

REQUEST FOR QUOTATION - THIS IS NOT ON ORDER

REQUEST FOR QUOTATION	
NUMBER Q# 5951	DATE May 17, 2017
PURCHASING DEPARTMENT	
TELEPHONE 336-370-3240	ASSISTANT PURCHASING OFFICER Velicia Moore

GUILFORD COUNTY SCHOOLS
PURCHASING DEPARTMENT
501 W. WASHINGTON ST.
GREENSBORO NC 27401
PHONE: 336-370-3240
FAX: 336-271-3346

QUOTE NO LATER THAN

WEDNESDAY, MAY 31, 2017, 2:00 p.m.

<p>CONTRACTOR FILL IN NAME & ADDRESS IN THIS SECTION</p>

WHERE APPLICABLE, ALL QUOTES SHALL BE SUBJECT TO THE ATTACHED FORM AS-53, INSTRUCTIONS TO BIDDERS.

Note: Prices and any other entry made hereon by the bidder shall be considered firm and not subject to change or withdrawal.

Bidder also certifies under penalty of perjury that this bid has not been arrived at collusively and that he has not violated any Federal or North Carolina antitrust laws.

TERMS

ITEM	DESCRIPTION	AMOUNT
	<p>Per attached Instructions to Bidders and Specifications, contractor to furnish all labor, materials, supervision and equipment to provide asbestos flooring material removal and disposal services on a contractual basis per the attached pricing schedule provided in the specification.</p> <p>There will be a mandatory pre-bid conference at the Guilford County Schools Maintenance Department, 3920 Naco Road, Greensboro NC 27401, on Wednesday, May 24, 2017, at 10:00 a.m. Detailed specifications will be distributed at the pre-bid conference. Questions regarding the specifications should be directed in writing to Max Andrews, GCS Project Manager at andrewm@gcsnc.com.</p> <p>These services will be performed on an as-needed basis at various locations within the Guilford County Schools. There is no guarantee of any minimum or maximum dollar value for this contract. Guilford County Schools reserves the right to award this project in part or in whole, whichever is deemed to be in the best interest of the district.</p> <p>The contract will be for a period of one year, with the option to renew for four (4) additional one-year periods if pricing and terms are satisfactory to both parties.</p> <p>Awarded contractors are responsible for obtaining all necessary permits and inspections.</p> <p>Bids must be returned on or before the above date and time to the Guilford County Schools Purchasing Department, 501 W. Washington St., Room 215E, Greensboro, NC 27401 or faxed to 336-271-3346. Bids should be clearly marked with the bid number and opening date and time.</p> <p>DO NOT INCLUDE NORTH CAROLINA SALES TAX IN BID AMOUNT. SALES TAX WILL BE ADDED TO PURCHASE ORDER AS AN ADDITIONAL ITEM. Invoices submitted for this contract should show, as a separate item, the amount of NC Sales and Use tax paid by the contractor in performance of the work.</p> <p>Bidders should sign this form below, and return it with the attached completed, signed proposal form.</p> <p>Contractors License number: _____</p>	

WE QUOTE YOU AS ABOVE

NAME OF COMPANY

BY (SIGNATURE AND TITLE)

FEDERAL/SOCIAL SECURITY I.D. NO.

N.C. SALES & USE TAX REGISTRATION NO.

PHONE: ()

FAX: ()

Specifications of Asbestos Abatement-Flooring

Guilford County Schools

Annual Asbestos Flooring Removal Contract

May 16, 2017

Guilford County Schools (GCS) Maintenance Department is soliciting bids for an Annual Price Only Contract from Asbestos Abatement Contractors for the removal of asbestos-containing flooring materials (floor tile, mastic, sheet vinyl flooring, etc.) at various Guilford County Schools and Administrative locations on an as needed basis. GCS may select more than one asbestos removal contractor to assist them with various projects. The contract is for a period of approximately one year to begin June 1, 2017 and end on June 1, 2018 with an additional four (4) one-year renewal options. Site-specific information will be determined at the time of need.

The Asbestos Abatement Contractor shall make every reasonable effort to work with Guilford County Schools (GCS) Project Manager (PM) Max Andrews (336-669-9758) who will schedule the work of all Contractors.

Required Pre-Bid Meeting:

A mandatory pre-bid meeting is scheduled for Wednesday May 24, 2017 at 10:00 a.m. at GCS Maintenance Department located on 3920 Naco Road, Greensboro, N.C. 27401. Questions concerning specifications are due in writing to Max Andrews at andrewm@gcsnc.com by Friday May 26, 2017 by the end of the business day. An addendum will be posted on the GCS bid solicitation website based on questions received. Bids will be due on Wednesday May 31, 2017 by 2:00 p.m. to Guilford County Purchasing Department located on 501 West Washington Street, Greensboro, N.C. 27401 .

Instructions to Bidders/ Contract Requirements

The work is solicited under and shall be performed under a document entitled Guilford County Board of Education Instructions to Bidders (AS-53 GCBOE ITB Informal Const. 11-28-11). This document indicates the general insurance and other requirements for the Asbestos Abatement Contractor. Because this solicitation is for asbestos related work, additional insurance requirements specific to asbestos removal are included in this specification document. If not attached to these specifications, the prospective bidder should request a copy of the above referenced ITB document. In addition to the insurance requirements, the selected Asbestos Abatement Contractor shall comply with the GCS policy relative to background checks. In the event of conflicts between these specifications and the Instructions to Bidders and other contract requirements, the most stringent requirement shall be in effect. The Asbestos Abatement Contractor shall provide the Owner with Contractor's affidavit of payment of debts and claims and an affidavit of release of liens for any project exceeding \$10,000.00.

Start/Completion Dates:

Each project will be dependent on the needs of Guilford County Schools.

If the asbestos flooring is removed, using non-friable asbestos removal techniques, the Asbestos Abatement Contractor can proceed based on the issue of a GCS Purchase Order Number and start date agreed upon by the Guilford County Schools (PM) and the Asbestos Abatement Contractor. The Asbestos Abatement Contractor must be available to start non-friable asbestos abatements within 5 business days upon notification of a GCS Purchase Order Number.

The Asbestos Abatement Contractor must be able to respond to an emergency non-friable asbestos abatement within 4 hours of notification to proceed. The Asbestos Abatement Contractor may also be considered for work involving a response action, (friable removal of asbestos containing materials) if he can meet the time requirements indicated above. The Owner will provide additional information indicating the required response action at the time of occurrence. If flooring is removed as part of a response action involving Regulated Asbestos-Containing Materials (RACM) or using friable asbestos removal techniques, a 10 working day notification to the North Carolina Health Hazards Control Unit is required prior to beginning abatement activities when the regulatory threshold (160 square feet of RACM) is exceeded.

Each project will be dependent on the needs of Guilford County Schools.

Note: In the summer, the Asbestos Abatement Contractor will need to adjust their working hours to the hours the schools/offices will be open. Guilford County Schools (GCS) begins summer hours, 7:00 a.m. until 6:00 p.m. Monday thru Thursday, in June after teachers and students are finished until August when they return. During the school year and other times working hours are to be determined by the GCS Project Manager (PM) and Principal/Site Based Manager.

Duration of Contract:

Guilford County Schools intends this RFQ to result in a contract with a term of one year from the start date with four (4) one-year renewal options upon the agreement of both parties.

Minimum Requirements:

Below are the minimum requirements for the removal of asbestos-containing flooring materials. These requirements should be followed during the removal of non-friable asbestos-containing flooring materials in various Guilford County Schools Buildings. The Asbestos Abatement Contractor is also responsible for work execution following Federal, State of North Carolina and OSHA asbestos regulations. In addition, neutralization of all mastic removers per the requirements of the contractor installing the new flooring material shall be required of the Asbestos Abatement Contractor. The GCS PM should be contacted for this information, or the name of the installer.

1.0 Project Scope:

A site-specific scope of work has not been determined at this time. Guilford County Schools has various types of asbestos flooring (floor tile, mastic, sheet vinyl flooring, multiple layers of flooring, floor tile covered by glued carpet, etc.) that are present in various schools and administrative locations. This document will only address flooring materials that can be removed in a non-friable manner. Conditions that will or could result in friable removal are identified in this document and will be addressed by the Owner as required by 40 CFR Part 763 Asbestos Containing Materials in Schools. The Asbestos Abatement Contractor should anticipate the following:

- 1) Conduct a pre-abatement site visit with GCS PM to discuss the scope and extent of flooring removal.
- 2) The Asbestos Abatement Contractor shall assess the proposed work area conditions and provide an opinion to the GCS PM as to whether the flooring can be removed in a non-friable manner
- 3) The pre-abatement site visit, estimate, and number of working days to complete the abatement project must be submitted within 5 business days of being contacted by GCS PM unless it is an emergency situation. If the scope of work is increased to include other non-friable asbestos containing materials that may be present, the Asbestos Abatement Contractor must submit a proposal to abate these materials as well.
- 4) Once the GCS PM authorizes the work to be performed, the Asbestos Abatement Contractor must file the necessary notifications (if any) and meet the schedule proposed to remove flooring materials in the planned abatement areas.
- 5) All loose furniture (tables, chairs, desks, non-fixed items) must be moved by the Asbestos Abatement Contractor out of the room(s) prior to abatement activities to a location within the school designated by the GCS PM. Each room will be identified by tape, numbers, etc. when multiple rooms are involved. Pictures of the rooms will need to be taken before furniture is removed to help reset up the rooms. Furniture will be returned to the work area by the flooring contractor unless other instructions are given. Furniture removal in specialty rooms such as libraries, shops, laboratory areas, etc. will be evaluated independently at the time of the pre-abatement visit.
- 6) Coordination of the third party air clearance testing will be the responsibility of the Asbestos Abatement Contractor prior to re-occupancy of the abated areas. The Air Monitor will be hired by GCS and the Asbestos Abatement Contractor will be notified of the selected air monitoring firm. Upon notification of the air monitoring firm, the Asbestos Abatement Contractor shall immediately provide information as to the project schedule to the Air Monitor. Failure to promptly coordinate the air monitoring firm shall not entitle the Asbestos Abatement Contractor to additional time or reimbursement.
- 7) For the purpose of the unit rate bids, asbestos abatement will be performed Monday thru Friday 7:00 a.m. until 6:00 p.m. During the school year, some of the work may have to be performed at night or on weekends.

2.0 General Requirements:

- 1) The Asbestos Abatement Contractor will perform work in accordance with applicable Federal, State, and Local regulations.
- 2) In addition to other insurance requirements of GCS, the Asbestos Abatement Contractor must possess pollution liability insurance in the amount of \$1,000,000.00 and must possess a current North Carolina General Contractor's license, for Building or Specialty.
- 3) The Asbestos Abatement Contractor will provide the following documentation prior to commencement of the project:
 - A. The Asbestos Abatement Contractor is responsible for the procurement of applicable permits and submittal of fees necessary to complete the project.
 - B. The Asbestos Abatement Contractor must provide a copy of the North Carolina General Asbestos Contractor's License as well as accreditations from the North Carolina Health Hazards Control Unit for each worker and supervisor used on this project.
 - C. The Asbestos Abatement Contractor must provide documentation that each worker and supervisor used on this project is involved in a medical surveillance program, has been fit tested for respirator use, and is trained in the use of the respirator(s).
 - D. The Asbestos Abatement Contractor must provide Safety Data Sheets (SDS) for all chemicals used during this project. The Asbestos Abatement Contractor must maintain SDS sheets on site at all times.
 - E. The Asbestos Abatement Contractor must provide an Initial Exposure Assessment as required by the OSHA construction asbestos standard 29 CFR 1926.1101.
 - F. The Asbestos Abatement Contractor shall furnish and is responsible for all costs including, but not limited to: permit fees, containment preparation, labor, materials, services, insurance, bonding, and equipment necessary to carry out the abatement operations and disposal of all asbestos material in accordance with the contract, the EPA and OSHA regulations, and any applicable state and local government regulations.
 - G. The Asbestos Abatement Contractor/Employer has and assumes the responsibility of proceeding in such a manner that he offers his employees a workplace free of recognized hazards causing or likely to cause death or serious injury. The Asbestos Abatement Contractor shall be responsible for performing this abatement and disposal so that airborne asbestos fiber levels do not exceed established levels.
 - H. The Asbestos Abatement Contractor will be responsible for all costs associated with employee monitoring to meet the OSHA requirements.
 - I. The Asbestos Abatement Contractor is responsible for all costs, including additional visits, should the Industrial Hygiene Firm/Air Monitor determine that the Asbestos Abatement Contractor has failed a final inspection. Notification and scheduling of the final inspection during the project is the responsibility of the Asbestos Abatement Contractor. The Asbestos Abatement Contractor will allow a minimum notice of 48 hours unless a different time frame is agreed upon by the Owner, Industrial Hygiene Firm and the Contractor.

3.0 Abatement Requirements:

A. Supervisor:

1. All supervisors shall be accredited by the Health Hazards Control Unit (HHCU) of the North Carolina Department of Health and Human Services.
2. All supervisors on the project shall have two years of experience in the administration and supervision of asbestos abatement projects including work practices, protective measures for building and personnel, disposal procedures, etc.
3. One supervisor shall be provided for every 10 workers inside the containment. A minimum of one supervisor shall be provided per project.
4. The Asbestos Abatement Contractor shall have at least one employee on the job site in either a foreman or supervisor's position who is bilingual in the appropriate languages when employing workers who do not speak fluent English.
5. A minimum of one supervisor per company shall have attended a 24-hour respiratory protection course.

B. Workers:

1. All workers shall be accredited by the HHCU.

C. Competent Person:

1. A competent person, as defined in the OSHA Asbestos Standard 29 CFR 1926.1101, employed by the Asbestos Abatement Contractor must be outside the work area at all times to monitor activity, ensure containment security, provide information to visitors, and provide access to the work area.

D. Employees:

1. The Asbestos Abatement Contractor is responsible for the behavior of workers within his employment. If at any time during the contracted work, any of his employees are judged to exhibit behavior unfitting for the area or judged to be a nuisance by the owner or air monitor, the Asbestos Abatement Contractor shall remove them immediately from the project.
2. All employees shall meet the requirements of GCS with respect to information obtained from background checks. If not attached to this document, contact the PM for this policy and comply with the policy.
3. The Asbestos Abatement Contractor shall be responsible for compliance with the following concerning employee behavior:
 - a. Under no circumstances are alcohol drugs, or any type of controlled substances permitted on the project site.
 - b. All workers are restricted to the construction project site only.
 - c. All vehicles must be parked in areas prearranged with the owner.
 - d. All workers must conform to the following basic dress code when in public areas of the project confines: long pants, no tank tops, no shorts, no bare backs.

- e. The Asbestos Abatement Contractor is responsible for disposal of all trash brought on the project site by his employees, including drink cans, bottles or other food containers or wrappers.
 - f. The tobacco use policy of GCS
4. Failure to adhere to these rules could result in criminal prosecution and/or removal from the job site.

Pre-Job Submittals

- A. Submit three (3) complete, bound sets of pre-job submittals to the GCS LEA Designee at least 5 days prior to start of work. Work is prohibited until submittal package has been reviewed and approved by the Owner. A copy of the approved submittals shall be kept in a three ring binder (project log) by the Asbestos Abatement Contractor at the project site in the clean room or in the on-site office of the Asbestos Abatement Contractor.
 1. *Notifications:* Provide a courtesy copy of Asbestos Permit Application and Notification for Demolition/Renovation (DEHNR 3768) the North Carolina HHCU for the nonfriable removal of flooring materials. Provide notification letters to local EMS, fire and police departments.
 2. *Employee List:* Provide copies of lists of supervisors and workers, along with their accreditation, to be utilized on the project.
 3. *Permits:* Provide copies of approval of a waste disposal site in compliance with 40 CFR 61.154.
 4. *Medical:* Asbestos Abatement Contractor must provide documentation that each worker and supervisor used on this project is involved in a medical surveillance program, has been fit tested with proper respirators, and is trained in the use of those respirators.
 5. *Respirator Training:* Copies of most recent fit testing records, individually signed for each worker to be utilized on the project.
 6. *Project Schedule:* Time schedule for the project, outlining the proposed start, setup, clearances, etc. for the various phases of the project.
 7. *Initial Exposure Assessment:* As required by the OSHA Construction Asbestos Standard 29 CFR 1926.1101.
 8. Any other programs or training as outlined by the OSHA or EPA Standards.

Post-Job Submittals

- A. Submit three (3) complete, bound sets of post job submittals to the Owner following the final completion of the work. Requests for final payment will not be approved until the submittal package has been reviewed and approved by the LEA Designee
 1. *Affidavits:* Contractor's affidavit of payment of debts and claims, affidavit of release of liens
 2. *Manifest:* North Carolina Asbestos Waste Shipment Record (DEHNR 3787) receipt from landfill operator, which acknowledges the Asbestos Abatement Contractor's delivery(s) of waste material. Include date, quantity of material delivered and signature of authorized representative of landfill. Also, include name of waster transporter.

3. *Daily Log:* A notarized copy of all daily logs showing the following: name, date entering and leaving time, company or agency represented, reason for entry for all persons entering the work area, employee's daily air monitoring data as required by the OSHA standard and written comments by inspectors, industrial hygienists, and visitors.
4. *Medical:* Provide documentation that each worker and supervisor used on this project was involved in a medical surveillance program, has been fit tested with proper respirators, and was trained in the use of those respirators.
5. *Special Reports:* All documents generated as indicated below.

Special Reports

- A. *General:* Except as otherwise indicated, submit special reports to Owner within 1 day of occurrence requiring special report, with copies to others affected by occurrence. Also keep a copy in the project log book.
- B. *Reporting Unusual Events:* When an event of unusual and significant nature occurs at site (examples: failure of negative pressure system, rupture of temporary enclosures), prepare and submit a special report to the Owner immediately, listing chain of events, persons participating, response by Asbestos Abatement Contractor's personnel, evaluation of results or effects, and similar pertinent information. When such events are known or predictable in advance, advise Owner in advance at earliest possible date.
- C. *Reporting Accidents:* Prepare and submit reports of significant accidents, at site and anywhere else work is in progress. Record and document date and actions, comply with industry standards for reporting accidents. For this purpose, a significant accident is defined to include events where personal injury is sustained, or property loss of substance is sustained, or where the event posed a significant threat of loss or personal injury.

Contingency Plan

- A. *Contingency Plan:* Prepare a contingency plan for emergencies including fire, accident, power failure, negative pressure system failure, supplied air system failure (if applicable), evacuation of injured persons for both life threatening and non-life threatening, or any other event that may require modification or abridgment of decontamination or work area isolation procedures. Include in plan specific procedures for decontamination or work area isolation. Note that nothing in the specification should impede safe exiting or providing of adequate medical attention in the event of an emergency. Keep these plans in the on-site office.
- B. *Post outside/in clean room of Personnel Decontamination Unit:*
 1. Telephone numbers and locations of emergency services including but not limited to fire, ambulance, doctor, hospital, police, power company, telephone company, and the North Carolina HHCU.
 2. A copy of Safety Data Sheets (SDS) for any chemicals used during the asbestos project.
 3. The Asbestos Abatement Contractor shall post asbestos signs in each appropriate language as per the OSHA 29 CFR 1926.1101 standard.

4.0 Codes and Regulations:

Reference Specifications

The Asbestos Abatement Contractor shall assume full responsibility and liability for compliance with all applicable federal, state and local regulations pertaining to work practices, hauling, disposal, and protection of workers, visitors to the site, and persons occupying areas adjacent to the site.

Unless modified by these specifications, all specifications for stripping, removal, repair and disposal work shall conform to the following specifications and standards, as applicable, as if completely reproduced herein.

A. The following regulations published by the Environmental Protection Agency (EPA):

1. National Emissions Standards for Hazardous Air Pollutants Asbestos, "40 CFR Part 61, Subpart M.
2. "General Provisions," 40 CFR Part 61, Subpart A.
3. "Guidance for Controlling Asbestos-Containing Materials in Buildings" June 1985. (EPA # 560/5-85-024).
4. "Asbestos-Containing Materials in Schools," 40 CFR Part 763, including appendices.

B. The following regulations published by the U.S. Department of Labor, OSHA:

1. "Occupational Exposure to Asbestos, Tremolite, Anthophyllite, and Actinolite: Final Rules," Title 29, Part 1910, Section 1001 and Part 1926, Section 1101 of the Code of Federal Regulations.
2. "Respiratory Protection," Title 29, Part 1910, Section 134 of the Code of Federal Regulations.
3. Construction Industry, Title 29, Part 1926, of the Code of Federal Regulations.
4. "Access to Employee Exposure and Medical Records," Title 29, Part 1910, Section 20 of the Code of Federal Regulations.
5. "Hazard Communication," Title 29, Part 1926, Section 59 of the Code of Federal Regulations.
6. "Specifications for Accident Prevention Signs and Tags," Title 29, Part 1910, Section 145 of the Code of Federal Regulations.

C. The following regulations published by North Carolina state agencies:

1. North Carolina Asbestos Hazard Management Program Rules as adopted by 15A NCAC 19C .0600.
2. "North Carolina Occupational Safety and Health Standards for the Construction Industry", 29 CFR Part 1926 as adopted by T13 NCAC 07F.0201, and shipyard T13:07F.0500.
3. North Carolina General Statutes, Chapter 95, 97, 130.

D. The following documents published by the American National Standards Institute:

1. "Fundamentals Governing the Design and Operation of Local Exhaust Systems," Z9.2-1979.
2. "American National Standard for Respiratory Protection Respiratory Use-Physical Qualifications for Personnel," Z88.6-1984.
3. "Practices for Respiratory Protection," Z88.2-1992.

Notices

A. The Asbestos Abatement Contractor shall notify the following offices in writing within the time frame specified by the NESHAP regulations prior to beginning any regulated or friable asbestos removal operations. Provide a courtesy notification for non-friable materials. Note that the Owner will address regulated asbestos containing materials under a separate contract.

1. *State Agencies:*

**Health Hazards Control Unit
Occupational & Environmental Epidemiology Section
N.C. DENHR**

(Regular Mail)
NCDHHS/Public Health
1912 Mail Service Center
Raleigh, N.C. 27699-1912
Telephone (919) 707-5950

(UPS, Fed Ex, etc.)
NCDHHS/Public Health
Room D-1
5505 Six Forks Road
Raleigh, NC 27609-3806

**N.C. Department of Labor
Division of Occupational Safety and Health**
319 Chapanoke Road Suite 105
Raleigh, N.C. 27603-3432
Telephone 1-800-LABOR-NC or (919) 662-4602
Fax (919) 662-4625

2. *Emergency Departments:*

Notify the local emergency medical services, police, and fire departments in writing of the type and scope of work being performed and request these departments make an inspection prior to beginning of work.

3. *Licenses:*

Maintain current licenses for Asbestos Abatement Contractor and accreditation for workers and supervisors as required by applicable State or local jurisdictions for the removal, transporting, disposal or other regulated activity relative to the work of this contract.

5.0 Air Monitoring-Industrial Hygiene Firm

General

- A. The Asbestos Abatement Contractor shall be responsible for the coordination with the GCS selected independent industrial hygiene firm. Services of the industrial hygiene firm will be paid by GCS. Air monitoring and clearance testing cannot be performed by an employee of the Asbestos Abatement Contractor. Air monitoring and clearance testing must be performed by an independent third party consulting firm that is licensed, trained and insured (a minimum of \$1,000,000.00 of professional liability, errors and omissions insurance) to provide such services.
- B. Air monitoring shall be done under the direct supervision of a North Carolina accredited supervising air monitor (SAM), except for sampling performed by the contractor to satisfy OSHA requirements.
- C. SAM shall be accredited per the Asbestos Hazard Management Program rules.
- D. Air Monitor shall be accredited as per the Asbestos Hazard Management Program rules and work under the direct supervision of a SAM.
- E. The SAM representing each firm shall have taken a 24-hour respiratory protection course that is either NIOSH, AIHA, or HHCU recognized.
- F. The industrial hygiene firm shall submit copies of their N.C. accreditations and documentation on respiratory protection training to the Owner prior to the award of the contract.
- G. If specific project activities are assigned to an air monitor, the SAM is expected to be in direct control and responsible for industrial hygiene work completed on the project. The SAM shall approve and sign all air monitoring results performed by the air monitor. The SAM signature must be an original. No rubber stamp signature shall be accepted.
- H. Employees of the HHCU shall have right of entry into the project. The HHCU's SAM shall have final authority over the industrial hygiene firm on the project.

Description of Work

- A. The industrial hygiene firm shall offer expertise to the Owner and contractor, but is not directly responsible for the performance of the job.
- B. At the job site, the industrial hygiene firm is expected to observe, be aware, and comment on general work site conditions and activities as they relate to the specifications and profession of industrial hygiene, and make recommendations in writing to the Owner and Asbestos Abatement Contractor.
- C. The industrial hygiene firm is responsible for documenting the protection of the environment from contamination, protection of persons in adjacent areas, and that the areas are acceptable for re-occupancy.
- D. The industrial hygiene firm has the authority to notify the Asbestos Abatement Contractor relative to safety and environmental concerns. The industrial hygiene firm will notify GCS of the need to stop work if necessary. All directions and comments made by the industrial hygiene firm shall be written with a copy to the Owner.

- E. The industrial hygiene firm shall furnish the Asbestos Abatement Contractor a copy of the field data within 24 hours of the visit. Copies of field notes and reports of observations shall be kept in project logbook.
- F. The industrial hygiene firm is to conform to the Asbestos Abatement Contractor's schedule and shall respond to necessary changes, provided an advance notice is given as outlined in these specifications.
- G. The industrial hygiene firm's project monitor shall furnish the Owner and Asbestos Abatement Contractor with a pager or mobile phone number where he can be reached quickly at all times.
- H. The industrial hygiene firm shall notify the Owner and Asbestos Abatement Contractor, in writing, of any failed clearance visits.
- I. At the completion of the project, the industrial hygiene firm shall prepare a report of the project with air monitoring data and submit the report to the Owner.

Air Monitoring

- A. *Ambient Air Monitoring:* The purpose of ambient air monitoring by the industrial hygiene firm will be to detect discrepancies in the work area isolation such as:
 - Contamination of the building outside of the work area with airborne asbestos fibers.
 - Failure of filtration or rupture in the negative pressure system.
 - Confirm the work practices established by the Asbestos Abatement Contractor and respiratory protection provided for employees are adequate.
- B. *Work Area Airborne Fiber Levels:* The owner's industrial hygiene firm will monitor airborne fiber levels in the work area. The purpose of this air monitoring will be to detect airborne fiber levels which may challenge the ability of the work area isolation procedures to protect the balance of the building or outside from contamination by airborne fibers.
- C. *Work Area Clearance:* To determine if the elevated airborne levels encountered during abatement operations have been reduced to an acceptable level, the industrial hygiene firm will sample and analyze air per the requirements of the specification.
- D. If the project triggers compliance with AHMB Program Rules and an abatement project monitoring plan is required, the SAM shall develop an Abatement Project Monitoring Plan, which complies with EPA and OSHA analytical criteria and will provide a valid representation of airborne fiber concentrations both inside and outside the work area. This program is not intended to satisfy the Asbestos Abatement Contractor's requirement for sampling under the OSHA regulation. All personnel and area sampling conducted by the industrial hygiene firm shall be personally observed. Air sampling pumps shall not be left unattended for extended periods of time.
 1. When an Abatement Project Monitoring Plan is required, The SAM shall submit a written project-monitoring plan to the Owner with a copy to the Asbestos Abatement Contractor. The following information shall be required for the submittal.
 - a. The name, address and telephone number of the industrial hygiene firm.
 - b. The name, address, telephone number and NIOSH's PAT designation and proficiency data for the laboratory analyzing the air samples. Analysis of all samples collected shall be by a laboratory currently proficient in NIOSH's "Proficiency Analytical Testing

Program for Laboratory Quality Control” for asbestos. The acceptable sampling and analysis method is NIOSH 7400, latest revision.

Persons performing phase contrast microscopy analysis at the asbestos removal location shall be proficient in the American Industrial Hygiene Association’s Asbestos Analyst Registry Program [AAR].

- c. A proposed air sampling strategy which shall include: a projected number of air samples, locations, the types of air samples to be collected (personal, area, ambient), how the air samples are to be collected (TWA, ceiling, other), the equipment to be used (pumps, calibration equipment, filters, other), and how the samples will be transported to the laboratory.
 1. All personal air samples will be collected in such a manner as to comply with OSHA collection and analytical regulations and to provide a valid representation of airborne fiber levels. The samples collected by the industrial hygiene firm on personnel do not satisfy the Asbestos Abatement Contractor’s responsibility under OSHA.
 2. All final area air sampling will comply with all State and Federal requirements in measuring airborne asbestos following and abatement action.
 3. Air samples will be analyzed and results made available as per the AHMB Program Rules. Copies of all air sampling results shall be signed by the SAM and a copy posted at the job site. These copies shall include the following: sample number, sample location, activity represented by sample, flow rate, sample time, comments and sample results. A statement will be included on each submission that the requirements of this contract have been met as they apply to the activities of the SAM.
 4. If TWA samples are being collected by the Asbestos Abatement Contractor for the purpose of reducing respiratory protection requirements, the industrial hygiene firm shall directly observe the conditions and work practices represented by each sample and make appropriate notes. The SAM shall review all TWA air sampling results, which are used for reducing respiratory protection requirements before accepting the results.
- E. Supplemental air monitoring may be conducted inside and outside the work area by the HHCU. This supplemental sampling does not fulfill air monitoring responsibilities required by OSHA, EPA or this contract.

6.0 Temporary Facilities:

General

- A. Provide temporary connection to existing building utilities with owner's permission or provide temporary facilities as required herein or as necessary to carry out the work.
- B. Use qualified tradesmen for installation of temporary services and facilities. Locate, modify and extend temporary services and facilities where they will serve the project adequately and result in minimum interference with the performance of the work.
- C. In occupied buildings with a 72 hour notice the owner's maintenance personnel shall lock and tag out all electrical and HVAC equipment as needed in the asbestos abatement area. The Asbestos Abatement Contractor shall verify that the power and HVAC have been locked and tagged out prior to beginning work.
- D. The Asbestos Abatement Contractor shall move all furniture, books, computers, records, equipment, etc. prior to the start of abatement.

Water Service

- A. If possible, the Owner shall supply a source of water, but the Asbestos Abatement Contractor bears all expense of heating and getting water to the work and decontamination areas.
- B. Supply hot and cold water to the decontamination unit. Hot water shall be supplied at a minimum temperature of 100 degrees Fahrenheit.
- C. After completion of use, connections and fittings shall be removed without damage or alteration to existing water piping and equipment.

Electrical Service

- A. *General:* Comply with applicable NEMA, NEC and UL standards and governing state and local regulations for materials and layout of temporary electric service. If possible the owner shall supply a source of power if available, but the Asbestos Abatement Contractor bears all expense of getting power to their needed equipment. If a generator, or different voltage is needed the expense will be the Asbestos Abatement Contractors.
- B. *Ground Fault Protection:* Provide receptacle outlets equipped with ground fault circuit interrupters, reset button and pilot light, for plug in connection of power tools and equipment.
- C. Provide a weatherproof, grounded temporary electric power service and distribution system of sufficient size, capacity and power characteristics to accommodate performance of work during the construction period.
- D. Install temporary lighting adequate to provide sufficient illumination for safe work and traffic conditions in every area of work.
- E. Provide any services of an electrician, on a standby basis, to service electrical needs during the abatement process.
- F. Provide additional power service and distribution service, consisting of individual dedicated 15 amp 120-volt circuits to electrical drops with receptacle outlets equipped with ground fault interrupt protection, color-coded for the exclusive use of the industrial hygiene firm.

First Aid

A minimum of one first aid kit shall be located in the clean room. Additional first aid kits as the Asbestos Abatement Contractor feels is adequate or is required by law shall be located throughout the work area.

Fire Extinguishers

Comply with the applicable recommendations of NFPA Standard 10 – “Standard for Portable Fire Extinguishers.” Locate fire extinguishers where they are most convenient and effective for their intended purpose, but provide not less than one extinguisher in each work area equipment room and one in the clean room of the personnel decontamination unit.

Toilet Facilities

Use of the owner’s existing toilet facilities will be at owner’s discretion and these privileges may be revoked at any time. The Asbestos Abatement Contractor shall be responsible for leaving the toilet facilities in a clean and sanitary manner. In the event toilet facilities are not available the Asbestos Abatement Contractor will be responsible for providing temporary toilet facilities.

Parking

Park only in areas designated by the owner. The Asbestos Abatement Contractor is not to get off pavement/gravel unless approved by owner.

Building Security

Maintain personnel on site at all times any portion of the work areas are open or not properly secured. Secure work areas completely at the end of the each day and notify either the principal, site base manager, or project manager upon leaving the job site. Principal, site base manager, and GCS PM will need contact cell numbers in the event of questions or emergencies for the Asbestos Abatement Company owner and site supervisor.

Storage

Supply temporary storage required for storage of equipment and materials for duration of project. Trailer and storage dumpsters will be maintained in areas designated by the owner.

7.0 Negative Pressure System:

- A. High efficiency particulate air (HEPA) filter exhaust systems equipped with new HEPA filters for each project shall be used. Exhaust equipment and systems shall comply with ANSI Z9.2-79 and used accordingly to manufacturer's recommendations.
- B. A system of HEPA-equipped air filtration devices shall be configured so that a pressure differential is established between the work area and the surrounding area (-0.02 to 0.04" water column). A continuous chart recorded manometer shall be used to confirm this condition.
- C. Additional air filtration devices shall be provided inside the work area for emergency standby as well as for circulation of dead air spaces.
- D. The pressure differential is maintained at all times after preparation is complete and until the final visual inspection and air tests confirm the area is clean and acceptable for occupancy and the designer confirms verbally with written follow-up to discontinue the use of the negative pressure system.
- E. Air shall be exhausted outside the building. Any variations must be approved by the HHCU,
- F. The Asbestos Abatement Contractor shall check daily for leaks and log his checks in the bound logbook. This includes checks internal to air-moving devices.
- G. There shall be a minimum of four air changes per hour in any containment.

8.0 Work Area Preparation:

- A. Before work begins in an area, a decontamination unit must be in operation as outlined in the specifications.
- B. Completely isolate the work area from other parts of the building so as to prevent contamination beyond the isolated area.
- C. Temporary facilities shall be addressed as outlined in the specifications.
- D. The Asbestos Abatement Contractor shall set up a work area, load out, and a decontamination area as indicated in the project documents. Any variations must be approved by the Owner. The decontamination facility outside of the work area shall consist of a change room, shower room, and equipment room as described in the specifications.
- E. The Asbestos Abatement Contractor shall wet clean and/or HEPA vacuum all items and equipment in the work area suspected of being contaminated with asbestos, but not in direct contact with the asbestos material and either secure these items in place with polyethylene sheeting or have them removed from the work area.
- F. *Critical Barriers:* The Asbestos Abatement Contractor shall thoroughly seal the work area for the duration of the work by completely sealing off all individual openings and fixtures in the work area, including, but not limited to, heating and ventilation ducts, doorways, corridors, windows, skylights, lighting, cabinets, fume hoods, countertops, sink tops, etc. with polyethylene sheeting taped securely in place. If the Asbestos Abatement contractor is using sealant materials to fill in small holes or cracks, the material shall have appropriate fire ratings.
- G. *Walls:* For nonfriable floor removal, apply a splash guard consisting of one or more layers of 6 mil (minimum) polyethylene that runs 4 feet up the walls and taped securely. .
- H. Walls shall be secured in such a manner that they may be removed independently of the critical barriers.
- I. Entrances and exits from the work area will have triple barriers of polyethylene plastic sheeting so that the work area is always closed off by one barrier when workers enter or exit.
- J. No water may be left standing on the floor at the end of the workday.
- K. Floor surfaces, walls, finishes or floor coverings, etc., that in the Asbestos Abatement Contractor's opinion will likely be damaged by water or that may become contaminated with asbestos, shall have additional protective preparation as the Asbestos Abatement Contractor sees appropriate, at his cost, to protect the original condition of the surfaces.
- L. Any costs associated with physical damage caused by water or securing polyethylene sheeting to areas inside or outside the abatement area shall be the Asbestos Abatement Contractor's responsibility.
- M. The Asbestos Abatement Contractor shall establish and mark emergency and fire exits from the work area. Emergency procedures shall have priority over established decontamination entry and exit procedures. Audible and visible fire and emergency evacuation alarms shall remain functional. If not, GCS must be notified 48 hours in advance of the need to take the system out of service.
- N. Integrity of these seals shall be regularly checked and maintained by the Asbestos Abatement Contractor.
- O. After work area preparation, the Asbestos Abatement Contractor shall notify the Air Monitor and Owner verbally with written follow-up that he is ready for a pre-work inspection.

9.0 Worker Protection

General

- A. Provide worker protection as required by OSHA, state and local standards applicable to the work. The Asbestos Abatement Contractor is solely responsible for enforcing worker protection requirements at least equal to those specified in this Section.
- B. Each time the work area is entered the Asbestos Abatement Contractor shall require all persons to remove all street clothes in the changing room of the personnel decontamination unit and put on new disposable coverall, new head cover, and clean respirator. Proceed through shower room to equipment room and put on work boots.
- C. Workers shall not eat, drink, smoke, chew gum or chew tobacco in the work area, the equipment room, the load out area, or the clean room.

Worker Training

Train all workers in accordance 29 CFR 1926 and North Carolina state regulations regarding the dangers inherent in handling asbestos, breathing asbestos dust, proper work procedures and personal and area protective measures.

Medical Examinations

Provide medical examinations for all workers. Examination shall as a minimum meet OSHA requirements as set forth in 29 CFR 1926.

Protective Clothing

- A. Provide disposable full-body coveralls and disposable head covers, and require that they be worn by all workers in the work area. Provide sufficient number for all required changes, for all workers in the work area.
- B. *Boots*: Provide work boots with non-skid soles and, where required by OSHA, foot protection for all workers.
- C. *Gloves*: provide work gloves to all workers and require that they be worn at the appropriate times. Do not remove gloves from the work area. Dispose of work gloves as asbestos-contaminated waste at the completion of the project.

Additional Protective Equipment

- A. Type C respirators, disposable coveralls, head covers and footwear covers be provided by the contractor for the owner, Industrial hygiene firm and other authorized representatives who may inspect the job site.
- B. Gloves, hardhats, safety glasses-provide appropriate safety equipment to all workers.

Decontamination Procedures

- A. Require that all workers use the following decontamination procedure as a minimum requirement whenever leaving the work area:
 - 1. Remove disposable coveralls, disposable head covers, and disposable footwear covers or boots in the equipment room.
 - 2. Still wearing respirators, proceed to showers. Showering is mandatory. Care must be taken to follow reasonable procedures in removing the respirator to avoid asbestos fibers.
 - a. Thoroughly wet body including hair and face.
 - b. With respirator still in place thoroughly wash body, hair, respirator face piece, and all exterior parts of the respirator.
 - c. Take a deep breath, hold it and/or exhale slowly, completely wet hair, face and respirator. While still holding breath, remove respirator and hold it away from face before starting to breathe.
 - d. Carefully wash face piece of respirator inside and out.
 - e. Shower completely with soap and water, rinse thoroughly.
 - f. Rinse shower room walls and floor prior to exit.
 - g. Proceed from shower to changing (clean) room and change into street clothes or new disposable work items.
 - 3. After showering, each employee shall inspect, clean and repair his respirator as needed. The respirator shall be dried, placed in a suitable storage bag and properly stored.

10.0 Respiratory Protection:

Description of Work

- A. Instruct and train each worker involved in asbestos abatement in proper respirator use and require that each worker always wear a respirator, properly fitted on the face, in the work area from the start of any operation which may cause airborne asbestos fibers until the work area is completely decontaminated. Use respiratory protection appropriate for the fiber level encountered in the workplace or as required for other toxic or oxygen-deficient situations encountered.

General

- A. Provide workers with personally issued and marked respiratory equipment approved by NIOSH. The respirators shall be suitable for the asbestos exposure level in the work areas according to OSHA Standard 29 CFR 1926.1101 and other possible contaminants employees might be exposed to during the project.
- B. Provide respiratory protection from the time the first operation involved in the project requires contact with asbestos-containing materials (including construction of decontamination units, construction of airtight barriers/barricades, and placing of plastic sheeting on walls) until acceptance of final air clearance test results by the industrial hygiene firm.
- C. At a minimum, half-face respirators with replaceable HEPA filters shall be used during the removal of floor tile and mastic when flooring is removed using nonfriable techniques, as specified. The contractor shall perform exposure assessments relative to the work and base the selection of respiratory protection on the exposure assessment per 29 CFR 1926.1101.
- D. Respirator fit testing shall be performed as required by 29 CFR 1926.1101, at any change in respiratory protection equipment, and at any time during the project if requested by the employee. Fit testing is to be performed by one of the methods listed in the 29 CFR 1926.1101, Appendix C.
- E. Do not allow the use of single-use, disposable or quarter-face respirators for any purpose.

11.0 Decontamination Units:

Description of Work

- A. Provide separate personnel and equipment/load out decontamination facilities, where possible. Require that the personnel decontamination unit be the only means of ingress and egress for the work area. Require that all materials exit the work area through the equipment/load out decontamination unit. The Asbestos Abatement Contractor shall comply with 29 CFR 1926.1101, specifically paragraph (j) Hygiene facilities and practices for employees.

General

Provide separate personnel decontamination units and equipment/load out decontamination units when practical.

A. *Personnel Decontamination Unit:*

1. Provide a Personnel Decontamination Unit consisting of a serial arrangement of connected rooms or spaces, changing room, shower room, equipment room. Each shall be separated by a minimum of three curtain doorways. Require all persons without exception to pass through this decontamination unit for entry into and exiting from the work area for any purpose.
2. Provide temporary lighting within decontamination units as necessary to reach an adequate lighting level.
3. Maintain floor of changing room dry and clean at all times. Do not allow the overflow water from the shower to escape the shower room.
4. Damp wipe all surfaces twice after each shift change with disinfectant solution.
5. Provide hot and cold water, drainage and standard fixtures including an elevated showerhead as necessary for a complete and operable shower. A water hose and bucket is not an acceptable shower.
6. Arrange water shut off and drain pump operation controls so that a single individual can shower without assistance from either inside or outside of the work area.
7. Pump shower wastewater to drain. Provide 20 micron and 5 micron wastewater filters in line to drain. Change filters daily or more often if necessary.
8. Visual Barrier: Where the decontamination area is immediately adjacent to and within view of occupied areas, provide a visual barrier of opaque plastic sheeting so that worker privacy is maintained and work procedures are not visible to building occupants. Where the area adjacent to the decontamination area is accessible to the public, construct a solid barrier on the public side of the sheeting to protect the sheeting. Construct barrier with wood or metal studs, max. 16 inches on center, covered with minimum 3/8 inch plywood.

B. Equipment Decontamination Units:

1. Provide an equipment decontamination unit consisting of a serial arrangement of rooms, clean room, holding area, and washroom, each room separated by a minimum of three curtain doorways, for removal of equipment and material from work area. Do not allow personnel to enter or exit work area through equipment decontamination unit.
2. *Washroom:* Provide washroom for cleaning of bagged or drummed asbestos-containing waste materials passed from the work area.
3. *Holding Area:* Provide holding area as a drop location for sealed drums and bagged asbestos-containing materials passed from the washroom.
4. *Clean Room:* Provide clean room to isolate the holding area from the building exterior or occupied areas.
5. *Equipment or Material:* Obtain all equipment or material from the work area through the equipment decontamination unit according to the following procedure:
 - a. When passing contaminated equipment, sealed plastic bags, drums or containers into the washroom, close all doorways of the equipment decontamination unit, other than the doorway between the work area and the washroom. Keep all outside personnel clear of the equipment decontamination unit.
 - b. Once inside the washroom, wet-clean the bags and/or equipment.
 - c. When cleaning is complete, insert bagged material into a clean bag/drum during the pass between the washroom and holding area. Close all doorways except the doorway between the washroom and holding area.
 - d. Workers from the building exterior enter the clean room then the holding area to remove decontaminated equipment and/or containers for disposal. Require those workers to wear full protective clothing and respiratory protection as described in the specifications.

C. Decontamination Unit Contamination:

1. If the air quality in the decontamination unit exceeds 0.01 fibers per cc analyzed by PCM or 70 structures per mm square analyzed by TEM or its integrity is diminished through use as determined by the Owner or industrial hygiene firm, no employee shall use the unit until corrective steps are taken and approved by the Owner and industrial hygiene firm.

12.0 Project Decontamination:

General

- A. Carry out a first cleaning of all surfaces of the work area including plastic sheeting, tools, and/or staging by use of damp cleaning and mopping and/or a high efficiency particulate air (HEPA) filter vacuum until there is no visible debris from removed materials or residue on plastic sheeting or other surfaces. Do not perform dry dusting or dry sweeping.
- B. Equipment shall be cleaned and all contaminated materials removed before removing polyethylene from the walls and floors.
- C. The Asbestos Abatement Contractor shall replace all pre-filters and clean the inside and outside of the HEPA exhaust units.
- D. With polyethylene sheets remaining on all windows, doors and the critical components, the Asbestos Abatement Contractor shall clean all surfaces in the work area, including ducts, electrical conduits, steel beams, roof deck, etc., with amended water and/or HEPA-filtered vacuum.
- E. After cleaning the work area, the Asbestos Abatement Contractor shall allow the area to thoroughly dry and then wet-clean and/or HEPA vacuum all surfaces in work area again.
- F. At the completion of the cleaning operation, the Asbestos Abatement Contractor's supervisor shall perform a complete visual inspection of the work area to ensure that the work area is dust-free and fiber-free. If the supervisor believes he is ready for a final project decontamination inspection, he shall notify the Air Monitor.
- G. Final project decontamination inspection includes the visual inspection and air monitoring clearance.
- H. Visual inspection for acceptance shall be performed after all areas are dry.
- I. The Industrial Hygiene Firm shall perform the final visual inspection and conduct the final air clearance. Any discrepancies found shall be documented in the form of a punch list.
- J. Final air sampling shall not commence until the visual inspection is completed and passed.
- K. If the Industrial Hygiene Firm finds that the work area has not been adequately decontaminated, cleaned and/or air monitoring shall be repeated at the Asbestos Abatement Contractor's expense, including additional industrial hygiene fees, until the work area is in compliance.
- L. After the work area is found to be in compliance, all entrances and exits shall be unsealed and the plastic sheeting, tape and any other trash and debris shall be disposed of in sealable plastic bags (6 mil minimum) and disposed of as outlined in Section 16.0.
- M. All HEPA unit intakes and exhausts shall be wrapped with 6 mil polyethylene before leaving the work area.
- N. After the Industrial Hygiene Firm has approved the final project decontamination and the Asbestos Abatement Contractor has completed the tear down for occupancy by others, the Owner will perform the project final inspection as outlined in the general conditions.
- O. Any residual asbestos that may be present after removing critical barriers, which in the Owner's judgement should have been cleaned during the pre-cleaning phase prior to installing critical barriers, shall be cleaned and cleared at the Asbestos Abatement Contractor's expense.

- P. There shall be appropriate seals totally enclosing the inspection area to keep it separate from clean areas or other areas where abatement is or will be in progress. Once an area has been accepted and passed air tests, loss of the critical barrier integrity or escape of asbestos into an already clean area shall void previous acceptance and tests. Additional visual and final air clearance sampling shall be required at the Asbestos Abatement Contractor's expense.

13.0 Work Area Clearance:

General

- A. Notification and scheduling of the final inspection during the project is the responsibility of the contractor.

Final Clearance Testing

- A. After the second cleaning operation and after the area is completely dry, the following procedure test shall be performed:
 - 1. A final visual inspection shall be conducted by the industrial hygiene firm. The inspection shall be conducted following the guidelines set forth in the American Society for Testing and Materials, Standard Practices for Visual Inspection of Asbestos Abatement Projects, Designation: E1368 latest edition. If the work area is found visibly clean, air samples will be collected by the industrial hygiene firm.
 - 2. During the air testing, the accredited air monitor shall cause disruptive air currents as described in the EPA-AHERA regulations (40 CFR Part 763, Subpart E, Appendix A).
 - 3. If samples are to be analyzed using PCM (minimum of 5 samples using NIOSH 7400 method). Clearance criteria shall be less than 0.01 F/cc for all samples analyzed.
 - 4. If samples are to be analyzed using TEM, the Mandatory Transmission Electron Microscopy Method described in 40 CFR Part 763, Subpart E, Appendix A shall be used. Clearance criteria shall be an arithmetic mean less than or equal to 70 structures per square millimeter or a z-test less than or equal to 1.65.
 - 5. Final clearance criteria shall be in accordance with EPA, AHERA and HHCU Program Rules. At a minimum, PCM clearance will be used for clearance of all non-friable flooring projects ranging from 1 square foot to 160 square feet at the completion of asbestos removal. Friable removal projects are not addressed in this specification. For all flooring projects exceeding 160 square feet (non-friable removal), a PCM clearance will also be performed. The air monitor or supervising air monitor may suggest to the Owner that TEM be used based on the characteristics of the project.
 - 6. The industrial hygiene firm shall immediately report the final air sampling clearance results to the Owner and contractor.
 - 7. The use of the negative pressure system may be discontinued after the industrial hygiene firm instructs the contractor that he has passed the final project decontamination inspection.

14.0 Asbestos Removal:

General

- A. Asbestos testing of the flooring material was performed by consultants previously contracted by Guilford County Schools. A copy of the results can be provided (if needed) to the asbestos contractor by Guilford County School representatives prior to conducting asbestos flooring removal.
- B. All loose asbestos material removed in the work area shall be adequately wet, bagged, sealed and labeled properly before personnel breaks or the end of the shift.
- C. All plastic sheeting, tape, cleaning materials, clothing and all other disposable materials or items used in the work area shall be packed into sealable plastic bags (6 mil minimum) and treated as contaminated material.
- D. All materials shall be double-bagged.
- E. All excess water (except shower water) shall be combined with removed materials or other absorptive material and properly disposed of per EPA regulations. Shower water shall be filtered and disposed of in the sanitary sewer. Contractor shall not place water in storm drains, onto lawns or into ditches, creeks, streams, rivers, or oceans.
- F. During the asbestos-abatement, the contractor shall make every effort to protect wall finishes, existing electrical and HVAC duct work, doors and door frames, baseboards, cabinets, sinks, and other items/building materials not scheduled for removal.
- G. Since the scope of work has not been determined at this time and this is for an annual services agreement, unit rate bids are being requested. Note that the bid form attached to this specification requests unit rates be provided based on different quantities and types of asbestos flooring being removed.

Scope of Work

Guilford County Schools operates many schools with different types of asbestos flooring. Prior to observation of the site conditions, GCS considers that the following asbestos flooring types **may** be able to be removed in a non-friable condition:

- Floor tile and mastic,
- Floor tile only (no asbestos in mastic),
- Mastic only (tile is considered to be asbestos contaminated waste),
- Floor tile beneath tacked down carpeting,
- Asbestos mastic beneath carpet (carpet is considered to be asbestos contaminated waste)

The following conditions are considered by GCS to involve friable removal and will be addressed on a project by project basis with other documents as a response action:

- Multi-layered floor tile and mastic,
- Flooring beneath glued carpeting where the glue may result in the breakage of the tile,
- Mastic over a concrete subfloor where buffing machines are used in conjunction with the solvent,

GCS will consider that asbestos mastic on a wood substrate may have to be addressed on an individual project basis since demolition of the substrate may be necessary. The removal of one or more layers of sheet vinyl flooring may also be addressed on an individual project basis because it may be more cost and time efficient (and necessary) to remove the material as RACM.

- A. The asbestos contractor is responsible for moving all loose furniture (tables, chairs, desks, etc.) from the room(s) prior to abatement activities. The asbestos contractor shall take pictures of the room(s) prior to furniture removal so they can be given to the floor installer to assist with moving the furniture back into the room(s). The furniture/items shall be grouped together and identified by a tape/ribbon with the room name or number. The furniture must be located within the school as designated by the school representative. Furniture will be returned to the work area by the flooring contractor, not the asbestos removal contractor. Furniture removal in specialty rooms such as libraries, shops, laboratories, etc. will be evaluated independently at the time of the pre-abatement site visit.
- B. Flooring material is to be removed up to the threshold of doorways or at defined transition points discussed with Guilford County School PM and to the edge of non-movable/built-in items such as furniture, cabinets, bookshelves, sinks, toilets, and plumbing fixtures, etc. in each room. Removal of permanent fixtures will be discussed on an as-needed basis and is beyond the requirements of this specification. If ACM material is to remain under attached components, the Contractor shall identify the locations and inform the LEA Designee in writing of such conditions. The air monitor shall also be made of aware of such conditions prior to clearance sampling.
- C. Coordination of air clearance testing will be the responsibility of the asbestos removal contractor prior to reoccupancy of the abated area(s). Clearance testing must be performed by an independent industrial hygiene/consulting firm and may not be performed by trained employees of the asbestos removal company. Final clearance criteria shall be in accordance with AHERA, and HHCU Program Rules. Clearance testing is addressed elsewhere in this document.

15.0 ACM Products to be Removed:

Regulated or Friable Materials:

This document does not address the removal of friable materials. GCS will provide additional requirements and information when friable materials are involved.

Non-Friable Materials: This section applies to flooring that will be removed using nonfriable techniques. See Section 14.0 for conditions that **may allow** the non-friable removal of flooring. Nonfriable removal must be performed using heat machines and/or conventional nonfriable removal methods including hand cleaning of floor tile mastic so that the non-friable asbestos materials are removed essentially intact without breaking or pulverizing them. Guilford County Schools representatives and the asbestos contractor must mutually agree before starting a project that the work can be performed as nonfriable. Breaking or pulverizing of non-friable ACM is not permitted if the asbestos contractor indicates that he can perform non-friable removal at the onset of the project. If floor tile becomes friable or if it is deemed by the Owner and/or air monitor that the contractor's removal activities have made the floor tile friable, then the contractor must stop immediately and file an emergency notification with the North Carolina Health Hazards Control Unit. The cost of permitting and any other work resulting from the contractor's failure to maintain the flooring in a non-friable condition will be at the contractor's expense if it is deemed by the Owner and/or air monitor that the contractor's removal activities have made the flooring become friable.

A general summary of the minimum requirements is as follows:

- A. The Contractor will meet the requirements listed under the OSHA standard 29 CFR 1926.1101 Section G(8) for Class II non-friable flooring removal. The asbestos flooring must be removed using nonfriable asbestos removal techniques.
- B. The Asbestos Removal Contractor is to follow applicable OSHA Asbestos Worker Protection requirements addressed in this document (personnel protective equipment, half-face dual cartridge respirators, disposable clothing, gloves, boots, etc.) during the removal of nonfriable asbestos materials. PAPR will be required if non-friable asbestos becomes friable during asbestos removal.
- C. Critical barriers shall be placed over all doors, windows, wall penetrations, HVAC equipment, electrical equipment, cabinets, shelving, fixed/built-in items, etc. Six (6) mil polyethylene splash guards must be placed up the wall 4 feet high during nonfriable flooring projects.
- D. Negative air pressure of 0.02 inches of water shall be maintained in the work area at all times.
- E. When removing asbestos-containing mastic from the floor surface, the contractor shall use a product that meets the following criteria:
 - a. The product shall not create a hazardous waste as a by-product.
 - b. The product shall be "low to no odor".
 - c. The product shall not contain any carcinogenic or chlorinated hydrocarbons.
 - d. The mastic remover shall be neutralized at the end of the project as required by the installer of the new flooring. The methods to neutralize the mastic remover shall be the responsibility of the abatement contractor.

- F. When using a mastic remover (in conjunction with removal using hand tools), the contractor shall protect the walls, cabinets, bookshelves, sinks, and any non-movable items in the asbestos work area. The contractor shall be responsible for any damage that occurs and for the complete repair of the damage.
- G. The contractor shall add cat litter, oil-sorb or equivalent so that no free standing liquid be left in the asbestos bag.
- H. Potential health problems associated with mastic remover in buildings that are occupied shall be addressed. A negative pressure enclosure with a specified number of air changes per hour or some other means may be needed due to vapor concentrations or odor considerations. This issue will be addressed at the site visit.
- I. Removal of mastic/adhesive using solvents with buffing machines (or other mechanical means) is considered a regulated or friable removal activity and is prohibited.
- J. With wood subfloors, it may not be possible to remove all the asbestos mastic without removing the wood subfloors. If the subfloor remains, the contractor must make every effort to remove as much mastic as possible. The asbestos contractor should note these conditions during the pre-abatement site visit and plan to discuss potential options with Guilford County Schools.
- K. If floor tile is nonasbestos containing but asbestos is present in the mastic, the floor tile must be removed and disposed of as asbestos contaminated waste. In addition. If the non-asbestos containing floor tile with asbestos-containing mastic is glued to carpeting and cannot be separated from the carpet, then the carpeting must also be removed and disposed of as asbestos contaminated waste. Carpet that is contaminated with asbestos mastic shall also be disposed of as asbestos waste.

The above minimum requirements for nonfriable asbestos removal are intended as a guide and do not supersede EPA, State of North Carolina or OSHA asbestos requirements.

16.0 Disposal of Waste Materials

General

- A. All asbestos materials and miscellaneous contaminated debris shall be properly sealed and protected, and the loadout vehicle/dumpster shall be locked, while located on the facility site and then transported to a predesignated disposal site in accordance with 40 CFR 61.150 and DOT 49 CFR Parts 100.399.
- B. An enclosed vehicle will be used to haul waste material to the disposal site. No rental vehicles or trailers shall be used. Vehicle selection, vehicle covers and work practices shall assure that no asbestos becomes airborne during the loading, transport and unloading activity, and that material is placed in the waste site without breaking any seals.
- C. Waste disposal polyethylene bags (6 mil) and containers, non-porous (steel/plastic) drums or equivalent, with labels, appropriate for storing asbestos waste during transportation to the disposal site shall be used. In addition to the OSHA labeling requirements, all containers shall be labeled with the name of the waste generator and the location at which the waste was generated.
- D. The contractor shall transport the containers and bags of waste material to the approved waste disposal site. The sealed plastic bags shall be placed into the burial site unless the bags have been broken or damaged. Upon the landfill's approval, damaged bags shall be left in the non-porous containers and the entire contaminated package shall be buried. Uncontaminated containers may be reused.
- E. Workers loading and unloading the asbestos will wear respirators and disposable clothing when handling material. Asbestos warning signs shall be posted during loading and unloading of asbestos waste.
- F. The contractor shall use the HHCU's Waste Shipment Record for disposal records as per 40 CFR 61.150 and distribute a copy of all waste shipment records to the Owner after the completion of the project.

17.0 Final Comments

- A. If Guilford County Schools is not satisfied with responsiveness, timely completion of work or dispute resolution with the selected asbestos contractor(s) for this annual agreement, Guilford County Schools reserves the right to select another asbestos contractor that was invited to and submitted unit rate bids on the next project during this annual agreement.
- B. This specification was prepared and is intended to be a general specification for the non-friable removal of floor tile. It does not include site-specific information. If unforeseen conditions arise on an individual project, contact Guilford County Schools PM first.
- C. Any deviation from this specification requires written approval from the Owner prior to proceeding in such a manner. The Owner may seek the advice of the industrial hygiene firm in such matters.

Contract Bid Form
For
Guilford County Schools

Annual Asbestos Abatement Services Agreement

Flooring Removal

The undersigned, as bidder, proposes and agrees if this proposal is accepted to contract with the Guilford County Schools for the furnishing of all materials, equipment, permits and labor necessary to complete the asbestos abatement work discussed at the pre-bid meeting and in the asbestos flooring specifications to the satisfaction of Guilford County Schools for the following fees:

Non-friable Flooring Removal (Cost per Square Foot)	Projects Ranging from 5 to 160 Square Feet	Projects Ranging from 160 to 3000 Square Feet	Projects Ranging from 3000 to 10,000 Square Feet	Projects Ranging from 10,000 to 30,000 Square Feet
Mobilization				
Floor Tile Only (single layered)				
Floor Tile and Mastic (single layered)				
Mastic Only (on concrete, tile/carpet is contaminated waste)				
Mastic only (on wood/tile is contaminated waste)				

Furniture Moving (Cost per Square Foot)	Projects Ranging from 5 to 160 Square Feet	Projects Ranging from 160 to 3000 Square Feet	Projects Ranging from 3000 to 10,000 Square Feet	Projects Ranging from 10,000 to 30,000 Square Feet
Furniture Moving				

Guilford County Schools

RFP Number (if applicable): _____

Name of Vendor or Bidder: _____

IRAN DIVESTMENT ACT CERTIFICATION REQUIRED BY N.C.G.S. 143C-6A-5(a)

As of the date listed below, the vendor or bidder listed above is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4.

The undersigned hereby certifies that he or she is authorized by the vendor or bidder listed above to make the foregoing statement.

Signature

Date

Printed Name

Title

Notes to persons signing this form:

N.C.G.S. 143C-6A-5(a) requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered in to (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

N.C.G.S. 143C-6A-5(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer’s Final Divestment List.

The State Treasurer’s Final Divestment List can be found on the State Treasurer’s website at the address www.nctreasurer.com/iran and will be updated every 180 days

AFFIDAVIT B

Intent to Perform Contract with Own Workforce

County of _____

Affidavit of _____
(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the _____
_____ contract.
(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

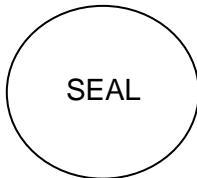
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of North Carolina, County of _____
Subscribed and sworn to before me this _____ day of _____ 20____
Notary Public _____
My commission expires _____

**AFFIDAVIT-MINORITY PARTICIPATION
INFORMAL CONSTRUCTION CONTRACTS**

The Guilford County Board of Education is committed to providing equal opportunities for participation in all aspects of the Guilford County Schools contracting and purchasing programs including, but not limited to, participating in procurement contracts for, materials, services, construction and repair work activities, and lease agreements in the Guilford County Schools. The Board of Education actively seeks to identify qualified minority, handicapped, and women-owned business enterprises so as to widen opportunities for participation as providers of goods and services, increase competition and ensure the proper and diligent use of public funds.

(NOTE: THIS FORM IS NOT TO BE SUBMITTED WITH THE BID PROPOSAL)

This affidavit shall be provided by the apparent lowest responsible, responsive bidder within **72 hours** after notification of being low bidder. Apparent low bidder shall submit this affidavit even if there is **no** minority participation. Contract shall be awarded upon receipt of affidavit.

Portion of the Work to be performed by Minority Firms

_____ I do hereby certify that on the
(Name of Bidder)

_____ (Project Name)
Project ID# _____ Amount of Bid \$ _____

I will expend a minimum of _____% of the total dollar amount of the contract with minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the firms listed below.

Attach additional sheets if required

Name and Phone Number	Minority Category	Work Description	Dollar Value

*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____

Section II - Portion of the Work to be Performed by Minority Firms

I will expend a minimum of _____% of the total dollar amount of the contract with MWBE. MWBE will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below.

(Attach additional sheets if necessary)

Name and Phone Number	*MWBE Category	Work description	Dollar Value

*MWBE categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with MWBE for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Guilford County Board of Education
INSTRUCTIONS TO BIDDERS

1. CONTRACTOR'S LICENSES. - All applicable state and local licenses will be required.

2. BUILDING PERMITS - Will be the responsibility of the successful contractor.

3. INSURANCE

a. Workers' Compensation Insurance

The Contractor will maintain during the life of his contract Workers' Compensation insurance for all of his employees employed at the site of the project, and, in case any work is sub-let, the contractor shall require the sub-contractor similarly to provide Workers' Compensation insurance for all the latter's employees employed at the site of the project, unless such employees are covered by the protection afforded by the contractor.

b. General Liability Insurance

The Contractor will maintain public liability insurance covering his liability for bodily injury and property damage which may arise from his operations, contractual obligations, products and completed operations, as well as operations performed by independent contractors, in not less than the following amounts:

1. A combined single limit (CBL) of \$1,000,000 each occurrence, or
2. A \$1,000,000 limit for Bodily Injury Liability, and \$1,000,000 limit for Property Damage Liability.

c. Automobile

The contractor will maintain Automobile Liability Insurance, to include liability coverage, covering all owned, hired, and non-owned vehicles used in conjunction with the contract. The minimum combined single limit will be \$150,000 bodily injury and property damage, \$150,000 uninsured/underinsured motorist, and \$1,000.00 medical payment.

An occurrence form of policy will be required, and the certificate of insurance submitted by the Contractor must be personally signed by a resident licensed agent of each of the companies listed on that form.

c. Certificate of Insurance

Each contractor shall furnish the Owner a certificate of insurance showing that the required insurance coverages are carried by the Contractor. The certificate of insurance should show the Guilford County Board of Education, Greensboro, NC, as additional insured, and list the project for which coverage is applicable. All insurance carriers shall be licensed to do business in North Carolina or approved to issue insurance coverage by the Commission of Insurance of North Carolina.

The Certificate of insurance shall include substantially the following provision: The insurance policies to which this certificate refers shall not be altered or canceled until after ten (10) days written notice of such cancellation or alteration has been sent by certified mail to the Guilford County Board of Education, Greensboro, North Carolina.

d. The Board of Education reserves the right to reject any carrier of insurance shown in the certificate of insurance by the Contractor on the grounds of poor claim service or financial responsibility.

4. SAFETY - Contractor shall be familiar, and in complete compliance, with OSHA requirements and regulations.

5. EXAMINATION OF CONDITIONS

a. Before submitting a bid, each Bidder shall examine the site. He shall familiarize himself with the site conditions and with the specifications. He shall investigate such local conditions as rules and regulations, availability and cost of labor, etc. which may affect the performance of the contract. No allowances will be made for his failure to do so. No consideration will be given at a later time for alleged misunderstanding as to requirements of work, materials to be furnished, or conditions required by nature of the site. Examination of the site shall be after 3:00 p.m. only, and with notification to the school principal. Other times must be arranged by contacting a representative of GCS.

b. Items incorrect or obviously omitted from the specifications by oversight or error shall be called to the attention of the Owner's representative, who will send written instructions to all Bidders.

Guilford County Board of Education
INSTRUCTIONS TO BIDDERS

6. QUALIFICATIONS - Bidders must have a successful record of experience in the type of work specified.
7. PAYMENT TO THE CONTRACTOR - Payment will be made in one lump sum thirty (30) days after the work has been successfully completed and every provision of the specifications complied with to the Owner's satisfaction, evidence that all accounts are paid in full and three copies of the warranties and guarantees have been submitted to Owner.
8. FINAL CLEANING
 - a. The contractor shall at all times keep the premises free from accumulation of waste materials
 - b. The Contractor shall be responsible for removing all the construction debris from the premises and disposing of the same at a dump location of his choice
 - c. Restore any grassy areas and replace any sidewalks or pavement damaged during construction.
9. THE BIDDER hereby declares that the only person or persons interested in the proposal as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this proposal or in the contract to be entered into; that this proposal is made without connection with any other person, company or parties making a Bid or Proposal; and that is in all respects fair and in good faith without collusion or fraud. The Bidder further declares that he has examined the site of the work and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; that he has examined the specifications for the work and has satisfied himself relative to the work to be performed.
10. THE GUILFORD COUNTY BOARD OF EDUCATION reserves the right to reject any or all bids and to waive any informalities or technicalities. All projects are awarded contingent on the availability of funds.
11. TAXES – PLEASE INCLUDE taxes in bid amount. TAX should be computed on the cost of your MATERIALS ONLY at the current tax rate (6.75%). Taxes will be added to purchase orders as a separate item.
12. DEFAULT AND PERFORMANCE BOND - In case of default by the contractor, Guilford County Schools (GCS) may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby. GCS reserves the right to require performance bond or other acceptable alternative guarantees from successful bidder without expense to GCS.
13. SUBCONTRACTOR- Subcontractors may not be used unless receiving prior written approval from Guilford County Schools.
14. DISPUTE RESOLUTION -All Construction and Repair projects in the amount of \$15,000 or more are subject to the requirements of NCGS 143-128(f1). A complete copy of the Guilford County Schools Dispute Resolution Procedure is available for review in the Purchasing Department, 501 W. Washington St., Greensboro NC 27401.
15. SPECIAL REQUIREMENTS REGARDING CRIMINAL BACKGROUND
 - A. Criminal Background Investigations of individuals working on school property (sites occupied with students and sites not occupied with students).
 - B. At a minimum, the contractor shall obtain a complete North Carolina statewide criminal background investigation for all employees and subcontractors who will work on this project, covering a period for the last seven (7) years. In the event that the contractor or subcontractor is from out of state, the criminal background investigation shall be broadened to include their home state, as well as the state of North Carolina as outlined above. The company providing such information must be recognized by local law enforcement agency as qualified to do so. All costs associated with these criminal background checks is the responsibility of the contractor.

Each prime contractor will be responsible for all their employees and all of their subcontractors working under them.

Guilford County Board of Education
INSTRUCTIONS TO BIDDERS

On sites that are occupied with students and staff, a daily sign-in sheet will be presented by each prime contractor to the principal and SRO – Student Resource Officer by 9:00 a.m. each morning. If there is no SRO – provide to the Principal. This list will contain the name of each person on site and the company they work for.

- C. Any individual with the following criminal convictions or pending charges will **NOT** be permitted on any school project or property.
1. Child Molestation or Abuse or indecent liberties with a child;
 2. Rape;
 3. Any Sexually Oriented Crime;
 4. Drugs: Felony use, possession or distribution;.
 5. Murder, manslaughter or other death related charge; or
 6. Assault with a deadly weapon or assault with intent to kill.
- D. Any individual with a prior conviction or pending charges contained in the aforementioned list, shall be banned (not allowed) from any school project or property.
- E. Each person on site must wear a plastic laminated identification badge that identifies the name of the company and the person's name. These badges are to be computer produced at a font large enough to be clearly visible. All costs associated with these criminal background checks is the responsibility of the contractor. The ID badge template will be made available to the successful prime contractors at the Pre-Construction Meeting.
- F. Guilford County Schools, may, at any time, request verification of criminal background investigation for any employee or subcontractor on school property.