



Table of Contents

- Request for Quotation
- Discloser of Interested Parties
- Contractor/Volunteer Confidentiality Statement
- Instruction to Vendors
- Specifications
- Attachment #1: Provision Required for Federally Funded Procurements
- Attachment #2: Disaster Clean-Up Map
- Purchasing Affidavit
- Vendor Preference Certification
- Addendum #1: Region Price Pages
- License and Insurance
- SERVPRO Commercial Price List
- About SERVPRO

10/19/17 12:44:22
WJ Purchasing Division



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation
 33 — Service - Misc

Proc Folder: 379901

Doc Description: Disaster Clean-Up Services

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-10-04	2017-10-19 13:30:00	CRFQ 0506 HHR1800000001	1

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER

April Battle
 (304) 558-0067
 april.e.battle@wv.gov

Signature X

FEIN #

DATE

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

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.

INVOICE TO		SHIP TO	
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF OPERATIONS ONE DAVIS SQUARE, RM 115 CHARLESTON WV25301 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Disaster Clean-up Services - Region I				

Comm Code	Manufacturer	Specification	Model #
76111600			

Extended Description :

Disaster Clean-up Services - Region I - vendors shall complete paper pricing pages attached and include with their bid response.

INVOICE TO		SHIP TO	
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF OPERATIONS ONE DAVIS SQUARE, RM 115 CHARLESTON WV25301 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Disaster Clean-up Services - Region II				

Comm Code	Manufacturer	Specification	Model #
76111600			

Extended Description :

Disaster Clean-up Services = Region II - vendors shall complete paper pricing pages attached and include with their bid response.

INVOICE TO		SHIP TO	
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF OPERATIONS ONE DAVIS SQUARE, RM 115 CHARLESTON WV25301 US		BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OPERATIONS DIAMOND PROJECT 350 CAPITOL ST CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Disaster Clean-up Services - Region III				

Comm Code	Manufacturer	Specification	Model #
76111600			

Extended Description :

Disaster Clean-up Services - Region III - vendor shall complete paper pricing pages attached and include with their bid response.

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF OPERATIONS ONE DAVIS SQUARE, RM 115 CHARLESTON WV25301 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Disaster Clean-up Services - Region IV				

Comm Code	Manufacturer	Specification	Model #
76111600			

Extended Description :

Disaster Clean-up Services - Region IV - vendors shall complete paper pricing pages attached and include with their bid response.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Questions Due	2017-10-10

HHR180000001	Document Phase Final	Document Description Disaster Clean-Up Services	Page 4 of 4
--------------	--------------------------------	---	-----------------------

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

West Virginia Ethics Commission



Disclosure of Interested Parties to Contracts

Pursuant to W. Va. Code § 6D-1-2, a state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$100,000 or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

For purposes of complying with these requirements, the following definitions apply:

"Business entity" means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership or corporation.

"Interested party" or "Interested parties" means:

- (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors;
- (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract. (This subdivision does not apply to a publicly traded company); and
- (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

"State agency" means a board, commission, office, department or other agency in the executive, judicial or legislative branch of state government, including publicly funded institutions of higher education: Provided, that for purposes of W. Va. Code § 6D-1-2, the West Virginia Investment Management Board shall not be deemed a state agency nor subject to the requirements of that provision.

The contracting business entity must complete this form and submit it to the contracting state agency prior to contract award and to complete another form within 30 days of contract completion or termination.

This form was created by the State of West Virginia Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301-1804. Telephone: (304)558-0664; fax: (304)558-2169; e-mail: ethics@wv.gov; website: www.ethics.wv.gov.

West Virginia Ethics Commission

Disclosure of Interested Parties to Contracts

Contracting business entity: Pro-Restoration, LLC

Address: 7 Poverty Lane, Nitro, WV 25143

Contracting business entity's authorized agent: Stephen Reynolds

Address: 7 Poverty Lane, Nitro, WV 25143

Number or title of contract: HHR18000000001

Type or description of contract: Disaster Clean-up Services

Governmental agency awarding contract: Health & Human Resources

Names of each Interested Party to the contract known or reasonably anticipated by the contracting business entity (attach additional pages if necessary):

Stephen Reynolds

Julie Reynolds

Signature: [Handwritten Signature] Date Signed: 10/19/2017

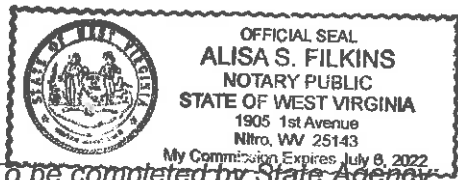
Check here if this is a Supplemental Disclosure.

Verification

State of West Virginia, County of Kanawha

I, Stephen Reynolds, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledges that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 19 day of Oct, 2017.



[Handwritten Signature] Notary Public's Signature

To be completed by State Agency:

Date Received by State Agency:

Date submitted to Ethics Commission:

Governmental agency submitting Disclosure:

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

Page 1 of 2

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**

Page 2 of 2

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)

Pro-Restoration, LLC

Company

 10/19/2017

Contractor/Volunteer (Signature) Date

DHHR Office Director/Designate (Signature) Date

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. REVIEW DOCUMENTS THOROUGHLY: The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. MANDATORY TERMS: The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. PREBID MEETING: The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening

A **NON-MANDATORY PRE-BID** meeting will be held at the following place and time:

A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. VENDOR QUESTION DEADLINE: Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: October 10, 2017, at 3:00 PM EST

Submit Questions to: April Battle, Buyer 22
2019 Washington Street, East
Charleston, WV 25305
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)
Email: april.e.battle@wv.gov

5. VERBAL COMMUNICATION: Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

6. BID SUBMISSION: All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile.

The bid delivery address is:
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID: Disaster Clean-Up Services
BUYER: April Battle, Buyer 22
SOLICITATION NO.: CRFQ 0506 HHR1800000001
BID OPENING DATE: October 19, 2017
BID OPENING TIME: 1:30 PM EST
FAX NUMBER: (304) 558-3970

The Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. Submission of a response to an Expression or Interest or Request for Proposal is not permitted in wvOASIS.

For Request For Proposal ("RFP") Responses Only: In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus _____ convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: (This only applies to CRFP)

- Technical
 Cost

7. BID OPENING: Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: October 19, 2017, at 1:30 PM EST

Bid Opening Location: Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

8. ADDENDUM ACKNOWLEDGEMENT: Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

9. BID FORMATTING: Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

10. ALTERNATES: Any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

11. EXCEPTIONS AND CLARIFICATIONS: The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

12. COMMUNICATION LIMITATIONS: In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

13. REGISTRATION: Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

14. UNIT PRICE: Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

15. PREFERENCE: Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES: For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

17. WAIVER OF MINOR IRREGULARITIES: The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

18. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

19. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance.”

20. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

21. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor’s entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

22. INTERESTED PARTY DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$100,000, the vendor must submit to the Purchasing Division a disclosure of interested parties to the contract, prior to contract award. That disclosure must occur on the form prescribed and approved by the WV Ethics Commission. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. "Interested parties" means: (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors; (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract; and (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency: Provided, That subdivision (2) shall be inapplicable if a business entity is a publicly traded company: Provided, however, That subdivision (3) shall not include persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

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

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

Term Contract

Initial Contract Term: This Contract becomes effective on
award _____ and extends for a period of one (1) year(s).

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of this Contract is limited to three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed thirty-six (36) months in total. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

Fixed Period Contract with Renewals: This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days.

Upon completion, the vendor agrees that maintenance, monitoring, or warranty services will be provided for one year thereafter with an additional _____ successive one year renewal periods or multiple renewal periods of less than one year provided that the multiple renewal periods do not exceed _____ months in total. Automatic renewal of this Contract is prohibited.

One Time Purchase: The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

Other: See attached.

4. NOTICE TO PROCEED: Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

Open End Contract: Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

Service: The scope of the service to be provided will be more clearly defined in the specifications included herewith.

Combined Service and Goods: The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

One Time Purchase: This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

BID BOND (Construction Only): Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

PERFORMANCE BOND: The apparent successful Vendor shall provide a performance bond in the amount of _____. The performance bond must be received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.

LABOR/MATERIAL PAYMENT BOND: The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

MAINTENANCE BOND: The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

Valid West Virginia Contractor's License

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. Subsequent to contract award, and prior to the insurance expiration date, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies mandated herein, including but not limited to, policy cancelation, policy reduction, or change in insurers. The insurance coverages identified below must be maintained throughout the life of this contract. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed in this section.

Vendor must maintain:

Commercial General Liability Insurance in at least an amount of:

\$1,000,000.00

Automobile Liability Insurance in at least an amount of: \$500,000.00 per occurrence.

Professional/Malpractice/Errors and Omission Insurance in at least an amount of:

Commercial Crime and Third Party Fidelity Insurance in an amount of:

Cyber Liability Insurance in an amount of: _____

Builders Risk Insurance in an amount equal to 100% of the amount of the Contract.

9. WORKERS' COMPENSATION INSURANCE: The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. LITIGATION BOND: The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.

11. LIQUIDATED DAMAGES: Vendor shall pay liquidated damages in the amount of

NA

for NA

This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.

14. PAYMENT: Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.

15. PURCHASING CARD ACCEPTANCE: The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-6.1.e.

20. TIME: Time is of the essence with regard to all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. BANKRUPTCY: In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

31. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

32. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

33. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

34. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

35. VENDOR CERTIFICATIONS: By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

36. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

37. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

38. PURCHASING AFFIDAVIT: In accordance with West Virginia Code § 5-22-1(i), the contracting public entity shall not award a contract for a construction project to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees. Accordingly, prior to contract award, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Purchasing Division affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

39. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE: This Contract may be utilized by other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). Any extension of this Contract to the aforementioned Other Government Entities must be on the same prices, terms, and conditions as those offered and agreed to in this Contract, provided that such extension is in compliance with the applicable laws, rules, and ordinances of the Other Government Entity. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.

40. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

41. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.requisitions@wv.gov.

42. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision. The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

43. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

44. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.


The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when

the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

45. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$100,000, the vendor must submit to the Agency a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-award interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. "Interested parties" means: (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors; (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract; and (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency: Provided, That subdivision (2) shall be inapplicable if a business entity is a publicly traded company: Provided, however, That subdivision (3) shall not include persons or business entities performing legal services related to the negotiation or drafting of the applicable contract. The Agency shall submit a copy of the disclosure to the Ethics Commission within 15 days after receiving the supplemental disclosure of interested parties.

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.



(Name, Title)
Stephen Reynolds, Owner

(Printed Name and Title)
7 Poverty Lane, Nitro, WV 25143

(Address)
(304) 755-9510 fax (304) 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)

10/19/2017

(Date)

(304) 755-9510 fax (304) 755-9518

(Phone Number) (Fax Number)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ 0506 HHR180000001

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)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> 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

10/19/2017
Date

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

REQUEST FOR QUOTATION
CRFQ 0506 HHR1800000001
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

**REQUEST FOR QUOTATION
CRFQ 0506 HHR1800000001
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

**REQUEST FOR QUOTATION
CRFQ 0506 HHR1800000001
Disaster Clean-Up Services**

- 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

REQUEST FOR QUOTATION
CRFQ 0506 HHR1800000001
Disaster Clean-Up Services

staff 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

REQUEST FOR QUOTATION
CRFQ 0506 HHR180000001
Disaster Clean-Up Services

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 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.

**REQUEST FOR QUOTATION
CRFQ 0506 HHR180000001
Disaster Clean-Up Services**

- 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 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.

REQUEST FOR QUOTATION
CRFQ 0506 HHR1800000001
Disaster Clean-Up Services

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.

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) 755-9510
Fax Number: (304) 755-9518
Email Address: S.Reynolds@servpro9835.com

REQUEST FOR QUOTATION
CRFQ 0506 HHR1800000001
Disaster Clean-Up Services

ATTACHMENT 2: DHHR REGIONS AND MAP

Region I – Braxton County, Clay County, Calhoun County, Gilmer County, Wirt County, Jackson County, Roane County, Marion 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

ATTACHMENT 1

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. 1908).

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.

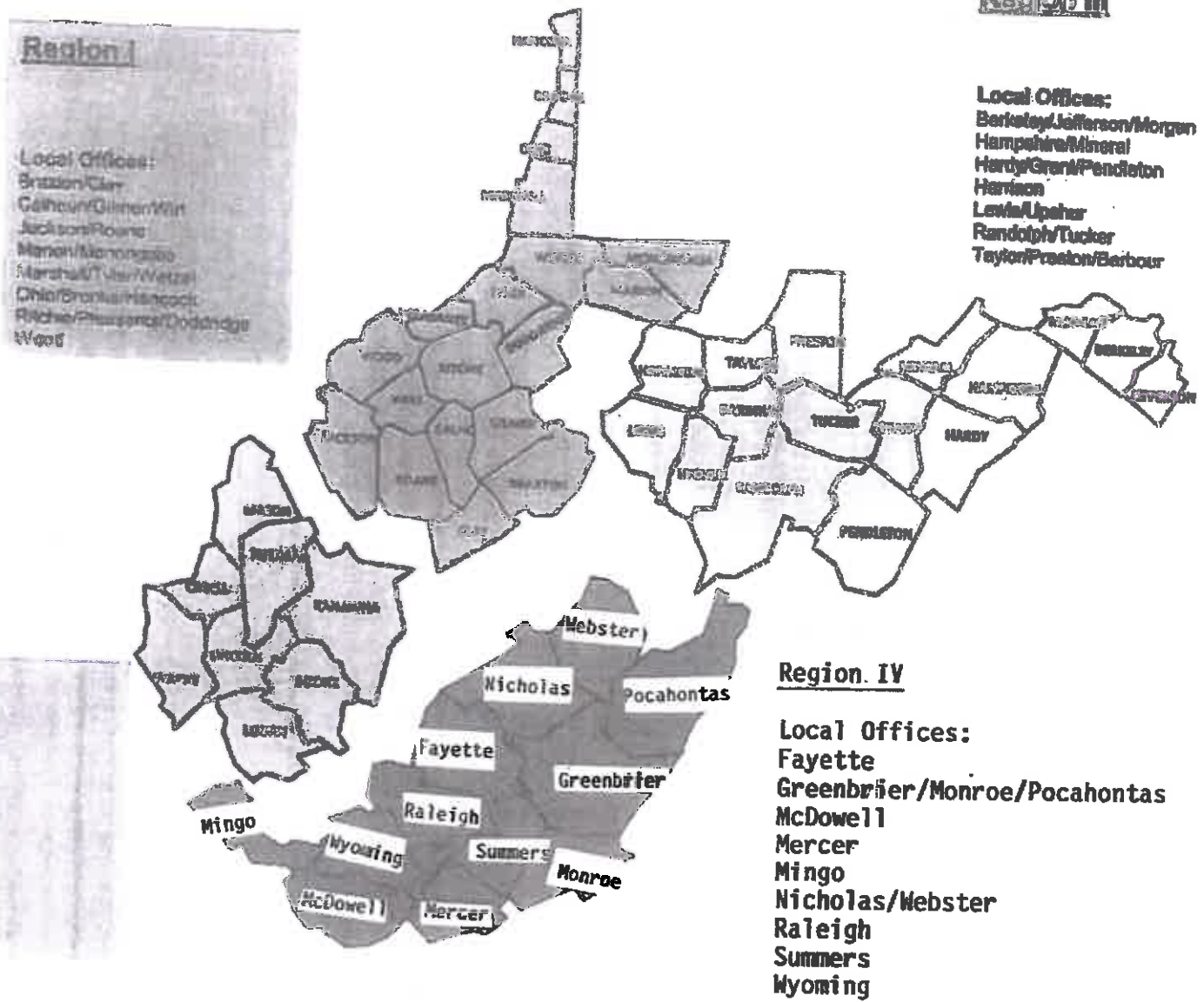
(G) Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended— Any contract resulting from this solicitation in excess of \$150,000 hereby requires compliance with all applicable standards, orders or regulations issued pursuant to the **Clean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

Attachment 2

West Virginia Department of Health & Human Resources



STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL OTHER CONTRACTS: 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: Pro-Restoration, LLC dba:SERVPRO of N. Kanawha Valley & SERVPRO of Teays Valley

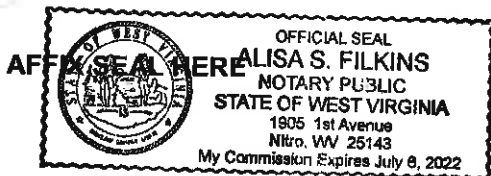
Authorized Signature: *[Signature]* Date: 10/19/2017

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 19 day of Oct, 2017.

My Commission expires 7/6/2022, 20 .



NOTARY PUBLIC *[Signature]*
Purchasing Affidavit (Revised 07/07/2017)

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: SERVPRO of North Kanawha Valley & SERVPRO of Teays Valley

Signed: 

Date: 10/19/2017

Title: Owner

Region I - Price Page

Labor

Position Description	Hourly Rate	Discount %	Dollar Discount	Hourly Bid Price	Estimated Hours	Extended Price
1 Project Manager (SPM)	\$104.00	5.0%	\$ 5.20	\$ 98.80	40	\$ 3,952.00
2 Assistant Project Manager (APM)	\$75.00	5.0%	\$ 3.75	\$ 71.25	40	\$ 2,850.00
3 Project Estimator (PM)	\$88.00	5.0%	\$ 4.40	\$ 83.60	40	\$ 3,344.00
4 Health Safty Officer (HSO)	\$85.00	5.0%	\$ 4.25	\$ 80.75	40	\$ 3,230.00
5 Restoration Technician (PT)	\$92.10	5.0%	\$ 4.61	\$ 87.50	40	\$ 3,499.80
6 Mold Technician (TS)	\$81.00	5.0%	\$ 4.05	\$ 76.95	40	\$ 3,078.00
7 Asbestos/Lead Technician (TS)	\$81.00	5.0%	\$ 4.05	\$ 76.95	40	\$ 3,078.00
8 General labor	\$73.68	5.0%	\$ 3.68	\$ 70.00	40	\$ 2,799.84
						<u>\$ 25,831.64</u>

Equipment

Eqipment Description	Daily Rate	Discount %	Dollar Discount	Hourly Bid Price	Estimated Hours	Extended Price
1 Dehumidifier	\$125.00	15%	\$ 18.75	\$ 106.25	1	\$ 106.25
2 Air Mover	\$30.00	15%	\$ 4.50	\$ 25.50	1	\$ 25.50
3 Air Scrubber	\$95.00	15%	\$ 14.25	\$ 80.75	1	\$ 80.75
4 Extraction Unit - Truck	\$475.00	15%	\$ 71.25	\$ 403.75	1	\$ 403.75
5 Extraction Unit - Portable	\$375.00	15%	\$ 56.25	\$ 318.75	1	\$ 318.75
6 Generator - Portable (10kW)	\$85.00	15%	\$ 12.75	\$ 72.25	1	\$ 72.25
7 Power Distribution Box (50amps)	\$35.00	15%	\$ 5.25	\$ 29.75	1	\$ 29.75
8 Heater - Portable (20 kW)	\$325.00	15%	\$ 48.75	\$ 276.25	1	\$ 276.25
9 Ladder (4' - 12')	\$12.00	15%	\$ 1.80	\$ 10.20	1	\$ 10.20
10 Scaffold	\$23.50	15%	\$ 3.53	\$ 19.98	1	\$ 19.98
11 Ozone Generator	\$125.00	15%	\$ 18.75	\$ 106.25	1	\$ 106.25
12 Personal Protective Equipment	\$8.02	15%	\$ 1.20	\$ 6.82	1	\$ 6.82
13 Personal Resperator Protection	\$12.50	15%	\$ 1.88	\$ 10.63	1	\$ 10.63
14 Personal Fall Protection	\$15.00	15%	\$ 2.25	\$ 12.75	1	\$ 12.75
						<u>\$ 1,479.87</u>

Subcontractor Purchases

	Markup %	Estimated Charges	Dollar Markup	Extended Price
Overhead & Profit (10% + 10%)	20%	\$ 500.00	\$ 100.00	\$600.00

Total Bid Price \$27,911.51

Region II - Price Page

Labor

	Position Description	Hourly Rate	Discount %	Dollar Discount	Hourly Bid Price	Estimated Hours	Extended Price
1	Project Manager (SPM)	\$104.00	5.0%	\$ 5.20	\$ 98.80	40	\$ 3,952.00
2	Assistant Project Manager (APM)	\$75.00	5.0%	\$ 3.75	\$ 71.25	40	\$ 2,850.00
3	Project Estimator (PM)	\$88.00	5.0%	\$ 4.40	\$ 83.60	40	\$ 3,344.00
4	Health Safty Officer (HSO)	\$85.00	5.0%	\$ 4.25	\$ 80.75	40	\$ 3,230.00
5	Restoration Technician (PT)	\$92.10	5.0%	\$ 4.61	\$ 87.50	40	\$ 3,499.80
6	Mold Technician (TS)	\$81.00	5.0%	\$ 4.05	\$ 76.95	40	\$ 3,078.00
7	Asbestos/Lead Technician (TS)	\$81.00	5.0%	\$ 4.05	\$ 76.95	40	\$ 3,078.00
8	General labor	\$73.68	5.0%	\$ 3.68	\$ 70.00	40	\$ 2,799.84
							\$ 25,831.64

Equipment

	Eqipment Description	Daily Rate	Discount %	Dollar Discount	Hourly Bid Price	Estimated Hours	Extended Price
1	Dehumidifier	\$125.00	15%	\$ 18.75	\$ 106.25	1	\$ 106.25
2	Air Mover	\$30.00	15%	\$ 4.50	\$ 25.50	1	\$ 25.50
3	Air Scrubber	\$95.00	15%	\$ 14.25	\$ 80.75	1	\$ 80.75
4	Extraction Unit - Truck	\$475.00	15%	\$ 71.25	\$ 403.75	1	\$ 403.75
5	Extraction Unit - Portable	\$375.00	15%	\$ 56.25	\$ 318.75	1	\$ 318.75
6	Generator - Portable (10kW)	\$85.00	15%	\$ 12.75	\$ 72.25	1	\$ 72.25
7	Power Distribution Box (50amps)	\$35.00	15%	\$ 5.25	\$ 29.75	1	\$ 29.75
8	Heater - Portable (20 kW)	\$325.00	15%	\$ 48.75	\$ 276.25	1	\$ 276.25
9	Ladder (4' - 12')	\$12.00	15%	\$ 1.80	\$ 10.20	1	\$ 10.20
10	Scaffold	\$23.50	15%	\$ 3.53	\$ 19.98	1	\$ 19.98
11	Ozone Generator	\$125.00	15%	\$ 18.75	\$ 106.25	1	\$ 106.25
12	Personal Protective Equipment	\$8.02	15%	\$ 1.20	\$ 6.82	1	\$ 6.82
13	Personal Resperator Protection	\$12.50	15%	\$ 1.88	\$ 10.63	1	\$ 10.63
14	Personal Fall Protection	\$15.00	15%	\$ 2.25	\$ 12.75	1	\$ 12.75
							\$ 1,479.87

Subcontractor Purchases

	Markup %	Estimated Charges	Dollar Markup	Extended Price
Overhead & Profit (10% + 10%)	20%	\$ 500.00	\$ 100.00	\$600.00

Total Bid Price \$27,911.51

Region III - Price Page

Labor

	Position Description	Hourly Rate	Discount %	Dollar Discount	Hourly Bid Price	Estimated Hours	Extended Price
1	Project Manager (SPM)	\$104.00	5.0%	\$ 5.20	\$ 98.80	40	\$ 3,952.00
2	Assistant Project Manager (APM)	\$75.00	5.0%	\$ 3.75	\$ 71.25	40	\$ 2,850.00
3	Project Estimator (PM)	\$88.00	5.0%	\$ 4.40	\$ 83.60	40	\$ 3,344.00
4	Health Safty Officer (HSO)	\$85.00	5.0%	\$ 4.25	\$ 80.75	40	\$ 3,230.00
5	Restoration Technician (PT)	\$92.10	5.0%	\$ 4.61	\$ 87.50	40	\$ 3,499.80
6	Mold Technician (TS)	\$81.00	5.0%	\$ 4.05	\$ 76.95	40	\$ 3,078.00
7	Asbestos/Lead Technician (TS)	\$81.00	5.0%	\$ 4.05	\$ 76.95	40	\$ 3,078.00
8	General labor	\$73.68	5.0%	\$ 3.68	\$ 70.00	40	\$ 2,799.84
							\$ 25,831.64

Equipment

	Eqipment Description	Daily Rate	Discount %	Dollar Discount	Hourly Bid Price	Estimated Hours	Extended Price
1	Dehumidifier	\$125.00	15%	\$ 18.75	\$ 106.25	1	\$ 106.25
2	Air Mover	\$30.00	15%	\$ 4.50	\$ 25.50	1	\$ 25.50
3	Air Scrubber	\$95.00	15%	\$ 14.25	\$ 80.75	1	\$ 80.75
4	Extraction Unit - Truck	\$475.00	15%	\$ 71.25	\$ 403.75	1	\$ 403.75
5	Extraction Unit - Portable	\$375.00	15%	\$ 56.25	\$ 318.75	1	\$ 318.75
6	Generator - Portable (10kW)	\$85.00	15%	\$ 12.75	\$ 72.25	1	\$ 72.25
7	Power Distribution Box (50amps)	\$35.00	15%	\$ 5.25	\$ 29.75	1	\$ 29.75
8	Heater - Portable (20 kW)	\$325.00	15%	\$ 48.75	\$ 276.25	1	\$ 276.25
9	Ladder (4' - 12')	\$12.00	15%	\$ 1.80	\$ 10.20	1	\$ 10.20
10	Scaffold	\$23.50	15%	\$ 3.53	\$ 19.98	1	\$ 19.98
11	Ozone Generator	\$125.00	15%	\$ 18.75	\$ 106.25	1	\$ 106.25
12	Personal Protective Equipment	\$8.02	15%	\$ 1.20	\$ 6.82	1	\$ 6.82
13	Personal Resperator Protection	\$12.50	15%	\$ 1.88	\$ 10.63	1	\$ 10.63
14	Personal Fall Protection	\$15.00	15%	\$ 2.25	\$ 12.75	1	\$ 12.75
							\$ 1,479.87

Subcontractor Purchases

	Markup %	Estimated Charges	Dollar Markup	Extended Price
Overhead & Profit (10% + 10%)	20%	\$ 500.00	\$ 100.00	\$600.00

Total Bid Price \$27,911.51

Region IV - Price Page

Labor

Position Description	Hourly Rate	Discount %	Dollar Discount	Hourly Bid Price	Estimated Hours	Extended Price
1 Project Manager (SPM)	\$104.00	5.0%	\$ 5.20	\$ 98.80	40	\$ 3,952.00
2 Assistant Project Manager (APM)	\$75.00	5.0%	\$ 3.75	\$ 71.25	40	\$ 2,850.00
3 Project Estimator (PM)	\$88.00	5.0%	\$ 4.40	\$ 83.60	40	\$ 3,344.00
4 Health Safty Officer (HSO)	\$85.00	5.0%	\$ 4.25	\$ 80.75	40	\$ 3,230.00
5 Restoration Technician (PT)	\$92.10	5.0%	\$ 4.61	\$ 87.50	40	\$ 3,499.80
6 Mold Technician (TS)	\$81.00	5.0%	\$ 4.05	\$ 76.95	40	\$ 3,078.00
7 Asbestos/Lead Technician (TS)	\$81.00	5.0%	\$ 4.05	\$ 76.95	40	\$ 3,078.00
8 General labor	\$73.68	5.0%	\$ 3.68	\$ 70.00	40	\$ 2,799.84
						\$ 25,831.64

Equipment

Equipmnet Description	Daily Rate	Discount %	Dollar Discount	Hourly Bid Price	Estimated Hours	Extended Price
1 Dehumidifier	\$125.00	15%	\$ 18.75	\$ 106.25	1	\$ 106.25
2 Air Mover	\$30.00	15%	\$ 4.50	\$ 25.50	1	\$ 25.50
3 Air Scrubber	\$95.00	15%	\$ 14.25	\$ 80.75	1	\$ 80.75
4 Extraction Unit - Truck	\$475.00	15%	\$ 71.25	\$ 403.75	1	\$ 403.75
5 Extraction Unit - Portable	\$375.00	15%	\$ 56.25	\$ 318.75	1	\$ 318.75
6 Generator - Portable (10kW)	\$85.00	15%	\$ 12.75	\$ 72.25	1	\$ 72.25
7 Power Distribution Box (50amps)	\$35.00	15%	\$ 5.25	\$ 29.75	1	\$ 29.75
8 Heater - Portable (20 kW)	\$325.00	15%	\$ 48.75	\$ 276.25	1	\$ 276.25
9 Ladder (4' - 12')	\$12.00	15%	\$ 1.80	\$ 10.20	1	\$ 10.20
10 Scaffold	\$23.50	15%	\$ 3.53	\$ 19.98	1	\$ 19.98
11 Ozone Generator	\$125.00	15%	\$ 18.75	\$ 106.25	1	\$ 106.25
12 Personal Protective Equipment	\$8.02	15%	\$ 1.20	\$ 6.82	1	\$ 6.82
13 Personal Resperator Protection	\$12.50	15%	\$ 1.88	\$ 10.63	1	\$ 10.63
14 Personal Fall Protection	\$15.00	15%	\$ 2.25	\$ 12.75	1	\$ 12.75
						\$ 1,479.87

Subcontractor Purchases

	Markup %	Estimated Charges	Dollar Markup	Extended Price
Overhead & Profit (10% + 10%)	20%	\$ 500.00	\$ 100.00	\$600.00

Total Bid Price \$27,911.51

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

Gene Proyer
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)

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	CONTACT NAME:	SERVPRO Franchisee Insurance Center		
	PHONE (A/C, No, Ext):	866-231-2006	FAX (A/C, No):	800-567-4028
	E-MAIL ADDRESS:	RRRGInsurance@aon.com		
	INSURER(S) AFFORDING COVERAGE		NAIC #	
LIC#: CA 0795465 - PA 14210	INSURER A : Restoration Risk Retention Group		12209	
INSURED Pro-Restoration, LLC 7 Poverty Lane Nitro WV 25143	INSURER B : National Union Fire Insurance Co of Pittsburgh, PA		19445	
	INSURER C : ALLIED P & C Ins Co		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	ADDL INSD	SUBR WVD	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						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> 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

Pro Restoration, LLC
 7 Poverty Lane
 Nitro WV 25143

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

Anne Cassidy

© 1988-2015 ACORD CORPORATION. All rights reserved.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MMDD/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.

PORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. **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).

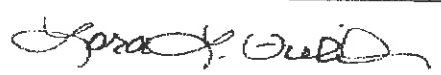
PRODUCER Garlow Insurance Agency, Inc. P O Box 5052 Charleston, WV 25361	CONTACT NAME: Lora Fields PHONE (A/C, No, Ext): (304)347-8972 E-MAIL ADDRESS: lfields@garlowinsurance.com	FAX (A/C, No): (304)347-8973
	INSURER(S) AFFORDING COVERAGE	
INSURED Pro Restoration LLC DBA Servpro of N Kanawha Valley & 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 GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE	\$
	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 <input type="checkbox"/> AUTOS ONLY			Q047640017	4/26/2017	4/26/2018	COMBINED SINGLE LIMIT (Ea accident)	\$ 1000000
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
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"/> OTHER E.L. EACH ACCIDENT	\$ 1000000
							E.L. DISEASE - EA EMPLOYEE	\$ 1000000
							E.L. DISEASE - POLICY LIMIT	\$ 1000000

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

CERTIFICATE HOLDER Servpro Industries, Inc., Servpro Holding Company, Inc., and Servpro Commercial, LLC SERVPRO Catastrophe LLC, their affiliates and their respective directors officers employees agents PO Box 1978 Gallatin, TN 37066	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 
--	---

SERVPRO®
TIME AND MATERIALS
COMMERCIAL PRICING



SERVPRO of North Kanawha Valley
SERVPRO of Teays Valley
7 Poverty Lane
Nitro, WV 25143
(304) 755-9510 fax (304) 755-9510

1-800-SERVPRO®
(1-800-737-8776)



Schedule A- Labor Rates

Job Title/ Code	Rate	Overtime Rate	Unit
Project Coordinator (PC)	\$120.00	\$180.00	hour
Senior Project Manager (SPM)	\$104.00	\$156.00	hour
Project Manager (PM)	\$88.00	\$132.00	hour
Assistant Project Manager (APM)	\$75.00	\$112.50	hour
Restoration Supervisor (RS)	\$56.00	\$84.00	hour
Production Technician (PT)	\$45.00	\$67.50	hour
Health and Safety Office (HSO)	\$85.00	\$127.50	hour
Resource Coordinator (RC)	\$58.00	\$87.50	hour
Project Auditor (PA)	\$55.00	\$82.50	hour
Clerical/ Administrative (C/A)	\$37.50	\$57.75	hour
Technical Specialist (TS)	\$85.00	\$127.50	hour
General Labor (GL)	\$27.50		hour
Skilled Labor (SL)	\$34.50		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.

All labor is subject to prevailing wage, unionized labor and local labor market requirements. 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):

Description		UOM	Price	Description		UOM	Price
24WS	2 x 4 Wall Studs	EA	\$5.26	4464	Bag Paper (10/pack Backpack Vacuum)	Pack	\$30.00
3IN1	3 In 1 Lubricant	CAN	\$8.14	4460	Bag Paper (10/pack Viper Vacuum)	Pack	\$32.50
3OSB	3/8 OSB/ Plywood Sheets	EA	\$23.14	4469	Bag Cloth Backpack Vacuum, 10/Pack	Pack	\$40.00
BXNR	5lb box of nails	BOX	\$30.26	170	Benefect	GAL	\$74.50
BXSW	5lb Box of Screws	BOX	\$54.98	331	Bio-Odor Neutralizer	GAL	\$73.90
BXNL	5lbs Box Cap Nails	BOX	\$44.76	111C	Blood and Stain Remover - CONCENTRATE	GAL	\$37.20
ABT	Abatex Tape	Roll	\$23.04	BF8-12	Blue Film 8" - 12"	Roll	\$50.00
250	All Surface Green Cleaner	GAL	\$42.80	BF24	Blue Film 24"	Roll	\$150.00
ACW	Abrasive Cutting Wheel	EA	\$13.96	BPH	Blue Poly Hangers, 100/Case	CASE	\$456.00
449	Ammonia Spotter	BTL	\$7.50	460	Bonnet Brite	GAL	\$50.40
392	Aqua Fog Cherry Deodorizer	GAL	\$99.20	361	Bowl Cleaner, Concentrate	QT	\$9.12
393	Aqua Fog Cinnamon Deodorizer	GAL	\$99.20	LPBO X	Box - Large Packing	EA	\$5.00
394	Aqua Fog Lemon Deodorizer	GAL	\$99.20	SPBO X	Box - Small Packing	EA	\$3.80
162	Armor Guard	GAL	\$57.40	MPB OX	Box- Medium Packing	EA	\$4.20
7	Bags -Blown Insulation Machine	EA	\$30.76	RAG	Box of Rags #2	LB	\$8.96

Schedule B- Consumables (Ready to Use):

Description				Description			
	UOM	Price		UOM	Price		
408C	Bright -N- Neutral CONCENTRATE	GAL	\$27.80	335	Cherry Fog Deodorizer, High Volume	GAL	\$79.50
257	Brown Out	GAL	\$30.10	468	Chewing Gum Remover	AER	\$15.68
259	Brown Out Booster	GAL	\$35.90	142	Citra Sovent	GAL	\$76.70
CALTS	Calcium Chloride Test Strip	EA	\$1.16	256	Citric Acid	GAL	\$36.64
448	Carpet and Upholstery Cleaner (RTU)	BTL	\$5.80	304C	Citrus Deodorizer W/B - CONCENTRATE	GAL	\$39.40
251	Carpet and Upholstery Green Clean	GAL	\$63.00	4407	Cleaning Cloth, 50/Bag	BAG	\$50.90
309C	Carpet Deodorizer - CONCENTRATE	GAL	\$39.20	4408	Cleaning Towels	DZ	\$16.50
CKB	Carpet Knife Blades	Pack	\$20.75	442	Coil Cleaner	AER	\$17.70
CHZC	Cheese Cloth	Pack	\$4.00	470C	Color Fast Jet Extraction Upholstery Cleaner - CO	GAL	\$30.56
CWACT	Ceiling and Wall Cleaning - Activator	BTL	\$20.40	405	Concentrated Wood Oil Soap	GAL	\$37.40
CWSOL	Ceiling and Wall Cleaning - Solution	BTL	\$20.40	129	Concrobium Mold Control	GAL	\$59.98
CWAS	Ceiling and Wall Solution with Activator	BTL	\$40.80	127	Concrobium Broad Spectrum Disinfectant	GAL	\$55.90
CHEM	Chemical Splash Goggles	EA	\$18.80	CME SH	Construction Mesh Vest (Orange)	EA	\$6.50
CHLKR	Chalk Refill	EA	\$35.00	9831	Containment Doors (Zippers), 2/Pack	PACK	\$29.20
7012	Chemical Resistant Gloves	DZ	\$90.00	150C	Contempo Stat- Carpet Sanitizer - CONCENTRATE	GAL	\$27.70



Schedule B- Consumables (Ready to Use):

Description			UOM	Price	Description			UOM	Price
5690	Contractor Trash Bags 3 Mil (20)	3	Roll	\$15.20	188	EnviroSHIELDTM ES-100 Clear	3GAL	\$329.90	
CRG	Cut Resistant Gloves		EA	\$12.50	189	EnviroSHIELDTM ES-100 White	3GAL	\$329.90	
151C	Defoamer - CONCENTRATE		GAL	\$49.60	495	ErasER	Case	\$68.90	
302C	Deodorizer, Smoke CONCENTRATE		GAL	\$106.60	STRF	Extra Box of Staple Refills	BOX	\$5.16	
DFS	Disposable Face Shield		EA	\$15.50	270	EXTREME Laundry Detergent	GAL	\$44.00	
282	Dry Mist Air Freshner - Red Apple		AER	\$14.00	271	EXTREME Laundry Detergent	5GAL	\$220.00	
4430	Dry Cleaning Sponges 6"	CASE 36 Each		\$106.92	205C	Fabric Rinse and Color Set - CONCENTRATE	GAL	\$37.90	
4433	Dry Cleaning Sponges 8"	CASE 36 Each		\$132.14	70727	Filter (Evolution/ LGR) 70727	EA	\$25.20	
281	Dry Mist Air Freshner Lemon		AER	\$14.00	70770	Filter - Activated Carbon Filter 500 cfm	EA	\$43.00	
341	Dry-Mist Air Freshner-Cinnamon		AER	\$14.00	70843	Filter - HEPA 2nd Stage 500 cfm	EA	\$17.92	
346	Dry-Mist Air Freshner-Melon		AER	\$14.00	FILH2 5000	Filter - HEPA 2nd Stage 5000 cfm	EA	\$7.90	
DWI	Duct Wrap Insulation 1/2		Roll	\$134.80	FIL1C 5000	Filter - Activated Carbon Filter 5000 cfm	EA	\$62.50	
DCLO TH	Dusting Cloth Masslin		BAG	\$51.70	F415	Filter - HEPA Pre Filter 500 cfm	EA	\$7.50	
121	Duct Sealer		GAL	\$70.62	70768	Filter - HEPA 500 cfm	EA	\$270.54	
7003	Dust Mask, 20/Box		BOX	\$41.20	CTB	Contractor Trash Bags 3 mil 33 x 48	Roll	\$104.00	

Schedule B- Consumables (Ready to Use):

Description				Description			
	UOM	Price		UOM	Price		
FILHP5000	Filter - HEPA Pre Filter 5000 cfm	EA	\$12.90	FDE12	Filter, Dry EAZ 1200 70836	EA	\$31.36
FP5000	Filter Primary 5000 CFM Desiccant	EA	\$8.13	FDA20	Filter, DrizAir 2000 70840	EA	\$31.36
FLT500	Filter, 1st Stage 500 CFM	EA	\$15.33	FP200M	Filter, Phoenix 200 Max 78045	EA	\$7.28
FL5002	Filter, 2nd Stage 500 CFM	EA	\$14.34	FP175R	Filter, Phoenix R175 78060	EA	\$5.90
FLAC500	Filter, Activated Carbon 500 CFM	EA	\$57.31	FPhoenix D385	Filter, Phoenix D385-Desiccant 78045	EA	\$11.90
99098	Filter, Carbon 1400 CFM	EA	\$142.94	FDA28	Filter, DrizAir 2800i 70870	EA	\$44.68
FLWDH	Filter, Cloth with Gasket (Wet/Dry HEPA Vac)	EA	\$38.80	FDA35	Filter, DrizAir 3500i 70870	EA	\$44.68
FHEPA	Filter, HEPA 1400 CFM	EA	\$289.26	FPhoenix AArM	Filter, Phoenix Artic Max 78045	EA	\$7.28
7423	Filter, Hepa Vac Set (3 pc.)	SET	\$350.00	F891 Nikro Neg	Filter, 891 Nikro Neg Air 600 HEPA 74000	EA	\$216.00
FHWD	Filter, HEPA with Gasket (Wet/Dry HEPA Vac)	EA	\$465.67	F891 Nikro Neg	Filter, 891 Nikro Neg Air 600 Pleated 74001	EA	\$9.92
FLINT	Filter, Intermediate 2-Pack (Wet/Dry HEPA Vac)	PACK	\$32.83	F891 Nikro Neg	Filter, 891 Nikro Neg Air 600 Charcoal 860960	EA	\$67.20
FLPB	Filter, Paper Bags 5-Pack (Wet/Dry HEPA Vac)	PACK	\$37.01	F891 Nikro Neg	Filter, 891 Nikro Neg Air 600 Pre-Filter 74002	EA	\$9.92
FP1400	Filter, Prefilter Poly 1400 CFM	EA	\$5.59	FNC	Filter, 794 Nikro PS2009 Charcoal 78015	EA	\$139.68
FLP1400	Filter, Pleated 1400 CFM	PACK	\$88.36	F794 Nikro PSPS	Filter, 794 Nikro PS2009 HEPA 74011	EA	\$279.36
EAR	Ear Plugs	BOX 100 Pair	\$24.50	FILH5000	Filter - HEPA 5000 cfm	EA	\$295.00



Schedule B- Consumables (Ready to Use):

Description				Description			
	UOM	Price		UOM	Price		Price
FNPF	Filter, 794 Nikro PS2009 Pre-Filter 78010	EA	\$5.04	349C	Fuel Oil Degreaser - CONCENTRATE	GAL	\$60.00
F898 H	Filter, 898 Nikro Phoenix Guardian HEPA 78000	EA	\$290.00	207	Furniture Polish	CAN	\$14.00
F898 P	Filter, 898 Nikro Phoenix Guardian Pleated 78022	EA	\$87.20	447	Furniture Stain Remover	BTL	\$8.20
F898 C	Filter, 898 Nikro Phoenix Guardian Charcoal 78015	EA	\$139.68	101	Furniture Stain Remover	QT	\$18.50
F898 PF	Filter, 898 Nikro Phoenix Guardian Pre-Filter 78010	EA	\$5.04	GPM C	General Purpose Microfiber Cloth	CASE	\$85.87
FP78 014	Filter, Phoenix Artic Max 78014	EA	\$15.20	202	Glass Cleaner Multi Purpose	Aerosol	\$10.40
356C	Fire Star CONCENTRATE	GAL	\$59.90	204C	Glass Cleaner - SUPER CONCENTRATE	GAL	\$33.90
181	Flame Stop	GAL	\$69.20	208	Glass Cleaner RTU	GAL	\$17.30
9400	Floor Buffer Pad	EA	\$8.20	105	Glue Spotter	QT	\$19.90
9005	Floor Protection Paper (1100/Roll)	ROLL	\$228.00	445	Glue Spotter	BTL	\$10.10
FSB	Floor Scraper Blades	EA	\$12.76	106	Graffiti Remover	QT	\$52.90
9006	Foam/Wood Blocks	BOX	\$66.00	303C	Grease Deodorizer - CONCENTRATE	GAL	\$56.72
FSK	Fuel Spill Kit	EA	\$72.36	138C	Green CONCENTRATE	GAL	\$18.60
FT	Foil Tape	Roll	\$22.40	HHAT	Hard Hats Liners	EA	\$1.50
FLPR 200	Filter, Pleated R200	EA	\$6.47	FNP	Filter, 794 Nikro PS2009 Pleated 78022	EA	\$87.20



Schedule B- Consumables (Ready to Use):

Description		UOM	Price	Description		UOM	Price
472C	Haitian Cotton Upholstery Shampoo - CONCENTRATE	GAL	\$54.10	LF10	Lay Flat Poly Tubing -10-250 LF"	ROLL	\$67.26
211	Heatable Upholstery/Draperly Solvent	5GAL	\$186.88	LF14	Lay Flat Poly Tubing -14 -250 LF"	ROLL	\$110.00
214	Heatable Upholstery/Draperly Solvent	GAL	\$55.00	LF33	Lay Flat Poly Tubing -33-250 LF"	ROLL	\$650.00
350C	Heavy Duty Degreaser - CONCENTRATE	GAL	\$29.20	LF32-60	Lay Flat Poly Tubing - 32-60 - 200 LF"	ROLL	\$196.00
99099	Heavy Duty Scrub Pads	CASE	\$34.26	LF12-31	Lay Flat Poly Tubing- 12 -31 - 200 LF"	ROLL	\$152.00
335	High Volume Fog Deodorizer-Cherry	GAL	\$61.12	LCTK	Lead Check Test Kit	EA	\$39.92
338	High Volume Fog Deodorizer-Neutral	GAL	\$61.12	130	Leather Cleaner	QT	\$34.80
357C	Industrial Cleaner - CONCENTRATE	GAL	\$39.40	LWK GLV	Leather Safety/Work Gloves	DZ	\$96.00
IPH	Industrial Poly Hangers	EA	\$4.50	132	Leather Spotting Agent	QT	\$141.20
ISDT	Industrial Strength Disposable Towels	BOX	\$34.46	Lbox	Legal Boxes	EA	\$5.45
308	Instant Odor Beads - Mint	EA	\$7.00	310C	Lemon Fresh Deodorizer - CONCENTRATE	GAL	\$62.10
306	Instant Odor Beads-Cherry	EA	\$7.00	414	Lemon Oil Polish	GAL	\$51.40
316	Instant Odor Beads-Cinnamon	EA	\$7.00	388	Lemon-Berry Deodorizer	GAL	\$77.10
487	iShine TM	5GAL	\$232.00	LBI	Light Bulbs, Incandescent	EA	\$1.00
7	Insulation Removal Bags	EA	\$26.40	7015	Half Mask Respirator	EA	\$25.80



Schedule B- Consumables (Ready to Use):

Description				Description			
	UOM	Price		UOM	Price		
L2CUT	Level 2 Cut Resistant Gloves	EA	\$12.50	140C	Orange CONCENTRATE	GAL	\$32.50
LBCF	Light Bulbs, Compact Fluorescent	EA	\$3.00	390	Odor Control, Solvent Base-Cinnamon	GAL	\$85.50
261	Liquid Emulsifier	GAL	\$37.10	389C	Odor Control, Water Base-Cinnamon - CONCENTRATE	GAL	\$44.60
LSO	Lynn Seed Oil	GAL	\$32.50	278	Oxi-Zap - CONCENTRATE	GAL	\$37.70
190	MDF - 500 (Part A & B) -- MODEC	GAL	\$374.00	PPRC	P 100 Particulate Respirator Cartridges	EA	\$6.76
MLIFT	Molding Lifter	EA	\$20.16	PP	Packing Paper	BNDL	\$39.98
8603	Mop Head - Cotton	EA	\$14.40	9001	Pad Large Furniture 5x5 1250/box	BOX	\$133.80
8602	Mop Head - Rayon	EA	\$19.80	9000	Pad Small Furniture 2.5x2.5 5000/box	BOX	\$146.20
8606	Mop Head - Wax Application	EA	\$19.80	307	Pellets Deodorizer-Fruity	JAR	\$19.60
202	Multi-Purpose Glass Cleaner	Aerosol	\$6.60	PHTST	PH Test Kit	EA	\$23.34
RESP N95	N 95 Paper Respirator, 25/Box	BOX	\$41.20	P51	Plastic Sheeting -1.5 Mil 20 X 200	ROLL	\$42.40
153	Natural Fabric Brightner	GAL	\$34.00	P53	Plastic Sheeting 3.5 Mil 10 X 25	ROLL	\$19.96
338	Neutral Fog Deodorizer, High Volume	GAL	\$79.50	P56	Plastic Sheeting -6 Mil 20 X 100	ROLL	\$196.00
7052	Nitrile/Latex Gloves	BOX	\$60.00	PS6B	Plastic Sheeting 6 mil 10 x100x600 Series (Black)	ROLL	\$68.00
477	iShine TM	GAL	\$51.50	PS6C	Plastic Sheeting 6 mil 10x100x600 Series (Clear)	ROLL	\$68.00



Schedule B- Consumables (Ready to Use):

Description				Description			
	UOM	Price		UOM	Price		
253C	Solvent Additive - CONCENTRATE	GAL	\$74.20	245	SpotER	7 OZ	\$8.80
SHPV F	Shop Vac Filter	EA	\$40.00	246	SpotER	15 OZ	\$12.40
SKSB	Skill Saw Blade	EA	\$31.96	6306	Spraymaker Set	EA	\$4.14
212	Solvent Booster	GAL	\$69.50	479	Spray Buff	GAL	\$23.90
107	Solvent Spotter	GAL	\$86.00	SRYA	Spray Adhesive	CAN	\$8.26
453	Solvent Spotter	AER	\$18.20	SRH	Squeegee Replacement Heads	EA	\$28.73
305	Special Deodorizer	GAL	\$53.50	109	Stain Adsorb Powder	JAR	\$12.50
197	Sporicidin MRC-80-5 Clear	GAL	\$94.66	490	Stainless Steel Cleaner	Aerosol	\$12.40
199	Sporicidin MRC-100-5 White	GAL	\$89.64	110	Stain Scrub	QT	\$9.40
154	Sporicidin®	GAL	\$55.90	268	StainZAP	1/2GAL	\$22.88
148	Sporicidin® Antimicrobial Lotion Soap	BTL	\$18.20	485	StainZap	BTL	\$7.80
149	Sporicidin® Disinfectant Spray	QT	\$32.00	486	Static Dissipative Finish	GAL	\$57.80
158	Sporicidin® Disinfectant Towellette	JAR	\$50.90	355C	Stone & Porcelain Cleaner - CONCENTRATE	GAL	\$33.60
147	Sporicidin® Enzyme Mold Cleaner	QT	\$71.60	131	Suede and Nubuck Leather Cleaner	QT	\$48.90
108	Spot Cleaner	AER	\$23.50	103	Super Solvent	QT	\$21.52



Schedule B- Consumables (Ready to Use):

Description		UOM	Price	Description		UOM	Price
TPT	Tape - Preservation Tape	ROLL	\$19.50	274	Ultra Content Cleaner - CONCENTRATE	GAL	\$45.50
TADB	Tape- Double Sided	ROLL	\$14.50	273C	Ultrasonic Cleaning Solution - CONCENTRATE	GAL	\$43.50
TAD	Tape Duct	ROLL	\$9.96	160	Upholstery and Carpet Guard Plus	GAL	\$133.50
HDDT	Tape- Heavy Duty Duct	ROLL	\$23.02	114C	Urin Odor and Stain Remover - CONCENTRATE	GAL	\$41.60
TAM	Tape Masking	ROLL	\$8.50	WALK	Tack Mats/Pad 30	EA	\$128.00
TAPK	Tape Packing	ROLL	\$19.96	175C	Vanquish - CONCENTRATE	GAL	\$44.80
TAPT	Tape Painter's	ROLL	\$13.16	352	Wall and All Plus - CONCENTRATE	GAL	\$47.20
TAC	Tape- Reflective Caution	ROLL	\$19.50	351C	Wall and All Surface Cleaner - CONCENTRATE	GAL	\$40.60
LGTP	Tarp Large > 300sf	EA	\$270.40	353	Wall Rinse	GAL	\$42.60
MDTP	Tarp Medium 100sf to 300sf	EA	\$95.90	249	Window Green Cleaner	Gal	\$19.40
SMTP	Tarp Small < 100sf	EA	\$52.77	155C	Wintergreen Deodorizer - CONCENTRATE	GAL	\$50.86
483	Terra Glaze	GAL	\$42.10	209	Wood and Metal Creme Paste	JAR	\$81.70
362	Tile & Grout Cleaner	GAL	\$27.60	ZIP	Zip Screws	1000 Count	\$42.78
7020	Tyvek Coveralls	Each	\$8.24	ZT14	Zip Ties <12"	Pack	\$17.95
7021	Tyvek Coveralls, 25/Case	CASE	\$206.00	ZT36	Zip Ties >36"	PACK	\$13.50



Schedule B- Consumables (Ready to Use):

Description				Description			
Description		UOM	Price	Description		UOM	Price
ZT123 6	Zip Ties 12" to 36"	PACK	\$21.55				
ZT48	Zip Ties 48"	Pack	\$23.13				
ZT8	Zip Ties 8"	Pack	\$27.48				
30FC	Fixi Clamps	EA	\$51.80				
DSCF1	Filter, Desiccant Dehu 2x20x25	EA	\$8.86				
DSCF2	Filter, Desiccant Dehu 2x20x20	EA	\$7.76				



Schedule C: Equipment Rental

Other Equipment

Description:	UOM	Rate
Accounting Package	Day	62.87
Air Compressor & Hoses	Day	115.00
Airless Sprayer	Day	125.00
Analog Vacuum Gauge Manometer w/fluid	Day	11.00
Cable Ramps	Day	15.96
Camlok Cable, 50'	Day	16.00
Carpet Cleaning Machine Portable	Day	325.00
Cleaning Station- Ultrasonic	Day	375.00
Cryoblasting In-Line Drying Unit	Day	120.00
Cryoblasting Machine	Day	475.00
Dessicant Dehumidifier D385 (<400 CFM)	Day	225.00
Distribution Cable 100'	Day	27.00
Dry Force Injectidry (Wall Cavity)	Day	125.00
Electric Pump Sprayer 30 Gallon - Wagon	Day	30.00
Electric Pump Sprayer 2 Gallon - Portable	Day	20.00
E-Tes 240V Specialty Drying	Day	325.00
Extractor- Truck Mount Carpet Machine	Day	475.00
Extractor- Portable Industrial	Day	132.50
Flat Utility Cart Package	Day	12.00
Flex Duct 25'	Day	25.00
Fogger -Commercial (Thermo/Micro Mist)	Day	120.00
Fork Lift 2,000 lb.	Day	275.00
Fuel Tank -Auxiliary	Day	115.00
Furniture Cleaning Machine	Day	325.00
Gas Detection Meter	Day	75.00
Gas Powered Leaf Blower	Day	9.86
Generator Cable - 5 Band	Day	37.50
Generator- Activated Oxygen	Day	325.00
Hard Surface Floor Machine	Day	250.00
Heated Pressure Washer	Day	176.00
Heater, Thermobile ITA-75	Day	250.00
HOBO Remote Monitoring Unit	Day	11.50
Humidifier- Evaporative Cooling Unit	Day	185.00
HVAC Accessories	Day	235.00

Schedule C: Equipment Rental

Other Equipment

Description:	UOM	Rate
HVAC Cleaning Kit	Day	560.00
HVAC Cleaning Machine	Day	325.00
HVAC Inspection Tool Robot	Day	250.00
Hydroxyl Machine	Day	300.00
Industrial Trash Pump 3"	Day	125.00
Infrared Camera	Day	125.00
Light Stand (tripod)- Commercial	Day	65.00
Macromist Fogger	Day	150.00
Mobile Encampment	Day	900.00
Moisture Meter- Content/Hygrometer	Day	42.50
Orbital Floor Machine (Electric)	Day	42.50
Ozone Generator, Activated Oxygen	Day	125.00
Ozone Large	Day	375.00
Ozone Small	Day	175.00
PAPR Respirator Package	Day	37.50
Personal Fall Protection System	Day	15.00
Pop-Up Tent Package	Day	25.00
Portable Decontamination Shower Kit	Day	75.00
Portable Dry Cleaning Machine	Day	325.00
Power Distribution Box- 50A	Day	75.00
Power Distribution Box -100-200 Amps	Day	95.00
Power Tool Set	Day	27.50
Power Washer Cold	Day	125.00
Pressure Washer (Gas)	Day	125.00
Pressure Washer (Electric)	Day	67.00
Pressure Washer - Trailer Mount	Day	325.00
Pump- (Trash w/hose)	Day	115.00
Pump - Sump	Day	63.00
Quality Control Kit (Scientific Instruments)	Day	177.50
Radio- 2 Way Communication/with Cell Phone	Day	22.50
Rescue Mat System (Hardwood Floors/4 mats)	Day	125.00
Respirator- Half or Full Face	Day	24.50
Scaffolding -Baker (each section)	Day	42.50
Soda Blaster	Day	648.00

*



Schedule C: Equipment Rental

Other Equipment

Description:	UOM	Rate
Sprayer -Commercial Airless	Day	125.00
Spider Box	Day	70.00
String Lights 50' Strand	Day	25.76
String Lights 25' Strand (Orange)	Day	12.88
Thermal Inspection Camera IR	Day	225.00
Tilt Truck (Dolly)	Day	21.50
Tool Box (mechanical)	Day	14.45
Vapor Shark (Non-Ozone)	Day	76.50
Vacuum- HEPA Back Pack	Day	125.50
Vacuum- HEPA w/attachments Commercial	Day	85.00
Vacuum Insulation	Day	250.00
Vacuum - Upright	Day	32.50
Vacuum- Wet/Dry Industrial	Day	32.50
Video Borescope/Wireless Inspection Camera	Day	125.00
Washer- Pressure Steam	Day	175.00
Wet/Dry HEPA Vacuum	Day	183.75
Wet/Dry Shop Vacuum	Day	25.00
3% Small Tools Charge (* i.e., 3% of total labor charges)		



Schedule D: Subcontract/ Rental Equipment

▪ (Scaffolding and erection, high-lift, ladders, personal man-lifts, lighting, power generation, water, portable toilets, personal protection equipment, front loaders, dumpsters, trailers desiccant, etc.)

▪ Subcontract services will be invoiced at cost plus 10% overhead and 10% profit.

Schedule E: Miscellaneous Expense

▪ Miscellaneous expenses (i.e., travel, lodging, meal per diem @ \$45/day, freight, utilities, etc.) will be invoiced at cost plus 10% overhead and 10% profit.

▪ Products other than those itemized in Schedule B will be invoiced at cost plus 10% overhead and 10% profit.

Agreed and accepted on: _____
(date)

Client's Signature

Providers Signature

Printed Name

Franchise Name

Address

() Corporation () Partnership or
() Sole Proprietorship

dba SERVPRO of:

City, State, Zip



SERVPRO® of North Kanawha Valley SERVPRO® of Teays Valley

Owners:

Stephen & Julie Reynolds



SERVPRO of North Kanawha Valley and SERVPRO of Teays Valley understand the stress and worry that comes with a fire or water damage and the disruption it causes to your business, life or home. Our goal is to help minimize the interruption to your life and quickly make it "Like it never even happened."

SERVPRO specializes in the cleanup and restoration of residential and commercial property after a fire, smoke or water damage. SERVPRO can also handle many other associated damages to your home or business.

SERVPRO has been serving you nationally since 1967, and locally since 1990. SERVPRO has been the cleaning and restoration brand you know and trust for over twenty-five years.



Highly Trained Restoration Specialists

SERVPRO® SYSTEM SERVICES

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

Cleaning:

- Air Ducts and HVAC
- Biohazard, Crime Scene, and Vandalism
- Carpet, Upholstery, Drapes, and Blinds
- Ceilings, Walls, and Hard Floors
- Deodorization
- * *Services vary by location*

Our staff is highly trained in property damage restoration. From initial and ongoing training at SERVPRO's Corporate Training Facility to regular IICRC industry certifications, rest assured our staff is equipped with the knowledge to restore your property. Our training program includes the following:

- IICRC Training
- Employee Certification Training
- Initial Franchise Training
- e-Learnings
- Continuing Education Classes



IICRC Certified Firm

The Institute of Inspection Cleaning and Restoration Certification (IICRC) certifies and sets the standards for the cleaning and restoration industries. Our Professionals study IICRC standards and best practices in water restoration, fire restoration, mold remediation, carpet and upholstery cleaning and other cleaning and restoration courses.

IICRC Certifications

- AMRT - Applied Microbial Remediation Technician
- RRRP - Lead-Based Paint Activities and Renovation
- ECTP - Employee Certification Training Program
- IICRC Certified Firm
- OSHA - 10-hour General and/or Construction Industry Training Program
- RCT - Rug Cleaning Technician
- UFT - Upholstery & Fabric Cleaning Technician
- WRT - Water Damage Restoration Technician
- CCT - Carpet Cleaning Technician
- FSRT - Fire & Smoke Damage Restoration Technician
- OSHA - 30-hour General and/or Construction Industry Training Program
- OCT - Odor Control Technician

- CMRS - Council-certified Microbial Remediation Supervisor
- ASD - Applied Structural Drying Technician
- CDS- Commercial Drying Specialist

Affiliations

- Central West Virginia Chapter American Red Cross
- United Way of Central West Virginia
- IAQA
- IICRC
- WV Rural Water Association
- Kanawha Putnam Emergency Planning Committee
- WV Association of Housing Authorities
- Home Builders Association West Virginia (HBAWV)
- Rotary Club
- Kanawha Valley Board of Realtors, Affiliate Member
- Charleston Area Alliance
- Putnam County Chamber of Commerce
- ACAC

Why Choose SERVPRO®?



We're Faster to Any Size Disaster

We're dedicated to responding immediately when you need help with fire or water damage. A fast response lessens the damage, limits further damage, and reduces cost.



We're Fire and Water Damage Specialists

As fire and water restoration specialists, we have the training, experience and specialized equipment necessary to restore your home or business. We are committed to providing superior service while restoring your property back to pre-fire condition.



Our Restore vs. Replace Mentality

Our "restore first" mentality helps to lower costs and get you back in your home or business sooner. This focus relies upon our specialized training and equipment to restore your property back to pre-loss,



Locally Owned Company with National Resources

As a locally owned and operated business since 1990, SERVPRO of North Kanawha Valley and SERVPRO of Teays Valley are strategically located to respond quickly to your water or flood damage event. When a major flooding event occurs, we can call upon our national network of 1,700 SERVPRO Franchises and special Disaster Recovery Teams if we need additional resources or personnel.

❖ Water Damage Repair and Restoration

Related Water Services

- Storm Damage
- Mold Remediation
- Sewage Cleanup
- Commercial Water Damage

Our highly trained technicians are ready to respond immediately to flood or water damage at your properties. We have the experience, expertise, and training to restore your home or business quickly and properly. We use advanced inspection and extraction equipment to find the water and remove it as quickly as possible. Our technicians will monitor and document the drying process to ensure your property is back to normal.

❖ Sewage Cleanup and Restoration

Water from sewer system backups should be considered very dangerous. The water is grossly unsanitary and may contain bacteria and viruses that could cause serious illness. Special training and equipment is necessary to safely clean this type of contamination.

There are three major types of contaminated water. SERVPRO will inspect that contaminated water to determine the type of water and then plan the appropriate response to safely restore your home or business.

The three types of contaminated water:

➤ Category 1: "Clean Water"

This is water from a clean source, such as a broken clean water supply line or faucet. If left untreated, category 1 water can quickly degrade into category 2 or 3 water depending upon such factors as time, temperature, and contact with contaminants.

- Water from a clean source like a broken water line
- If left untreated, can degrade into category 2 or 3

➤ Category 2: "Gray Water"

This water has a significant level of contamination that could cause discomfort or illness if ingested. Sources for category 2 water may include washing machine overflow; toilet overflow with some urine, but no feces; or dishwasher overflow.

- May contain bacteria and viruses
- Can quickly degrade into category 3 if left untreated

➤ Category 3: "Black Water"

This water is grossly unsanitary and could cause severe illness or death if ingested, and any contact should be avoided. Sources for category 3 water could include flooding from rivers or streams, water from beyond the toilet trap, water from the toilet bowl with feces, or standing water that has begun to support microbial growth.

- May contain untreated sewage, harsh chemicals, and microbes
- Water from flooding rivers or sewer backup

❖ 24 Emergency Service

Sewage backup should be considered an emergency and dealt with as quickly as possible. We are the water damage restoration specialists with specific training and expertise to safely restore your home or business.

» Your Belongings and Water Damage

Water damage affects not only the structure of your house but also your belongings. SERVPRO Franchise Professionals understand that your home is more than a structure; your family's furniture, clothing, keepsakes, and other belongings help transform a house into a home.

» Contents Restoration

SERVPRO Franchise Professionals specialize in restoring contents damaged by fire, water, or mold. Their expertise and "restore" versus "replace" mentality can help you save money while preserving precious keepsakes that can't be replaced. They pretest your contents to determine what items can be restored back to their condition before the water damage. SERVPRO Professionals utilize several methods of cleaning your contents, including:

- **Dry Cleaning** - Used for cleaning light residues or to pre-clean prior to wet cleaning.
- **Wet Cleaning** - An effective cleaning method for removing moderate to heavy residues.
- **Spray and Wipe** - Effective for items that can't withstand wet cleaning.
- **Foam Cleaning** - Used for upholstery fabrics that might shrink or bleed if wet cleaned.
- **Abrasive Cleaning** - Involves agitation of the surface being cleaned.
- **Immersion Cleaning** - Contents are dipped into a bath of the cleaning product.

❖ Move-Outs/Pack-Outs

If your home requires extensive restoration or cleaning, SERVPRO Franchise Professionals can conduct an organized, efficient move-out of the affected area. Move-out will provide several benefits, including:

- A quicker remodeling process
- Protecting items from potential damage
- Protecting contents from further on-site damage

When restoration is completed, they will work with you to coordinate the move-in according to your needs. The services offered upon move-in may depend on your insurance coverage.

❖ Electronic Cleanup

Water-damaged electronics can present a serious hazard. **Do not** attempt to turn on or operate any electrical device that you suspect has been damaged by water. A SERVPRO Franchise Professional will coordinate the restoration of your electronics, including:

- Television sets
- DVD players
- Computers
- And more

The key to restoring electronics is taking prompt action to prevent further damage. They start by cleaning the exterior of electronic devices to help stop further corrosion and damage. Electronics will be cleaned and inspected by a qualified electronics technician.

❖ **Document / Photograph Drying**

When your valuable documents, including photographs, are damaged by water, extreme caution should be taken to help ensure the water damage does not destroy the document. Although some documents may not be restored to pre-water damage condition, SERVPRO Franchise Professionals can save a great deal and help minimize additional damage.

Depending on the type of documents and the level of water damage, we have five options for the restoration of documents:

1. Air Drying
2. Dehumidification
3. Freezer Drying
4. Vacuum Freeze Drying
5. Vacuum Thermal Drying

❖ **Document Restoration**

In the aftermath of disaster, some of your most valued contents—documents, photographs, and books—could be lost forever. As a leader in the restoration industry, SERVPRO knows that timely mitigation is the key to recovering damaged possessions. With years of experience and state-of-the-art technology, SERVPRO's restoration professionals will help you recover your paper goods before it is too late.

» **Our Document Restoration Facility:**

- Innovative: we use the latest vacuum freeze-drying method, as well as gamma irradiation technology for sterilizing
- Secure: managed by HIPPA Master-certified technicians, under 24/7 surveillance
- Digital: we use a computerized inventory system for digitizing your documents
- Flexible capacity - we can accommodate large commercial losses or small residential jobs
- Full Service: we offer a range of services including drying, cleaning/disinfecting, re-jacketing, digitizing, and deodorization

» **Our Technology**

SERVPRO document restoration team uses innovative vacuum freeze-drying techniques; in fact, we use the same freeze-drying methods used by the Library of Congress to dry valuable historic documents and books. Our vacuum freeze-drying process is the only method approved by the National Archives and Records Administration (NARA) and the General Services Administration (GSA).

» **Types of content:**

- paper documents
- books and magazines
- manuscripts and files
- photographs, films, negatives, and microfiche
 - x-rays
- blueprints and maps
- parchment

» **Document Cleaning and Disinfecting**

In many water damage situations, like sewage or flood water, documents will be exposed to bacteria, viruses, pesticides, or other harmful chemicals. Our team uses a gamma irradiation process to safely and effectively sterilize your documents.

» **Digitizing Services**

In the digital age, converting your paper files and photos to digital formats can have an invaluable impact on your business or home. With the help of SERVPRO's restoration professionals to digitize your documents, you can save storage space and have access to your records at the touch of a button. And perhaps most important of all, you'll have digital copies of your valuable documents that can't be lost in a flood or fire.

❖ **Fire Damage Repair and Restoration**

In addition to fire, smoke, and soot damage, your property may also suffer from water damage as a result of the firefighting efforts. This type of damage can be especially upsetting and destructive for your family to process. You may feel stressed, confused, and vulnerable, so you'll need a caring expert to guide you through this crisis. We'll treat you with respect and empathy, and we'll always treat your properties and belongings with care.

SERVPRO specializes in fire and water damage restoration. We have the specific damage restoration training, personnel, and equipment and can quickly restore your home to pre-fire condition.

❖ **Mold Remediation & Restoration**

When a structure suffers a water damage event, a mold infestation can quickly arise and spread throughout a home, or business in 48-72 hours. Because mold can produce allergens and irritants, you will want a professional that has training and experience to properly resolve the mold infestation. If you suspect that your business has a mold problem, SERVPRO can inspect, assess and remediate your property.

Understanding Mold

Microscopic mold spores exist almost everywhere, outdoors and indoors, making it impossible to remove all molds from a home or business. Some restoration businesses advertise "mold removal" and even guarantee to remove all molds, which is a fallacy. Consider the following mold facts:

- *Mold is present almost everywhere, indoors and outdoors.*
- *Mold spores are microscopic and float along in the air and may enter your home through windows, doors, or AC/heating systems or even hitch a ride indoors on your clothing or a pet.*
- *Mold spores thrive on moisture. Mold spores can quickly grow into colonies when exposed to water. These colonies may produce allergens and irritants.*
- *Before mold remediation can begin, any sources of water or moisture must be addressed. Otherwise, the mold may return.*
- *Mold often produces a strong, musty odor and can lead you to possible mold problem areas.*
- *Even higher-than-normal indoor humidity can support mold growth. Keep indoor humidity below 45 percent.*

The Mold Remediation Process

Every mold infestation is different, from the amount of mold to the types of materials affected. Each scenario requires a unique solution, but the general process stays the same. The steps listed below illustrate our process for a "typical" mold remediation infestation:

1. *Emergency Contact - [\(304\) 343-6170](tel:3043436170)*
2. *Inspection and Mold Damage Assessment*
3. *Source Area Containment*
4. *Air Filtration*
5. *Removing Mold and Mold-Infested Materials*
6. *Cleaning Contents and Belongings*
7. *Restoration*

❖ **Storm Damage Cleanup and Restoration**

- **Disaster Recovery Team**
- **Water Restoration**
- **Mold Remediation**
- **Sewage Cleanup**
- **Odor Removal**
- **Commercial Storm Damage**

Restoring storm- and flood-damaged properties is the cornerstone of our business. Our highly trained professionals use specialized equipment and advanced training to quickly restore your Charleston property to pre-storm condition. We're dedicated to responding immediately, which helps to minimize secondary damage.

❖ **Commercial Services**

Your commercial property's appearance speaks volumes to your clients. So when the need arises for professional cleaning or emergency restoration services, SERVPRO of North Kanawha Valley has the training and expertise to help make it "Like it never even happened."

» **Commercial Building Restoration Services**

SERVPRO responds quickly to your fire, water, or mold damage emergency, 24 hours a day, 365 days a year. Whether the damage occurs in a small business building or a big box store, we have the training, experience, and equipment to handle the situation. Our national network of 1,700 Franchises gives us access to personnel and resources to respond to any size restoration emergency.

» **Commercial Building Cleaning Services**

When the dirt, odor, and moisture challenges go beyond the scope of your regular janitorial staff, you need SERVPRO. You can depend on us to get the job done right and get it done quickly. Our highly trained technicians use top-of-the-line equipment to make your business shine again.

There's never a convenient time for fire or water damage to strike your business. Every hour spent cleaning up is an hour of lost revenue and productivity. So when an emergency situation arises in your business, give us a call and we'll be there fast with the help you need.

» **Disaster Recovery Team**

The SERVPRO Disaster Recovery Team can provide help whether it's a tornado, hurricane, blizzard or flood. The SERVPRO System has a network of strategically positioned storm teams on standby should a disaster strike near you. Available 24 hours a day and 365 days a year, we are prepared for the unpredictable. And we'll be there fast with the help you need.

» **Vandalism and Graffiti Cleanup**

Vandalism and graffiti can be very upsetting. It can range from relatively minor pranks to malicious destruction of property. Often simple acts of vandalism, like breaking a window, can cause significant water and mold damage if not addressed in a timely manner.

SERVPRO will act quickly to remove vandalism and graffiti from home and commercial spaces. In addition to removing spray-painted graffiti from exterior walls, we can also clean driveways, walkways, asphalt, metals, wood, glass, plastic, and masonry. Our highly trained technicians can offer the following services:

- General cleaning and graffiti removal
- Brick, stone, and concrete cleaning
- Non-Destructive methods for Historical Buildings and Statues

❖ **Trauma and Crime Scene Cleanup**

After the police have finished processing a crime or accident scene, the cleaning and restoration process can begin. Many times, crime and accident scenes have blood and other biohazard contaminants that pose a serious health risk. SERVPRO will respond immediately and has the specialized training, protective equipment, and experience to safely clean trauma and crime scenes.

Our technicians follow OSHA and EPA protocols to help transform an unsafe environment back into a clean, safe home or business. Our first focus is always safety, since crime or accident scenes may involve blood borne pathogens, harmful chemicals, and other dangers. We will always treat your property and the people involved with the greatest empathy and respect in the face of trying circumstances.

» **Crime Scene and Trauma Cleaning Services**

- Fingerprint powder and evidence-gathering chemicals
- Tear gas and pepper spray residues
- Fire extinguisher residue
- Blood, bodily fluids, and tissue remnants

» **Common Trauma and Crime Scene Scenarios**

- **Crime Scene Residues**
From fingerprint powder and evidence-gathering chemicals to tear gas and pepper spray residues, we can clean and restore your property after a crime scene investigation.

Blood borne Pathogens

We remove and dispose of bodily fluids, tissue and other potentially pathogenic substances resulting from accident, trauma, crime or death. Our trained Professionals clean, disinfect and deodorize the structure.

❖ **Building and Reconstruction Services**

When your home, or business has been damaged by fire, water, or storm damage, the immediate concern should be temporary protective measures such as placing roof tarps to prevent additional damage, and boarding up to secure the building and remove water and debris.

After protecting and securing the structure, professionals at SERVPRO can begin the restoration process. Your home or business may need reconstruction work to get your property back to its pre-loss condition.

The professionals at SERVPRO of North Kanawha Valley and SERVPRO of Teays Valley can simplify the restoration process by handling both the initial damage mitigation and rebuilding the affected areas. Having one qualified company for the entire process can save time and keeps costs low.

SERVPRO of North Kanawha Valley and SERVPRO of Teays Valley can provide this continuity by supervising a full range of restoration services that will bring a building back to full functionality.

- Board Up
- Carpet Repair and Installation
- Document Drying
- Dry Cleaning
- Drywall Installation
- Drywall Removal
- Electrical
- Electronics Restoration
- Fine Art Restoration
- Furniture Restoration
- General Contracting
- Hardwood Floor Repair
- HVAC Services
- Linoleum Floor Repair
- Marble Floor Repair
- Move Out
- Painting
- Plumbing
- Portable Power
- Roof Tarp
- Scalable Resources
- Temporary Warehouse Space
- Tile Floor Repair

❖ **Air Ducts and HVAC Cleaning**

Ventilation systems are often the biggest culprit in poor indoor air quality. Make it a priority to inspect the ductwork of your home or business.

If your HVAC has been operating for some time without attention, it could be circulating one or more of the following:

- Dust
- Pollen
- Odors
- Dirt and debris
- Other contaminants

SERVPRO Professionals routinely inspect the heating, ventilation and air conditioning unit (HVAC). Keeping them clean can extend the life of the equipment. This can in turn save you money and give you cleaner air to breathe.

However, duct cleaning is not always necessary. We will make recommendations about the best way to address any indoor air quality concerns. This can save you money and provide peace of mind on the health of your system.

The benefits of servicing your HVAC unit include:

- Helps to restore peak energy efficiency.
- May help to eliminate offensive odors.
- Helps reduce the potential for mold growth.

❖ Carpets and Upholstery Cleaning

Even the highest-quality carpet and upholstery can show soiling over time. Protect your investment by calling us to clean and maintain your carpet and upholstery. The SERVPRO System offers a number of cleaning options to match any type of upholstery or carpet.

We also offer a range of specialized cleaning methods:

- **Bonnet Cleaning:** A less aggressive method for short piled carpets.
- **Hot Water Extraction:** A deeper cleaning method for all carpet types.
- **Deluxe Precondition and Rinse:** Helps restore deeply soiled areas.
- **Showcase Premier Cleaning:** The most thorough cleaning method in the industry.
- **Dry Cleaning:** When color-fastness is an issue.

» Preventative Maintenance

Carpets act as a filter, trapping dust, dirt, gases, animal hair, and other soils. All carpet manufacturers agree on actions you can take between carpet cleanings to increase the life span of your carpet.

IICRC states that 79% of soil in carpet is dry soil. Vacuuming is a key component to proper care and maintenance of carpet.

Preventative maintenance actions include:

- Regular vacuuming
- Spot removal
- Piling the carpet to prevent matting
- Moving furniture to change traffic patterns
- Using walk-off mats to limit the amount of soil tracked onto the carpet

» Professional Cleaning

Our professional cleaning can address moderate and heavy soil conditions in your carpets. How often you'll need professional cleaning depends on soil build-up, traffic, type and color of carpeting. A good rule of thumb would be to professionally clean your carpet every 12 months. The best advice is to clean carpets before they become totally saturated with soil. If you wait until carpets look really dirty, the carpets may never be restored to their former appearance. Dirt builds up in layers, and when a carpet looks dirty you are only seeing the dirt at the tips of the fibers. More dirt is hiding below the surface down near the base of the pile, causing damage to the carpet. When a carpet is saturated with dirt, the soil has penetrated crevices and has become firmly lodged.

We will get the job done right. For a cleaning backed by state-of-the-art equipment, over 40 years of experience and Professionals trained to the highest standards, call us today.

Odor Removal and Deodorization

As experts in deodorization, SERVPRO is trained to identify and eliminate offensive odors. These odors can come from a number of sources both inside and outside a structure.

SERVPRO teaches IICRC technical classes in the proper removal of odors. Masking and other short cuts don't work when your odor problem is serious or persistent.

We have the training and equipment to identify and eliminate these offensive odors. By identifying the cause of the odor and determining the conditions in which it contact any surfaces, the odor can often be removed over time without a trace. Our technicians have access to several odor removal products capable of penetrating surfaces to neutralize an unpleasant odor thoroughly.



Contents Claim Inventory Service

When a fire emergency strikes, the damage can often feel overwhelming. SERVPRO Franchise Professionals can help ease the worry and confusion during the recovery process by offering our Contents Claim Inventory Service (CCIS), which provides a detailed and accurate list of your belongings. They take a room-by-room inventory of your contents, including digital photos, and in some instances, bar coding. Our Contents Claim Inventory Service:

- Pre-loss list and value of contents
- Detailed and accurate report
- Better information to settle claims quicker
- Assistance with burden of proof for claims
- Peace of mind when you need it most!

Before & After Photos

Attic fire restoration and construction put back.



Water damaged kitchen due to a leaky bathroom above



June 2016 floods



Flooding of Local School in Charleston, WV



Post construction cleaning in Dunbar, WV



Commercial carpet cleaning in Charleston, WV



Kitchen fire in St. Albans, WV



HVAC System Cleaning



Pressure Washing



Mold Remediation At Local Elementary School



LKQ 2015 Sissonville, WV



Commercial Water Damage Before & After

20" deep water in the main office and warehouse
Company never lost a sale. Back in the office within two months



Residential Fire Before & After



Testimonials

What our Customers say...

"You have some well-mannered employees working for your company. The two guys that came out to the job last Saturday also came to the Hale St job, and they are both hard workers, and they are both extremely respectful of me. The two supervisor level employees that have worked with me on these jobs were also very easy to work with and helpful. I have a lot of properties that I manage and this place will drive me crazy some days! So I like to keep it light, and not be so serious all the time and your guys just took it in stride and I liked that. Often people are difficult to work with, so it's been refreshing working with your company. I just thought you may like to know that, because it will certainly play a big part in determining who I call when something else comes up at one of my properties."

— Commercial Property Manager in Charleston, WV

"We had a couch that had been in an apartment of heavy smoker's odor for a year's time. We took a shot at Serve Pro. AMAZING RESULTS!!!

I can't say enough about the service they provide! Great people and great service!"

— Teresa in Winfield, WV

"The Town of Clendenin suffered the worst flood disaster in its 112 year history. When I was able to get back into my office 2 days later I discovered there had been 4 feet of water in my office and 5 feet of water in our Recreation Center. We needed immediate help so I called Tim McDaniel at SERVPRO and he was here the very next morning to access the damage and had his crews working the next day. Tim and his crew from SERVPRO was very professional and hardworking and if not for SERVPRO, we would not have been able to start serving the citizens of Clendenin as quickly as we did. If we ever suffer another disaster in the future, I will not hesitate to call SERVPRO."

Gary Bledsoe

— Mayor Gary Bledsoe in Clendenin, WV

"All of your guys have been so helpful and it was so nice to call and have SERVPRO come to our rescue, once again!"

Thanks, Jan

— Jan in Charleston, WV

"I cannot believe what a phenomenal job you did cleaning up the schools in Nicholas County after the June 2016 floods. Amazing job!"

— Krista in Richwood, WV

"We had a Kitchen fire at our home in St. Albans, WV. We thought it would be a total loss; there was smoke damage to the entire house. No way, no how SERVPRO could pull this off. I Never would have believed it if I hadn't experienced it.Thanks SERVPRO!"

— Rick in St. Albans, WV

"You all are so wonderful!! My family had a fire a couple of years ago due to the "spontaneous combustion" of my microwave. The whole process was a lot less painful than it would have been because of SERVPRO and Tim McDaniel. Granted there were still frustrating times, but on the whole looking back, you guys were great!!!"

— Ann in CHARLESTON, WV

"Everyone was very professional. They cleaned up great at the completion of the job. They were Phenomenal! I listed my house on Wednesday, and the contract came through on Thursday. That wouldn't have happened without the great service of your crews!"

— Sally in CHARLESTON, WV

"They hand cleaned and sanitized every memento and toy in my sons room. I could not believe that your crews were as meticulous and thorough as that! SERVPRO made a bad situation less traumatic."

— Ted in South Charleston, WV

"I cannot believe those stains came out! The last cleaning company we used could not remove them."

— Hotel Manager in Charleston, WV

"You guys were AMAZING! We were overwhelmed by the amount of storm damage to our community. You folks stepped in and took charge of the situation. We couldn't have done it without SERVPRO'S help."

— Local City Official in South Charleston, WV

"We have used SERVPRO for the last two years on multiple losses, and you have always been right there for us when we need you. Thanks for your quick response! We are really glad we have partnered with SERVPRO for our cleanup needs".

— Joe in Charleston, WV

"You guys are THE best! I can't thank you enough for taking care of my properties. No matter what kind of emergency I have, you come through for me. I never want to have to call you, but I'm glad you were there when I have to. SERVPRO has helped me through water damages, fire damages, and deodorization problems in many of my properties and each time they have gone above and beyond my expectations."

— Gary in Charleston, WV

"I am usually very nervous about having strangers in my house, but your employees made me feel very comfortable. Everyone was so polite and you could feel that they genuinely cared. Thanks SERVPRO for cleaning up my mess."

— Lana in Elkview, WV

"We were privileged to get the "girl power team of Missy, Susan and Jazz. They explained what they were doing and we understood the process to get us back to normal. I KNOW customer service, and these fine ladies treated my home as if it were their own. They were very nice, courteous, careful and just generally wonderful people. They went above and beyond in every way. I am so very grateful for their efforts, AND I am glad to have a cleaner bedroom and bathroom too. THANK YOU "girl power team!"

— Laurie in Charleston, WV

"I just got my oil painting back from you today. I can't tell you how much I appreciate you guys not giving up on getting it in the hands of the right person and carefully shipping it halfway across the country without a scratch. It even came back in its original frame - which I actually thought we pulled off the day of the fire. So imagine my surprise when I picked it up today and it's ready to hang!! It looks amazing! Thank you all for the excellent service you provide".

— Autumn in Teays Valley, WV

The following are some examples of the capabilities of our



The purpose of the Commercial Large Loss Division (CLLD) is to support Servpro Franchisees operational needs to produce large commercial projects. Promote and support Storm and CAT response system-wide.

Commercial Loss
Support



Storm
Response



Equipment Rental
Resources



Document
Recovery





Facility: Boyd's Philadelphia Clothing

Size: 25,000 sq. ft.

Date: November 2015

LOSS: Fire/Water

Value: \$336,769

Fire occurred on the 5th floor. Sprinklers went off, causing water damage to the 5th, 4th and partial 3rd floor. The fire company entered through the 5th floor, breaking out the windows. There was heavy water damage. The tailoring room has rubber tile floors, the offices have carpeting, all were 100% wet as well as smoke damaged. The 4th floor sales areas and changing rooms. Carpet floor as well as some hardwood. Extensive water damage to the ceilings and walls, which are drywall, as well as 80% of the carpet. Light smoke damage throughout. 3rd floor minor water damage from seeping water above. Elevators causing smoke odor on all floors near opening of elevators.



Facility: Suntree, LLC

Size: 113,000 sq. ft.

Date: August 2015

LOSS: Fire

Value: \$780,000

Fire occurred in SunTree, a manufacturing and production facility for health foods. Separate levels have been affected, including production areas and warehouse.



Facility: Appliance Enameling and Service

Size: 45,000-60,000 sq. ft.

Date: February 2016

LOSS: Fire

Value: \$562,887

A fire started in the filtration system of the laser metal cutting machine of Appliance Enameling and Services Inc. The fire caused extensive smoke and soot damage. The fire caused heavy soot damage throughout the manufacturing and fabrication areas, as well as smoke and soot damage in first and second story office space. When the Upland Fire Department disconnected the power, a large salt water fish tank in the second story office space overflowed causing water damage to the second story office floor and first floor acoustic tile ceiling.



Facility: Farmers Home Furniture

Size: 22,000 sq. ft.

Date: October 2016

LOSS: Water

Value: \$210,550

Loss information: Farmers Home Furniture located at 810 4th Street, Red Springs, NC. This facility is approximately 22,000 sq. ft. This structure operates as a furniture showroom and was fully affected by water. Cause of loss was water intrusion caused by a roof breach on October 8th from Hurricane Matthew.



Facility: Redeemer Lutheran Church

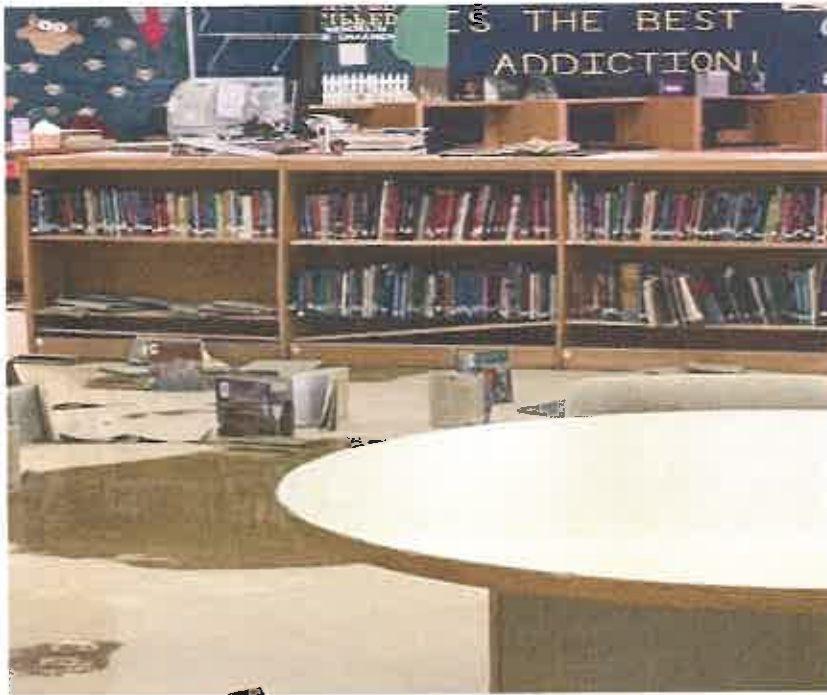
Size: 15,000 sq. ft.

Date: February 2016

LOSS: Fire

Value: \$998,534

An electrical fire occurred in the parish center wing of the Church. The fire burned through the roof structure causing heavy structural damage to the loss site room. Heavy smoke, soot, and water damage was sustained throughout the parish center. Subsequently the sanctuary took on odor, soot, and water damage. The lower level of the building also sustained heavy water damage, soot, and odor throughout.



Facility: Summersville Middle School

Size: 94,000 sq. ft.

Date: June 2016

LOSS: Water

Value: \$775,356

Heavy rains caused the surrounding rivers to rise and flood the surrounding areas. Due to the unknown contaminants in the water that affected the building SERVPRO® recommends third party testing to be completed by an industrial hygienist to determine an efficient and accurate scope and clearance testing for the building. SERVPRO® will set all dehumidification and air movement, along with all supplemental power to stop secondary damage and condition the building.



Facility: Sewickley Valley Hospital

Size: 33,400 sq. ft.

Date: June 2016

LOSS: Water

Value: \$1,369,400

The water source was a broken 3/4" water supply line on the 3rd floor, in the radiology unit. Water heavily damaged 3rd floor Radiology, 2nd Floor Nursing Training, 2nd Floor Central Supply, 1st Floor Heritage Valley Medical Group (Physician Offices), Hospital Administration, and basement level Engineering. Rough SF of affected area is 33,500.



Facility: Missouri Bone & Joint

Size: 90,000 sq. ft.

Date: July 2015

LOSS: Electrical Fire

Value: \$433,000

Electrical fire. Started on 1st floor in mechanical room. Building is approx 85-90,000 sf. Building is leased to multiple tenants. Mercy Health Care Clinic being the primary along with Omni Physical Therapy and Raymond James Financial services. There are also unoccupied office areas. The first floor (30k SF) does have a strong odor and smoke residue. Residue not heavy but present. 2nd floor some residue found in area and even lighter on 3rd floor. There are several exam rooms on third floor.



Facility: Burt Ridge Box

Size: 60,000 sq. ft.

Date: March 2016

LOSS: Fire

Value: \$683,910

A fire occurred in the power room of the building due to a compressor malfunction. The fire heavily damaged the compressor and caused subsequent smoke damage which penetrated the remainder of the main building. The sprinkler system in the power room was activated causing water damage to the electrical systems and equipment throughout the power room. Water migrated through the production room floor affecting approximately 20% of the floor surface. Smoke and odor damage has affected the production floor and office space.



Facility: Veterans Development Corporation Hospital

Size: 125,000 sq. ft.

Date: Feb. 2016

LOSS: Water

Value: \$3,580,337

There were 12 floors affected. The affected square footage is approximately 125,000sf. The entire hospital is approximately 1.2M SF. We performed water extraction and muck out & containment until we meet with infectious disease. We have been onsite since 12:30am and will have 40-60 workers going 24/7 for the next couple days in order to stabilize the impacted areas while we determine a complete scope & schedule.



**Facility: Market Court
Condominiums**

Size: 20,000 sq. ft.

Date: May 2016

LOSS: Fire

Value: \$540,408

Deck of source unit had an electrical malfunction at the outlet with contractor's equipment. Fire/Smoke damage affecting floors 6 and 7. Water damage affecting ground level through 6th floor.



Facility: Tilleman Equipment

Size: 35,000 sq. ft.

Date: March 2016

LOSS: Fire

Value: \$515,609

A fire started in the south west corner of the building during the night. When the employees arrived in the morning, black smoke and soot had spread to all parts of the structure. The property consists of a 30,000SF metal framed warehouse with metal panel roof decking, steel purlin framed roof and steel girt framed exterior walls. The property also has a 5,000SF addition used for office space.



Facility: Hudson Industries

Size: 80,000 sq. ft.

Date: July 2015

LOSS: Fire/Water Damage

Value: \$1,490,000

On July 27th Servpro received the call that a fire affected the warehouse and break rooms of Hudson Industries. Servpro of Richmond responded to the call and were on site that day. The entire warehouse was affected by smoke and odor. A large portion of the warehouse was affected by water damage. Servpro began extracting water and setting up drying equipment. Due to the high humidity Servpro began to stabilize the warehouse to prevent secondary damage.



**Facility: North Texas Municipal
Water District**

Size: 118,000 sq. ft.

Date: April 2016

LOSS: Water/Hail Damage

Value: \$376,172

Hail storm caused water to migrate into the building(s) affecting ceiling drywall, wall drywall, and flooring on 4-11-16. Servpro contacted on 4-12-16. At arrival Roof had not been tarped. Building(s) re-flooded on 4-24-16 due to roof not being tarped.



Facility: Choctaw Hospital

Size: 60,000 sq. ft.

Date: May 15

LOSS: Water/Flood Damage

Value: \$4,188,182

On May 19th Servpro responded to flood damaged sustained due to heavy rainfall at Choctaw Nation Health Services Hospital in Talihina, OK. Emergency extraction, moisture mapping, along with mobilization immediately were put into action. Stabilization measures were quickly established while a scope and action plan was being created.



Facility: Omni – San Diego, CA

Size: 30,000 sq. ft.

Date: July 2015

LOSS: Water Damage

Value: \$545,178

Burst Toilet supply lines on the 19th and 16th floor affected 43 rooms and 12 hallways. Water Ran down the plumbing chases between floors from either the bathroom or the HVAC units hit the concrete floors and spread-out. It then began to wick up the walls. Approximately 16 rooms and 3 hallways are fully affected. The remaining 27 rooms and 9 hallways are only partially affected. Water was extracted and pad removed from severely affected rooms on 7/7/15 and equipment set up to dry the carpet. The equipment had to be removed the following day in order to allow for full occupancy starting Wednesday evening. Comic-con was in town that day and all hotels were at 100% capacity city wide.



Williston Elementary School

Facility: Williston Elementary School

Size: 7000 sq. ft.

Date: July 2016

LOSS: Water Damage

Value: \$269,936

An electrical fire occurred at Williston Elementary School filling the approximately 7000 sq ft facility with heavy smoke. Servpro commercial large loss performed a site survey at the facility located at 801 South Main St, Williston FL. on July 13, 2016. This project will be to clean the structure and content, In an effort to mitigate the damage and enable Williston Elementary School to conduct normal operations. Servpro provided all services on location. Servpro also coordinated a cleaning schedule with the customer to limit any interruption in their daily operations.



Facility: Holiday Inn - Panama City FL

SIZE: 27,000 sq. ft.

Date: Jan 2017

LOSS: Sewage Damage

Value: \$372,131

On August 5, 2016, a city owned substation created sewage backup in the Holiday Inn hotel in Panama City, FL. The water damage was widespread throughout the first floor of the building. Affecting roughly 27,000 square feet of area. Areas include, but are not limited to the kitchen, pool and pool area, a wing of hotel guest rooms and the lobby/restaurant/bar areas. The category of water (Category 3/CAT 3) is to be considered "grossly contaminated" and needs to be handled as such.



Facility: EJ McKernan Co

Size: 148,000 sq ft

Date: June 2016

LOSS: Fire/Water Damage

Value: \$1,143,881

- The facility is a basic steel building, with a footprint of approximately 150,000SF, 41' to the peak/32' at the ends. Primarily shipping and receiving of plastic goods, smoked from end to end with "minor" structural damage to the west wall (maybe 1000sf) and a hole in the roof that has since been patched.



Facility: Lowe's

Date: October 3, 2014

LOSS: Water Damage

Value: \$547,000

Flood water from severe weather on Saturday October 3, 2015 caused severe damage to the Lowes Home Improvement of Columbia, SC (Store# 433). Category 3 floodwater from the heavy rainfall infiltrated the building. The surge caused approx. 20" of water to cover the entire square footage of the building footprint. .