



## Scope of Work

**ServiceMaster  
Recovery  
Management  
ServiceMaster by  
Gilmore**

**390 Lenox Street  
Norwood, MA 02062**

**24/7: 1-800-783-0552**

*Prepared by:*

*Cam Denomme*

*Joseph Kline*

*To:*

*South Hadley High School*

**September 9, 2021**

© Copyright 2011



## **INTRODUCTION**

ServiceMaster Recovery Management is providing this SRM Scope of Work for the remediation services being performed following the discovery of microbial growth damage that occurred at South Hadley High School 153 Newton Street South Hadley, MA 01075. The date of loss is unknown due to the facility being closed for an extended period of time. Job notification was received on September 3, 2021. This Scope of Work is for the 69 classrooms, 6 bathrooms, hallways, storage areas, locker rooms, guidance suite, cafeterias, kitchens, faculty dining area, tiger's den, library, main office suite, teacher's room, nurse's room, boiler room and music storage and is for building & content remediation services only. Please note the gymnasium and auditorium are not included in this SRM Scope of Work. (Scope still needs to be determined in these two areas however we have made our best attempt to provide an estimated cost in the attached excel job cost spreadsheet). The different levels of contamination will be outlined on the site map in this SRM Scope of Work.

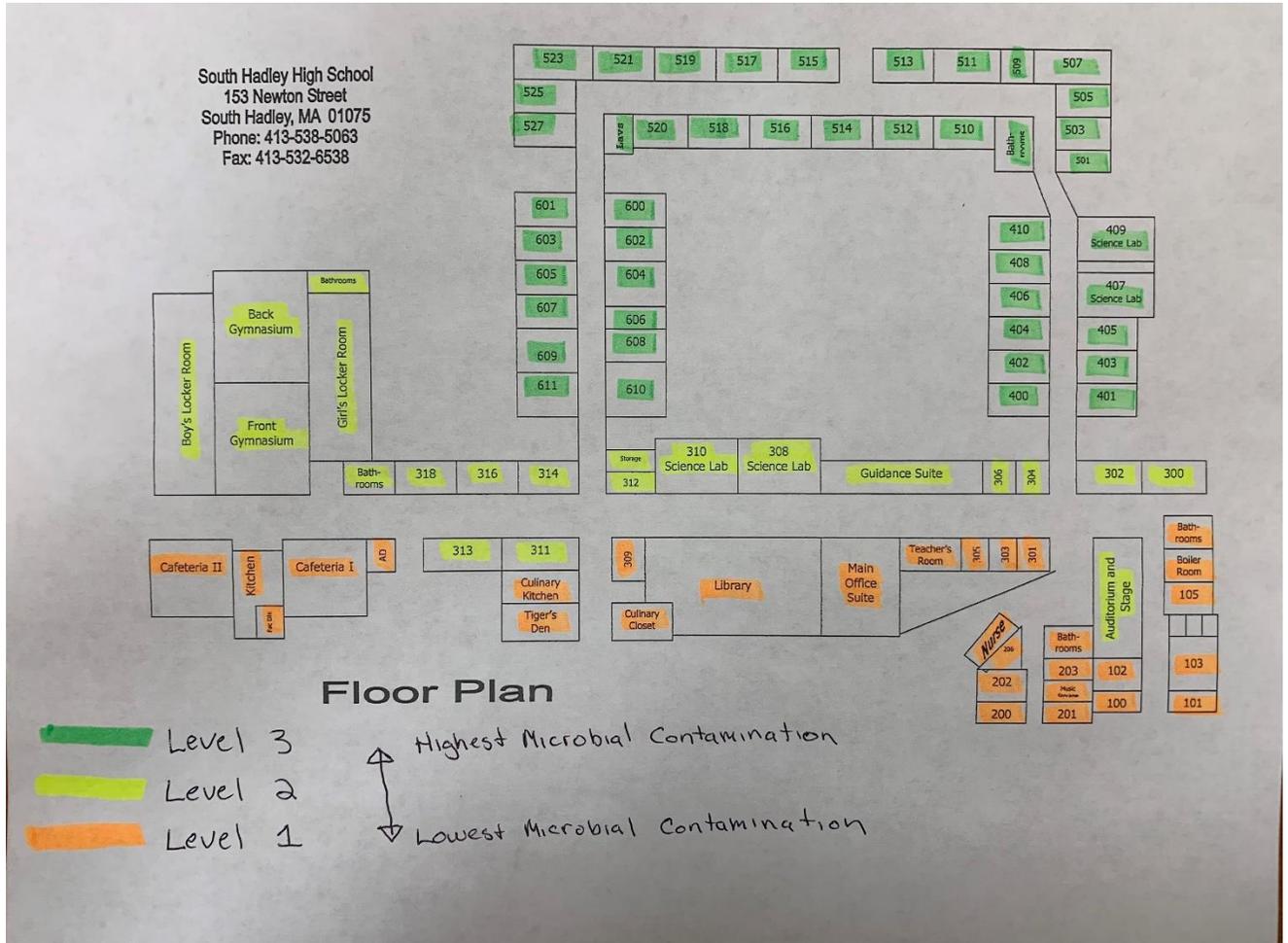
## **CURRENT STATUS**

SRM provided emergency services on September 4-6, 2021 which included staging professional dehumidification equipment and HEPA air scrubbers to help stabilize the environment. Crews set containment throughout the loss site and began to remove and dispose of all contaminated porous contents. HEPA vacuuming was performed in affected areas, and then wet cleaning with SaniMaster 7 to remove microbial growth from non-porous salvageable items. The 53-foot SRM trailer was dispatched and will remain on site for approximately 2 weeks.

## **BUILDING SERVICES**

Electricity, water, heat and air conditioning will be provided by South Hadley High School unless these services cannot be provided due to safety or other concerns. All services that are unable to be provided by South Hadley High School will be provided by SRM.

## CONTAMINATION LEVEL SITE MAP



## RECOMMENDED SCOPE OF WORK

After multiple inspections by Cam Denomme with advisements by the team at the property, the following is our recommended scope of work:



- All affected non porous contents (chalkboards, desks, chairs, lockers, bookcases, etc.) will be HEPA vacuumed and then wet cleaned with SaniMaster 7.
- All affected porous contents (books, cork boards, classroom backpacks and other soft goods) will be bagged and disposed of in on-site dumpster.
- All flooring, walls, windows and doors will be HEPA vacuumed and then wet cleaned with SaniMaster 7.
- All basketball hoops/exposed piping/exterior of ductwork/bleachers will be HEPA vacuumed and then wet cleaned with SaniMaster 7.
- All auditorium seating will be HEPA vacuumed and then wet cleaned with SaniMaster 7.
- Dry Cleaner by Val's will be performing cleaning services on stage curtains.
- All entries to auditorium/gymnasium will be sealed until professional remediation services can be performed.
- All ceiling tiles will be remediated on classroom facing sides with HEPA vacuums.
- HEPA air scrubbers (with ducting) will be set throughout the loss site to help contain airborne particulates.
- Dehumidifiers will be set throughout the loss site to help control the environment.

**Subcontractors involved in the remediation provided by ServiceMaster by Gilmore include the following:**

- Continental Clean Air
- Chris's Towing
- Dry Cleaning by Val's (Not Included in NTE)
- Sunbelt Rentals

**Sub-Contracted Invoices Included in NTE (Exception Dry Cleaner by Val's).**

All delivery/drop off tickets will be made available for tracking purposes.

All subcontractor invoices will be submitted to all parties.

Sub-Contractors will be invoiced at cost plus 20% O&P.

This is subject to change pending the findings once remediation services commence.



## **TERMS OF WORK**

All pricing used by ServiceMaster are standard industry rates that have been governed by the Insurance Industry as a whole. Our past experience indicates that our pricing is very competitive with the rates utilized by our known competition. The only real variance will be in the scope of services to be performed.

Due to the Covid-19 Pandemic and supply shortages, cost increase adjustments may be made to the price of PPE, materials and supplies. If any changes are required ServiceMaster by Gilmore will request a change of pricing.

The T&M Pro 40-hour overtime rule will be used. (Emergency Services Excluded)

Vehicles will be invoiced at a daily rate and mileage can be provided if necessary.

PPE will be invoiced using crew leader's materials & supplies daily paperwork.

All T&M rates to be used can be found in the attached 2021 SRM National Price List.

Please acknowledge your acceptance of the attached 2021 SRM National Time & Materials Price List by initialing all pages.

## **FLOW OF WORK**

A system of order will be determined for scheduling purposes to ensure a proper daily flow of work. Crews will be assigned areas daily determined by the Project Manager Cam Denomme. Once an area has been completed and inspected by management crews will move to the next designated area. This will continue until remediation services have been completed. SRM will need to communicate with South Hadley High School management on a daily basis (email thread with all participants will be established) to ensure a proper flow of work.

## **PROJECT SCHEDULE**

**Estimated duration of project for this SRM scope to be completed: 14 days**



***The daily work schedule will be as follows:***

Monday-Sunday

Project Manager Cam Denomme 6 hours per day minimum. (All rates edited and approved on SRM 2021 Pricelist Attached)

Project Auditor/Manager Joseph Kline

Our daily shift will be 7 am through 6:30 pm. This includes Restoration Supervisors, Restoration Technicians and General Laborers. Hours and labor types will adjust as remediation services are completed. (All rates on SRM 2021 Pricelist Attached)

The ratio will be approximately 10 Laborers per 1 Restoration Supervisor.

Crews will have 2 15-20 minute breaks per day. (Due to PPE requirements this parameter will need some flexibility)

Crews will have 30 minutes for lunch in designated area.

## **HEALTH AND SAFETY**

Daily Safety Meetings will be held by Restoration Supervisor and Project Manager.

All designated PPE will be worn at all times.

Due to the Covid-19 Pandemic, we request immediate notification of any infected employees on site.

## **QUALITY ASSURANCE**

One very important aspect of this project is to implement procedures that will insure good management and the delivery of a high-quality service in the minimum amount of time. Below are some of the steps that will be taken:

- A. Supervisors and management will work for 30 minutes at beginning and 30 minutes at the end of the daily labor shift for administrative and preparatory reasons.



- B. Crews will work each day in a well-defined contiguous work zone. This zone will be completely finished before moving to another area. This will increase both quality and supervisory control.
- C. Once an area has been finished all parties will be notified. The Project Manager will inspect the area before authorizing the crew to move to a new area.
- D. General Laborers will not work out of eyesight from their Restoration Supervisor.

## **ACKNOWLEDGEMENTS**

- A. Daily meetings will be held with management to discuss progress, changes in priorities or pertinent project information. We will establish a group to receive emails for the duration of the project.
- B. SRM will require an area in which a supply and equipment distribution can be maintained.
- C. SRM will coordinate entrance / exit and security procedures with the appropriate contact person as needed.
- D. All SRM non-management personnel will be badged and/or uniformed for identification purposes.
- E. This Scope of Work is for the building interior only.
- F. SRM, unless otherwise specified, will provide all equipment and materials necessary to complete this project.
- G. All work and services provided in this scope of services are based on the initial inspections of the damage. Due to unknowns in dealing with losses of this nature, some procedures and the nature of the effort may require adjustment as the job is processed. All services are intended to be accomplished under best effort circumstances.
- H. Daily Sign in sheets for all SRM employees. (Management and Crews)
- I. Daily supply inventory will be kept and monitored by SRM.
- J. SRM will provide equipment paperwork in order to ensure accurate counts.
- K. Purchase supply receipts will be kept and submitted.
- L. This does not include any immediate adjustments due to the Covid-19 Pandemic.



## EXCLUSIONS

This SRM Scope of Work is for building & content remediation services only.

Dry Cleaner by Val's not included in this SRM Scope of Work NTE.

**Mold remediation will be conducted in accordance with the American National Standards Institute (ANSI)-approved Institute of Inspection, Cleaning and Restoration Certification (IICRC) *Standard for Professional Mold Remediation (ANSI/IICRC S520, 4<sup>th</sup> edition, 2015)*.**

**Remediation scope of work and techniques to be utilized will be based on conditions observed during the course of this project. Reasonable attempts will be made to visually identify and remediate potential mold growth. However, remediation may be limited by the available techniques and accessibility to certain areas.**

**Visual observations and remediation techniques utilized are inherently limited since only full demolition procedures will expose all areas of a structure. Other unidentified mold growth may be located within areas that are unable to be visually observed or are inaccessible.**

**Please note that environmental characteristics at the site may change over time, which could result in potential future mold issues. For this reason, mold remediation services conducted at this time do not warrant against potential future mold issues.**

## PRICING

**NTE: \$767,928.11**

Note: The above estimate is for planning purposes and is a serious attempt to provide a number for budgeting purposes. Due to the unique circumstances of this damage, SRM will notify you of the potential to exceed the numbers above.

The prices contained in this estimate are exclusive of any federal, state or local taxes, approvals, consents, permits, and licenses and orders incident to performance of the work. SRM shall be compensated for any additional costs incurred which are described above on the basis of SRM's



actual costs incurred for such items if not notified of these requirements prior to the acceptance of a service contract between the parties.

## **CONTRACT EXECUTION & FUND DISPERSEMENT**

ServiceMaster by Gilmore requests an advance made payable to and sent to ServiceMaster by Gilmore in the amount of \$230,378.44.

Please initial all pages and return pricelist and each individual scope as an acknowledgement and acceptance of the SRM pricing and Scope of Work. Remediation services may commence once this step is complete.

## **CONCLUSION**

On behalf of SRM of Boston, we wish to thank you for allowing us this opportunity to participate in the recovery of your facility. In the light of such a disaster, it is our sincere desire to provide the finest in restoration and business recovery services to allow you to resume your business as quickly as possible.

Respectfully Submitted,

Cam Denommee    Project Manager

Joseph Kline    Project Auditor

**SRM** (ServiceMaster Recovery Management)