
Telephone: (703) 228-6123

ACCOUNTS PAYABLE
2110 Washington Blvd
Arlington, Virginia 22204
Telephone: (703) 228-6121
Email: aps.payables@apsva.us

Please note that our billing address has changed.

Unless otherwise instructed, please email invoices to: aps.payables@apsva.us.

Purchase Order	1234567
Purchase Order Date	01-02-3456
Change Order Number	0
Change Order Date	
Procurement Specialist/Phone	Hamed Hameedi 703-228-6193
Requisitioner/Ph#/Email	Harris, Ramona J 703-228-6110 ramona.harris@apsva.us
FEIN	54-6001128
Website: https://www.apsva.us/procurement-office/	

SUPPLIER: ABC INC
1234 ABC ST
XYZ VA 56789

This PURCHASE ORDER NUMBER shown above must appear on all invoices, packing slips & related correspondence. For questions regarding the order, contact the REQUISITIONER shown above.

Ship To: Arlington Public Schools
Human Resources
2110 Washington Blvd
Arlington, VA 22204

Payment Terms	Freight Terms	FOB
NET 30	Prepaid	Destination


Line	Vendor Part	Item Description	Due Date	Quantity	UOM	Unit Price	Amount
1		This is for Example	01-02-3456	1	XYZ	\$123.00	\$123.00

The Purchase Order Terms and Conditions found on the Arlington Public Schools Procurement Office Website, at the link provided below, are incorporated in, and become part of, this contract. It is the responsibility of the Vendor to carefully read and understand the Purchase Order Terms and Conditions.

The Purchase Order Terms and Conditions have been amended effective August 1, 2022.

<https://www.apsva.us/wp-content/uploads/2022/07/2022-07-26-PO-TsCs-Amended-2022-08-01.pdf>

IMPORTANT: There have been incidents of scammers pretending to be school representatives and ordering thousands of dollars of goods. Purchases by APS are authorized only if an APS Purchase Order is issued in advance of the transaction, indicating that the ordering agency has sufficient funds available to pay for the purchase. Vendors providing goods or services without a signed APS Purchase Order, do so at their own risk.


Authorized by: 
David J. Webb, C.P.M.
Director of Procurement

Purchase Order Total: \$123.00

End of Sample Purchase Order

Screenshots of the Steps Required to Submit a Bid

Current Solicitations

Solicitation	Description	Due Date	Contact
ITB 12FY34 Addendum 12	This is for example 	01-02-3456 No Later than 11:59 PM Link to Submit Bid-ITB 12FY34	David Webb



Send files to David

David Webb has invited you to send files

Please Provide Company Name as it appears on the Bid Form.

By continuing, I agree that I will not upload malware, unlawful materials or content that violates the intellectual property rights of others, and my failure to abide by this agreement shall subject me to all legally permissible remedies at Egnyte's disposal.



Send files to David

David Webb has invited you to send files

ABC		1
abc@abc.com		2
ABC, INC		3

By continuing, I agree that I will not upload malware, unlawful materials or content that violates the intellectual property rights of others, and my failure to abide by this agreement shall subject me to all legally permissible remedies at Egnyte's disposal.

4  [Continue](#)



Attach the files you would like to send to David Webb



Drag and Drop files here
or [click](#) to browse on your computer



Message (optional)

Send these files

Name	Date modified	Type	Size
ABC, INC Bid Form	3/14/2022 3:04 PM	Adobe Acrobat D...	428 KB
ABC, INC Pricing Schedule	3/9/2022 2:49 PM	Microsoft Excel W...	24 KB
Contractor's License- ABC, INC	3/8/2022 9:14 AM	Microsoft Word D...	199 KB

Name: All Files



files you would like to send to David Webb






Drag and Drop files here
or [click](#) to browse on your computer

Message (optional)

Send these files

Drag and drop or [click](#) to add more files

-  ABC, INC Bid Form.pdf | 427.
-  ABC, INC Pricing Sheet.xlsx | 23.3KB
-  Contractor's License- ABC, INC.docx | 198.4KB





If you need to add more files, do so by selecting the option here.

Bid Form and Excel Pricing Page (if applicable) from ABC, INC.
|
Contractor's License also attached

Send these files

Drag and drop or [click](#) to add more files

-  ABC, INC Bid Form.pdf | 427.
-  ABC, INC Pricing Sheet.xlsx | 23.3KB
-  Contractor's License- ABC, INC.docx | 198.4KB

Bid Form and Excel Pricing Page (if applicable) from ABC, INC.
|
Contractor's License also attached



Include as optional



Send these files



3 files sent to David Webb

All files sent have been scanned for viruses - none were detected

You may now close this window

End of Screenshots of the Steps Required to Submit a Bid



Appendix 1

Contractor Certification

Regarding Criminal Convictions

The completed form from the Bidder is a condition precedent to the award of the Contract.

As the official authorized to enter into this Contract on behalf of my organization, I certify that the Contractor, its employees, its sub-contractor(s) and their employees, who will have direct contact with students either on or off school property either during regular school hours or during school-sponsored activities during the performance of this Contract, has not been convicted of:

1. A felony or of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child;
2. Rape, forcible sodomy or object sexual penetration, where the offender was more than three years older than the victim, as set forth in Va. Code Ann. § 18.2-370.4, and
3. A sexually violent offense, as set forth in Va. Code Ann. § 18.2-370.5.

I understand that a materially false statement regarding this certification is a Class 1 misdemeanor, and that conviction of such misdemeanor shall result in the revocation of the Contract with Arlington Public Schools and of any related license that I may hold. I declare under penalty of perjury that the foregoing statements are true and correct.

Name of Bidder

Signature

Address of Bidder

Name and Title (please type or print)

Telephone

Date

End of Appendix 1

Appendix 2

Insurance Coverage Checklist

Coverages Required			Limits (Figures Denote Minimums)		
Bidder Use Coverage Present (Place an X in the Box if coverage is present)	APS Use Coverage Present (Place an X in the Box if coverage is present)	Number	Coverage Type	Coverage Limit Per Occurrence	Coverage Aggregate Limit
Commercial General Liability Insurance					
		1	Premises / Operations	\$4,000,000	\$6,000,000
		2	Completed Products / Operations		
		3	Sexual Abuse & Molestation	N/A	N/A
Subcontractors Commercial General Liability Insurance					
		4	Subcontractors General Liability	N/A	N/A
Worker's Compensation & Employer's Liability Insurance					
		7	Worker's Compensation	Statutory Minimum	Statutory Minimum
		8	Employer's Liability	\$1,000,000	\$2,000,000
Commercial Automobile Liability Insurance					
		9	Owned	\$2,000,000	\$4,000,000
		10	Non-Owned / Hired		
Property Insurance					
		12	Builder's Risk	\$1,000,000	\$2,000,000
Umbrella / Excess Insurance					
		13	Umbrella Liability	N/A	N/A
		14	Excess Liability		
All other Risk Management Items of Note					
		15	All insurance carrier AM Best Ratings are an A- or better or its equivalent		
		16	All deductibles and or self-insurance component have been submitted to Arlington Public Schools for review.		
		17	Notice of Cancellation, nonrenewal or material change in coverage shall be provided to APS at least forty-five (45) days prior to action		
		18	APS has been added as an Additional Insured (via endorsement of the insurance policy) on all policies except Workers Compensation, Cyber Liability & Professional Liability.		
		19	All of the Certificates of Insurance show the Contract Number and Title		
		20	If Claims Made Coverage is Approved, does it meet		

			stipulations 1 or 2 stipulated in Section 42. G of the Term and Conditions
		21	Indemnification (Refer to Section 24 of the Term and Conditions)

Insurance Agent's Statement:

I have reviewed the above requirements with the Bidder named below and have advised the Bidder of required coverages not provided through this agency.

Agency Name	
Auth. Signature	
Date	

Bidder's Statement:

If awarded the Contract, I will comply with Contract insurance requirements.

Bidder Name	
Auth. Signature	
Date	

End of Appendix 2

Appendix 4

Master Specification

Part 1: General

1.1. References

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

American National Standards Institute (ANSI)

ANSI Z88.2	(2015) Respiratory Protection
ANSI Z9.2	c(2018) Fundamentals Governing the Design and Operation of Local Exhaust Ventilation Systems

ASTM International (ASTM)

ASTM C 732-17	(2022) Aging Effects of Artificial Weathering on Latex Sealants
ASTM D 1331-20	(2021) Surface and Interfacial Tension of Solutions of Surface-Active Agents
ASTM D 2794-93	(2019) Resistance of Organic Coatings to the Effects of Rapid Deformation (Impact)
ASTM D 522-17	(2021) Mandrel Bend Test of Attached Organic Coatings
ASTM E 119-20	(2020) Fire Tests of Building Construction and Materials
ASTM E 1368-14	(2018) Visual Inspection of Asbestos Abatement Projects
ASTM E 1494-18	(2018) Encapsulants for Spray- or Trowel-Applied Friable Asbestos-Containing Building Materials
ASTM E 736-19	(2006; R 2011) Cohesion/Adhesion of Sprayed Fire-Resistive Materials Applied to Structural Members
ASTM E 84-22	(2022) Surface Burning Characteristics of Building Materials
ASTM E 96-22	(2022) Water Vapor Transmission of Materials

Commonwealth of Virginia Administrative Code (VAC)

16 VAC 25-20-10 et seq	Title 16, Agency 25, Chapter 20, Sections 10-40: Notification and Permit Fees (March 14, 2013)
------------------------	--

18 VAC 15-20	Title 54.1, Chapter 5: Asbestos Licensing Regulations (Month 1, 2015)
16 VAC 25-30-10 et seq	Regulations for Asbestos Emissions Standards for Demolition and Renovation Construction Activities and the Disposal of Asbestos-Containing Construction Wastes (November 5, 1992)
	U.S. Environmental Protection Agency (EPA)
EPA 560/5-85-024	(1985) Guidance for Controlling Asbestos-Containing Materials in Buildings (Purple Book)
	U.S. National Archives and Records Administration (NARA)
29 CFR 1926.103	OSHA Respiratory Protection
29 CFR 1926.1101	OSHA Asbestos in Construction
29 CFR 1926.200	OSHA Accident Prevention Signs and Tags
29 CFR 1926.51	OSHA Sanitation
29 CFR 1926.59	OSHA Hazard Communication
40 CFR 61-SUBPART A	EPA General Provisions
40 CFR 61-SUBPART M	EPA National Emission Standard for Asbestos
40 CFR 763	EPA Asbestos
	Underwriters Laboratories (UL)
UL 586	Standard for Safety for High-Efficiency, Particulate, Air Filter Units (Dec. 19, 2017)

1.2. Definitions:

- 1.2.1. ACM: Asbestos Containing Materials.
- 1.2.2. Amended Water: Water containing a wetting agent or surfactant with a maximum surface tension of 29 dynes per centimeter when tested in accordance with ASTM D 1331.
- 1.2.3. Area Sampling: Sampling of asbestos fiber concentrations which approximates the concentrations of asbestos in the theoretical breathing zone but is not actually collected in the breathing zone of an employee.
- 1.2.4. Asbestos: The term asbestos includes chrysotile, amosite, crocidolite, tremolite asbestos, anthophyllite asbestos, and actinolite asbestos and any of these minerals that has been chemically treated or altered. Materials are considered to contain asbestos if the asbestos content of the material is determined to be greater than one percent.
- 1.2.5. Asbestos Control Area: That area where asbestos removal operations are performed which is isolated by physical boundaries which assist in the prevention of the uncontrolled release of asbestos dust, fibers, or debris.

- 1.2.6. Asbestos Fibers: Those fibers having an aspect ratio of at least 3:1 and longer than 5 micrometers as determined by National Institute for Occupational Safety and Health (NIOSH) Method 7400.
- 1.2.7. Asbestos Permissible Exposure Limit: 0.1 fibers per cubic centimeter of air as an 8-hour time weighted average measured in the breathing zone as defined by 29 CFR 1926.1101 or other Federal legislation having legal jurisdiction for the protection of workers health.
- 1.2.8. Background: The ambient airborne asbestos concentration in an uncontaminated area as measured prior to any asbestos hazard abatement efforts. Background concentrations for other (contaminated) areas are measured in similar but asbestos free locations
- 1.2.9. Contractor: The Contractor is that individual, or entity under contract to the APS Government to perform the herein listed work.
- 1.2.10. Competent Person: A person meeting the requirements for competent person as specified in 29 CFR 1926.1101 including a person capable of identifying existing asbestos hazards in the workplace and selecting the appropriate control strategy for asbestos exposure, who has the authority to take prompt corrective measures to eliminate them, and is specifically trained in a training course which meet the criteria of EPA's Model Accreditation Plan (40 CFR 763) for project designer or supervisor, or its equivalent. The competent person shall have a current Commonwealth of Virginia asbestos contractors or supervisor's license.
- 1.2.11. Encapsulation: The abatement of an asbestos hazard through the appropriate use of chemical encapsulants.
- 1.2.12. Encapsulants: Specific materials in various forms used to chemically or physically entrap asbestos fibers in various configurations to prevent these fibers from becoming airborne. There are four types of encapsulants as follows which must comply with performance requirements as specified herein.
 - 1.2.12.1. Removal Encapsulant (can be used as a wetting agent)
 - 1.2.12.2. Bridging Encapsulant (used to provide a tough, durable surface coating to asbestos containing material)
 - 1.2.12.3. Penetrating Encapsulant (used to penetrate the asbestos containing material encapsulating all asbestos fibers and preventing fiber release due to routine mechanical damage)
 - 1.2.12.4. Lock-Down Encapsulant (used to seal off or "lock-down" minute asbestos fibers left on surfaces from which asbestos containing material has been removed).
- 1.2.13. Friable Asbestos Material: Greater than one percent asbestos containing material that can be crumbled, pulverized, or reduced to powder by hand pressure when dry.

- 1.2.14. Glovebag Technique: Those asbestos removal and control techniques put forth in 29 CFR 1926.1101 Appendix G.
- 1.2.15. HEPA Filter Equipment: High efficiency particulate air (HEPA) filtered vacuum and/or exhaust ventilation with a filter system capable of collecting and retaining asbestos fibers. Filters shall retain 99.97 percent of particles 0.3 microns or larger as indicated in UL 586.
- 1.2.16. Industrial Hygiene Consultant IHC, consultant selected by APS
- 1.2.17. Negative Pressure Enclosure (NPE): That engineering control technique described as a negative pressure enclosure in 29 CFR 1926.1101.
- 1.2.18. Nonfriable Asbestos Material: Material that contains asbestos in which the fibers have been immobilized by a bonding agent, coating, binder, or other material so that the asbestos is well bound and will not normally release asbestos fibers during any appropriate use, handling, storage or transportation. It is understood that asbestos fibers may be released under other conditions such as demolition, removal, or mishap.
- 1.2.19. Personal Sampling: Air sampling which is performed to determine asbestos fiber concentrations within the breathing zone of a specific employee, as performed in accordance with 29 CFR 1926.1101.
- 1.2.20. Private Qualified Person (PQP): That qualified person hired by the Contractor to perform the herein listed tasks.
- 1.2.21. Qualified Person (QP): A Registered Architect, Professional Engineer, Certified Industrial Hygienist, consultant or other qualified person who has successfully completed training and is therefore accredited under a legitimate State Model Accreditation Plan as described in 40 CFR 763 as a Building Inspector, Contractor/Supervisor Abatement Worker, and Asbestos Project Designer; and has successfully completed the National Institute of Occupational Safety and Health (NIOSH) 582 course "Sampling and Evaluating Airborne Asbestos Dust" or equivalent. The QP must be qualified to perform visual inspections as indicated in ASTM E 1368. The QP shall be appropriately licensed as one of above mentioned designations in the Commonwealth of Virginia.
- 1.2.22. TEM: Refers to Transmission Electron Microscopy.
- 1.2.23. Time Weighted Average (TWA): The TWA is an 8-hour time weighted average airborne concentration of asbestos fibers.
- 1.2.24. Wetting Agent: A chemical added to water to reduce the water's surface tension thereby increasing the water's ability to soak into the material to which it is applied. An equivalent wetting agent must have a surface tension of at most 29 dynes per centimeter when tested in accordance with ASTM D 1331.

1.3. REQUIREMENTS

1.3.1. Scope of Work:

The work covered by this section includes the handling and control of asbestos containing materials and describes some of the resultant procedures and equipment required to protect workers, the environment and occupants of the building or area, or both, from contact with airborne asbestos fibers. The work also includes the disposal of any asbestos containing materials generated by the work. More specific operational procedures shall be outlined in the Asbestos Hazard Abatement Plan called for elsewhere in this specification. The asbestos work includes the demolition and removal encapsulation of asbestos containing material located in the building which is governed by 40 CFR 763. Under normal conditions non-friable or chemically bound materials containing asbestos would not be considered hazardous; however, this material may release airborne asbestos fibers during demolition and removal and therefore must be handled in accordance with the removal and disposal procedures as specified herein. Provide negative pressure enclosure techniques as outlined in this specification. The building occupants will evacuate the building /work area during the asbestos abatement work. All asbestos removal work shall be supervised by a competent person as specified herein.

1.3.2. **Medical Requirements:**

Provide medical requirements including but not limited to medical surveillance and medical record keeping as listed in 29 CFR 1926.1101.

1.3.2.1. **Medical Examinations:**

Before exposure to airborne asbestos fibers, provide workers with a comprehensive medical examination as required by 29 CFR 1926.1101 or other pertinent State or local directives. This requirement must have been satisfied within the 12 months prior to the start of work on this contract. The same medical examination shall be given on an annual basis to employees engaged in an occupation involving asbestos and within 30 calendar days before or after the termination of employment in such occupation. Specifically identify x-ray films of asbestos workers to the consulting radiologist and mark medical record jackets with the word "ASBESTOS."

1.3.2.2. **Medical Records:**

Maintain complete and accurate records of employees' medical examinations, medical records, and exposure data for a period of indefinite time after termination of employment and make records of the required medical examinations and exposure data available for inspection and copying to: The Assistant Secretary of Labor for Occupational Safety and Health (OSHA), or authorized representatives of them, and an employee's physician upon the request of the employee or former employee.

1.3.3. **Employee Training:**

Submit certificates, prior to the start of work but after the main abatement submittal, signed by each employee indicating that the employee has received training in the proper handling of materials and wastes that contain asbestos in accordance with 40 CFR 763; understands the health implications and risks involved, including the illnesses possible from exposure to airborne asbestos fibers; understands the use and limits of the respiratory equipment to be used; and understands the results of

monitoring of airborne quantities of asbestos as related to health and respiratory equipment as indicated in 29 CFR 1926.1101 on an initial and annual basis. Certificates shall be organized by individual worker, not grouped by type of certification. Post appropriate evidence of compliance with the training requirements of 40 CFR 763. Train all personnel involved in the asbestos control work in accordance with United States Environmental Protection Agency (USEPA) Asbestos Hazard Emergency Response Act (AHERA) training criteria or State training criteria whichever is more stringent. The Contractor shall document the training by providing: dates of training, training entity, course outline, names of instructors, and qualifications of instructors upon request by the Contracting Officer. Furnish each employee with respirator training and fit testing administered by the PQP as required by 29 CFR 1926.1101. Fully cover engineering and other hazard control techniques and procedures. All asbestos workers shall have a current Commonwealth of Virginia asbestos worker's license.

1.3.4. **Permits, Licenses, and Notifications:**

Obtain necessary permits and licenses in conjunction with asbestos removal, encapsulation, hauling, and disposition, and furnish notification of such actions required by Federal, State, regional, and local authorities prior to the start of work. Notify the Regional Office of the United States Environmental Protection Agency (USEPA) Commonwealth's environmental protection agency, local air pollution control district/agency and the Contracting Officer in writing 20 working days prior to commencement of work in accordance with 40 CFR 61-SUBPART M and 16 VAC 25-20-30. Notify the Contracting Officer and other appropriate Government agencies in writing 20 working days prior to the start of asbestos work as indicated in applicable laws, ordinances, criteria, rules, and regulations. Submit copies of all Notifications to the Contracting Officer. Notify the local fire department 3 days prior to removing fire-proofing material from the building including notice that the material contains asbestos.

1.3.5. **Environment, Safety and Health Compliance:**

In addition to detailed requirements of this specification, comply with those applicable laws, ordinances, criteria, rules, and regulations of Federal, State, regional, and local authorities regarding handling, storing, transporting, and disposing of asbestos waste materials. Comply with the applicable requirements of the current issue of 29 CFR 1926.1101, 40 CFR 61SUBPART A and 40 CFR 61-SUBPART M. Submit matters of interpretation of standards to the appropriate administrative agency for resolution before starting the work. Where the requirements of this specification, applicable laws, rules, criteria, ordinances, regulations, and referenced documents vary, the most stringent requirement as defined by APS shall apply. The following laws, ordinances, criteria, rules and regulations regarding removal, handling, storing, transporting and disposing of asbestos materials apply:

- a. 29 CFR 1926.1101
- b. 40 CFR 61-SUBPART A
- c. 40 CFR 61-SUBPART M.
- d. 16 VAC 25-20-30.

1.3.6. **Respiratory Protection Program:**

Establish and implement a respirator program as required by ANSI Z88.2, 29 CFR 1926.1101, and 29 CFR 1926.103. Submit a written description of the program to the Contracting Officer. Submit a written program manual or operating procedure including methods of compliance with regulatory statutes.

1.3.6.1. **Respirator Program Records:**

Submit records of the respirator program as required by ANSI Z88.2, 29 CFR 1926.103, and 29 CFR 1926.1101.

1.3.7. **Asbestos Hazard Control Supervisor:**

The Contractor shall be represented on site by a supervisor, trained using the model Contractor accreditation plan as indicated in the Federal statutes for all portions of the herein listed work.

1.3.8. **Hazard Communication:**

Adhere to all parts of 29 CFR 1926.59 and provide the Contracting Officer with a copy of the Material Safety Data Sheets (MSDS) for all materials brought to the site.

1.3.9. **Asbestos Hazard Abatement Plan:**

Submit a detailed plan of the safety precautions such as lockout, tagout, tryout, fall protection, and confined space entry procedures and equipment and work procedures to be used in the encapsulation, removal and demolition of materials containing asbestos. The plan, not to be combined with other hazard abatement plans, shall be prepared, signed, and sealed by the PQP. Provide a Table of Contents for each abatement submittal, which shall follow the sequence of requirements in the contract. Such plan shall include but not be limited to the precise personal protective equipment to be used including, but not limited to, respiratory protection, type of whole-body protection and if reusable coveralls are to be employed decontamination methods (operations and quality control plan), the location of asbestos control areas including clean and dirty areas, buffer zones, showers, storage areas, change rooms, removal, encapsulation method, interface of trades involved in the construction, sequencing of asbestos related work, disposal plan, type of wetting agent and asbestos sealer to be used, locations of local exhaust equipment, planned air monitoring strategies, and a detailed description of the method to be employed in order to control environmental pollution. The plan shall also include (both fire and medical emergency) response plans. The Asbestos Hazard Abatement Plan must be approved in writing prior to starting any asbestos work. The Contractor, Asbestos Hazard Control Supervisor, and QP shall meet with the Contracting Officer prior to beginning work, to discuss in detail the Asbestos Hazard Abatement Plan, including work procedures and safety precautions. Once approved by the Contracting Officer, the plan will be enforced as if an addition to the specification. Any changes required in the specification as a result of the plan shall be identified specifically in the plan to allow for free discussion and approval by the Contracting Officer prior to starting work.

1.3.10. **Testing Laboratory:**

Submit the name, address, and telephone number of each testing laboratory selected for the sampling, analysis, and reporting of airborne concentrations of asbestos fibers along with evidence that each laboratory selected holds the appropriate State license and/or permits and certification that each laboratory is American Industrial Hygiene

Association (AIHA) accredited and that persons counting the samples have been judged proficient by current inclusion on the AIHA Asbestos Analysis Registry (AAR) and successful participation of the laboratory in the Proficiency Analytical Testing (PAT) Program. Where analysis to determine asbestos content in bulk materials or transmission electron microscopy is required, submit evidence that the laboratory is accredited by the National Institute of Science and Technology (NIST) under National Voluntary Laboratory Accreditation Program (NVLAP) for asbestos analysis. The testing laboratory firm shall be independent of the asbestos contractor and shall have no employee or employer relationship which could constitute a conflict of interest.

1.3.11. **Landfill Approval:**

Submit written evidence that the landfill is for asbestos disposal by the U.S. Environmental Protection Agency, Region 3, Air Enforcement Section (38W12), and local regulatory agencies. Within 3 working days after delivery, submit detailed delivery tickets, prepared, signed, and dated by an agent of the landfill, certifying the amount of asbestos materials delivered to the landfill. Submit a copy of the waste shipment records within 1 day of the shipment leaving the project site.

1.3.12. **Medical Certification:**

Provide a written certification for each worker and supervisor, signed by a licensed physician indicating that the worker and supervisor has met or exceeded all of the medical prerequisites listed herein and in 29 CFR 1926.1101 and 29 CFR 1926.103 as prescribed by law. Submit certificates prior to the start of work but after the main abatement submittal.

1.4. **SUBMITTALS**

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for Contractor Quality Control approval. For information only. When used, a designation following the "G" designation identifies the office that will review the submittal for APS. The following shall be submitted in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

- SD-03 PRODUCT DATA
 - Local exhaust equipment; G
 - Vacuums; G
 - Respirators; G
 - Pressure differential automatic recording instrument; G
 - Amended water; G
 - Glovebags; G
 - Material Safety Data Sheets (MSDS) for all materials proposed for transport to the project site; G
 - Encapsulants; G

- SD-06 TEST REPORTS
 - Air sampling results; G
 - Pressure differential recordings for local exhaust system; G
 - Asbestos disposal quantity report; G
 - Encapsulation test patches; G
 - Clearance sampling; G
- SD-07 CERTIFICATES
 - Asbestos hazard abatement plan; G
 - Testing laboratory; G
 - Private qualified person documentation; G
 - Contractor's license; G
 - Competent person documentation; G
 - Worker's license; G
 - Landfill approval; G
 - Employee training; G
 - Medical certification requirements; G
 - Waste shipment records and if applicable exemption report; G
 - Respiratory Protection Program; G
 - Delivery tickets; G
 - Vacuums; G
 - Water filtration equipment; G
 - Ventilation systems; G
 - Other equipment used to contain airborne asbestos fibers; G
 - Chemical encapsulants sealers; G
 - Notifications
 - Show compliance with ANSI Z9.2 by providing manufacturers' certifications.

- SD-11 CLOSEOUT SUBMITTALS
 - Notifications; G
 - Rental equipment; G
 - Respirator program records; G
 - Permits and licenses; G
 - Protective clothing decontamination quality control records; G
 - Protective clothing decontamination facility notification; G

1.5. **QUALITY ASSURANCE**

1.5.1. **Private Qualified Person Documentation**

1.5.2. **Competent Person Documentation:**

Submit training certification and a current Commonwealth of Virginia Asbestos Contractor's and Supervisor's License.

1.5.3. **Worker's License:**

Submit documentation that requires all workers have a current Commonwealth of Virginia Asbestos Workers License.

1.5.4. **Contractor's License:**

Contractor shall have current Virginia asbestos contractor's license. Submit a copy of the asbestos contractor's license issued by the Commonwealth of Virginia.

1.5.5. **Contractor's Air Sampling Results:**

Complete fiber counting and provide results to APS for review within 16 hours of the "time off" of the sample pump. Notify the Contracting Officer immediately of any airborne levels of asbestos fibers in excess of the acceptable limits. Submit sampling results to the Contracting Officer and the affected Contractor employees where required by law within 3 working days, signed by the testing laboratory employee performing air sampling, the employee that analyzed the sample, and the Contractor's IH subconsultant. Notify the Contractor and the Contracting Officer immediately of any variance in the pressure differential which could cause adjacent unsealed areas to have asbestos fiber concentrations in excess of 0.01 fibers per cubic centimeter or background whichever is higher. In no circumstance shall levels exceed 0.1 fibers per cubic centimeter.

1.5.6. **Pressure Differential Recordings for Local Exhaust System:**

Provide a local exhaust system that creates a negative pressure of at least 0.02 inches of water relative to the pressure external to the enclosure and operate it continuously, 24 hours a day, until the temporary enclosure of the asbestos control area is removed. Submit pressure differential recordings for each work day to the IHC for review and to the Contracting Officer within 24 hours from the end of each work day.

1.5.7. **Protective Clothing Decontamination Quality Control Records:**
Provide all records that document quality control for the decontamination of reusable outer protective clothing.

1.5.8. **Protective Clothing Decontamination Facility Notification:**
Submit written evidence that persons who decontaminate, store, or transport asbestos contaminated clothing used in the performance of this contract were duly notified in accordance with 29 CFR 1926.1101.

1.6. **Equipment:**

1.6.1. **Rental Equipment:**
Provide a copy of the written notification to the rental company concerning the intended use of the equipment and the possibility of asbestos contamination of the equipment.

PART 2 PRODUCTS

2.1. **ENCAPSULANTS:**
Shall conform to current USEPA requirements, shall contain no toxic or hazardous substances as defined in 29 CFR 1926.59, and shall conform to the following performance requirements.

2.1.1. Removal Encapsulants:

Requirement	Test Standard
Flame Spread - 25, Smoke Emission - 50	ASTM E 84
Life Expectancy - 20 years	ASTM C 732
Accelerated	Aging Test
Permeability - Minimum 0.4 perms	ASTM E 96

2.1.2. Bridging Encapsulant

Requirement	Test Standard
Flame Spread - 25, Smoke Emission - 50	ASTM E 84
Life Expectancy - 20 years	ASTM C 732
Accelerated	Aging Test
Permeability - Minimum 0.4 perms	ASTM E 96
Fire Resistance - Negligible affect on resistance rating over 3 hour test (Classified by UL for use over fibrous and cementitious sprayed fireproofing)	ASTM E 119 fire
Impact Resistance - Minimum 43 in/lb Gardner Impact Test	ASTM D 2794

Flexibility - no rupture or cracking	ASTM D 522
Mandrel Bend Test	

2.1.3. Penetrating Encapsulant

Requirement	Test Standard
Flame Spread - 25, Smoke Emission - 50	ASTM E 84
Life Expectancy - 20 years	ASTM C 732
Accelerated	Aging Test
Permeability - Minimum 0.4 perms	ASTM E 96
Cohesion/Adhesion Test - 50 pounds of force/foot	ASTM E 736
Fire Resistance - Negligible affect on resistance rating over 3 hour test (Classified by UL for use over fibrous and cementitious sprayed fireproofing)	ASTM E 119
Impact Resistance - Minimum 43 in/lb Gardner Impact Test	ASTM D 2794
Flexibility - no rupture or cracking	ASTM D 522
	Mandrel Bend Test

2.1.4. Lock-down Encapsulant

Requirement	Test Standard
Flame Spread: 25, Smoke Emission - 50	ASTM E 84
Life Expectancy: 20 years	ASTM C 732
Accelerated	Aging Test
Permeability: Minimum 0.4 perms	ASTM E 96
Fire Resistance: Negligible affect on rating over 3-hour test (Tested with fireproofing over encapsulant applied directly to steel member)	ASTM E 119
Bond Strength: 100 pounds of force/foot (Tests compatibility with cementitious and fibrous fireproofing)	ASTM E 736

PART 3 EXECUTION

3.1. **EQUIPMENT:**

At all times, provide the Contracting Officer or the Contracting Officer's Representative, with at least two complete sets of personal protective equipment including decontaminating reusable coveralls as required for entry to and inspection of the asbestos control area. Provide equivalent training to the Contracting Officer or a designated representative as provided to Contractor employees in the use of the required personal protective equipment. Provide manufacturer's certificate of compliance for all equipment used to contain airborne asbestos fibers.

3.1.1. **Respirators:**

Select respirators from those approved by the National Institute for Occupational Safety and Health (NIOSH), Department of Health and Human Services.

3.1.1.1. **Respirators for Handling Asbestos:**

Provide personnel engaged in pre-cleaning, cleanup, handling, encapsulation, removal and/or demolition of asbestos materials with respiratory protection as indicated in 29 CFR 1926.1101 and 29 CFR 1926.103.

3.1.2. **Exterior Whole-Body Protection:**

3.1.2.1. **Outer Protective Clothing:**

Provide personnel exposed to asbestos with disposable "nonbreathable," whole body outer protective clothing, head coverings, gloves, and foot coverings. Provide disposable plastic or rubber gloves to protect hands. Cloth gloves may be worn inside the plastic or rubber gloves for comfort but shall not be used alone. Make sleeves secure at the wrists, make foot coverings secure at the ankles, and make clothing secure at the neck by the use of tape.

3.1.2.2. **Work Clothing:**

Provide cloth work clothes for wear under the outer protective clothing and foot coverings and either dispose of or properly decontaminate them as recommended by the PQP after each use.

3.1.2.3. **Personal Decontamination Unit:**

Provide a temporary, negative pressure unit with a separate decontamination locker room and clean locker room with a shower that complies with 29 CFR 1926.51(f)(4)(ii) through (V) in between for personnel required to wear whole body protective clothing. Provide two separate lockers for each asbestos worker, one in each locker room. Keep street clothing and street shoes in the clean locker. HEPA vacuum and remove asbestos contaminated disposable protective clothing while still wearing respirators at the boundary of the asbestos work area and seal in impermeable bags or containers for disposal. Do not wear work clothing between home and work. Locate showers between the decontamination locker room and the clean locker room and require that all employees shower before changing into street clothes. Collect used shower water and filter with approved water filtration equipment to remove asbestos contamination. Dispose of filters and residue as asbestos waste. Discharge clean water to the sanitary system. Dispose of asbestos contaminated work clothing as asbestos contaminated waste. Decontamination units shall be physically attached to the asbestos control area. Build both a personnel decontamination unit and an equipment decontamination unit onto and integral with each asbestos control area.

3.1.2.4. **Eye Protection:**

Provide goggles to personnel engaged in asbestos abatement operations when the use of a full-face respirator is not required.

3.1.3. **Warning Signs and Labels:**

Provide bilingual warning signs printed in English and Spanish at all approaches to asbestos control areas. Locate signs at such a distance that personnel may read the sign and take the necessary protective steps required before entering the area. Provide labels and affix to all asbestos materials, scrap, waste, debris, and other products contaminated with asbestos.

3.1.3.1. **Warning Sign:**

Provide vertical format conforming to 29 CFR 1926.200, and 29 CFR 1926.1101 minimum 20 by 14 inches displaying the following legend in the lower panel:

<u>Legend</u>	<u>Notation</u>
Danger	one inch Sans Serif Gothic or Block
Asbestos	one inch Sans Serif Gothic or Block
Month cause cancer	1/4 inch Sans Serif Gothic or Block
Causes Damage to lungs	1/4 inch Gothic
Authorized Personnel Only	1/4 inch Gothic
Wear respiratory protection and protective clothing in this area	1/4 inch Gothic

Spacing between lines shall be at least equal to the height of the upper of any two lines.

3.1.3.2. **Warning Labels:**

Provide labels conforming to 29 CFR 1926.1101 of sufficient size to be clearly legible, displaying the following legend:

DANGER

CONTAINS ASBESTOS FIBERS

MAY CAUSE CANCER

CAUSES DAMAGE TO LUNGS

DO NOT BREATHE DUST

AVOID CREATING DUST

3.1.4. **Local Exhaust System:**

Provide a local exhaust system in the asbestos control area in accordance with ANSI Z9.2 and 29 CFR 1926.1101 that will provide at least four air changes per hour inside

of the negative pressure enclosure. Local exhaust equipment shall be operated 24 hours per day, until the asbestos control area is removed and shall be leak proof to the filter and equipped with HEPA filters. Maintain a minimum pressure differential in the control area of minus 0.02 inch of water column relative to adjacent, unsealed areas. Provide continuous 24-hour per day monitoring of the pressure differential with a pressure differential automatic recording instrument. In no case shall the building ventilation system be used as the local exhaust system for the asbestos control area. Filters on exhaust equipment shall conform to ANSI Z9.2 and UL 586. The local exhaust system shall terminate out of doors and remote from any public access or ventilation system intakes.

3.1.5. **Tools:**

Vacuums shall be leak proof to the filter and equipped with HEPA filters. Filters on vacuums shall conform to ANSI Z9.2 and UL 586. Do not use power tools to remove asbestos containing materials unless the tool is equipped with effective, integral HEPA filtered exhaust ventilation systems. Remove all residual asbestos from reusable tools prior to storage or reuse.

3.1.6. **Rental Equipment:**

If rental equipment is to be used, furnish written notification to the rental agency concerning the intended use of the equipment and the possibility of asbestos contamination of the equipment.

3.1.7. **Glovebags:**

Submit written manufacturers proof that glovebags will not break down under expected temperatures and conditions.

3.2. **WORK PROCEDURE:**

Perform asbestos related work in accordance with 29 CFR 1926.1101, 40 CFR 61-SUBPART M, and as specified herein. Use wet or if given prior EPA approval, dry removal procedures appropriate encapsulation procedures as listed in the asbestos hazard abatement plan and negative pressure enclosure techniques. Personnel shall wear and utilize protective clothing and equipment as specified herein. Eating, smoking, drinking, chewing gum, tobacco, or applying cosmetics shall not be permitted in the asbestos work or control areas. Personnel of other trades not engaged in the encapsulation, removal and demolition of asbestos containing material shall not be exposed at any time to airborne concentrations of asbestos unless all the personnel protection and training provisions of this specification are complied with by the trade personnel. Seal all roof top penetrations, except plumbing vents, prior to asbestos roofing work. Shut down the building heating, ventilating, and air conditioning system, cap the openings to the system, and provide temporary heating, and ventilation, and air conditioning prior to the commencement of asbestos work. Disconnect electrical service when encapsulation or wet removal is performed and provide temporary electrical service with verifiable ground fault circuit interrupter (GFCI) protection prior to the use of any water or encapsulant. If an asbestos fiber release or spill occurs outside of the asbestos control area, stop work immediately, correct the condition to the satisfaction of the Contracting Officer including clearance sampling, prior to resumption of work.

3.2.1. **Protection of Existing Work to Remain:**

Perform work without damage or contamination of adjacent work. Where such work is damaged or contaminated as verified by the Contracting Officer using visual

inspection or sample analysis, it shall be restored to its original condition or decontaminated by the Contractor at no expense to APS as deemed appropriate by the Contracting Officer. This includes inadvertent spill of dirt, dust, or debris in which it is reasonable to conclude that asbestos may exist. When these spills occur, stop work immediately. Then clean up the spill. When satisfactory visual inspection and air sampling results are obtained from the IHC work may proceed at the discretion of the Contracting Officer.

3.2.2. Furnishings Edit for this job:

Furniture and equipment will be removed from the area of work by APS before asbestos work begins.

Furniture and equipment will remain in the building. Cover and seal furnishings with 6-mil plastic sheet or remove from the work area and store in a location on site approved by the Contracting Officer.

Furnishings listed below and located in the work area are considered to be contaminated with asbestos fibers. Transfer these items to an area on site approved by the Contracting Officer, decontaminate (wet methods where possible), and then store until the room from which they came is declared clean and safe for entry. Carpets, draperies, and other items with porous, non-solid surfaces can not be suitably cleaned and shall be properly disposed of as contaminated waste. At the conclusion of the asbestos removal work and cleanup operations, transfer all objects so removed and cleaned back to the area from which they came and re-install them. Base bids on decontaminating:

- Desks

- Filing cabinets

- Linear feet of shelving

- Cubic feet of books, papers, files, etc.

3.2.3. Precleaning:

Wet wipe and HEPA vacuum all surfaces potentially contaminated with asbestos prior to establishment of an enclosure.

3.2.4. Asbestos Control Area Requirements:

3.2.4.1. Negative Pressure Enclosure:

Block and seal openings in areas where the release of airborne asbestos fibers can be expected. Establish an asbestos negative pressure enclosure with the use of curtains, portable partitions, or other enclosures in order to prevent the escape of asbestos fibers from the contaminated asbestos work area. Negative pressure enclosure development shall include protective covering of uncontaminated walls, and ceilings with a continuous membrane of two layers of minimum 6-mil plastic sheet sealed with tape to prevent water or other damage. Provide two layers of 6-mil plastic sheet over floors and extend a minimum of 12 inches up walls. Seal all joints with tape. Provide local exhaust system in the asbestos control area. Openings will be allowed in enclosures of asbestos control areas for personnel and equipment entry and exit, the supply and exhaust of air for

the local exhaust system and the removal of properly containerized asbestos containing materials. Replace local exhaust system filters as required to maintain the efficiency of the system.

3.2.4.2. **Glovebag:**

The construction of a negative pressure enclosure is infeasible for the removal of asbestos containing material located in the building. Use alternate techniques as indicated in 29 CFR 1926.1101. Establish designated limits for the asbestos regulated area with the use of rope or other continuous barriers, and maintain all other requirements for asbestos control areas. The PQP shall conduct personal samples of each worker engaged in asbestos handling (removal, disposal, transport and other associated work) throughout the duration of the project. If the quantity of airborne asbestos fibers monitored at the breathing zone of the workers at any time exceeds background or 0.01 fibers per cubic centimeter whichever is greater, stop work, evacuate personnel in adjacent areas or provide personnel with approved protective equipment at the discretion of the Contracting Officer. This sampling may be duplicated by APS at the discretion of the Contracting Officer. If the air sampling results obtained by APS differ from those obtained by the Contractor, will determine which results predominate. If adjacent areas are contaminated as determined by the Contracting Officer, clean the contaminated areas, monitor, and visually inspect the area as specified herein.

3.2.5. **Removal Procedures:**

Wet asbestos material with a fine spray of amended water or a chemical wetting agent during removal, cutting, or other handling so as to reduce the emission of airborne fibers. Remove material and immediately place in 6 mil plastic disposal bags. Remove asbestos containing material in a gradual manner, with continuous application of the amended water or wetting agent in such a manner that no asbestos material is disturbed prior to being adequately wetted. Where unusual circumstances prohibit the use of 6 mil plastic bags, submit an alternate proposal for containment of asbestos fibers to the Contracting Officer for approval. For example, in the case where both piping and insulation are to be removed, the Contractor may elect to wet the insulation, wrap the pipes and insulation in plastic and remove the pipe by sections. Asbestos containing material shall be containerized while wet. At no time shall asbestos material be allowed to accumulate or become dry. Lower and otherwise handle asbestos containing material as indicated in 40 CFR 61-SUBPART M.

3.2.5.1. **Sealing Contaminated Items Designated for Disposal:**

Remove contaminated architectural, mechanical, and electrical appurtenances such as venetian blinds, full-height partitions, carpeting, duct work, pipes and fittings, radiators, light fixtures, conduit, panels, and other contaminated items designated for removal by completely coating the items with an asbestos lock-down encapsulant at the demolition site before removing the items from the asbestos control area. These items need not be vacuumed. The asbestos lock-down encapsulant shall be tinted a contrasting color. It shall be spray-applied by airless

method. Thoroughness of sealing operation shall be visually gauged by the extent of colored coating on exposed surfaces. Lock-down encapsulants shall comply with the performance requirements specified herein.

3.2.5.2. Exposed Pipe Insulation Edges:

Contain edges of asbestos insulation to remain that are exposed by a removal operation. Wet and cut the rough ends true and square with sharp tools and then encapsulate the edges with a 1/4 inch thick layer of non-asbestos containing insulating cement troweled to a smooth hard finish. When cement is dry, lag the end with a layer of non-asbestos lagging cloth, overlapping the existing ends by at least 4 inches. When insulating cement and cloth is an impractical method of sealing a raw edge of asbestos, take appropriate steps to seal the raw edges as approved by the Contracting Officer.

3.2.6. Encapsulation Procedures:

3.2.6.1. Preparation of Test Patches:

As requested by Owner, install three test patches of encapsulant in an area to be mutually agreed for review and acceptance. Use airless spray at the lowest pressure and as recommended by the encapsulant manufacturer. Follow exactly the manufacturer's instructions for thinning recommendations, application procedures and rates. Curing time shall be not less than five days or that recommended by the manufacturer, whichever is more. A test patch shall be 9 square feet in size.

3.2.6.2. Field Testing:

Field test the encapsulation test patches in accordance with ASTM E 1494, paragraph "Required Field Test," in the presence of the Contracting Officer. Keep a written record of the testing procedures and test results. Upon successful testing of the encapsulant, submit a signed statement to the Contracting Officer certifying that the encapsulant is suitable for installation on the particular asbestos containing material.

3.2.6.3. Large-Scale Application:

Apply encapsulant using the same equipment and procedures as employed for the test patches. Keep the encapsulant material stirred to prevent settling. Keep a clean work area. Change prefilters in the ventilation equipment as soon as they appear clogged by encapsulant aerosol or pressure differential drops below 0.02 Hg.

3.2.7. Air Sampling:

Sampling of airborne concentrations of asbestos fibers shall be performed in accordance with 29 CFR 1926.1101 and as specified herein. Sampling performed in accordance with 29 CFR 1926.1101 shall be performed by the PQP. Sampling performed for environmental and quality control reasons shall be performed by APS. Unless otherwise specified, use NIOSH Method 7400 for sampling and analysis. Monitoring may be duplicated by APS at the discretion of the Contracting

Officer. If the air sampling results obtained by APS differ from those results obtained by the Contractor, APS will determine which results predominate.

3.2.7.1. Sampling Prior to Asbestos Work:

At the discretion of the IHC, APS shall provide area air sampling and establish the baseline one day prior to the masking and sealing operations for each removal site. Establish the background by performing area sampling in similar but uncontaminated sites in the building.

3.2.7.2. Sampling During Asbestos Work:

The PQP shall provide personal sampling as indicated in 29 CFR 1926.1101. At the same time the APS will provide area sampling close to the work inside the enclosure, outside the clean room entrance to the enclosure, and at the exhaust opening of the local exhaust system. In addition, provided the same type of work is being performed, APS will provide area sampling once every work shift close to the work inside the enclosure, outside the clean room entrance to the enclosure, and at the exhaust opening of the local exhaust system. If sampling outside the enclosure shows airborne levels have exceeded background or 0.01 fibers per cubic centimeter, whichever is greater, stop all work, correct the condition(s) causing the increase, and notify the Contracting Officer immediately. Where alternate methods are used, perform personal and area air sampling at locations and frequencies that will accurately characterize the evolving airborne asbestos levels.

3.2.7.3. Sampling After Final Clean-Up (Clearance Sampling) :

APS will provide area sampling of asbestos fibers using aggressive air sampling techniques as defined in the EPA 560/5-85-024 and establish an acceptable airborne asbestos concentration after final clean-up but before removal of the enclosure or the asbestos work control area. After final cleanup and the asbestos control area is dry but prior to clearance sampling, APS shall perform a visual inspection in accordance with ASTM E 1368 to ensure that the asbestos control and work area is free of any accumulations of dirt, dust, or debris. Following the visual inspection, TEM clearance air samples will be collected. The acceptable airborne asbestos concentration will be 70 structures per square millimeter as an average of all samples collected inside the work area.

If the asbestos removed in the work area is less than 160 square feet or 260 linear feet, at the discretion of APS, final clearance air sampling may be performed by PCM air sampling. The asbestos fiber counts from these samples shall be less than or equal to 0.01 fibers per cubic centimeter or be not greater than the background, whichever is greater.

Should the final samples indicate a value that exceeds the acceptable concentration, the Contractor shall take appropriate actions to re-clean the area. APS shall repeat the final sampling and analysis at the Contractor's expense.

3.2.8. Lock-Down:

Prior to removal of plastic barriers and after pre-clearance cleanup of gross contamination, the IHC shall conduct a visual inspection of all areas affected by the removal or encapsulation in accordance with ASTM E 1368. Inspect for any visible fibers, and to ensure that encapsulants were applied evenly and appropriately (if applicable). A post removal (lock-down) encapsulant shall then be spray applied to ceiling, walls, floors and other areas exposed in the removal area. The exposed area shall include but not be limited to plastic barriers, furnishings and articles to be discarded as well as dirty change room, air locks for bag removal and decontamination chambers.

3.2.9. **Site Inspection:**

While performing asbestos engineering control work, the Contractor shall be subject to on-site inspection by the Contracting Officer who may be assisted by or represented by safety or industrial hygiene personnel. If the work is found to be in violation of this specification, the Contracting Officer or his representative will issue a stop work order to be in effect immediately and until the violation is resolved. All related costs including standby time required to resolve the violation shall be at the Contractor's expense.

3.3. **CLEAN-UP AND DISPOSAL:**

3.3.1. **Housekeeping:**

Essential parts of asbestos dust control are housekeeping and cleanup procedures. Maintain surfaces of the asbestos control area free of accumulations of asbestos fibers. Give meticulous attention to restricting the spread of dust and debris; keep waste from being distributed over the general area. Use HEPA filtered vacuum cleaners. DO NOT BLOW DOWN THE SPACE WITH COMPRESSED AIR. When asbestos removal is complete, all asbestos waste is removed from the work-site, and final clean-up is completed, the Contracting Officer will attest that the area is safe before the signs can be removed. Reestablish HVAC mechanical, and electrical systems in proper working order. The Contracting Officer will visually inspect all surfaces within the enclosure for residual material or accumulated dust or debris. The Contractor shall reclean all areas showing dust or residual materials. At the discretion of APS if re-cleaning is required, air sample and establish an acceptable asbestos airborne concentration after re-cleaning. The Contracting Officer must agree that the area is safe in writing before unrestricted entry will be permitted. APS shall have the option to perform monitoring to determine if the areas are safe before entry is permitted.

3.3.2. **Title to Materials:**

All waste materials, except as specified otherwise, shall become the property of the Contractor and shall be disposed of as specified in applicable local, State, and Federal regulations and herein.

3.3.3. **Disposal of Asbestos:**

3.3.3.1. Procedure for Disposal:

Collect asbestos waste, asbestos contaminated water, scrap, debris, bags, containers, equipment, and asbestos contaminated clothing which may produce airborne concentrations of asbestos fibers and place in sealed fiber-proof, waterproof, non-returnable containers (e.g. double plastic bags 6 mils thick, cartons, drums or cans). Wastes within the containers must be adequately wet in accordance with 40 CFR 61-SUBPART M. Affix a warning and Department of Transportation (DOT) label to each container including the bags or use at least 6 mils thick bags with the approved warnings and DOT labeling preprinted on the bag. The name of the waste generator and the location at which the waste was generated shall be clearly indicated on the outside of each container. Prevent contamination of the transport vehicle (especially if the transport vehicle is a rented truck likely to be used in the future for non-asbestos purposes). These precautions include lining the vehicle cargo area with plastic sheeting (similar to work area enclosure) and thorough cleaning of the cargo area after transport and unloading of asbestos debris is complete. Dispose of waste asbestos material at an Environmental Protection Agency (EPA) or State-approved asbestos landfill off Government property. For temporary storage, store sealed impermeable bags in asbestos waste drums or skids. An area for interim storage of asbestos waste-containing drums or skids will be assigned by the Contracting Officer or his authorized representative. Procedure for hauling and disposal shall comply with 40 CFR 61-SUBPART M, State, regional, and local standards. Sealed plastic bags may be dumped from drums into the burial site unless the bags have been broken or damaged. Damaged bags shall remain in the drum and the entire contaminated drum shall be buried. Uncontaminated drums may be recycled. Workers unloading the sealed drums shall wear appropriate respirators and personal protective equipment when handling asbestos materials at the disposal site.

3.3.3.2. Asbestos Disposal Quantity Report :

Direct the PQP to record and report, to the Contracting Officer, the amount of asbestos containing material removed and released for disposal. Deliver the report for the previous day at the beginning of each day shift with amounts of material removed during the previous day reported in linear feet or square feet as described initially in this specification and in cubic feet for the amount of asbestos containing material released for disposal.

End of Section

SECTION 13282

LEAD IN CONSTRUCTION

10/10

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI)

ANSI Z88.2 (2015) Respiratory Protection

STATE OF VIRGINIA ADMINISTRATIVE CODE (VAC)

16 VAC 25-35 Title 16, Agency 25, Chapter 35: Regulation Concerning Certified Lead Contractor's Notification, Lead Project Permits And Permit Fees

18 VAC 15-30 Title 18, Agency 15, Chapter 30: Virginia Lead-Based Paint Activities Regulations

U.S. NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

29 CFR 1926.103	Respiratory Protection
29 CFR 1926.21	Safety Training and Education
29 CFR 1926.33	Access to Employee Exposure and Medical Records
29 CFR 1926.55	Gases, Vapors, Fumes, Dusts, and Mists
29 CFR 1926.59	Hazard Communication
29 CFR 1926.62	Lead
29 CFR 1926.65	Hazardous Waste Operations and Emergency Response
40 CFR 260	Hazardous Waste Management System: General
40 CFR 261	Identification and Listing of Hazardous Waste
40 CFR 262	Standards Applicable to Generators of Hazardous Waste

40 CFR 263	Standards Applicable to Transporters of Hazardous Waste
40 CFR 264	Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities
40 CFR 265	Interim Status Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities
40 CFR 268	Land Disposal Restrictions
40 CFR 745	Lead-Based Paint Poisoning Prevention in Certain Residential Structures
49 CFR 100-185	Transportation of Hazardous waste
49 CFR 172	Hazardous Materials Table, Special Provisions, Hazardous Materials, Communications, Emergency Response Information, and Training Requirements
49 CFR 178	Specifications for Packaging

UNDERWRITERS LABORATORIES (UL)

UL 586	(1996; Rev thru Apr 2000) High-Efficiency, Particulate, Air Filter Units
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1.2 DEFINITIONS

- 1.2.1 **Action Level:** Employee exposure, without regard to use of respirators, to an airborne concentration of lead of 30 micrograms per cubic meter of air averaged over an 8 hour period.
- 1.2.2 **Area Sampling:** Sampling of lead concentrations within the lead control area and inside the physical boundaries which is representative of the airborne lead concentrations but is not collected in the breathing zone of personnel (approximately 5 to 6 feet above the floor).
- 1.2.3 **Competent Person (CP):** As used in this section, refers to a person employed by the Contractor who is trained in the recognition and control of lead hazards in accordance with current federal, State, and local regulations and has the authority to take prompt corrective actions to control the lead hazard. A Certified Industrial Hygienist (CIH) certified by the American Board of Industrial Hygiene or a Certified Safety Professional (CSP) certified by the Board of Certified Safety Professionals is the best choice.
- 1.2.4 **Contaminated Room:** Refers to a room for removal of contaminated personal protective equipment (PPE).
- 1.2.5 **Decontamination Shower Facility:** That facility that encompasses a clean clothing storage

room, and a contaminated clothing storage and disposal rooms, with a shower facility in between.

- 1.2.6 **High Efficiency Particulate Arrestor (HEPA) Filter Equipment:** HEPA filtered vacuuming equipment with a UL 586 filter system capable of collecting and retaining lead-contaminated particulate. A high efficiency particulate filter demonstrates at least 99.97 percent efficiency against 0.3 micron or larger size particles.
- 1.2.7 **Lead:** Metallic lead, inorganic lead compounds, and organic lead soaps. Excludes other forms of organic lead compounds.
- 1.2.8 **Lead Control Area:** A system of control methods to prevent the spread of lead dust, paint chips or debris to adjacent areas that may include temporary containment, floor or ground cover protection, physical boundaries, and warning signs to prevent unauthorized entry of personnel. HEPA filtered local exhaust equipment may be used as engineering controls to further reduce personnel exposures or building/outdoor environmental contamination.
- 1.2.9 **Lead Permissible Exposure Limit (PEL):** Fifty micrograms per cubic meter of air as an 8-hour time weighted average as determined by 29 CFR 1926.62. If an employee is exposed for more than eight hours in a work day, the PEL shall be determined by the following formula:
$$\text{PEL (micrograms/cubic meter of air)} = 400/\text{No. hrs worked per day}$$
- 1.2.10 **Material Containing Lead/Paint with Lead (MCL/PWL):** Any material, including paint, which contains lead as determined by the testing laboratory using a valid test method. The requirements of this section does not apply if no detectable levels of lead are found using a quantitative method for analyzing paint or MCL using laboratory instruments with specified limits of detection (usually 0.01%). An X-Ray Fluorescence (XRF) instrument is not considered a valid test method.
- 1.2.11 **Personal Sampling:** Sampling of airborne lead concentrations within the breathing zone of an employee to determine the 8-hour time weighted average concentration in accordance with 29 CFR 1926.62. Samples shall be representative of the employees' work tasks. Breathing zone shall be considered an area within a hemisphere, forward of the shoulders, with a radius of <MET>6 to 9 inches</MET> and centered at the nose or mouth of an employee.
- 1.2.12 **Physical Boundary:** Area physically roped or partitioned off around lead control area to limit unauthorized entry of personnel.

1.3 **DESCRIPTION:**

1.3.1 **Description of Work:**

Construction activities impacting PWL or material containing lead which are covered by this specification include the demolition and/or removal of material containing lead in any condition.

1.3.2 **Coordination with Other Work:**

The contractor shall coordinate with work being performed in adjacent areas. Coordination procedures shall be explained in the Plan and shall describe how the Contractor will prevent lead exposure to other contractors and/or Government personnel performing work unrelated to lead

activities.

1.4 SUBMITTALS:

APS (AC) approval is required for submittals with a "AC" designation; submittals not having a "AC" designation are for Contractor Quality Control approval. The following shall be submitted in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 PRECONSTRUCTION SUBMITTALS

- Occupational and Environmental Assessment Data Report (if objective data is used to justify excluding the initial occupational exposure assessment); G
- Lead Compliance Plan including CP approval
- (signature, date, and certification number); G
- Competent Person qualifications; G
- Training Certification of workers and supervisors; G
- Lead waste management plan; G
- Written evidence that TSD is approved for lead disposal; G
- Certification of Medical Examinations; G

SD-06 TEST REPORTS

- Sampling results; G
- Occupational and Environmental Assessment Data Report; G

SD-07 CERTIFICATES

- Testing laboratory qualifications; G
- Occupant Notification; G
- Third party consultant qualifications; G
- Clearance Certification; G

SD-11 CLOSEOUT SUBMITTALS

- Completed and signed hazardous waste manifest from treatment or disposal facility; G
- Waste turn-in documents or weight tickets for non-hazardous wastes that are disposed of at sanitary or construction and demolition landfills; G

1.5 QUALITY ASSURANCE:

1.5.1 **Qualifications:**

1.5.1.1 **Competent Person (CP):**

Submit name, address, and telephone number of the CP selected to perform responsibilities specified in paragraph entitled "Competent Person (CP) Responsibilities." Provide documented construction project-related experience with implementation of OSHA's Lead in Construction standard (29 CFR 1926.62) which shows ability to assess occupational and environmental exposure to lead, experience with the use of respirators, personal protective equipment and other exposure reduction methods to protect employee health. Submit proper documentation that the CP is trained and licensed in accordance with federal, Commonwealth (18 VAC 15-30) and local laws. The competent person shall be a licensed lead-based paint abatement Supervisor/Project Designer in the Commonwealth of Virginia.

1.5.1.2 **Training Certification:**

Submit a certificate for each worker and supervisor, signed and dated by the accredited training provider, stating that the employee has received the required lead training specified in 29 CFR 1926.62.

1.5.1.3 **Testing Laboratory :**

Submit the name, address, and telephone number of the testing laboratory selected to perform the air and wipe analysis, testing, and reporting of airborne concentrations of lead. Use a laboratory participating in the EPA National Lead Laboratory Accreditation Program (NLLAP) by being accredited by either the American Association for Laboratory Accreditation (A2LA) or the American Industrial Hygiene Association (AIHA) and that is successfully participating in the Environmental Lead Proficiency Analytical Testing (ELPAT) program to perform sample analysis. Laboratories selected to perform blood lead analysis shall be OSHA approved.

1.5.2 Requirements:

1.5.2.1 **Competent Person (CP) Responsibilities:**

- a. Verify training meets all federal, State, and local requirements.
- b. Review and approve Lead Compliance Plan for conformance to the applicable referenced standards.
- c. Continuously inspect PWL or MCL work for conformance with the approved plan.
- d. Perform (or oversee performance of) air sampling. Recommend upgrades or downgrades (whichever is appropriate based on exposure) on the use of PPE (respirators included) and engineering controls.
- e. Ensure work is performed in strict accordance with specifications at all times.
- f. Control work to prevent hazardous exposure to human beings and to the environment at all times.
- g. Certify the conditions of the work as called for elsewhere in this specification.

1.5.2.2 Lead Compliance Plan:

Submit a detailed job-specific plan of the work procedures to be used in the disturbance of PWL or MCL. The plan shall include a sketch showing the location, size, and details of lead control areas, critical barriers, physical boundaries, location and details of decontamination facilities, viewing ports, and mechanical ventilation system. Include a description of equipment and materials, work practices, controls and job responsibilities for each activity from which lead is emitted. Include in the plan, eating, drinking, smoking, hygiene facilities and sanitary procedures, interface of trades, sequencing of lead related work, collected waste water and dust containing lead and debris, air sampling, respirators, personal protective equipment, and a detailed description of the method of containment of the operation to ensure that lead is not released outside of the lead control area. Include site preparation, cleanup and clearance procedures. Include occupational sampling, training and strategy, sampling and analysis strategy and methodology, frequency of sampling, duration of sampling, and qualifications of sampling personnel in the air sampling portion of the plan. Include a description of arrangements made among contractors on multi-contractor worksites to inform affected employees and to clarify responsibilities to control exposures.

1.5.2.3 Occupational and Environmental Assessment Data Report

If initial monitoring is necessary, submit occupational sampling results to the APS within three working days of collection, signed by the testing laboratory employee performing the analysis, the employee that performed the sampling, and the CP.

In order to reduce the full implementation of 29 CFR 1926.62, the Contractor shall provide documentation. Submit a report that supports the determination to reduce full implementation of the requirements of 29 CFR 1926.62 and supporting the Lead Compliance Plan.

- a. The initial monitoring shall represent each job classification, or if working conditions are similar to previous jobs by the same employer, provide previously collected exposure data that can be used to estimate worker exposures per 29 CFR 1926.62. The data shall represent the worker's regular daily exposure to lead for stated work.
- b. Submit worker exposure data gathered during the task-based trigger operations of 29 CFR 1926.62 with a complete process description. This includes manual demolition, manual scraping, manual sanding, heat gun, power tool cleaning, rivet busting, cleanup of dry expendable abrasives, abrasive blast enclosure removal, abrasive blasting, welding, cutting and torch burning where lead containing coatings are present.
- c. The initial assessment shall determine the requirement for further monitoring and the need to fully implement the control and protective requirements including the lead compliance plan per 29 CFR 1926.62.

1.5.2.4 Medical Examinations:

Initial medical surveillance as required by 29 CFR 1926.62 shall be made available to all employees exposed to lead at any time (1 day) above the action level. Full medical surveillance shall be made available to all employees on an annual basis who are or may be exposed to lead in excess of the action level for more than 30 days a year or as required by 29 CFR 1926.62. Adequate records shall show that employees meet the

medical surveillance requirements of 29 CFR 1926.33, 29 CFR 1926.62 and 29 CFR 1926.103. Provide medical surveillance to all personnel exposed to lead as indicated in 29 CFR 1926.62. Maintain complete and accurate medical records of employees for the duration of employment plus 30 years.

1.5.2.5 Training:

Train each employee performing work that disturbs lead, who performs MCL/PWL disposal, and air sampling operations prior to the time of initial job assignment and annually thereafter, in accordance with 29 CFR 1926.21, 29 CFR 1926.62, and State (18 VAC 15-30) and local regulations where appropriate.

1.5.2.6 Respiratory Protection Program:

- a. Provide each employee required to wear a respirator a respirator fit test at the time of initial fitting and at least annually thereafter as required by 29 CFR 1926.62.
- b. Establish and implement a respiratory protection program as required by ANSI Z88.2, 29 CFR 1926.103, 29 CFR 1926.62, and 29 CFR 1926.55.

1.5.2.7 Hazard Communication Program:

Establish and implement a Hazard Communication Program as required by 29 CFR 1926.59.

1.5.2.8 Lead Waste Management:

The Lead Waste Management Plan shall comply with applicable requirements of federal, State, and local hazardous waste regulations. and address:

- a. Identification and classification of wastes associated with the work.
- b. Estimated quantities of wastes to be generated and disposed of.
- c. Names and qualifications of each contractor that will be transporting, storing, treating, and disposing of the wastes. Include the facility location and a 24-hour point of contact. Furnish two copies of USEPA, State (in accordance with 16 VAC 25-35) and local hazardous waste permit applications, permits, manifests, and USEPA Identification numbers.
- d. Names and qualifications (experience and training) of personnel who will be working on-site with hazardous wastes.
- e. List of waste handling equipment to be used in performing the work, to include cleaning, volume reduction, and transport equipment.
- f. Spill prevention, containment, and cleanup contingency measures including a health and safety plan to be implemented in accordance with 29 CFR 1926.65.
- g. Work plan and schedule for waste containment, removal and disposal. Proper containment of the waste includes using acceptable waste containers (e.g., 55-gallon drums) as well as proper marking/labeling of the containers. Wastes shall be cleaned up and containerized daily.

- h. Include any process that may alter or treat waste rendering a hazardous waste non-hazardous.
- i. Unit cost for hazardous waste disposal according to this plan.

1.5.2.9 Environmental, Safety and Health Compliance:

In addition to the detailed requirements of this specification, comply with laws, ordinances, rules, and regulations of federal, State, and local authorities regarding lead. Comply with the applicable requirements of the current issue of 29 CFR 1926.62. Submit matters regarding interpretation of standards to the Contracting Officer for resolution before starting work. Where specification requirements and the referenced documents vary, the most stringent requirement shall apply. The following local and State laws, ordinances, criteria, rules and regulations regarding removing, handling, storing, transporting, and disposing of lead-contaminated materials apply:

- a. 18 VAC 15-30

1.5.3 Pre-Construction Conference:

Along with the CP, meet with the APS to discuss in detail the Lead Waste Management Plan and the Lead Compliance Plan, including procedures and precautions for the work.

1.6 EQUIPMENT

1.6.1 Respirators:

Furnish appropriate respirators approved by the National Institute for Occupational Safety and Health (NIOSH), Department of Health and Human Services, for use in atmospheres containing lead dust, fume and mist. Respirators shall comply with the requirements of 29 CFR 1926.62.

1.6.2 Special Protective Clothing:

Furnish personnel who will be exposed to lead-contaminated dust with proper disposable protective whole body clothing, head covering, gloves, eye, and foot coverings as required by 29 CFR 1926.62. Furnish proper disposable plastic or rubber gloves to protect hands.

Reduce the level of protection only after obtaining approval from the CP.

1.6.3 Rental Equipment Notification:

If rental equipment is to be used during PWL or MCL handling and disposal, notify the rental agency in writing concerning the intended use of the equipment.

1.6.4 Vacuum Filters:

UL 586 labeled HEPA filters.

1.6.5 Equipment for Government Personnel:

Furnish the APS with two complete sets of personal protective equipment (PPE) daily, as required herein, for entry into and inspection of the lead removal work within the lead controlled area. Personal protective equipment shall include disposable whole body covering, including appropriate foot, head, eye, and hand protection. PPE shall remain the property of the Contractor. APS will provide respiratory protection for the

Contracting Officer.

1.7 PROJECT/SITE CONDITIONS:

1.7.1 Protection of Existing Work to Remain:

Perform work without damage or contamination of adjacent areas. Where existing work is damaged or contaminated, restore work to its original condition or better as determined by the Contracting Officer.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

3.1 PREPARATION:

3.1.1. Protection:

3.1.1.1. Notification:

- a. Notify the Contracting Officer 20 days prior to the start of any lead work.

3.1.1.2. Lead Control Area:

- a. Physical Boundary - Provide physical boundaries around the lead control area by roping off the area designated in the work plan or providing curtains, portable partitions or other enclosures to ensure that lead will not escape outside of the lead control area.
- b. Warning Signs - Provide warning signs at approaches to lead control areas. Locate signs at such a distance that personnel may read the sign and take the necessary precautions before entering the area. Signs shall comply with the requirements of 29 CFR 1926.62.

3.1.1.3. Furnishings:

APS will remove furniture and equipment from the building before lead work begins.

3.1.1.4. Heating, Ventilating and Air Conditioning (HVAC) Systems:

Shut down, lock out, and isolate HVAC systems that supply, exhaust, or pass through the lead control areas. Seal intake and exhaust vents in the lead control area with 6 mil plastic sheet and tape. Seal seams in HVAC components that pass through the lead control area.

3.1.1.5. Decontamination Shower Facility:

Provide clean and contaminated change rooms and shower facilities in accordance with this specification and 29 CFR 1926.62.

3.1.1.6. Eye Wash Station:

Where eyes may be exposed to injurious corrosive materials, suitable

facilities for quick drenching or flushing of the eyes shall be provided within the work area.

3.1.1.7. Mechanical Ventilation System:

- a. To the extent feasible, use local exhaust ventilation or other collection systems, approved by the CP. Local exhaust ventilation systems shall be evaluated and maintained in accordance with 29 CFR 1926.62.
- b. Vent local exhaust outside the building and away from building ventilation intakes or ensure system is connected to HEPA filters.
- c. Use locally exhausted, power actuated tools or manual hand tools.

3.1.1.8. Personnel Protection:

Personnel shall wear and use protective clothing and equipment as specified herein. Eating, smoking, or drinking or application of cosmetics is not permitted in the lead control area. No one will be permitted in the lead control area unless they have been appropriately trained and provided with protective equipment.

3.2. ERECTION:

3.2.1. Lead Control Area Requirements:

Establish a lead control area by completely establishing barriers and physical boundaries around the area or structure where PWL or MCL removal operations will be performed.

3.3. APPLICATION

3.3.1. Lead Work:

Perform lead work in accordance with approved Lead Compliance Plan. Use procedures and equipment required to limit occupational exposure and environmental contamination with lead when the work is performed in accordance with 29 CFR 1926.62 or 40 CFR 745, and as specified herein. Dispose of all PWL or MCL and associated waste in compliance with federal, State, and local requirements.

3.3.2. Paint with Lead or Material Containing Lead Removal:

Manual or power sanding or grinding of lead surfaces or materials is not permitted unless tools are equipped with HEPA attachments or wet methods. Provide methodology for removing lead in the Lead Compliance Plan. Select lead removal processes to minimize contamination of work areas outside the control area with lead-contaminated dust or other lead-contaminated debris or waste and to ensure that unprotected personnel are not exposed to hazardous concentrations of lead. Describe this removal process in the Lead Compliance Plan.

3.3.2.1. Paint with Lead or Material Containing Lead - Indoor Removal Perform manual, mechanical removal and thermal cutting in the lead control areas using enclosures, barriers or containments and powered locally exhausted tools. Collect residue for disposal in accordance with federal, State, and local requirements.

3.3.2.2. Paint with Lead or Material Containing Lead - Outdoor Removal Perform outdoor removal as indicated in federal, State, and local regulations and in the Lead Compliance Plan. The worksite preparation

(barriers or containments) shall be job dependent and presented in the Lead Compliance Plan.

3.3.3. Personnel Exiting Procedures:

Whenever personnel exit the lead-controlled area, they shall perform the following procedures and shall not leave the work place wearing any clothing or equipment worn in the control area:

- a. Vacuum all clothing before entering the contaminated change room.
- b. Remove protective clothing in the contaminated change room, and place them in an approved impermeable disposal bag.
- c. Wash hands and face at the site, don appropriate disposable or uncontaminated reusable clothing, move to an appropriate shower facility, shower.
- d. Change to clean clothes prior to leaving the clean clothes storage area.

3.4. FIELD QUALITY CONTROL:

3.4.1. Tests:

3.4.1.1. Air and Wipe Sampling:

Conduct sampling for lead in accordance with 29 CFR 1926.62 and as specified herein. Air sampling shall be directed or performed by the CP. Wipe sampling shall be performed by the APS IH Consultant

- a. The CP shall be on the job site observing the air and wipe sampling and inspecting the PWL or MCL removal work to ensure that the requirements of the contract have been satisfied during the entire PWL or MCL operation.
- b. Collect personal air samples on employees who are anticipated to have the greatest risk of exposure as determined by the CP. In addition, collect air samples on at least twenty-five percent of the work crew or a minimum of two employees, whichever is greater, during each work shift.
- c. Submit results of air samples, signed by the CP, within 72 hours after the air samples are taken.
- d. Conduct area air sampling daily, on each shift in which lead-based paint removal operations are performed, in areas immediately adjacent to the lead control area. Sufficient area monitoring shall be conducted to ensure unprotected personnel are not exposed at or above 30 micrograms per cubic meter of air. If 30 micrograms per cubic meter of air is reached or exceeded, stop work, correct the condition(s) causing the increased levels. Notify the Contracting Officer immediately. Determine if condition(s) require any further change in work methods. Removal work shall resume only after the CP and the Contracting Officer give approval.

3.5. CLEANING AND DISPOSAL:

3.5.1. Cleanup:

Maintain surfaces of the lead control area free of accumulations of dust and debris. Restrict the spread of dust and debris; keep waste from being distributed over the work area. Do not dry sweep or use pressurized air to clean up the area. At the end of each shift and when the lead operation has been completed, clean the controlled area of visible contamination by vacuuming with a HEPA filtered vacuum cleaner, wet mopping the area and wet wiping the area as indicated by the Lead Compliance Plan. Reclean areas showing dust or debris. After visible dust and debris is removed, wet wipe and HEPA vacuum all surfaces in the controlled area. If adjacent areas become contaminated at any time during the work, clean, visually inspect, and then wipe sample all contaminated areas. The CP shall then certify in writing that the area has been cleaned of lead contamination before clearance testing.

3.5.1.1. Clearance Certification:

The CP shall certify in writing that air samples collected outside the lead control area during paint removal operations are less than 30 micrograms per cubic meter of air; the respiratory protection used for the employees was adequate; the work procedures were performed in accordance with 29 CFR 1926.62; and that there were no visible accumulations of material and dust containing lead left in the work site. Do not remove the lead control area or roped off boundary and warning signs prior to the Contracting Officer's acknowledgement of receipt of the CP certification.

3.5.2. Disposal:

- a. All material, whether hazardous or non-hazardous shall be disposed in accordance with all laws and provisions and all federal, State or local regulations. Ensure all waste is properly characterized. The result of each waste characterization (TCLP for RCRA materials) will dictate disposal requirements.
- b. Contractor is responsible for segregation of waste. Collect lead contaminated waste, scrap, debris, bags, containers, equipment, and lead-contaminated clothing that may produce airborne concentrations of lead particles. Label the containers in accordance with 29 CFR 1926.62 and 40 CFR 261.
- c. Dispose of lead-contaminated material classified as hazardous waste at an EPA or State approved hazardous waste treatment, storage, or disposal facility off Government property.
- d. Store waste materials in U.S. Department of Transportation (49 CFR 178) approved 55 gallon drums. Properly label each drum to identify the type of waste (49 CFR 172) and the date the drum was filled. For hazardous waste, the collection drum requires marking/labeling in accordance with 40 CFR 262 during the accumulation/collection timeframe. APS or an authorized representative will assign an area for interim storage of waste-containing drums. Do not store hazardous waste

drums in interim storage longer than 90 calendar days from the date affixed to each drum.

- e. Handle, store, transport, and dispose lead or lead-contaminated waste in accordance with 40 CFR 260, 40 CFR 261, 40 CFR 262, 40 CFR 263, 40 CFR 264, and 40 CFR 265. Comply with land disposal restriction notification requirements as required by 40 CFR 268.

3.5.2.1. **Disposal Documentation:**

Submit written evidence to demonstrate the hazardous waste treatment, storage, or disposal facility (TSD) is approved for lead disposal by the EPA, State or local regulatory agencies. Submit one copy of the completed hazardous waste manifest, signed and dated by the initial transporter in accordance with 40 CFR 262. Contractor shall provide a certificate that the waste was accepted by the disposal facility.

3.5.2.2. **Payment for Hazardous Waste:**

Payment for disposal of hazardous and non-hazardous waste will not be made until a signed copy of the manifest from the treatment or disposal facility certifying the amount of lead-containing materials or nonhazardous waste delivered is returned and a copy is furnished to APS.

End of Section

SECTION 13283

LEAD BASED PAINT HAZARD ABATEMENT, TARGET HOUSING & CHILD OCCUPIED FACILITIES Revised 10/10

PART 1 GENERAL

1.1. REFERENCES:

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI)

ANSI Z9.2 (2012) Fundamentals Governing the Design and Operation of Local Exhaust Ventilation Systems

ASTM INTERNATIONAL (ASTM)

ASTM E 1613 (2012) Determination of Lead by Inductively Coupled Plasma Atomic Emission Spectrometry (ICP-AES), Flame Atomic Absorption Spectrometry (FAAS), or Graphite Furnace Atomic Absorption Spectrometry (GFAAS) Techniques

ASTM E 1644 (2017) Hot Plate Digestion of Dust Wipe Samples for the Determination of Lead

ASTM E 1726 (2016) Preparation of Soil Samples by Hotplate Digestion for Subsequent Lead Analysis

ASTM E 1727 (2016) Field Collection of Soil Samples for Lead Determination by Atomic Spectrometry Techniques

ASTM E 1728 (2016) Collection of Settled Dust Samples Using Wipe Sampling Methods for Subsequent Lead Determination

ASTM E 1792 (2016) Wipe Sampling Materials for Lead in Surface Dust

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)

NFPA 701 (2015) Fire Tests for Flame Propagation of Textiles and Films

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

HUD 6780 (2012; Errata Aug 1996; Rev Ch. 7 - 1997)
Guidelines for the Evaluation and Control of Lead-Based Paint
Hazards in Housing

U.S. NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

40 CFR 745 Lead-Based Paint Poisoning Prevention in
Certain Residential Structures

STATE OF VIRGINIA ADMINISTRATIVE CODE (VAC)

16 VAC 25-35 Title 16, Agency 25, Chapter 35: Notification and Permit Fee

18 VAC 15-30 Title 18, Agency 15, Chapter 30: Lead Based
Paint Activities Regulations

UNDERWRITERS LABORATORIES (UL)

UL 586 (1996; Rev thru Aug 2009) High-Efficiency,
Particulate, Air Filter Units

1.2. DEFINITIONS:

- a. Abatement - Measures defined in 40 CFR 745, Section 223, designed to permanently eliminate lead-based paint hazards.
- b. Target Housing - Residential real property which is housing constructed prior to 1978, except housing for the elderly or persons with disabilities (unless any one or more children age 6 years or under resides or is expected to reside in such housing for the elderly or persons with disabilities) or any 0 bedroom dwelling.
- c. Child-occupied Facility - Real property which is a building or portion of a building constructed prior to 1978 visited regularly by the same child, 6 years of age or under, on at least two different days, provided that each day's visit lasts at least 6 hours, and the combined annual visits last at least 60 hours. Child-occupied facilities include but are not limited to, day-care centers, preschools and kindergarten classrooms.
- d. Lead-Based Paint Hazards - Paint-lead hazard, dust-lead hazard or soil-lead hazard as identified in 40 CFR 745, Section 65.

1.3. DESCRIPTION OF WORK

The work covered by this section includes work tasks, on the individual work task data sheets at the end of this section, and the precautions specified in this section for the protection of building occupants and the environment during and after the performance of lead hazard abatement activities.

1.3.1. Protection of Existing Areas To Remain

All project work including, but not limited to, lead hazard abatement work, storage, transportation, and disposal shall be performed without damaging or contaminating adjacent work and areas. Where such work or areas are damaged or contaminated, the Contractor shall restore work and areas to the original condition.

1.3.2. Coordination with Other Work:

The Contractor shall coordinate lead hazard abatement activities with work being performed in adjacent areas. Coordination procedures shall be explained in the Contractor's Accident Prevention Plan and shall describe how the Contractor will prevent lead exposure to other Contractors and/or Government personnel performing work unrelated to lead hazard abatement activities.

1.4. SUBMITTALS:

APS (AC) approval is required for submittals with a "AC" designation; submittals not having a "AC" designation are for Contract Quality Control approval. The following shall be submitted in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-03 PRODUCT DATA

- Materials and Equipment
- Expendable Supplies

- A description of the materials, equipment and expendable supplies required; including Material Safety Data Sheets (MSDSs) for material brought onsite to perform the work.

QUALIFICATIONS AC

- A report providing evidence of qualifications and designating responsibilities for personnel and laboratories.

- Occupant Protection Plan AC,

- The occupant protection plan for approval, as specified.

SD-06 TEST REPORTS

- Pressure Differential Log

- Licenses, Permits, and Notifications AC,

- The continuously monitored pressure differential log, as specified. Certification that licenses, permits, and notifications have been obtained as required.

- Sampling and Analysis AC,

- A log of the analytical results from sampling conducted during the abatement. The log of results shall be kept current with project activities and shall be briefed to the Contracting Officer as analytical results are reported.

ABATEMENT REPORT AC,

- Report written by the certified supervisor covering each element in 40 CFR 745, Section 227 (e) (10).

1.5. QUALIFICATIONS:

1.5.1. Qualifications and Organization Report:

The Contractor shall furnish a qualification and organization report. The report shall describe the qualifications of the certified supervisor, certified risk assessor, and certified abatement workers. The report shall include an organization chart showing the Contractor's personnel by name and title and project specific responsibilities and authorities. The report shall describe the qualifications of the laboratories selected for this project. The report shall be signed by the Contractor and the certified abatement supervisor to indicate that all personnel and laboratories comply with certification and experience requirements of this section and that project personnel have been given the authority to complete the tasks assigned to them.

1.5.2. Personnel and Subcontractor Responsibilities and Qualifications:

1.5.2.1. Certified Abatement Supervisor:

The abatement supervisor shall be certified pursuant to 40 CFR 745 and 18 VAC 15-30, Section 226 and is responsible for development and implementation of the occupant protection plan, the abatement report and shall supervise lead hazard abatement work activities.

1.5.2.2. Lead Hazard Abatement Workers:

Lead hazard abatement workers shall be certified pursuant to 40 CFR 745 and 18 VAC 15-30, Section 226 and shall be responsible for performing the labor necessary to complete the lead hazard abatement activities required in this contract.

1.5.2.3. Certified Risk Assessor:

The Certified Risk Assessor shall be certified pursuant to 40 CFR 745 and 18 VAC 15-30, Section 226 and shall be responsible to perform the clearance sampling, clearance sample data evaluation and shall summarize clearance sampling results in a section of the abatement report. The risk assessor shall sign the abatement report to indicate clearance requirements for the contract have been met. The Certified Risk Assessor shall be contracted directly by APS.

1.5.2.4. Testing Laboratories:

The laboratory selected to perform analysis on dust wipe, paint chip and soil samples shall be recognized by the EPA's National Lead Laboratory Accreditation Program (NLLAP).

1.6. REGULATORY REQUIREMENTS:

The following State and local statutes, regulations and requirements apply to lead hazard abatement activities to be performed: State, 18 VAC 15-30, and 16 VAC 25-35 and Local:

1.7. OCCUPANT PROTECTION PLAN:

The certified supervisor shall develop and implement an Occupant Protection Plan describing the measures and management procedures to be taken during lead hazard abatement activities to protect the building occupants/building facilities and the outside environment from exposure to any lead contamination while lead hazard abatement activities are performed.

1.8. LICENSES, PERMITS AND NOTIFICATIONS:

The Contractor shall certify in writing to the state's environmental protection agency responsible for lead hazard

abatement activities at least 20 days prior to the commencement of work that licenses, permits and notifications have been obtained. The Contractor is responsible for all associated fees or costs incurred in obtaining the licenses, permits and notifications.

1.9. TRAINING:

Training to meet 40 CFR 745 and 18 VAC 15-30 Subpart L requirements shall be provided by an EPA accredited training provider and the Contractor shall provide proof in the Qualifications and Organization Report showing that personnel have passed certification examinations for their respective disciplines, that fees for certification have been paid to the EPA (or to the state for state-run programs) and that EPA has certified the supervisor, risk assessor, workers to perform their duties.

1.10. SAMPLING AND ANALYSIS:

1.10.1. Dust Wipe Materials, Sampling and Analysis:

Sampling shall conform to ASTM E 1728, ASTM E 1792 and 18 VAC 15-30. Analysis shall conform to ASTM E 1613 and ASTM E 1644.

1.10.2. Soil Sampling and Analysis:

Sampling shall conform to ASTM E 1727 and 18 VAC 15-30. Analysis shall conform to ASTM E 1613 and ASTM E 1726.

1.10.3. Clearance Monitoring:

a. The APS IH Consultant shall take dust wipe samples inside the lead hazard control area after the final visual inspection in the quantities and at the locations specified.

- (1) Floors - one per room.
- (2) Interior Window Sills - one per room.

b. The APS IH Consultant shall take exterior bare soil samples inside the lead hazard control area after the final visual inspection in the quantities and at the locations specified.

- (1) Near the building foundation - one composite per side.
- (2) Nearby Play areas - one composite per side.

1.11. CLEARANCE REQUIREMENTS:

Target housing and child occupied facilities clearance levels.

- (1) Floors - < 10 mg/square foot.
- (2) Interior Window Sills - < 100 mg/square foot.
- (3) Bare soils in play areas accessible by children - < 400 ppm.
- (4) Bare soils in all other areas - < 1200 ppm.

1.12. MATERIALS AND EQUIPMENT:

Materials and equipment needed to complete the project, shall be available and kept on the site.

1.12.1. Abrasive Removal Equipment:

The use of powered machine for vibrating, sanding, grinding, or abrasive blasting is prohibited unless equipped with local exhaust ventilation systems equipped with high efficiency particulate air (HEPA) filters.

1.12.2. Negative Air Pressure System

1.12.2.1. Minimum Requirements

Work shall not proceed in the area until containment is set up and HEPA filtration systems are in place. The negative air pressure system shall meet the requirements of ANSI Z9.2 including approved HEPA filters per UL 586. Negative air pressure equipment shall be equipped with new HEPA filters, and shall be sufficient to maintain a minimum pressure differential of minus 0.02 inch of water column relative to adjacent, unsealed areas. Negative air pressure system minimum requirements are listed below:

- a. The unit shall be capable of delivering its rated volume of air with a clean first stage filter, an intermediate filter and a primary HEPA filter in place.
- b. The HEPA filter shall be certified as being capable of trapping and retaining mono-dispersed particles as small as 0.3 micrometers at a minimum efficiency of 99.97 percent.
- c. The unit shall be capable of continuing to deliver no less than 70 percent of rated capacity when the HEPA filter is 70 percent full or measures 2.5 inches of water static pressure differential on a magnehelic gauge.
- d. The unit shall be equipped with a manometer-type negative pressure differential monitor with minor scale division of 0.02 inch of water and accuracy within plus or minus 1.0 percent. The manometer shall be calibrated daily as recommended by the manufacturer.
- e. The unit shall be equipped with a means for the operator to easily interpret the readings in terms of the volumetric flow rate of air per minute moving through the machine at any given moment.
- f. The unit shall be equipped with an electronic mechanism that automatically shuts the machine off in the event of a filter breach or absence of a filter.
- g. The unit shall be equipped with an audible horn that sounds an alarm when the machine has shut itself off.
- h. The unit shall be equipped with an automatic safety mechanism that prevents a worker from improperly inserting the main HEPA filter.

1.12.2.2. Auxiliary Generator:

An auxiliary generator shall be provided with capacity to power a minimum of 50 percent of the negative air machines at any time during the work. When power fails, the generator controls shall automatically start the generator and switch the negative air pressure system machines to generator power. The generator shall not present a carbon monoxide hazard to workers.

1.12.3. Vacuum Systems:

Vacuum systems shall be suitably sized for the project, and filters shall be capable of trapping and retaining all mono-disperse particles as small as 0.3 micrometers (mean aerodynamic

diameter) at a minimum efficiency of 99.97 percent. Used filters that are being replaced shall be disposed in a proper manner.

1.12.4. Heat Blower Guns:

Heat blower guns shall be flameless, electrical, paint-softener type with controls to limit temperature to 1,100 degrees F. Heat blower shall be DI (non-grounded) 120 volts ac, and shall be equipped with cone, fan, glass protector and spoon reflector nozzles.

1.12.5. Chemical Paint Strippers:

Chemical paint strippers shall not contain methylene chloride and shall be formulated to prevent stain, discoloration, or raising of the substrate materials.

1.12.6. Chemical Paint Stripper Neutralizer:

Neutralizers for paint strippers shall be compatible with the substrate and suitable for use with the chemical stripper that has been applied to the surface.

1.12.7. Detergents and Cleaners:

Detergents or cleaning agents shall not contain trisodium phosphate and shall have demonstrated effectiveness in lead control work using cleaning techniques specified by HUD 6780 guidelines.

1.13. EXPENDABLE SUPPLIES:

1.13.1. Polyethylene Bags:

Disposable bags shall be polyethylene plastic and shall be a minimum of 6 mils thick or any other thick plastic material shown to demonstrate at least equivalent performance; and shall be capable of being made leak-tight. Leak-tight means that solids, liquids or dust cannot escape or spill out.

1.13.2. Polyethylene Leak-tight Wrapping:

Wrapping used to wrap lead contaminated debris shall be polyethylene plastic that is a minimum of 6 mils thick or any other thick plastic material shown to demonstrate at least equivalent performance.

1.13.3. Polyethylene Sheeting:

Sheeting shall be polyethylene plastic with a minimum thickness of 6 mil, or any other thick plastic material shown to demonstrate at least equivalent performance; and shall be provided in the largest sheet size reasonably accommodated by the project to minimize the number of seams. Where the project location constitutes an out of the ordinary potential for fire, or where unusual fire hazards cannot be eliminated, flame-resistant polyethylene sheets which conform to the requirements of NFPA 701 shall be provided.

1.13.4. Tape and Adhesive Spray:

Tape and adhesive shall be capable of sealing joints between polyethylene sheets and for attachment of polyethylene sheets to adjacent surfaces. After dry application, tape or adhesive shall retain adhesion when exposed to wet conditions, including amended water. Tape shall be minimum 2 inches wide, industrial strength.

1.13.5. Containers:

When used, containers shall be leak-tight and shall be labeled in accordance with EPA, DOT and OSHA standards.

PART 2 PRODUCTS (NOT APPLICABLE)
PART 3 EXECUTION

3.1. WORK PROCEDURES:

The Contractor shall perform work following practices and procedures in project work plans and the occupant protection plan.

3.1.1. Lead Hazard Control Areas, Equipment and Procedures:

The Contractor shall set up lead hazard control areas and operate equipment within the lead hazard control area in a manner that will minimize migration of lead dust beyond the lead hazard control area boundaries.

3.1.2. Lead Hazard Control Areas:

Access into lead hazard control areas by the general public shall be prohibited. Lead hazard control area preparation and restriction requirements follow:

- a. Containment features for interior lead hazard control projects: Polyethylene sheeting sealed with spray adhesive and duct tape to designate the lead hazard control area. The floor in the lead hazard control area shall be covered with two layers of polyethylene sheeting. The entry/exit shall be sealed with a primitive air lock. Openings, such as HVAC supply and return air vents, into the lead hazard control area shall be sealed with polyethylene sheeting and duct tape or with sealed rigid coverings.
- b. Containment features for exterior lead hazard control projects: Plastic sheeting Colored caution tape or a roped-off boundary perimeter, using caution tape or a barrier installed at 10 foot distance from where the lead control work is performed.

3.1.3. Negative Air Pressure System Containment:

- a. The negative air pressure systems shall be operated to provide at least 4 air changes per hour inside the containment. The local exhaust unit equipment shall be operated continuously until the containment is removed. The negative air pressure system shall be smoke tested for leaks at the beginning of each shift. The certified supervisor is responsible to continuously monitor and keep a pressure differential log with an automatic manometric recording instrument. APS shall be notified immediately if the pressure differential falls below the prescribed minimum. The building ventilation system shall not be used as the local exhaust system. The local exhaust system shall terminate out of doors unless the Contracting Officer allows an alternate arrangement. All filters shall be new at the beginning of the project and shall be periodically changed as necessary to maintain specified pressure differential and shall be disposed of as lead contaminated waste.
- b. Discontinuing Negative Air Pressure System. The negative air pressure system shall be operated continuously during abatement activities unless otherwise authorized by APS. At the completion of the project, units shall be run until full cleanup has been completed and final clearance testing requirements have been met. Dismantling of the negative air pressure systems shall conform to written decontamination procedures and be as presented in the Lead Hazard Control Plan. The HEPA filter machine intakes shall be sealed with polyethylene to prevent environmental contamination.

3.2. FURNISHINGS:

The Contractor shall remove furniture and equipment from the work area before lead hazard control work begins.

3.3. LEAD-BASED PAINT ABATEMENT METHODS AND TECHNIQUES:

Lead based paint abatement techniques for building components and landscape features are specified on the individual work task data element sheets at the end of this section.

3.4. CLEARANCE PROCEDURES:

3.4.1. Visual Inspection:

The certified supervisor shall perform a visual inspection, using the form at the end of this section, to assure that lead hazard abatement activities, identified in the individual work task data elements, have been properly completed. The certified supervisor shall visually verify that lead hazards have been abated and the area is free of dust and paint chips generated by lead hazard abatement activities.

3.4.2. Analytical Demonstration of Clearance:

After the visual inspection, the IHC shall take clearance samples for laboratory analysis to verify clearance requirements specified in paragraph CLEARANCE REQUIREMENTS have been met.

3.4.3. Clearance:

The certified risk assessor shall review analytical results for the samples taken to determine compliance with project specific clearance requirements. The following actions apply and shall be performed at the Contractor's expense if project specific clearance levels are exceeded:

- Reclean surfaces.
- Retest to determine clearance.

3.5. ABATEMENT REPORT:

The following information shall be covered in the abatement report:

- a. Start and completion dates of lead hazard control activities.
- b. The name and address of each firm conducting lead hazard control activities and the name of each supervisor assigned to the project.
- c. The Occupant Protection Plan prepared pursuant to paragraph OCCUPANT PROTECTION PLAN.
- d. The name, address and signature of the certified risk assessor to indicating clearance requirements have been met.
- e. Certification of each Final Cleaning and Visual Inspection performed by the certified supervisor.
- f. The results of clearance testing and all soil analyses, and the name of each laboratory that conducted the analyses.
- g. A detailed written description of the lead abatement including abatement methods used, locations of rooms and/or components where lead abatement activities occurred, reason for selecting particular abatement methods for each component, and any suggested monitoring of encapsulants or enclosures.
- h. Hazardous waste disposal documentation.
- i. Contractor provided installation/maintenance manuals.

3.6. **CERTIFICATION OF VISUAL INSPECTION**

The Contractor shall certify that the lead hazard control area(s) for each individual work task data elements have passed visual clearance criteria and are ready for clearance sampling. To pass visual clearance, lead hazards have to be removed; control technology appropriately applied/installed; the lead hazard control area must be free from visible dust debris, paint chips or any other residue that may have been generated by the lead hazard control activities.

Signature by the certified supervisor indicates that the described lead hazard control area(s) have passed visual clearance criteria. Provide detailed description of each Lead Hazard Control Area.

BY: _____ Certified
Supervisor Date

Print name and title _____
CONTRACTING OFFICER ACCEPTANCE OR REJECTION

APS hereby determines that the Contractor has performed visual inspection of the lead hazard control area and by quality assurance inspection, finds the Contractor's work to be:

_____ Acceptable, ready for performance of clearance sampling
_____ Unacceptable, Contractor instructed to re-clean the lead hazard control area

BY: APS's Representative _____ Signature
Date _____

Print name and title _____
Lead Hazard Control Clearance Sampling Certification Form

Date _____

Name of Certified Risk _____
Assessor _____
License No. _____

Work Task Data Element _____

Sample quantity and location:
Windows _____
Floors _____
Exterior Soils _____

Date of sample collection _____ Date Shipped to lab _____

Shipped by _____

Signature

I certify that the clearance samples taken meet the clearance sampling requirements of this contract.

By: _____ Date: _____

Certified Risk Assessor

Print name and Title: _____

CONTRACTING OFFICER ACCEPTANCE OR REJECTION

I have inspected sampling locations and procedures and have found them to be

_____ Acceptable, meet contract requirements.

_____ Unacceptable, do not meet contract requirements, Contractor is directed to resample.

By: Contracting Officer's Representative

Signature

Date

Print Name and Title _____

<PGE/>

INDIVIDUAL WORK TASK DATA ELEMENTS

Sheet _____ of _____

There is a separate data sheet for each individual work task.

WORK TASK DESIGNATION NUMBER: _____

1. LOCATION OF WORK TASK:
2. BRIEF DESCRIPTION OF THE ABATEMENT ACTIVITY:

End of Section

SECTION 13286

HANDLING OF LIGHTING BALLASTS AND LAMPS CONTAINING PCBs AND MERCURY SWITCHES AND THERMOSTATS

Revised 10/10

PART 1 GENERAL

1.1. REFERENCES:

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

STATE OF VIRGINIA ADMINISTRATIVE CODE (VAC)

9 VAC 20-60 Title 9, Agency 20, Chapter 60:
Hazardous Waste Management Regulations

9 VAC 20-81 Title 9, Agency 20, Chapter 80: Solid
Waste Management Regulations

U.S. NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

29 CFR 1910.1000 Air Contaminants

40 CFR 260 Hazardous Waste Management System: General

40 CFR 261 Identification and Listing of Hazardous Waste

40 CFR 262 Standards Applicable to Generators of Hazardous Waste

40 CFR 263 Standards Applicable to Transporters of Hazardous Waste

40 CFR 264 Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities

40 CFR 265 Interim Status Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities

40 CFR 268 Land Disposal Restrictions

40 CFR 270 EPA Administered Permit Programs: The Hazardous Waste Permit Program

40 CFR 273	Standards For Universal Waste Management
40 CFR 761	Polychlorinated Biphenyls (PCBs) Manufacturing, Processing, Distribution in Commerce, and Use Prohibitions
49 CFR 178	Specifications for Packaging

1.2. REQUIREMENTS:

Removal and disposal of PCB containing lighting ballasts and associated mercury-containing lamps. Contractor may encounter leaking PCB ballasts.

1.3. DEFINITIONS:

- 1.3.1. **Certified Industrial Hygienist (CIH) :** A industrial hygienist hired by APS who shall be certified by the American Board of Industrial Hygiene.
- 1.3.2. **Leak:** Leak or leaking means any instance in which a PCB article, PCB container, or PCB equipment has any PCBs on any portion of its external surface.
- 1.3.3. **Lamps:** Lamp, also referred to as "universal waste lamp", is defined as the bulb or tube portion of an electric lighting device. A lamp is specifically designed to produce radiant energy, most often in the ultraviolet, visible, and infra-red regions of the electromagnetic spectrum. Examples of common universal waste electric lamps include, but are not limited to, fluorescent, high intensity discharge, neon, mercury vapor, high pressure sodium, and metal halide lamps.
- 1.3.4. **Polychlorinated Biphenyls (PCBs):** PCBs as used in this specification shall mean the same as PCBs, PCB containing lighting ballast, and PCB container, as defined in 40 CFR 761, Section 3, Definitions.
- 1.3.5. **Spill:** Spill means both intentional and unintentional spills, leaks, and other uncontrolled discharges when the release results in any quantity of PCBs running off or about to run off the external surface of the equipment or other PCB source, as well as the contamination resulting from those releases.
- 1.3.6. **Universal Waste:** Universal Waste means any of the following hazardous wastes that are managed under the universal waste requirements 40 CFR 273:
 - (1) Batteries as described in Sec. 273.2 of this chapter;
 - (2) Pesticides as described in Sec. 273.3 of this chapter;
 - (3) Thermostats as described in Sec. 273.4 of this chapter; and
 - (4) Lamps as described in Sec. 273.5 of this chapter.

1.4. QUALITY ASSURANCE:

- 1.4.1. **Regulatory Requirements:**
Perform PCB related work in accordance with 40 CFR 761 and 9 VAC 20-60 and 9 VAC 20-81. Perform mercury-containing lamps storage and transport in accordance with 40 CFR 261,

40 CFR 264, 40 CFR 265, 40 CFR 273 and 9 VAC 20-60 and 9 VAC 20-81.

1.4.2. Training:

IH Consultant shall certify the training of all persons involved in the removal of PCB containing lighting ballasts and mercury-containing lamps. The instruction shall include: The dangers of PCB and mercury exposure, decontamination, safe work practices, and applicable OSHA and EPA regulations. The CIH shall review and approve the PCB and Mercury-Containing Lamp Removal Work Plans.

1.4.3. Regulation Documents

Maintain at all times one copy each at the office and one copy each in view at the job site of 29 CFR 1910.1000, 40 CFR 260, 40 CFR 261, 40 CFR 262, 40 CFR 263, 40 CFR 265, 40 CFR 268, 40 CFR 270, 40 CFR 273 and 9 VAC 20-60 9 VAC 20-81 and of the Contractor removal work plan and disposal plan for PCB and for associated mercury-containing lamps.

1.5. SUBMITTALS:

APS (AC) approval is required for submittals with a "AC" designation; submittals not having a "AC" designation are for Contractor Quality Control approval. The following shall be submitted in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-07 Certificates

Qualifications of CIH; AC

Training Certification; AC

PCB and Lamp Removal Work Plan; AC

PCB and Lamp Disposal Plan; AC

SD-11 Closeout Submittals

Transporter certification of notification to EPA of their PCB waste activities and EPA ID numbers; AC

Certification of Decontamination

Certificate of Disposal and/or recycling. Submit to APS before application for payment within 30 days of the date that the disposal of the PCB and mercury-containing lamp waste identified on the manifest was completed.

DD Form 1348-1

1.6. ENVIRONMENTAL REQUIREMENTS:

Use special clothing:

- a. Disposable gloves (polyethylene)
- b. Eye protection
- c. PPE as required by CIH

1.7. SCHEDULING:

Notify APS 20 days prior to the start of PCB and mercury containing lamp removal work.

1.8. QUALITY ASSURANCE

1.8.1. PCB and Lamp Removal Work Plan:

Submit a job-specific plan within 20 calendar days after award of contract of the work procedures to be used in the removal, packaging, and storage of PCB-containing lighting ballasts and associated mercury-containing lamps. Include in the plan: Requirements for Personal Protective Equipment (PPE), spill cleanup procedures and equipment, eating, smoking and restroom procedures. The plan shall be approved and signed by the Certified Industrial Hygienist. Obtain approval of the plan by the Contracting Officer prior to the start of PCB and/or lamp removal work.

1.8.2. PCB and Lamp Disposal Plan:

Submit a PCB and lamp Disposal Plan with 45 calendar days after award of contract. The PCB and Lamp Disposal Plan shall comply with applicable requirements of federal, state, and local PCB and Universal waste regulations and address:

- a. Estimated quantities of wastes to be generated, disposed of, and recycled.
- b. Names and qualifications of each Contractor that will be transporting, storing, treating, and disposing of the wastes. Include the facility location. Furnish two copies of EPA and state PCB and mercury-containing lamp waste permit applications and EPA identification numbers, as required.
- c. Names and qualifications (experience and training) of personnel who will be working on-site with PCB and mercury-containing lamp wastes.
- d. Spill prevention, containment, and cleanup contingency measures to be implemented.
- e. Work plan and schedule for PCB and mercury-containing lamp waste removal, containment, storage, transportation, disposal and or recycling. Wastes shall be cleaned up and containerize daily.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

3.1. WORK PROCEDURE:

Furnish labor, materials, services, and equipment necessary for the removal of PCB containing lighting ballasts, associated mercury containing fluorescent lamps, and high intensity discharge (HID) lamps in accordance with local, state, or federal regulations. Do not expose PCBs to open flames or other high temperature sources since toxic decomposition by-products may be produced. Do not break mercury containing fluorescent lamps or high intensity discharge lamps.

3.1.1. Work Operations:

Ensure that work operations or processes involving PCB or PCB contaminated materials are conducted in accordance with 40 CFR 761, 40 CFR 262 40 CFR 263, and the applicable requirements of this section, including but not limited to:

- a. Obtaining suitable PCB and mercury-containing lamp storage sites.
- b. Notifying Contracting Officer prior to commencing the operation.
- c. Reporting leaks and spills to the Contracting Officer.
- d. Cleaning up spills.
- e. Inspecting PCB and PCB-contaminated items and waste containers for leaks and forwarding copies of inspection reports to the Contracting Officer.
- f. Maintaining inspection, inventory and spill records.

3.2. PCB SPILL CLEANUP REQUIREMENTS:

3.2.1. PCB Spills:

Immediately report to the Contracting Officer any PCB spills.

3.2.2. PCB Spill Control Area:

Rope off an area around the edges of a PCB leak or spill and post a "PCB Spill Authorized Personnel Only" caution sign. Immediately transfer leaking items to a drip pan or other container.

3.2.3. Spill Cleanup:

40 CFR 761, subpart G. Initiate cleanup of spills as soon as possible, but no later than 24 hours of its discovery. Mop up the liquid with rags or other conventional absorbent. The spent absorbent shall be properly contained and disposed of as solid PCB waste.

3.2.4. Records and Certification:

Document the cleanup with records of decontamination in accordance with 40 CFR 761, Section 125, Requirements for PCB Spill Cleanup. Provide test results of cleanup and certification of decontamination.

3.3. REMOVAL:

3.3.1. Ballasts:

As ballast are removed from the lighting fixture, inspect label on ballast. Ballasts without a "No PCB" label shall be assumed to contain PCBs and containerized and disposed of as required under paragraphs STORAGE FOR DISPOSAL and DISPOSAL. If there are less than 1600 "No PCB" labeled lighting ballasts dispose of them as normal demolition debris. If there are more than 1600 "No PCB" labeled ballasts, establish whether the "No PCB" labeled ballasts contain diethylhexyl phthalate (DEHP) either by test or by checking with the ballast manufacturer indicated on the label. Submit testing results and/or written confirmation from the manufacturer to the Contracting Officer. If the ballasts do not contain DEHP, dispose of them as normal construction debris. If they do contain DEHP, dispose of them as hazardous material in accordance with Federal, State, and local regulations. As a basis of bid assume ballasts with "No PCB" labels do not contain DEHP and may disposed of as normal construction debris. If 1600 or more DEHP ballasts are disposed of in a 24-hour period, notify the National Response Team at 800-424-8802.

3.3.2. Lighting Lamps:

Remove lighting tubes/lamps from the lighting fixture and carefully place (unbroken) into appropriate containers (original transport boxes or equivalent). In the event of a lighting tube/lamp breaking, sweep and place waste in double plastic taped bags and dispose of as universal waste as specified herein.

3.4. STORAGE FOR DISPOSAL:

3.4.1. Storage Containers for PCBs:

49 CFR 178. Store PCB in containers approved by DOT for PCB.

3.4.2. Storage Containers for lamps:

Store mercury containing lamps in appropriate DOT containers. The boxes shall be stored and labeled for transport in accordance with 40 CFR 273.

3.4.3. Labeling of Waste Containers Label with the following:

- a. Date the item was placed in storage and the name of the cognizant activity/building.
- b. "Caution Contains PCB," conforming to 40 CFR 761, CFR Subpart C. Affix labels to PCB waste containers.
- c. Label mercury-containing lamp waste in accordance with 40 CFR 273. Affix labels to all lighting waste containers.

3.5. DISPOSAL:

Dispose of off Government property in accordance with EPA, DOT, and local regulations at a permitted site.

3.5.1. Identification Number:

Federal regulations 40 CFR 761, and 40 CFR 263 require that generators, transporters, commercial storers, and disposers of PCB waste possess U.S. EPA identification numbers. The contractor shall verify that the activity has a U.S. EPA generator identification number for use on the Uniform Hazardous Waste manifest. If not, the contractor shall advise the activity that it must file and obtain an I.D. number with EPA prior to commencement of removal work. For mercury containing lamp removal, Federal regulations 40 CFR 273 require that large quantity handlers of Universal waste (LQHUU) must provide notification of universal waste management to the appropriate EPA Region (or state director in authorized states), obtain an EPA identification number, and retain for three years records of off-site shipments of universal waste. The contractor shall verify that the activity has a U.S. EPA generator identification number for use on the Universal Waste manifest. If not, the contractor shall advise the activity that it must file and obtain an I.D. number with EPA prior to commencement of removal work.

3.5.2. Transporter Certification:

Comply with disposal and transportation requirements outlined in 40 CFR 761 and 40 CFR 263. Before transporting the PCB waste, sign and date the manifest acknowledging acceptance of the PCB waste from APS. Return a signed copy to APS before leaving the job site. Ensure that the manifest accompanies the PCB waste at all times. Submit transporter certification of notification to EPA of their PCB waste activities (EPA Form 7710-53).

3.5.2.1. Certificate of Disposal and/or Recycling

40 CFR 761. Certificate for the PCBs and PCB items disposed shall include:

- a. The identity of the disposal and or recycling facility, by name, address, and EPA identification number.
- b. The identity of the PCB waste affected by the Certificate of Disposal including reference to the manifest number for the shipment.
- c. A statement certifying the fact of disposal and or recycling of the identified PCB waste, including the date(s) of disposal, and identifying the disposal process used.
- d. A certification as defined in 40 CFR 761.

End of Section