

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Stephen Reynolds, Owner
(Name, Title)
(Printed Name and Title)
7 Poverty Lane, Nitro, WV 25143
(Address)
(304) 755-9510 (3040 755-9518
(Phone Number) / (Fax Number)
S.Reynolds@servpro9835.com
(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

SERVPRO of North Kanawha Valley & SERVPRO of Teays Valley
(Company)


(Authorized Signature) (Representative Name, Title)

Stephen Reynolds, Owner
(Printed Name and Title of Authorized Representative)

May 24, 2107
(Date)

(304) 755-9510 (304) 755-9518
(Phone Number) (Fax Number)

05/23/17 12:49:43
WV Purchasing Division

ADDENDUM ACKNOWLEDGEMENT FORM

SOLICITATION NO.: CRFQ 0506 HHR170000007

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- Addendum No. 1
- Addendum No. 2
- Addendum No. 3
- Addendum No. 4
- Addendum No. 5

- Addendum No. 6
- Addendum No. 7
- Addendum No. 8
- Addendum No. 9
- Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

SERVPRO of North Kanawha Valley & SERVPRO of Teays Valley

Company


Authorized Signature

May 24, 2017

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

**REQUEST FOR QUOTATION
CRFQ 0506 HHR170000007
Disaster Clean-Up Services**

SPECIFICATIONS

- 1. PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Department of Health and Human Resources (WVDHHR) to establish an open end contract for the disaster clean-up services at various WVDHHR locations throughout the State of West Virginia.

All services are to be made available to all Bureaus, Offices, and Commissions of the WVDHHR, which are as follows:

Administration
Bureau for Children and Families
Bureau for Child Support Enforcement
Bureau for Behavioral Health and Health Facilities
Bureau for Medical Services
Bureau for Public Health
Office of the Inspector General

These county locations will be divided into four (4) regions – see Attachment 2. Vendor may bid on one region or multiple regions as they so choose.

Vendors are permitted to design their Catalogs however they see fit to meet the requirements of this solicitation. Vendors should make clear notes on their Catalog(s) to indicate any exceptions, omissions, etc.

Contract will be awarded to the vendor with the lowest total cost per representative like services and items listed per region.

Delivery Orders issued from contract awarded as a result of this solicitation may be funded in whole or in part with Federal Funds and thus this solicitation and its resulting awarded contract are subject to the requirements of Attachment 1: Provisions Required for Federally Funding Procurements.

- 2. DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.

2.1 “Contract Services” means disaster clean-up services. See 2.4.

2.2 “Pricing Page” means the pages, contained on wvOASIS or attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services. Vendor must provide pricing for representative like items listed to allow for

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Disaster Clean-Up Services**

fair and equitable evaluation and award of the contract. All items in the vendor's catalog will be priced and available for use by the agency.

2.3 "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.4 "Disaster Clean-Up Services" means providing all clean-up necessary in the damage clean-up from the result of water/fire/smoke damage, vandalism cleanup, biohazard cleanup, sewage decontamination, deodorization, mold remediation, debris removal, and other emergency clean-up as needed. Vendor shall follow all local, state and federal requirements, laws and ordinances for cleanup and disposal.

2.5 "Catalog" means the price list(s) or sales catalog(s) that includes all services and all necessary items needed to provide services the Vendor can and will perform under this Contract.

2.6 "Catalog Price" means the lowest price listed for a service and all necessary items to provide services in the Vendor's Catalog.

2.7 "Discount Percentage" means the percentage discount that the Vendor will apply to all Agency purchases of services and necessary items to complete services in a given service category.

2.8 "Subcontractor Services" means any purchases for equipment, items, or services the vendor may make in order to complete a job that are not available to the vendor at the time of any disaster clean-up project under this contract.

3. QUALIFICATIONS: Vendor, or Vendor's staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:

3.1. A minimum of 3 years providing similar services.

4. MANDATORY REQUIREMENTS:

4.1 Mandatory Contract Services Requirements and Deliverables: Contract Services must meet or exceed the mandatory requirements listed below.

4.1.1 Disaster Clean-Up

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- 4.1.1.1 Vendor will be required to respond to disaster events at DHHR locations which require clean-up services as defined in 2.4.**
- 4.1.1.2 Vendor will be required to respond with a phone call within one (1) hour of the initial notification. The Vendor shall call the Director of Safety, and Loss Management or their designee (phone numbers will be provided at the time of award).**
- 4.1.1.3 Vendor will be required to be on site within five (5) hours of the initial notification to determine the scope of work involved. The vendor must provide an explanation of how it will complete the disaster clean-up to the Director of Safety, Security, and Loss Management, or their designee. Vendor will have 48 hours to complete the clean-up unless written approval with the agency allows additional time due to extenuating circumstances.**
- 4.1.1.4 Vendor is responsible to provide all staff, equipment, items and tools necessary to complete the disaster clean-up and legally and properly dispose of all debris in accordance with all Local, State and Federal law regarding each clean-up and its contents.**
- 4.1.1.5 Vendor must provide a single point of contact for the Agency.**
- 4.1.1.6 Vendor will provide an estimated cost projection to the Director of Safety, Security, and Loss Management, or their designee, for each project, which will include all labor, material, equipment and any necessary items to perform these services.**
- 4.1.1.7 All Vendor staff must read, complete, and sign a DHHR Contractor Confidentiality Agreement (Attachment 3) and return it to the Director of Safety, Security, and Loss Management or their designee prior award of the contract.**
- 4.1.1.8 All Vendor staff must pass a background check which includes, but is not limited to a criminal record check on the State and Federal level. This all must be done at the Vendor's sole cost. All staff**

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providing services under this contract must have no record of convictions for criminal offenses (State and Federal). Any staff found to have such criminal offenses will not provide services under this contract. The Vendor must provide an affidavit stating that the staff member has passed a background check to the Director of Safety, Security, and Loss Management, or their designee.

5. CONTRACT AWARD:

5.1 Contract Award: The Contract is intended to provide the Agency with multiple contracts per region for all services and/or items necessary to complete the disaster clean-up. The Contract shall be awarded progressively from low bid to high bid to a maximum of five Vendors that meet the solicitation specifications and provide the lowest total bid cost, per region, for the services listed on the Pricing Pages. The low bid vendor will be contacted first when a need occurs. If they can't meet the five (5) hour turnaround time as described in Section 4.1.1.3, the next lowest bidder will be contacted and so on until the need is met. Agency will document all contact with the vendors and their responses.

5.2 Catalog Submission: It is strongly preferred that the Vendor submit its Catalog(s) with its bid, but Vendor must submit its Catalog prior to award of this Contract for evaluation purposes. Vendor may be required by the Purchasing Division to input its Catalog data into wvOASIS utilizing the format required by wvOASIS. Vendor's Catalog, or data from the Catalog entered into wvOASIS will be used by Agencies to request services under this Contract.

5.3 Catalog Modification: The Purchasing Division may permit Vendor to update its Catalog at each renewal date. Determination of whether or not to allow a Catalog update is at the sole discretion of the Purchasing Division. Any request by Vendor to update its Catalog must include a detailed listing of the following: (1) any services being removed, Contract Unit Prices for those services, Agencies' quantity usage of those services to-date, and total spent to-date by Agencies on those services; (2) any services being added to the Catalog and the Contract Unit Price of those services; (3) all changes in the Contract Unit Price to services, estimated usage relating to items that have changed in price, and the total impact of the price change on the State; and (4) justification for updating its Catalog(s). The Purchasing Division may waive the detailed listing requirement if it finds that doing so is in the best interest of the State. Unless an updated catalog is approved, the services available under this Contract and prices for those services shall remain unchanged during the term of this

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Contract. Discount Percentage is firm for the entire life of the Contract and will not be permitted to be lowered. In the event a new Catalog(s) is approved upon renewal, Vendor will be responsible for all costs associated with distributing the new Catalog(s) to any entity requesting one. New catalogs must be received by any using Agency within fourteen (14) days after the encumbrance date of the renewal change order, or the first Agency request for the new Catalog(s), whichever is later.

- 5.4 Discount Percentage:** Vendor shall quote a single discount percentage that will reduce the lowest price shown in the Catalog for every service and item available. The resulting discounted price shall be the price the Agency pays for services under this Contract.

Vendor shall not incorporate discount percentages into its Catalog unless the Vendor clearly shows the Catalog Price and then separately lists the applicable discount percentage and the discounted price for each service and item.

The discount percentage and subsequent discounted price derived from that discount must take into account any and all fees, charges, or other miscellaneous costs that the Vendor may require, including delivery charges as indicated below, because those fees, charges, or other miscellaneous costs will not be paid separately. The Agency shall only pay the appropriate discounted price for services and/or items under this Contract.

- 5.5 Pricing Page:** Vendor should complete the pricing page by submitting an hourly wage for all labor line items, a daily rental fee for all equipment line items, a percentage mark-up for subcontractor purchases, and a discount percentage for all services/items available within the Catalog. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document.

- 6. PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, on an as-needed basis. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.

- 7. PAYMENT:** Agency shall pay per completed disaster clean-up project as shown on the Pricing Pages, for all Contract Services and/or items performed and accepted under this

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Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

- 8. TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.
- 9. FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:
 - 9.1.** Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
 - 9.2.** Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
 - 9.3.** Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
 - 9.4.** Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
 - 9.5.** Vendor shall inform all staff of Agency's security protocol and procedures.
- 10. VENDOR DEFAULT:**
 - 10.1.** The following shall be considered a vendor default under this Contract.
 - 10.1.1.** Failure to perform Contract Services in accordance with the requirements contained herein.
 - 10.1.2.** Failure to comply with other specifications and requirements contained herein.
 - 10.1.3.** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

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10.1.4. Failure to remedy deficient performance upon request.

10.2. The following remedies shall be available to Agency upon default.

10.2.1. Immediate cancellation of the Contract.

10.2.2. Immediate cancellation of one or more release orders issued under this Contract.

10.2.3. Any other remedies available in law or equity.

11. MISCELLANEOUS:

11.1. Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Stephen Reynolds
Telephone Number: (304) 542-4490
Fax Number: (304) 755-9518
Email Address: S.Reynolds@servpro9835.com

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ATTACHMENT 2: DHHR REGIONS AND MAP

Region I – Braxton County, Clay County, Calhoun County, Gilmer County, Wirt County, Jackson County, Roane County, Marlon County, Monongalia County, Marshall County, Tyler County, Wetzel County, Ohio County, Brooke County, Hancock County, Ritchie County, Pleasants County, Doddridge County, Wood County

Region II – Boone County, Cabell County, Kanawha County, Lincoln County, Logan County, Mason County, Putnam County, Wayne County

Region III – Berkeley County, Jefferson County, Morgan County, Hampshire County, Mineral County, Hardy County, Grand County, Pendleton County, Harrison County, Lewis County, Upshur County, Randolph County, Tucker County, Taylor County, Preston County, Barbour County

Region IV – Fayette County, Greenbrier County, Monroe County, Pocahontas County, McDowell County, Mercer County, Mingo County, Nicholas County, Webster County, Raleigh County, Wyoming County

Region :

Provide an hourly rate in column A and a discount percentage in decimal form in column B. Multiply the hourly rate (column A) by the discount percentage (column B) and enter the results as the dollar discount (column C). Subtract the dollar discount (column C) from the hourly rate (column A) and enter the result in hourly bid price (column D). Multiply the hourly bid price (column D) by the estimated hours (column E) and enter the result in the extended price (Column F).

Example

A	B	C	D	E	F
Hourly Rate	Discount Percentage	(A * B) Dollar Discount	(A - C) Hourly Bid Price	Estimated Hours	(D * E) Extended Price
\$100.00	10.00%	\$10.00	\$90.00	40	\$3,600.00

	A	B	C	D	E	F
	Hourly Rate	Discount Percentage	(A * B) Dollar Discount	(A - C) Hourly Bid Price	Estimated Hours	(D * E) Extended Price
1. Project Manager	\$ 62.25	5%	\$ 3.11	\$ 59.13	40	\$ 2365.36
2. Assistant Project Manager	\$ 60.00	5%	\$ 3.00	\$ 57.00	40	\$ 2280.01
3. Project Estimator	\$ 54.00	5%	\$ 2.70	\$ 51.30	40	\$ 2052.04
4. Health Safety Officer	\$ 85.00	5%	\$ 3.08	\$ 58.43	40	\$ 2337.12
5. Restoration Technician	\$ 53.25	5%	\$ 2.66	\$ 50.58	40	\$ 2025.36
6. Mold Technician	\$ 60.55	5%	\$ 3.03	\$ 57.52	40	\$ 2300.72
7. Asbestos/Lead Technician	\$ 60.55	5%	\$ 3.03	\$ 57.52	40	\$ 2300.72
8. General Labor	\$ 39.95	5%	\$ 2.00	\$ 37.95	40	\$ 1518.00
Total Labor						\$17,177.35

Region II

Provide an hourly rate in column A and a discount percentage in decimal form in column B. Multiply the hourly rate (column A) by the discount percentage (column B) and enter the results as the dollar discount (column C). Subtract the dollar discount (column C) from the hourly rate (column A) and enter the result in hourly bid price (column D). Multiply the hourly bid price (column D) by the estimated hours (column E) and enter the result in the extended price (Column F).

Example

A	B	C	D	E	F
Hourly Rate	Discount Percentage	(A * B) Dollar Discount	(A - C) Hourly Bid Price	Estimated Hours	(D * E) Extended Price
\$100.00	10.00%	\$10.00	\$90.00	40	\$3,600.00

	A	B	C	D	E	F
	Hourly Rate	Discount Percentage	(A * B) Dollar Discount	(A - C) Hourly Bid Price	Estimated Hours	(D * E) Extended Price
1. Project Manager	\$ 62.25	5%	\$ 3.11	\$ 59.13	40	\$ 2365.38
2. Assistant Project Manager	\$ 60.00	5%	\$ 3.00	\$ 57.00	40	\$ 2280.01
3. Project Estimator	\$ 54.00	5%	\$ 2.70	\$ 51.30	40	\$ 2052.04
4. Health Safety Officer	\$ 85.00	5%	\$ 3.06	\$ 58.43	40	\$ 2337.12
5. Restoration Technician	\$ 53.25	5%	\$ 2.66	\$ 50.58	40	\$ 2025.36
6. Mold Technician	\$ 60.55	5%	\$ 3.03	\$ 57.52	40	\$ 2300.72
7. Asbestos/Lead Technician	\$ 60.55	5%	\$ 3.03	\$ 57.52	40	\$ 2300.72
8. General Labor	\$ 39.95	5%	\$ 2.00	\$ 37.95	40	\$ 1518.00
Total Labor						\$17,177.35

Region III

Provide an hourly rate in column A and a discount percentage in decimal form in column B. Multiply the hourly rate (column A) by the discount percentage (column B) and enter the results as the dollar discount (column C). Subtract the dollar discount (column C) from the hourly rate (column A) and enter the result in hourly bid price (column D). Multiply the hourly bid price (column D) by the estimated hours (column E) and enter the result in the extended price (Column F).

Example

A	B	C	D	E	F
Hourly Rate	Discount Percentage	(A * B) Dollar Discount	(A - C) Hourly Bid Price	Estimated Hours	(D * E) Extended Price
\$100.00	10.00%	\$10.00	\$90.00	40	\$3,600.00

	A	B	C	D	E	F
	Hourly Rate	Discount Percentage	(A * B) Dollar Discount	(A - C) Hourly Bid Price	Estimated Hours	(D * E) Extended Price
1. Project Manager	\$ 62.25	5%	\$ 3.11	\$ 59.13	40	\$ 2365.38
2. Assistant Project Manager	\$ 60.00	5%	\$ 3.00	\$ 57.00	40	\$ 2280.01
3. Project Estimator	\$ 54.00	5%	\$ 2.70	\$ 51.30	40	\$ 2052.04
4. Health Safety Officer	\$ 85.00	5%	\$ 3.08	\$ 58.43	40	\$ 2337.12
5. Restoration Technician	\$ 53.25	5%	\$ 2.66	\$ 50.58	40	\$ 2025.86
6. Mold Technician	\$ 80.55	5%	\$ 3.08	\$ 57.52	40	\$ 2300.72
7. Asbestos/Lead Technician	\$ 80.55	5%	\$ 3.03	\$ 57.52	40	\$ 2300.72
8. General Labor	\$ 39.95	5%	\$ 2.00	\$ 37.95	40	\$ 1518.00
Total Labor						\$ 17,177.35

Region IV

Provide an hourly rate in column A and a discount percentage in decimal form in column B. Multiply the hourly rate (column A) by the discount percentage (column B) and enter the results as the dollar discount (column C). Subtract the dollar discount (column C) from the hourly rate (column A) and enter the result in hourly bid price (column D). Multiply the hourly bid price (column D) by the estimated hours (column E) and enter the result in the extended price (Column F).

Example

A	B	C	D	E	F
Hourly Rate	Discount Percentage	(A * B) Dollar Discount	(A - C) Hourly Bid Price	Estimated Hours	(D * E) Extended Price
\$100.00	10.00%	\$10.00	\$90.00	40	\$3,600.00

	A	B	C	D	E	F
	Hourly Rate	Discount Percentage	(A * B) Dollar Discount	(A - C) Hourly Bid Price	Estimated Hours	(D * E) Extended Price
1. Project Manager	\$ 62.25	5%	\$ 3.11	\$ 59.13	40	\$ 2365.38
2. Assistant Project Manager	\$ 60.00	5%	\$ 3.00	\$ 57.00	40	\$ 2280.01
3. Project Estimator	\$ 54.00	5%	\$ 2.70	\$ 51.30	40	\$ 2052.04
4. Health Safety Officer	\$ 85.00	5%	\$ 3.08	\$ 81.92	40	\$ 3277.12
5. Restoration Technician	\$ 53.25	5%	\$ 2.66	\$ 50.59	40	\$ 2023.56
6. Mold Technician	\$ 60.55	5%	\$ 3.03	\$ 57.52	40	\$ 2300.72
7. Asbestos/Lead Technician	\$ 60.55	5%	\$ 3.03	\$ 57.52	40	\$ 2300.72
8. General Labor	\$ 39.95	5%	\$ 2.00	\$ 37.95	40	\$ 1518.00
Total Labor						\$ 17,177.35

West Virginia Department of Health and Human Resources
Contractor/Volunteer Confidentiality Statement (CVCS)
Effective: Aug. 6, 2009

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1. I understand that I will have access to confidential records and information which is protected by law, legislative rules and/or the Department of Health and Human Resources (DHHR).
2. I understand that because of my position I may have access to confidential information collected by various agencies and programs of the Department unrelated to my own duties, including the ability to grant others access to confidential information.
3. Confidential information includes, but is not limited to, demographic, medical, and financial information, as well as results of special studies and sources of information. Confidential information may consist of verbal communications or be stored in written, printed, or computerized databases, and includes images as well as text, release of which would or might constitute an invasion of privacy for the individual concerned. Further, this policy applies to all staff, with or without current access to confidential data and information which is stored electronically, in hard copy, and/or the forms, papers and/or other media used to transmit, replicate, copy or disseminate any, private, or otherwise confidential information.
4. I agree to abide by all confidentiality provisions and restrictions applicable to specific databases containing personally identifiable or otherwise confidential information. Confidentiality provisions and restrictions may include law, regulations, DHHR or Office policies. If database specific release provisions and restrictions do not exist, then I will only share personally identifiable data or other confidential information (1) in the context of a legitimate work situation, and/or (2) with staff who are known by me to have prior authorization by my superior to have access to the data. All the above applies to release of data in total or fragmented form. Further, I will not misuse any media, documents, forms, or certificates in any manner which might compromise confidentiality or otherwise be illegal or against agency policies (altering a record, using a certificate improperly, etc.)
5. I understand that if I have any questions about the confidentiality of information or its release, it is my responsibility to request clarification from my immediate supervisor. If I am directed to release information in which I feel to be a questionable release or circumstance I may request written authorization from my supervisor at any time. I may also require a written request from all data requesters.
6. I agree to use my special access to information only as is absolutely necessary to administer the system(s) for which I am responsible, and will not obtain or attempt to obtain confidential information for any unauthorized persons or uses.

**West Virginia Department of Health and Human Resources
Contractor/Volunteer Confidentiality Statement (CVCS)
Effective: Aug. 6, 2009**

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7. I understand that all access to confidential information is subject to monitoring and audit.
8. I understand that even when I no longer have access to records at the West Virginia DHHR, I am bound by this document and must continue to maintain the confidentiality of information to which I previously had access.
9. I have read and will abide by the West Virginia Computer Crime and Abuse Act, WV Code 61- 3C-1 through 61-3C-21 and West Virginia Code, Sections 9-2-5 and 49-7-1. I understand that a security violation in any of the above may result in criminal prosecution according to the provisions of the above identified laws
10. I have read and will abide by the provisions of all DHHR and IT Policies and Operating Procedures; Common Chapters Manual Chapter 200 (Confidentiality); DHHR Policy Memorandum 2104 (Guide to Progressive Discipline). I understand that a violation in any of these policies may result in removal from DHHR sites for first offense, as well as possible civil and/or criminal liability for me.
11. My signature certifies that I understand and will abide by the statements contained in this document.

Stephen Reynolds

Contractor/Volunteer (Print Name)

SERVPRO of N. Kanawha Valley & SERVPRO of Teays Valley

Company

 5/23/17

Contractor/Volunteer (Signature) Date

DHHR Office Director/Designate (Signature) Date

ATTACHMENT I

Provisions Required for Federally Funded Procurements

1. **Federal Funds:** This purchase is being funded in whole or in part with Federal Funds and is subject to the requirements established in 2 CFR § 200. Pursuant to 2 CFR § 200.317 the provisions of 2 CFR §§ 200.322 and 200.326 are expressly included in this solicitation below and incorporated into any contract resulting from this solicitation by reference.
2. **2 CFR §200.322 Procurement of recovered materials:** A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
3. **§200.326 Contract provisions:** Pursuant to the requirements contained in 2 CFR §§ 200.317 and 200.326, the following provisions are included any contract resulting from this solicitation, to the extent that the provisions are applicable.
 - (A) At a minimum, the administrative, contractual, or legal remedies contained in W. Va. CSR § 148-1-5 and the applicable definitions contained in W. Va. CSR § 148-1-2 apply to any contract resulting from this solicitation in instances where contractors violate or breach contract terms for contracts for more than the simplified acquisition threshold currently set at \$150,000 (which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1906).

West Virginia Code of State Rules § 148-1-5 states:

§ 148-1-5. Remedies.

5.1. The Director may require that the spending unit attempt to resolve any issues that it may have with the vendor prior to pursuing a remedy contained herein. The spending unit must document any resolution efforts and provide copies of those documents to the Purchasing Division.

5.2. Contract Cancellation.

5.2.a. Cancellation. The Director may cancel a purchase or contract immediately under any one of the following conditions including, but not limited to:

5.2.a.1. The vendor agrees to the cancellation;

5.2.a.2. The vendor has obtained the contract by fraud, collusion, conspiracy, or is in conflict with any statutory or constitutional provision of the State of West Virginia;

5.2.a.3. Failure to honor any contractual term or condition or to honor standard commercial practices;

5.2.a.4. The existence of an organizational conflict of interest is identified;

5.2.a.5. Funds are not appropriated or an appropriation is discontinued by the legislature for the acquisition.

5.2.a.6. Violation of any federal, state, or local law, regulation, or ordinance.

5.2.b. The Director may cancel a purchase or contract for any reason or no reason, upon providing the vendor with 30 days' notice of the cancellation.

5.2.c. Opportunity to Cure. In the event that a vendor fails to honor any contractual term or condition, or violates any provision of federal, state, or local law, regulation, or ordinance, the Director may request that the vendor remedy the contract breach or legal violation within a time frame the Director determines to be appropriate. If the vendor fails to remedy the contract breach or legal violation or the Director determines, at his or her sole discretion, that such a request is unlikely to yield a satisfactory result, then he or she may cancel immediately without providing the vendor an opportunity to perform a remedy.

5.2.d. Re-Award. The Director may award the cancelled contract to the next lowest responsible bidder (or next highest scoring bidder if best value procurement) without a subsequent solicitation if the following conditions are met:

5.2.d.1. The next lowest responsible bidder (or next highest scoring bidder if best value procurement) is able to perform at the price contained in its original bid submission, and

5.2.d.2. The contract is an open-end contract, a one-time purchase contract, or a contract for work which has not yet commenced.

Award to the next lowest responsible bidder (or next highest scoring bidder if best value procurement) will not be an option if the vendor's failure has in any way increased or significantly changed the scope of the original contract. The vendor failing to honor contractual and legal obligations is responsible for any increase in cost the state incurs as a result of the re-award.

5.3. Non-Responsible. If the Director believes that a vendor may be non-responsible, the Director may request that a vendor or spending unit provide evidence that the vendor either does or does not have the capability to fully perform the contract requirements, and the integrity and reliability necessary to assure good faith performance. If the Director determines that the vendor is non-responsible, the Director shall reject that vendor's bid and shall not award the contract to that vendor. A determination of non-responsibility must be evaluated on a case-by-case basis and can only be made after the vendor in question has submitted a bid. A determination of non-responsibility will only extend to the contract for which the vendor has submitted a bid and does not operate as a bar against submitting future bids.

5.4. Suspension.

5.4.a. The Director may suspend, for a period not to exceed one (1) year, the right of a vendor to bid on procurements issued by the Purchasing Division or any state spending unit under its authority if:

5.4.a.1. The vendor has exhibited a pattern of submitting bids and then requesting that its bid be withdrawn after bids have been publicly opened. For purposes of this provision, a pattern is two or more instances in any 12 month period.

5.4.a.2. The vendor has exhibited a pattern of poor performance in fulfilling his or her contractual obligations to the State. Poor performance includes, but is not limited to, two or more instances of any of the following: violations of law, regulation, or ordinance; failure to deliver timely; failure to deliver quantities ordered; poor performance reports; and failure to deliver commodities, services, or printing at the quality level required by the contract.

5.4.a.3. The vendor has breached a contract issued by the Purchasing Division or any state spending unit under its authority and refuses to remedy that breach.

5.4.a.4. The vendor's actions have given rise to one or more of the grounds for debarment listed in section 5A-3-33d.

5.4.b. Vendor suspension for the reasons listed in section 5.4 above shall occur as follows:

5.4.b.1. Upon a determination by the Director that a suspension is warranted, the Director will serve a notice of suspension to the vendor.

5.4.b.2. A notice of suspension must inform the vendor:

5.4.b.2.A. Of the grounds for the suspension;

5.4.b.2.B. Of the duration of the suspension;

5.4.b.2.C. Of the right to request a hearing contesting the suspension;

5.4.b.2.D. That a request for a hearing must be served on the Director no later than five (5) working days of the vendor's receipt of the notice of suspension;

5.4.b.2.E. That the vendor's failure to request a hearing no later than five (5) working days of the receipt of the notice of suspension will be deemed a waiver of the right to a hearing and result in the automatic enforcement of the suspension without further notice or an opportunity to respond; and

5.4.b.2.F. That a request for a hearing must include an explanation of why the vendor believes the Director's asserted grounds for suspension do not apply and why the vendor should not be suspended.

5.4.b.3. A vendor's failure to serve a request for hearing on the Director no later than five (5) working days of the vendor's receipt of the notice of suspension will be deemed a waiver of the right to a hearing and may result in the automatic enforcement of the suspension without further notice or an opportunity to respond.
5.4.b.4. A vendor who files a timely request for hearing but nevertheless fails to provide an explanation of why the asserted grounds for suspension are inapplicable or should not result in a suspension, may result in a denial of the vendor's hearing request.

5.4.b.5. Within five (5) working days of receiving the vendor's request for a hearing, the Director will serve on the vendor a notice of hearing that includes the date, time and place of the hearing.

5.4.b.6. The hearing will be recorded and an official record prepared. Within ten (10) working days of the conclusion of the hearing, the Director will issue and serve on the vendor, a written decision either confirming or reversing the suspension.

5.4.c. A vendor may appeal a decision of the Director to the Secretary of Administration. The appeal must be in writing and served on the Secretary no later than five (5) working days of receipt of the Director's decision.

5.4.d. The Secretary, or his or her designee, will schedule an appeal hearing and serve on the vendor, a notice of hearing that includes the date, time and place of the hearing. The appeal hearing will be recorded and an official record prepared. Within ten (10) working days of the conclusion of the appeal hearing, the Secretary will issue and serve on the vendor a written decision either confirming or reversing the suspension.

5.4.e. Any notice or service related to suspension actions or proceedings must be provided by certified mail, return receipt requested.

5.5. Vendor Debarment. The Director may debar a vendor on the basis of one or more of the grounds for debarment contained in West Virginia Code § 5A-3-33d or if the vendor has been declared ineligible to participate in procurement related activities under federal laws and regulation.

5.5.a. Debarment proceedings shall be conducted in accordance with West Virginia Code § 5A-3-33e and these rules. A vendor that has received notice of the proposed debarment by certified mail, return receipt requested, must respond to the proposed debarment within 30 working days after receipt of notice or the debarment will be instituted without further notice. A vendor is deemed to have received notice, notwithstanding the vendor's failure to accept the certified mail, if the letter is addressed to the vendor at its last known address. After considering the matter and reaching a decision, the Director shall notify the vendor of his or her decision by certified mail, return receipt requested.

5.5.b. Any vendor, other than a vendor prohibited from participating in federal procurement, undergoing debarment proceedings is permitted to continue participating in the state's procurement process until a final debarment decision has been reached. Any contract that a debarred vendor obtains prior to a final debarment decision shall remain in effect for the current term, but may not be extended or renewed. Notwithstanding the foregoing, the Director may cancel a contract held by a debarred vendor if the Director determines, in his or her sole discretion, that doing so is in the best interest of the State. A vendor prohibited from participating in federal procurement will not be permitted to participate in the state's procurement process during debarment proceedings.

5.5.c. If the Director's final debarment decision is that debarment is warranted and notice of the final debarment decision is mailed, the Purchasing Division shall reject any bid submitted by the debarred vendor.

including any bid submitted prior to the final debarment decision if that bid has not yet been accepted and a contract consummated. 5.5.d. Pursuant to West Virginia Code section 5A-3-33e(e), the length of the debarment period will be specified in the debarment decision and will be for a period of time that the Director finds necessary and proper to protect the public from an irresponsible vendor.

5.5.e. List of Debarred Vendors. The Director shall maintain and publicly post a list of debarred vendors on the Purchasing Division's website.

5.6. Damages.

5.6.a. A vendor who fails to perform as required under a contract shall be liable for actual damages and costs incurred by the state.

5.6.b. If any commodities delivered under a contract have been used or consumed by a spending unit and on testing the commodities are found not to comply with specifications, no payment may be approved by the Spending Unit for the merchandise until the amount of actual damages incurred has been determined.

5.6.c. The Spending Unit shall seek to collect damages by following the procedures established by the Office of the Attorney General for the collection of delinquent obligations.

(B) At a minimum, the termination for cause and for convenience provisions contained in W. Va. CSR § 148-1-5.2 and the applicable definitions contained in W. Va. CSR § 148-1-2 apply to any contract in excess of \$10,000 resulting from this solicitation.

West Virginia Code of State Rules § 148-1-5.2 states:

5.2. Contract Cancellation.

5.2.a. Cancellation. The Director may cancel a purchase or contract immediately under any one of the following conditions including, but not limited to:

5.2.a.1. The vendor agrees to the cancellation;

5.2.a.2. The vendor has obtained the contract by fraud, collusion, conspiracy, or is in conflict with any statutory or constitutional provision of the State of West Virginia;

5.2.a.3. Failure to honor any contractual term or condition or to honor standard commercial practices;

5.2.a.4. The existence of an organizational conflict of interest is identified;

5.2.a.5. Funds are not appropriated or an appropriation is discontinued by the legislature for the acquisition.

5.2.a.6. Violation of any federal, state, or local law, regulation, or ordinance.

5.2.b. The Director may cancel a purchase or contract for any reason or no reason, upon providing the vendor with 30 days' notice of the cancellation.

5.2.c. Opportunity to Cure. In the event that a vendor fails to honor any contractual term or condition, or violates any provision of federal, state, or local law, regulation, or ordinance, the Director may request that the vendor remedy the contract breach or legal violation within a time frame the Director determines to be appropriate. If the vendor fails to remedy the contract breach or legal violation or the Director determines, at his or her sole discretion, that such a request is unlikely to yield a satisfactory result, then he or she may cancel immediately without providing the vendor an opportunity to perform a remedy.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

41 CFR § 60-1.3 defines "Federally assisted construction contract" as any agreement or modification thereof between any applicant and a person for construction work which is paid for in whole or in part with funds obtained from the Government or borrowed on the credit of the Government pursuant to any Federal program involving a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, or any application or modification thereof approved by the Government for a grant, contract, loan, insurance, or guarantee under which the applicant itself participates in the construction work.

Accordingly, to the extent that this contract meets the definition of a "federally assisted construction contract" under 41 CFR Part 60-1.3, the following clause is included:

41 CFR 60-1.4 - Equal opportunity clause. (b) Federally assisted construction contracts.

In accordance with the requirements of described above, and except as otherwise provided in the applicable regulations, the following language is hereby incorporated into any contract resulting from this solicitation involving federally assisted construction which is not exempt from the requirements of the equal opportunity clause:

The applicant hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause:

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

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.

- (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance; *Provided, however,* That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may

request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided*, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

(D) Davis-Bacon Act, as amended (40 U.S.C.3141-3148). Any construction contract resulting from this solicitation hereby requires compliance with the Davis-Bacon Act (40 U.S.C.3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor

Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors are required to pay wages not less than once a week.

Any construction contract resulting from this solicitation hereby requires compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient are prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, any contract resulting from this solicitation in excess of \$100,000 that involve the employment of mechanics or laborers hereby requires compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended— Any contract resulting from this solicitation in excess of \$150,000 hereby requires compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C.1251–1387).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)— Any contract resulting from this solicitation will not be awarded to parties listed on the government wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension."

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)— Any contract resulting from this solicitation requires compliance with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

West Virginia Department of Health & Human Resources

Region I

Local Offices:
 Braxton/Cay
 Calhoun/Grant/Wirt
 Jackson/Platte
 Marion/Morgan/Spencer
 Summers/Taylor/Wetzel
 Wayne/Braxton/Hancock
 Putnam/Meigs/Doddridge
 Boone

Region III

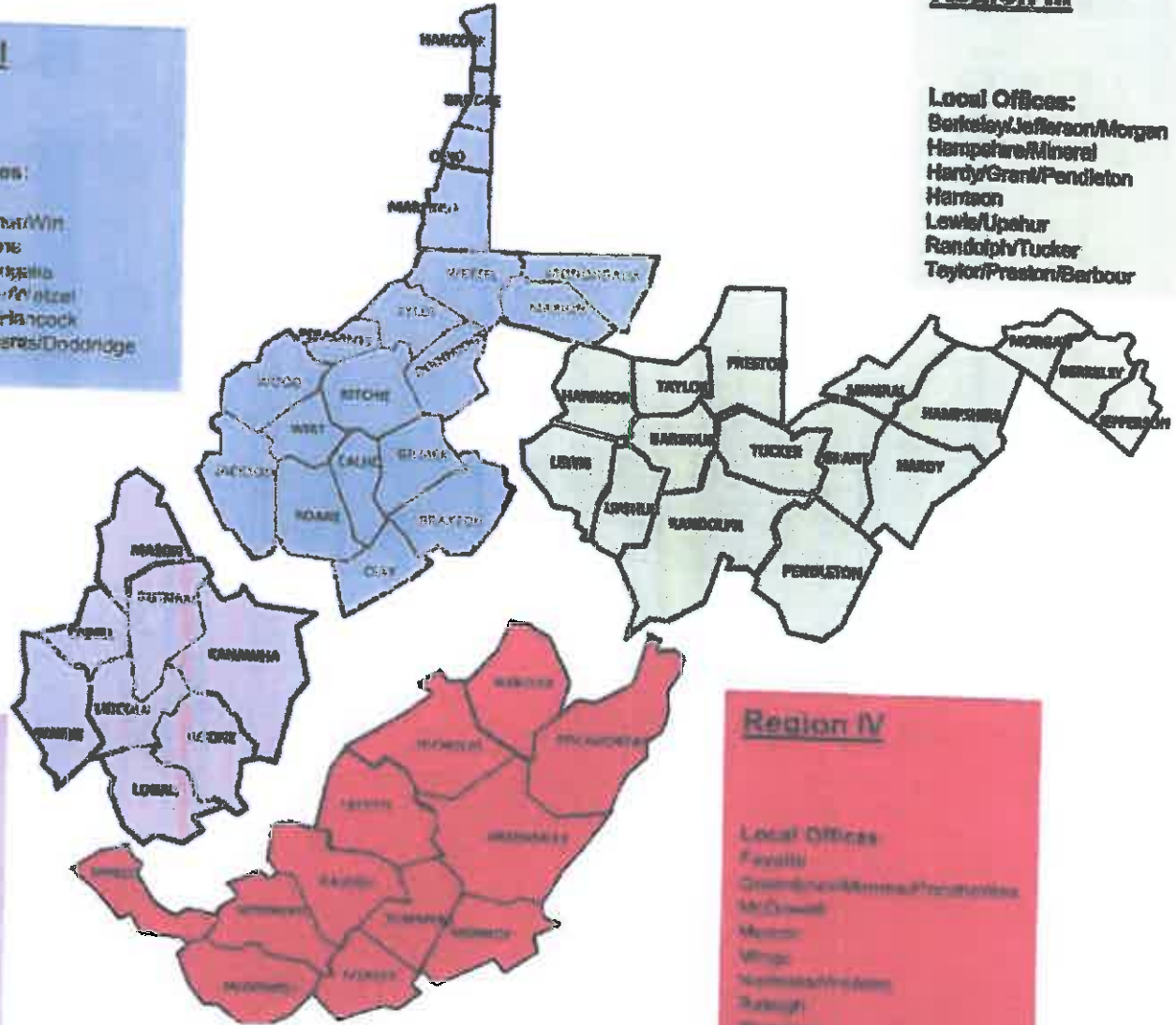
Local Offices:
 Berkeley/Jefferson/Morgan
 Hampshire/Mineral
 Hardy/Grant/Pendleton
 Harrison
 Lewis/Upshur
 Randolph/Tucker
 Taylor/Preston/Barbour

Region II

Local Offices:
 Boone
 Cabell
 Kanawha
 Lincoln
 Logan
 Mason/Putnam
 Wayne

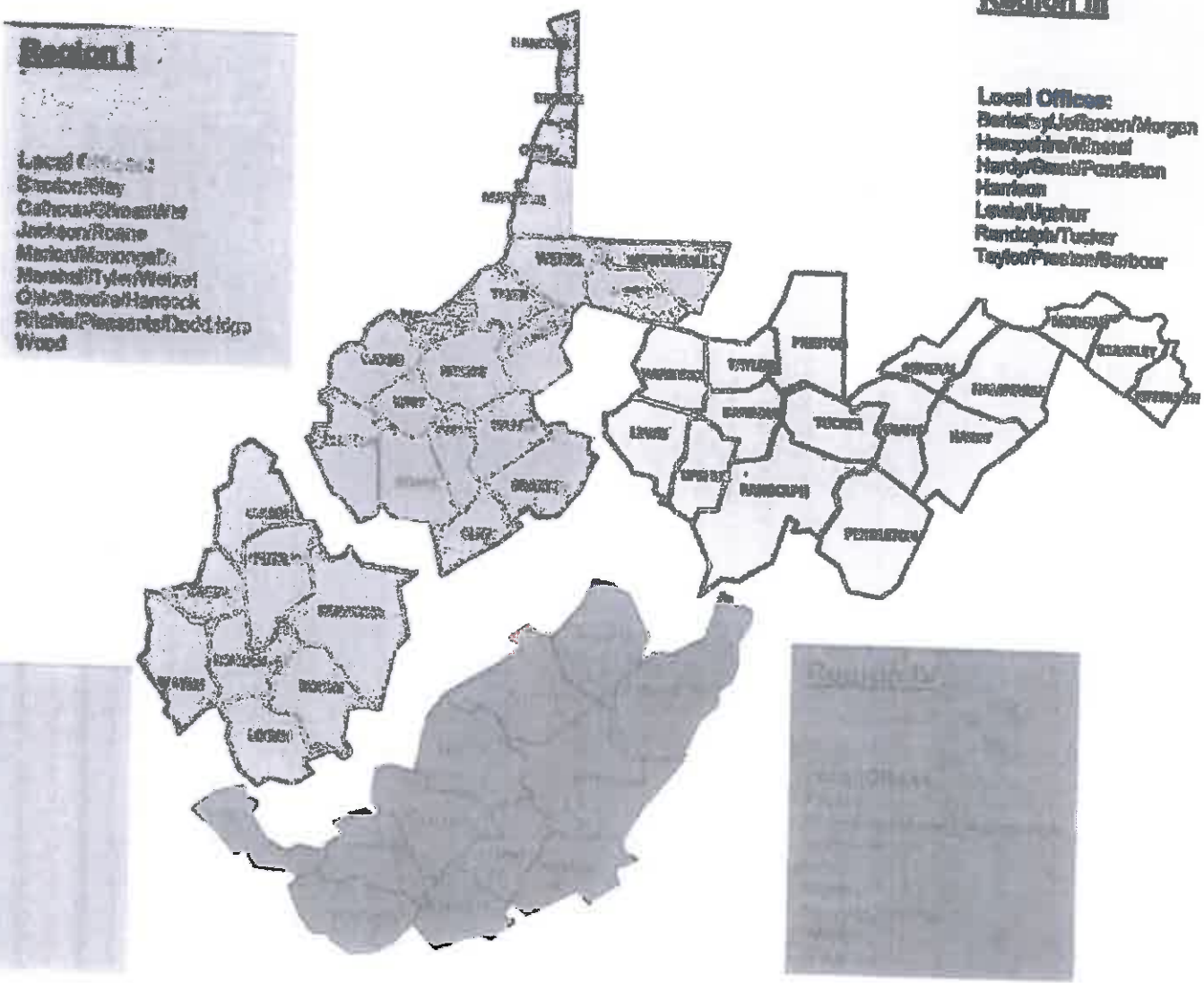
Region IV

Local Offices:
 Fayette
 Greenbrier/Mineral/Putnam
 Mingo
 Mingo
 Wayne
 Putnam
 Boone
 Wayne



ATTACHMENT 2

West Virginia Department of Health & Human Resources



STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: SERVPRO of N. Kanawha Valley & SERVPRO of Teays Valley

Authorized Signature: [Signature] Date: 5/23/2017

State of W. Va.

County of Kanawha, to-wit:

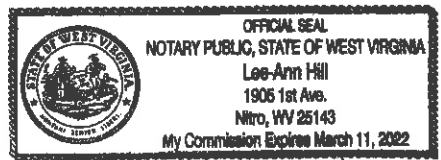
Taken, subscribed, and sworn to before me this 23 day of May, 2017

My Commission expires March 11, 2022

AFFIX SEAL HERE

NOTARY PUBLIC

[Signature]



State of West Virginia

VENDOR PREFERENCE CERTIFICATE

Certification and application is hereby made for Preference in accordance with *West Virginia Code, §5A-3-37*. (Does not apply to construction contracts). *West Virginia Code, §5A-3-37*, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

1. Application is made for 2.5% vendor preference for the reason checked:
Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification;
 Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; or,
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. Application is made for 2.5% vendor preference for the reason checked:
Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. Application is made for 2.5% vendor preference for the reason checked:
Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; or,
4. Application is made for 5% vendor preference for the reason checked:
Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. Application is made for 3.5% vendor preference who is a veteran for the reason checked:
Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. Application is made for 3.5% vendor preference who is a veteran for the reason checked:
Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code §5A-3-59* and *West Virginia Code of State Rules*.
Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) rescind the contract or purchase order; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Stephen Reynolds

Signed: Stephen Reynolds

Date: 5/23/2017

Title: Managing Member

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

CONTRACTOR LICENSE

Authorized by the

West Virginia Contractor Licensing Board

Number: WV047849

Classification:

GENERAL BUILDING

PRO RESTORATION LLC
DBA SERVPRO OF N KAN VALLEY & TEAYS VAL
7 POVERTY LANE
NITRO, WV 25143


Date Issued

APRIL 26, 2017

Expiration Date

APRIL 26, 2018


Authorized Company Signature


Chair, West Virginia Contractor
Licensing Board

**WEST VIRGINIA
CONTRACTOR
LICENSING
BOARD**

This license, or a copy thereof, must be posted in a conspicuous place at every construction site where work is being performed. This license number must appear in all advertisements, on all bid submissions and on all fully executed and binding contracts. This license cannot be assigned or transferred by licensee. Issued under provisions of West Virginia Code, Chapter 21, Article 11.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/25/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER Garlow Insurance Agency, Inc. P O Box 5052 Charleston, WV 25361	CONTACT NAME: Lora Fields PHONE (A/C, No. Ext): (304)347-8972 E-MAIL ADDRESS: lfields@garlowinsurance.com	FAX (A/C, No): (304)347-8973
	INSURER(S) AFFORDING COVERAGE	
INSURED Pro Restoration LLC DBA Servpro of N Kanawha Valley & Teays Valley 7 Poverty Lane Nitro, WV 25143	INSURER A: Erie Insurance	26830
	INSURER B: Brickstreet	12372
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	X		Q047640017	4/26/2017	4/26/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 100000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WCB1018511	4/26/2017	4/26/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100000 E.L. DISEASE - EA EMPLOYEE \$ 100000 E.L. DISEASE - POLICY LIMIT \$ 100000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Crawford and Company Crawford Contractor Connection 10550 Deerwood Park Blvd Suite 100 Jacksonville, FL 32256	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/8/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Affinity Insurance Services, Inc. SERVPRO Franchisee Insurance Center 159 E. County Line Road Hatboro, PA 19040 LIC#: CA 0795465 - PA 14210	CONTACT NAME: SERVPRO Franchisee Insurance Center PHONE (A/C No. Ext): 866-231-2006 E-MAIL ADDRESS: RRRGInsurance@aon.com	FAX (A/C No.): 800-567-4028
	INSURER(S) AFFORDING COVERAGE	
INSURED Pro-Restoration, LLC 7 Poverty Lane Nitro WV 25143	INSURER A: Restoration Risk Retention Group	NAIC # 12209
	INSURER B: National Union Fire Insurance Co of Pittsburgh, PA	NAIC # 19445
	INSURER C: ALLIED P & C Ins Co	NAIC # 42579
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 34567766 **REVISION NUMBER:**

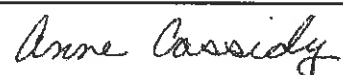
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSD WVP	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		RGL101418	4/26/2017	4/26/2018	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		EBU020690104	4/26/2017	4/26/2018	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	CPL		RPU100997	4/26/2017	4/26/2018	PER OCC: \$2,000,000 AGG: \$3,000,000
A	Limited Service & Repair Liability		RLS101318	4/26/2017	4/26/2018	PER OCC: \$250,000 AGG: \$250,000
C	Bailees		ACP 3007132946	4/26/2017	4/26/2018	Limit \$250,000 ded. \$1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

** Supplemental Name ** Pro-Restoration, LLC
 dba Servpro of North Kanawha Valley, dba Servpro of Teays Valley

CERTIFICATE HOLDER**CANCELLATION**

Pro Restoration, LLC 7 Poverty Lane Nitro WV 25143	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  Anne Cassidy

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ACORD 25 (2016/03)

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Commercial Price Book

Time & Material



Fire & Water - Cleanup & Restoration™



SERVPRO® of North Kanawha Valley

SERVPRO® of Teays Valley

(304) 755-9510

Like it never even happened®

KEY DIFFERENTIATORS



READY



FASTER



HERE TO HELP



PROOF



READY

SERVPRO's Brand and reputation is largely based on readiness. SERVPRO® is always ready to help when disaster strikes, but also knows the importance of ensuring home and business owners are "Ready for whatever happens."

The SERVPRO® Emergency READY Profile (ERP) is a no-cost readiness plan that is designed to help home and business owners recover from a disaster faster, which saves both incident response time and recovery costs. The no-cost ERP mobile app allows ERP data to be stored on a smartphone, allowing for quick access to help.



FASTER

With over 1,650 U.S. and Canadian Franchise locations, SERVPRO® is strategically positioned throughout the nation to be faster to any-sized disaster. More locations mean faster response! SERVPRO® is available 24 hours a day, seven days a week, 365 days a year.

The SERVPRO® DryBook™ and DryBook™ Mobile is a tool that manages industry requirements on drying to validate restoration is done to standard. This improves results, restores property faster, and gets the customer back in their home or business sooner.



HERE TO
HELP

SERVPRO's commitment to being Here To Help is founded on a philosophy of deeply understanding the consumer's wants and needs, resulting in tailored customer solutions and training excellence.

Communication is the most important part of the restoration process in order to keep everyone involved in a job informed. SERVPRO® accomplishes this through an online Here To Help Connection portal. The Here To Help website gives customers protected access to daily updated job progress, mitigation tips, and offers solutions to common questions related to work being performed on their home or business.



PROOF

SERVPRO's training background includes an IICRC-approved training school with a state of the art corporate training center including full-sized fire and flood properties. SERVPRO® has drying down to a science. Science of Drying was developed out of the need to further validate the drying process and use more precise documentation on defining when a structure is dry.

When it comes to water damage, there is nothing more important than making sure the job is done right the first time. SERVPRO® is on the frontline of training, technology and technique.

SERVPRO® SYSTEM SERVICES

Cleaning:

- Carpet, Upholstery, Drapes, and Blinds
- Ceilings, Walls, and Hard Floors
- Air Ducts and HVAC
- Deodorization
- Biohazard and Crime Scene
- Vandalism

Restoration:

- Fire, Smoke and Soot
- Water Removal and Dehumidification
- Mold Mitigation and Remediation
- Catastrophic Storm Response
- Move Outs and Contents Restoration
- Electronics and Equipment
- Document Drying
- Contents Claim Inventory Service



**Proudly serving the
Kanawha Valley and
surrounding areas
since 1990**



BEFORE



AFTER



***Locally Owned and
Operated***



Schedule A- Labor Rates

Job Title/ Code	Rate	Overtime Rate	Unit
Project Coordinator (PC)	\$120.00	\$180.00	hour
Senior Project Manager (SPM)	\$93.75	\$140.63	hour
Project Manager (PM)	\$62.25	\$93.38	hour
Assistant Project Manager (APM)	\$60.00	\$90.00	hour
Production Supervisor/Estimator (PS)	\$54.00	\$81.00	hour
Production Technician (PT)	\$53.25	\$79.88	hour
Health and Safety Office (HSO)	\$85.00	\$127.50	hour
Resource Coordinator (RC)	\$58.00	\$87.00	hour
Project Auditor (PA)	\$55.00	\$82.50	hour
Clerical/ Administrative (C/A)	\$37.50	\$56.25	hour
Technical Specialist (TS)	\$85.00	\$127.50	hour
Mold/ Lead Technician	\$60.55	\$90.83	hour
General Labor (GL)	\$39.95	\$59.93	hour
Skilled Labor (SL)	\$34.50	\$51.75	hour
Management Fee	\$3.50		hour

Additional Labor Provisions:

Overtime or special rates will apply to all hours over 40 per week, or in compliance with prevailing law of the state in which work is performed.

Rates for work performed on all SERVPRO recognized holidays will be 2 times regular rate.

Travel time for personnel will be billed at regular rates.

General Temporary labor will be invoiced at a base rate times 1.6

****.** In the event, prevailing wage with multiplier is below base rate, the greater of the two will apply. Major metropolitan modifier may be applied to the base rate.**

*****Management Fee** applies to management of each customer employee on project, plus supervisor's hourly rate. Customer is responsible for payroll, taxes, and benefits for each customer employees on project.***

All labor will be billed at the rates listed in Schedule A.

Schedule B- Consumables (Ready to Use):

Schedule B- Consumables (Ready to Use):				Schedule B- Consumables (Ready to Use):			
Description	UOM	Price		Description	UOM	Price	
101	Furniture Stain Remover	Quart	\$15.70	187	Scotchgard® Carpet and Upholstery	Gallon	\$24.98
103	Super Solvent	Quart	\$24.10	188	EnviroSHIELD™ ES – 100 (Clear)	3 Gal. Pail	\$389.40
105	Glue Spotter	Quart	\$17.00	189	EnviroSHIELD™ ES – 90 (White)	3 Gal. Pail	\$342.30
106	Graffiti Remover	Quart	\$38.50	190	MDF – 500 (Part A & B) -- MODEC	2 Gal. Mix	\$325.40
107	Solvent Spotter	Gallon	\$71.50	190	Servpro® SealER	Gallon	\$53.40
108	Spot Cleaner	Aerosol	\$17.50	194	Servpro® SealER	5 Gal. Pail	\$230.10
109	Stain Absorb Power	Jar	\$19.80	202	Multi-Purpose Glass Cleaner	Aerosol	\$5.90
110	Stain Scrub	Quart	\$10.90	204	Glass Cleaner, Super Concentrate	Gallon	\$6.14
111	Blood and Stain Remover	Gallon	\$4.00	205	Fabric Rinse and Color Set	Gallon	\$2.04
114	Urine Odor and Stain Remover	Gallon	\$6.29	207	Furniture Polish	Aerosol	\$12.10
115	Rusticide	Quart	\$22.50	208	Glass Cleaner, Ready-To-Use	Gallon	\$15.50
121	Duct Sealer	Gallon	\$61.00	209	Wood Crème Paste	Tub	\$70.50
130	Leather Cleaner	Quart	\$29.90	211	Heatable Upholstery/ Drapery Solvent	5 Gal. Pail	\$209.90
131	Suede and NuBuck Leather Cleaner	Quart	\$40.60	212	Solvent Booster	Gallon	\$3.61
132	Leather Spotting Agent	Quart	\$121.90	214	Heatable Upholstery /Drapery Solvent	Gallon	\$46.60
138	SERVPRO® Green	Gallon	\$1.94	245	SpotER (7oz)	Aerosol	\$7.90
140	SERVPRO® Orange	Gallon	\$3.15	246	SpotER (15oz)	Aerosol	\$10.20
142	CitraSolvent	Gallon	\$57.70	251	Carpet and Upholstery Green Clean	Gallon	\$3.37
147	Sporicidin® Enzyme Mold Cleaner	Quart	\$63.70	252	Shampoo Super Concentrate	Gallon	\$2.03
148	Sporicidin® Antimicrobial Lotion Soap	Bottle	\$16.70	253	Solvent Additive	Gallon	\$4.01
149	Sporicidin® Disinfectant Spray	Quart	\$20.30	255	Showcase Cleaner and Rinse	Gallon	\$2.54
150	Contempo Stat®	Gallon	\$1.05	256	Citric Acid	Gallon	\$3.92
151	Defoamer	Gallon	\$1.40	257	Brown Out	Gallon	\$1.42
153	Natural Fabric Brightener	Jar	\$1.69	259	Brown Out Booster	Gallon	\$4.05
154	Sporicidin®	Gallon	\$55.50	261	Liquid Emulsifier	Gallon	\$2.00
155	Wintergreen Deodorizer	Gallon	\$1.43	268	StainZap	Gallon	\$0.76
158	Sporicidin® Disinfectant Towellette	Jar	\$46.50	269	Powdered Emulsifier	Gallon	\$2.94
160	Upholstery and Carpet Guard Plus	Gallon	\$111.20	270	EXTREME Laundry Detergent	1 Gal. Jar	\$1.78

Schedule B- Consumables (Ready to Use):

Schedule B- Consumables (Ready to Use):				Schedule B- Consumables (Ready to Use):			
Description	UOM	Price		Description	UOM	Price	
162	Armor Guard	Gallon	\$49.80	272	Pre-Spray & Traffic Lane Cleaner	Gallon	\$5.75
175	Vanquish	Gallon	\$1.10	273	Ultrasonic Cleaning Agent	Gallon	\$1.17
N/A	Ceiling and Wall Cleaning - Activator	Bottle	\$20.40	274	Ultra Content CleanER	Gallon	\$0.46
N/A	Ceiling and Wall Cleaning - Solution	Bottle	\$20.40	278	Oxi-Zap	Gallon	\$34.20
N/A	Ceiling and Wall Cleaning Solution with Activator	Bottle	\$40.80	301	Regular Deodorizer	Gallon	\$1.89
181	Flame Stop	Gallon	\$38.80	302	Smoke Deodorizer	Gallon	\$5.44
185	ProtectER	Gallon	\$21.38	303	Grease Deodorizer	Gallon	\$3.98
304	Citrus Deodorizer, Water-Based	Gallon	\$2.25	473	Shineline Emulsifier Plus®	Gallon	\$2.76
305	Special Deodorizer	Gallon	\$46.00	475	Rinse Free Strip™	Gallon	\$2.30
306	Instant Odor Counteract ant Beads: Cherry	Each	\$5.80	477	iShine™	Gallon	\$43.40
331	Bio Odor Neutralizer	Gallon	\$3.61	479	Spraybuff	Gallon	\$20.20
335	Cherry Fog Deodorizer, High Volume	Gallon	\$65.30	483	Terra Glaze®	Gallon	\$35.60
338	Neutral Fog Deodorizer, High Volume	Gallon	\$65.30	485	StainZap	Bottle	\$1.88
341	Dry Mist Air Freshener - Cinnamon	Aerosol	\$13.00	490	Stainless Steel Cleaner	Aerosol	\$11.80
346	Dry Mist Air Freshener - Melon	Aerosol	\$13.70		Rubbing Alcohol	Bottle	\$2.20
348	Dry Mist Air Freshener - Orange Cream	Aerosol	\$13.70		3 in 1 Lubricant	Can	\$8.14
349	Fuel Oil Degreaser	Gallon	\$4.14		Lynn Seed Oil	Gallon	\$32.50
350	Heavy Duty Degreaser	Gallon	\$1.47		Hard Hats	Each	\$1.50
351	Wall and All Surface Cleaner	Gallon	\$4.28		Safety Glasses	Each	\$4.50
352	Wall and All Plus	Gallon	\$5.01		Chemical Splash Goggles	Each	\$18.80
353	Wall Rinse	Gallon	\$2.29		Disposable Face Shield	Each	\$15.50
355	Stone and Porcelain Cleaner	Gallon	\$7.23		Respirator Half-Mask	Each	\$25.80
356	Fire Star	Gallon	\$3.63		N-95 Paper Respirator	Box	\$41.20
357	Industrial Cleaner	Gallon	\$2.09		Ear Protection Plugs	Box	\$33.00
361	Thickened Bowl Cleaner	Quart	\$10.40		Organic Vapor Respirator Cartridges	Each	\$11.75
362	Tile & Grout Cleaner	Gallon	\$23.00		P 100 Particulate Respirator Cartridges	Each	\$6.75
389	Odor Control, Water-Based Cinnamon	Gallon	\$2.44		Bio-Shield Coveralls	Each	\$8.15
390	Odor Control, Solvent-Based Cinnamon	Gallon	\$72.70		Disposable Shoe Covers	Case	\$79.20

Schedule B- Consumables (Ready to Use):

Schedule B- Consumables (Ready to Use):				Schedule B- Consumables (Ready to Use):			
Description	UOM	Price		Description	UOM	Price	
405	Concentrated Wood Oil Soap	Gallon	\$1.64		Nitrile/Latex Gloves	Box	\$60.00
408	Bright-N-Neutral Cleaner	Gallon	\$1.31		Chemical Resistant Gloves	Each	\$8.35
414	Lemon Oil Polish	Gallon	\$34.20		Leather Work Gloves	Each	\$5.95
442	Coil Cleaner	Aerosol	\$14.90		Cut Resistant Gloves	Each	\$12.50
444	Rusticide	Bottle	\$7.90		Rain Suits	Each	\$17.90
445	Glue Spotter	Bottle	\$9.00		Rubber Waterproof Boots	Each	\$31.50
446	Fabric Rinse and Color Set	Bottle	\$10.00		Construction Mesh Vests	Each	\$6.50
447	Furniture Stain Remover	Bottle	\$7.30		Reflective Caution Tape	Roll	\$19.50
448	Carpet and Upholstery Cleaner	Bottle	\$5.10		Walk Off Sticky Tack Mats	Each	\$94.12
449	Ammonia Spotter	Bottle	\$7.00		Lay Flat Poly Tubing - 10" - 250 LF	Roll	\$67.25
453	Solvent Spotter	Aerosol	\$15.00		Lay Flat Poly Tubing - 14" - 250 LF	Roll	\$88.00
114	Urine Odor and Stain Remover	Bottle	\$11.50		Lay Flat Poly Tubing - 33" - 250 LF	Roll	\$480.00
460	Bonnet Brite	Gallon	\$2.71		Plastic Sheeting 6 mil 10 x 100 x 600 Series (Black)	Roll	\$68.00
468	Gum Remover	Aerosol	\$17.50		Plastic Sheeting 6 mil 10 x 100 x 600 Series (Clear)	Roll	\$68.00
470	Colorfast Jet Extraction Upholstery Cleaner	Gallon	\$4.28		Contractor Trash Bags 3 mil 33 x 48	Roll	\$66.00
472	Haitian Cotton Upholstery Shampoo	Gallon	\$5.83		Insulation Removal Bags	Each	\$26.40
	Shop Vac Filter Bag	Each	\$15.00		PH Test Kit	Each	\$23.34
	Fuel Spill Kit	Each	\$72.35		Lead Check Test Kit	Each	\$39.92
	Light Bulbs, Compact Fluorescent	Each	\$9.97		Cleaning Towels	Dozen	\$16.50
	Filter, HEPA 500 CFM	Each	\$216.43		General Purpose Microfiber Cloth	Case	\$85.86
	Filter, Activated Carbon 500 CFM	Each	\$57.31		SERVPRO Dry Sponge	Dozen	\$44.84
	Filter, 1st Stage 500 CFM	Each	\$15.33		Industrial Strength Disposable Towels	Box	\$34.45
	Filter, 2nd Stage 500 CFM	Each	\$14.34		Dusting Cloth	50ea. Bag	\$49.00
	Filter, Pleated R200	Each	\$6.46		Heavy Duty Scrub Pads	Case	\$34.26
	Filter LGR Evolution	Each	\$24.88		Calcium Chloride Test Strip	Each	\$1.15
	Filter, HEPA with Gasket (Wet/Dry HEPA Vac)	Each	\$465.66		Mop Head - Cotton	Each	\$14.40
	Filter, Intermediate 2-Pack (Wet/Dry HEPA Vac)	Pack	\$32.83		Mop Head - Rayon	Each	\$19.80
	Filter, Cloth with Gasket (Wet/Dry HEPA Vac)	Each	\$38.80		Mop Head - Wax Application	Each	\$17.80

Schedule B- Consumables (Ready to Use):

Schedule B- Consumables (Ready to Use):				Schedule B- Consumables (Ready to Use):			
Description	UOM	Price		Description	UOM	Price	
Filter, Paper Bags 5-Pack (Wet/Dry HEPA Vac)	Pack	\$37.01		Floor Scraper Blades	Each	\$12.75	
Paper Bags (10/pack Viper Vacuum)	Pack	\$31.70		5lb Box of Nails	Box	\$30.25	
Bag Cloth (Viper Vacuum)	Each	\$32.24		Zip Ties < 12"	Pack	\$17.95	
Paper Bags (10/pack Backpack Vacuum)	Pack	\$27.75		Zip Ties 12" to 36"	Pack	\$21.55	
Bag Cloth (10/pack Backpack Vacuum)	Pack	\$25.44		Zip Ties > 36"	Pack	\$13.50	
Filter, HEPA 1400 CFM	Each	\$289.25		Reciprocating Saw Blade	Each	\$31.95	
Filter, Prefilter Poly 1400 CFM	Each	\$5.58		Abrasive Cutting Wheel	Each	\$5.82	
Filter, Carbon 1400 CFM	Each	\$142.93		Chalk Refill	Each	\$2.22	
Filter, Pleated 1400 CFM	Pack	\$88.35		5lb Box of Nails	Box	\$30.25	
Primary Filter 5000 CFM Desiccant	Each	\$8.13		Small Tarps < 100sf	Each	\$52.76	
Box - Small (1.5)	Each	\$1.01		Medium Tarps 100sf to 300 sf	Each	\$95.90	
Box - Medium (3.0)	Each	\$1.63		Large Tarps > 300sf	Each	\$270.40	
Box - Large (4.5)	Each	\$2.13		3/8 OSB/Plywood Sheets	Each	\$22.35	
Bankers Boxes	Each	\$4.65		2 x 4 Wall Studs	Each	\$4.40	
Packing Paper	Bundle	\$37.38		Floor Protection Paper (Red Rosin 3' X 140')	Roll	\$31.95	
Tape - Duct 3" Heavy Duty	Roll	\$16.75		Carpet Knife	Each	\$16.78	
Tape - Brown Packing	Roll	\$10.16		Molding Lifter	Each	\$20.16	
Tape - Masking/Painters	Roll	\$7.82		Replacement Squeegee Heads	Each	\$28.73	
Tape - Preservation Tape	Roll	\$19.50		Drill Bit Set	Each	\$31.95	
Spray Adhesive	Can	\$8.25		Drill Driver Set	Each	\$27.15	
Shrink Wrap	Roll	\$56.68		Skill Saw Blade	Each	\$31.95	
Carpet Knife Blades	Pack	\$20.75					
Self Adhesive Carpet Film	Roll	\$58.36					
Containment Doors (zippers)	Each	\$13.50					
Industrial Poly Hangers	Each	\$4.50					
5lb Box of Cap Nails	Box	\$44.76					
5lb Box of Screws	Box	\$35.15					
Extra Box of Staple Refills	Box	\$5.15					

Schedule C: Equipment Rental

Description:	Rate:	Unit:
Dehumidifier-Large Commercial 25/30gal	\$129.50	Day
Dehumidifier-Medium Commercial	\$92.75	Day
Thermal Inspection Camera - IR	\$225.00	Day
Air Scrubber/Neg Air 500 CFM	\$95.00	Day
Air Scrubber/Neg Air 1000/2000 CFM	\$166.25	Day
Wet/Dry HEPA Vac	\$183.75	Day
Back Pack HEPA	\$125.00	Day
Dry Force Injectidry (Wall Cavity)	\$125.00	Day
Carpet Air Mover	\$30.00	Day
Axial Air Mover	\$42.00	Day
Ozone Generator, activated oxygen	\$125.00	Day
Truck mount carpet machine	\$475.00	Day
Industrial Portable Extractor	\$132.50	Day
Portable carpet machine	\$325.00	Day
Portable dry cleaning machine	\$325.00	Day
Hard surface floor machine	\$250.00	Day
Power washer - cold	\$125.00	Day
Power washer - hot	\$176.00	Day
Pump – sump	\$63.00	Day
Industrial Trash Pump 3"	\$125.00	Day
Industrial Trash Pump 2"	\$110.00	Day
Upright Vacuum Cleaner	\$26.25	Day
Thermo fogger	\$150.00	Day
Macromist fogger	\$100.00	Day
HVAC cleaning machine	\$325.00	Day
HVAC accessories	\$235.00	Day
2-Way Radio Communication Kit	\$35.00	Day
Thermohygrometer	\$35.00	Day
Portable Generator	\$85.00	Day
Spider Box	\$35.00	Day
50' Camlok Cable	\$16.00	Day
100' Generator Cable	\$27.00	Day
Thermobile ITA-75	\$250.00	Day
E-Tes 240V Specialty Drying	\$325.00	Day
Air Compressor < 5 CFM	\$36.00	Day

Schedule C: Equipment Rental

Description:	Rate:	Unit:
Roto Floor Machine	\$45.00	Day
HVAC Inspection Tool Robot	\$250.00	Day
Ultrasonic Bath	\$225.00	Day
Moisture Meter	\$35.00	Day
Portable Gasoline Insulation Removal Vacuum	\$250.00	Day
Multi-Gas Detection Meter	\$75.00	Day
Consumable Trailer (48' to 53' Semi)	\$175.00	Day
Trailer (32' to 36' Cargo)	\$106.00	Day
Trailer (12' to 20' Cargo)	\$75.00	Day
Van/Cargo	\$125.00	Day
Auto/Pick up	\$125.00	Day
Box Truck	\$200.00	Day
Van/Passenger	\$108.00	Day
Mobile Command Center	\$200.00	Day
20 KW Generator	\$230.00	Day
Gas Powered Leaf Blower	\$9.85	Day
Analog Vacuum Gauge Manometer w/fluid	\$11.00	Day
Roto Floor Machine	\$45.00	Day

Schedule C: Miscellaneous Equipment

Description:	Rate:	Unit:
Full Face Respirator	\$12.50	Day
PAPR Respirator Package	\$37.50	Day
Wet/Dry Shop Vacuum	\$15.00	Day
Tool Kit (Mechanical)	\$14.45	Day
Flat Utility Cart Package	\$12.00	Day
Ground Fault Circuit Interrupter Kit	\$5.50	Day
Electrical Testing Kit	\$13.50	Day
Heavy Duty Rubber Cable Ramp Package	\$15.00	Day
String Lights 50' Strand	\$25.75	Day
Scaffolding - Baker	\$23.50	Day
Pop-Up Tent Package	\$25.00	Day
Fall Protection Package	\$15.00	Day
Onsite accounting Package (Laptop, Printer)	\$62.87	Day
30 Gallon Electric Pump Sprayer - Wagon	\$30.00	Day
2 Gallon Electric Pump Sprayer - Portable	\$20.00	Day
Portable Decontamination Shower Kit	\$75.00	Day
3% Small Tools Charge (i.e., 3% of total labor charges)		
Large Desiccant Dehumidifiers		
1,000 CFM	\$433.00	Day
5,000 CFM	\$1,299.00	Day
Generator, 175 KW	\$975.00	Day
20 - Ton DXDH Unit	\$1,350.00	Day
<i>*Plus Fuel</i>		
<i>**Pricing will be determined by geographic proximity and availability.</i>		

Schedule D: Subcontract/ Rental Equipment

Due to the nature of working in various locations and building designs additional or specialty equipment may be needed from time to time.

Specialty Equipment that will need to be rented will be billed at cost plus a markup of 10% plus 10%.

Rental and Specialty Equipment will be approved by the client before procurement.

All rental agreements will be provided with billing.

Schedule E: Miscellaneous Expense

Due to the size and scope of the project various miscellaneous expenses may arise. These expenses will be discussed with the client and billed at cost plus 10% plus 10%.