



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header @ 1

List View

General Information

Contact

Default Values

Discount

Document Information

Procurement Folder: 320113

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0506

Vendor ID: 000000228635

SO Doc ID: HHR1700000007

Legal Name: BELFOR USA GROUP INC

Published Date: 5/3/17

Alias/DBA:

Close Date: 5/24/17

Total Bid: \$85,496.00

Close Time: 13:30

Response Date: 05/24/2017

Status: Closed

Response Time: 12:46

Solicitation Description: OPEN END CONTRACT FOR Disaster Clean-up Services

Total of Header Attachments: 1

Total of All Attachments: 1



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

State of West Virginia
Solicitation Response

Proc Folder : 320113

Solicitation Description : OPEN END CONTRACT FOR Disaster Clean-up Services

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2017-05-24 13:30:00	SR 0506 ESR05241700000005798	1

VENDOR

000000228635

BELFOR USA GROUP INC

Solicitation Number: CRFQ 0506 HHR1700000007

Total Bid : \$85,496.00 Response Date: 2017-05-24 Response Time: 12:46:21

Comments:

FOR INFORMATION CONTACT THE BUYER

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

Signature on File

FEIN #

DATE

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Disaster Clean-up Services - Region I				\$21,374.00

Comm Code	Manufacturer	Specification	Model #
76111600			

Extended Description : Disaster Clean-up Services - Region I - see pricing page attached

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Disaster Clean-up Services - Region II				\$21,374.00

Comm Code	Manufacturer	Specification	Model #
76111600			

Extended Description : Disaster Clean-up Services = Region II - see pricing page attached.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Disaster Clean-up Services - Region III				\$21,374.00

Comm Code	Manufacturer	Specification	Model #
76111600			

Extended Description : Disaster Clean-up Services - Region III - See pricing page attached.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Disaster Clean-up Services - Region IV				\$21,374.00

Comm Code	Manufacturer	Specification	Model #
76111600			

Extended Description : Disaster Clean-up Services - Region IV - see pricing pages attached.

Proposal Prepared For:



State of West Virginia
Department of Administration
Purchasing Division
2019 Washington St E
Charleston, WV 25305

In Response To:
CRFQ 0506 HHR1700000007
Disaster Clean-up Services
Proposal Opening Date: 5/24/17

Submitted By:



BELFOR Headquarters
185 Oakland Ave, Suite 150
Birmingham, MI 48009
248.594.1144

BELFOR Charleston
4756 Chimney Drive
Charleston, WV 25302
304.935.4840

BELFOR Account Manager
Rob Bonham
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robert.bonham@us.belfor.com

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BELFOR Company Overview

BELFOR is a privately-held disaster recovery and property restoration company, as well as a general contractor, offering the most extensive network of resources for institutional losses in the industry.

Founded in 1946, our 70-year history and vast experience over the years has afforded us the opportunity to restore and repair almost every type of structure imaginable. In 2016, BELFOR USA successfully completed over 61,000 restoration projects.

- **Geographic Footprint**

With 116 full-service locations in the U.S., 37 in Canada and 105 locations in 24 other countries, BELFOR offices are uniquely positioned to respond to smaller incidents in their local communities and also respond aggressively in area-wide disasters. All locations are 100% owned by BELFOR management; there are no franchise locations.

- **Personnel**

With over 5,600 full-time restoration professionals in North America and more than 7,200 worldwide, BELFOR brings a reservoir of talent and ability unequalled in our industry.

- **Large & Small Projects**

Even though we perform dozens of multi-million dollar projects annually, the majority of local BELFOR projects performed are under \$10,000. No matter the size of the problem, we are always available to consult with our clients, at no charge, on the best course of action for property damage.

The senior management team that owns BELFOR provides strong support for the day-to-day operation of local BELFOR offices, understanding that the response these offices provide for smaller daily property disasters are the lifeblood of our organization.

- **BELFOR's National Divisions** augment local market resources with specialized skills as needed for area-wide emergencies, highly technical or extremely large losses:

- o National CAT Operations Division
- o National Large Loss Division
- o National Health & Safety Division
- o National Technical Services Division

- **Technological Advantage**

BELFOR is unmatched in technical expertise. Our Technical Services Division creates superior products and methods for restoring facilities, machinery, electronics, and vital records. Our full time Research & Development group in Ismaning, Germany, can develop specialized cleaning compounds and work processes to address unique situations. The R&D group is continually improving our solvents and processes to make them safer, more effective and environmentally friendly.

- **Area-wide Emergency Response**

BELFOR's ability to scale up and deploy a massive arsenal of personnel, equipment and scarce resources in area-wide disasters is unequalled in the industry.

Resources can be rallied from around the world to handle a considerable number of commercial projects simultaneously. These include our vast network of full-service local offices and the National Technical and Large Loss Divisions of BELFOR, all backed by the largest fleet of restoration equipment in North America.

- **Equipment**

Our BELFOR offices are backed by the largest fleet of restoration equipment in the US:

- Equipment & supplies warehoused in all 116 BELFOR offices coast-to-coast.
- Forty (40) mobile warehouses of auxiliary equipment available for dispatch anywhere around the country, each with over 200+ additional pieces of drying equipment.
- Eighteen (18) National Extraction Trucks
- 14 tractor-trailers (in addition to hundreds of smaller trucks and vans) which may be dispatched for document transportation services
- Seven (7) Mobile Vacuum Freeze Drying Chambers can be deployed directly to disaster scenes for on-site processing.
- Six (6) diesel-powered refrigerated trailers that can be utilized as needed to pack and freeze wet paper materials
- BELFOR's two (2) Mobile Command Centers, each with 32 workstations, may be deployed for Catastrophe Operations.
- Two (2) Mobile Electronics Restoration Labs
- There are more than 2,200 vehicles in the U.S. fleet alone.

- **Award Winning General Contractor**

BELFOR is a General Contractor in all 50 states and has been the #1 Restoration Company on the Top 500 U.S. Remodelers List since 2001 as determined by National Association of the Remodeling Industry and the Remodelers Council of the National Association of Home Builders. BELFOR has garnered numerous awards bestowed by governing associations in the restoration industry that recognize excellence in property reconstruction projects.

- **Sustainability**

The entire organization of BELFOR is committed to developing ways in which we can perform our business practices in a more sustainable manner. BELFOR has been a member of the US Green Building Council since 2009. The three designated LEED-Certified managers on our national team are constantly seeking better ways to recycle, ship, and transport more efficiently, and introduce environmentally friendly solutions to our product line.

- **Other BELFOR Companies**

BELFOR Environmental Services, DUCTZ International (Air Duct Cleaning), HOODZ (Restaurant Hood Cleaning), and BAMCOR (Machinery and Equipment Restoration) are just a few examples of BELFOR-owned companies that can provide critical services in tandem with our restoration teams.

BELFOR Environmental Services brings years of experience in providing immediate response as well as non-emergency remediation for hazardous materials, chemical spills, lead paint, and asbestos.



Dispatch

BELFOR operates a 24/7/365 hotline that goes directly to our BELFOR National Call Center. Team members trained in emergency response will connect you directly with the proper on-call personnel. They will immediately dispatch appropriate resources – both manpower and equipment – to the emergency scene. To report an emergency loss, call our 24-hour emergency hotline at **800.856.3333**.

BELFOR's National Call Center for customer service is managed internally. All of our clients' calls are handled by our dispatch personnel and then are immediately connected with the on-call emergency personnel in the BELFOR office nearest the loss. No calls go through a third party.

Primary Responding Office

The BELFOR office in Charleston, WV would be the primary responding office providing immediate emergency response / dispatch to the State.

BELFOR Charleston
4756 Chimney Drive
Charleston, WV 25302
304.935.4840

The local phone number will be answered by local dispatch personnel during business hours. After hours, your call will be answered by the BELFOR National Call Center.

Response Time

Typical on-site response time is approximately 1 to 4 hours or less. This represents normal circumstances. Response times may be longer in the case of unforeseen circumstances beyond our control such as airport and/or road closures, restricted travel, damaged infrastructure, imposed curfews, traffic congestion, accidents, etc. If our teams cannot meet these marks for whatever reason, then they are instructed to let the on-site contact as well as the account managers know their approximate arrival time.

Account Management & Pre-Planning with the State

Our goal is to become an integral member of the State's Emergency Response Team.

- Your account management team, led by Account Manager Rob Bonham (BELFOR Charleston's General Manager), will become familiar with the State's requirements and methods of operation in order to develop Standard Operating Procedures (SOP) for our responding teams and ensure expedited, consistent service around the country according to pre-established protocols.
- He will work with you to have the proper authorizations and agreements in place to allow for immediate dispatch and emergency service with no administrative delay.
- Rob Bonham would coordinate any desired industry training for State personnel — in person, via email or webinars. Instructional materials for personnel related to activation procedures (e.g., wallet cards, wall placards with activation instructions) can also be ordered and distributed.
- Each project is monitored from beginning to end to secure client satisfaction. A debriefing after each project allows your Account Manager to implement needed process improvements prior to the next response.
- Quarterly or semi-annual reviews can also check progress. Quarterly or semi-annual reporting from your BELFOR assigned Account Manager is recommended, detailing both frequency and severity of losses.

Comprehensive Service Line

BELFOR provides a complete spectrum of restoration services. The majority of services are performed in-house, providing greater control over scheduling and quality, as well as **single-source accountability**.

Commercial Services

- **Storm Damage Restoration**
- **Fire Damage Restoration**
- **Water Damage Restoration**
- **Emergency Services 24-7-365**
 - Emergency Power
 - Safety Inspection & Evaluation
 - Site Containment
 - Water Extraction & Dehumidification
 - Corrosion Control
 - Demolition
- **Reconstruction & Contracting**
 - Site Containment
 - Temporary Shoring/Board-Up/Shrink Wrap
 - Full-Scale Carpentry
 - Electrical, Mechanical and Plumbing
 - Interior Build-Out and Finishes
 - Construction Defect Reconstruction
 - Roofing (All Configurations)
 - High-Rise, Historic and LEED-certified Reconstruction and Restoration
- **Mold Remediation**
- **Deodorization**
- **HVAC Cleaning and Restoration**
- **Contents Restoration**
- **Book & Document Restoration**
- **Vital Records Recovery**
- **Electronics Restoration**
- **Equipment & Machinery Decontamination**
- **Semiconductor Equipment Services**
- **Environmental Services**
 - Site Remediation – Asbestos, Mold and Lead
 - Hazardous Waste Management
 - Spill Response
 - Fuel Releases
 - Contaminated Soil Excavation
 - Storage Tank Removal
 - Demolition
 - Facility Decommissioning
- **Consulting & Pre-Planning**

Fire Damage Restoration

After a fire incident, an effective emergency response to mitigate damage and keep restoration options open is crucial to maintaining business continuity. BELFOR teams will help secure the property, quickly stabilize the facility by ventilating smoke and controlling ambient conditions, and recover and protect as many assets as possible.

Water Damage Restoration

Done correctly, structural drying is a science that weighs all pertinent variables, establishes goals and determines how best to recognize and document goal-attainment. BELFOR utilizes the most sophisticated dehumidification and monitoring equipment in the industry, along with highly-trained personnel to provide effective results and eliminate environmental concerns. Structural drying is very site-specific and one size never fits all.

Contents Restoration

BELFOR has successfully recovered contents and inventory for all types of establishments including schools and universities, hotels, hospitals, museums, financial institutions, national retailers, grocery stores, clothing manufacturers and industrial warehouses. Our goal is always to present you and your insurance representative with as many cost-effective options as possible.

Water Extraction and Moisture Control

Removing standing water from the environment to stabilize conditions is an immediate goal upon arrival at a disaster scene. BELFOR teams are trained and highly adept at tracking hidden moisture to avoid long-term, undetected water damage problems and mold issues. Infrared cameras help ensure effective moisture detection. Moisture maps are created to document steady drying progress and ultimate goal-attainment.

Duct Cleaning

In commercial environments, the air delivery system is frequently cited as a major contributor to illness, as airborne contaminants are pulled into air ducts, creating an ideal breeding ground for mold, bacteria, fungi and other microbes. DUCTZ is a national air duct restoration and cleaning company owned by BELFOR. As part of a restoration project or as a stand-alone service to clean and decontaminate the ducts in your building, BELFOR provides these services to clients directly.

Odor Control

To combat odors associated with virtually any disaster, and help eliminate health and safety concerns, BELFOR combines the use of specially trained technicians with the most up-to-date dehumidification and air purifying equipment available today. BELFOR has developed proprietary applications and techniques for the removal of source odors, and offers a safe and highly effective ozone treatment governed by strict OSHA and WCB guidelines.

Cleanup and Decontamination

Trained technicians move quickly to determine the proper and most cost-effective cleaning processes for stabilizing the structure and/or environment. Corrosion control is performed to retain restoration options for electronics and equipment.

Electronics Restoration

Working on-site in dedicated labs, BELFOR technicians use the latest technology to ensure that inspection, decontamination and testing of all equipment is carried out to the highest standards. The use of static dissipative workstations and flooring, specially developed chemical processes, and ultra-fast vacuum drying techniques are all ISO 9000 approved. Through close cooperation with manufacturers and service representatives, BELFOR can safeguard maintenance and warranty agreements.

From desktop computers and servers to power station control systems, BELFOR has developed a solution to prevent long-term damage for every conceivable contamination. BELFOR has successfully restored electronics used in all industry sectors including computers and servers of every possible size and type; telecommunications equipment; medical treatment and research equipment; semiconductor (front and back-end) equipment; scientific research equipment; control systems in nuclear and other power stations; manufacturing and production control systems; information satellite control systems; agriculture and food production equipment; and radar and control electronics on civil and military ships.

Telecommunications Recovery

BELFOR's Technical Services Division uses chemicals and specially-designed work procedures which conform to ANSI/J-STD-001B cleanliness levels on printed circuit boards, especially in regard to ionic contamination. These work processes safely remove contaminants on printed circuit boards which cause failures when left in place. Printed circuit boards and other components have the same life expectancy and operational capacity after decontamination procedures as before the contamination event.

Industrial Equipment Restoration

With more than a quarter century of research, development and hands-on recovery experience in electronics restoration, BELFOR provides total solutions for items as diverse as desktop computers and servers to power plant control centers to medical equipment. BELFOR's ability to decontaminate and restore a wide variety of equipment is based on carefully developed work procedures and precisely mixed chemicals that safely remove harmful contamination without harming micro-circuitry.

Document & Vital Records Recovery

BELFOR has been providing vital record recovery services since 1993. Every imaginable type of vital record has been restored by BELFOR's Technical Services Division, including: books, documents, photos, tapes, slides, CDs, maps, blueprints, and museum and archival collections.

Types of Media - BELFOR restores a full spectrum of vital records beyond paper books and documents, including:

Audio Tapes	Library Materials	Negatives
Blueprints	Machinery	Paintings
Books	Machinery	Parchment
Compact Discs	Magnetic Media	Photographs
Diskettes	Manuscripts	Slides
Documents	Maps	Transparencies
Drawings	Microfiche	Videotapes
Laserdiscs	Microfilm	

Technical Leader – As a worldwide technical services leader in vital records recovery, BELFOR's Technical Services Division has developed several proprietary products and superior methods for restoring books, documents and other media.

Mitigation - BELFOR teams provide immediate emergency mitigation services, including security, pack-out, inventory and freezing of affected materials, as well as stabilization of the environment.

Facilities – BELFOR has seven (7) Document Processing Centers strategically positioned around North

America, providing or 6,000 cu. ft. of freeze dry chamber capacity.

Mobile Units – A fleet of Mobile Freeze-drying Chambers is available for transport to disaster scenes for large losses and/or if documents can't leave the premises.

Dedicated Staff - BELFOR Document Laboratories employ permanent dedicated, specially- trained vital record recovery staff and have the equipment resources necessary to perform the full gamut of vital record recovery services.

Services Available - A multitude of restoration services and methods are available and specialized BELFOR Technicians will help personnel assess, prioritize and develop a cost-effective plan of action.

- Drying Methodologies Available
 - Vacuum Freeze Drying
 - Thermal Vacuum Freeze Drying
 - Molecular Sieve Drying (MSD)
 - Low Humidity On-Site Desiccant Drying
- Fire Damage Document Services
 - Smoke & Soot Particulate Removal - To remove contaminants and eliminate odor.
 - Straightening, Realignment, Trimming, Reprocessing – To remove or repair portions of permanent damage.
 - Re-matting and Framing – Refers to framed documents.
 - Rebinding and Leather Repairs – To repair book cover damage.
 - Re-Jacketing – Vital contents removed from damaged folders or jackets and replaced with new ones.
 - Ozone Deodorization – To expedite the out-gassing of finite traces of soot particulate too small to be removed but still produce an odor.
 - Document Copying & Imaging – To replace damaged records.
 - De-acidification – To restore chemical balance to documents.
- Mold Remediation & Bacterial Decontamination Services
 - Gamma Radiation
 - Electron Beam Radiation (Canada)
 - Physical Contaminant Removal
- Deodorization
 - Ozone Deodorization – Use of ozone gas (O3) to oxidize and remove the finite traces of soot particulate too small to be removed that still produce an odor
 - Hydroxyl deodorization – An oxidation process similar to ozonation. Hydroxyl ion deodorization is less of a health and safety risk.
- Document Copying, Imaging & Scanning



MISCELLANEOUS

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: Robert Bonham

Telephone Number: 304-935-4840

Fax Number: 304-935-4841

Email Address: robert.bonham@us.belfor.com

**REQUEST FOR QUOTATION
CRFQ 0506 HHRI 700000007
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

Region I

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

Example:

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

	A	B	C (A*B)	D (A-C)	E	F (D*E)
	Hourly Rate	Discount Percentage	Dollar Discount	Hourly Bid Price	Estimated Hours	Extended Price
1. Project Manager	100	9.00	9	91	40	3640
2. Assistant Project Manager	68	9.00	6.12	61.88	40	2475.20
3. Project Estimator	109	9.00	9.71	99.19	40	3967.60
4. Health Safety Officer	85	9.00	7.65	77.35	40	3094.00
5. Restoration Technician	54.50	9.00	4.50	50	40	2000.00
6. Mold Technician	65.00	9.00	5.85	59.15	40	2366.00
7. Asbestos/Lead Technician	71.92	9.00	5.94	65.98	40	2639.20
8. General Labor	32.75	9.00	2.95	29.80	40	1192.00
Total Labor						21,374.00

Region II

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

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Total Labor						21,374.00

Region III

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Example:

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

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	Hourly Rate	Discount Percentage	Dollar Discount	Hourly Bid Price	Estimated Hours	Extended Price
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8. General Labor	32.75	9.00	2.95	29.80	40	1192.00
Total Labor						21,374.00

Region IV

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

Example:

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8. General Labor	32.75	9.00	2.95	29.80	40	1192.00
Total Labor						21,374.00

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

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

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

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.

Paul Suchowski – Controller
Contractor / Volunteer (Print Name)

BELFOR USA Group, Inc. dba BELFOR Property Restoration
Company


Contractor / Volunteer (Signature) Date

5/22/2017

DHHR Office Director / Designate (Signature) Date

STATE OF WEST VIRGINIA
Purchasing Division
PURCHASING AFFIDAVIT

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

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

DEFINITIONS:

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

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

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

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

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Paul Suchowski

Authorized Signature: _____

Date: 5/22/2017

State of Michigan

County of Oakland, to-wit:

Taken, subscribed, and sworn to before me this 22nd day of MAY, 20 17.

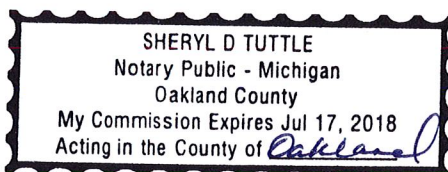
My Commission expires July 17, 20 18.

AFFIX SEAL HERE

NOTARY PUBLIC

Sheryl D. Tuttle

Purchasing Affidavit (Revised 08/01/2015)



State of West Virginia
VENDOR PREFERENCE CERTIFICATE

Certification and application is hereby made for Preference in accordance with **West Virginia Code**, §SA-3-37. (Does not apply to construction contracts). **West Virginia Code**, §SA-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.

- N/A 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**,
- N/A 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**,
- N/A 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**,
- N/A 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**,
- N/A 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**,
- N/A 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.
- N/A 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: BELFOR USA Group, Inc.

Signed: 

Date: 5/22/2017

Title: Controller

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

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.

Robert Bonham – General Manager
(Name, Title)

Robert Bonham – General Manager
(Printed Name and Title)

4756 Chimney Drive, Charleston, WV 25302
(Address)

304-935-4840 / 304-935-4841
(Phone Number) / (Fax Number)

Robert.Bonham@us.belfor.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.

BELFOR USA Group, Inc. dba BELFOR Property Restoration
(Company)


(Authorized Signature) (Representative Name, Title)

Paul Suchowski - Controller
(Printed Name and Title of Authorized Representative)

5/22/2017
(Date)

248-594-1144 / 248-594-0464
(Phone Number) (Fax Number)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ 0506 HHR1700000007

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

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

Addendum Numbers Received:

(Check the box next to each addendum received)

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

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

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

BELFOR USA Group, Inc. dba BELFOR Property Restoration
Company



Authorized Signature

Date

5/22/2017

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

CONTRACTOR LICENSE

Authorized by the
West Virginia Contractor Licensing Board

Number:

WV039229

Classification:

GENERAL BUILDING
MULTIFAMILY
RESIDENTIAL

BELFOR USA GROUP INC
DBA BELFOR PROPERTY RESTORATION
185 OAKLAND AVE STE 150
BIRMINGHAM, MI 48009

Date Issued

JULY 28, 2016

Expiration Date

JULY 28, 2017



Authorized Company Signature



Chair, West Virginia Contractor
Licensing Board

**WEST VIRGINIA
CONTRACTOR
LICENSING
BOARD**

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



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
06/22/2016

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 Aon Risk Services Central, Inc. Southfield MI Office 3000 Town Center Suite 3000 Southfield MI 48075 USA	CONTACT NAME:	
	PHONE (A/C. No. Ext): (866) 283-7122	FAX (A/C. No.): (800) 363-0105
INSURED Belfor USA Group, Inc. dba Belfor Property Restoration 185 Oakland Avenue Birmingham MI 48009 USA	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A: National Union Fire Ins Co of Pittsburgh	19445
	INSURER B: The Insurance Co of the State of PA	19429
	INSURER C:	
INSURER D:		
INSURER E:		
INSURER F:		

Holder Identifier :

COVERAGES**CERTIFICATE NUMBER:** 570062634602**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.

Limits shown are as requested

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 <input checked="" type="checkbox"/> SIR of \$500,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			GL5863303 SIR applies per policy terms & conditions	07/01/2016	07/01/2017	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$2,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			CA 3194493 AOS CA 3194494 MA CA 3194495 VA	07/01/2016	07/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION			26275184 Excess Liability	07/01/2016	07/01/2017	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
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	N/A	WC028415783 AOS WC028415784 FL	07/01/2016	07/01/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

Certificate No : 570062634602

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

CERTIFICATE HOLDER**CANCELLATION**

Belfor USA Group, Inc. dba Belfor Property Restoration 185 Oakland Avenue Birmingham MI 48009 USA	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 <i>Aon Risk Services Central, Inc.</i>



ADDITIONAL REMARKS SCHEDULE

Page _ of _

AGENCY Aon Risk Services Central, Inc.		NAMED INSURED Belfor USA Group, Inc.	
POLICY NUMBER See Certificate Number: 570062634602			
CARRIER See Certificate Number: 570062634602	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 **FORM TITLE:** Certificate of Liability Insurance

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER	
INSURER	
INSURER	
INSURER	

ADDITIONAL POLICIES If a policy below does not include limit information, refer to the corresponding policy on the ACORD certificate form for policy limits.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
	WORKERS COMPENSATION							
B		N/A		WC028415785 MA, ND, OH, WA, WI, WY	07/01/2016	07/01/2017		
B		N/A		WC028415786 CA	07/01/2016	07/01/2017		
B		N/A		WC028415787 AZ, VA	07/01/2016	07/01/2017		
B		N/A		WC028415788 IL, KY, NC, NH, UT	07/01/2016	07/01/2017		
B		N/A		WC028415789 NJ, PA	07/01/2016	07/01/2017		

Proposed Contract Changes

Section	Proposed Change
Section 3. Contract Term; Renewal; Extension	BELFOR prefers to have the ability to terminate the contract for convenience with 30 days' notice.
Section 13. Pricing	BELFOR requires 30-day payment terms.
Section 28. Warranty	Limit warranty to one (1) year.
Section 37. Indemnification	<p><u>"37. Indemnification:</u> To the fullest extent permitted by law, BELFOR shall indemnify and hold harmless the Owner, and the Owner's officers, directors, members, agents, and employees, from all claims for bodily injury, death, and property damage (including reasonable attorney fees and court costs) to the extent caused by the negligent acts or omissions of BELFOR, its subcontractors, or anyone employed by either one of them for whose acts they may be liable. BELFOR shall be entitled to reimbursement of any defense costs paid above BELFOR's percentage of liability for the underlying claim to the extent provided for by the subsection below.</p> <p><u>No Consequential or Indirect Damages.</u> EXCEPT FOR OBLIGATIONS TO MAKE PAYMENT UNDER THIS AGREEMENT, IN NO EVENT SHALL EITHER PARTY BE LIABLE THE OTHER PARTY FOR CONSEQUENTIAL, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, PUNITIVE OR ENHANCED DAMAGES, LOST PROFITS OR REVENUES OR DIMINUTION IN VALUE, ARISING OUT OF, OR RELATING TO, ANY BREACH OF THIS AGREEMENT, REGARDLESS OF (A) WHETHER SUCH DAMAGES WERE FORESEEABLE, (B) WHETHER OR IT WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND (C) THE LEGAL OR EQUITABLE THEORY (CONTRACT, TORT OR OTHERWISE) UPON WHICH THE CLAIM IS BASED.</p> <p><u>Maximum Liability.</u> IN NO EVENT SHALL BELFOR's AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, EXCEED THE TOTAL OF THE AMOUNTS PAID TO BELFOR PURSUANT TO THIS AGREEMENT IN THE TWELVE MONTH PERIOD PRECEDING THE EVENT GIVING RISE TO THE CLAIM."</p>
Section 39. Additional Agency and Local Government Use	BELFOR prefers to have the ability to approve or refuse prior to sharing with other agencies within the state of West Virginia.
Section 42. Background Check	Delete "a fingerprint-based".
Specifications; Section 4. Mandatory Requirements; Subsection 4.1.1.3	All efforts will be made to complete each structural clean-up most expeditiously, but without knowing the type of loss, building design/construction, and level of saturation, we cannot guarantee completion in a set time frame. BELFOR can provide an estimated time once a team is on-site and has done an initial site assessment.