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July 18, 2019

ADDENDUM NUMBER THREE TO REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ) #104569 FOR FACILITY ANCILLARY SERVICES

Dear Proposers:

This Addendum Number Three is issued to provide revisions, additions, deletions, and clarification to certain requirements of RFSQ #104569. Changes are annotated in red.

1. Delete the following subcategory to Consultants, under Sub-paragraph 1.1, Scope of Work, of the RFSQ, as follows:
 - **Site Surveillance Technicians**
2. Revise the following subcategories under Sub-paragraph 1.5, Specific Category Qualifications, Category I – Abatement & Remediation, of the RFSQ, as follows:
 - A. Asbestos Abatement & Remediation
 - California Contractors State License Board license with "ASB" designation
 - **Contractor must provide services as specified in Attachment 5 (Asbestos Abatement and Removal Specifications) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)**
 - B. Lead Abatement & Remediation
 - State Department of Health Services Lead Supervisor/Lead Worker (for metal lead abatement)
 - **Contractor must provide services as specified in Attachment 6 (Lead-Based Paint Removal Specifications) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)**

C. Mold Abatement & Remediation

- California Contractors State License Board license with “ASB” designation; and
- Certified Firm through the Institute of Inspection, Cleaning and Restoration Certifications (IICRC) possessing the following certifications:
 - o Applied Microbial Remediation Technician;
 - o Applied Structural Drying Technician; and
 - o Water Damage Restoration Technician
- Contractor will provide services as specified in Attachment 3 (Mold Consultant and Mold Remediation Requirements) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)

D. Smoke/Water Damage

- Certified Firm through the Institute of Inspection, Cleaning and Restoration Certification (IICRC) possessing the following certifications:
 - o Fire and Smoke Restoration Technician
 - o Water Damage Restoration Technician

3. Revise the following subcategories under Sub-paragraph 1.5, Specific Category Qualifications, Category II – Consultants, of the RFSQ, as follows:

A. Asbestos Consultants

- State of California Certified Asbestos Consultant
 - o Accreditation as a Building Inspector, Contractor/Supervisor, Project Designer and Management Planner
 - o Contractor must provide services as specified in Attachment 7 (Asbestos consultant Specifications) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)

B. Environmental Consultants

1. Air Quality Testing

- Certified Industrial Hygienist (CIH) through American Board of Industrial Hygiene ~~State of California Registered Environmental Assessor I; or~~
- ~~Registered Environmental Assessor II~~

2. Water Quality Sampling/Monitoring

- Environmental Testing. California State Water Boards (ELAP #) ~~(if applicable)~~

- County Sanitation Districts of Los Angeles County (Cert #) ~~(if applicable) Registered Environmental Assessor II~~
4. Delete the following subcategory under Sub-paragraph 1.5, Specific Category Qualifications, Category II – Consultants, of the RFSQ, as follows:
 - E. ~~Site Surveillance Technicians Intentionally Omitted~~
 - ~~Current accreditation as a Building Inspector and Contractor/Supervisor~~
 5. Delete the following subcategory under Sub-paragraph 2.7.2, Vendor's Qualifications (Section A), Category II - Consultants, of the RFSQ, as follows:
 - E. ~~Site Surveillance Technicians Intentionally Omitted~~
~~Provide site surveillance services related to asbestos, lead, mold or other environmental issues and meet the minimum requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.~~
 6. Delete Exhibit 1, Statement of Qualifications Submittal Form, of Appendix A, Required Forms, in its entirety and replace with the revised Exhibit 1, Statement of Qualifications Submittal Form, updated July 10, 2019.
 7. Add Attachment 5, Asbestos Abatement and Removal Specifications.
 8. Add Attachment 6, Lead-Based Paint Removal Specifications.
 9. Add Attachment 7, Asbestos Consultant Specifications.

Updated RFSQ will be posted via the County's website at: <http://camisvr.co.la.ca.us/lacobids/>. All other terms and conditions of RFSQ #104569 remain in effect.

Attachments (5)



INTERNAL SERVICES DEPARTMENT
REQUEST FOR STATEMENT OF QUALIFICATIONS
(RFSQ) #104569
FACILITY ANCILLARY SERVICES

April 2017
Prepared By
County of Los Angeles

REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)
FACILITY ANCILLARY SERVICES
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APPENDICES:

APPENDIX A: Required Forms

APPENDIX B: Transmittal Form to Request a Solicitation Requirements Review

APPENDIX C: County of Los Angeles Policy on Doing Business with Small Business

APPENDIX D: Jury Service Ordinance

APPENDIX E: Listing of Contractors Debarred in Los Angeles County

APPENDIX F: IRS Notice 1015

APPENDIX G: Safely Surrendered Baby Law

APPENDIX H: Sample Master Agreement

APPENDIX I: Intentionally Omitted

APPENDIX J: Defaulted Property Tax Reduction Program

1.0 GENERAL INFORMATION

1.1 Scope of Work

The County of Los Angeles, Internal Services Department is seeking qualified companies to enter into Master Agreements with the County to provide Facility Ancillary Services required by various County departments related to their facility programs. Vendors may seek to qualify in one or more of the following Facility Ancillary Service categories:

Abatement & Remediation

- Asbestos Abatement & Remediation
- Lead Abatement & Remediation
- Mold Abatement & Remediation
- Smoke/Water Damage

Consultants

- Asbestos Consultants
- Environmental Consultants
- Lead Consultants
- Parking Consultants
- Mold Consultant

General Services

- Duct Cleaning Services
- Moving, Relocation and/or Storage Services
- Pest Control and Termite Extermination
- As-Needed Drought-Related Landscaping Services
- As-Needed Storm Water Drain Maintenance and Repair Services
- As-Needed Pressure Washing Services
- Environmental Lab Services

Waste & Rubbish

- Electronic Waste Collectors/Recyclers
- Hazardous/non-hazardous Waste Removal & Disposal
- Medical Waste Removal & Disposal
- Rubbish Removal/Disposal Service

- Chemical Portable Toilets
- Domestic Fresh Water and/or Wastewater Treatment
- Class A Infectious Substance/Waste Decontamination & Removal
- Class A Infectious Substance/Waste Transport & Disposal
- Solid/Organic Waste Removal, Disposal and Recycling Service.

1.2 Overview of Solicitation Document

This Request for Statement of Qualifications (RFSQ) is composed of the following parts:

- **GENERAL INFORMATION:** Specifies the Vendor's minimum qualifications, provides information regarding some of the requirements of the Master Agreement and the solicitation process.
- **INSTRUCTIONS TO VENDORS:** Contains instructions to Vendors in how to prepare and submit their Statement of Qualifications (SOQ).
- **STATEMENT OF QUALIFICATIONS (SOQ) REVIEW/SELECTION QUALIFICATION PROCESS:** Explains how the SOQ will be reviewed, selected and qualified.
- **APPENDICES:**
 - **A - REQUIRED FORMS:** Forms contained in this section must be completed and included in the SOQ.
 - **B - TRANSMITTAL FORM TO REQUEST A SOLICITATION REQUIREMENTS REVIEW:** Transmittal sent to Department requesting a Solicitation Requirements Review.
 - **C - COUNTY OF LOS ANGELES POLICY OF DOING BUSINESS WITH SMALL BUSINESS:** County Code.
 - **D - JURY SERVICE ORDINANCE:** County Code.
 - **E - LISTING OF CONTRACTORS DEBARRED IN LOS ANGELES COUNTY:** Contractors who are not allowed to contract with the County for a specific length of time.
 - **F - IRS NOTICE 1015:** Provides information on Federal Earned Income Credit.
 - **G - SAFELY SURRENDERED BABY LAW:** County program.
 - **H - MASTER AGREEMENT:** The Master Agreement used for this solicitation. The terms and conditions shown in the Master Agreement are not negotiable.
 - **I - INTENTIONALLY OMITTED**

➤ **J - DEFAULTED PROPERTY TAX REDUCTION PROGRAM**
County Code.

1.3 Terms and Definitions

Throughout this RFSQ, references are made to certain persons, groups, or Departments/agencies. For convenience, a description of specific definitions can be found in Appendix H, Master Agreement, Paragraph 2, - Definitions.

1.4 Vendor's Minimum Qualifications

Interested and qualified Vendors that meet the Minimum Qualifications stated below are invited to submit an SOQ.

- Vendor must have three (3) years experience within the last five (5) years providing Facility Ancillary Services in each category for which they are attempting to qualify and have appropriate regulatory agency licenses in good standing with the respective licensing agencies.

- **New Firm Eligibility**

New firms may submit an SOQ even if the company has not been in business for the minimum number of years required in the paragraph above. Vendors may qualify if the company's principals, partners or officers personally meet the minimum qualifications from previous organizations. Vendors must explicitly state that they are seeking to qualify under this paragraph.

1.5 Specific Category Qualifications

Vendors that meet the above minimum qualifications must also provide specific category qualifications. Each Category's required list of Licenses, Certificates and other documents is provided below. The Facility Ancillary Service Master Agreement (FASMA) Categories are listed in groups of similar services.

I. Abatement & Remediation

A. Asbestos Abatement & Remediation

- California Contractors State License Board license with "ASB" designation
- Contractor must provide services as specified in Attachment 5 (Asbestos Abatement and Removal Specifications) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)

B. Lead Abatement & Remediation

- State Department of Health Services Lead Supervisor/Lead Worker (for metal lead abatement)

- Contractor must provide services as specified in Attachment 6 (Lead-Based Paint Removal Specifications) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)

C. Mold Abatement & Remediation

- California Contractors State License Board license with “ASB” designation; and
- Certified Firm through the Institute of Inspection, Cleaning and Restoration Certifications (IICRC) possessing the following certifications:
 - o Applied Microbial Remediation Technician; and
 - o Water Damage Restoration Technician
- Contractor will provide services as specified in Attachment 3 (Mold Consultant and Mold Remediation Requirements) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)

D. Smoke/Water Damage

- Certified Firm through the Institute of Inspection, Cleaning and Restoration Certification (IICRC) possessing the following certifications:
 - o Fire and Smoke Restoration Technician
 - o Water Damage Restoration Technician

II. Consultants

A. Asbestos Consultants

- State of California Certified Asbestos Consultant
- Accreditation as a Building Inspector, Contractor/Supervisor, Project Designer and Management Planner
- Contractor must provide services as specified in Attachment 7 (Asbestos consultant Specifications) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)

B. Environmental Consultants

1. Air Quality Testing
 - Certified Industrial Hygienist (CIH) through American Board of Industrial Hygiene
2. Water Quality Sampling/Monitoring

- Environmental Testing. California State Water Boards (ELAP #)
- County Sanitation Districts of Los Angeles County (Cert #)
- C. Lead Consultants
 - State of California Certified Lead Inspector/Assessor; and
 - State of California Certified Lead Project Monitor
- D. Parking Consultants
 - Have experience consulting on projects for municipalities with multiple facilities possessing a minimum total aggregate of 10,000 parking spaces
- E. Intentionally Omitted
- F. Mold Consultant
 - Certified Industrial Hygienist (CIH) through American Board of Industrial Hygiene
 - Five (5) years' experience within the last seven (7) years conducting mold investigations
 - Contractor will provide services as specified in Attachment 3 (Mold Consultant and Mold Remediation Requirements) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)

III. General Services

- A. Duct Cleaning Services
 - California State Warm-Air Heating, Ventilating and Air-Conditioning Contractor's License and
 - National Air Duct Cleaners Association (NADCA) Certification
- B. Moving, Relocation and/or Storage Services
 - Storage facility located within the geographical boundaries of Los Angeles County
 - Public Utilities Commission Permit to Operate As A Highway Carrier Business License
- C. Pest Control and Termite Extermination
 - California Department of Pesticide Regulation (DPR) Qualified Applicator I license

- Current registration with the County of Los Angeles Agricultural Commissioner/ Weights and Measures (ACWM) on an annual basis
 - Adhere to the County's Integrated Pest Management (IPM) Program (the Program)
 - Provide a monthly pesticide report to the (ACWM) and an annual summary of the pesticides used outdoors on County-owned or maintained property by Fiscal Year (July 1 to June 31)
- D. As-Needed Drought-Related Landscaping Services
- Headquarters located within the geographical boundaries of Los Angeles County.
 - Current C-27 Landscaping License
- E. As-Needed Storm Water Drain Maintenance and Repair Services
- Headquarters located within the geographical boundaries of Los Angeles County.
 - State of California Contractors License Class A or B with Hazardous Substance Removal Endorsement.
- F. As-Needed Pressure Washing Services
- Headquarters located within the geographical boundaries of Los Angeles County.
- G. Environmental Lab Services
- Laboratory must possess a current Environmental Laboratory Accreditation Program (ELAP) certification.
 - 24/7/365 contact accessibility for both primary and alternate company representatives.
 - Laboratory must be located within the geographical boundaries of Los Angeles County in order to meet six hours holding time requirements. Laboratory must also be located within 50 miles of all testing sites as listed on Appendix A, Testing Sites, to minimize drive time to deliver samples.
 - Contractor will provide services as specified in Attachment 4 (Environmental Lab Services) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)

IV. Waste and Rubbish

- A. Electronic Waste Collectors/Recyclers

- California Integrated Waste Management Board Certification (for E-waste Collectors/Recyclers)
- B. Hazardous/non-Hazardous Waste Removal & Disposal (must have all of the following)
 - EPA identification number
 - EPA Acknowledgement of Notification of Hazardous Waste Activity
 - Hazardous Material Certification of Registration
 - Hazardous Material Transportation License
 - Hazardous Substances Removal & Remedial Actions Certification
 - California DMV license with “X” designation
 - Department of Toxic Substances Control Hazardous Waste Transporter Registration
 - California Contractors State License Board license with “HAZ” designation
 - Medical Waste Transporter Verification & Conditions (if applicable)
 - California State Water Resources Control Board Wastewater Treatment Plant Operator’s Certificate, Grade II or higher (if applicable)
- C. Medical Waste Removal & Disposal
 - EPA ID number
 - CA DPH Medical Waste Transporter Verification & Conditions
 - Department of Toxic Substances registered Hazardous Waste Transporter
 - CA DPH Registered Trauma Scene Waste Management Practitioner (if applicable)
 - Registered State of CA Health & Human Services Department of Public Health (DPH) Medical Waste Transporter
- D. Rubbish Removal/Disposal Service
 - County of Los Angeles Department of Public Health Solid Waste Management Program Waste Collector Permit

E. Chemical Portable Toilets

- Active permit with the County of Los Angeles Department of Public Health, as authorized by California Health and Safety Code Section 117400-117450 to provide chemical portable toilet services and waste management

F. Domestic Fresh Water and/or Wastewater Treatment

- Wastewater Treatment Plant Operator's Certificate, Grade II or higher issued by CA State Water Resources Control Board
- Wastewater Treatment Facility Operator's Certificate, Grade I or higher issued by CA State Department of Health

G. Class A Infectious Substance/Waste Decontamination & Removal

- EPA ID number
- CA DPH Medical Waste Transporter Verification & Conditions
- Department of Toxic Substances registered Hazardous Waste Transporter
- CA DPH Registered Trauma Scene Waste Management Practitioner (if applicable)
- Registered State of CA Health & Human Services Department of Public Health (DPH) Medical Waste Transporter
- 24/7/365 contact accessibility for both primary and alternate company representatives.
- Meets all guidelines related to decontamination/cleanup/removal activities at a potential Category A contamination site, as established by CDC, OSHA, California DPH, DOT, and the Los Angeles County Health Officer

H. Class A Infectious Substance/Waste Transport & Disposal

- EPA ID number
- CA DPH Medical Waste Transporter Verification & Conditions
- Department of Toxic Substances registered Hazardous Waste Transporter
- CA DPH Registered Trauma Scene Waste Management Practitioner (if applicable)
- Registered State of CA Health & Human Services Department of Public Health (DPH) Medical Waste Transporter
- DOT SP 16279

- 24/7/365 contact accessibility for both primary and alternate company representatives.
 - Meets all guidelines related to transport and disposal activities of potential Category A waste, as established by CDC, OSHA, California DPH, DOT, and the Los Angeles County Health Officer
- I. Solid/Organic Waste Removal, Disposal and Recycling Services
- County of Los Angeles Department of Public Health Solid Waste Management Program Waste Collector Permit
 - Non-Exclusive Commercial Solid Waste Collection Franchise Agreement for the Unincorporated Areas of the County of Los Angeles with County of Los Angeles Department of Public Works
 - Contractor will provide services as specified in Attachment 2 (Solid/Organic Waste Removal, Disposal and Recycling Services, Requirements) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)

1.6 Master Agreement Process

The objective of this RFSQ process is to secure one or more qualified Vendors to provide Facility Ancillary Services. Specific tasks, deliverables, etc. will be determined at the time Purchase Order are required.

- 1.6.1 Master Agreements will be executed with all Vendors determined to be qualified.
- 1.6.2 Upon the Department's execution of the Master Agreements, the qualified Vendors will become County Contractors, and thereafter be solicited under competitive conditions to provide as needed Facility Ancillary Services under Purchase Orders to be issued by County. Purchase Orders shall include a Statement of Work (SOW) which shall describe in detail the particular project and the work required for the performance thereof. Payment for all work shall be either on a time and materials basis or on a fixed price per deliverable basis, subject to the Total Maximum Amount specified on each individual Purchase Order. The execution of a Master Agreement does not guarantee a Contractor any minimum amount of business. Only those Contractors qualified will be contacted to submit bids.
- 1.6.3 If the Master Agreement includes various categories of services, only those Contractors qualified for the specific category will be contacted to submit bids.

1.7 Master Agreement Term

- 1.7.1 The term of the Master Agreement will be three (3) years, with three (3) two-year option periods, for a maximum total term of nine (9) years. Option periods will be exercised at Department's discretion.
- 1.7.2 County will continuously accept SOQs to qualify vendors throughout the duration of the Master Agreement, including the three (3) two-year option periods. The Master Agreement will become effective upon the date of its execution by the Director of the Internal Services Department or designee and will expire March 31, 2021, unless sooner extended or terminated.

1.8 County Rights and Responsibilities

The County has the right to amend the RFSQ by written addendum. The County is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum shall be made available to each person or organization which County records indicate has received this RFSQ. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the SOQ not being considered, as determined in the sole discretion of the County. The County is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

1.9 Contact with County Personnel

Any contact regarding this RFSQ or any matter relating thereto must be in writing and may be mailed or e-mailed as follows:

Internal Services Department
Contracts Section
1100 N. Eastern Ave., Room 101
Los Angeles, CA 90063
Attention: Tatiana Menendez, Contract Analyst
tmenendez@isd.lacounty.gov

If it is discovered that a Vendor contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify their SOQ from further consideration.

1.10 Mandatory Requirement to Register on County's WebVen

Prior to executing a Master Agreement, all potential Contractors must register in the County's WebVen. The WebVen contains the Vendor's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the Internet by accessing the County's home page at <http://camisvr.co.la.ca.us/webven/>

1.11 County Option to Reject SOQs

The County may, at its sole discretion, reject any or all SOQs submitted in response to this solicitation. The County shall not be liable for any cost incurred by a Vendor in connection with preparation and submittal of any SOQ. The County reserves the right to waive inconsequential disparities in a submitted SOQ.

1.12 Protest Process

1.12.1 Under Board Policy No. 5.055 (Services Contract Solicitation Protest), any prospective Vendor may request a review of the requirements under a solicitation for a Board-approved services contract, as described in Section 1.12.3 below. Additionally, any actual Vendor may request a review of a disqualification under such a solicitation, as described in the Sections below.

1.12.2 Throughout the review process, the County has no obligation to delay or otherwise postpone an award of contract based on a Vendor protest. In all cases, the County reserves the right to make an award when it is determined to be in the best interest of the County of Los Angeles to do so.

1.12.3 Grounds for Review

Unless state or federal statutes or regulations otherwise provide, the grounds for review of any Departmental determination or action should be limited to the following:

- Review of Solicitation Requirements Review (Reference sub-paragraph 2.4 in the solicitation requirement review)
- Review of a Disqualified SOQ (Reference sub-paragraph 3.2 in the SOQ Review/Selection/Qualification Section)

1.13 Notice to Vendor's Regarding Public Records Act

1.13.1 Responses to this RFSQ shall become the exclusive property of the County. At such time as when Department recommends the qualified Vendor(s) to the Board of Supervisors (Board) and such recommendation appears on the Board agenda, all SOQ's submitted in response to this RFSQ, become a matter of public record, with the exception of those parts of each SOQ which are justifiably defined and identified by the Vendor as business or trade secrets, and plainly marked as "Trade Secret," "Confidential," or "Proprietary."

1.13.2 The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. **A blanket statement of confidentiality or the**

marking of each page of the SOQ as confidential shall not be deemed sufficient notice of exception. The Vendor must specifically label only those provisions of their respective SOQ which are "Trade Secrets," "Confidential," or "Proprietary" in nature.

1.14 Indemnification and Insurance

Vendor shall be required to comply with the Indemnification provisions contained in Appendix H - Master Agreement, sub-paragraph 8.22. Vendor shall procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts specified in Appendix H - Master Agreement, sub-paragraphs 8.23 and 8.24.

1.15 Intentionally Omitted

1.16 Injury and Illness Prevention Program (IIPP)

Vendor shall be required to comply with the State of California's Cal OSHA's regulations. Section 3203 of Title 8 in the California Code of Regulations requires all California employers to have a written, effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program.

1.17 Background and Security Investigations

Background and security investigations of Vendor's staff may be required at the discretion of the County as a condition of beginning and continuing work under any resulting agreement. The cost of background checks is the responsibility of the Vendor.

1.18 Confidentiality and Independent Contractor Status

As appropriate, Contractor shall be required to comply with the Confidentiality provision sub-paragraph 7.6 and the Independent Contractor Status sub-paragraph 8.21 in Appendix H, Master Agreement.

1.19 Conflict of Interest

No County employee whose position in the County enables him/her to influence the selection of a Contractor for this RFSQ, or any competing RFSQ, nor any spouse of economic dependent of such employees, shall be employed in any capacity by a Vendor or have any other direct or indirect financial interest in the selection of a Contractor. Vendor shall certify that he/she is aware of and has read Section 2.180.010 of the Los Angeles County Code as stated in Appendix A - Required Forms Exhibit 3, Certification of No Conflict of Interest.

1.20 Determination of Vendor Responsibility

- 1.20.1 A responsible Vendor is a Vendor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Vendors.
- 1.20.2 Vendors are hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may determine whether the Vendor is responsible based on a review of the Vendor's performance on any contracts, including but not limited to County contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by the Vendor against public entities. Labor law violations which are the fault of the subcontractors and of which the Vendor had no knowledge shall not be the basis of a determination that the Vendor is not responsible.
- 1.20.3 The County may declare a Vendor to be non-responsible for purposes of this Master Agreement if the Board of Supervisors, in its discretion, finds that the Vendor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Vendor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or omission which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity.
- 1.20.4 If there is evidence that the Vendor may not be responsible, the Department shall notify the Vendor in writing of the evidence relating to the Vendor's responsibility, and its intention to recommend to the Board of Supervisors that the Vendor be found not responsible. The Department shall provide the Vendor and/or the Vendor's representative with an opportunity to present evidence as to why the Vendor should be found to be responsible and to rebut evidence which is the basis for the Department's recommendation.
- 1.20.5 If the Vendor presents evidence in rebuttal to the Department, the Department shall evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the Board of Supervisors. The final decision concerning the responsibility of the Vendor shall reside with the Board of Supervisors.
- 1.20.6 These terms shall also apply to proposed subcontractors of Vendors on County contracts.

1.21 Vendor Debarment

- 1.21.1 The Vendor is hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may debar the Vendor from bidding or proposing on, or being awarded, and/or performing work on other County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and the County may terminate any or all of the Vendor's existing contracts with County, if the Board of Supervisors finds, in its discretion, that the Vendor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Vendor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity.
- 1.21.2 If there is evidence that the apparent highest ranked Vendor may be subject to debarment, the Department shall notify the Vendor in writing of the evidence which is the basis for the proposed debarment, and shall advise the Vendor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- 1.21.3 The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. The Vendor and/or Vendor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Vendor should be debarred, and, if so, the appropriate length of time of the debarment. The Vendor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
- 1.21.4 After consideration of any objections, or if no objections are received, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- 1.21.5 If a Vendor has been debarred for a period longer than five (5) years, that Vendor may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of

debarment or terminate the debarment if it finds that the Vendor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.

- 1.21.6 The Contractor Hearing Board will consider requests for review of a debarment determination only where (1) the Vendor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
- 1.21.7 The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- 1.21.8 These terms shall also apply to proposed subcontractors of Vendors on County contracts.
- 1.21.9 Appendix E provides a link to the County's website where there is a listing of Contractors that are currently on the Debarment List for Los Angeles County.

1.22 Vendor's Adherence to County Child Support Compliance Program

Contractors shall 1) fully comply with all applicable State and Federal reporting requirements relating to employment reporting for its employees; and 2) comply with all lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and continue to maintain compliance during the term of any contract that may be awarded pursuant to this solicitation. Failure to comply may be cause for termination of a Master Agreement or initiation of debarment proceedings against the non-compliant Contractor (County Code Chapter 2.202).

1.23 Gratuities

1.23.1 Attempt to Secure Favorable Treatment

It is improper for any County officer, employee or agent to solicit consideration, in any form, from a Vendor with the implication, suggestion or statement that the Vendor's provision of the consideration may secure more favorable treatment for the Vendor in the award of a Master Agreement or that the Vendor's failure to provide such consideration may negatively affect the County's consideration of the Vendor's submission. A Vendor shall not offer or give either directly or through an intermediary, consideration, in any form, to a County officer, employee or agent for the purpose of securing favorable treatment with respect to the award of a Master Agreement.

1.23.2 Vendor Notification to County

A Vendor shall immediately report any attempt by a County officer, employee or agent to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861. Failure to report such a solicitation may result in the Vendor's submission being eliminated from consideration.

1.23.3 Form of Improper Consideration

Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

1.24 Notice to Vendors Regarding the County Lobbyist Ordinance

The Board of Supervisors of the County of Los Angeles has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the "Lobbyist Ordinance", defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in County Code Chapter 2.160. In effect, each person, corporation or other entity that seeks a County permit, license, franchise or contract must certify compliance with the ordinance. As part of this solicitation process, it will be the responsibility of each Vendor to review the ordinance independently as the text of said ordinance is not contained within this RFSQ. Thereafter, each person, corporation or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by Los Angeles County Code Section 2.160.010, retained by the Vendor is in full compliance with Chapter 2.160 of the Los Angeles County Code and each such County Lobbyist is not on the Executive Office's List of Terminated Registered Lobbyists by completing and submitting the Familiarity

with the County Lobbyist Ordinance Certification, as set forth in Appendix A - Required Forms Exhibit 6, as part of their SOQ.

1.25 Federal Earned Income Credit

The Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in the Internal Revenue Service Notice No. 1015. Reference Appendix F.

1.26 Consideration of GAIN/GROW Participants for Employment

As a threshold requirement for consideration of a Master Agreement, Vendors shall demonstrate a proven record of hiring participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) or General Relief Opportunity for Work (GROW) Programs or shall attest to a willingness to consider GAIN/GROW participants for any future employment openings if they meet the minimum qualifications for that opening. Vendors shall attest to a willingness to provide employed GAIN/GROW participants access to the Vendor's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities. Vendors who are unable to meet this requirement shall not be considered for a Master Agreement.

Vendors shall complete and return the form, Attestation of Willingness to Consider GAIN/GROW Participants, as set forth in Appendix A - Required Forms Exhibit 10, as part of their SOQ.

1.27 County's Quality Assurance Plan

After award of a Master Agreement and subsequent Purchase Order(s), the County or its agent will monitor the Contractor's performance under the Master Agreement and Purchase Order on an annual basis. Such monitoring will include assessing Contractor's compliance with all terms and conditions in the Master Agreement and performance standards identified in the Purchase Order. Contractor's deficiencies which the County determines are significant or continuing and that may jeopardize performance of this Master Agreement and subsequent Purchase Orders will be reported to the County's Board of Supervisors. The report will include improvement/corrective action measures taken by the County and Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate the Master Agreement and/or Purchase Order in whole or in part, or impose other penalties as specified in the Master Agreement.

1.28 Recycled Bond Paper

Vendor shall be required to comply with the County's policy on recycled bond paper as specified in Appendix H - Master Agreement, sub-paragraph 8.38.

1.29 Safely Surrendered Baby Law

The contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The information is set forth in Appendix G (Safely Surrendered Baby Law) of this solicitation document. Additional information is available at www.babysafela.org.

1.30 County Policy on Doing Business with Small Business

1.30.1 The County has multiple programs that address small businesses. The Board of Supervisors encourages small business participation in the County's contracting process by constantly streamlining and simplifying our selection process and expanding opportunities for small businesses to compete for our business.

1.30.2 The Local Small Business Enterprise Preference Program, requires the Company to complete a certification process. This program and how to obtain certification are further explained in sub-paragraph 1.32 of this Section.

1.30.3 The Jury Service Program provides exceptions to the Program if a company qualifies as a Small Business. It is important to note that each Program has a different definition for Small Business. You may qualify as a Small Business in one Program but not the other. Further explanation of the Jury Service Program is provided in sub-paragraph 1.31 of this Section.

1.30.4 The County also has a Policy on Doing Business with Small Business that is stated in Appendix C.

1.31 Jury Service Program

The prospective contract is subject to the requirements of the County's Contractor Employee Jury Service Ordinance ("Jury Service Program") (Los Angeles County Code, Chapter 2.203). Prospective Contractors should carefully read the Jury Service Ordinance, Appendix D, and the pertinent jury service provisions of the Appendix H - Master Agreement, sub-paragraph 8.7, both of which are incorporated by reference into and made a part of this RFSQ. The Jury Service Program applies to both Contractors and their Subcontractors. SOQs that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.

1.31.1 The Jury Service Program requires Contractors and their Subcontractors to have and adhere to a written policy that provides that its employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service

with the Contractor or that the Contractor deduct from the employee's regular pay the fees received for jury service. For purposes of the Jury Service Program, "employee" means any California resident who is a full-time employee of a Contractor and "full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) the Contractor has a long-standing practice that defines the lesser number of hours as full-time. Therefore, the Jury Service Program applies to all of a Contractor's full-time California employees, even those not working specifically on the County project. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program.

- 1.31.2 There are two ways in which a Contractor might not be subject to the Jury Service Program. The first is if the Contractor does not fall within the Jury Service Program's definition of "Contractor". The Jury Service Program defines "Contractor" to mean a person, partnership, corporation or other entity which has a contract with the County or a Subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. The second is if the Contractor meets one of the two exceptions to the Jury Service Program. The first exception concerns small businesses and applies to Contractors that have 1) ten or fewer employees; and, 2) annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract is less than \$500,000, and, 3) is not an "affiliate or subsidiary of a business dominant in its field of operation". The second exception applies to Contractors that possess a collective bargaining agreement that expressly supersedes the provisions of the Jury Service Program. The Contractor is subject to any provision of the Jury Service Program not expressly superseded by the collective bargaining agreement.
- 1.31.3 If a Contractor does not fall within the Jury Service Program's definition of "Contractor" or if it meets any of the exceptions to the Jury Service Program, then the Contractor must so indicate in the Contractor Employee Jury Service Program Certification Form and Application for Exception, as set forth in Appendix A - Required Forms Exhibit 11, and include with its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable. Upon reviewing the Contractor's application, the County will determine, in its sole discretion, whether the Contractor falls within the definition of Contractor or meets any of the exceptions to the Jury Service Program. The County's decision will be final.

1.32 Local Small Business Enterprise (LSBE) Preference Program

- 1.32.1 In reviewing Purchase Order Bids, the County will give LSBE preference to businesses that meet the definition of a LSBE, consistent with Chapter 2.204.030C.1 of the Los Angeles County Code. An LSBE is defined as a business: 1) certified by the State of California as a small business and has had its principal place of business located in Los Angeles County for at least one year; or 2) certified as a small business enterprise with other certifying agencies pursuant to the Department of Consumer and Business Affairs's (DCBA) inclusion policy that: a) has its principal place of business located in Los Angeles County, and b) has revenues and employee sizes that meet the State's Department of General Services requirements. The business must be certified by the Department of Consumer and Business Affairs as meeting the requirements set forth above prior to requesting the LSBE Preference in a solicitation.
- 1.32.2 To apply for certification as an LSBE, businesses should contact the Department of Consumer and Business Affairs at <http://dcba.lacounty.gov>
- 1.32.3 Certified Local SBEs may only request the preference in each of their Purchase Order Bid responses and may not request the preference unless the certification process has been completed and certification is affirmed. Businesses must complete and submit the Request for Preference Program Consideration with each Purchase Order Bid response and submit a letter of certification from the DCBA with their bid.
- 1.32.4 Information about the State's small business enterprise certification regulations is in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Small Business Certification and Resources Web site at <http://www.pd.dgs.ca.gov/smbus/default>

1.33 Local Small Business Enterprise (SBE) Prompt Payment Program

It is the intent of the County that Certified LSBEs receive prompt payment for services they provide to County Departments. Prompt payment is defined as 15 calendar days after receipt of an undisputed invoice.

1.34 Notification to County of Pending Acquisitions/Mergers by Proposing Company

The Vendor shall notify the County of any pending acquisitions/mergers of their company. This information shall be provided by the Vendor on Appendix A-Required Forms - Exhibit 2, Vendor's Organization Questionnaire/Affidavit and CBE Information. Failure of the Vendor to provide this information may eliminate its SOQ from any further consideration.

1.35 Social Enterprise (SE) Preference Program

1.35.1 In reviewing Purchase Order Bids, the County will give preference during the solicitation process to businesses that meet the definition of a SE, consistent with Chapter 2.205 of the Los Angeles County Code. A SE is defined as:

- 1) A business that qualifies as a SE and has been in operation for at least one year (1) providing transitional or permanent employment to a Transitional Workforce or providing social, environmental and/or human justice services; and
- 2) A business certified by the Department of Consumer and Business Affairs (DCBA) as a SE.

1.35.2 The DCBA shall certify that a SE meets the criteria set forth in Section 1.35.1.

1.35.3 Certified SEs may only request the preference in each of their Purchase Order Bid responses and may not request the preference unless the certification process has been completed and certification is affirmed. Businesses must complete and submit the Request for Preference Program Consideration with each response and submit a letter of certification from the DCBA with their bid.

1.35.4 Further information on SEs is also available on the DCBA's website at: <http://dcba.lacounty.gov>.

1.36 Business Associate Agreement Under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA")

Contractor shall be required to comply with the Administrative Simplification requirements of the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) as in effect and as may be amended, as contained in Appendix H, Master Agreement.

1.37 Intentionally Omitted

1.38 Defaulted Property Tax Reduction Program

The prospective contract is subject to the requirements of the County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program") (Los Angeles County Code, Chapter 2.206). Prospective Contractors should carefully read the Defaulted Tax Program Ordinance, Appendix J, and the pertinent provisions of the Master Agreement, Appendix H, Sub-paragraph 8.50 and 8.51, both of which are incorporated by reference into and made a part of this solicitation. The Defaulted Tax Program applies to both Contractors and their Subcontractors.

Vendors shall be required to certify that they are in full compliance with the

provisions of the Defaulted Tax Program and shall maintain compliance during the term of any contract that may be awarded pursuant to this solicitation or shall certify that they are exempt from the Defaulted Tax Program by completing Certification of Compliance with The County's Defaulted Property Tax Reduction Program, Exhibit 12 in Appendix A – Required Forms. Failure to maintain compliance, or to timely cure defects, may be cause for termination of a contract or initiation of debarment proceedings against the non-compliance contractor (Los Angeles County Code, Chapter 2.202).

SOQs that fail to comply with the certification requirements of the Defaulted Tax Program will be considered non-responsive and excluded from further consideration.

1.39 Disabled Veteran Business Enterprise (DVBE) Preference Program

1.39.1 In reviewing Purchase Order Bids, the County will give preference during the solicitation process to businesses that meet the definition of a DVBE, consistent with Chapter 2.211 of the Los Angeles County Code.

A DVBE vendor is defined as:

- 1) A business which is certified by the State of California as a DVBE;
or
- 2) A business which is verified as a service-disabled veteran-owned small business (SDVOSB) by the Veterans Administration.
- 3) A business certified as DVBE with other certifying agencies pursuant to the Department of Consumer and Business Affairs' (DCBA) inclusion policy that meets the criteria set forth by the agencies in 1 and 2 above.

1.39.2 The DCBA shall certify that a DVBE is currently certified by the State of California, by the U.S. Department of Veteran Affairs, or is determined by the DCBA' inclusion policy that meets the criteria set forth by the agencies in Section 1.39.1, 1 or 2 above.

1.39.3 Certified DVBEs may only request the preference in each of their Purchase Order Bid responses and may not request the preference unless the certification process has been completed and certification is affirmed. Businesses must complete and submit the Request for Preference Program Consideration with each Purchase Order Bid response and submit a letter of certification from the DCBA with their bid.

1.39.4 Information about the State's DVBE certification regulations is found in the California Code of Regulations, Title 2, Subchapter 8, Section 1896

et seq., and is also available on the California Department of General Services Office of Disabled Veteran Business Certification and Resources Website at <http://www.dgs.ca.gov/pd/Home.aspx>

- 1.39.5 Information on the Department of Veteran Affairs SDVOSB certification regulations is found in the Code of Federal Regulations, 38CFR 74 and is also available on the Department of Veterans Affairs Website at: <http://www.vetbiz.gov/>

1.40 Time Off for Voting

The Contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than 10 days before every statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

1.41 Vendor's Acknowledgement of County's Commitment to Zero Tolerance Policy on Human Trafficking

On October 4, 2016, the Los Angeles County Board of Supervisors approved a motion taking significant steps to protect victims of human trafficking by establishing a zero tolerance policy on human trafficking. The policy prohibits Vendors engaged in human trafficking from receiving Master Agreement awards or performing services under a County Master Agreement.

Vendors are required to complete Exhibit 15 (Zero Tolerance Human Trafficking Policy Certification) in Appendix A (Required Forms), certifying that they are in full compliance with the County's Zero Tolerance Policy on Human Trafficking provision as defined in Section 8.53 (Compliance with County's Zero Tolerance Policy on Human Trafficking) of Appendix H (Sample Master Agreement). Further, contractors are required to comply with the requirements under said provision for the term of any Master Agreement awarded pursuant to this solicitation.

1.42 Integrated Pest Management (IPM) Program Compliance

- 1.42.1 The County of Los Angeles is a permittee to a National Pollutant Discharge Elimination System Permit (NPDES Permit) issued by the Los Angeles Regional Water Quality Control Board to reduce or eliminate pollutants moved into surface water through storm water management systems and facilities. One of the conditions of the NPDES Permit is the implementation of an Integrated Pest Management Program (IPM Program) crafted to reduce the impact of pesticides and fertilizers to surface water.

- 1.42.2 The prospective contract is subject to the requirements of the County's IPM Program. Two main components of the Program include a training component for contractor employees who apply pesticides on County owned or maintained property, as well as monthly and annual reporting to the Los Angeles County Department of Agricultural Commissioner/ Weights and Measures (ACWM).
- 1.42.3 Vendors are required to complete Exhibit 14 (Integrated Pest Management Program Compliance Certification) in Appendix D (Required Forms), acknowledging and certifying compliance with the County's Integrated Pest Management Program, Section 8.54 (Compliance with County's Integrated Pest Management Program) of Appendix H (Sample Master Agreement). Further, contractors are required to comply with the requirements under said provision for the term of any contract awarded pursuant to this solicitation.

2.0 INSTRUCTIONS TO VENDORS

This Section contains key project dates and activities as well as instructions to Vendors in how to prepare and submit their Statement of Qualifications (SOQ).

2.1 County Responsibility

The County is not responsible for representations made by any of its officers or employees prior to the execution of the Master Agreement unless such understanding or representation is included in the Master Agreement.

2.2 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with an SOQ shall be sufficient cause for rejection of the SOQ. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.

2.3 RFSQ Timetable

The timetable for this RFSQ is as follows:

- Release of RFSQ04/13/17
- Request for a Solicitation Requirements Review Due04/20/17
- Written Questions Due04/27/17
- Questions and Answers Released05/03/17
- **SOQ due**..... Continuous

NOTE: The County will continuously accept SOQs throughout the duration of the Master Agreement to qualify Vendors. SOQs submitted by the date identified above will be initially reviewed. Subsequent to this date, SOQs will be reviewed as they are received to determine Vendor's qualifications.

2.4 Solicitation Requirements Review

Any person or entity may seek a Solicitation Requirements Review by submitting Appendix B - Transmittal Form to Request a Solicitation Requirements Review to the Department conducting the solicitation as described in this Section. A request for a Solicitation Requirements Review may be denied, in the Department's sole discretion, if the request does not satisfy all of the following criteria:

1. The request for a Solicitation Requirements Review is received by the department by April 20, 2017.
2. The request for a Solicitation Requirements Review includes documentation, which demonstrates the underlying ability of the person or entity to submit a SOQ.
3. The request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
4. The request for a Solicitation Requirements Review asserts either that:
 - a. application of the minimum qualifications, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or,
 - b. due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective Vendor.

The Solicitation Requirements Review shall be completed and the Department's determination shall be provided to the requesting person or entity, in writing, within a reasonable time prior to the SOQ due date.

2.5 Vendors' Questions

Vendors may submit written questions regarding this RFSQ by mail, or e-mail to the individual identified below. All questions must be received by April 27, 2017. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFSQ.

When submitting questions, please specify the RFSQ section number, paragraph number, and page number and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFSQ. County reserves the right to group similar questions when providing answers.

Questions may address concerns that the application of minimum requirements, evaluation criteria and/or business requirements would unfairly disadvantage Vendors or, due to unclear instructions, may result in the County not receiving the best possible responses from Vendor.

Questions should be addressed to:

Internal Services Department
Attention: Tatiana Menendez, Contract Analyst
1100 N. Eastern Ave., Room 101
Los Angeles, CA 90063
e-mail address: tmenendez@isd.lacounty.gov

2.6 Intentionally Omitted

2.7 Preparation and Format of the SOQ

All SOQs must be bound and submitted in the prescribed format. Any SOQ that deviates from this format may be rejected without review at the County's sole discretion.

The content and sequence of the SOQ must be as follows:

- Table of Contents
- Vendor's Qualifications (Section A)
 - Vendor's Background and Experience (Section A.1)
 - Vendor's References (Section A.2)
 - Vendor's Pending Litigation and Judgments (Section A.3)
 - Required Forms (Section A.4)
- Proof of Insurability (Section B)
- Proof of Licenses and/or Certifications (Section C)

2.7.1 Table of Contents

The Table of Contents must be a comprehensive listing of material included in the SOQ. This section must include a clear definition of the material, identified by sequential page numbers and by section reference numbers.

2.7.2 Vendor's Qualifications (Section A)

Demonstrate that the Vendor's organization has the experience to perform the required services. The following sections must be included:

A. Vendor's Background and Experience (Section A.1)

The Vendor shall complete, sign and date the Vendor's Organization Questionnaire/Affidavit and CBE Information– Exhibit 2 as set forth in Appendix A. **The person signing the form must be authorized to sign on behalf of the Vendor and to bind the vendor in a Master Agreement.** Provide a summary of relevant background information

to demonstrate that the Vendor meets the minimum qualifications stated in sub-paragraph 1.4 of this RFSQ and has the capability to perform the required services as a corporation or other entity.

Taking into account the structure of the Vendor's organization, Vendor shall determine which of the below referenced supporting documents the County requires. If the Vendor's organization does not fit into one of these categories, upon receipt of the SOQ or at some later time, the County may, in its discretion, request additional documentation regarding the Vendor's business organization and authority of individuals to sign Master Agreements.

If the below referenced documents are not available at the time of SOQ submission, Vendors must request the appropriate documents from the California Secretary of State and provide a statement on the status of the request.

Required Support Documents:

Corporations or Limited Liability Company (LLC):

The Vendor must submit the following documentation with the SOQ:

- 1) A copy of a "Certificate of Good Standing" with the state of incorporation/organization.
- 2) A conformed copy of the most recent "Statement of Information" as filed with the California Secretary of State listing corporate officers or members and managers.

Limited Partnership:

The Vendor must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State, and any amendments.

Summary of Categories

Vendor must provide a brief description of each category of service it intends to qualify for under this RFSQ. A summary of each category is provided below which includes, but is not limited to the following activities.

I. Abatement & Remediation

A. Asbestos Abatement & Remediation

Providing asbestos abatement and remediation services, including analysis, clean-up, removal and disposal of asbestos-containing materials, and meet the requirements

of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

B. Lead Abatement & Remediation

Provide lead abatement services, including analysis, clean-up removal and disposal of lead-containing materials, and meet the requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

C. Mold Abatement & Remediation

Provide mold abatement and remediation services, including analysis, clean-up and/or drying, dehumidifying, or gamma radiation of mold affected sites and materials, and meet the requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

D. Smoke/Water Damage

Provide cleaning and restoration services, and meet the requirement of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

II. Consultants

A. Asbestos Consultants

Provide service as an asbestos consultant performing site surveillance and testing, site audits, preparing audit reports, and meet the requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

B. Environmental Consultants

Provide service as an environmental consultant conducting air and water sampling and monitoring, site surveillance and testing, preparing reports, and meet the requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

C. Lead Consultants

Provide service as a lead consultant conducting inspections for lead-laden components, risk assessment, writing specifications, project design and monitoring, and

meet the requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

D. Parking Consultants

Provide technical consulting service in the development, evaluation and/or acquisition of parking resources, and meet the minimum requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

E. Intentionally Omitted

F. Mold Consultant

Provide mold consulting services for mold or water damage related matters including but not limited to, inspection, assessment, evaluation, sampling, lab sample interpretation, and subsequent recommendations. Meet the minimum requirements of sub-paragraph 1.5, Specific Category Qualifications, and verify years of experience conducting mold investigations.

Provide documentation to substantiate qualifications which include (1) a copy of the CIH Certificate, (2) past projects to demonstrate years of experience, (3) accurate contact information for references and (4) three copies of redacted mold investigation final reports. (Redacted: ALL client and facility location identifying information.)

III. General Services

A. Duct Cleaning Services

Provide commercial duct cleaning service including scraping and steam cleaning HVAC systems in confined spaces and meet the minimum requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

B. Moving, Relocation and/or Storage Services

Providing moving, relocation and/or storage service of computer equipment, office furniture, and various fixtures and equipment, and meet the minimum requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

C. Pest Control and Termite Extermination

Provide pest control services including extermination and control of creeping, crawling, flying pests, termites, rodents, possums, reptiles, birds, etc., and meet the minimum requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

D. As-Needed Drought-Related Landscaping Services

Provide As-Needed Drought-Related Landscaping Services, services, including but not limited to: installation of efficient evapotranspiration controls and water management systems; design and installation of water conserving irrigations systems including micro-irrigation and drip systems as well as conventional irrigation systems, and meet the minimum requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

E. As-Needed Storm Water Drain Maintenance and Repair Services

Provide As-Needed preventive maintenance and/or repair services for storm water drains, V or U drains/ditches, basins (e.g. settling pond, catch basins). Services included, but not limited to, debris removal services for water drainage wells (Class V), and unclogging and repair of catch basins, settling ponds and storm water drains. Meet the minimum requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and Sub-paragraph 1.5, Specific Category Qualifications.

F. As-Needed Pressure Washing Services

Provide As-Needed pressure washing services for removal of residues from surfaces. Services include, but not limited to, stairwells, sidewalks, parking structures, and landings, adjacent to the buildings in compliance with all applicable environmental laws and regulations. Meet the minimum requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and Sub-paragraph 1.5, Specific Category Qualifications.

G. Environmental Lab Services

Provide Environmental Lab Services, and meet the requirement of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

IV. Waste and Rubbish

A. Electronic Waste Collectors/Recyclers Services

Provide collection and disposal of various electronic equipment and components and meet the minimum requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

B. Hazardous/non-hazardous Waste Removal & Disposal

Provide cleanup, removal and disposal of hazardous/non-hazardous waste, including but not limited to analysis, packing and transport of materials, such as, medical waste, contaminated soils, flammables, carcinogens, toxins, electronic waste, and non-hazardous materials, such as, grease/oil products, waste water treatment, and meet the minimum requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

C. Medical Waste Removal & Disposal

Provide Medical Waste Removal & Disposal services including but not limited to pick up, removal, transportation and disposal of medical waste from various County locations, and meet the minimum requirements of sub-paragraph 1.4 – Vendors Minimum Qualifications and Sub-paragraph 1.5 – Specific Category Qualifications.

D. Rubbish Removal/Disposal Service

Provide Rubbish Removal/Disposal services including but not limited to pick up and disposal of standard waste products from various County locations, and meet the minimum requirements of sub-paragraph 1.4 – Vendors Minimum Qualifications and Sub-paragraph 1.5 – Specific Category Qualifications.

E. Chemical Portable Toilets

Provide Chemical Portable Toilets services and waste management to departments in the County of Los Angeles, and meet the minimum requirements of sub-paragraph 1.4 – Vendors Minimum Qualifications and Sub-paragraph 1.5 – Specific Category Qualifications.

F. Domestic Fresh Water and/or Wastewater Treatment

Provide Domestic Fresh Water and/or Wastewater Treatment services including but not limited to testing, chlorinating and any related repair and/or maintenance services (i.e., meters, tanks, pumps, wells and filtration systems etc.), and meet the minimum requirements of sub-paragraph 1.4 – Vendors Minimum Qualifications and Sub-paragraph 1.5 – Specific Category Qualifications.

G. Class A Infectious Substance/Waste Decontamination & Removal

Provide decontamination and removal of Class A infectious substances and waste services and meet the minimum requirements of sub-paragraph 1.4 – Vendors Minimum Qualifications and Sub-paragraph 1.5 – Specific Category Qualifications.

H. Class A Infectious Substance/Waste Transport & Disposal

Provide transport and disposal of Class A infectious substances and waste and meet the minimum requirements of sub-paragraph 1.4 – Vendors Minimum Qualifications and Sub-paragraph 1.5 – Specific Category Qualifications.

I. Solid/Organic Waste Removal, Disposal and Recycling Service

Provide solid waste removal/disposal services, organic and non-organic waste recycling services, and submit waste reports/data via the County of Los Angeles' Solid Waste Information Management System. Meet the minimum requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and Sub-paragraph 1.5, Specific Category Qualifications.

B. Vendor's References (Section A.2)

It is the Vendor's sole responsibility to ensure that the firm's name, and point of contact's name, title and phone number for each reference is accurate. The same references may be listed on both forms – Prospective Contractor References/Prospective Contractor List of Contracts - Exhibits 7 and 8 as set forth in Appendix A.

County may disqualify a Vendor if:

- references fail to substantiate Vendor's description of the services provided; or

- references fail to support that Vendor has a continuing pattern of providing capable, productive and skilled personnel, or
- the Department is unable to reach the point of contact with reasonable effort. It is the Vendor's responsibility to inform the point of contact of normal working hours.

The Vendor must complete and include Required Forms, Exhibits 7, 8 and 9 as set forth in Appendix A.

a. Prospective Contractor References, Exhibit 7

Vendor must provide five (5) references where the same or similar scope of services were provided.

b. Prospective Contractor List of Contracts, Exhibit 8

The listing must include all Public Entities contracts for the last three (3) years. A photocopy of this form should be used if necessary.

c. Prospective Contractor List of Terminated Contracts, Exhibit 9

Listing must include contracts terminated within the past three (3) years with a reason for termination.

C. Vendor's Pending Litigation and Judgments (Section A.3)

Identify by name, case and court jurisdiction any pending litigation in which Vendor is involved, or judgments against Vendor in the past five (5) years. Provide a statement describing the size and scope of any pending or threatening litigation against the Vendor or principals of the Vendor.

2.7.3 Required Forms (Section A.4)

Include the following forms as provided in Appendix A – Required Forms. Complete, sign and date all forms.

Exhibit 1 - Statement of Qualifications Submittal Form

Exhibit 2 - Vendor's Organization Questionnaire/Affidavit and CBE Information

Exhibit 3 - Certification of No Conflict of Interest

Exhibit 4 - Vendor's Equal Employment Opportunity (EEO) Certification

Exhibit 5 - Request for Preference Program Consideration

Exhibit 6 - Familiarity with the County Lobbyist Ordinance Certification

Exhibit 7 - Prospective Contractor References

- Exhibit 8 - Prospective Contractor List of Contracts
- Exhibit 9 - Prospective Contractor List of Terminated Contracts
- Exhibit 10 - Attestation of Willingness to Consider GAIN/GROW Participants
- Exhibit 11 - County of Los Angeles Contractor Employee Jury Service Program Certification Form and Application for Exception
- Exhibit 12 - Certification of Compliance with the County's Defaulted Property Tax Reduction Program.
- Exhibit 13 - Two (2) originals of the Authorization of Master Agreement for Facility Ancillary Services, "Signature Page" of the Master Agreement
- Exhibit 14 - Contractor's Administration
- Exhibit 15 - Zero Tolerance Human Trafficking Policy Certification
- Exhibit 16 - Contractor Acknowledgement and Confidentiality Agreement
- Exhibit 17 - Integrated Pest Management Program Compliance Certification

2.7.4 Proof of Insurability (Section B)

Vendor must provide proof of insurance that meets all insurance requirements set forth in the Appendix H - Master Agreement, subparagraphs 8.23 and 8.24.

Vendor must name County of Los Angeles, its Special Districts, officials, officers, and employees as additional insured as set forth in Appendix H – Master Agreement, subparagraph 8.23.1. If a vendor does not currently have the County listed as an additional insured vendor may: 1) provide a letter with the SOQ from a qualified insurance carrier indicating a willingness to provide the additional insured coverage should the vendor be selected to receive a Purchase Order under Master Agreement.

The additional insured coverage may then be submitted when the vendor submits a bid on a Purchase Order or provide a letter from a qualified insurance carrier stating that the additional insured coverage will be provided within forty-eight (48) hours of receiving a Purchase Order.

2.7.5 Proof of Licenses and/or Certifications (Section C)

Vendor must furnish a copy of all applicable licenses as set forth in subparagraph 1.5 Specific Category Qualifications

2.8 SOQ Submission

The original SOQ and one (1) labeled copy shall be enclosed in a sealed envelope, plainly marked in the upper left-hand corner with the name and address of the vendor and bear the words: **“SOQ 104569 FOR FACILITY ANCILLARY SERVICES”**

The SOQ and any related information shall be delivered or mailed to:

Internal Services Department
Attention: Tatiana Menendez, Contract Analyst
1100 N. Eastern Ave., Room 101
Los Angeles, CA 90063

It is the sole responsibility of the submitting Vendor to ensure that its SOQ is received before the submission deadline, identified in sub-paragraph 2.3. Submitting Vendors shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

2.9 Acceptance of Terms and Conditions of Master Agreement

Vendors understand and agree that submission of the SOQ constitutes acknowledgement and acceptance of, and a willingness to comply with, all terms and conditions of the Appendix H - Master Agreement.

2.10 SOQ Withdrawals

The Vendor may withdraw its SOQ at any time prior to award of Master Agreement, upon written request for same to:

Internal Services Department
Attention: Tatiana Menendez, Contract Analyst
1100 N. Eastern Ave., Room 101
Los Angeles, CA 90063
e-mail address: tmenendez@isd.lacounty.gov

3.0 SOQ REVIEW/SELECTION/QUALIFICATION PROCESS

3.1 Review Process

SOQs will be subject to a detailed review by qualified County staff. The review process will include the following steps:

3.1.1 Adherence to Minimum Qualifications

County shall review the Vendor's Organization Questionnaire/Affidavit and CBE Information – Exhibit 2 of Appendix A, Required Forms, and determine if the Vendor meets the minimum qualifications as outlined in sub-paragraph 1.4 of this RFSQ.

Failure of the Vendor to comply with the minimum qualifications may eliminate its SOQ from any further consideration. The Department may elect to waive any informality in an SOQ if the sum and substance of the SOQ is present.

3.1.2 Vendor's Qualifications (Section A)

County's review shall include the following:

- Vendor's Background and Experience as provided in Section A.1 of the SOQ.
- Vendor's References as provided in Section A.2. The review will include verification of references submitted, a review of the County's Contract Database and Contractor Alert Reporting Database, if applicable, reflecting past performance history on County or other contracts, and a review of terminated contracts.
- A review to determine the magnitude of any pending litigation or judgments against the Vendor as provided in Section A.3.

3.1.3 Required Forms

All forms listed in Section 2, sub-paragraph 2.7.3 must be included in Section A.4 of the SOQ.

3.1.4 Proof of Insurability

Review the proof of insurability provided in **Section B** of the SOQ.

3.1.5 Proof of Licenses

Review the proof of licenses provided in **Section C** of the SOQ.

3.2 Disqualification Review

An SOQ may be disqualified from consideration because a Department determined it was non-responsive at any time during the review/evaluation process. If a Department determines that an SOQ is disqualified due to non-responsiveness, the Department shall notify the Vendor in writing.

Upon receipt of the written determination of non-responsiveness, the Vendor may submit a written request for a Disqualification Review within the timeframe specified in the written determination.

A request for a Disqualification Review may, in the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The person or entity requesting a Disqualification Review is a Vendor;
2. The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination); and

3. The request for a Disqualification Review asserts that the Department's determination of disqualification due to non-responsiveness was erroneous (e.g. factual errors, etc.) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.

The Disqualification Review shall be completed and the determination shall be provided to the requesting Vendor, in writing, prior to the conclusion of the evaluation process.

3.3 Selection/Qualification Process

The Department generally selects Vendors that have experience in providing a broad range of Facility Ancillary Services. However, in order to insure the Department has at its disposal a varied pool of qualified Contractors, the Department may offer Master Agreements to Vendors that offer a narrow scope of services in more highly specialized areas.

3.4 Master Agreement Award

Vendors who are notified by the Department that they appear to have the necessary qualifications and experience (i.e., they are qualified) may still not be recommended for a Master Agreement if other requirements necessary for award have not been met. Other requirements may include acceptance of the terms and conditions of the Master Agreement, and/or satisfactory documentation that required insurance will be obtained. Only when all such matters have been demonstrated to the Department's satisfaction can a Vendor, which is otherwise deemed qualified, be regarded as "selected" for recommendation of a Master Agreement.

The Department will execute Board of Supervisors-authorized Master Agreements with each selected Vendor. All Vendors will be informed of the final selections.

FACILITY ANCILLARY SERVICES MASTER AGREEMENT STATEMENT OF QUALIFICATION SUBMITTAL FORM

This serves as an application for the Facility Ancillary Services Master Agreement.

To Complete the Statement of Qualification:

1. Check off/fill out all the requirements met and sign form
 - Minimum Qualifications (applies to all vendors)
 - Category Specific Qualifications (only complete sections in categories you intend to apply for)
2. Attach all applicable documents listed in Required Forms section
3. Attach copies of the licenses/certificates/proof registrations checked off in specific categories
4. Vendor acknowledges and certifies that it meets the Minimum Qualifications listed in Paragraph 1.4 - Minimum Qualifications, and the applicable requirements of Paragraph 2.7.2 – Vendor’s Qualifications of this Request for Statement of Qualifications (RFSQ).

1.4 MINIMUM QUALIFICATIONS

APPLICATION CATEGORIES (check all that apply)	YEARS PERFORMING SERVICE (within the last 5 years)
ABATEMENT & REMEDIATION GROUP	
☐ Asbestos Abatement	_____ yrs
☐ Lead Abatement	_____ yrs
☐ Mold Abatement	_____ yrs
☐ Smoke/Water Damage	_____ yrs
CONSULTANTS GROUP	
☐ Asbestos Consultant.....	_____ yrs
☐ Environmental Consultants	_____ yrs
☐ Lead Consultants	_____ yrs
☐ Parking Consultant Services	_____ yrs (10yrs Rqd.)
☐ Mold Consultant	_____ yrs (5yrs Rqd.)
GENERAL SERVICES GROUP	
☐ Duct Cleaning Services	_____ yrs
☐ Moving, Relocation and/or Storage Services	_____ yrs
☐ Pest Control and Termite Extermination.....	_____ yrs
☐ As-Needed Drought-Related Landscaping Services.....	_____ yrs
☐ As-Needed Storm Water Drain Maintenance and Repair Services.....	_____ yrs
☐ As-Needed Pressure Washing Services.....	_____ yrs
☐ Environmental Lab Services.....	_____ yrs
WASTE GROUP	
☐ Electronic Waste-Collectors/Recyclers.....	_____ yrs
☐ Hazardous/non-Hazardous Waste Removal & Disposal	_____ yrs
☐ Medical Waste Removal & Disposal.....	_____ yrs
☐ Rubbish Removal and Disposal Services	_____ yrs
☐ Chemical Portable Toilets.....	_____ yrs
☐ Domestic Fresh Water and/or Wastewater Treatment	_____ yrs
☐ Class A Infectious Substance/Waste Decontamination & Removal	_____ yrs
☐ Class A Infectious Substance/Waste Transport & Disposal.....	_____ yrs
☐ Solid/Organic Waste Removal, Disposal and Recycling Services	_____ yrs

INSURANCE REQUIREMENTS (FOR ALL VENDORS)**GENERAL LIABILITY****CG 00 01 or Equivalent in Coverage Scope**

- ☐ General Aggregate: \$2 million
- ☐ Products/Completed Operations Aggregate: \$1 million
- ☐ Personal and Advertising Injury: \$1 million
- ☐ Each Occurrence: \$1 million
- ☐ County Named as An Additional Insured

WORKERS' COMPENSATION AND EMPLOYERS LIABILITY

- ☐ Each Accident: \$1 million
- ☐ Disease – Policy Limit: \$1 million
- ☐ Disease – Each Employee: \$1 million

AUTO LIABILITY***CA 00 01 or Equivalent in Coverage Scope**

- ☐ Auto Liability: \$1 million

***Some Contractors are required to carry additional limits.**

1.5 ADDITIONAL INSURANCE REQUIREMENTS FOR SPECIFIC CATEGORIES**I. ABATEMENT & REMEDIATION GROUP****A. Asbestos Abatement & Remediation**

DESCRIPTION: Abatement & Remediation services including, analysis, clean-up, removal and disposal of asbestos-containing materials. Please refer to Attachment 5 for a description of specific work required under this category.

ERRORS AND OMISSIONS (E&O)

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million
- ☐ Including Asbestos and Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY**CA 00 01 or Equivalent in Coverage Scope**

- ☐ Auto Liability: \$1 million

CA 99 48 or Equivalent in Coverage Scope

- ☐ Vehicle Pollution Liability: \$2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ CA Contractor's license with "ASB" designation
- ☐ Contractor must provide services as specified in Attachment 5 (Asbestos Abatement and Removal Specifications) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)

B. Lead Abatement & Remediation

DESCRIPTION: Abatement & Remediation services including, analysis, clean-up, removal and disposal of lead-containing materials. Please refer to Attachment 6 for a description of specific work required under this category.

E&O LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million
- ☐ Including Lead and Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY**CA 00 01 or Equivalent in Coverage Scope**

- ☐ Auto Liability: \$1 million

CA 99 48 or Equivalent in Coverage Scope

- ☐ Vehicle Pollution Liability: \$2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ Certification by the State Dept. of Public Health as Lead Supervisor/Lead Worker
- ☐ Contractor must provide services as specified in Attachment 6 (Lead-Based Paint Removal Specifications) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)

I. ABATEMENT & REMEDIATION GROUP (cont.)**C. Mold Abatement & Remediation**

DESCRIPTION: Please refer to Attachment 3 for a description of specific work required under this category.

E&O LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million
- ☐ Including Mold and Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY**CA 00 01 or Equivalent in Coverage Scope**

- ☐ Auto Liability: \$1 million

CA 99 48 or Equivalent in Coverage Scope

- ☐ Vehicle Pollution Liability: \$2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ CA Contractor's license with "ASB" designation
- ☐ Certified Firm through the Institute of Inspection, Cleaning and Restoration Certification (IICRC) possessing the following certifications:
 - ☐ Applied Microbial Remediation Technician; and
 - ☐ Water Damage Restoration Technician
- ☐ Contractor must provide services as specified in Attachment 3 (Mold Consultant and Mold Remediation Services Requirements) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)

D. Smoke/Water Damage

DESCRIPTION: Remediation, clean-up, disposal and restoration of affected areas.

E&O LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million
- ☐ Including Mold and Completed Operations Coverage
- ☐ County Named as Additional Insured

LICENSES AND/OR CERTIFICATIONS

- ☐ Certified Firm through the Institute of Inspection, Cleaning and Restoration Certification (IICRC) possessing the following certifications:
 - ☐ Fire and Smoke Restoration Technician; and
 - ☐ Water Damage Restoration Technician

II. CONSULTANTS GROUP**A. Asbestos Consultants**

DESCRIPTION: Conducts site audits and prepares audit reports. Please refer to Attachment 7 for a description of specific work required under this category.

E&O LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ Certification by the State of California as Certified Asbestos Consultant
- ☐ Accreditation as a Building Inspector, Contractor/Supervisor, Project Designer and Management Planner
- ☐ Contractor must provide services as specified in Attachment 7 (Asbestos consultant Specifications) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)

II. CONSULTANTS GROUP (cont.)**B. Environmental Consultants****DESCRIPTION:** Air and Water sampling/monitoring. Conduct site surveillance. Prepare reports.**1. Air Quality Testing****E&O LIABILITY**

- ☐ Each Occurrence: \$1 million
☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$1 million
☐ Aggregate: \$2 million
☐ Including Completed Operations Coverage
☐ County Named as Additional Insured

LICENSES AND/OR CERTIFICATIONS

- ☐ Certified Industrial Hygienist (CIH) through the American Board of Industrial Hygiene

2. Water Quality Sampling/Monitoring**E&O LIABILITY**

- ☐ Each Occurrence: \$1 million
☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$1 million
☐ Aggregate: \$2 million
☐ Including Completed Operations Coverage
☐ County Named as Additional Insured

LICENSES AND/OR CERTIFICATIONS

- ☐ Environmental Testing. CA. State Water Boards (ELAP #)
☐ County of Sanitation Districts of LA. County (Cert #)

C. Lead Consultants**DESCRIPTION:** Conduct inspections for lead-laden components, perform risk assessments, write specifications, project design and monitoring**E&O LIABILITY**

- ☐ Each Occurrence: \$1 million
☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$1 million
☐ Aggregate: \$2 million
☐ Including Lead and Completed Operations Coverage
☐ County Named as Additional Insured

LICENSES AND/OR CERTIFICATIONS

- ☐ Certification by the State Dept. of Public Health as Lead Inspector/Assessor and Certified Lead Project Monitor

D. Parking Consultants**DESCRIPTION:** Provide technical consulting services to County in the development, evaluation and/or acquisition of additional parking resources for its officers, employees, customers and its official business constituents working and conducting their business in the County of Los Angeles**E&O LIABILITY**

- ☐ Each Occurrence: \$1 million
☐ Aggregate: \$2 million

LICENSES AND/OR CERTIFICATIONS

N/A

E. Intentionally Omitted

II. CONSULTANTS GROUP (cont.)**F. Mold Consultants**

DESCRIPTION: Please refer to Attachment 3 for a description of specific work required under this category.

E&O LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million
- ☐

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

LICENSES AND/OR CERTIFICATIONS

- ☐ Certified Industrial Hygienist (CIH) through the American Board of Industrial Hygiene
- ☐ Contractor must provide services as specified in Attachment 3 (Mold Consultant and Mold Remediation Services Requirements) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)

III. GENERAL SERVICES GROUP**A. Duct Cleaning Services****DESCRIPTION:** Contractor enters confined spaces to scrape/steam clean HVAC system**E&O LIABILITY**

- ☐ Each Occurrence: \$1 million
☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$1 million
☐ Aggregate: \$2 million
☐ Including Mold and Completed Operations Coverage
☐ County Named as Additional Insured

AUTO LIABILITY**CA 00 01 or Equivalent in Coverage Scope**

- ☐ Auto Liability: \$1 million

CA 99 48 or Equivalent in Coverage Scope

- ☐ Vehicle Pollution Liability: \$2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ California State Warm-Air Heating, Ventilating and Air-Conditioning Contractor's License
☐ NADCA Certification

B. Moving, Relocation and/or Storage Services**DESCRIPTION:** Move office/computer/furniture for various County Departments for relocation and or storage

PROPERTY: Freight/Cargo Insurance providing Special causes of loss coverage for County property in Contractor's care, custody and/or control, subject to maximum 5% deductible.

- ☐ Actual cash value amount of any automobiles and mobile equipment entrusted to Contractor.
☐ Full replacement value amount of any other types of personal property entrusted to Contractor

FIDELITY BOND OR CRIME COVERAGE (EMPLOYEE DISHONESTY)

- ☐ Each Occurrence: \$50,000
☐ County Named as Additional Assured and Loss Payee

E&O LIABILITY

- ☐ Each Occurrence: \$ 1 million
☐ Aggregate: \$2 million

AUTO LIABILITY**CA 00 01 or Equivalent in Coverage Scope**

- ☐ Auto Liability: \$2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ Public Utilities Commission Permit to Operate As a Highway Carrier

III. GENERAL SERVICES GROUP (cont.)**C. Pest Control and Termite Extermination**

DESCRIPTION: Extermination and control of creeping, crawling, flying pests, termites, rodents, possums, reptiles, birds, etc.

ADDITIONAL INSURANCE E&O LIABILITY ☐ Each Occurrence: \$1 million ☐ Aggregate: \$2 million CONTRACTORS POLLUTION LIABILITY ☐ Each Occurrence: \$1 million ☐ Aggregate: \$2 million ☐ Including Completed Operations Coverage ☐ County Named as Additional Insured AUTO LIABILITY <u>CA 00 01 or Equivalent in Coverage Scope</u> ☐ Auto Liability: \$1 million <u>CA 99 48 or Equivalent in Coverage Scope</u> ☐ Vehicle Pollution Liability: \$2 million	LICENSES AND/OR CERTIFICATIONS ☐ CA Dept. of Pesticide Regulation issued Qualified Applicator license in good standing ☐ Contractor must register annually with the County of Los Angeles Agricultural Commissioner/Weights and Measures (ACWM) and Provide a monthly pesticide report to the (ACWM) and an annual summary of the pesticides used outdoors on County-owned or maintained property by Fiscal Year (July 1 to June 31) ☐ Adhere to the County's Integrated Pest Management (IPM) Program (the Program)
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D. As-Needed Drought-Related Landscaping Services – For Internal Services Department Use Only

DESCRIPTION: Drought-related landscaping services, including but not limited to: installation of efficient evapotranspiration controls and water management systems; design and installation of water conserving irrigations systems including micro-irrigation and drip systems as well as conventional irrigation systems; design and installation of California native drought tolerant landscapes replacing existing landscaped areas; installation of dedicated landscape water meters for monitoring water budget and leak detection; performing as-needed maintenance of irrigation systems and landscaped areas, etc.

COMMERCIAL GENERAL LIABILITY ☐ Each Occurrence: \$1 million ☐ General Aggregate: \$2 million ☐ Products/Completed Operations Aggregate: \$1 million ☐ Personal and Advertising Injury: \$1 million AUTO LIABILITY ☐ Auto Liability: \$1 million WORKERS COMPENSATION ☐ Workers Compensation and Employers Liability: \$1 million	LICENSES AND/OR CERTIFICATIONS ☐ Current C-27 Landscaping License
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III. GENERAL SERVICES GROUP (cont.)**E. As-Needed Storm Water Drain Maintenance and Repair Services**

DESCRIPTION: Preventive maintenance and/or repair services for storm water drains, V or U drains/diches, basins (e.g., settling pond, catch basins). Services include, but are not limited to, debris removal services for water drainage wells (Class V), and unclogging and repair of catch basins, settling ponds and storm water drains.

COMMERCIAL GENERAL LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ General Aggregate: \$2 million
- ☐ Products/Completed Operations Aggregate: \$1 million
- ☐ Personal and Advertising Injury: \$1 million

AUTO LIABILITY

- ☐ Auto Liability: \$1 million

WORKERS COMPENSATION

- ☐ Workers Compensation and Employers Liability: \$1 million

LICENSES AND/OR CERTIFICATIONS

- ☐ State of California Contractors License A or B with Hazardous Substance Removal Endorsement

F. As-Needed Pressure Washing Services

DESCRIPTION: Pressure washing services to remove residues from surfaces, including but not limited to, stairwells, sidewalks, parking structures, and landings, adjacent to the buildings in compliance with all applicable environmental laws and regulations.

COMMERCIAL GENERAL LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ General Aggregate: \$2 million
- ☐ Products/Completed Operations Aggregate: \$1 million
- ☐ Personal and Advertising Injury: \$1 million

AUTO LIABILITY

- ☐ Auto Liability: \$1 million

WORKERS COMPENSATION

- ☐ Workers Compensation and Employers Liability: \$1 million

LICENSES AND/OR CERTIFICATIONS**G. Environmental Lab Services**

DESCRIPTION: Laboratory shall be able to perform testing, as well as, provide qualified field technicians to obtain and transport wastewater, drinking water, and monitoring well samples. Please refer to Attachment 4 for a description of specific work required under this category.

COMMERCIAL GENERAL LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ General Aggregate: \$2 million
- ☐ Products/Completed Operations Aggregate: \$1 million
- ☐ Personal and Advertising Injury: \$1 million

E&O LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million

AUTO LIABILITY

- ☐ Auto Liability: \$1 million

WORKERS COMPENSATION

- ☐ Workers Compensation and Employers Liability: \$1 million

LICENSES AND/OR CERTIFICATIONS

- ☐ Environmental Laboratory Accreditation Program (ELAP) certified
- ☐ Contractor must provide services as specified in Attachment 4 Environmental Lab Services Requirements) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)

IV. WASTE & RUBBISH GROUP**A. Electronic Waste Collectors/Recyclers**

DESCRIPTION: Pick-up and proper disposal of various electronic products from various County locations

E&O LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

FIDELITY BOND CRIME COVERAGE (EMPLOYEE

DISHONESTY) –If County receives proceeds from sale of recyclables

- ☐ Each Occurrence: \$50,000
- ☐ County Named as Additional Insured and Loss Payee

AUTO LIABILITY**CA 00 01 or Equivalent in Coverage Scope**

- ☐ Auto Liability: \$2 million

CA 99 48 or Equivalent in Coverage Scope

- ☐ Vehicle Pollution Liability: \$2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ CA Integrated Waste Management Board Certification

B. Hazardous/non-Hazardous Waste Removal & Disposal

DESCRIPTION: Analysis, clean-up, packing, removal & transportation of hazardous materials, such as, contaminated soils, flammables, carcinogens, toxins, and non-hazardous waste materials such as, grease/oil products. Clean waste water / sewage from storage tanks for removal and reuse

E&O LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$2 million
- ☐ Aggregate: \$4 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY**CA 00 01 or Equivalent in Coverage Scope**

- ☐ Auto Liability: \$2 million

CA 99 48 or Equivalent in Coverage Scope

- ☐ Vehicle Pollution Liability: \$2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ EPA ID number
- ☐ Hazardous Material Certification of Registration
- ☐ EPA Acknowledgment of Notification of Hazardous Waste Activity
- ☐ CA Contractors License Board license with "HAZ" designation
- ☐ Department of Toxic Substances registered Hazardous Waste Transporter
- ☐ Hazardous Material Transportation License
- ☐ California DMV license with "X" designation
- ☐ Wastewater Treatment Plant Operator's Certificate, Grade II or higher issued by CA State Water Resources Control Board (if applicable)
- ☐ Wastewater Treatment Facility Operator's Certificate, Grade I or higher issued by CA State Dept. of Health (if applicable)

IV. WASTE & RUBBISH GROUP (cont.)**C. Medical Waste Removal & Disposal**

DESCRIPTION: Pick up, removal, transportation and disposal of medical waste from various County locations.

E&O LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$2 million
- ☐ Aggregate: \$4 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY**CA 00 01 or Equivalent in Coverage Scope**

- ☐ Auto Liability: \$2 million

CA 99 48 or Equivalent in Coverage Scope

- ☐ Vehicle Pollution Liability: \$2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ EPA ID number
- ☐ CA DPH Medical Waste Transporter Verification & Conditions
- ☐ Department of Toxic Substances registered Hazardous Waste Transporter
- ☐ CA DPH Registered Trauma Scene Waste Management Practitioner (if applicable)
- ☐ Registered State of CA Health & Human Services Department of Public Health (DPH) Medical Waste Transporter

D. Rubbish Removal/Disposal Service

DESCRIPTION: Pick up and disposal of standard waste products from various County locations

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY**CA 00 01 or Equivalent in Coverage Scope**

- ☐ Auto Liability: \$2 million

CA 99 48 or Equivalent in Coverage Scope

- ☐ Vehicle Pollution Liability: \$2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ County of Los Angeles Department of Public Health Solid Waste Management Waste Collector Permit

E. Chemical Portable Toilets

DESCRIPTION: Provides chemical portable toilet services and waste management to departments in the County of Los Angeles

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$500,000
- ☐ Aggregate: \$1 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

LICENSES AND/OR CERTIFICATIONS

- ☐ Active permit with the County of Los Angeles Department of Public Health, as authorized by California Health and Safety Code Section 117400-117450 to provide chemical portable toilet services and waste management.

IV. WASTE & RUBBISH GROUP (cont.)**F. Domestic Fresh Water and/or Wastewater Treatment**

DESCRIPTION: Provides domestic fresh water and/or wastewater treatment, testing, chlorinating and any related repair and/or maintenance services testing services, including but not limited to, repair and maintenance of equipment (i.e., meters, tanks, pumps, wells and filtration systems etc.).

E&O LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$2 million
- ☐ Aggregate: \$4 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY**CA 00 01 or Equivalent in Coverage Scope**

- ☐ Auto Liability: \$2 million

CA 99 48 or Equivalent in Coverage Scope

- ☐ Vehicle Pollution Liability: \$2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ Wastewater Treatment Plant Operator's Certificate, Grade II or higher issued by CA State Water Resources Control Board.
- ☐ Wastewater Treatment Facility Operator's Certificate, Grade I or higher issued by CA State Dept. of Health.

G. Class A Infectious Substance/Waste Decontamination & Removal

DESCRIPTION: Please refer to Attachment I for a description of specific work required under this category

E&O LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$2 million
- ☐ Aggregate: \$4 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY**CA 00 01 or Equivalent in Coverage Scope**

- ☐ Auto Liability: \$5 million

CA 99 48 or Equivalent in Coverage Scope

- ☐ Vehicle Pollution Liability: \$5 million

LICENSES AND/OR CERTIFICATIONS

- ☐ EPA ID number
- ☐ CA DPH Medical Waste Transporter Verification & Conditions
- ☐ Department of Toxic Substances registered Hazardous Waste Transporter

LICENSES AND/OR CERTIFICATIONS (cont'd)

- ☐ CA DPH Registered Trauma Scene Waste Management Practitioner (if applicable)
- ☐ Registered State of CA Health & Human Services Department of Public Health (DPH) Medical Waste Transporter
- ☐ 24/7/365 contact accessibility for both primary and alternate company representatives.
- ☐ Meets all guidelines related to decontamination/cleanup/removal activities at a potential Category A contamination site, as established by CDC, OSHA, California DPH, DOT, and the Los Angeles County Health Officer

IV. WASTE & RUBBISH GROUP (cont.)**H. Class A Infectious Substance/Waste Transport & Disposal**

DESCRIPTION: Transportation and disposal of Class A infectious waste from various County locations.

E&O LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$2 million
- ☐ Aggregate: \$4 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY**CA 00 01 or Equivalent in Coverage Scope**

- ☐ Auto Liability: \$5 million

CA 99 48 or Equivalent in Coverage Scope

- ☐ Vehicle Pollution Liability: \$5 million

LICENSES AND/OR CERTIFICATIONS

- ☐ EPA ID number
- ☐ CA DPH Medical Waste Transporter Verification & Conditions
- ☐ Department of Toxic Substances registered Hazardous Waste Transporter
- ☐ CA DPH Registered Trauma Scene Waste Management Practitioner (if applicable)
- ☐ Registered State of CA Health & Human Services Department of Public Health (DPH) Medical Waste Transporter
- ☐ DOT SP 16279
- ☐ 24/7/365 contact accessibility for both primary and alternate company representatives.
- ☐ Meets all guidelines related to transport and disposal activities of potential Category A waste, as established by CDC, OSHA, California DPH, DOT, and the Los Angeles County Health Officer

I. Solid/Organic Waste Removal, Disposal and Recycling Service

DESCRIPTION: Please refer to Attachment 2 for a description of specific work required under this category

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY**CA 00 01 or Equivalent in Coverage Scope**

- ☐ Auto Liability: \$2 million

CA 99 48 or Equivalent in Coverage Scope

- ☐ Vehicle Pollution Liability: \$2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ County of Los Angeles Department of Public Health Solid Waste Management Waste Collector Permit
- ☐ Non-Exclusive Commercial Solid Waste Collection Franchise Agreement for the Unincorporated Areas of the County of Los Angeles with County of Los Angeles Department of Public Works
- ☐ Contractor must provide services as specified in Attachment 2 (Solid/Organic Waste Removal, Disposal and Recycling Services, Requirements) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)

REQUIRED FORMS

APPENDIX A

- ☐ Exhibit 1: Statement of Qualification Submittal Form
- ☐ Exhibit 2: Vendor's Organization Questionnaire/Affidavit and CBE Information
- ☐ Exhibit 3: Certification of No Conflict of Interest
- ☐ Exhibit 4: Contractor's EEO Certification
- ☐ Exhibit 5: Request for Preference Program Consideration
- ☐ Exhibit 6: Familiarity with the County Lobbyist Ordinance Certification
- ☐ Exhibit 7: Prospective Contractor References
- ☐ Exhibit 8: Prospective Contractor List of Contracts
- ☐ Exhibit 9: Prospective Contractor List of Terminated Contracts
- ☐ Exhibit 10: Attestation of Willingness to Consider GAIN/GROW Participants
- ☐ Exhibit 11: County of Los Angeles Contractor Employee Jury Service Program Certification Form and Application for Exception
- ☐ Exhibit 12: Certification of Compliance with the County's Defaulted Property Tax Reduction Program.
- ☐ Exhibit 13: Two (2) originals of the Authorization of Master Agreement for Facility Ancillary Services, "Signature Page" of the Master Agreement
- ☐ Exhibit 14: Contractor's Administration
- ☐ Exhibit 15: Zero Tolerance Human Trafficking Policy Certification
- ☐ Exhibit 16: Contractor Acknowledgement and Confidentiality Agreement
- ☐ Exhibit 17: Integrated Pest Management Program Compliance Certification

VENDOR SUPPLIED

- ☐ Certificate of Good Standing (if Corporation or LLC)
- ☐ Statement of Information (if Corporation or LLC)
- ☐ Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership (if Limited Partnership)
- ☐ Statement of Pending Litigation
- ☐ ACORD (or equivalent form) Certificate of Insurance
- ☐ Copies of required additional insured endorsement form
- ☐ All applicable licenses, certificates & proof of registration attached

APPLICANT ACKNOWLEDGES THAT IF ANY FALSE, MISLEADING, INCOMPLETE, OR DECEPTIVELY UNRESPONSIVE STATEMENTS IN CONNECTION WITH THIS SOQ ARE MADE, THE SOQ MAY BE REJECTED. THE EVALUATION AND DETERMINATION IN THIS AREA SHALL BE AT THE DIRECTOR'S SOLE JUDGMENT AND HIS/HER JUDGMENT SHALL BE FINAL.

I DECALARE UNDER PENALTY OF PERJURY THAT ALL OF THE ABOVE INFORMATION IS TRUE AND CORRECT.

PREPARER'S SIGNATURE

DATE

PRINT PREPARER'S NAME

TITLE

ADDRESS

CITY, STATE

Asbestos Abatement and Removal Specifications
for
Removal and Disposal of Asbestos Containing Materials



Originally Prepared for LA County Department of Public Works by:
DOUGLAS J. DAVIS, CIH, CSP, CAC, PE, REA, REHS
DOUGLAS J. DAVIS & ASSOCIATES, INC., APRIL 15, 2006

REVIEWED, REVISED AND APPROVED (for LA County Department of Public Works):

A handwritten signature in cursive script, appearing to read "Grace M. Rinck".

GRACE M. RINCK, CIH NO. 6662, CAC NO. 93-0919
AURORA INDUSTRIAL HYGIENE, INC. JUNE 15, 2006

Document adopted as foundation for setting Countywide Standards by:
County of Los Angeles, Facility Management EHS (Environmental Health and Safety) Best Practice Workgroup, May 2, 2017

Reviewed, Enhancements and Updates Recommended and Approved by:
County of Los Angeles, Facility Management EHS (Environmental Health and Safety) Best Practice Workgroup, July 7, 2017

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ASBESTOS ABATEMENT & REMOVAL SPECIFICATIONS

1.0 GENERAL

1.1 APPLICABILITY OF SPECIFICATIONS

- 1.1.1 These specifications cover the removal and disposal of Asbestos Containing Materials (ACM) and Asbestos Containing Construction Materials (ACCM) at any site, building or structure specified by the Los Angeles County Department (LAC) (i.e., fireproofing, drywall, drywall tape joint compounds, floor tile/mastic, pipe insulation [glove bag removal] roofing, stucco, cement, asphalt and miscellaneous asbestos containing construction materials) which is known, or likely, to contain greater than 0.1 percent asbestos.
- 1.1.2 These specifications for asbestos abatement are intended to define the asbestos related project. Site Specific General Requirements, Site Specific Work Area Plans and Site Specific Scopes of Work that may be developed as the work schedule is clarified are integral to and shall constitute a part of these specifications.
- 1.1.3 The County or contracted designee (Contractor) should carefully inspect each work area to determine if he/she can in fact both remove all materials under consideration. If he/she can or cannot, he/she needs to include this information in writing during the construction meeting along with any other areas he/she determines to be inaccessible. In some cases, a sign may be required to warn of hidden asbestos material. The Contractor should be prepared to place signs as determined to be necessary by the LAC's retained Certified Asbestos Consultant (CAC).
- 1.1.4 If removal and replacement of materials is necessary, replacement materials should first be identified before removal.
- 1.1.5 Henceforth, these Asbestos Abatement Specifications are referred to as the Specifications.

1.2 DESCRIPTION OF WORK

- 1.2.1 The work specified herein is abatement of asbestos containing material(s) to be performed by competent persons who are properly trained, knowledgeable and qualified in the techniques of asbestos abatement, handling and disposal of asbestos and/or asbestos-contaminated materials and the subsequent cleaning of asbestos contaminated areas. Work shall be performed by Contractors who comply with all applicable federal, state and local regulations, are capable of, and willing to perform the work pursuant to these specifications.

- 1.2.2 All work shall be performed under the strict work practices and procedures outlined herein, as applicable. The retained CIH/CAC's decision(s) will be final in all matters relating to the interpretation of these specifications and all applicable regulations. The Contractor shall abide by all directions and decisions of the retained CIH/CAC or CSST relative to asbestos fiber control.
- 1.2.3 The Contractor shall furnish all labor, materials, services, insurance, equipment, and decontamination facilities to carry out the complete removal and disposal of all ACM identified in these specifications. The Contractor shall make all his own estimation of removed material to determine quantities.
- 1.2.4 Work shall be performed in accordance with all applicable regulations, codes, ordinances and standards of governing authorities having jurisdiction and the requirements specified herein.
- 1.2.5 Contractor shall furnish all labor, material, supervision, construction tools and equipment necessary to perform the following work:
 - 1.2.5.1 Removal of all identified asbestos within the limit lines described by County's Representative. Contractor shall verify quantities and locations.
 - 1.2.5.2 Provide and maintain environmental and occupational safety protective measures, equipment and procedures at the work site.
 - 1.2.5.3 Clean the work site to completely remove all visually apparent asbestos and to reduce the airborne concentrations as described in Section 5.3-5.5.
 - 1.2.5.4 If in the course of removing ACM from the site, the Contractor discovers any other ACM, other than those described in plans, reports, or specifications, the Contractor shall notify the County via written Change Order. Only upon receiving the County's approval, the Contractor will remove and dispose of such item(s) at the contract unit price identified by the Contractor in his bid.
 - 1.2.5.5 With respect to available utilities, the Contractor shall coordinate access and use of all utilities as needed for the duration of the project with the County. The Contractor will be required to provide utilities.
 - 1.2.5.6 The Contractor shall obtain all necessary permits from the City of Los Angeles, South Coast Air Quality Management District (SCAQMD) and other authorities having jurisdiction.
 - 1.2.5.7 Package, transport and disposal of all asbestos to an approved disposal site.

1.2.5.8 Cooperate with County's Representative with regard to air monitoring and observation of procedures.

1.3 Definitions

- 1.3.1 Aggressive method - removal or disturbance of building material by sanding, abrading, grinding or other method that breaks, crumbles, or disintegrates intact ACM.
- 1.3.2 Amended water - water to which surfactant (wetting agent) has been added to increase the ability of the liquid to penetrate ACM.
- 1.3.3 Asbestos Manager (AM) - shall be the LAC employee responsible for implementing County's asbestos policy and program. The AM shall be considered County's Representative for all determinations of project consistency with County's department policy and laws and regulations relating to asbestos.
- 1.3.4 Asbestos - includes chrysotile, amosite, crocidolite, tremolite asbestos, anthophyllite asbestos, actinolite asbestos, and any of these materials that has been chemically treated and/or altered. Asbestos includes Presumed Asbestos Containing Material (PACM).
- 1.3.5 Asbestos Consultant - shall be the independent party retained by the County to provide consultation and supervision services for asbestos abatement and survey activities. Typical qualifications and operations of the Asbestos Consultant are given in Appendix C.
- 1.3.6 Asbestos-containing construction material (ACCM) - any material containing more than one tenth of one percent asbestos., but less than 1% by weight.
- 1.3.7 Asbestos-containing material (ACM) - any material containing more than one percent asbestos.
- 1.3.8 Authorized person - any person authorized by the employer and required by work duties to be present in regulated areas.
- 1.3.9 Class I asbestos work - activities involving the removal of thermal system insulation (TSI) and surfacing ACM and PACM, including removal of non-friable asbestos by aggressive methods.
- 1.3.10 Class II asbestos work - activities involving the removal of ACM which is not thermal system insulation or surfacing material. This includes, but is not limited to, the removal of asbestos-containing wallboard, floor tile and sheeting, roofing and siding shingles, and construction mastics.
- 1.3.11 Class III asbestos work - repair and maintenance operations, where "ACM", including TSI and surfacing ACM and PACM, is likely to be

disturbed. No more than 25 square feet, or one glove bag, worth of material is to be disturbed.

- 1.3.12 Class IV asbestos work - maintenance and custodial activities during which employees contact but do not disturb ACM or PACM.
- 1.3.13 Clean room - an uncontaminated room having facilities for the storage of employees' street clothing and uncontaminated materials and equipment.
- 1.3.14 Closely resemble - that the major workplace conditions which have contributed to the levels of historic asbestos exposure, are no more protective than the conditions of the current workplace.
- 1.3.15 Competent person - one who can identify existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them: in addition, for Class I and Class II work who is specially trained in a training course which meet the criteria of EPA's model accreditation Plan (40 CFR 763) for project designer or supervisor, or its equivalent
- 1.3.16 Critical barrier - two or more layers of plastic sealed over all openings into a work area or any other similarly placed physical barrier sufficient to prevent airborne asbestos in a work area from migrating to an adjacent area.
- 1.3.17 Decontamination area - an enclosed area adjacent and connected to the regulated area and consisting of an equipment room, clean room, and on occasions, a shower unit, which is used for the decontamination of workers, materials, and equipment that are contaminated with asbestos.
- 1.3.18 Demolition - the wrecking or taking out of load-supporting structural member and any relating razing, removing, or stripping of asbestos products.
- 1.3.19 Disturbance - contact that releases fibers from ACM or PACM or debris containing ACM or PACM. This term includes activities that disrupt the matrix of ACM or PACM, render ACM or PACM friable, or generate visible debris. Disturbance includes cutting away small amounts of ACM and PACM, no greater than the amount which can be contained in one standard sized glove bag or waste bag in order to access a building component. In no event, shall the amount of ACM or PACM so disturbed exceed that which can be contained in one glove bag or waste bag which shall not exceed 60 inches in length and width.
- 1.3.20 Employee exposure - that exposure to airborne asbestos that would occur if the employee were not using respiratory protective equipment.

- 1.3.21 Equipment room (change room) - a contaminated room located within the decontamination area that is supplied with impermeable bags or containers for the disposal of contaminated protective clothing and equipment.
- 1.3.22 Fiber - a particulate form of asbestos, 5 micrometers or longer, with a length to diameter ration of at least 3 to 1.
- 1.3.23 Glovebag - an impervious plastic bag-like enclosure affixed around asbestos containing material, with glove-like appendages through which materials and tools can be handled. ***A CIH must also be certified in asbestos to perform asbestos-related work.**
- 1.3.24 High-efficiency particulate air (HEPA) filter - a filter capable of trapping and retaining at least 99.97 percent of all mono-dispersed particles of 0.3 micrometers in diameter.
- 1.3.25 Homogenous area - an area of surfacing material or thermal system insulation that is uniform in color and texture.
- 1.3.26 Industrial hygienist - a professional qualified by education, training, and experience to anticipate, recognize, evaluate and develop controls for occupational health hazards. A Certified Industrial Hygienist (CIH) is an industrial hygienist who has been certified by the American Board of Industrial Hygiene.
- 1.3.27 Intact - that the ACM has not crumbled, been pulverized, or otherwise deteriorated so that it is no longer likely to be bound with its matrix.
- 1.3.28 Modification - a changed or altered procedure. Material or component of a control system, which replaces a procedure. Material or component of a required system. Omitting a procedure or component, or reducing or diminishing the stringency or strength of a material or component of the control system is not a "modification".
- 1.3.29 Negative initial exposure assessment - a demonstration by the employer which complies with the criteria in Title 8 of the California Code of Regulations, Section 1529 (Title 8 CCR 1529), subsection (f)(2)(c), that employee exposure during an operation is expected to be consistently below the Permissible Exposure Limit (PEL).
- 1.3.30 Presumed Asbestos-Containing Material (PACM) - thermal system insulation and surfacing material found in buildings constructed no later than 1980. The designation of material as "PACM" may be rebutted pursuant to CCR Title 8 Section 1529, subsection (k)(4). Materials may not be deemed PACM for disposal purposes.

- 1.3.31 Project Designer - a person who has successfully completed the training requirements for the abatement project designer established by 40 U.S.C. Section 763.90(g).
- 1.3.32 Regulated area - an area established by the employer to demarcate areas where Class I, II, and III asbestos work is conducted, and any adjoining area where debris and waste from such asbestos work accumulate; and a work area within which airborne concentrations of asbestos, exceed or there is a reasonable possibility they may exceed the permissible exposure limit.
- 1.3.33 Removal - all operations where ACM and/or PACM is taken out or stripped from structures or substrates, and includes demolition operations.
- 1.3.34 Renovation - the modifying of an existing structure, or portion thereof.
- 1.3.35 Repair - overhauling, rebuilding, reconstructing or reconditioning of structures or substrates, including encapsulation or other repair of ACM or PACM attached to structures or substrates.
- 1.3.36 Surfacing material - material that is sprayed, troweled-on or otherwise applied to surfaces (such as acoustical plaster on ceilings and fireproofing materials on structural members, or other materials on surfaces for acoustical, fireproofing, and other purposes).
- 1.3.37 Surfacing ACM - surfacing material which contains more than 1 percent asbestos.
- 1.3.38 Thermal system insulation (TSI) - ACM applied to pipes, fittings, boilers, breeching, tanks, ducts, or other structural components to prevent heat loss or gain.
- 1.3.39 Thermal system insulation ACM - is thermal system insulation that contains more than 1 percent asbestos.

1.4 Notifications

- 1.4.1 Notification of asbestos abatement activities shall be provided by the Contractor to all cognizant federal, state, and local agencies prior to the start of abatement activities. At least ten (10) working days prior to the start of work, the Contractor shall submit the following to the County, or its representative for review. No work shall begin until these documents are submitted, and approved by the County, or its representatives.
 - 1.4.1.1 Notices required by federal/state/local regulations. In addition, proof of timely transmittal to the respective agency requiring the notice.

- 1.4.1.2 Copies of current, valid permits required by state/local regulations.
 - 1.4.1.3 Copies of all state and local licenses and permits necessary to carry out the work described in this plan.
 - 1.4.2 Agency Notification
 - 1.4.2.1 The Contractor will notify, in writing, Cal/OSHA and SCAQMD of the planned asbestos removal operation at least 14 calendar days prior to beginning work. Proof of notification shall be supplied to the County, or its representative, prior to the start of work.
- 1.5 Quantity Take-off
 - 1.5.1 All ACM quantities shall be determined by the bidder and no claim for additional cost will be accepted by the County as a result of quantities of ACM to be removed except those provided for in these Specifications.
 - 1.5.2 Any quantities implied in these Specifications are illustrative only and are not intended to represent actual quantities for bidding purposes.
- 1.6 Submittals
 - 1.6.1 Manufacturer's Product Data
 - 1.6.1.1 Local Exhaust Equipment
 - 1.6.1.2 Vacuum Equipment
 - 1.6.1.3 Respirators
 - 1.6.1.4 Pressure Differential Monitor
 - 1.6.2 Plan for Removal and Demolition of Asbestos: Submit a detailed job-specific plan of the Work procedures to be used in the removal and demolition of materials containing asbestos at least one week prior to the start of Work.
 - 1.6.2.1 The plan shall be prepared and signed by the Contractor.
 - 1.6.2.2 Such plan shall include a sketch showing the location, size, and details of asbestos control areas, location and details of the change rooms, layout of change rooms, layout and location of waste container pass-out airlock system, and locations of local exhaust equipment and their effluent exhaust locations.

- 1.6.2.3 The plan shall also include interface of trades involved in the construction, sequencing of asbestos-related Work, disposal plan, type of wetting agent and removal encapsulant to be used, respirators, protective equipment, pressure differential monitoring devices, and a detailed description of the method to be employed in order to eliminate emissions.
- 1.6.2.4 The plan shall include copies of emergency, security and contingency plans as follows:
 - 1.6.2.4.1 A plan to provide emergency and fire evacuation for removing workers from the work zone in an emergency. A copy of this plan shall be filed with the local fire and/or ambulance unit.
 - 1.6.2.4.2 A plan for maintaining the security of the work zone. The security plan shall provide a means of preventing accidental or unauthorized entry.
 - 1.6.2.4.3 A contingency plan addressing emergencies, equipment failures and barrier failure. This plan shall include telephone numbers of representative of the Contractor to be contacted in emergencies.
- 1.6.2.5 The plan shall be approved prior to the start of asbestos abatement Work.
- 1.6.2.6 Prior to beginning Work, the County, Consultant, and Contractor shall meet to discuss in detail the asbestos plan, including Work procedures and safety precautions.
- 1.6.3 Field Test Reports
 - 1.6.3.1 Air Sampling Results: Fiber counting shall be completed and results made available to the County *within 24 hours*. The Consultant shall notify the Contractor immediately of exposure to asbestos fibers more than the Permissible Exposure Limit (PEL) of 0.1 fibers/cubic centimeter (f/cc).
 - 1.6.3.2 Pressure Differential Recordings for Local Exhaust Systems: The Contractor shall review and report the pressure differential recordings onsite and frequently to address any failures in containment, particularly at the beginning and end of each shift. The Contractor shall immediately report to the County variance in the permissible pressure differential which could cause adjacent unsealed areas to have asbestos fiber concentration more than 0.01 fibers per cubic centimeter or background, whichever is higher.

1.6.3.3 Asbestos Disposal Quantity Report: The Contractor shall review and report to the County within 24 hours from the end of each day, the amount of asbestos-containing material removed during the previous day. Quantities shall be listed as bags or parcels, not bins.

1.6.4 Administrative and Closeout Submittals

1.6.4.1 Notification of Equipment Rental: If rental equipment is to be used during asbestos handling and disposal, written notification concerning the intended use of the equipment will be furnished to the rental agency, with a copy to the County.

1.6.4.2 The Contractor shall submit to the County, or its representative, a certification that exposure measurements, medical surveillance, and worker training records are kept in conformance with CCR Title 8, Section 1529. This certification must be signed by an officer of the abatement-contracting firm and notarized.

1.6.4.3 Landfill Delivery Records: *Within 3 days* after delivery of asbestos-containing material to the landfill, submit detailed delivery tickets, and hazardous waste manifests, prepared, signed, and dated by an agent of the landfill, certifying the amount of materials delivered to the landfill.

1.6.4.4 Waste Disposal Site Approval: Submit recommended waste disposal site to the County for approval prior to the start of the project. Submit written evidence to the County prior to disposal, that the waste disposal site is approved for asbestos disposal by the EPA and other applicable authorities. Contractor shall use the form attached hereto as Attachment 5. At job completion, these records shall be inserted into the job binder and transmitted to the County's Representative.

1.6.4.5 Respiratory Protection Program: The abatement Contractor and Consultant must have a written Respiratory Protection Program as required by CCR Title 8, Section 5144. The Respiratory Protection Form (Appendix B), shall be completed by the Contractor, and submitted to the County, or its representative.

1.6.4.6 Certificate of Worker's Acknowledgment: Appendix C provides a model certificate of worker training. After each worker, has completed the Contractor's respiratory protection program, had the appropriate level of asbestos training, and had a medical exam, a fully executed copy of this, or an equivalent form, shall be completed and submitted to the County, or its representative.

- 1.6.4.7 Personnel Training Certificates: Prior to the Notice to Proceed, the successful Contractor shall submit a declaration certifying that all of the Contractor's employees have been adequately trained in accordance with CCR Title 8, Section 1529. The Contractor shall also submit proof that all personnel who will be permitted to enter contaminated Work Areas have been adequately trained in accordance with CCR Title 8, Section 1529 for certification as an Asbestos Worker or Supervisor for Class I asbestos abatement projects. These documents are to be kept onsite, throughout the project
- 1.6.4.8 Medical Examination and Certification: Prior to the Notice to Proceed, the Contractor shall submit proof that all personnel who will be permitted to enter contaminated Work Areas have had medical examinations in accordance with CCR Title 8, Section 1529. Provide a written certification signed by a licensed physician that all workers and supervisors have met or exceeded all the medical prerequisites listed herein and in CCR Title 8, Section 1529 and 29 CFR 1910.134. These documents are to be kept onsite, throughout the project
- 1.6.4.9 Contractor Licensing Board Asbestos Certification: Submit a copy of the Contractor's California State Contractor's Licensing Board Asbestos Certification in accordance with the California Business and Professional Code, Section 7058.5, to the Contractor.
- 1.6.4.10 At no time, shall an asbestos abatement contractor subcontract services to another asbestos abatement contractor
- 1.6.4.11 Contractor Class C Asbestos Removal License: Submit proof that the Contractor possesses a current California Class C Asbestos Removal License to the County.
- 1.6.4.12 Hazardous Waste Hauler License and EPA Transporter's Number: Submit proof that the Contractor or the Contractor's Hazardous Waste Hauler possesses a current Hazardous Waste Hauler License and EPA Transporter's Number to the County.
- 1.6.4.13 Cal/OSHA Registration: Submit a copy of the Contractor's current California OSHA registration to conduct asbestos-related work.
- 1.6.4.14 Submit any current and valid licenses, permits, and notices required by federal/state/local regulations and proof of timely transmittal of notices to the respective agency requiring the notices.

1.6.4.15 At job completion, Contractor shall transmit the job binder to County's Representative. Contents shall be as described in this section plus any additional items as listed in Appendix B.

1.7 Quality Assurance

1.7.1 Where methods or procedures are specified, they shall constitute minimum measures and shall in no way relieve Contractor of sole responsibility for the means, methods, techniques, sequences or safety measures in connection with the work.

1.7.2 The removal of asbestos shall be supervised by an asbestos supervisor who has experience in this field of construction and can furnish a record of satisfactory performance on at least three projects for work of comparable type.

1.7.3 All work shall be performed in compliance with all pertinent laws, rules and regulations, and industry standards existing at the time of the work, including but not limited to:

1.7.3.1 Federal requirements which govern abatement work or hauling and disposal of hazardous waste materials include, but are not limited to, the following:

- United States Environmental Protection Agency (EPA), Title 40, Code of Federal Regulations, Part 61, National Emission Standards for Hazardous Air Pollutants (NESHAP), National Emission Standard for Asbestos (40 CFR, Part 61, Subpart A & M).
- EPA, Asbestos Hazard Emergency Response Act (AHERA), Title 40, Code of Federal Regulations, Part 763, including Appendices (40 CFR, Part 763).
- EPA, Resource Conservation & Recovery Act (RCRA).
- United States Department of Transportation (DOT), Hazardous Substances, Title 49, Code of Federal Regulations, Parts 171 through 180 (49 CFR Parts 171 and 180).
- United States Department of Labor, Division of Occupational Safety and Health (OSHA), Occupational Exposure to Asbestos, Tremolite, Anthophyllite, and Actinolite, Final Rules, Title 29, Code of Federal Regulations, Part 1910, Section 1001 and Part 1926, Section 1101.
- Respiratory Protection, 29 CFR Part 1910, Section 134 and 42 CFR Part 84.

- Asbestos in Construction Industry, 29 CFR Part 1926.
- Access of Employee Exposure/Medical Records, 29 CFR, Part 1910, Section 2.
- Hazard Communication, 29 CFR, Part 1910, Section 1200.
- Specifications for Accident Prevention Signs and Tags, 29 CFR, Part 1910, Section 145.
- Personal Protective Equipment, 29 CFR, Part 1910, Sections 132 -138.
- National Electric Code

1.7.3.2 State and Local Regulations

- The State of California, Department of Industrial Relations, Division of Occupational Safety and Health (Cal/OSHA), Asbestos in Construction, Title 8, California Code of Regulations, Section 1529 (CCR Title 8, Section 1529).
- Title 8, Section 341.6, Registration, Asbestos-Related Work.
- Title 8, Division 1, Chapter 4, Division of Industrial Safety.
- The State of California, Department of Health Services, Title 22, California Code of Regulations, Environmental Health, Section 66699, Persistent and Bioaccumulative Toxic Substances (CCR Title 22, Section 66699).
- The State of California, Health and Safety Code, Sections 25249.5 and 25249.6.
- The State of California, Business and Professions Code, Section 7085.5 (Asbestos Certification) and other corresponding regulations in the California Contractors State License Board, Title 16, California Code of Regulations, Chapter 8 (CCR Title 16, chap. 8).
- California Labor Code, Sections 6501.5, 6501.7, 6501.8, and 6501.9.
- South Coast Air Quality Management District, Rules and Regulations including Rule 1403.
- Division 10 of the City of Los Angeles Fire Code, 92 Edition.

1.7.3.3 Analytical Methods

- National Institute for Occupational Safety and Health (NIOSH) Method 7400 – Fibers.
- U.S. EPA Level II Transmission Electron Microscopy Analytical Method by Yamate et al., 1984.
- EPA, Title 40, Code of Federal Regulations, Part 763, Appendix A, Subpart F, Section 1, Polarized Light Microscopy, (40 CFR, Part 763).

1.7.3.4 Miscellaneous Standards and References

- Underwriters Laboratories (UL) Standard 586, 1990 High Efficiency, Particulate, Air Filter Units.
- American National Standards Institute (ANSI), ANSI Z9.2, Fundamentals Governing the Design and Operation of Local Exhaust Systems.
- American National Standards Institute (ANSI), ANSI Z88.2, Practice for Respiratory Protection.
- National Fire Protection Association (NFPA), Standard 10, Standard for Portable Fire Extinguishers.

1.7.4 All applicable state, local regulations and ordinances, including any regulations regarding state and/or local licenses or certificates.

1.7.5 Where applicable state or local regulations are more stringent than federal requirements or the requirements referenced herein, Contractor and Consultant shall adhere to the more stringent regulations.

1.7.6 The Contractor warrants that he is familiar with the codes and requirements applicable to asbestos abatement work and shall give all notices and comply with all laws, ordinances, rules, and regulations applicable to the work. If the Contractor observes that the Specifications or plans are at variance therewith, he shall give written notice to the County's Representative describing such variance. If the Contractor performs any work knowing it to be contrary to such laws, ordinances, rules, and regulations, and without written notice to the County's Representative, he shall bear all costs arising therefrom. The Subcontractor's particular attention is directed to the applicable Cal/OSHA regulations found in CCR Title 8, Section 1529 and the necessity of complying with the regulations in the progress of his work. Failure or omission on the part of the Contractor, or any of their representatives, either to discover or to bring to the attention of the

County any deviation from, omission from, or noncompliance with the requirements for asbestos abatement shall not be used by the Contractor as defense for failure on his part to fulfill such requirements.

2.0 PRODUCTS

- 2.1 Polyethylene sheeting in sizes to minimize the frequency of joints.
- 2.2 Tape: Glass fiber or other tape capable of sealing joints of adjacent plastic sheets and for attachment of plastic sheeting to finished or unfinished surfaces of dissimilar materials under both dry and wet conditions.
- 2.3 Surfactant (Wetting Agent): Shall consist of materials that are non-toxic and non-irritating to skin and eye, and non-carcinogenic. The wetting agent shall consist of 50 percent polyoxymethylene or polyglycol ester and 50 percent polyoxymethylene ether, or the equivalent. Wetting agents shall be applied by means of an airless sprayer or equal.
- 2.4 Encapsulant: Shall conform to USEPA requirements, shall contain no toxic or hazardous substances and no solvents.
- 2.5 Impermeable Containers: Air and water-tight, suitable to receive and retain any asbestos-containing or contaminated materials until disposal at an approved site and labeled in accordance with applicable Cal-OSHA regulations (CCR Title 8, Section 1529). Two types of impermeable containers shall be used:
 - 2.5.1 Six (6) mil plastic bags
 - 2.5.2 Metal or fiber drums with tightly fitting lids.
- 2.6 Warning Labels and Signs: In conformance with applicable Cal/OSHA regulations (CCR Title 8, Section 1529).
- 2.7 Other Materials: Provide all other materials, such as lumber, nails, and hardware that may be required to construct and dismantle the decontamination area and the barriers that isolate the Work area.

3.0 EXECUTION

- 3.1 Material Handling
 - 3.1.1 Deliver materials in the original packages, containers, or bundles bearing the name of the manufacturer and the brand name.
 - 3.1.2 Store materials subject to damage off the ground, away from wet or damp surfaces, and under cover sufficient to prevent damage or contamination.

- 3.1.3 Remove all ACM from the premises. Dispose of materials that become contaminated with asbestos in accordance with applicable regulatory standards.

3.2 Equipment

- 3.2.1 Respirators: Contractor shall provide workers with personally issued and marked respiratory equipment approved by NIOSH and meeting the specifications of Cal/OSHA. This respiratory equipment shall be suitable for the asbestos exposure level in the Work area according to CCR Title 8, Section 1529 (i). The Contractor shall provide disposable HEPA (P100) cartridges as required, with sufficient replacement cartridges. Cleaning wipes shall also be provided as necessary
- 3.2.2 Personal Protective Equipment: Contractor shall provide workers, County, and authorized visitors with sets of protective disposable clothing, head covers, gloves, eye protection and foot covers of sizes to properly fit individual workers and visitors whenever they are required to enter the Work area. Provide access and use of the Contractor's change room. Provide a minimum of four sets per day and sufficient sets as required for workers and County. The personal protective equipment shall remain the property of the Contractor.
- 3.2.3 Change Rooms: Provide a temporary unit with a separate equipment room, decontamination room, for personnel required to wear whole body protective clothing.
 - 3.2.3.1 Separate each room from the others and from the control area by airlocks.
 - 3.2.3.2 Keep street clothing and street shoes in the clean area.
 - 3.2.3.3 Vacuum and remove asbestos-contaminated disposable protective clothing while still wearing respirators in the equipment room. Seal clothing in impermeable bags or containers for disposal.
 - 3.2.3.4 Do not remove disposable protective clothing in the decontamination locker room.
 - 3.2.3.5 Remove cloth work clothing in the decontamination locker room.
 - 3.2.3.6 Tag and bag cloth work clothes for laundering and keep work shoes in the decontamination locker room.
 - 3.2.3.7 Do not wear work clothing between home and work.
 - 3.2.3.8 Provide showers with hot and cold water.
 - 3.2.3.9 Locate showers between the decontamination locker room and the clean locker room, and require employees to shower before changing into street clothes.

- 3.2.3.10 Shower wastewater shall be handled and disposed as asbestos-containing material or shall be filtered through a final filter of at least 0.5-micron particle size collection capability before disposal into the sanitary sewer system.
 - 3.2.3.11 Handle and dispose of wastewater filters as asbestos-containing material.
 - 3.2.3.12 Clean asbestos-contaminated work clothing in accordance with CCR Title 8, Section 1529 or use disposable clothing
 - 3.2.3.13 Change rooms shall be physically attached to the Work area wherever feasible and required.
- 3.2.4 Eye Protection: Furnish goggles for personnel engaged in asbestos operation when a full-face respirator is not being used.
- 3.2.5 Caution Signs and Labels: Provide caution signs printed in English and the prominent language of the location at approaches to asbestos Work areas. Locate signs at such distance that personnel may read the sign and take the necessary precautions before entering the Work area. Provide caution labels printed in English and the prominent language of the location. Affix labels to asbestos materials, scrap, waste, debris, sealed impermeable bags, asbestos waste drums, and other asbestos-containing products. Caution signs and labels shall conform to the requirements defined in CCR Title 8, Section 1529.
- 3.2.6 A minimum of one 4A/60BC dry chemical extinguisher shall be maintained at each of the following locations:
 - 3.2.6.1 At each electrical panel.
 - 3.2.6.2 At each corner of the Work area.
 - 3.2.6.3 Within 5 feet of the external entry to the shower room from the Work area.
 - 3.2.6.4 Within 5 feet of the external entry to the shower room from the "clean room."
- 3.3 Tools and Local Exhaust System:

Provide the local exhaust system in accordance with ANSI Z9.2 and as specified herein.

 - 3.3.1 Provide a local exhaust system in each Work area
 - 3.3.2 Filters on vacuums and exhaust equipment shall be absolute HEPA filters and UL 586 labeled.
 - 3.3.3 Provide local exhaust equipment, certified by South Coast Air Quality Management District, designed for a minimum of one Work area air change every 15 minutes at 75% efficiency and additional air change flow rate sufficient to maintain a minimum pressure differential of minus 0.02 inches of water column relative to adjacent, unsealed areas. Local exhaust equipment shall be operated 24 hours per day until the asbestos control area is removed. The Contractor is responsible for

providing all necessary manpower and/or equipment, including but not limited to, emergency power, security and fire watch to ensure 24-hour operation.

- 3.3.4 Additional Ventilation Units: Provide Local Exhaust Systems to the site in accordance with these Specifications for use inside the containment in the event engineering controls are not effective in controlling the fiber count below the PEL during the removal process. The unit(s) shall be placed inside the containment as an additional filtration in a manner to move the air away from the workers' breathing zones and towards the exhaust unit(s).
- 3.3.5 Back-up Ventilation Units: Provide at a minimum one additional Local Exhaust System for up to every 10 units on the site for replacement if a ventilation unit fails to operate properly. These backup units must be stored on site during the entire project duration.
- 3.3.6 Provide a manometer-type or magnehelic-type negative pressure differential monitor with minor scale divisions of 0.02 inches of water and accuracy within plus or minus one percent.
- 3.3.7 Calibrate the manometer daily and as recommended by the manufacturer.
- 3.3.8 Furnish recorded readings of the pressure differential between locations in the Work area and adjacent unsealed areas at the beginning of each workday and every 2 working hours thereafter.
- 3.3.9 Pressure differential readings shall be taken inside the Work area from the furthest point from the local exhaust equipment.
- 3.3.10 The local exhaust system shall be operated continuously, 24-hours per day, until the asbestos control area enclosure is removed.
- 3.3.11 Replace filters as required to maintain the efficiency of the system. Units are to be turned off during replacement. Running units output are to be increased or additional units are to be turned on to maintain the pressure during replacement procedures.
- 3.3.12 The building heating, ventilating, and air conditioning (HVAC) system shall not be used as the local exhaust system for the Work area.

3.4 Worker Protection

- 3.4.1 A tailgate will be held to discuss the hazards of the job and the methods to perform the work.

- 3.4.2 Prior to commencement to work, all workers shall be instructed and shall be knowledgeable in the appropriate procedures of personal protection and asbestos removal.
- 3.4.3 Contractor and Consultant shall be solely responsible for enforcing worker protection requirements.
- 3.4.4 Reporting Unusual Events: When an event of unusual and significant nature occurs at the site, Contractor shall prepare and submit a special report listing chain of events, persons participating, responses and similar pertinent information. When such events are known or predictable in advance, advise the County at the earliest possible date.
- 3.4.5 Reporting Accidents: If a significant accident occurs at the site or anywhere else work is in progress, the Contractor shall prepare and submit appropriate reports to the County. For this purpose, a significant accident is defined to include events where personal injury is sustained, or property loss of substance is sustained.

3.5 General Work Area Requirements

- 3.5.1 Workers shall always wear a respirator properly fitted on the face while in the Work area. Workers wearing tight-fitting face pieces shall be clean-shaven to the extent that the hair does not interfere with the sealing surface of the respirator. This must be documented by a standard respirator fit test.
- 3.5.2 The Contractor shall instruct and train workers in proper respirator use. They will also mandate the performance of fit checks any time a respirator is worn, including after meals and breaks.
- 3.5.3 Workers shall wear disposable, full-body coveralls and disposable head covers and footwear suitable for asbestos work in the Work area.

3.6 Decontamination Unit Requirements

At all Work areas, the Contractor shall set up a change room, shower and equipment room outside the Work area. Where feasible and required the change room, shower and equipment room will be attached to the Work area. All workers without exception shall:

- 3.6.1 Remove and properly store street clothes in the change room and put on new disposable coveralls, head covers, footwear and cleaned respirator before entering the Work area.
- 3.6.2 Remove the disposable coveralls, head covers, and footwear in the equipment room and dispose them in an appropriate asbestos waste container. Still wearing their respirators, workers shall proceed to the showers and remove their respirators while showering with soap and

tempered water. Wetted HEPA respirator cartridges shall be disposed of in appropriate asbestos containers.

3.6.3 This procedure shall be followed each time a worker enters or leaves the Work area.

3.6.4 Workers shall not eat, drink, smoke, or chew gum or tobacco in the Work area.

3.6.5 The Contractor shall provide disposable coveralls, head covering, and footwear to any official representative of the County who inspects the project.

3.6.6 All persons entering the Work area shall wear an approved respirator and disposable coveralls, head covering, and footwear.

3.7 Daily personal air monitoring shall be conducted by the Contractor to determine the airborne concentrations of asbestos to which workers may be exposed.

3.8 Sign-In/Sign-Out Log and Daily Activity Report

3.8.1 Contractor shall maintain a sign-in/sign-out log in the immediate vicinity of the change room of any decontamination area. This log shall be maintained from the time the first activity is performed involving the disturbance of asbestos-containing material until acceptance of the final air test results. All persons entering the Work area, including the Contractor's workers, County, County's consultants, and Government officials, shall be required to sign in and out each time upon entering and leaving the Work area. All persons shall indicate name, time, company or agency represented, and reason for entering the Work area.

3.8.2 Contractor shall maintain a daily activity report describing work performed, materials and methods used, inspections made, test taken, and any unusual conditions or problems.

3.8.3 Consultant shall immediately notify the County if any substrate or material not originally discussed needs to be or is disturbed or removed.

3.8.4 Except for governmental inspectors having jurisdiction, no visitors shall be allowed in any work area, except as authorized by the County.

3.8.5 Any materials, such as supplies, copper piping, etc., removed from site, without proper authorization, will be deemed as theft.

3.9 Housekeeping

3.9.1 The Contractor shall always keep the premises free from accumulation of waste materials or rubbish caused by their employees. Bags of asbestos material and other waste material shall be removed

immediately at the completion of work at each shift. Maintain surfaces of the Work area free of debris and keep waste from being distributed outside of the immediate Work area.

- 3.9.2 Removal of Asbestos Waste Containers - Provide a waste container removal system. Asbestos waste containers shall not be removed through the change rooms. The waste container removal system shall consist of a wash down station inside the Work area, a washroom, and a waste container holding area. Provide airlocks between each area and an airlock with access to outside the Work area from the holding areas. Provide caution signs as specified herein for asbestos Work areas. The waste container removal system shall be a temporary unit constructed to prevent the escape of asbestos fibers from the area. The system shall be physically attached to the Work area. Personnel entering the waste container removal system shall wear personal protective equipment. The system shall not be used to enter or exit the Work area. Access to outside the waste container removal system shall be sealed except during the removal of asbestos waste containers. Perform cleanup of the waste container removal system as specified herein for enclosed Work areas. Do not remove the waste container removal system enclosure and caution signs prior to receipt of the County's clearance certification. All asbestos waste containers shall be removed from the Work area daily.
- 3.9.3 Procedure for Disposal of Asbestos: Do not remove any asbestos-containing materials from the site without approval from the County. Procedure for hauling and disposal of asbestos waste shall comply with 40 CFR 61, Subpart M and CCR Title 22, and South Coast Air Quality Management District Rule 1403.

3.10 Work Area Preparation

- 3.10.1 Provide Warning Signs meeting regulatory requirements at each visual and physical barrier.
- 3.10.2 Where appropriate, the Contractor shall seal all openings with a 6-mil minimum polyethylene containment barrier to prevent leakage of air into the outside environment or other portions of the building. Individually seal ventilation openings in walls (supply and exhaust), wall mounted fixtures, doorways, windows, convectors, and other wall and floor openings into the Work Area with adhesive tape alone or with 2 layers of polyethylene sheeting at least 6-mil, taped securely in place with adhesive tape.
- 3.10.3 All work shall be performed as either Class I, Class III, or Class IV work. Class II work will be performed under Class I containment requirements.

- 3.10.4 The Contractor shall pre-clean movable objects to be salvaged for the Contractor within the proposed Work areas using HEPA vacuum equipment or wet cleaning methods as appropriate. The Contractor shall move such items to storage or other area as directed by the County.
- 3.10.5 If materials are deemed contaminated, they are not to be removed from the containment area until they are properly decontaminated or disposed of.
- 3.10.6 The Contractor shall pre-clean immovable objects, such as mechanical and electrical equipment and fixtures, within proposed Work area using HEPA vacuuming equipment or wet cleaning methods as appropriate.
- 3.10.7 Prior to placing plastic sheeting, clean the Work area(s) and immediately adjacent areas physically connected to abatement areas using HEPA vacuum equipment or wet-cleaning methods as appropriate. Do not use methods that raise dust such as broom sweeping or vacuuming with non-HEPA equipped vacuum cleaners.
- 3.10.8 Contain Work areas with two layers of 4-mil plastic sheeting on walls and ceilings, and two layers of 6-mil plastic sheeting on floors, or as otherwise directed in writing by the Asbestos Consultant.
- 3.10.9 Install as a drop cloth a 6-mil sheet of plastic, creating the 3rd layer of flooring, in areas where asbestos removal work is to be carried out. Completely cover floor with sheet plastic. Where the work is within 10 feet of a wall, extend the drop cloth up wall. Support sheet plastic on wall with duct tape, seal top of drop cloth plastic to Primary Barrier with duct tape so that debris is unable to get behind it. Provide cross strips of duct tape at wall support as necessary to support sheet plastic and prevent its falling during removal operations. Remove drop cloth at end of each work shift or as work in an area is completed.
- 3.10.10 The Contractor shall construct worker and waste container/equipment decontamination units in compliance with EPA guidelines. Provide sufficient numbers of lockers in change or "clean" rooms or workers' clothing with one locker reserved for County personnel.
- 3.10.11 The Contractor shall establish emergency exits and procedures for the Work area, satisfactory to fire officials and provide fire extinguishers as required. Exits shall be demarcated with arrows and large lettering on the polyethylene sheeting walls visible from throughout the work area
- 3.10.12 The Contractor shall ensure that barriers and plastic enclosures remain effectively sealed and taped. Inadvertent tears in plastic shall be repaired with fiber tape and the tear covered by plastic applied with spray adhesive, overlapping the tear by 6 inches on all sides.

- 3.10.13 If during performance of abatement work suspect ACM is observed outside of abatement enclosures, or if damage occurs to the enclosure barrier(s), work shall stop immediately upon discovery, appropriate repairs will be made (by Contractor), and all such debris will be collected using appropriate vacuums and wet methods.

4.0 ASBESTOS REMOVAL

4.1 General Work Area

The Contractor shall:

- 4.1.1 Remove and dispose of all asbestos containing materials in accordance with the methods and procedures outlined in CCR Title 8, Section 1529.
- 4.1.2 Where appropriate, work areas shall be airtight and enclosed under differential air pressure for the duration of the asbestos removal and the subsequent cleaning phases until all removal areas have been air-tested and found to follow the specified final air quality clearance level as determined by the Certified Asbestos Consultant to meet local and federal requirements.
- 4.1.3 Perform appropriate cleaning using HEPA vacuum or wet cleaning methods of all areas physically connected to areas receiving asbestos removal.
- 4.1.4 Dispose of all contaminated or otherwise removed materials and wastes in sealed and labeled containers in an approved sanitary landfill.
- 4.1.5 Never use high pressure water streams to remove any type of ACM or ACCM.
- 4.1.6 After removal, all surfaces shall be wet-cleaned and HEPA vacuumed to remove residual accumulated material. After cleaning, surfaces shall appear free of visible material.
- 4.1.7 Prior to the removal of the plastic sheeting from the wall and floor surfaces, apply approved encapsulant on all concrete substrates, structural steel, and piping surfaces from which the material was removed and to plastic sheeting prior to its removal.
- 4.1.8 Following related repair work remove any remaining floor and wall plastic, including seals on openings, and dismantle worker waste container/equipment decontamination areas and leave all areas clean.
- 4.1.9 Eating, smoking or applying cosmetics shall not be permitted in the Work areas.

4.2 Class I Work within a Negative Pressure Enclosure System (NPE).

- 4.2.1 A Certified Asbestos Consultant must supervise all Class I work. A NPE will be used for the removal of spray-on acoustic ceiling, spray-on fireproofing, drywall, and the removal and/or decontamination of ceiling tile, ceiling t-grid system, and attached fixtures within site, building, or structure specified by the LAC.
- 4.2.2 The NPE shall be built with a digital monometer, shower, water filter with a 5-micron pore size, and a heating unit attached.
- 4.2.3 Before beginning work within the enclosure and at the beginning of each shift, the NPE shall be inspected for breaches and smoke-tested for leaks by the Asbestos Consultant. Any leaks detected will be sealed by the Contractor.
- 4.2.4 Electrical circuits in the enclosure shall be deactivated and locked out, when necessary. Temporary power and portable lighting sources will be provided from outside the work area; insure safe installation (including using ground fault circuit interrupters (GFCI) of temporary power sources and equipment by compliance with all applicable electrical code requirements and Federal, state and local requirements.
- 4.2.5 Thoroughly wet ACM prior to be removed to satisfaction of Asbestos Consultant. Accomplish wetting by a fine spray (mist) of amended water or removal encapsulant applied with airless spray equipment.
- 4.2.6 Mist work area continuously with amended water to reduce airborne fiber levels. Apply mist with airless spray equipment. ***Must always mist the area unless a safety risk is associated with liquid in the area.**

4.3 Removal of OSHA Class I Work within Glovebags

- 4.3.1 At least two persons shall perform the removal for each glovebag or glovebag in operation.
- 4.3.2 Employees must don the appropriate personal protective equipment.
- 4.3.3 Check pipe where the work will be performed. Wrap damaged (broken lagging, hanging, etc.), pipe in two layers of 6-mil plastic and "candy-stripe" with adhesive tape.
- 4.3.4 Place a drop cloth on surfaces beneath the pipe insulation to be removed. Build a spot containment around the work area.
- 4.3.5 Place one layer of adhesive tape around undamaged pipe at each end where the glovebag will be attached. If the pipe insulation is not ACM, remove pipe insulation approximately three inches on either

side of the point of attachment. Use caution, however, as ACM insulation may be found under the fiberglass. Then proceed with the attachment of the glove bag directly to the pipe.

- 4.3.6 Slit top of the glovebag open (if necessary) and cut down the sides to accommodate the size of the pipe (about 2 inches longer than the pipe diameter).
- 4.3.7 Place necessary tools into pouch located inside glovebag.
- 4.3.8 Seal glovebag.
- 4.3.9 Request that the Asbestos Consultant perform a smoke tube test. If leaks are found, tape close using adhesive tape and re-test.
- 4.3.10 Insert wand from garden sprayer through water sleeve. Adhesive tape water sleeve tightly around the wand to prevent leakage. Attach HEPA vacuum hose to the glovebag and seal.
- 4.3.11 Remove insulation using putty knives or other tools. Place pieces in bottom of bag without dropping.
- 4.3.12 Rinse tools with water inside the bag and place back into pouch.
- 4.3.13 Using scrub brush, rags and water, scrub and wipe down the exposed pipe.
- 4.3.14 Remove water wand. Turn on the vacuum only briefly to collapse the bag.
- 4.3.15 Remove the vacuum nozzle, twist water sleeve closed and seal with adhesive tape.
- 4.3.16 From outside the bag, pull the tool pouch away from the bag. Place adhesive tape over twisted portion and then cut the tool bag from the glovebag, cutting through the twisted-taped section. Contaminated tools may then be placed directly into next glovebag without cleaning.
- 4.3.17 Alternatively, tool pouch with the tools can be placed in a bucket of water, opened underwater, and tools cleaned and dried. Discard rags and scrub brush with asbestos waste.
- 4.3.18 With removed insulation in the bottom of the bag, twist the bag several times and tape it to keep the material in the bottom during removal of the glovebag from the pipe.

- 4.3.19 Slip a 6-mil disposal bag over the glovebag (still attached to the pipe). Remove tape or cut bag and open the top of the glovebag and fold it down into disposal bag.
- 4.3.20 HEPA vacuum the drop cloth and place into disposal bag.
- 4.3.21 If a removal encapsulant is used, test to insure it will neither leave a residue that will impede visual inspection nor become gummy during cleaning.
- 4.3.22 Seal exposed ends of remaining pipe insulation.
- 4.3.23 Remove disposable suits and place these into bag with waste.
- 4.3.24 Collapse the bag with a HEPA vacuum, twist top of bag, seal with at least three wraps of adhesive tape, bend over the neck of the bag and seal again with at least three wraps of adhesive tape.
- 4.3.25 Request that the Asbestos Consultant conduct a visual inspection of the removal area.

4.4 Class II Work:

- 4.4.1 The CAC must supervise all Class II work. Contractor must use critical barriers over all openings to the regulated area. All Class II work shall use the same work practices and requirements as Class I asbestos jobs, including the containment and monometer requirements.

4.5 Class II Work - Vinyl and Asphalt Flooring Materials

- 4.5.1 For removing vinyl and asphalt flooring materials containing asbestos Contractor must ensure that employees:
 - 4.5.1.1 Do not sand flooring or its backing
 - 4.5.1.2 Do not rip up resilient sheeting
 - 4.5.1.3 Do not dry sweep
 - 4.5.1.4 Do not use mechanical chipping unless performed in a negative pressure enclosure
 - 4.5.1.5 Use vacuums equipped with HEPA filters to clean floors
 - 4.5.1.6 Use wet methods when removing resilient sheeting by cutting
 - 4.5.1.7 Use wet methods to scrape residual adhesives and/or backing
 - 4.5.1.8 Remove tiles as intact as possible
 - 4.5.1.9 May omit wetting when tiles are heated and removed intact
 - 4.5.1.10 Assume resilient flooring material - including associated mastic and backing, are ACM, unless an asbestos survey or Certified Asbestos Consultant determines it asbestos free

4.6 Class II Work - Roofing Materials

4.6.1 To remove asbestos containing roofing materials, Contractor must ensure that employees:

4.6.1.1 Remove them intact

4.6.1.2 Use wet methods when possible

4.6.1.3 Continuously mist cutting machines during use, unless the retained CAC determines misting to be unsafe

4.6.1.4 Immediately HEPA vacuum all loose dust along the cut

4.6.1.5 Lower as soon as possible or by the end of the work shift any bagged or wrapped roofing material to the ground via a covered, dust-tight chute, crane, or hoist

4.6.1.6 Transfer unwrapped materials to a closed receptacle to prevent dispersing the dust when lowered

4.6.1.7 Isolate roof level heating and ventilation air intake sources or shut down the ventilation system

4.7 Class II Work - Cementitious Asbestos Containing Siding and Shingles or Transite Panels

4.7.1 When removing cementitious asbestos containing siding and shingles or transite panels, Contractor must ensure that employees:

4.7.1.1 Do not cut, abrade or break siding, shingles or transite panels when possible.

4.7.1.2 Spray each panel or shingle with amended water before removing

4.7.1.3 Lower to the ground any wrapped or bagged panels or shingles via a covered dust-tight chute, crane, or hoist, as soon as possible or by the end of the work shift

4.7.1.4 Cut nails with flat, sharp instruments

4.8 Removal of Class II Materials - Asbestos Containing Gaskets

4.8.1 When removing asbestos containing gaskets, Contractor must ensure that employees:

4.8.1.1 Remove gaskets within glove bags if they are visibly deteriorated and unlikely to be removed intact

4.8.1.2 Thoroughly wet the gaskets with amended water prior to removing

4.8.1.3 Immediately place the wet gaskets in a disposal container

4.8.1.4 Scrape using wet methods to remove residue

4.9 Removal of Other Class II Asbestos Containing Material

4.9.1 For removal of any other Class II ACM, Contractor must ensure employees:

- 4.9.1.1 Do not cut, abrade, or break the material where feasible
- 4.9.1.2 Thoroughly wet the material with amended water before and during removal
- 4.9.1.3 Immediately bag or wrap removed ACM and transfer to a closed receptacle at the end of the work shift
- 4.9.2 Contractor may use different or modified engineering and work practice controls if:
 - 4.9.2.1 They can demonstrate, by employee exposure data during the use of such methods and under similar conditions, that employee exposure will not exceed the PEL under any anticipated circumstances
 - 4.9.2.2 The retained CAC evaluates the work area, the projected work practices, and the engineering controls **and certifies, in writing**, that they will reduce **all** employee exposure to below the PEL under expected conditions. The evaluation must be based on exposure data for conditions closely resembling those of the current job and for employees with equivalent training and experience

4.10 Class III Work

- 4.10.1 Contractor must use wet methods and local exhaust ventilation, when feasible, during Class III work. Where drilling, cutting, abrading, sanding, chipping, breaking, or sawing thermal insulation or surfacing materials occurs, Contractor must use impermeable drop cloths as well as mini-enclosures, glove bag systems, or other effective isolation methods including creating critical barriers and ensuring that employees wear respirators. (See also the respirator requirements elsewhere in these specifications)

4.11 Class IV Work

- 4.11.1 Employees conducting Class IV asbestos work must have attended an asbestos awareness training program. Employees must use wet methods and HEPA vacuums to promptly clean ACM or PACM debris. In areas where thermal system insulation or surfacing material is present, employees must assume that all waste and debris contains asbestos.
- 4.11.2 For unusual situations and/or asbestos containing materials not covered herein consult with the retained CAC for additional instructions.

5.0 CLOSURE

- 5.1 ACM should be placed in labeled, leak-tight containers and/or wrapping. The labels shall contain all information as specified by the Occupational Safety and

Health Standards of the Department of Labor, OSHA under 1926.1101(k)(2)(iii) and CCR Title 8, Section 5229, and any local regulations.

- 5.2 For temporary storage on site, ACM shall be stored in a secured area. The area shall be demarcated with Asbestos Warning Signs and caution tape.
- 5.3 Work areas and all other decontaminated areas and cleaned areas shall be considered clean when a) the Work area passes a visual inspection by the consultant and b) air testing performed by the consultant employed by the County, shows 0.01 or less fibers/cc (or background levels) of air using standard test methods of Phase Contrast Microscopy (PCM), NIOSH Analytical Method Number 7400.
- 5.4 Areas that do not comply with the standard of cleaning for final clearance shall continue to be cleaned by and at the Contractor's expense until the specified standard is achieved by results of air sampling tests by A Certified Asbestos Consultant. The costs of all follow-up tests necessitated by the failure of the air tests to meet the cleaning criteria shall be borne by the Contractor; the County will deduct the cost of such follow-up tests from whatever moneys remain due to the Contractor. Follow-up testing shall occur within the time allotted for gross removal or all costs to the County of the building attributable to delayed occupancy or usage shall be borne by the Contractor.
- 5.5 When an inspection determines that the area has been visually decontaminated, and the clearance of 0.01 f/cc (or less) is achieved and, the decontamination enclosure systems shall be removed, the area thoroughly wet cleaned, and materials from the equipment room and shower disposed of as contaminated waste. The remaining barriers between contaminated and clean areas and all seals on openings into the Work area and fixtures shall be removed and disposed of as contaminated waste.
- 5.6 All plastic sheeting, tape, cleaning material, clothing, and all other disposable material used in the asbestos removal operation or items used in the Work area shall be packed into sealable 6-mil plastic bags. These bags must be marked with labels as required by Cal/OSHA in CCR Title 8, Section 1529.

APPENDIX A

SCHEDULE OF ACM TO BE REMOVED AND TABLE (AND FIGURES)

APPENDIX B

RESPIRATORY PROTECTION FORM

County of Los Angeles

Appendix B – General Asbestos Abatement Specification

RESPIRATORY PROTECTION FORM

Project _____ Name: _____

Location: _____

Date : _____

The following level of respiratory protection is proposed for the indicated operations to maintain concentrations of asbestos below the specified Permissible Exposure Limit (PEL) inside the respirator facepiece.

Operation	Anticipated Exposure (f/cc)	Respiratory Protection	Protection Factor	f/cc in Mask
<u>Preparation</u> Asbestos:				
<u>Abatement</u> Asbestos:				
<u>Decontamination</u> Asbestos:				
<u>Other</u> Asbestos:				

The Contractor certifies that to the best of the Contractor's knowledge and belief the above represent a true and accurate representation of airborne concentrations to be expected for the operations indicated, and are based upon airborne data from past projects with similar materials and operations.

Contractor: _____

Signed by:

Signature : _____ Date _____

Print Name : _____

Title: _____

APPENDIX C

CERTIFICATE OF WORKERS ACKNOWLEDGEMENT

Appendix C – County of Los Angeles General Asbestos Abatement Specification

CERTIFICATE OF WORKER'S ACKNOWLEDGEMENT

Project Name: _____ Date: _____

Project Address: _____

Contractor: _____

WORKING WITH ASBESTOS CAN BE DANGEROUS. INHALING ASBESTOS FIBERS HAS BEEN LINKED WITH VARIOUS TYPES OF CANCER. IF YOU SMOKE AND INHALE ASBESTOS FIBERS THE CHANCE THAT YOU WILL DEVELOP LUNG CANCER IS GREATER THAN THAT OF THE NON-SMOKING PUBLIC.

Your employer's contract with the County for the above project requires that: You be supplied with the proper respirator and be trained in its use. You be trained in safe work practices and in the use of the equipment found on the job. You receive a medical examination. The former practices shall be implemented at no cost to you. By signing this certification, you are assuring the County that your employer has met these obligations to you.

RESPIRATORY PROTECTION: Within the past 12 months, I have been trained in the proper use of respirators, and have been informed of the respirator type to be used on the above referenced project. I have a copy of the written respiratory protection manual issued by my employer. I have been equipped at no cost with the respirator to be used on the above project. Within the past 12 months, I have received, and passed a fit test for my respirator.

TRAINING COURSE: Within the past 12 months, I have been trained, by an accredited training provider, in the dangers inherent in handling asbestos. I have been trained in the dangers associated with the inhalation of breathing asbestos. I have been trained in the proper work procedures and personal and area protective measures for working with asbestos.

MEDICAL EXAMINATION: I have had, and passed a medical examination within the last 12 months which was paid for by my employer, and met the criteria required by T8CCR, 1529.

Signature: _____

Printed Name: _____ I.D. Number: _____

Witness: _____

Lead-Based Paint Removal Specifications

For

**Removal and Disposal of Lead Coated Materials
at County of Los Angeles Owned and Occupied Facilities**



Originally Prepared for LA County Department of Public Works by:
Jan Marie Bailey, CAC, DHS Inspector/Assessor/Project Monitor
Health Science Associates, December 16, 1999

Originally Reviewed for LA County Department of Public Works by:
Howard B. Spielman, CIH, CSP, PE, REHS, DHS Inspector/Assessor/Monitor/Designer
Health Science Associates, December 16, 1999

Reviewed (for LA County Department of Public Works) and Approved with the following
addition:

Addendum 1

A handwritten signature in cursive script, appearing to read "Grace M. Rinck".

Grace M. Rinck, CIH, DHS Inspector/Assessor/Monitor
Aurora Industrial Hygiene, Inc. May 6, 2006

Document adopted as foundation for setting Countywide Standards by:
**County of Los Angeles, Facility Management EHS (Environmental Health and
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1.0 GENERAL - SCOPE OF WORK

The work specified herein is lead-based paint (LBP) abatement and demolition which is to be performed by competent persons trained, knowledgeable and qualified in the techniques of LBP abatement, demolition, and the handling and disposal of LBP and/or LBP contaminated materials. The LBP abatement and demolition shall be performed by Contractors who comply with all applicable federal, state and local regulations, and are capable of, and willing to, perform the work pursuant to this specification. All LBP abatement and demolition will be performed in conjunction with the asbestos removal portion of project, where feasible and applicable.

1.1 EXPERIENCE AND WORKMANSHIP

- 1.1.1 The Contractor performing the LBP abatement and demolition work shall use workers and supervisors accredited pursuant to Title 17, Code of California Regulations (CCR), Articles 5 and 7 and shall have a minimum of one year of experience and a minimum of three LBP removal projects or abatement work on projects similar in scope and size. Submit proof with bid.
- 1.1.2 The Contractor performing this work MUST be familiar with all applicable regulations covering LBP removal work. This includes all permits, licenses, and certificates required to perform this type of hazardous work and related disposal requirements.
- 1.1.3 The Contractor shall attend a Pre-Job Start Meeting as scheduled by Los Angeles County Department (LAC). Prior to this meeting the Contractor shall provide all the following submittals:
 - 1.1.3.1 preparation of work area
 - 1.1.3.2 personal protective equipment including but not limited to respiratory protection and protective clothing
 - 1.1.3.3 employees who will participate in the project, including delineation of experience, training, and assigned responsibilities during the project
 - 1.1.3.4 decontamination procedures for personnel, work area and equipment
 - 1.1.3.5 abatement methods and procedures to be utilized
 - 1.1.3.6 contractor required air monitoring procedures
 - 1.1.3.7 procedures for handling and disposal of lead waste materials

1.1.3.8 procedures for final decontamination and cleanup

1.1.3.9 a sequence of work and performance schedule

1.1.3.10 emergency procedures

1.1.3.11 the Contractor will designate a person(s) with all the necessary and required qualifications to administer First Aid, CPR, and any related assistance required. This person(s) will be on site during the entire abatement procedure

1.1.4 It is the Contractor's responsibility to maintain adequate controls to insure worker safety for the duration of this work.

1.2 DEFINITIONS

For the purposes of these Specifications, the following definitions apply:

1.2.1 Abatement lasting 20 years or more: Any measure designed to eliminate lead paint hazards in accordance with established standards and laws. Abatement strategies include: removal of lead-based paint (LBP); enclosure of LBP; encapsulation of LBP (with a product that has been shown to meet established standards for a minimum of twenty years); replacement of building components coated with LBP; removal of lead contaminated dust; removal of covering of lead contaminated soil with a durable covering (not grass or sod, which are considered Abatement lasting less than 20 years); as well as all preparation, cleanup, disposal, post-abatement clearance testing, record keeping, and monitoring.

1.2.2 Abatement lasting less than 20 years: A set of measures designed to temporarily reduce human exposure or likely exposure to lead-based paint hazards, including specialized cleaning, repairs, maintenance, painting, temporary containment, ongoing monitoring of lead-based paint hazards or potential hazards, and the establishment and operation of management and resident education programs.

1.2.3 Action Level (AL): 30 micrograms per cubic meter of air (30 ug/m³), which is expressed as an 8-hour time-weighted average.

1.2.4 Abatement Crew Supervisor (ACS): Department of Public Health (CDPH) accredited Lead-Related Construction Supervisor and shall have at least one year's experience on LBP abatement projects.

- 1.2.5 Amended Water: Water to which surfactant (wetting agent) has been added to increase the ability of the liquid to penetrate the surface coating.
- 1.2.6 Biological Monitoring: Medical evaluation of an individual, including the analysis of a person's blood to determine the level of lead contamination in the body. Biological monitoring for lead abatement work as described herein shall be directed by a licensed physician.
- 1.2.7 Certified Industrial Hygienist: Person Certified by the American Board of Industrial Hygiene (ABIH).
- 1.2.8 Clean Room: Area of a worker decontamination facility used for donning protective equipment and storing street clothes.
- 1.2.9 Containment: System, process, or barrier used to contain lead hazards inside a work area such as described in Guidelines for the Evaluation and Control of Lead-Based Hazards in Housing, U. S. Department of Housing and Urban Development, July 2012, Chapter 8, "Resident Protection and Worksite Preparation".
- 1.2.10 Contractor: As used in these Specifications refers to the Lead Abatement Contractor who will perform work under contract with the Los Angeles County Department.
- 1.2.11 CDPH: California Department of Public Health
- 1.2.12 Employee: Any person employed or hired by an employer in any lawful employment.
- 1.2.13 Elevated Blood Lead Level: Blood lead concentration equal to or greater than that which a qualified physician and/or relevant legal requirements deem unsafe or unhealthy.
- 1.2.14 Encapsulation: Any covering or coating that acts as a barrier between lead-based paint and the environment, the durability of which relies on adhesion and the integrity of the existing bonds between multiple layers of paint and between the paint and the substrate.
- 1.2.15 Enclosure: Covering surfaces and sealing or caulking with durable materials so as to prevent or control chalking, peeling, flaking or other deterioration of substances containing lead, so that it does not become or remain airborne or surface-accessible.

- 1.2.16 General Contractor: Contractor responsible for coordination of all general construction work and who is licensed as a general contractor by the State Contractors Licensing Board.
- 1.2.17 High Efficiency Particulate Air (HEPA) Filter: Type of filtering system capable of filtering out particles of 0.3 microns or greater diameter from a body of air at 99.97 percent efficiency or greater.
- 1.2.18 Intact Painted Surface: Defect-free surface with no loose, peeling, chipping, or flaking paint. Painted surfaces must be free from crumbling, cracking, or falling materials and/or plaster and must not have holes in them. Intact surfaces are not damaged in any way.
- 1.2.19 Lead-based: Paints, glazes, and other surface coatings that contain an amount of lead equal to, or in excess of 0.7 milligram per square centimeter (0.7 mg/cm^2) or more than half of one percent (0.5 percent) by weight or five thousand parts per million (5000 ppm).
- 1.2.20 Lead-containing: Coatings noted in 1.2.19 that contain an amount of lead in excess of 0.06 percent by weight.
- 1.2.21 LAC: Los Angeles County Department.
- 1.2.22 PEL: Permissible Exposure Limit, which is 50 micrograms per cubic meter of air (50 ug/m^3) expressed as an 8-hour time-weighted average.
- 1.2.23 Qualified Lead Abatement Contractor: Contractor capable of providing a properly trained and equipped work force for lead abatement work. The supervisors and workers must be accredited pursuant to Title 17, Code of California Regulations, Articles 5 and 7 and shall have a minimum of one year of experience, a minimum of three LBP removal projects or abatement work on projects similar in scope and size.
- 1.2.24 RCRA: Resource Conservation and Recovery Act.
- 1.2.25 STLC: Soluble Threshold Limit Concentration and is the acceptance criteria for Class I, II, and III waste disposal facilities. The regulatory level is five milligrams per liter (5 mg/l).
- 1.2.26 Subcontractor: Contractor who performs work directly for the Contractor.
- 1.2.27 SSWP: Site Specific Work Plan provided by the Lead Abatement Contractor.

- 1.2.28 TCLP: Toxicity Characteristic Leachate Procedure which is the Federal sample analysis for determining the hazard characteristic of a waste generated at a lead abatement site and is the acceptance criteria for Class I waste disposal facilities. The regulatory level is five milligrams per liter (5 mg/l).
- 1.2.29 TTLC: Total Threshold Limit Concentration and is the acceptance criteria for Class II and III waste disposal facilities. The regulatory level is one thousand milligrams per kilogram (1000 mg/kg).
- 1.2.30 Work Area: Area where lead-based paint or presumed lead-based paint is disturbed, or abatement is conducted.

1.3 STANDARDS AND GUIDELINES

- 1.3.1 The current issue of each document shall govern. Where conflict among requirements or within these specifications exist, the more stringent requirements shall apply.
- 1.3.2 General Applicability of Codes, Regulations, and Standards: Except to the extent that more explicit or more stringent requirements are written directly into the specification, all applicable codes, regulations, and standards have the same force and effect (and are made part of the specification by reference) as if copied directly into the specification, or as if published copies are bound herewith.
- 1.3.3 Contractor Responsibility: The Contractor shall assume full responsibility and liability for compliance with all applicable federal, state, and local regulations pertaining to work practices, hauling, disposal and protection of workers, visitors to the site, and persons occupying areas adjacent to the site. The Contractor is responsible for providing medical examinations and maintaining medical records of all personnel as required by the applicable federal, state, and local requirements. Include in site specific work plan.

In addition, the Contractor will be responsible for obtaining all local permits and paying all fees prior to beginning work. Copies of permits must be submitted to LAC prior to start of work and must be posted at the project site. Include in site specific work plan.

1.3.4 OCCUPATIONAL SAFETY AND HEALTH ACT

- 1.3.4.1 The Contractor shall comply with all applicable requirements of the California General Industry Safety and Health Standards, and the Safety and Health Regulations for Construction, Title 8, California Code of Regulations.

- 1.3.4.2 The Contractor shall strictly adhere to the provisions of Federal OSHA Section 1926.62, Lead in Construction, Cal/OSHA Lead Construction Standard 8 CCR 1532.1, and Title 17 CCR, Division 1, Chapter 8.
- 1.3.4.3 The Contractor shall be responsible for enforcing compliance with standards and these specifications with his/her employees.
- 1.3.4.4 The Contractor shall comply with the Federal Environmental Protection Agency (EPA) regulations pertaining to handling and disposal of lead-containing materials as well as the State of California and any local governmental agencies which have been delegated responsibility for the administration and enforcement of federal regulations.
- 1.3.4.5 The Contractor shall comply with all requirements of the waste disposal site identified in the approved site specific work plan.

1.3.5 OTHER REQUIREMENTS

- 1.3.5.1 The Contractor shall comply with American National Standards Institute (ANSI) - ANSI Z9.2. Fundamentals Governing the Design and Operation of Local Exhaust Systems.
- 1.3.5.2 The Contractor shall comply with said regulations, requirements, and standards (noted above) and require and be directly responsible for compliance therewith on the part of his agents, employees, materialmen and Subcontractors; and shall directly receive and be responsible for all citations, assessments, fines or penalties, which may be incurred by reason of his agents, employees, materialmen, or Subcontractors failing to so comply.
- 1.3.5.3 The Contractor shall indemnify LAC and their representatives and save from any and all losses, costs and expenses, including fines, judgments, and reasonable attorney's fees incurred by LAC by reason of negligence on the part of the Contractor in exposing his employees, LAC personnel, visitors, and/or in the proper or accepted procedures dealing with lead abatement and/or violation of

such laws, ordinances, regulations, and directives (federal, state and local), which are currently in effect by the Contractor, his Subcontractors, or material men.

1.4 DAMAGES

- 1.4.1 The Contractor shall protect all components that are to remain from damage caused by this work. Damaged areas shall be repaired or replaced at the Contractors' expense.

1.5 SUBMITTALS AND NOTICES

Include in the SSWP the Following.

- 1.5.1 Proof to LAC that all required permits, manifests, site locations, and arrangements for transport and disposal of lead-based materials and wastes and the like have been obtained including, but not limited to, the following:
 - 1.5.1.1 The EPA hazardous waste generator identification number (GIN).
 - 1.5.1.2 The name and appropriate certification/licenses of the hazardous material transport firm.
 - 1.5.1.3 The name and appropriate certification/licenses of the waste disposal facility.
- 1.5.2 A description of the schedule for LBP demolition and removal phasing and construction of the decontamination system(s), waste load-out area(s), and containment area(s) used to isolate the functional space(s) in compliance with this specification and applicable regulations. These requirements shall be met by submission of shop drawings on which each of these areas are clearly identified.
- 1.5.3 A comprehensive work plan for the LBP abatement and demolition project. The work plan shall clearly identify the demolition and abatement method(s), containment plan(s) by floor or section, time lines, and responsible parties.
- 1.5.4 A written respiratory protection plan as required in 29 CFR 1926.62 and 8 CCR 1532.1.
- 1.5.5 A written medical examination and consultation plan that includes the items required by 29 CFR 1926.62 and 8 CCR 1532.1.

- 1.5.6 Certifications documenting that employee information and training for lead exposure has been completed for Contractor's personnel and other affected subcontractors personnel.
- 1.5.7 The Contractor shall also submit the following:
 - 1.5.7.1 Work schedule.
 - 1.5.7.2 Method of application and materials to be used.
 - 1.5.7.3 Submit various manufacturers' information (including MSDS) and type and brands of materials for workers' protection.
 - 1.5.7.4 Copies of all certifications of disposal as designated by LAC.
 - 1.5.7.5 Copies of all permits.
 - 1.5.7.6 Copies of the CDPH Abatement of Lead Hazard Notification form 8551.
 - 1.5.7.7 Copies of all OSHA Form 101 or equivalent CAL/OSHA accident/injury/incident reports.
 - 1.5.7.8 Copies of the CDPH Lead Hazard Evaluation Report form 8552 if conducting a lead hazard evaluation in a public facility (required submission to CDPH within 30 days of the evaluation, per CA Title 17 Article 16 Work Practice Standards, requirements for Public and Residential Buildings)

1.6 AIR MONITORING

1.6.1 Initial Determination

- 1.6.1.1 The Contractor shall conduct an initial determination of the worker lead exposures as required by the Cal/OSHA Construction Lead Standard [Title 8 CCR 1532.1 (d)].
- 1.6.1.2 All Contractor and subcontractor employee categories shall be included in the exposure monitoring and shall be representative of a full shift including at least one sample for each job classification in each work area either for each shift or for the shift with the highest exposure level. Full shift personal samples shall be representative of the monitored employee's regular, daily exposure to lead.

1.6.1.3 The duration of air monitoring shall be sufficient to provide a statistical confidence (95 percent upper confidence limit) that no employees are exposed above the lead AL or PEL.

1.6.1.4 The results of the initial determination shall be used to establish the degree of engineering (barriers, two-stage, or three-stage containment), administrative and respiratory protection controls.

1.6.1.5 The results of the initial determination shall be reviewed and approved by LAC or designee.

1.6.2 Periodic Exposure Monitoring

1.6.2.1 Notwithstanding the results of the initial determination, the Contractor shall conduct daily employee exposure monitoring of not less than ten (10 percent) of the Contractor's employees.

1.6.2.2 Daily monitoring of the Contractor's employees shall be performed to enable each employee's exposure to be reasonably represented by at least one full-shift (7 hours minimum) air sample.

1.6.2.3 The minimum frequency of the exposure monitoring shall be maintained based on employee exposure levels, as required by Title 8 CCR 1532.1.

1.6.3 Area Monitoring

1.6.3.1 LAC or designee shall conduct initial and daily area monitoring in the work area and at the outside perimeter of the work area.

1.6.3.2 A minimum of two air samples shall be collected: one inside the designated work area and one outside the work area.

1.6.4 Materials and Laboratory Analysis

1.6.4.1 Portable low-flow pumps will be used to draw a known volume of air through a 37 millimeter (mm) diameter, 0.8 micron MCE filter. Samples will be analyzed pursuant to the NIOSH 7300 method to yield a weight-per-unit volume (mg/ml).

1.6.4.2 Air flow volumes will be calibrated utilizing a field rotameter, which will be calibrated with a primary standard such as a frictionless piston (soap film bubble burette).

1.6.4.3 All samples will be analyzed for lead by a Laboratory, which is accredited by the American Industrial Hygiene Association (AIHA) and by the AIHA's Environmental Lead Laboratory Accreditation Program (ELLAP).

1.6.5 Air Monitoring Data

1.6.5.1 Air monitoring samples shall be delivered to the laboratory for analysis at the completion of each work day with a service category request for the laboratory to return sample results within 24 hours.

1.6.5.2 LAC or designee and the Contractor will make all air sampling results available as soon as they are available.

1.6.5.3 The results of all air monitoring shall be maintained at the work site.

1.7 SPECIAL RECORDS

1.7.1 The Contractor shall provide in the SSWP the name and address of the Sub-Contractor(s), if any, responsible for the demolition, the abrasive blasting and clean-up work.

1.7.2 The starting and completion dates of the abatement work shall be documented by the contractor. The contractor shall submit a work schedule including start/completion dates to LAC.

1.7.3 A summary of the techniques used to comply with these regulations shall be submitted by the contractor in the SSWP.

1.7.4 The Contractor shall submit for information and records, copies of all records indicating that the renovation work has been performed in compliance with lead paint abatement requirements, such as daily logs, marked drawings/blueprints et. al.

1.8 SITE SECURITY

1.8.1 Contractor shall provide security so that only authorized personnel may enter the work site. All hazardous waste containers shall be located within the work site, be enclosed and locked at all times when personnel are not present to oversee the material, i.e., hazardous

waste dumpster. All containers of hazardous materials shall be clearly labeled as containing hazardous materials with signs in both English and Spanish.

- 1.8.2 The LBP abatement and demolition work area is to be restricted only to authorized, trained and protected personnel. These may include the Contractor's employees, employees of subcontractors, owner employees and representatives, state and local inspectors, and any other designated individuals. A list of authorized personnel shall be established prior to job start and posted in the clean room of the worker decontamination facility and in the Contractor's office.
- 1.8.3 Entry into the work area by unauthorized individuals shall be reported immediately to LAC by the Contractor.
- 1.8.4 A log book shall be maintained in the clean room area of the worker decontamination system. Anyone who enters the LBP abatement work area must record name, affiliation, time in, and time out for each entry.
- 1.8.5 Access to the work area shall be through a worker decontamination system(s) located at the work site. All other means of access (doors, windows, hallways, etc.) shall be blocked or locked so as to prevent entry to or exit from the work area. The only exceptions to this rule are the waste load-out, area which shall be sealed except during the removal of containerized lead waste from the work area, and emergency exits in case of fire or accident. If two- or three-stage containment areas are required, emergency exits shall not be locked from the inside; however, they shall be sealed with polyethylene sheeting and taped until needed.
- 1.8.6 Contractor shall have control of site security during operations in order to protect work efforts and equipment.
- 1.8.7 During the course of the entire LBP portion of the project, the Contractor shall have an Abatement Crew Supervisor (ACS) on site, during abatement operations. The ACS shall be a CDPH accredited Lead-Related Construction Supervisor and shall have had at least one year experience with a minimum of three LBP abatement projects. During those phases of lead abatement involving removal of materials and during those periods of time when the work requires negative air units, the Contractor shall also have an individual on site to both maintain security and maintain the negative air units.

1.9 EMERGENCY PLANNING

- 1.9.1 Emergency planning and procedures shall be developed by the Contractor.
- 1.9.2 Emergency procedures shall be in written form and prominently posted. All employees must read and sign these procedures to acknowledge receipt and understanding of work site layout, location of emergency exits and emergency procedures.
- 1.9.3 Emergency planning shall include written notification of police, fire, LA City and County, and emergency medical personnel of planned lead abatement activities, work schedule and layout of work area, particularly barriers that may affect response capabilities.
- 1.9.4 Emergency planning shall include considerations of fires, explosions, toxic atmospheres, electrical hazards, loss of electrical power, slips, trips and falls, confined spaces and heat related injuries. Written procedures shall be developed and employee training in procedures shall be provided.
- 1.9.5 Employees shall be trained in evacuation procedures in the event of workplace emergencies.
 - 1.9.5.1 For non-life-threatening situations, employees injured or otherwise incapacitated shall decontaminate following normal procedures before exiting the workplace to obtain proper medical treatment.
 - 1.9.5.2 For life-threatening injury or illness, worker decontamination shall take least priority. After taking measures to stabilize the injured worker, he/she shall be removed from the workplace and proper medical treatment secured.
 - 1.9.5.3 In the event that evacuation procedures are required, the Contractor shall notify ambulance, paramedic personnel, the medical facility and any other required persons that the injured individual(s) is or may be contaminated with lead.
- 1.9.6 Emergency telephone numbers of all emergency response personnel shall be prominently posted in the clean room/change area and Contractor's office, along with the location of the nearest telephone.
- 1.9.7 The Contractor shall provide an emergency eyewash in the change room of the decontamination unit(s). The eyewash shall be capable of a minimum of fifteen minutes of water flow.

1.10 PRE-CONSTRUCTION MEETING

- 1.10.1 After approval of the SSWP the Contractor shall attend a pre-construction job meeting at a time agreed upon by the Contractor, and LAC.
- 1.10.2 At this meeting, the Contractor and supervisory personnel who will provide on-site direction of the lead abatement activities must attend and be prepared to discuss:
 - 1.10.2.1 Preparation of work area.
 - 1.10.2.2 Protection of occupied building areas.
 - 1.10.2.3 Personal protective equipment including but not limited to respiratory protection and protective clothing.
 - 1.10.2.4 Employees who will participate in the project, including delineation of experience, training, and assigned responsibilities during the project.
 - 1.10.2.5 Decontamination procedures for personnel, work area and equipment.
 - 1.10.2.6 Lead abatement methods and procedures to be utilized.
 - 1.10.2.7 Required air monitoring procedures.
 - 1.10.2.8 Procedures for handling and disposing of waste materials.
 - 1.10.2.9 Procedures for final decontamination and clean-up.
 - 1.10.2.10 Detailed LBP removal and/or demolition work and performance schedule.
 - 1.10.2.11 Copy of the CDPH Abatement of Lead Hazard Notification form 8551.
 - 1.10.2.12 Procedures for dealing with heat stress if needed.
 - 1.10.2.13 Emergency procedures.

1.11 CONSTRUCTION MEETINGS

- 1.11.1 The Contractor shall attend construction meetings that may include representatives of LAC, the lead contractor, and the demolition contractor.

2.0 PRODUCTS

2.1 GENERAL

- 2.1.1 All materials, tools, and equipment listed herein required shall be provided by the contractor.

2.2 MATERIALS AND SUPPLIES

- 2.2.1 Deliver all materials in the original packages, containers, or bundles bearing the name of the manufacturer, the brand name, and labeling as required by 8 CCR Section 5194: Hazard Communication Standard.
- 2.2.2 Store all materials that are subject to damage off the ground, away from wet or damp surfaces, and under cover sufficient to prevent damage or contamination.
- 2.2.3 Damaged or deteriorating materials shall not be used and shall be removed from the premises. Material that becomes contaminated with lead shall be disposed of in accordance with the applicable regulations.
- 2.2.4 Polyethylene Sheeting - 6 mil thickness, unless otherwise specified, in sizes to minimize the frequency of joints.
- 2.2.5 Tape - Capable of sealing joints of adjacent sheets of plastic sheets and for attachment of plastic sheet to finished or unfinished surfaces of dissimilar materials and capable of adhering under dry and wet conditions, including use of amended water, chemical removers, or removal encapsulates.
- 2.2.6 Surfactant (wetting agent) - Detergent solution.
- 2.2.7 Chemical Remover - Suitable to aid in removal of lead; to be approved by LAC.
- 2.2.8 Warning Labels and Signs - As required by Cal/OSHA Regulations. All warning signs provided for this project must be in both English and Spanish.
- 2.2.9 Encapsulant - Product shall have UL approval and be certified by the manufacturer to be compatible for lead painted surfaces and painting over when dry.
- 2.2.10 Other Materials - Provide all other materials as may be specified in drawings; also, other materials such as lumber, nails, and hardware,

which may be required to construct and dismantle the decontamination area and the barriers that isolate the work area.

2.3 TOOLS AND EQUIPMENT

2.3.1 Provide suitable tools for lead paint removal.

2.3.2 Negative Air Pressure System - Whenever a two or three stage containment is required, a negative pressure must be established in the work area by means of a local exhaust system. The equipment shall exhaust through a three-(or more) stage HEPA filtration system to the outside of the work area. The equipment shall be in operation for 24 hours per day until decontamination and final clean-up of the work area is completed. The system shall comply with the following:

2.3.2.1 Filtration equipment shall be in compliance with ANSI Z9.2, Local Exhaust Ventilation.

2.3.2.2 Provide, maintain, and monitor per containment the pressure differential between the work area and the building outside of the work area with a monitoring device incorporating a continuous recorder (e.g., strip chart). Continuously maintain the work area at an air pressure that is lower than that in any surrounding space in the building, or at any location in the immediate proximity outside of the building. This pressure differential, when measured across any physical or critical barrier, must be capable of maintaining a minimum pressure differential of minus 0.02 inch water gauge in the work area relative to adjacent areas.

- On a daily basis submit the printout from pressure differential monitoring equipment, marking printout with date, start time, and end time for each day.
- Use printout paper that indicates elapsed time in intervals no greater than hours.
- Indicate on printout starting and stopping times of lead abatement work, type of work in progress, and filter changes.
- Cut printout into segments by day and attach to 8 1/2" x 11" paper. Label each page by building and date.
- Submit printout to Owner's Representative (IH) on a daily basis.

2.3.3 Negative air pressure system units shall be employed in sufficient quantity to provide 4-air changes per hour in the workplace.

- 2.3.4 Water Filtration System - Water used for showering in the decontamination area and any other lead-contaminated water must be filtered prior to disposal into the existing sewer system. The system shall at a minimum contain a 3-stage filtering system with a 5.0 micron filter. The filtration system shall be adequate to meet the lead discharge limitations of the local publicly-owned treatment works (POTW).
- 2.3.5 Half-face air purifying respirator with canisters containing HEPA filters, and NIOSH approval for lead dust and fume.
- 2.3.6 Type "C" supplied air system or powered air purifying respirators (PAPR), if required by virtue of exposures.
- 2.3.7 Temporary electrical cords and outlets shall be of an approved type and connected to a source of power outside of the work area and protected by a ground fault circuit interrupter (GFCI) as directed by LAC.
- 2.3.8 Temporary Electrical Panels - Provide temporary electrical panels sized, properly grounded and equipped to accommodate all electrical equipment and lighting required for lead abatement work.

2.4 PERSONNEL REQUIREMENTS

2.4.1 Training:

- 2.4.1.1 Any worker entering an area known to contain lead-based paint for the purpose of removing or disturbing lead-based paint must have successfully completed training in Worker Lead-Based Paint Abatement Health and Safety.
- 2.4.1.2 In addition, lead abatement workers shall have, at a minimum, four days training. Lead abatement supervisors shall have, at a minimum, five days training. Such training shall have been conducted by a training provider accredited by the California Department of Health Services.
- 2.4.1.3 Evidence of completion of the training required by 2.4.1.2 shall be on site prior to an individual's initial entry into the work area.

- 2.4.2 Biological Monitoring: All LBP workers must have initial (not greater than 30 days prior to the worker starting on the project) blood lead level (BLL) and zinc protoporphyrin (ZPP) screening determined by the whole blood lead method, utilizing vena-puncture technique. In

addition, the Contractor shall have a physical performed for each employee by a physician who understands the requirements of the Cal/OSHA lead standards.

2.4.3 Employees who are exposed or may be exposed at or above the AL for more than 30 days in any consecutive 12 months, shall have BLL and ZPP testing performed at minimum every 2 months for the first 6 months, and every 6 months thereafter.

2.4.4 For LAC projects lasting 30 days or longer, the LBP workers shall have follow-up BLL testing done every 30 days.

2.4.5 A worker will be removed from the job if his blood lead level is 50 µg/100 deciliter (dl) or greater. The Contractor shall be responsible for medical surveillance and record keeping.

2.4.6 Respiratory Protection:

2.4.6.1 It is anticipated that the minimum respiratory protection required for this project is a negative pressure, half mask, air purifying respirator, equipped with HEPA filters for airborne lead levels not in excess of 0.5 mg/m³ (10 x PEL). However, for abrasive blasting activities a Powered Air Purifying Respirator (PAPR) will be required until air monitoring allows for down grading of respiratory protection. Contractors will base bids on these types of respirators.

2.4.6.2 In the event air monitoring results exceed the protection factor for negative pressure, half mask, air purifying respirators the following protection will be required:

- Full facepiece air purifying respirator, with HEPA filters for airborne lead levels not in excess of 2.5 mg/m (50 x PEL).
- Pressure demand, full facepiece, supplied air respirators for airborne lead concentrations expected to meet or exceed 50 mg/m (1000 x PEL).

2.4.6.3 All workers inside the LBP abatement work area will wear the proper respirator for the lead concentration generated. Contractors will base their bids on proper respirator for the lead concentration generated.

2.4.6.4 Workers must be properly trained in the care, use, and maintenance of respirators. The Contractor will require that

a fit test is performed on these workers and passed not less than one month before they enter the work area. A formal respiratory protection program must be implemented in accordance with 8 CCR 5144.

2.4.6.5 Respirators will not be removed until the worker enters the washing area (or equivalent) of the decontamination chamber.

2.4.7 Personal Protective Equipment:

2.4.7.1 Workers will wear full body disposable suits with hoods and booties. A TYVEK or similar type of suit may be worn. Suits will continue to be worn inside the work area after the area passes pre-lead abatement inspection and shall remain in use until the area passes final clearance inspection.

2.4.7.2 Goggles or safety glasses with side shields shall be worn while on site at all times.

2.4.7.3 Additional respiratory protection by supplemental filters, such as organic vapor cartridges, may be needed when handling some removal and/or coating products. Consult the MSDS and obtain the proper filters as necessary.

2.4.7.4 During abrasive blasting operations, a launderable cloth full body suit with hood and booties shall be worn. At the conclusion of this work the coveralls are to be HEPA vacuumed and stored in a plastic bag. They may be re-used until they are ready to launder and/or the end of the project. The contractor may either launder or dispose of the cloth coveralls in accordance with regulatory requirements and these specifications. All other personal protective equipment and personal hygiene practice requirements in these specifications remain applicable.

2.4.8 Personal Hygiene Practices:

2.4.8.1 The Contractor shall enforce and follow good personal hygiene practices during lead abatement. These practices will include, but not be limited to, the following:

2.4.8.1.1 No eating, drinking, smoking, chewing gum, or tobacco, or applying of cosmetics in work area. The Contractor will provide a clean space,

separated from the work area, for these activities.

2.4.8.1.2 All workers must wash hands and face upon leaving the work area for breaks and lunch and shall shower at the end of the work shift. Wash facilities will be provided by the Contractor consisting of, at minimum, running potable water, towels, and a HEPA vacuum. Upon leaving the work area, each worker will remove and dispose of work suit, wash and dry face and hands, and HEPA vacuum clothes that were worn under the disposable suits in the work area. An appropriate emergency eyewash shall be available for use.

2.4.8.1.3 The decontamination unit (shower, change room, et. al.) may be located so that it is not contiguous with the work area. In this case, workers shall wear two full body disposal suits, as required in 2.4.7.1, while in the work area. Upon leaving the work area the outside suit shall be HEPA vacuumed and then removed. Then, while still wearing the inside suit and respirator, the worker will proceed directly to the decontamination unit, wash face and hands and clean the exterior of the respirator. Then the inside suit may be removed. The respirator must be removed in the shower room. The interior and exterior of the respirator must be cleaned, filters must be taped or discarded. The respirator must be placed in a clean poly bag and stored in the clean room of the decontamination unit.

2.4.8.1.4 Disposable clothing such as TYVEK suits and other personal protective equipment (PPE) must be donned prior to entering work area. A clean room will be provided for workers to put on suits and other personal protective equipment and to store their street clothes. Disposable suits shall be used once, then properly discarded.

2.4.8.2 A lavatory facility must be provided and located in the immediate vicinity of work area. The eating and drinking area, clean room, and the lavatory facility must be

maintained in a clean and orderly fashion at all times. The Contractor will provide portable lavatories when needed and disinfect them daily. Workers must HEPA vacuum their suits and wash face and hands prior to entering the lavatory or eating/drinking area.

2.4.8.3 If air monitoring data shows that employee exposure to airborne lead exceeds 50 µg/m, the following conditions apply:

- Street clothes cannot be worn into containment. Workers must wear nylon shorts, TYVEK shorts, or proceed under full shower conditions with no cloths under the disposable suit.
- Three-stage decontamination unit must be established consisting of equipment room and airlock shower and airlock and a clean room
- Showers must be provided if feasible. Shower water must pass through at least a 5.0 micron filter before returning to the public waste system, and the effluent discharge lead concentrations must not exceed the levels stipulated by the local POTW. The shower water shall be contained in 55 gallon drums and be tested for lead content before proper disposal.
- All workers must shower upon leaving work area.

3.0 EXECUTION

3.1 WORK SCHEDULE (Include in SSWP)

3.1.1 The work is to be carried out diligently to completion. The Contractor shall furnish to LAC a schedule identifying anticipated starting and completion dates for each removal phase which includes all lead operations.

3.2 PREPARATION OF WORK AREA

3.2.1 The Contractor performing the LBP abatement and demolition shall perform this work in conjunction with various phases of the project identified during the pre-bid job walk or subsequent construction meetings. One layer of 6 mil thick plastic shall be used to protect the floor. All overlaps and seams shall be taped. The contractor is responsible for ensuring the removal of all existing movable, (i.e., trash, furniture and fixtures, etc).

3.2.2 Work Area: Preparation of the work area is dependent upon the type of lead abatement planned and the expected/experienced concentrations of airborne lead within the containment (employee exposure monitoring) and exterior to the containment (area monitoring). Three levels of engineering controls and work area preparation are anticipated:

3.2.2.1 One-Stage Containment - Air monitoring results less than the AL. Single-layer of six mil polyethylene plastic with Z-flap at entry/egress points and signs to identify the lead abatement area and required entry authorizations. This control level is anticipated primarily for lead abatement via demolition of the walls within the building after paint stabilization has occurred (i.e., removal by scraping of loose paint chips).

3.2.2.2 Two-Stage Containment - Air monitoring results are greater than the AL, but less than the PEL. Complete physical containment with two-layers of six mil plastic on wall, airlocks, clean and equipment rooms and negative air pressure system. This control level may be required for on-site removal methods such as abrasive blasting and on-site LBP removal with chemicals.

3.2.2.3 Three-Stage Containment - Air monitoring results above the PEL. Full three-stage containment with two-layers of six mil plastic, airlocks, negative air pressure system, dirty/equipment rooms, showers, and clean/change room. This control level may be required for extensive on-site, dry removal methods (this type of containment is not anticipated during this project unless the contractors are unwilling to meet the requirements of these specifications).

3.2.3 Shower: Shower facilities are required.

3.2.4 The number, sequence and types of containments shall be identified in the work plan.

3.2.5 Shut down of electrical power: When and where required, provide temporary power and lighting and ensure safe installation of temporary power sources and equipment per applicable electrical code requirements. Provide safety lighting and ground fault interrupter circuits as a power source for electrical equipment. Existing power to the building shall be shut off at the source.

3.2.6 Minimum Lighting: The Contractor shall establish minimum lighting requirements as follows: a minimum of 20 foot-candles in the general

work area and a minimum of 50 foot-candles on working surfaces where removal and/or detailing is taking place.

3.2.7 Signage: The Contractor shall post signs immediately outside all entrances and exits to the work area.

3.2.7.1 The Contractor shall keep the signs posted.

3.2.7.2 The Contractor shall insure that the required sign meets the following description:

- The sign is at least 20" x 14" and states the date and place of the lead abatement project
- The sign includes the phrase, "Warning, Lead Work Area, Poison No Smoking, Eating or Drinking" in bold lettering at least two inches high

3.2.8 TWO AND THREE STAGE CONTAINMENTS ONLY

3.2.8.1 Shut down and isolate (by means of one layer of 6 mil plastic sheeting) heating, cooling and ventilating air systems to prevent contamination and lead dust dispersal to other areas of the structure. During the work, vents or openings within the work area shall be sealed with tape and plastic sheeting.

3.2.8.2 Seal off all openings, including but not limited to corridors, doorways, skylights, ducts, grilles, or diffuser openings and any other penetrations of the work areas, with two layers of 6 mil plastic sheeting sealed with tape. Doorways and corridors that will not be used for passage during work must be sealed with 6 mil plastic barriers.

3.2.8.3 Build airlocks at entrances to and exits from the work area. Airlocks should be built in a manner that allows for in-flow air. Make-up air, if required, shall be admitted through specially constructed vents which prevent contaminated air from leaving the work area.

3.2.8.4 Establish a negative air pressure system which produces 4 air changes per hour in the work area and maintains a pressure differential of minus 0.02 inch water gauge between the inside and outside of the work area. The location and identification of each individual negative air unit shall be provided to LAC for each work area. Identification (for

example, labels) shall be clearly visible in the work area and at the unit's exhaust location.

3.2.8.5 A failure rate of 20 percent of the negative air units shall be reason to cease operations and seal the work area until the units are fully operational.

3.2.9 Maintain emergency and fire exits from the work areas, and/or establish adequately marked alternative exits satisfactory to Los Angeles County Fire Code.

3.3 LBP DEMOLITION AND ABATEMENT SHALL NOT COMMENCE UNTIL

3.3.1 The LBP Work Plan, and all required submittals and notices listed in section 1.5 of this document as well as training, respirator program, respirator fit-test results, proof of medical exams, and MSDS have been reviewed and approved by LAC or designee.

3.3.2 Arrangements have been made for disposal of waste at sites acceptable to LAC.

3.3.3 Arrangements have been made for containing and/or disposing of waste water resulting from showering and other LBP abatement activities.

3.3.4 Work areas, decontamination enclosure system, and waste load-out area are effectively segregated.

3.3.5 Tools, equipment, and material waste receptacles are on-site.

3.3.6 All respirators are on-site and fully operative.

3.3.7 A visitor and employee log-in/log-out system is in place at the job site. All persons entering the site will be required to sign in and sign out. Bound, pre-paginated ledgers shall be employed for the sign-in, sign-out system.

3.3.8 Should any Presumed Asbestos Containing Material (PACM) be identified, the work activities shall cease in the effected area and the materials shall be sampled and analyzed for asbestos content. LAC to be notified immediately.

3.4 ENCLOSURE AND WASTE LOAD-OUT AREA

3.4.1 If two or three stage containments are required, construct a worker decontamination enclosure system contiguous to the work area, described as follows:

3.4.1.1 An equipment room with two doorways, one to the work area and one to the shower room.

3.4.1.2 A shower room with two doorways, one to the equipment room and one to the clean room. The shower room shall contain at least one shower with hot and cold water. Careful attention shall be paid to the shower enclosure to ensure against leaking of any kind. Ensure a supply of soap and shampoo is available at all times in the shower room. Clean and dry towels shall be available for employees and owner-authorized visitors and personnel. A three stage water filtration system must be employed prior to release of shower water into the local sewage system.

3.4.1.3 A clean room with one doorway into the shower and one entrance or exit to non-contaminated areas of the building or outside. The clean room shall have sufficient space for storage of the workers' street clothes, towels and other non-contaminated items. Individual lockers shall be available to workers within the clean room.

Workers shall change clothes (i.e., dress and undress) within the clean room exclusively. If additional space is required for changing clothes, the Contractor will be required to construct modesty rooms (if inside the building, use black polyethylene sheeting, if outside the building, use 2" plywood).

3.4.1.4 The worker decontamination enclosure system shall be of rigid construction, preferably movable, and shall exist independent of the facility but contiguous to the work area (i.e., building facilities such as toilets, sinks, and shower shall not be used in constructing the decontamination enclosure system). If the entire facility is built on-site, it shall be constructed of 2" plywood, 2" x 4" studs and fully lined with two layers of 6 mil polyethylene sheeting. Toilet facilities for workers shall be located within the decontamination enclosure system accessible through either the equipment room or shower room.

3.4.1.5 The worker decontamination area shall be under negative air at all times; sufficient quantities of make-up air will also be provided for by the Contractor.

3.4.1.6 Construct a waste load-out wash down station contiguous to the equipment room or work area. The waste load-out area shall be constructed of 2" plywood, 2" x 4" studs, and fully lined with two layers of 6 mil polyethylene sheeting or as approved by LAC or its designee.

3.4.2 If two or three-stage containments are required, move all materials or equipment from the work area through the equipment decontamination room according to the following sequence:

3.4.2.1 Airlocks shall be established at the entrance of the waste load-out area and a separate negative air machine shall be utilized exclusively for this waste load-out area.

3.4.2.2 Access to the waste load-out area shall only be through the work area through a separate airlock between the work area and the wash down station.

3.4.2.3 At the waste load-out station, thoroughly wet clean contaminated equipment, sealed polyethylene bags or metal drums and pass them into wash room. Once inside the washroom, again wet clean and place sealed metal drums, polyethylene bags or equipment into a second layer of 6 mil polyethylene sheeting or bag. All workers in this decontamination facility shall be required to wear full protective clothing and appropriate respiratory protection.

3.4.2.4 All double-bagged waste shall be transported to dumpster by sealed, portable containers. The dumpster and portable container shall be fully lined (exclusive of ceiling) with one layer of 6 mil polyethylene sheeting. Dumpster and portable containers shall be leak tight and tested by the Contractor.

3.4.3 LBP components shall be transported to the waste dumpster, to the extent feasible, in carts to prevent the loss/spreading of LBP paint chips. If pallet-type or flat bed conveyances, etc., are used, the path from the work area to the dumpster shall be demarked with warning tape, covered with a layer of 10 mil plastic, if feasible, and cleaned with a HEPA vacuum to ensure that any paint chips are cleaned up.

3.5 MAINTENANCE OF ENCLOSURE SYSTEM

3.5.1 Ensure that barriers and plastic linings are effectively sealed and taped. Repair damaged barriers and remedy defects immediately upon discovery.

3.5.2 Visually inspect enclosures and negative air units at the beginning of each work period or shift. Details of the inspections are to be included in the Contractor's daily log.

3.5.3 Use smoke methods to test effectiveness of barriers and the negative air pressure system when directed by LAC or IH Consultant.

3.6 CLEAN-UP PROCEDURES

- 3.6.1 General: When active lead abatement work is taking place, there shall be continuous, ongoing cleanup to reduce the accumulation of debris, and the work site shall be cleaned at the end of each day's activities. Prior to beginning lead control, all stored materials or equipment shall be either removed to a "clean room" or wrapped in polyethylene prior to start of the lead abatement work. A separate, secured area within the containment space shall be designated for storage of debris until it can be properly disposed of according to the contract documents. The lead abatement area shall be secured to prevent entry by any persons after termination of the workday. Disposable supplies such as mop heads, sponges, and rags shall be replaced regularly and disposed of according to the LBP Specifications. Durable equipment, such as power and hand tools, generators, and vehicles shall be cleaned monthly. All equipment shall be cleaned by HEPA vacuuming and detergent washing. No equipment shall be removed from the work area until it has been cleaned.
- 3.6.2 All clean-up procedures, as described herein, will be completed before the removal of the 6 mil. thick area containment plastic sheeting on vents, as well as doorways to the outside.
- 3.6.3 Clean-Up Methods and Equipment: Areas in which lead abatement operations have been completed shall be cleaned, starting at the ceilings and working down to the floors, by vacuum cleaning using a high efficiency particulate air (HEPA) vacuum, followed by a wet cleaning with a general all purpose cleaner or a cleaner made specifically for lead. After spraying the surface, a wet and dry HEPA vacuum shall be used to vacuum the water from the surface.
- 3.6.4 High Efficiency Particulate Air (HEPA) Vacuum: The Contractor will obtain training in the use of the HEPA vacuum from the manufacturer prior to use. The Contractor shall obtain HEPA vacuum attachments, such as various sized brushes, crevice tools, and angular tools to be used for varied application, and service the HEPA vacuum routinely to assure proper operation. Caution shall be taken any time the HEPA is opened for filter replacement or debris removal. Operators shall wear a full set of protective clothing and equipment, including respirators, when using the HEPA vacuuming equipment. Prior to leaving the work area and while in storage each HEPA vacuum must have all orifices sealed with duct tape and vacuum related tools must be cleaned and bagged. Only an approved HEPA vacuum will be used.

- 3.6.5 Wet Cleaning with a General All Purpose Cleaner: The Contractor shall prepare and use either an all purpose cleaning detergent or a cleaning agent made specifically for lead according to the manufacturer's recommended coverage. Detergent solutions should be replaced after each individual area has been washed unless the Contractor has used a garden spray application and vacuumed the surface. The waste water from cleanup shall be contained and disposed of according to the contract document.
- 3.6.6 Removal of Plastic Sheeting: The plastic sheeting covering the floors, window openings and ground shall be sprayed, picked up and HEPA-vacuumed prior to removal. The plastic sheeting shall be carefully folded from the corners and ends toward the middle and placed into a double 4 mil or single 6 mil plastic bag and sealed. Bags shall be stored in the designated area and disposed of according to the specifications.
- 3.6.7 Triple Clean: The entire area shall be HEPA-vacuumed, washed, and HEPA-vacuumed again. No dry sweeping is allowed. After this cleaning, any surfaces requiring painting such as plaster walls, or plaster ceilings shall be sealed or primed with an approved product. The lead related final cleaning may be combined with the final asbestos cleanup procedures.
- 3.6.8 Cleanup and Inspection After Abatement: The Contractor shall begin final cleanup no less than 24 hours (unless notified otherwise) after final clearance and all materials, equipment, debris and plastic sheeting have been removed. The entire area shall be HEPA-vacuumed, washed with a cleaning agent, and HEPA-vacuumed, washed with a cleaning agent, and then HEPA-vacuumed again. No dry sweeping is allowed. LAC will then visually inspect the entire area to ensure that all abated surfaces have been primed, painted, or sealed. All disposal supplies used during cleanup, such as mop heads, sponges, etc., shall be disposed of according to the specifications.

3.7 DISPOSAL OF WASTE MATERIAL (Include in SSWP)

- 3.7.1 The Contractor shall contact the regional EPA, state, and local authorities to determine LBP debris disposal requirements. Resource Conservation and Recovery Act requirements shall be complied with as well as applicable state hazardous waste and solid waste and LAC requirements. During the actual lead abatement, the Contractor shall not leave debris at the facility or nearby property, incinerate debris, dump waste by the road or in an unauthorized dumpster, or introduce

lead-contaminated water into storm water (will not be flushed down yard inlet or street drain) or sanitary sewers (will not be flushed down toilet or other household drain).

3.7.2 The presumptions and reservations in 3.7.3 and 3.7.4 govern the classification of the waste, except for waste material not listed therein.

3.7.3 Presumed non-hazardous waste. The following categories of waste material are presumed to be non-hazardous without STLC or TCLP testing.

- Intact painted building materials
- HEPA vacuumed disposable work clothes and cleaned respirator filters
- Filtered wash water
- Wet wiped or HEPA vacuumed plastic sheeting and tape used to protect surfaces

3.7.4 Presumed hazardous waste.

The following categories of waste materials are presumed to be hazardous without STLC or TCLP testing.

- Abrasive blasting materials, if any used
- Paint chips
- HEPA vacuum debris and filters, dust from air filters, and paint dust
- Unfiltered liquid waste
- Sludge from chemical stripping
- Rags, sponges, mops, scrapers, and other such materials used for abatement and cleanup
- Non-impervious work gloves

3.7.5 Hazardous Solid Waste: The Contractor shall place lead-based paint chips, debris, and lead dust, etc., in double (4-mil) or single (6-mil) polyethylene bags that are air-tight and puncture-resistant and place them in properly labeled 55 gallon metal drums provided by the Contractor.

Other types of substrate that do not fit into plastic bags will be wrapped in 6 mil poly and labeled "DANGER, LEAD DUST."

3.7.6 The Contractor will place all disposable materials, such as work gloves sponges, mop heads, filters, disposable clothing, and brooms in double (4-mil) or single (6-mil) plastic bags and in properly labeled 55 gallon metal drums provided by the Contractor.

- 3.7.7 The Contractor shall clean surfaces and equipment and remove debris. The Contractor shall then remove plastic sheeting and tape from covered surfaces. Prior to removing the plastic sheeting, the Contractor shall lightly mist the sheeting with amended water in order to keep dust down and fold inward into tight small bundles to bag for disposal. The Contractor shall place all plastic sheeting in double (4-mil) or single (6-mil) thick plastic bags and seal them.
- 3.7.8 The Contractor shall bag and seal vacuum bags and filters in double (4-mil) or single (6-mil) thick plastic bags and place them in properly labeled 55 gallon metal drums provided by the Contractor.
- 3.7.9 The Contractor shall place all contaminated clothing or clothing covers used during lead abatement and cleanup in plastic bags for disposal prior to leaving the equipment room and place them in properly labeled 55 gallon metal drums provided by the Contractor.
- 3.7.10 The Contractor shall place solvent residues and residues from strippers in properly lined labeled drums made out of materials that cannot be dissolved or corroded by chemicals. Solvents, caustics, and acid waste must be segregated and not stored in the same containers with LBP waste but must be stored in appropriate disposal drums provided by the Contractor.
- 3.7.11 The Contractor shall contain and properly dispose of all liquid waste, including lead-dust contaminated wash water.
- 3.7.12 The Contractor shall HEPA-vacuum the exterior of all liquid waste containers prior to removing the waste containers from the work area and shall wet wipe the containers to ensure that there is no residual contamination. Containers should then be moved out of the work area into the designated storage area.
- 3.7.13 The Contractor shall carefully place the containers into the truck or dumpster used for transportation.
- 3.7.14 The Contractor shall ensure that all waste is transported in covered vehicles to a LAC approved disposal site with proper labeling and manifesting.
- 3.7.15 If the Contractor, with LAC approval, subcontracts the removal of the LBP waste, he shall ensure that the company removing the waste material adequately covers all loads so that no dust or debris is released.

- 3.7.16 Disposal of Hazardous Waste (as determined by 3.7.3, 3.7.4, or STLC testing). The Contractor will be required to comply with LAC directives concerning all hazardous waste disposal. All disposal costs associated with the wastes are to be borne by the LBP abatement contractor.
- 3.7.17 Waste Containers: The Contractor will comply with EPA and DOT regulations for containers. The Contractor shall contact LAC, the state, local authorities and the disposal site to determine their criteria for containers. The more stringent requirements shall apply. All disposal costs associated with the wastes are to be borne by the LBP abatement contractor.
- 3.7.18 The waste containers shall be removed from the site and transported to the waste disposal site when full or within 5 days of the conclusion of abatement work.
- 3.7.19 Waste Transportation: If the Contractor is not a certified hazardous waste transporter, a contract shall be entered into with a certified transporter to move the waste. This transporter must be approved by LAC. The Contractor shall require the certified hazardous waste transporter to follow all applicable Federal, State, and Local regulations, including manifesting.
- 3.7.20 Recyclables: The recipient of recyclable materials containing lead paint shall be informed in writing of the presence of the lead paint prior to transporting them.

4.0 LBP ABATEMENT METHODS (Include in SSWP)

4.1 GENERAL

The alternatives covered in this section are included for awareness in the event they may be necessary and available for the contractor to use. Methods that do not generate dust or fume shall be proposed in the SSWP.

4.2 ABRASIVE REMOVERS - MACHINE SANDER

4.2.1 Machine Sanding Equipment

4.2.1.1 Sanders shall be of the dual action, rotary action, orbital or straight line system type, capable of being fitted with a HEPA dust pick-up system.

4.2.1.2 Air compressors utilized to operate this equipment shall be designed to continuously provide 90 to 110 psi or as recommended by the manufacturer.

4.2.2 Execution

4.2.2.1 Sanding shall only be done on flat surfaces which allow the HEPA dust collection hood to come into tight contact with the surface being sanded. Surfaces to be sanded shall be wide enough to allow maximum efficiency of the HEPA dust collection system.

4.2.2.2 All lead-based paint shall be removed down to the bare substrate surface. In cases in which some pigment may remain embedded in wood grain and similar porous substrate, care shall be taken to avoid damage to the substrate with the sanding machine. If the pigment cannot be removed without damaging the substrate, the Contractor shall notify LAC for further instructions.

4.3 DEMOLITION OF INTACT WALLS

4.3.1 The demolition of intact drywall systems will be done in such a manner to control the spread of dust and liquid effluent created during the process.

4.3.1.1 Normal demolition activities that may be utilized by the contractor to demolish the wall systems include, but are not limited to, manual demolition, Bobcat, sawing, etc.

4.3.2 Execution

4.3.2.1 The demolition of the wall systems shall be done wet such that dust control measures are utilized to control the spread of dust and lead dust into various areas of the building which may or may not be directly involved in LBP demolition.

4.3.2.2 The paint chips and dust with paint chips generated during this type of work shall be collected and disposed as hazardous waste.

4.4 HEAT GUN REMOVERS

4.4.1 Heat Blower Gun Equipment. Electrically-operated heat-blower gun shall be a flameless electrical paint softener type. Heat-blower shall have electronically controlled temperature settings to allow usage below a temperature of 700 degrees Fahrenheit. Heat-blower shall be GFCI type (non-grounded) 120V, AC application, UL listed. Heat-blower shall be equipped with various nozzles to cover all common applications (cone, fan, glass protector, spoon reflector, etc.).

4.4.2 Execution

- 4.4.2.1 The hot air stream from the heat-blower gun shall be directed at the painted surface and the paint allowed to blister and soften. Considerable lead is volatilized from lead-based paint and lead fumes are released at approximately 700 degrees Fahrenheit. Heat-blower shall not be operated above 700 degrees Fahrenheit and respiratory protection is required for all persons in the work area.
- 4.4.2.2 Softened paint shall be removed down to the substrate surface as completely as possible by scraping and/or brushing. In cases where some pigment may remain embedded in plaster and similar porous substrate, care shall be taken to avoid damage to the substrate with the scraping or brushing. If the pigment cannot be removed without damaging the substrate, the Contractor shall notify LAC for further instructions.

4.5 ON-SITE CHEMICAL REMOVERS

4.5.1 Chemical Stripping Removers

- 4.5.1.1 **Chemical removers shall contain no methylene chloride products.** Chemical removers shall be compatible with and not harmful to the substrate to which that they are applied. Chemical removers used on masonry surfaces shall contain anti-stain formulation that inhibits discoloration of stone, granite, brick, and other masonry construction.

4.5.2 Chemical Stripping Agent Neutralizer

- 4.5.2.1 Chemical stripping agent neutralizers may be used on exterior surfaces only. Neutralizers shall be compatible with and not harmful to the substrate that they are applied too. Neutralizers shall be compatible with the stripping agent that has been applied to the surface substrate.
- 4.5.2.2 Execution. Chemical stripping agents and neutralizers shall be applied in accordance with the recommendations of the manufacturer. Care must be taken to adhere to all health/safety code and other specification section requirements. Stripping agents shall not be allowed to penetrate plaster or substrates. The softened paint shall be removed by scraping or wire brush.

4.6 VACUUM BLASTING REMOVERS

4.6.1 Vacuum Blasting Equipment and Abrasive Media

4.6.1.1 Blasters shall be of full containment vacuum type, designed in full compliance with all codes that govern abrasive blasting the removal and handling of hazardous materials. The machine shall automatically clean dust and contaminants from the used abrasive by a dust separator before reuse of abrasive. All machine air filters shall be automatically cleaned during operations. The machine shall automatically load the dust and contaminants into approved disposable bags during operations. The machine shall be equipped with brush type blast heads for a wide range of flat, curved, and other shaped surfaces.

4.6.1.2 Blasting media shall be non-toxic and conform to the recommendations and specifications of the vacuum blasting machine manufacturer.

4.6.2 Execution

4.6.2.1 Blasting shall be done on flat and shaped surfaces that are compatible with the available blast heads as provided by the equipment manufacturer. Blast heads shall come into contact with the surfaces being blasted to provide maximum containment of dust and debris created by the blasting operation.

4.6.2.2 All lead-based paint shall be removed down to the bare substrate. In some cases in which pigment may remain embedded in porous materials, care shall be taken not to damage the substrate with the blasting operation. If pigments cannot be removed without damaging the substrate, the Contractor shall notify LAC for further instructions.

4.6.2.3 Blasting operations shall be performed by workers who are properly trained in the use of the blasting equipment being utilized.

4.6.2.4 All work shall be in compliance with this Section, all other applicable specification sections, and all health and safety codes.

4.7 ABRASIVE BLASTING

4.7.1 Abrasive Blasting Equipment and Abrasive Media

- 4.7.1.1 Blasters shall be designed in full compliance with all codes that govern abrasive blasting and the removal and handling of hazardous materials.
- 4.7.1.2 Blasting media shall be non-toxic and conform to the recommendations and specifications of the blasting machine manufacturer.

4.7.2 Execution

- 4.7.2.1 The abrasive blasting shall be done within the approved containment.
- 4.7.2.2 All lead-based paint shall be removed down to the bare substrate. Care shall be taken not to damage the substrate with the blasting operation. If pigments cannot be removed without damaging the substrate, the Contractor shall notify LAC.
- 4.7.2.3 Blasting operations shall be performed by workers who are properly trained in the use of the blasting equipment being utilized.
- 4.7.2.4 All work shall be in compliance with this Section, all other applicable specification sections, and all health and safety codes.
- 4.7.2.5 Work shall be stopped and the area cleaned if visible emissions of dust are observed outside the contained area.

4.8 HEPA VACUUM POWER TOOL CLEANING

- 4.8.1 Power tool cleaning involves the use of an air compressor to power the sanding, impacting (needle gun), grinding, or brushing equipment in order to remove all paint, rust, and mill scale on metal and irregular surfaces. When surfaces are flat and the tool is used properly, dust generation is minimal. However, dust will escape in areas of complex configuration when an adequate seal between the tool and the surface cannot be maintained.
- 4.8.2 Containment shall consist of a tarp or wind screen to isolate the work area and ground covering of 10 mil plastic.

4.8.3 Execution

4.8.3.1 Select the proper shroud for the shape of the surface to be treated. Attach tool to HEPA vacuum. Worker fatigue may cause the shroud to loose contact with the surface and may cause a significant amount of dust and chips to be emitted if this occurs. All debris shall be cleaned up as soon as possible to avoid tracking material out of the work area.

4.8.3.2 100 percent of this work shall be air sampled.

4.9 PEELING PAINT

4.9.1 There is a substantial amount of peeling paint on the structures to be demolished.

4.9.2 Execution

4.9.2.1 Demolish the structures in a manner to avoid creating lead-containing dust and fumes.

4.9.2.2 During the course of demolition and at the end of each work shift, the fallen paint chips shall be collected manually and/or with a HEPA vacuum. One or more persons shall be assigned this work with no other duties. The paint chips and dust with paint chips collected in this manner shall be disposed as hazardous waste.

4.10 ENCLOSURE - PANELING (INTERIOR)

4.10.1 Materials

4.10.1.1 Pre-finished Plywood Panel: Pre-finished plywood paneling shall be 5/32 inch thick, good (1) grade, lauan backing grade veneer, with Type II bonding glue. Surface flame spread shall not exceed a 200 rating in accordance with ASTM E84 - Surface Burning Characteristics of Building Materials, or in accordance with building code, whichever is most restrictive.

4.10.1.2 Panel Finish-Nails, Putty Stick, Molding: The panel finish shall be as selected by the Project Manager from samples submitted. Nails shall be finish type. Color of nails, putty stick, and molding shall be matched to the paneling. Molding shall be as recommended by the manufacturer.

4.10.1.3 Adhesive: Adhesive for bonding paneling to framing or existing surfaces shall be as recommended by the paneling manufacturer.

4.10.1.4 Furring Strips: If furring strips are used, a system that is enclosed at the top, bottom, and sides of the walls in addition to the placement of the strips for enclosure installation shall be used. Adhesive shall be applied to the top, side, and bottom furring strips prior to attaching the paneling.

4.10.2 Execution

4.10.2.1 Surface Preparation

4.10.2.1.1 Remove foreign material by wash-down with a 5 percent to 10 percent trisodium phosphate solution. Remove loose plaster, loose paint, and loose wallpaper.

4.10.2.1.2 Repair damaged areas flush with existing wall surface prior to installation of paneling.

4.10.2.1.3 Warning labels stating surface contains "LEAD-BASED PAINT" shall be affixed to the surface prior to being enclosed. Labels shall be 3" x 5" and placed every 4' across the wall being enclosed.

4.10.2.2 Test for Soundness

4.10.2.2.1 Test for soundness of paint bond where the condition is questionable by application of 3/8" x 3" long bead of adhesive to the face of an 8" square of gypsum wallboard and press wallboard square on to wall surface to be tested. Allow setting time recommended by adhesive manufacturer. Pull square away from wall. Paint bond is acceptable if the paper surface is separated from the wallboard square.

4.10.2.2.2 Repeat test procedure wherever wall surface is questionable. If test fails, Contractor will notify LAC for further instructions.

4.10.2.3 Paneling Installation

- 4.10.2.3.1 Panel shall fit as tight as possible to adjacent surfaces (zero clearance). Each panel shall be fitted before applying adhesive.
- 4.10.2.3.2 The adhesive shall be applied in a 3/8 inch diameter bead at 16 inch o.c. or on all framing and continuous 1/2 inch from edges. One bead shall be installed at each abutting edge.
- 4.10.2.3.3 Press panel firmly into contact with adhesive. Nail top, bottom, and side edges at 6 inch o.w. Caulk or seal around perimeter of each panel with an approved caulk or sealant.
- 4.10.2.3.4 Nails used to install paneling over existing wall surfacing shall be sized to penetrate a minimum of 7/8 inch into the existing wall framing.
- 4.10.2.3.5 Molding shall be installed with mitered, tight, smooth corners.
- 4.10.2.3.6 Penetrations made in paneling to accommodate electrical receptacles, switches, light fixtures, etc., shall be sealed continuous with a non-hardening caulk or sealer. Penetrations shall be slightly larger than the existing opening to allow for a tight seal to the existing wall surfacing.

4.11 ENCLOSURE - GYPSUM WALLBOARD

4.11.1 Materials

- 4.11.1.1 Gypsum Wallboard: Gypsum wallboard shall be in accordance with ASTM C36-70 or Federal Specification SS-L030C, Type III, Grade R, Class I and shall be 1/2 inch thick.
- 4.11.1.2 Molding-Beading
 - 4.11.1.2.1 Corner bead shall be U.S. Gypsum No. 101 dura-bead or equal.

4.11.1.2.2 Casing bead shall be U.S. Gypsum No. 200A metal trim or equal.

4.11.1.2.3 Molding shall be installed with formed, mitered, tight and smooth corners and splices.

4.11.1.3 Adhesive: Adhesive for bonding wallboards to framing or to existing surfaces shall be as recommended by the wallboard manufacturer.

4.11.1.4 Nails: Nails shall not be used.

4.11.1.5 Screws: Screws shall be self-tapping, bugle-head for use with power driven screwdrivers. Type S, 1" long, shall be used to fasten wallboard to sheet metal. Type W, 1-1/4" long shall be used to fasten wallboard to wood. Type G, 1-1/2" long shall be used to fasten wallboard to wallboard. Type G, 1-1/2" long shall be used to fasten wallboard to an existing plaster wall and shall be penetrated into framing a minimum of 5/8 inch.

4.11.1.6 Furring Strips: If furring strips are used, a system that is enclosed at the top, bottom, and sides of the walls in addition to the placement of the strips for enclosure installation shall be used. Adhesive shall be applied to the top, side, and bottom furring strips prior to attaching the paneling.

4.11.1.7 Joint Materials

4.11.1.7.1 Joint tape shall be perforated type or in accordance with ASTM C475-70 or FS SS-J-570A, Type II.

4.11.1.7.2 Joint compound shall be in accordance with ASTM C475 or FS SS-J-570, Type I, or equal.

4.11.1.8 Laminating Adhesive: Laminating adhesive shall be in accordance with wallboard manufacturer's recommendation or ASTM C557-67.

4.11.2 Execution

4.11.2.1 Surface Preparation

4.11.2.1.1 Remove foreign material by wash-down with a 5 percent to 10 percent high phosphate

solution. Remove loose plaster, loose paint, and loose wallpaper.

4.11.2.1.2 Repair damaged areas larger 3" x 3" flush with existing wall surface prior to installation of gypsum wallboard.

4.11.2.1.3 Wallboard shall be conditioned prior to application by storing in the room in which wallboard is to be applied no less than 24 hours before wallboard is installed.

4.11.2.1.4 Warning labels stating surface contains "LEAD-BASED PAINT" shall be affixed to the surface prior to being enclosed. Labels shall be 3" x 5" and placed every 4' across the wall being enclosed.

4.11.2.2 Test for Soundness

4.11.2.2.1 Test for soundness of paint bond where the condition is questionable by application of 3/8" x 3" long bead of adhesive to the face of an 8" square of gypsum wallboard and press wallboard square on to wall surface to be tested. Allow setting time recommended by adhesive manufacturer. Pull square away from wall. Paint bond is acceptable if the paper surface is separated from the wallboard square.

4.11.2.2.2 Repeat test procedure wherever wall surface is questionable.

4.11.2.2.3 If the test fails, Contractor shall notify the Owner or the Owner's Representative for further instruction.

4.11.2.3 Wallboard Installation

4.11.2.3.1 Wallboards shall be used in maximum lengths to minimize end joints. End joints shall be staggered and located as far as possible from wall and ceiling centers. Each sheet of wallboard shall be fitted before applying adhesive. Fill the perimeter of each sheet with "non-asbestos containing mud" and tape.

- 4.11.2.3.2 Adhesive bead shall be applied as a 3/8" diameter bead and installed at 16" o.c. or on all framing. Secure all ends and abutting edges by application of a 3/8" diameter bead, continuous 1/2" in from ends and abutting edges.
- 4.11.2.3.3 Press wallboard firmly into contact with adhesive. Screw top, bottom, and side edges at 8 inch o.c.
- 4.11.2.3.4 Penetrations made in wallboard to accommodate electrical receptacles, switches, light fixtures, etc., shall be sealed continuous with a non-hardening caulk or sealer. Penetrations shall not be smaller than those in existing wall surfacing to allow a tight seal to the existing surfacing.

4.11.2.4 Joint Treatment

- 4.11.2.4.1 V-grooves formed by abutting rounded edges of wallboard shall be filled with non-asbestos containing prefill joint compound. Permit prefill joint compound to harden prior to application of tape.
- 4.11.2.4.2 A thin uniform layer of joint compound shall be applied to all joints and angles that are to be reinforced and reinforcing tape applied immediately. Apply a skim coat immediately following tape embedment.
- 4.11.2.4.3 Fastener depressions shall be filled level with the wallboard surface by three separate applications of joint compound.
- 4.11.2.4.4 Two finish fill coats shall be applied and adequate time shall be allowed for drying between coats. Light sanding shall be done between coats to provide a smooth surface before application of second coat.
- 4.11.2.4.5 All joint compound surfaces shall be sanded to provide a flat smooth surface ready for decorative painting.

4.12 ENCAPSULATION

- 4.12.1 Encapsulation is the process that makes LBP inaccessible by providing a barrier between the LBP and environment. The barrier is formed using a liquid applied coating or adhesive bonding covering material. The encapsulation product/system shall be warranted by the manufacturer to perform for at least 20 years as a durable barrier. The encapsulant must be capable of being applied safely; must not contain toxic substances; must adhere to existing paint films; must have the ability to remain intact for an extended period of time when exposed to environmental conditions and use patterns; and it must comply with fire, health and environmental regulations as well as the requirements of ASTM E-1795. Encapsulation is not recommended for friction surfaces (e.g., window jambs, exterior wood flooring, or stairs) deteriorated components or paint films, severely deteriorated paint films, or surfaces in which there is known incompatibility between two existing coating layers.
- 4.12.2 When encapsulation is used, all areas in which the material exists shall be labeled and recorded.
- 4.12.3 When encapsulation is utilized LAC shall conduct surface by surface visual inspection of all encapsulant applications at minimum 1 month and 6 months from the date of completion. Any failures of the encapsulant shall be repaired by the Contractor within 30 days.

4.12.3.1 Execution

- 4.12.3.1.1 The selection and use of encapsulation products or systems: follow the manufacturer's recommendations, select several potential encapsulants and surface preparations and conduct patch tests with the selected products.
- 4.12.3.1.2 Surfaces to be encapsulated shall be thoroughly cleaned with non-sudsy degreasers or other appropriate cleaning products. Flaking, peeling paint shall be removed and the surface stabilized. If the painted surface is smooth and glossy, the surface shall be de-glossed. Corroded metal should be cleaned using HEPA power tools to remove rust and contaminants. Bare concrete and masonry materials should be washed to remove loose dirt, degraded materials or other surface contaminants.

4.12.3.1.3 Field Patch Tests: When the encapsulant has cured according to the manufacturer's directions, conduct a patch test for each encapsulant, surface preparation, and component. For liquid-applied systems the test patch size is approximately 6 x 6 inches. Smaller 3 x 3 inch patch sizes may be used for fiber-reinforced coverings.

First visually inspect the covering for signs of incompatibility with the paint film.

Cut an 2" x 2" into the patch area approximately 1.5 to 2 inches long. Place the cutting tool at the intersection of the two cut lines and using the point of the cutting tool attempt to peel or lift the patch. If the patch peels or tears a large (1/2 x 1/2 square inch) portion or section of patch away from the existing top coat then the test fails. Document all patch test results.

4.12.3.2 Encapsulants may be brushed, rolled, or sprayed on. Containment shall consist of ground covering with 10 mil plastic. Ventilation is required when using volatile solvents or chemicals.

4.12.3.2.1 Adhesively Bonded Coverings

- Surfaces shall be thoroughly cleaned with non-sudsy degreasers or other appropriate cleaning products. Flaking, peeling paint shall be removed and the surface stabilized.
- Apply adhesive with a roller according to manufacturer's directions.
- Align and trowel the covering over the adhesive.
- Apply top coat if needed.

4.13 OFF-SITE CHEMICAL REMOVERS

4.13.1 Chemical Stripping Removers. Chemical removers shall contain no methylene chloride products. Chemical removers shall be compatible with and not harmful to, the substrate that they are applied to.

Chemical removers used on wood substrate shall be of a product that will not raise or discolor wood grain.

4.13.2 Execution

4.13.2.1 Extreme care shall be taken to not damage or cause harm to elements to be taken off-site. Elements must be marked and identified using an inconspicuous engraving. Hardware associated with an element shall be bagged and marked as to which element the hardware is associated with. If needed, hardware shall be chemically stripped, cleaned, or reconditioned as required.

4.13.2.2 Chemical stripping agents shall be applied and the lead-based paint removed in accordance with the recommendations of the manufacturer. Stripping agents shall not be allowed to penetrate wood or other fibrous substrate.

4.13.2.3 Care must be taken to adhere to all health/safety codes and other specification section requirements that apply to the job site areas.

4.14 REMOVAL AND REPLACEMENT

4.14.1 Materials: All substrates that are removed for future replacement shall be reviewed and approved by the LAC. Substrates include plaster trim, plaster walls/ceilings, wood door trim, wood window trim, wood base, wood chair/crown moldings, and exterior components. No historical architectural elements can be removed without prior written consent by the LAC. A written plan for removal of substrate shall be submitted prior to the start of work for any removal.

4.14.2 Execution

4.14.2.1 Care shall be taken to avoid damage to adjacent areas during the removal of substrate to be replaced.

5.0 INTERIM CONTROL METHODS (INCLUDE IN SSWP)

5.1 GENERAL

The alternatives covered in this section are included for awareness in the even they may be necessary and available for the contractor to use. Methods that do not generate dust or fume shall be proposed in the SSWP.

5.2 PAINT FILM STABILIZATION

5.2.1 Eliminate any exterior and interior leaks in the building.

- 5.2.1.1 Roofing leaks, including porches, gutters, and downspouts must be fully repaired prior to stabilizing the LBP.
- 5.2.1.1 Missing/deteriorated caulking, trim, fasteners, windows should be replaced and corrected.
- 5.2.1.2 Eliminate moisture sources such as plumbing leaks and inadequately ventilated areas which can cause paint film failure.

5.2.2 SUBSTRATE REPAIRS

- 5.2.2.1 Repair all rotted structural, siding, or railing components; defective plaster; missing door hardware; loose siding or trim; and loose wallpaper.
- 5.2.2.2 Voids, deterioration, cracks, dents, and other defects in the substrate must be corrected in order to stabilize paint on the substrate.
- 5.2.2.3 Friction and abrasion points on lead-contaminated surfaces should be repaired and eliminated.

5.2.3 Paint Removal Methods

Recommended approaches to surface preparation are as follows:

- 5.2.3.1 Wet scraping: continually mist surface with water while scraping to remove all loose, flaking, and deteriorated paint
- 5.2.3.2 Wet scraping: continually mist surface with water while scraping to remove all loose, flaking, and deteriorated paint
- 5.2.3.3 Do not remove paint by burning or torching, power sanding with HEPA attachments, or abrasive blasting. Dry scraping and chemical strippers with methylene chloride is prohibited

5.2.4 Special Surface Preparation – Clean, degloss, neutralize, and rinse surfaces.

- 5.2.4.1 Chemically treat surfaced if necessary to ensure good paint adhesion. Follow manufacture's printed recommendations for the stabilization system used.

5.2.4.2 Test pH of surfaces

5.2.4.2.1 Place litmus paper on wet surface

5.2.4.2.2 Surface pH should be between 6 and 8

5.2.4.2.3 If pH is not between 6 and 8, rinse surface with clear water or other neutralizing solution until proper pH is achieved

5.2.4.3 Remove oils, waxes, and mold

5.2.4.3.1 Provide appropriate eye, skin, and respiratory protection during mold decontamination procedures

5.2.4.3.2 Remove mold with a 1 percent to 10 percent bleach solution.

5.2.4.3.3 Remove waxes with ammonia and water.

5.2.4.3.4 Degrease surfaces with suitable cleanser.

5.2.4.3.5 Thoroughly rinse surfaces after cleaning.

5.2.5 All surfaces should be dry before priming or repainting

5.2.6 Select primer and topcoat by considering longevity, moisture resistance, and organic compound content with low volatility. Paint film stabilization involves the application of at least two coats (primer and topcoat). Use a primer/topcoat system from the same manufacturer to ensure compatibility.

5.2.7 Apply all paints at appropriate thickness or according to manufacturer's directions. Apply paint only during proper temperature, wind, and humidity conditions. Allow sufficient time for each coat to dry fully.

5.3 LOW PRESSURE WATER WASHING

5.3.1 Uncontained low pressure water washing is strictly prohibited due to the potential for widespread environmental contamination. In the event that this method must be used to remove loose paint from a surface a **full** containment is required. The containment shall be structured in such a way as to capture and contain **all** run off water. The run off water shall be considered hazardous until tested to show otherwise. Since capturing and containing all water is not always feasible, this method of paint removal is not permitted for LBP abatement work in housing.

6.0 CLEARANCE CRITERIA

The clearance criteria for each project shall be established prior to the start of a project as all or part of the specification. These criteria will include such elements as surface wipe concentrations, soil concentrations, etc.

6.1 Visual Clearance

After the lead paint abatement, clean-up and waste removal, LAC or designee shall perform a final visual inspection to the degree of cleanliness of the affected area. After the area has passed the visual inspection LAC or designee shall conduct wipe tests in accordance with the CDPH Title 17 requirements. The wipe testing shall be repeated after all further construction activities have been completed and before area re-occupancy.

6.2 Wipe Tests

The wipe tests shall conform to Table 10.1 in the HUD LBP 2012 Guidelines. Samples shall be analyzed by a qualified laboratory utilizing the EPA 6010 method.

6.3 Clearance Criteria

LAC or designee shall submit the test results indicating that the lead dust level in the tested unit is below that allowable by the regulatory agencies. Laboratory turnaround time will be less than 24 hours. The following Title 17 levels (not to exceed) apply:

6.3.1 Floors: 40 micrograms per square foot.

6.3.2 Interior Horizontal Window Surfaces: 250 micrograms per square foot.

6.3.3 Exterior Floors and Exterior Horizontal Window Surfaces: 400 micrograms per square foot.

6.4 Re-Cleaning Requirements

If the test results indicate higher levels, the Contractor shall repeat the clean-up procedure at no cost as described in 3.6.8 and retesting for dust shall be conducted by LAC or designee until the area is tested and LACd found to contain an acceptable level of lead dust.

7.0 PROJECT MONITORING

LAC, at its discretion, may engage the services of a CIH/with CDPH certifications as a Lead Project Designer, Lead Inspector/Risk Assessor, and Lead Project Monitor to provide surveillance and monitoring of the project on behalf of LAC.

This CIH, either directly or via one or more subordinate lead certified professionals, will be responsible to ensure that the lead-related work is performed in accordance with these specifications and the Contractors approved work plan, and to conduct surveillance air monitoring and perform the clearance testing.

7.1 Surveillance and Stopping the Work

- 7.1.1 LAC or designee will provide daily surveillance of the lead related work. LAC or designee Certified Industrial Hygienist may, in the interests of the health and safety of workers, residents and/or the public, approve deviations from these specifications.
- 7.1.2 If, at any time, LAC or designee decides that work practices are violating pertinent provisions of these specifications, endangering workers, employees, residents or the public, or endangering LAC facilities, LAC or designee will immediately notify the Contractor that operations shall cease until corrective action is taken and the Contractor shall be responsible for stopping the job and taking such corrective action before proceeding with the work.
- 7.1.3 If a negative air pressure system is required by the initial air monitoring, periodic exposure and/or area monitoring, and at any time is not operating in compliance with the specified requirements, and/or units are non-operational, operations shall cease until the Contractor corrects the deficiencies.
- 7.1.4 Delays caused by inappropriate work practices as noted in these specifications and/or excessive concentrations shall be at the Contractor's expense.
- 7.1.5 No later claims for extra compensation which result from action taken under this section will be recognized by the LAC.

Asbestos Consultant Specifications

for

Asbestos Related Work



Prepared, Reviewed and Approved by:
County of Los Angeles, Facility Management EHS (Environmental Health and Safety) Best Practice Workgroup, January 23, 2018

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ASBESTOS CONSULTANT SPECIFICATIONS

1.0 GENERAL

1.1 Definitions

- 1.1.1 Aggressive method - removal or disturbance of building material by sanding, abrading, grinding or other method that breaks, crumbles, or disintegrates intact asbestos-containing material (ACM).
- 1.1.2 Amended water - water to which surfactant (wetting agent) has been added to increase the ability of the liquid to penetrate ACM.
- 1.1.3 Asbestos Manager (AM) - shall be the Los Angeles County (County) employee responsible for implementing County's asbestos policy and program. The AM shall be considered County's Representative for all determinations of project consistency with County's department policy and laws and regulations relating to asbestos.
- 1.1.4 Asbestos - includes chrysotile, amosite, crocidolite, tremolite asbestos, anthophyllite asbestos, actinolite asbestos, and any of these materials that has been chemically treated and/or altered. Asbestos includes Presumed Asbestos Containing Material (PACM).
- 1.1.5 Asbestos-containing construction material (ACCM) - any material containing more than one tenth of one percent asbestos, but less than 1% by weight.
- 1.1.6 Asbestos-containing material (ACM) - any material containing more than one percent asbestos.
- 1.1.7 Authorized person - any person authorized by the employer and required by work duties to be present in regulated areas.
- 1.1.8 Class I asbestos work - activities involving the removal of thermal system insulation (TSI) and surfacing ACM and PACM, including removal of non-friable asbestos by aggressive methods.
- 1.1.9 Class II asbestos work - activities involving the removal of ACM which is not thermal system insulation or surfacing material. This includes, but is not limited to, the removal of asbestos-containing wallboard, floor tile and sheeting, roofing and siding shingles, and construction mastics.
- 1.1.10 Class III asbestos work - repair and maintenance operations, where "ACM", including TSI and surfacing ACM and PACM, is likely to be disturbed. No more than 25 square feet, or one glove bag, worth of material is to be disturbed.
- 1.1.11 Class IV asbestos work - maintenance and custodial activities during which employees contact but do not disturb ACM or PACM.
- 1.1.12 Clean room - an uncontaminated room having facilities for the storage of employees' street clothing and uncontaminated materials and equipment.

- 1.1.13 Closely resemble - that the major workplace conditions which have contributed to the levels of historic asbestos exposure, are no more protective than the conditions of the current workplace.
- 1.1.14 Competent person - one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them: in addition, for Class I and Class II work who is specially trained in a training course which meet the criteria of EPA's model accreditation Plan (40 CFR 763) for project designer or supervisor, or its equivalent.
- 1.1.15 Consultant – the independent entity or agency who has been hired to oversee, survey, provide consultation, response and supervision services for asbestos abatement activities. A Consultant shall have at least one Certified Asbestos Consultant on their payroll.
- 1.1.16 Contractor – a worker or agency with proper certification* who conduct removal, encapsulation, enclosure, general cleaning and repair of asbestos-containing materials. (*Proper certifications are *Asbestos Supervisor* and *Asbestos Worker*)
- 1.1.17 Critical barrier - two or more layers of plastic sealed over all openings into a work area or any other similarly placed physical barrier sufficient to prevent airborne asbestos in a work area from migrating to an adjacent area.
- 1.1.18 Decontamination area - an enclosed area adjacent and connected to the regulated area and consisting of an equipment room, clean room, and on occasions, a shower unit, which is used for the decontamination of workers, materials, and equipment that are contaminated with asbestos.
- 1.1.19 Demolition - the wrecking or taking out of load-supporting structural member and any relating razing, removing, or stripping of asbestos products.
- 1.1.20 Disturbance - contact that releases fibers from ACM or PACM or debris containing ACM or PACM. This term includes activities that disrupt the matrix of ACM or PACM, render ACM or PACM friable, or generate visible debris. Disturbance includes cutting away small amounts of ACM and PACM, no greater than the amount which can be contained in one standard sized glove bag or waste bag in order to access a building component. In no event shall the amount of ACM or PACM so disturbed exceed that which can be contained in one glove bag or waste bag which shall not exceed 60 inches in length and width.
- 1.1.21 Employee exposure - that exposure to airborne asbestos that would occur if the employee were not using respiratory protective equipment.
- 1.1.22 Equipment room (change room) - a contaminated room located within the decontamination area that is supplied with impermeable bags or containers for the disposal of contaminated protective clothing and equipment.

- 1.1.23 Fiber - a particulate form of asbestos, 5 micrometers or longer, with a length to diameter ration of at least 3 to 1.
- 1.1.24 Glovebag - an impervious plastic bag-like enclosure affixed around asbestos containing material, with glove-like appendages through which materials and tools can be handled.
- 1.1.25 High-efficiency particulate air (HEPA) filter - a filter capable of trapping and retaining at least 99.97 percent of all mono-dispersed particles of 0.3 micrometers in diameter.
- 1.1.26 Homogenous area - an area of surfacing material or thermal system insulation that is uniform in color and texture.
- 1.1.27 Industrial hygienist - a professional qualified by education, training, and experience to anticipate, recognize, evaluate and develop controls for occupational health hazards. A Certified Industrial Hygienist (CIH) is an industrial hygienist who has been certified by the American Board of Industrial Hygiene. ***A CIH must also be certified in asbestos to perform asbestos-related work.**
- 1.1.28 Intact - that the ACM has not crumbled, been pulverized, or otherwise deteriorated so that it is no longer likely to be bound with its matrix.
- 1.1.29 Modification - a changed or altered procedure. Material or component of a control system, which replaces a procedure. Material or component of a required system. Omitting a procedure or component, or reducing or diminishing the stringency or strength of a material or component of the control system is not a "modification".
- 1.1.30 Negative air machine (NAM) – a mechanical device approved and certified by the South Coast Air Quality Management District to create negative pressure while filtering air, within a work area. Units must be fitted with High-efficiency particulate air (HEPA) filters.
- 1.1.31 Negative initial exposure assessment - a demonstration by the employer which complies with the criteria in Title 8 of the California Code of Regulations, Section 1529 (Title 8 CCR 1529), subsection (f)(2)(c), that employee exposure during an operation is expected to be consistently below the Permissible Exposure Limit (PEL).
- 1.1.32 Negative pressure enclosure (NPE) – An enclosure that is sealed with polyethylene sheeting that, with the use of a negative air machine, causes air to be drawn from outside the containment, inside. This in turn will cause an inward draw on the polyethylene sheeting and the flap to the enclosure.
- 1.1.33 Packaged asbestos materials – asbestos containing materials that are properly bagged, placed in sealed drums, wrapped, or otherwise prepared to leave the work area to the disposal area.
- 1.1.34 Presumed Asbestos-Containing Material (PACM) - thermal system insulation and surfacing material found in buildings constructed no later than 1980. The designation of material as "PACM" may be rebutted

pursuant to CCR Title 8 Section 1529, subsection (k)(4). Materials may not be deemed PACM for disposal purposes.

- 1.1.35 Project Designer - a person who has successfully completed the training requirements for the abatement project designer established by 40 U.S.C. Section 763.90(g).
- 1.1.36 Project Manager – representative from the County that is responsible for the project and is the main point of contact for the vendors.
- 1.1.37 Regulated area - an area established by the employer to demarcate areas where Class I, II, and III asbestos work is conducted, and any adjoining area where debris and waste from such asbestos work accumulate; and a work area within which airborne concentrations of asbestos, exceed or there is a reasonable possibility they may exceed the permissible exposure limit.
- 1.1.38 Removal - all operations where ACM and/or PACM is taken out or stripped from structures or substrates, and includes demolition operations.
- 1.1.39 Renovation - the modifying of an existing structure, or portion thereof.
- 1.1.40 Repair - overhauling, rebuilding, reconstructing or reconditioning of structures or substrates, including encapsulation or other repair of ACM or PACM attached to structures or substrates.
- 1.1.41 Surfacing material - material that is sprayed, troweled-on or otherwise applied to surfaces (such as acoustical plaster on ceilings and fireproofing materials on structural members, or other materials on surfaces for acoustical, fireproofing, and other purposes).
- 1.1.42 Surfacing ACM - surfacing material which contains more than 1 percent asbestos.
- 1.1.43 Thermal system insulation (TSI) - ACM applied to pipes, fittings, boilers, breeching, tanks, ducts, or other structural components to prevent heat loss or gain.
- 1.1.44 Thermal system insulation ACM - is thermal system insulation that contains more than 1 percent asbestos.
- 1.1.45 Turn-around time – length of time from when samples are submitted to a laboratory, analyzed, and the results are generated on a report.

1.2 APPLICABILITY OF SPECIFICATIONS

- 1.2.1 These specifications cover the processes of surveying, asbestos abatement oversight, emergency response, troubleshooting, and training provision at any site, building or structure specified by the Los Angeles County Department.
- 1.2.2 These specifications for asbestos consultants are intended to define the asbestos related project. Site Specific General Requirements, Site Specific Work Area Plans and Site Specific Scopes of Work that may be

developed as the work schedule is clarified are integral to and shall constitute a part of these specifications.

- 1.2.3 The Consultant shall have at least one Certified Asbestos Consultant (CAC) on payroll. That CAC shall be present during initial job walks or at any time the County desires their presence.
- 1.2.4 It is the Consultant's responsibility to provide oversight, recommendations, and response by an employee with a valid asbestos certification.
 - 1.2.4.1 At no point shall any asbestos-related service be accepted by anyone without a current and valid certification.
- 1.2.5 It is the responsibility of the Consultant to remain current with any and all updates to Asbestos related work and to implement them for any and all situations.
- 1.2.6 The hired Consultant shall at no point subcontract the awarded project to another company or person.
- 1.2.7 The Consultant is to be onsite throughout the abatement project.
 - 1.2.7.1 The Contractor must stop any and all work, abatement, containment building, etc. until the Consultant arrives.
- 1.2.8 The Consultant should carefully inspect each work area with the Contractor to determine if the considered materials can be removed or not. The consultant shall work together with the contractor to provide the project manager with documentation on the findings as well as any other areas deemed inaccessible. In some cases a sign may be required to warn of hidden asbestos material. Signs can be placed as determined to be necessary.
- 1.2.9 The Consultant shall be responsible for reviewing any necessary paperwork, as needed per project, before they are submitted to regulatory agencies.
- 1.2.10 On any and all multi-issue projects (ie. Mold, vibration, sound, etc.) a CIH will be required to be present on the initial jobwalk and sign off of the completion of the project.
 - 1.2.10.1 To the best of the County's ability, issues should be discovered before contacting vendors. Should additional issues be discovered during the project, the awarded Consultant shall have the opportunity to obtain a CIH.
 - 1.2.10.2 The CIH must be on the awarded agency's payroll and not subcontracted.
 - 1.2.10.3 The CIH and the CAC may be two people or one person with both credentials.
- 1.2.11 All work shall be performed under the strict work practices and procedures outlined herein, as applicable. The retained CIH/CAC's decision(s) shall be final in all matters relating to the interpretation of these specifications and all applicable regulations.

- 1.2.11.1 Should additional issues be involved in the course of work, such as infection control, vector control, etc. the retained CIH/CAC will remain the sole source of guidance for asbestos. The retained CIH/CAC shall coordinate with the Facility for clearances of the other issues to the Facility's specification either through themselves, or through the Facility's representative expert on the topic.
- 1.2.12 If at any point, a Consultant is found to be negligent or not providing proper, concise, and cost effective methods to solve an asbestos issue, a second opinion may be obtained at the County's expense.
 - 1.2.12.1 Should there be a vast discrepancy in opinions, a meeting shall be held to remedy the issue. During this meeting, both Consultants shall furnish documentation to justify their recommendations. The County Project Manager shall consult with South Coast Air Quality Management District to make the final determination on which method to follow.
- 1.2.13 If the Consultant furnishes a Certified Site Surveillance Technician to oversee a project, that CSST shall remain in contact with the CAC at all times.
 - 1.2.13.1 Should the CSST be found negligent, incompetent, or otherwise incapable to properly oversee the project, the County can request the presence of a CAC for the remainder of the project at no added cost to the County.
- 1.2.14 The Consultant shall furnish all labor, materials, services, required insurance coverage, and equipment to carry out the tasks in these specifications.
- 1.2.15 A clearance report stating that the area is clear for re-occupancy must be furnished within 24 hours of the completion of the project and adhered to the containment. A copy of the clearance report will also be made available to the project manager.
 - 1.2.15.1 Clearance reports shall be included in the project's formal report
- 1.2.16 All work shall be accompanied with a formal report. The report shall include, but not limited to: an executive summary including findings, notes taken during the project, sampling forms, chain(s) of custody, laboratory analytical findings, and diagrams of the affected area. This report will be required in its final form within ten business days of the completion of the project.
- 1.2.17 At all times, the Consultant shall carry themselves as professionals. Consultants deemed to be acting otherwise may be removed from the project and possibly ask to be removed from any future projects of that facility or Department.
- 1.2.18 Any and all documentation discovered in the course of work will be kept confidential.

1.2.18.1 Any unnecessary discovery, searching, or other unauthorized access of information not pertinent to work activities will result in removal from the project and possible legal ramifications.

1.2.19 Henceforth, these Asbestos Consultant Specifications are referred to as the Specifications.

1.3 DESCRIPTION OF WORK

1.3.1 Survey

1.3.1.1 The Consultant shall implement all local and federal regulations as well as accepted industry standards while surveying building materials for asbestos.

1.3.1.2 All sampling strategies will be generated by a Certified Asbestos Consultant that has visited the site at least one time.

1.3.1.3 All environmental aspects should be taken into consideration where taking the sample. Such aspects can include, but are not limited to: nearby employee, patient, or public presence, vibration, air flow, and probability for further damage after sampling.

1.3.1.4 Any and all material sampling shall follow the 3, 5, 7 rule for square footage, regardless if the material is sprayed, troweled, or not.

1.3.1.5 No analysis will be stopped at first positive unless the Department representative is directly notified in writing and agrees up front.

1.3.1.6 Each homogeneous group shall have a minimum of 3 samples taken.

1.3.1.7 All sampling shall have a minimum of 3 samples for a negative determination.

1.3.1.8 All materials found positive are to be quantified.

1.3.1.9 When sampling large square footages or multiple floors, homogenization should be kept to a minimum to reduce the possibility of false positives.

1.3.1.10 When anomaly positives are found while performing homogenization, further investigative samples shall be taken to reduce the total square footage of positive material.

1.3.1.11 All samples are to be documented on a map or floor plan.

1.3.1.12 Care shall be taken to ensure damage caused from sampling is minimal and only as large as needed.

1.3.1.13 All materials shall be sampled to the substrate or interstitial space.

1.3.1.14 Sample locations are to be patched or repaired. If the facility so chooses, areas where samples were taken can be visibly demarcated to be patched or repaired as part of a separate project.

- 1.3.1.15 Samples found to be asbestos containing, but less than 1% asbestos by composition must be point counted at 1,000 points under gravimetric reduction.
- 1.3.1.16 Sample “turn-around” times must keep the best interest of the County in mind. Samples that are not of immediate urgency should request a longer “turn-around” time to reduce the cost to the County. This is particularly important with point counting. The urgency of the samples should be determined with the project manager.

1.3.2 Abatement Oversight

- 1.3.2.1 Consultants shall arrive onsite at the same time or earlier than the Contractor.
- 1.3.2.2 The Consultant shall remain onsite throughout the entirety of the project; from the time containment begins to be built to the time clearances are granted.
 - 1.3.2.2.1 At any point, if the project is not represented by a properly certified, active member, of the Consultant’s payroll, the Consultant shall be removed from the project.
 - 1.3.2.2.2 The Contractor will stop any and all work until a Consultant returns to oversee the project. Any cost associated with the stoppage will be the responsibility of the Consultant.
- 1.3.2.3 All work shall be performed as either Class I, Class III, or Class IV work. Class II work will be performed under Class I containment requirements.
- 1.3.2.4 On the first day of the project, the Consultant shall begin to take background air samples.
 - 1.3.2.4.1 Any samples taken while abatement processes are in place will not be accepted as background and are, in fact, perimeter samples.
 - 1.3.2.4.2 If no proper background samples are taken, the Consultant shall be removed from the project.
- 1.3.2.5 The Consultant shall ensure each visual and physical barrier has a proper warning sign and caution tape.
- 1.3.2.6 Ensure that all openings are sealed with a 6-mil minimum polyethylene containment barrier to prevent leakage of air into the outside environment or other portions of the building. Individually seal ventilation openings in walls (supply and exhaust), wall mounted fixtures, doorways, windows, convectors, and other wall and floor openings into the work area with 2 layers of polyethylene sheeting at least 6-mil, taped securely in place with adhesive tape.

- 1.3.2.7 Upon completion of the containment, including any necessary plumbing and monometers, the Consultant will inspect and be responsible for the containment and the negative pressure within.
 - 1.3.2.7.1 The Consultant shall inspect the NPE for breaches and smoke test for leaks before the beginning of work and at the beginning of each shift. Any leaks detected will be sealed by the Contractor.
- 1.3.2.8 The Consultant shall ensure that the Contractor uses Ground Fault Circuit Interrupters (GFCI) at all times.
- 1.3.2.9 If materials are deemed contaminated, they are not to be removed from the containment area until they are properly decontaminated or disposed of.
- 1.3.2.10 The Consultant shall ensure the Contractor pre-cleans immovable objects, such as mechanical and electrical equipment and fixtures, within proposed work area using HEPA vacuuming equipment or wet cleaning methods, as appropriate.
- 1.3.2.11 The Consultant shall ensure that the Contractor does not use any dry methods during pre-cleaning that will generate dust into the air.
- 1.3.2.12 The Consultant shall ensure that the work area(s) are contained in the method determined in the scope of work.
- 1.3.2.13 If during performance of abatement work suspect ACM is observed outside of abatement enclosures, or if damage occurs to the enclosure barrier(s), work shall stop immediately upon discovery, appropriate repairs will be made (by Contractor), and all such debris will be collected using appropriate vacuums and wet methods.
- 1.3.2.14 The Consultant will observe that the Contractor is meeting all safety requirements including, but not limited to, electrical safety, fall protection, etc.
 - 1.3.2.14.1 Any violations will be immediately brought to the Contractor's supervisor to immediately remedy. If the correction is not made, the Consultant will notify the project manager immediately and stop the project.
- 1.3.2.15 The Consultant will ensure that appropriate cleaning is performed using HEPA vacuum or wet cleaning methods of all areas physically connected to areas receiving asbestos removal.
- 1.3.2.16 High pressure water streams are not to be used to remove any type of ACM or ACCM.
- 1.3.2.17 Ensure that after cleaning, surfaces are free of visible material.

- 1.3.2.18 Ensure the Contractor mists the work area continuously with amended water to reduce airborne fiber levels, when it is safe to do so.
- 1.3.2.19 Ensure the Contractor applies approved encapsulant on all concrete substrates, structural steel, and piping surfaces from which the material was removed and to plastic sheeting prior to the removal of the plastic sheeting from the wall and floor surfaces.
- 1.3.2.20 Ensure that the Consultant's employees and Contractor do not eat, smoke or apply cosmetics in the work areas.
- 1.3.2.21 The Consultant will ensure that the Contractor Removes and disposes of all asbestos containing materials in accordance with the methods and procedures outlined in CCR Title 8, Section 1529.
- 1.3.2.22 A containment will only be visually cleared when the Consultant thoroughly checks the area that all project related asbestos has been cleared.
 - 1.3.2.22.1 Any additional asbestos discovered will be brought to the project manager's attention immediately.
 - 1.3.2.22.2 Any project related materials discovered still present, in the project/affected area, once the abatement is complete will be removed at the Consultant's expense.
- 1.3.2.23 Samples will be taken for two hours minimum at 10 LPM unless conditions require otherwise. At no point shall samples be taken for less time or at higher flow rates for convenience.
- 1.3.2.24 Samples will be read onsite by the consultant using the NIOSH 582 or equivalent methodology.
 - 1.3.2.24.1 The person(s) reading the samples must hold a signed certificate of completion of the 582 or equivalent course.

1.3.3 Emergency Response

- 1.3.3.1 The Consultant shall arrive on scene to assist with emergency responses as soon as possible.
- 1.3.3.2 While the Consultant is performing emergency response procedures, every effort shall be taken to expedite the clearance of the affected area.
- 1.3.3.3 If at any point, a Consultant is suspected to be negligent or not providing proper, concise, and cost effective methods to solve an asbestos issue, a second opinion may be obtained at the County's expense.
- 1.3.3.4 Should there be a vast discrepancy in opinions, a meeting shall be held to remedy the issue. During this meeting, both Consultants shall furnish documentation to justify their recommendations. The County Project Manager shall consult

with South Coast Air Quality Management District on which method to follow.

1.4 Notifications

- 1.4.1 The Consultant shall confirm that the Contractor notified Cal/OSHA and SCAQMD of the planned asbestos removal operation at least 14 calendar days prior to beginning work. Proof of notification shall be supplied to the County, or its representative, prior to the start of work.

1.5 Submittals

- 1.5.1 The Consultant shall confirm that the submittals are accurate and complete.
- 1.5.2 Prior to beginning work, the County, Consultant, and Contractor shall meet to discuss in detail the asbestos plan, including work procedures, safety precautions, and contingency plans.
- 1.5.3 Field Test Reports
 - 1.5.3.1 Air Sampling Results: Fiber counting shall be completed and results made available to the County within 24 hours. The Consultant shall notify the Contractor immediately of exposure to asbestos fibers in excess of the Permissible Exposure Limit (PEL) of 0.1 fibers/cubic centimeter (f/cc).
 - 1.5.3.1.1 One perimeter sample shall be taken in the morning and one sample in the afternoon. The samples will be read immediately upon completion by the Consultant using the NIOSH 582 method.
 - 1.5.3.2 Pressure Differential Recordings for Local Exhaust Systems: The Consultant shall ensure the Contractor reviews and reports the pressure differential recordings onsite and frequently to address any failures in containment; particularly at the beginning and end of each shift. The Contractor shall immediately report to the County variance in the permissible pressure differential which could cause adjacent unsealed areas to have asbestos fiber concentration in excess of 0.01 fibers per cubic centimeter or background, whichever is higher.
 - 1.5.3.3 Asbestos Disposal Quantity Report: The Consultant shall ensure the Contractor reviews and reports to the County within 24 hours from the end of each day, the amount of asbestos-containing material removed during the previous day. Quantities shall be listed as bags or parcels, not bins.
- 1.5.4 Administrative and Closeout Submittals
 - 1.5.4.1 Notification of Equipment Rental: If rental equipment is to be used during asbestos handling and disposal, written notification concerning the intended use of the equipment will be furnished to the rental agency, with a copy to the County.

1.5.4.2 Respiratory Protection Program: The abatement Contractor and Consultant must have a written Respiratory Protection Program as required by CCR Title 8, Section 5144. The Respiratory Protection Form (Appendix B), shall be completed by the Contractor, and submitted to the County, or its representative.

1.6 Quality Assurance

1.6.1 Where methods or procedures are specified, they shall constitute minimum measures and shall in no way relieve the Consultant or the Contractor of sole responsibility for the means, methods, techniques, sequences or safety measures in connection with the work.

1.6.2 All work shall be performed in compliance with all pertinent laws, rules and regulations, and industry standards existing at the time of the work, including but not limited to:

1.6.2.1 Federal requirements which govern abatement work or hauling and disposal of hazardous waste materials include, but are not limited to, the following:

- United States Environmental Protection Agency (EPA), Title 40, Code of Federal Regulations, Part 61, National Emission Standards for Hazardous Air Pollutants (NESHAP), National Emission Standard for Asbestos (40 CFR, Part 61, Subpart A & M).
- EPA, Asbestos Hazard Emergency Response Act (AHERA), Title 40, Code of Federal Regulations, Part 763, including Appendices (40 CFR, Part 763).
- EPA, Resource Conservation & Recovery Act (RCRA).
- United States Department of Transportation (DOT), Hazardous Substances, Title 49, Code of Federal Regulations, Parts 171 through 180 (49 CFR Parts 171 and 180).
- United States Department of Labor, Division of Occupational Safety and Health (OSHA), Occupational Exposure to Asbestos, Tremolite, Anthophyllite, and Actinolite, Final Rules, Title 29, Code of Federal Regulations, Part 1910, Section 1001 and Part 1926, Section 1101.
- Respiratory Protection, 29 CFR Part 1910, Section 134 and 42 CFR Part 84.
- Asbestos in Construction Industry, 29 CFR Part 1926.
- Access of Employee Exposure/Medical Records, 29 CFR, Part 1910, Section 2.

- Hazard Communication, 29 CFR, Part 1910, Section 1200.
- Specifications for Accident Prevention Signs and Tags, 29 CFR, Part 1910, Section 145.
- Personal Protective Equipment, 29 CFR, Part 1910, Sections 132 -138.
- National Electric Code

1.6.2.2 State and Local Regulations

- The State of California, Department of Industrial Relations, Division of Occupational Safety and Health (Cal/OSHA),
- Asbestos in Construction, Title 8, California Code of Regulations, Section 1529 (CCR Title 8, Section 1529).
- Title 8, Section 341.6, Registration, Asbestos-Related Work.
- Title 8, Division 1, Chapter 4, Division of Industrial Safety.
- The State of California, Department of Health Services, Title 22, California Code of Regulations, Environmental Health, Section 66699, Persistent and Bioaccumulative Toxic Substances (CCR Title 22, Section 66699).
- The State of California, Health and Safety Code, Sections 25249.5 and 25249.6.
- The State of California, Business and Professions Code, Section 7085.5 (Asbestos Certification) and other corresponding regulations in the California Contractors State License Board, Title 16, California Code of Regulations, Chapter 8 (CCR Title 16, chap. 8).
- California Labor Code, Sections 6501.5, 6501.7, 6501.8, and 6501.9.
- South Coast Air Quality Management District, Rules and Regulations including Rule 1403.
- Division 10 of the City of Los Angeles Fire Code, 92 Edition.

1.6.2.3 Analytical Methods

- National Institute for Occupational Safety and Health (NIOSH) Method 7400 – Fibers.

- U.S. EPA Level II Transmission Electron Microscopy Analytical Method by Yamate et al., 1984.
- EPA, Title 40, Code of Federal Regulations, Part 763, Appendix A, Subpart F, Section 1, Polarized Light Microscopy, (40 CFR, Part 763).

1.6.2.4 Miscellaneous Standards and References

- Underwriters Laboratories (UL) Standard 586, 1990 High Efficiency, Particulate, Air Filter Units.
- American National Standards Institute (ANSI), ANSI Z9.2, Fundamentals Governing the Design and Operation of Local Exhaust Systems.
- American National Standards Institute (ANSI), ANSI Z88.2, Practice for Respiratory Protection.
- National Fire Protection Association (NFPA), Standard 10, Standard for Portable Fire Extinguishers.

- 1.6.3 All applicable state, local regulations and ordinances, including any regulations regarding state and/or local licenses or certificates.
- 1.6.4 Where applicable state or local regulations are more stringent than federal requirements or the requirements referenced herein, Contractor and Consultant shall adhere to the more stringent regulations.
- 1.6.5 The Consultant warrants that they are familiar with the codes and requirements applicable to asbestos abatement work and shall give all notices and comply with all laws, ordinances, rules, and regulations applicable to the work. If the Contractor observes that the Specifications or plans are at variance therewith, he shall give written notice to the County's Representative describing such variance. If the Contractor performs any work knowing it to be contrary to such laws, ordinances, rules, and regulations, and without written notice to the County's Representative, he shall bear all costs arising therefrom. The Subcontractor's particular attention is directed to the applicable Cal/OSHA regulations found in CCR Title 8, Section 1529 and the necessity of complying with the regulations in the progress of his work. Failure or omission on the part of the Contractor, or any of their representatives, either to discover or to bring to the attention of the County any deviation from, omission from, or noncompliance with the requirements for asbestos abatement shall not be used by the Contractor as defense for failure on his part to fulfill such requirements.

2.0 PRODUCTS

- 2.1 Negative pressure pumps: pumps will be furnished by the Consultant with noise reduction in mind. Where feasible, diaphragm pumps will be used in place of rotary pumps to keep noise levels at a minimum in occupied areas.
- 2.2 Sampling media: Proper, unopened, and non-contaminated media will be furnished by the Consultant for sampling purposes.
- 2.3 Air monitoring equipment: any additional air monitoring equipment, direct reading, or otherwise, will be furnished by the Consultant. All calibration and proper functionality of said equipment will be the responsibility of the Consultant.
- 2.4 Warning Labels and Signs: In conformance with applicable Cal/OSHA regulations (CCR Title 8, Section 1529).
- 2.5 Other Materials: Provide all other materials, such as extension cords and ground fault circuit interrupters that may be required for proper and safe execution of job duties.

3.0 EXECUTION

3.1 Material Handling

- 3.1.1 Remove all ACM from the premises. Dispose of materials that become contaminated with asbestos in accordance with applicable regulatory standards.
- 3.1.2 All ACM is to be bagged and removed to the disposal bin daily. No loose asbestos shall remain on the grounds at the end of each shift.

3.2 Equipment

- 3.2.1 Respirators: Consultant shall provide workers with personally issued and marked respiratory equipment approved by NIOSH and meeting the specifications of Cal/OSHA. This respiratory equipment shall be suitable for the asbestos exposure level in the work area according to CCR Title 8, Section 1529 (i). The Consultant shall provide disposable HEPA (P100) cartridges as required, with sufficient replacement cartridges. Cleaning wipes shall also be provided as necessary
- 3.2.2 Personal Protective Equipment: Consultant shall provide workers, with sets of protective disposable clothing, head covers, gloves, eye protection and foot covers of sizes to properly fit individual workers whenever they are required to enter the work area. Provide a minimum of four sets per day for workers. The personal protective equipment shall remain the property of the Consultant.
- 3.2.3 Change Rooms: Vacuum and remove asbestos contaminated disposable protective clothing while still wearing respirators in the equipment room. Seal clothing in impermeable bags or containers for disposal.
 - 3.2.3.1 Do not remove disposable protective clothing in the decontamination locker room.

- 3.2.3.2 Remove cloth work clothing in the decontamination locker room.
 - 3.2.3.3 Tag and bag cloth work clothes for laundering and keep work shoes in the decontamination locker room.
 - 3.2.3.4 Do not wear work clothing between home and work.
 - 3.2.3.5 Shower wastewater shall be handled and disposed as asbestos containing material or shall be filtered through a final filter of at least 0.5 micron particle size collection capability before disposal into the sanitary sewer system.
 - 3.2.3.6 Handle and dispose of wastewater filters as asbestos containing material.
 - 3.2.3.7 Clean asbestos contaminated work clothing in accordance with CCR Title 8, Section 1529 or use disposable clothing
- 3.2.4 Eye Protection: Furnish goggles for personnel engaged in asbestos operation when a full face respirator is not being used.
- 3.3 Worker Protection
 - 3.3.1 A meeting will be held by the consulting agency with their oversight personnel to discuss the identified hazards of the job and the methods to safely perform the work.
 - 3.3.2 Prior to commencement to work, all workers shall be instructed and shall be knowledgeable in the appropriate procedures of personal protection and asbestos removal.
 - 3.3.3 Contractor and Consultant shall be solely responsible for enforcing worker protection requirements.
 - 3.3.4 Reporting Unusual Events: When an event of unusual and significant nature occurs at the site, the Consultant shall prepare and submit a special report listing chain of events, persons participating, responses and similar pertinent information. When such events are known or predictable in advance, advise the County at the earliest possible date.
 - 3.3.5 Reporting Accidents: If a significant accident occurs at the site or anywhere else work is in progress, the Consultant shall prepare and submit appropriate reports to the County. For this purpose, a significant accident is defined to include events where personal injury is sustained, or property loss of substance is sustained. These reports shall be submitted the same business day as the occurrence.
- 3.4 General Work Area Requirements
 - 3.4.1 Workers shall always wear a respirator properly fitted on the face while in the work area. Workers wearing tight-fitting face pieces shall be clean-shaven to the extent that the hair does not interfere with the sealing surface of the respirator. This must be documented by a standard respirator fit test.

- 3.4.2 The Consultant shall instruct and train workers in proper respirator use. They will also mandate the performance of fit checks any time a respirator is worn, including after meals and breaks.
 - 3.4.3 Workers shall wear disposable, full-body coveralls and disposable head covers and footwear suitable for asbestos work in the work area.
- 3.5 Decontamination Unit Requirements
 - All workers without exception shall:
 - 3.5.1 Remove and properly store street clothes in the change room and put on new disposable coveralls, head covers, footwear and cleaned respirator before entering the work area.
 - 3.5.2 Remove the disposable coveralls, head covers, and footwear in the equipment room and dispose them in an appropriate asbestos waste container. Still wearing their respirators, workers shall proceed to the showers and remove their respirators while showering with soap and tempered water. Wetted HEPA respirator cartridges shall be disposed of in appropriate asbestos containers.
 - 3.5.3 This procedure shall be followed each time a worker enters or leaves the work area.
 - 3.5.4 Workers shall not eat, drink, smoke, or chew gum or tobacco in the work area.
 - 3.5.5 All persons entering the work area shall wear an approved respirator and disposable coveralls, head covering, and footwear.
- 3.6 Sign-In/Sign-Out Log and Daily Activity Report
 - 3.6.1 The Consultant shall ensure that the Contractor maintains a sign-in/sign-out log in the immediate vicinity of the change room of any decontamination area. This log shall be maintained from the time the first activity is performed involving the disturbance of asbestos- containing material until acceptance of the final air test results. All persons entering the work area, including the Contractor's workers, County, County's consultants, and Government officials, shall be required to sign in and out each time upon entering and leaving the work area. All persons shall indicate name, time, company or agency represented, and reason for entering the work area.
 - 3.6.2 Except for governmental inspectors having jurisdiction, no visitors shall be allowed in any work area, except as authorized by the County.
 - 3.6.3 Any materials, such as supplies, copper piping, etc., removed from site, without proper authorization, will be deemed as theft.
- 3.7 Housekeeping
 - 3.7.1 The Consultant shall ensure that the Contractor is removing packaged asbestos immediately at the completion of work at each shift, are

maintaining surfaces of the work area free of debris, and keep waste from being distributed outside of the immediate work area.

3.8 Procedure for Disposal of Asbestos

- 3.8.1 Do not remove any asbestos containing materials from the site without approval from the County. Procedure for hauling and disposal of asbestos waste shall comply with 40 CFR 61, Subpart M and CCR Title 22, and South Coast Air Quality Management District Rule 1403.



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"Trusted Partner and Provider of Choice"

January 31, 2019

ADDENDUM NUMBER TWO TO REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ) #104569 FOR FACILITY ANCILLARY SERVICES

Dear Proposers:

This Addendum Number Two is issued to provide revisions, additions, deletions, and clarification to certain requirements of RFSQ #104569. Changes are annotated in red.

1. Add the following subcategory to Consultants, under Sub-paragraph 1.1, Scope of Work, of the RFSQ:
 - **Mold Consultant**
2. Add the following subcategory to General Services, under Sub-paragraph 1.1, Scope of Work, of the RFSQ:
 - **Environmental Lab Services**
3. Revise the following subcategory under Sub-paragraph 1.5, Specific Category Qualifications, Category I – Abatement & Remediation, of the RFSQ:
 - C. Mold Abatement & Remediation
 - California Contractors State License Board license with "ASB" designation; and
 - Institute of Inspection, Cleaning and Restoration Certification (IICRC).
 - **Contractor will provide services as specified in Attachment 3 (Mold Consultant and Mold Remediation Requirements) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)**

4. Add the following subcategory under Sub-paragraph 1.5, Specific Category Qualifications, Category II – Consultants, of the RFSQ:

- F. Mold Consultant

- Certified Industrial Hygienist (CIH) through American Board of Industrial Hygiene
- Five (5) years' experience within the last seven (7) years conducting mold investigations
- Contractor will provide services as specified in Attachment 3 (Mold Consultant and Mold Remediation Requirements) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)

5. Add the following subcategory under Sub-paragraph 1.5, Specific Category Qualifications, Category III – General Services, of the RFSQ:

- G. Environmental Lab Services

- Laboratory must possess a current Environmental Laboratory Accreditation Program (ELAP) certification.
- 24/7/365 contact accessibility for both primary and alternate company representatives.
- Laboratory must be located within the geographical boundaries of Los Angeles County in order to meet six hours holding time requirements. Laboratory must also be located within 50 miles of all testing sites as listed on Appendix A, Testing Sites, to minimize drive time to deliver samples.
- Contractor will provide services as specified in Attachment 4 (Environmental Lab Services) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)

6. Add the following subcategory under Sub-paragraph 2.7.2, Vendor's Qualifications, Category II – Consultants, of the RFSQ:

- F. Mold Consultant

Provide mold consulting services for mold or water damage related matters including but not limited to, inspection, assessment, evaluation, sampling, lab sample interpretation, and subsequent recommendations. Meet the minimum requirements of sub-paragraph 1.5, Specific Category Qualifications, and verify years of experience conducting mold investigations.

Provide documentation to substantiate qualifications which include (1) a copy of the CIH Certificate, (2) past projects to demonstrate years of experience, (3) accurate contact information for references and (4) three copies of redacted mold investigation final reports. (Redacted: ALL client and facility location identifying information).

7. Add the following subcategory under Sub-paragraph 2.7.2, Vendor's Qualifications, Category III – General Services, of the RFSQ:
 - **G. Environmental Lab Services**
Provide Environmental Lab Services, and meet the requirement of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.
8. Delete Exhibit 1, Statement of Qualifications Submittal Form, of Appendix A, Required Forms, in its entirety and replace with the revised Exhibit 1, Statement of Qualifications Submittal Form, updated January 31, 2019.
9. Add Attachment 3, Mold Consultant and Mold Remediation Services Requirements, and corresponding Appendix A.
10. Add Attachment 4, Environmental Lab Services, and corresponding Appendices A and B.

Updated RFSQ will be posted via the County's website at: <http://camisvr.co.la.ca.us/lacobids/>. All other terms and conditions of RFSQ #104569 remain in effect.

Attachments (4)



INTERNAL SERVICES DEPARTMENT
REQUEST FOR STATEMENT OF QUALIFICATIONS
(RFSQ) #104569
FACILITY ANCILLARY SERVICES

April 2017
Prepared By
County of Los Angeles

REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)
FACILITY ANCILLARY SERVICES
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APPENDICES:

APPENDIX A: Required Forms

APPENDIX B: Transmittal Form to Request a Solicitation Requirements Review

APPENDIX C: County of Los Angeles Policy on Doing Business with Small Business

APPENDIX D: Jury Service Ordinance

APPENDIX E: Listing of Contractors Debarred in Los Angeles County

APPENDIX F: IRS Notice 1015

APPENDIX G: Safely Surrendered Baby Law

APPENDIX H: Sample Master Agreement

APPENDIX I: Intentionally Omitted

APPENDIX J: Defaulted Property Tax Reduction Program

1.0 GENERAL INFORMATION

1.1 Scope of Work

The County of Los Angeles, Internal Services Department is seeking qualified companies to enter into Master Agreements with the County to provide Facility Ancillary Services required by various County departments related to their facility programs. Vendors may seek to qualify in one or more of the following Facility Ancillary Service categories:

Abatement & Remediation

- Asbestos Abatement & Remediation
- Lead Abatement & Remediation
- Mold Abatement & Remediation
- Smoke/Water Damage

Consultants

- Asbestos Consultants
- Environmental Consultants
- Lead Consultants
- Parking Consultants
- Site Surveillance Technicians
- **Mold Consultant**

General Services

- Duct Cleaning Services
- Moving, Relocation and/or Storage Services
- Pest Control and Termite Extermination
- As-Needed Drought-Related Landscaping Services
- As-Needed Storm Water Drain Maintenance and Repair Services
- As-Needed Pressure Washing Services
- **Environmental Lab Services**

Waste & Rubbish

- Electronic Waste Collectors/Recyclers
- Hazardous/non-hazardous Waste Removal & Disposal
- Medical Waste Removal & Disposal

- Rubbish Removal/Disposal Service
- Chemical Portable Toilets
- Domestic Fresh Water and/or Wastewater Treatment
- Class A Infectious Substance/Waste Decontamination & Removal
- Class A Infectious Substance/Waste Transport & Disposal
- Solid/Organic Waste Removal, Disposal and Recycling Service.

1.2 Overview of Solicitation Document

This Request for Statement of Qualifications (RFSQ) is composed of the following parts:

- **GENERAL INFORMATION:** Specifies the Vendor's minimum qualifications, provides information regarding some of the requirements of the Master Agreement and the solicitation process.
- **INSTRUCTIONS TO VENDORS:** Contains instructions to Vendors in how to prepare and submit their Statement of Qualifications (SOQ).
- **STATEMENT OF QUALIFICATIONS (SOQ) REVIEW/SELECTION**
QUALIFICATION PROCESS: Explains how the SOQ will be reviewed, selected and qualified.
- **APPENDICES:**
 - **A - REQUIRED FORMS:** Forms contained in this section must be completed and included in the SOQ.
 - **B - TRANSMITTAL FORM TO REQUEST A SOLICITATION REQUIREMENTS REVIEW:** Transmittal sent to Department requesting a Solicitation Requirements Review.
 - **C - COUNTY OF LOS ANGELES POLICY OF DOING BUSINESS WITH SMALL BUSINESS:** County Code.
 - **D - JURY SERVICE ORDINANCE:** County Code.
 - **E - LISTING OF CONTRACTORS DEBARRED IN LOS ANGELES COUNTY:** Contractors who are not allowed to contract with the County for a specific length of time.
 - **F - IRS NOTICE 1015:** Provides information on Federal Earned Income Credit.
 - **G - SAFELY SURRENDERED BABY LAW:** County program.
 - **H - MASTER AGREEMENT:** The Master Agreement used for this solicitation. The terms and conditions shown in the Master Agreement are not negotiable.

- **I - INTENTIONALLY OMITTED**
- **J - DEFAULTED PROPERTY TAX REDUCTION PROGRAM**
County Code.

1.3 Terms and Definitions

Throughout this RFSQ, references are made to certain persons, groups, or Departments/agencies. For convenience, a description of specific definitions can be found in Appendix H, Master Agreement, Paragraph 2, - Definitions.

1.4 Vendor's Minimum Qualifications

Interested and qualified Vendors that meet the Minimum Qualifications stated below are invited to submit an SOQ.

- Vendor must have three (3) years experience within the last five (5) years providing Facility Ancillary Services in each category for which they are attempting to qualify and have appropriate regulatory agency licenses in good standing with the respective licensing agencies.

- **New Firm Eligibility**

New firms may submit an SOQ even if the company has not been in business for the minimum number of years required in the paragraph above. Vendors may qualify if the company's principals, partners or officers personally meet the minimum qualifications from previous organizations. Vendors must explicitly state that they are seeking to qualify under this paragraph.

1.5 Specific Category Qualifications

Vendors that meet the above minimum qualifications must also provide specific category qualifications. Each Category's required list of Licenses, Certificates and other documents is provided below. The Facility Ancillary Service Master Agreement (FASMA) Categories are listed in groups of similar services.

I. Abatement & Remediation

A. Asbestos Abatement & Remediation

- California Contractors State License Board license with "ASB" designation

B. Lead Abatement & Remediation

- State Department of Health Services Lead Supervisor/Lead Worker (for metal lead abatement)

C. Mold Abatement & Remediation

- California Contractors State License Board license with "ASB" designation; and

- Institute of Inspection, Cleaning and Restoration Certification (IICRC).
- Contractor will provide services as specified in Attachment 3 (Mold Consultant and Mold Remediation Requirements) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)

D. Smoke/Water Damage

- California Contractors State License Board license with “ASB” designation.
- Institute of Inspection, Cleaning and Restoration Certification (IICRC).

II. Consultants

A. Asbestos Consultants

- State of California Certified Asbestos Consultant

B. Environmental Consultants

- State of California Registered Environmental Assessor I; or
- Registered Environmental Assessor II
- Environmental Testing. California State Water Boards (ELAP #) (if applicable)
- County Sanitation Districts of Los Angeles County (Cert #) (if applicable) Registered Environmental Assessor II

C. Lead Consultants

- State of California Certified Lead Inspector/Assessor; and
- State of California Certified Lead Project Monitor

D. Parking Consultants

- Have experience consulting on projects for municipalities with multiple facilities possessing a minimum total aggregate of 10,000 parking spaces

E. Site Surveillance Technicians

- Current accreditation as a Building Inspector and Contractor/Supervisor

F. Mold Consultant

- Certified Industrial Hygienist (CIH) through American Board of Industrial Hygiene

- Five (5) years' experience within the last seven (7) years conducting mold investigations
- Contractor will provide services as specified in Attachment 3 (Mold Consultant and Mold Remediation Requirements) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)

III. General Services

A. Duct Cleaning Services

- California State Warm-Air Heating, Ventilating and Air-Conditioning Contractor's License and
- National Air Duct Cleaners Association (NADCA) Certification

B. Moving, Relocation and/or Storage Services

- Storage facility located within the geographical boundaries of Los Angeles County
- Public Utilities Commission Permit to Operate As A Highway Carrier Business License

C. Pest Control and Termite Extermination

- California Department of Pesticide Regulation (DPR) Qualified Applicator I license
- Current registration with the County of Los Angeles Agricultural Commissioner/ Weights and Measures (ACWM) on an annual basis
- Adhere to the County's Integrated Pest Management (IPM) Program (the Program)
- Provide a monthly pesticide report to the (ACWM) and an annual summary of the pesticides used outdoors on County-owned or maintained property by Fiscal Year (July 1 to June 31)

D. As-Needed Drought-Related Landscaping Services

- Headquarters located within the geographical boundaries of Los Angeles County.
- Current C-27 Landscaping License

E. As-Needed Storm Water Drain Maintenance and Repair Services

- Headquarters located within the geographical boundaries of Los Angeles County.
- State of California Contractors License Class A or B with Hazardous Substance Removal Endorsement.

F. As-Needed Pressure Washing Services

- Headquarters located within the geographical boundaries of Los Angeles County.

G. Environmental Lab Services

- Laboratory must possess a current Environmental Laboratory Accreditation Program (ELAP) certification.
- 24/7/365 contact accessibility for both primary and alternate company representatives.
- Laboratory must be located within the geographical boundaries of Los Angeles County in order to meet six hours holding time requirements. Laboratory must also be located within 50 miles of all testing sites as listed on Appendix A, Testing Sites, to minimize drive time to deliver samples.
- Contractor will provide services as specified in Attachment 4 (Environmental Lab Services) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)

IV. Waste and Rubbish

A. Electronic Waste Collectors/Recyclers

- California Integrated Waste Management Board Certification (for E-waste Collectors/Recyclers)

B. Hazardous/non-Hazardous Waste Removal & Disposal (must have all of the following)

- EPA identification number
- EPA Acknowledgement of Notification of Hazardous Waste Activity
- Hazardous Material Certification of Registration
- Hazardous Material Transportation License
- Hazardous Substances Removal & Remedial Actions Certification
- California DMV license with "X" designation
- Department of Toxic Substances Control Hazardous Waste Transporter Registration
- California Contractors State License Board license with "HAZ" designation
- Medical Waste Transporter Verification & Conditions (if applicable)

- California State Water Resources Control Board Wastewater Treatment Plant Operator's Certificate, Grade II or higher (if applicable)
- C. Medical Waste Removal & Disposal
 - EPA ID number
 - CA DPH Medical Waste Transporter Verification & Conditions
 - Department of Toxic Substances registered Hazardous Waste Transporter
 - CA DPH Registered Trauma Scene Waste Management Practitioner (if applicable)
 - Registered State of CA Health & Human Services Department of Public Health (DPH) Medical Waste Transporter
- D. Rubbish Removal/Disposal Service
 - County of Los Angeles Department of Public Health Solid Waste Management Program Waste Collector Permit
- E. Chemical Portable Toilets
 - Active permit with the County of Los Angeles Department of Public Health, as authorized by California Health and Safety Code Section 117400-117450 to provide chemical portable toilet services and waste management
- F. Domestic Fresh Water and/or Wastewater Treatment
 - Wastewater Treatment Plant Operator's Certificate, Grade II or higher issued by CA State Water Resources Control Board
 - Wastewater Treatment Facility Operator's Certificate, Grade I or higher issued by CA State Department of Health
- G. Class A Infectious Substance/Waste Decontamination & Removal
 - EPA ID number
 - CA DPH Medical Waste Transporter Verification & Conditions
 - Department of Toxic Substances registered Hazardous Waste Transporter
 - CA DPH Registered Trauma Scene Waste Management Practitioner (if applicable)
 - Registered State of CA Health & Human Services Department of Public Health (DPH) Medical Waste Transporter

- 24/7/365 contact accessibility for both primary and alternate company representatives.
 - Meets all guidelines related to decontamination/cleanup/removal activities at a potential Category A contamination site, as established by CDC, OSHA, California DPH, DOT, and the Los Angeles County Health Officer
- H. Class A Infectious Substance/Waste Transport & Disposal
- EPA ID number
 - CA DPH Medical Waste Transporter Verification & Conditions
 - Department of Toxic Substances registered Hazardous Waste Transporter
 - CA DPH Registered Trauma Scene Waste Management Practitioner (if applicable)
 - Registered State of CA Health & Human Services Department of Public Health (DPH) Medical Waste Transporter
 - DOT SP 16279
 - 24/7/365 contact accessibility for both primary and alternate company representatives.
 - Meets all guidelines related to transport and disposal activities of potential Category A waste, as established by CDC, OSHA, California DPH, DOT, and the Los Angeles County Health Officer
- I. Solid/Organic Waste Removal, Disposal and Recycling Services
- County of Los Angeles Department of Public Health Solid Waste Management Program Waste Collector Permit
 - Non-Exclusive Commercial Solid Waste Collection Franchise Agreement for the Unincorporated Areas of the County of Los Angeles with County of Los Angeles Department of Public Works
 - Contractor will provide services as specified in Attachment 2 (Solid/Organic Waste Removal, Disposal and Recycling Services, Requirements) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)

1.6 Master Agreement Process

The objective of this RFSQ process is to secure one or more qualified Vendors to provide Facility Ancillary Services. Specific tasks, deliverables, etc. will be determined at the time Purchase Order are required.

1.6.1 Master Agreements will be executed with all Vendors determined to be qualified.

1.6.2 Upon the Department's execution of the Master Agreements, the qualified Vendors will become County Contractors, and thereafter be solicited under competitive conditions to provide as needed Facility Ancillary Services under Purchase Orders to be issued by County. Purchase Orders shall include a Statement of Work (SOW) which shall describe in detail the particular project and the work required for the performance thereof. Payment for all work shall be either on a time and materials basis or on a fixed price per deliverable basis, subject to the Total Maximum Amount specified on each individual Purchase Order. The execution of a Master Agreement does not guarantee a Contractor any minimum amount of business. Only those Contractors qualified will be contacted to submit bids.

1.6.3 If the Master Agreement includes various categories of services, only those Contractors qualified for the specific category will be contacted to submit bids.

1.7 Master Agreement Term

1.7.1 The term of the Master Agreement will be three (3) years, with three (3) two-year option periods, for a maximum total term of nine (9) years. Option periods will be exercised at Department's discretion.

1.7.2 County will continuously accept SOQs to qualify vendors throughout the duration of the Master Agreement, including the three (3) two-year option periods. The Master Agreement will become effective upon the date of its execution by the Director of the Internal Services Department or designee and will expire March 31, 2021, unless sooner extended or terminated.

1.8 County Rights and Responsibilities

The County has the right to amend the RFSQ by written addendum. The County is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum shall be made available to each person or organization which County records indicate has received this RFSQ. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the SOQ not being considered, as determined in the sole discretion of the County. The County is not responsible for and shall not be bound by any

representations otherwise made by any individual acting or purporting to act on its behalf.

1.9 Contact with County Personnel

Any contact regarding this RFSQ or any matter relating thereto must be in writing and may be mailed or e-mailed as follows:

Internal Services Department
Contracts Section
1100 N. Eastern Ave., Room 101
Los Angeles, CA 90063
Attention: Tatiana Menendez, Contract Analyst
tmendez@isd.lacounty.gov

If it is discovered that a Vendor contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify their SOQ from further consideration.

1.10 Mandatory Requirement to Register on County's WebVen

Prior to executing a Master Agreement, all potential Contractors must register in the County's WebVen. The WebVen contains the Vendor's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the Internet by accessing the County's home page at <http://camisvr.co.la.ca.us/webven/>

1.11 County Option to Reject SOQs

The County may, at its sole discretion, reject any or all SOQs submitted in response to this solicitation. The County shall not be liable for any cost incurred by a Vendor in connection with preparation and submittal of any SOQ. The County reserves the right to waive inconsequential disparities in a submitted SOQ.

1.12 Protest Process

1.12.1 Under Board Policy No. 5.055 (Services Contract Solicitation Protest), any prospective Vendor may request a review of the requirements under a solicitation for a Board-approved services contract, as described in Section 1.12.3 below. Additionally, any actual Vendor may request a review of a disqualification under such a solicitation, as described in the Sections below.

1.12.2 Throughout the review process, the County has no obligation to delay or otherwise postpone an award of contract based on a Vendor protest. In all cases, the County reserves the right to make an award when it is

determined to be in the best interest of the County of Los Angeles to do so.

1.12.3 Grounds for Review

Unless state or federal statutes or regulations otherwise provide, the grounds for review of any Departmental determination or action should be limited to the following:

- Review of Solicitation Requirements Review (Reference sub-paragraph 2.4 in the solicitation requirement review)
- Review of a Disqualified SOQ (Reference sub-paragraph 3.2 in the SOQ Review/Selection/Qualification Section)

1.13 Notice to Vendor's Regarding Public Records Act

1.13.1 Responses to this RFSQ shall become the exclusive property of the County. At such time as when Department recommends the qualified Vendor(s) to the Board of Supervisors (Board) and such recommendation appears on the Board agenda, all SOQ's submitted in response to this RFSQ, become a matter of public record, with the exception of those parts of each SOQ which are justifiably defined and identified by the Vendor as business or trade secrets, and plainly marked as "Trade Secret," "Confidential," or "Proprietary."

1.13.2 The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. **A blanket statement of confidentiality or the marking of each page of the SOQ as confidential shall not be deemed sufficient notice of exception. The Vendor must specifically label only those provisions of their respective SOQ which are "Trade Secrets," "Confidential," or "Proprietary" in nature.**

1.14 Indemnification and Insurance

Vendor shall be required to comply with the Indemnification provisions contained in Appendix H - Master Agreement, sub-paragraph 8.22. Vendor shall procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts specified in Appendix H - Master Agreement, sub-paragraphs 8.23 and 8.24.

1.15 Intentionally Omitted

1.16 Injury and Illness Prevention Program (IIPP)

Vendor shall be required to comply with the State of California's Cal OSHA's regulations. Section 3203 of Title 8 in the California Code of Regulations requires

all California employers to have a written, effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program.

1.17 Background and Security Investigations

Background and security investigations of Vendor's staff may be required at the discretion of the County as a condition of beginning and continuing work under any resulting agreement. The cost of background checks is the responsibility of the Vendor.

1.18 Confidentiality and Independent Contractor Status

As appropriate, Contractor shall be required to comply with the Confidentiality provision sub-paragraph 7.6 and the Independent Contractor Status sub-paragraph 8.21 in Appendix H, Master Agreement.

1.19 Conflict of Interest

No County employee whose position in the County enables him/her to influence the selection of a Contractor for this RFSQ, or any competing RFSQ, nor any spouse of economic dependent of such employees, shall be employed in any capacity by a Vendor or have any other direct or indirect financial interest in the selection of a Contractor. Vendor shall certify that he/she is aware of and has read Section 2.180.010 of the Los Angeles County Code as stated in Appendix A - Required Forms Exhibit 3, Certification of No Conflict of Interest.

1.20 Determination of Vendor Responsibility

- 1.20.1 A responsible Vendor is a Vendor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Vendors.
- 1.20.2 Vendors are hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may determine whether the Vendor is responsible based on a review of the Vendor's performance on any contracts, including but not limited to County contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by the Vendor against public entities. Labor law violations which are the fault of the subcontractors and of which the Vendor had no knowledge shall not be the basis of a determination that the Vendor is not responsible.
- 1.20.3 The County may declare a Vendor to be non-responsible for purposes of this Master Agreement if the Board of Supervisors, in its discretion, finds that the Vendor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on

the Vendor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or omission which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity.

- 1.20.4 If there is evidence that the Vendor may not be responsible, the Department shall notify the Vendor in writing of the evidence relating to the Vendor's responsibility, and its intention to recommend to the Board of Supervisors that the Vendor be found not responsible. The Department shall provide the Vendor and/or the Vendor's representative with an opportunity to present evidence as to why the Vendor should be found to be responsible and to rebut evidence which is the basis for the Department's recommendation.
- 1.20.5 If the Vendor presents evidence in rebuttal to the Department, the Department shall evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the Board of Supervisors. The final decision concerning the responsibility of the Vendor shall reside with the Board of Supervisors.
- 1.20.6 These terms shall also apply to proposed subcontractors of Vendors on County contracts.

1.21 Vendor Debarment

- 1.21.1 The Vendor is hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may debar the Vendor from bidding or proposing on, or being awarded, and/or performing work on other County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and the County may terminate any or all of the Vendor's existing contracts with County, if the Board of Supervisors finds, in its discretion, that the Vendor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Vendor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity.
- 1.21.2 If there is evidence that the apparent highest ranked Vendor may be subject to debarment, the Department shall notify the Vendor in writing of the evidence which is the basis for the proposed debarment, and shall

advise the Vendor of the scheduled date for a debarment hearing before the Contractor Hearing Board.

- 1.21.3 The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. The Vendor and/or Vendor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Vendor should be debarred, and, if so, the appropriate length of time of the debarment. The Vendor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
- 1.21.4 After consideration of any objections, or if no objections are received, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- 1.21.5 If a Vendor has been debarred for a period longer than five (5) years, that Vendor may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Vendor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.
- 1.21.6 The Contractor Hearing Board will consider requests for review of a debarment determination only where (1) the Vendor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

- 1.21.7 The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- 1.21.8 These terms shall also apply to proposed subcontractors of Vendors on County contracts.
- 1.21.9 Appendix E provides a link to the County's website where there is a listing of Contractors that are currently on the Debarment List for Los Angeles County.

1.22 Vendor's Adherence to County Child Support Compliance Program

Contractors shall 1) fully comply with all applicable State and Federal reporting requirements relating to employment reporting for its employees; and 2) comply with all lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and continue to maintain compliance during the term of any contract that may be awarded pursuant to this solicitation. Failure to comply may be cause for termination of a Master Agreement or initiation of debarment proceedings against the non-compliant Contractor (County Code Chapter 2.202).

1.23 Gratuities

1.23.1 Attempt to Secure Favorable Treatment

It is improper for any County officer, employee or agent to solicit consideration, in any form, from a Vendor with the implication, suggestion or statement that the Vendor's provision of the consideration may secure more favorable treatment for the Vendor in the award of a Master Agreement or that the Vendor's failure to provide such consideration may negatively affect the County's consideration of the Vendor's submission. A Vendor shall not offer or give either directly or through an intermediary, consideration, in any form, to a County officer, employee or agent for the purpose of securing favorable treatment with respect to the award of a Master Agreement.

1.23.2 Vendor Notification to County

A Vendor shall immediately report any attempt by a County officer, employee or agent to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861. Failure to report such a solicitation may result in the Vendor's submission being eliminated from consideration.

1.23.3 Form of Improper Consideration

Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

1.24 Notice to Vendors Regarding the County Lobbyist Ordinance

The Board of Supervisors of the County of Los Angeles has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the "Lobbyist Ordinance", defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in County Code Chapter 2.160. In effect, each person, corporation or other entity that seeks a County permit, license, franchise or contract must certify compliance with the ordinance. As part of this solicitation process, it will be the responsibility of each Vendor to review the ordinance independently as the text of said ordinance is not contained within this RFSQ. Thereafter, each person, corporation or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by Los Angeles County Code Section 2.160.010, retained by the Vendor is in full compliance with Chapter 2.160 of the Los Angeles County Code and each such County Lobbyist is not on the Executive Office's List of Terminated Registered Lobbyists by completing and submitting the Familiarity with the County Lobbyist Ordinance Certification, as set forth in Appendix A - Required Forms Exhibit 6, as part of their SOQ.

1.25 Federal Earned Income Credit

The Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in the Internal Revenue Service Notice No. 1015. Reference Appendix F.

1.26 Consideration of GAIN/GROW Participants for Employment

As a threshold requirement for consideration of a Master Agreement, Vendors shall demonstrate a proven record of hiring participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) or General Relief Opportunity for Work (GROW) Programs or shall attest to a willingness to consider GAIN/GROW participants for any future employment openings if they meet the minimum qualifications for that opening. Vendors shall attest to a willingness to provide employed GAIN/GROW participants access to the Vendor's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities. Vendors who are unable to meet this requirement shall not be considered for a Master Agreement.

Vendors shall complete and return the form, Attestation of Willingness to Consider GAIN/GROW Participants, as set forth in Appendix A - Required Forms Exhibit 10, as part of their SOQ.

1.27 County's Quality Assurance Plan

After award of a Master Agreement and subsequent Purchase Order(s), the County or its agent will monitor the Contractor's performance under the Master Agreement and Purchase Order on an annual basis. Such monitoring will include assessing Contractor's compliance with all terms and conditions in the Master Agreement and performance standards identified in the Purchase Order. Contractor's deficiencies which the County determines are significant or continuing and that may jeopardize performance of this Master Agreement and subsequent Purchase Orders will be reported to the County's Board of Supervisors. The report will include improvement/corrective action measures taken by the County and Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate the Master Agreement and/or Purchase Order in whole or in part, or impose other penalties as specified in the Master Agreement.

1.28 Recycled Bond Paper

Vendor shall be required to comply with the County's policy on recycled bond paper as specified in Appendix H - Master Agreement, sub-paragraph 8.38.

1.29 Safely Surrendered Baby Law

The contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The information is set forth in Appendix G (Safely Surrendered Baby Law) of this solicitation document. Additional information is available at www.babysafela.org.

1.30 County Policy on Doing Business with Small Business

- 1.30.1 The County has multiple programs that address small businesses. The Board of Supervisors encourages small business participation in the County's contracting process by constantly streamlining and simplifying our selection process and expanding opportunities for small businesses to compete for our business.
- 1.30.2 The Local Small Business Enterprise Preference Program, requires the Company to complete a certification process. This program and how to obtain certification are further explained in sub-paragraph 1.32 of this Section.
- 1.30.3 The Jury Service Program provides exceptions to the Program if a company qualifies as a Small Business. It is important to note that each Program has a different definition for Small Business. You may qualify

as a Small Business in one Program but not the other. Further explanation of the Jury Service Program is provided in sub-paragraph 1.31 of this Section.

- 1.30.4 The County also has a Policy on Doing Business with Small Business that is stated in Appendix C.

1.31 Jury Service Program

The prospective contract is subject to the requirements of the County's Contractor Employee Jury Service Ordinance ("Jury Service Program") (Los Angeles County Code, Chapter 2.203). Prospective Contractors should carefully read the Jury Service Ordinance, Appendix D, and the pertinent jury service provisions of the Appendix H - Master Agreement, sub-paragraph 8.7, both of which are incorporated by reference into and made a part of this RFSQ. The Jury Service Program applies to both Contractors and their Subcontractors. SOQs that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.

- 1.31.1 The Jury Service Program requires Contractors and their Subcontractors to have and adhere to a written policy that provides that its employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the employee's regular pay the fees received for jury service. For purposes of the Jury Service Program, "employee" means any California resident who is a full-time employee of a Contractor and "full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) the Contractor has a long-standing practice that defines the lesser number of hours as full-time. Therefore, the Jury Service Program applies to all of a Contractor's full-time California employees, even those not working specifically on the County project. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program.
- 1.31.2 There are two ways in which a Contractor might not be subject to the Jury Service Program. The first is if the Contractor does not fall within the Jury Service Program's definition of "Contractor". The Jury Service Program defines "Contractor" to mean a person, partnership, corporation or other entity which has a contract with the County or a Subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. The second is if the Contractor meets one of the two exceptions to the Jury Service Program.

The first exception concerns small businesses and applies to Contractors that have 1) ten or fewer employees; and, 2) annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract is less than \$500,000, and, 3) is not an “affiliate or subsidiary of a business dominant in its field of operation”. The second exception applies to Contractors that possess a collective bargaining agreement that expressly supersedes the provisions of the Jury Service Program. The Contractor is subject to any provision of the Jury Service Program not expressly superseded by the collective bargaining agreement.

- 1.31.3 If a Contractor does not fall within the Jury Service Program’s definition of “Contractor” or if it meets any of the exceptions to the Jury Service Program, then the Contractor must so indicate in the Contractor Employee Jury Service Program Certification Form and Application for Exception, as set forth in Appendix A - Required Forms Exhibit 11, and include with its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable. Upon reviewing the Contractor’s application, the County will determine, in its sole discretion, whether the Contractor falls within the definition of Contractor or meets any of the exceptions to the Jury Service Program. The County’s decision will be final.

1.32 Local Small Business Enterprise (LSBE) Preference Program

- 1.32.1 In reviewing Purchase Order Bids, the County will give LSBE preference to businesses that meet the definition of a LSBE, consistent with Chapter 2.204.030C.1 of the Los Angeles County Code. An LSBE is defined as a business: 1) certified by the State of California as a small business and has had its principal place of business located in Los Angeles County for at least one year; or 2) certified as a small business enterprise with other certifying agencies pursuant to the Department of Consumer and Business Affairs’s (DCBA) inclusion policy that: a) has its principal place of business located in Los Angeles County, and b) has revenues and employee sizes that meet the State’s Department of General Services requirements. The business must be certified by the Department of Consumer and Business Affairs as meeting the requirements set forth above prior to requesting the LSBE Preference in a solicitation.
- 1.32.2 To apply for certification as an LSBE, businesses should contact the Department of Consumer and Business Affairs at <http://dcba.lacounty.gov>
- 1.32.3 Certified Local SBEs may only request the preference in each of their Purchase Order Bid responses and may not request the preference unless the certification process has been completed and certification is

affirmed. Businesses must complete and submit the Request for Preference Program Consideration with each Purchase Order Bid response and submit a letter of certification from the DCBA with their bid.

- 1.32.4 Information about the State's small business enterprise certification regulations is in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Small Business Certification and Resources Web site at <http://www.pd.dgs.ca.gov/smbus/default>

1.33 Local Small Business Enterprise (SBE) Prompt Payment Program

It is the intent of the County that Certified LSBEs receive prompt payment for services they provide to County Departments. Prompt payment is defined as 15 calendar days after receipt of an undisputed invoice.

1.34 Notification to County of Pending Acquisitions/Mergers by Proposing Company

The Vendor shall notify the County of any pending acquisitions/mergers of their company. This information shall be provided by the Vendor on Appendix A- Required Forms - Exhibit 2, Vendor's Organization Questionnaire/Affidavit and CBE Information. Failure of the Vendor to provide this information may eliminate its SOQ from any further consideration.

1.35 Social Enterprise (SE) Preference Program

- 1.35.1 In reviewing Purchase Order Bids, the County will give preference during the solicitation process to businesses that meet the definition of a SE, consistent with Chapter 2.205 of the Los Angeles County Code. A SE is defined as:

- 1) A business that qualifies as a SE and has been in operation for at least one year (1) providing transitional or permanent employment to a Transitional Workforce or providing social, environmental and/or human justice services; and
- 2) A business certified by the Department of Consumer and Business Affairs (DCBA) as a SE.

- 1.35.2 The DCBA shall certify that a SE meets the criteria set forth in Section 1.35.1.

- 1.35.3 Certified SEs may only request the preference in each of their Purchase Order Bid responses and may not request the preference unless the certification process has been completed and certification is affirmed. Businesses must complete and submit the Request for Preference

Program Consideration with each response and submit a letter of certification from the DCBA with their bid.

- 1.35.4 Further information on SEs is also available on the DCBA's website at: <http://dcba.lacounty.gov>.

1.36 Business Associate Agreement Under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA")

Contractor shall be required to comply with the Administrative Simplification requirements of the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) as in effect and as may be amended, as contained in Appendix H, Master Agreement.

1.37 Intentionally Omitted

1.38 Defaulted Property Tax Reduction Program

The prospective contract is subject to the requirements of the County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program") (Los Angeles County Code, Chapter 2.206). Prospective Contractors should carefully read the Defaulted Tax Program Ordinance, Appendix J, and the pertinent provisions of the Master Agreement, Appendix H, Sub-paragraph 8.50 and 8.51, both of which are incorporated by reference into and made a part of this solicitation. The Defaulted Tax Program applies to both Contractors and their Subcontractors.

Vendors shall be required to certify that they are in full compliance with the provisions of the Defaulted Tax Program and shall maintain compliance during the term of any contract that may be awarded pursuant to this solicitation or shall certify that they are exempt from the Defaulted Tax Program by completing Certification of Compliance with The County's Defaulted Property Tax Reduction Program, Exhibit 12 in Appendix A – Required Forms. Failure to maintain compliance, or to timely cure defects, may be cause for termination of a contract or initiation of debarment proceedings against the non-compliance contractor (Los Angeles County Code, Chapter 2.202).

SOQs that fail to comply with the certification requirements of the Defaulted Tax Program will be considered non-responsive and excluded from further consideration.

1.39 Disabled Veteran Business Enterprise (DVBE) Preference Program

- 1.39.1 In reviewing Purchase Order Bids, the County will give preference during the solicitation process to businesses that meet the definition of a DVBE, consistent with Chapter 2.211 of the Los Angeles County Code.

A DVBE vendor is defined as:

- 1) A business which is certified by the State of California as a DVBE;
or

- 2) A business which is verified as a service-disabled veteran-owned small business (SDVOSB) by the Veterans Administration.
 - 3) A business certified as DVBE with other certifying agencies pursuant to the Department of Consumer and Business Affairs' (DCBA) inclusion policy that meets the criteria set forth by the agencies in 1 and 2 above.
- 1.39.2 The DCBA shall certify that a DVBE is currently certified by the State of California, by the U.S. Department of Veteran Affairs, or is determined by the DCBA' inclusion policy that meets the criteria set forth by the agencies in Section 1.39.1, 1 or 2 above.
- 1.39.3 Certified DVBEs may only request the preference in each of their Purchase Order Bid responses and may not request the preference unless the certification process has been completed and certification is affirmed. Businesses must complete and submit the Request for Preference Program Consideration with each Purchase Order Bid response and submit a letter of certification from the DCBA with their bid.
- 1.39.4 Information about the State's DVBE certification regulations is found in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Disabled Veteran Business Certification and Resources Website at <http://www.dgs.ca.gov/pd/Home.aspx>
- 1.39.5 Information on the Department of Veteran Affairs SDVOSB certification regulations is found in the Code of Federal Regulations, 38CFR 74 and is also available on the Department of Veterans Affairs Website at: <http://www.vetbiz.gov/>

1.40 Time Off for Voting

The Contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than 10 days before every statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

1.41 Vendor's Acknowledgement of County's Commitment to Zero Tolerance Policy on Human Trafficking

On October 4, 2016, the Los Angeles County Board of Supervisors approved a motion taking significant steps to protect victims of human trafficking by establishing a zero tolerance policy on human trafficking. The policy prohibits Vendors engaged in human trafficking from receiving Master Agreement awards or performing services under a County Master Agreement.

Vendors are required to complete Exhibit 15 (Zero Tolerance Human Trafficking Policy Certification) in Appendix A (Required Forms), certifying that they are in full compliance with the County's Zero Tolerance Policy on Human Trafficking provision as defined in Section 8.53 (Compliance with County's Zero Tolerance Policy on Human Trafficking) of Appendix H (Sample Master Agreement). Further, contractors are required to comply with the requirements under said provision for the term of any Master Agreement awarded pursuant to this solicitation.

1.42 Integrated Pest Management (IPM) Program Compliance

1.42.1 The County of Los Angeles is a permittee to a National Pollutant Discharge Elimination System Permit (NPDES Permit) issued by the Los Angeles Regional Water Quality Control Board to reduce or eliminate pollutants moved into surface water through storm water management systems and facilities. One of the conditions of the NPDES Permit is the implementation of an Integrated Pest Management Program (IPM Program) crafted to reduce the impact of pesticides and fertilizers to surface water.

1.42.2 The prospective contract is subject to the requirements of the County's IPM Program. Two main components of the Program include a training component for contractor employees who apply pesticides on County owned or maintained property, as well as monthly and annual reporting to the Los Angeles County Department of Agricultural Commissioner/ Weights and Measures (ACWM).

1.42.3 Vendors are required to complete Exhibit 14 (Integrated Pest Management Program Compliance Certification) in Appendix D (Required Forms), acknowledging and certifying compliance with the County's Integrated Pest Management Program, Section 8.54 (Compliance with County's Integrated Pest Management Program) of Appendix H (Sample Master Agreement). Further, contractors are required to comply with the requirements under said provision for the term of any contract awarded pursuant to this solicitation.

2.0 INSTRUCTIONS TO VENDORS

This Section contains key project dates and activities as well as instructions to Vendors in how to prepare and submit their Statement of Qualifications (SOQ).

2.1 County Responsibility

The County is not responsible for representations made by any of its officers or employees prior to the execution of the Master Agreement unless such understanding or representation is included in the Master Agreement.

2.2 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with an SOQ shall be sufficient cause for rejection of the SOQ. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.

2.3 RFSQ Timetable

The timetable for this RFSQ is as follows:

- Release of RFSQ04/13/17
- Request for a Solicitation Requirements Review Due04/20/17
- Written Questions Due04/27/17
- Questions and Answers Released05/03/17
- **SOQ due**..... Continuous

NOTE: The County will continuously accept SOQs throughout the duration of the Master Agreement to qualify Vendors. SOQs submitted by the date identified above will be initially reviewed. Subsequent to this date, SOQs will be reviewed as they are received to determine Vendor's qualifications.

2.4 Solicitation Requirements Review

Any person or entity may seek a Solicitation Requirements Review by submitting Appendix B - Transmittal Form to Request a Solicitation Requirements Review to the Department conducting the solicitation as described in this Section. A request for a Solicitation Requirements Review may be denied, in the Department's sole discretion, if the request does not satisfy all of the following criteria:

1. The request for a Solicitation Requirements Review is received by the department by April 20, 2017.
2. The request for a Solicitation Requirements Review includes documentation, which demonstrates the underlying ability of the person or entity to submit a SOQ.

3. The request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
4. The request for a Solicitation Requirements Review asserts either that:
 - a. application of the minimum qualifications, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or,
 - b. due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective Vendor.

The Solicitation Requirements Review shall be completed and the Department's determination shall be provided to the requesting person or entity, in writing, within a reasonable time prior to the SOQ due date.

2.5 Vendors' Questions

Vendors may submit written questions regarding this RFSQ by mail, or e-mail to the individual identified below. All questions must be received by April 27, 2017. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFSQ.

When submitting questions, please specify the RFSQ section number, paragraph number, and page number and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFSQ. County reserves the right to group similar questions when providing answers.

Questions may address concerns that the application of minimum requirements, evaluation criteria and/or business requirements would unfairly disadvantage Vendors or, due to unclear instructions, may result in the County not receiving the best possible responses from Vendor.

Questions should be addressed to:

Internal Services Department
Attention: Tatiana Menendez, Contract Analyst
1100 N. Eastern Ave., Room 101
Los Angeles, CA 90063
e-mail address: tmenendez@isd.lacounty.gov

2.6 Intentionally Omitted

2.7 Preparation and Format of the SOQ

All SOQs must be bound and submitted in the prescribed format. Any SOQ that deviates from this format may be rejected without review at the County's sole discretion.

The content and sequence of the SOQ must be as follows:

- Table of Contents
- Vendor's Qualifications (Section A)
 - Vendor's Background and Experience (Section A.1)
 - Vendor's References (Section A.2)
 - Vendor's Pending Litigation and Judgments (Section A.3)
 - Required Forms (Section A.4)
- Proof of Insurability (Section B)
- Proof of Licenses and/or Certifications (Section C)

2.7.1 Table of Contents

The Table of Contents must be a comprehensive listing of material included in the SOQ. This section must include a clear definition of the material, identified by sequential page numbers and by section reference numbers.

2.7.2 Vendor's Qualifications (Section A)

Demonstrate that the Vendor's organization has the experience to perform the required services. The following sections must be included:

A. Vendor's Background and Experience (Section A.1)

The Vendor shall complete, sign and date the Vendor's Organization Questionnaire/Affidavit and CBE Information– Exhibit 2 as set forth in Appendix A. **The person signing the form must be authorized to sign on behalf of the Vendor and to bind the vendor in a Master Agreement.** Provide a summary of relevant background information to demonstrate that the Vendor meets the minimum qualifications stated in sub-paragraph 1.4 of this RFSQ and has the capability to perform the required services as a corporation or other entity.

Taking into account the structure of the Vendor's organization, Vendor shall determine which of the below referenced supporting documents the County requires. If the Vendor's organization does not fit into one of these categories, upon receipt of the SOQ or at some later time, the County may, in its discretion, request additional documentation regarding the Vendor's business organization and authority of individuals to sign Master Agreements.

If the below referenced documents are not available at the time of SOQ submission, Vendors must request the appropriate documents from the California Secretary of State and provide a statement on the status of the request.

Required Support Documents:

Corporations or Limited Liability Company (LLC):

The Vendor must submit the following documentation with the SOQ:

- 1) A copy of a "Certificate of Good Standing" with the state of incorporation/organization.
- 2) A conformed copy of the most recent "Statement of Information" as filed with the California Secretary of State listing corporate officers or members and managers.

Limited Partnership:

The Vendor must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State, and any amendments.

Summary of Categories

Vendor must provide a brief description of each category of service it intends to qualify for under this RFSQ. A summary of each category is provided below which includes, but is not limited to the following activities.

I. Abatement & Remediation

A. Asbestos Abatement & Remediation

Providing asbestos abatement and remediation services, including analysis, clean-up, removal and disposal of asbestos-containing materials, and meet the requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

B. Lead Abatement & Remediation

Provide lead abatement services, including analysis, clean-up removal and disposal of lead-containing materials, and meet the requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

C. Mold Abatement & Remediation

Provide mold abatement and remediation services, including analysis, clean-up and/or drying, dehumidifying, or gamma radiation of mold affected sites and materials, and meet the requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

D. Smoke/Water Damage

Provide cleaning and restoration services, and meet the requirement of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

II. Consultants

A. Asbestos Consultants

Provide service as an asbestos consultant performing site surveillance and testing, site audits, preparing audit reports, and meet the requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

B. Environmental Consultants

Provide service as an environmental consultant conducting air and water sampling and monitoring, site surveillance and testing, preparing reports, and meet the requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

C. Lead Consultants

Provide service as a lead consultant conducting inspections for lead-laden components, risk assessment, writing specifications, project design and monitoring, and meet the requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

D. Parking Consultants

Provide technical consulting service in the development, evaluation and/or acquisition of parking resources, and meet the minimum requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

E. Site Surveillance Technicians

Provide site surveillance services related to asbestos, lead, mold or other environmental issues and meet the minimum requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

F. Mold Consultant

Provide mold consulting services for mold or water damage related matters including but not limited to, inspection, assessment, evaluation, sampling, lab sample interpretation, and subsequent recommendations. Meet the minimum requirements of sub-paragraph 1.5, Specific Category Qualifications, and verify years of experience conducting mold investigations.

Provide documentation to substantiate qualifications which include (1) a copy of the CIH Certificate, (2) past projects to demonstrate years of experience, (3) accurate contact information for references and (4) three copies of redacted mold investigation final reports. (Redacted: ALL client and facility location identifying information.)

III. General Services

A. Duct Cleaning Services

Provide commercial duct cleaning service including scraping and steam cleaning HVAC systems in confined spaces and meet the minimum requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

B. Moving, Relocation and/or Storage Services

Providing moving, relocation and/or storage service of computer equipment, office furniture, and various fixtures and equipment, and meet the minimum requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

C. Pest Control and Termite Extermination

Provide pest control services including extermination and control of creeping, crawling, flying pests, termites, rodents, possums, reptiles, birds, etc., and meet the minimum requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

D. As-Needed Drought-Related Landscaping Services

Provide As-Needed Drought-Related Landscaping Services, services, including but not limited to: installation of efficient evapotranspiration controls and water management systems; design and installation of water

conserving irrigations systems including micro-irrigation and drip systems as well as conventional irrigation systems, and meet the minimum requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

E. As-Needed Storm Water Drain Maintenance and Repair Services

Provide As-Needed preventive maintenance and/or repair services for storm water drains, V or U drains/ditches, basins (e.g. settling pond, catch basins). Services included, but not limited to, debris removal services for water drainage wells (Class V), and unclogging and repair of catch basins, settling ponds and storm water drains. Meet the minimum requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and Sub-paragraph 1.5, Specific Category Qualifications.

F. As-Needed Pressure Washing Services

Provide As-Needed pressure washing services for removal of residues from surfaces. Services include, but not limited to, stairwells, sidewalks, parking structures, and landings, adjacent to the buildings in compliance with all applicable environmental laws and regulations. Meet the minimum requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and Sub-paragraph 1.5, Specific Category Qualifications.

G. Environmental Lab Services

Provide Environmental Lab Services, and meet the requirement of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

IV. Waste and Rubbish

A. Electronic Waste Collectors/Recyclers Services

Provide collection and disposal of various electronic equipment and components and meet the minimum requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

B. Hazardous/non-hazardous Waste Removal & Disposal

Provide cleanup, removal and disposal of hazardous/non-hazardous waste, including but not limited to analysis, packing and transport of materials, such as, medical waste, contaminated soils, flammables, carcinogens, toxins, electronic waste, and non-hazardous materials, such as, grease/oil products, waste water treatment, and meet the minimum requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and sub-paragraph 1.5, Specific Category Qualifications.

C. Medical Waste Removal & Disposal

Provide Medical Waste Removal & Disposal services including but not limited to pick up, removal, transportation and disposal of medical waste from various County locations, and meet the minimum requirements of sub-paragraph 1.4 – Vendors Minimum Qualifications and Sub-paragraph 1.5 – Specific Category Qualifications.

D. Rubbish Removal/Disposal Service

Provide Rubbish Removal/Disposal services including but not limited to pick up and disposal of standard waste products from various County locations, and meet the minimum requirements of sub-paragraph 1.4 – Vendors Minimum Qualifications and Sub-paragraph 1.5 – Specific Category Qualifications.

E. Chemical Portable Toilets

Provide Chemical Portable Toilets services and waste management to departments in the County of Los Angeles, and meet the minimum requirements of sub-paragraph 1.4 – Vendors Minimum Qualifications and Sub-paragraph 1.5 – Specific Category Qualifications.

F. Domestic Fresh Water and/or Wastewater Treatment

Provide Domestic Fresh Water and/or Wastewater Treatment services including but not limited to testing, chlorinating and any related repair and/or maintenance services (i.e., meters, tanks, pumps, wells and filtration systems etc.), and meet the minimum requirements of sub-paragraph 1.4 – Vendors Minimum Qualifications and Sub-paragraph 1.5 – Specific Category Qualifications.

G. Class A Infectious Substance/Waste Decontamination & Removal

Provide decontamination and removal of Class A infectious substances and waste services and meet the minimum requirements of sub-paragraph 1.4 – Vendors Minimum Qualifications and Sub-paragraph 1.5 – Specific Category Qualifications.

H. Class A Infectious Substance/Waste Transport & Disposal

Provide transport and disposal of Class A infectious substances and waste and meet the minimum requirements of sub-paragraph 1.4 – Vendors Minimum Qualifications and Sub-paragraph 1.5 – Specific Category Qualifications.

I. Solid/Organic Waste Removal, Disposal and Recycling Service

Provide solid waste removal/disposal services, organic and non-organic waste recycling services, and submit waste reports/data via the County of Los Angeles' Solid Waste Information Management System. Meet the minimum requirements of sub-paragraph 1.4, Vendors Minimum Qualifications and Sub-paragraph 1.5, Specific Category Qualifications.

B. Vendor's References (Section A.2)

It is the Vendor's sole responsibility to ensure that the firm's name, and point of contact's name, title and phone number for each reference is accurate. The same references may be listed on both forms – Prospective Contractor References/Prospective Contractor List of Contracts - Exhibits 7 and 8 as set forth in Appendix A.

County may disqualify a Vendor if:

- references fail to substantiate Vendor's description of the services provided; or
- references fail to support that Vendor has a continuing pattern of providing capable, productive and skilled personnel, or
- the Department is unable to reach the point of contact with reasonable effort. It is the Vendor's responsibility to inform the point of contact of normal working hours.

The Vendor must complete and include Required Forms, Exhibits 7, 8 and 9 as set forth in Appendix A.

a. Prospective Contractor References, Exhibit 7

Vendor must provide five (5) references where the same or similar scope of services were provided.

b. Prospective Contractor List of Contracts, Exhibit 8

The listing must include all Public Entities contracts for the last three (3) years. A photocopy of this form should be used if necessary.

c. Prospective Contractor List of Terminated Contracts, Exhibit 9

Listing must include contracts terminated within the past three (3) years with a reason for termination.

C. Vendor's Pending Litigation and Judgments (Section A.3)

Identify by name, case and court jurisdiction any pending litigation in which Vendor is involved, or judgments against Vendor in the past five (5) years. Provide a statement describing the size and scope of any pending or threatening litigation against the Vendor or principals of the Vendor.

2.7.3 Required Forms (Section A.4)

Include the following forms as provided in Appendix A – Required Forms. Complete, sign and date all forms.

Exhibit 1 - Statement of Qualifications Submittal Form

Exhibit 2 - Vendor's Organization Questionnaire/Affidavit and CBE Information

Exhibit 3 - Certification of No Conflict of Interest

Exhibit 4 - Vendor's Equal Employment Opportunity (EEO) Certification

Exhibit 5 - Request for Preference Program Consideration

Exhibit 6 - Familiarity with the County Lobbyist Ordinance Certification

Exhibit 7 - Prospective Contractor References

Exhibit 8 - Prospective Contractor List of Contracts

Exhibit 9 - Prospective Contractor List of Terminated Contracts

Exhibit 10 - Attestation of Willingness to Consider GAIN/GROW Participants

Exhibit 11 - County of Los Angeles Contractor Employee Jury Service Program Certification Form and Application for Exception

- Exhibit 12 - Certification of Compliance with the County's Defaulted Property Tax Reduction Program.
- Exhibit 13 - Two (2) originals of the Authorization of Master Agreement for Facility Ancillary Services, "Signature Page" of the Master Agreement
- Exhibit 14 - Contractor's Administration
- Exhibit 15 - Zero Tolerance Human Trafficking Policy Certification
- Exhibit 16 - Contractor Acknowledgement and Confidentiality Agreement
- Exhibit 17 - Integrated Pest Management Program Compliance Certification

2.7.4 Proof of Insurability (Section B)

Vendor must provide proof of insurance that meets all insurance requirements set forth in the Appendix H - Master Agreement, subparagraphs 8.23 and 8.24.

Vendor must name County of Los Angeles, its Special Districts, officials, officers, and employees as additional insured as set forth in Appendix H – Master Agreement, subparagraph 8.23.1. If a vendor does not currently have the County listed as an additional insured vendor may: 1) provide a letter with the SOQ from a qualified insurance carrier indicating a willingness to provide the additional insured coverage should the vendor be selected to receive a Purchase Order under Master Agreement.

The additional insured coverage may then be submitted when the vendor submits a bid on a Purchase Order or provide a letter from a qualified insurance carrier stating that the additional insured coverage will be provided within forty-eight (48) hours of receiving a Purchase Order.

2.7.5 Proof of Licenses and/or Certifications (Section C)

Vendor must furnish a copy of all applicable licenses as set forth in subparagraph 1.5 Specific Category Qualifications

2.8 SOQ Submission

The original SOQ and one (1) labeled copy shall be enclosed in a sealed envelope, plainly marked in the upper left-hand corner with the name and address of the vendor and bear the words: **"SOQ 104569 FOR FACILITY ANCILLARY SERVICES"**

The SOQ and any related information shall be delivered or mailed to:

Internal Services Department
Attention: Tatiana Menendez, Contract Analyst
1100 N. Eastern Ave., Room 101
Los Angeles, CA 90063

It is the sole responsibility of the submitting Vendor to ensure that its SOQ is received before the submission deadline, identified in sub-paragraph 2.3. Submitting Vendors shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

2.9 Acceptance of Terms and Conditions of Master Agreement

Vendors understand and agree that submission of the SOQ constitutes acknowledgement and acceptance of, and a willingness to comply with, all terms and conditions of the Appendix H - Master Agreement.

2.10 SOQ Withdrawals

The Vendor may withdraw its SOQ at any time prior to award of Master Agreement, upon written request for same to:

Internal Services Department
Attention: Tatiana Menendez, Contract Analyst
1100 N. Eastern Ave., Room 101
Los Angeles, CA 90063
e-mail address: tmenendez@isd.lacounty.gov

3.0 SOQ REVIEW/SELECTION/QUALIFICATION PROCESS

3.1 Review Process

SOQs will be subject to a detailed review by qualified County staff. The review process will include the following steps:

3.1.1 Adherence to Minimum Qualifications

County shall review the Vendor's Organization Questionnaire/Affidavit and CBE Information – Exhibit 2 of Appendix A, Required Forms, and determine if the Vendor meets the minimum qualifications as outlined in sub-paragraph 1.4 of this RFSQ.

Failure of the Vendor to comply with the minimum qualifications may eliminate its SOQ from any further consideration. The Department may elect to waive any informality in an SOQ if the sum and substance of the SOQ is present.

3.1.2 Vendor's Qualifications (Section A)

County's review shall include the following:

- Vendor's Background and Experience as provided in Section A.1 of the SOQ.
- Vendor's References as provided in Section A.2. The review will include verification of references submitted, a review of the County's Contract Database and Contractor Alert Reporting Database, if applicable, reflecting past performance history on County or other contracts, and a review of terminated contracts.
- A review to determine the magnitude of any pending litigation or judgments against the Vendor as provided in Section A.3.

3.1.3 Required Forms

All forms listed in Section 2, sub-paragraph 2.7.3 must be included in Section A.4 of the SOQ.

3.1.4 Proof of Insurability

Review the proof of insurability provided in **Section B** of the SOQ.

3.1.5 Proof of Licenses

Review the proof of licenses provided in **Section C** of the SOQ.

3.2 Disqualification Review

An SOQ may be disqualified from consideration because a Department determined it was non-responsive at any time during the review/evaluation process. If a Department determines that an SOQ is disqualified due to non-responsiveness, the Department shall notify the Vendor in writing.

Upon receipt of the written determination of non-responsiveness, the Vendor may submit a written request for a Disqualification Review within the timeframe specified in the written determination.

A request for a Disqualification Review may, in the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The person or entity requesting a Disqualification Review is a Vendor;
2. The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination); and
3. The request for a Disqualification Review asserts that the Department's determination of disqualification due to non-responsiveness was erroneous (e.g. factual errors, etc.) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.

The Disqualification Review shall be completed and the determination shall be provided to the requesting Vendor, in writing, prior to the conclusion of the evaluation process.

3.3 Selection/Qualification Process

The Department generally selects Vendors that have experience in providing a broad range of Facility Ancillary Services. However, in order to insure the Department has at its disposal a varied pool of qualified Contractors, the Department may offer Master Agreements to Vendors that offer a narrow scope of services in more highly specialized areas.

3.4 Master Agreement Award

Vendors who are notified by the Department that they appear to have the necessary qualifications and experience (i.e., they are qualified) may still not be recommended for a Master Agreement if other requirements necessary for award have not been met. Other requirements may include acceptance of the terms and conditions of the Master Agreement, and/or satisfactory documentation that required insurance will be obtained. Only when all such matters have been demonstrated to the Department's satisfaction can a Vendor, which is otherwise deemed qualified, be regarded as "selected" for recommendation of a Master Agreement.

The Department will execute Board of Supervisors-authorized Master Agreements with each selected Vendor. All Vendors will be informed of the final selections.

FACILITY ANCILLARY SERVICES MASTER AGREEMENT STATEMENT OF QUALIFICATION SUBMITTAL FORM

This serves as an application for the Facility Ancillary Services Master Agreement.

To Complete the Statement of Qualification:

1. Check off/fill out all the requirements met and sign form
 - Minimum Qualifications (applies to all vendors)
 - Category Specific Qualifications (only complete sections in categories you intend to apply for)
2. Attach all applicable documents listed in Required Forms section
3. Attach copies of the licenses/certificates/proof registrations checked off in specific categories
4. Vendor acknowledges and certifies that it meets the Minimum Qualifications listed in Paragraph 1.4 - Minimum Qualifications, and the applicable requirements of Paragraph 2.7.2 – Vendor’s Qualifications of this Request for Statement of Qualifications (RFSQ).

1.4 MINIMUM QUALIFICATIONS

APPLICATION CATEGORIES (check all that apply)	YEARS PERFORMING SERVICE (within the last 5 years)
ABATEMENT & REMEDIATION GROUP	
☐ Asbestos Abatement	_____ yrs
☐ Lead Abatement	_____ yrs
☐ Mold Abatement	_____ yrs
☐ Smoke/Water Damage	_____ yrs
CONSULTANTS GROUP	
☐ Asbestos Consultant	_____ yrs
☐ Environmental Consultants	_____ yrs
☐ Lead Consultants	_____ yrs
☐ Parking Consultant Services	_____ yrs (10yrs Rqd.)
☐ Site Surveillance Technicians	_____ yrs
☐ Mold Consultant	_____ yrs (5yrs Rqd.)
GENERAL SERVICES GROUP	
☐ Duct Cleaning Services	_____ yrs
☐ Moving, Relocation and/or Storage Services	_____ yrs
☐ Pest Control and Termite Extermination	_____ yrs
☐ As-Needed Drought-Related Landscaping Services	_____ yrs
☐ As-Needed Storm Water Drain Maintenance and Repair Services	_____ yrs
☐ As-Needed Pressure Washing Services	_____ yrs
☐ Environmental Lab Services	_____ yrs
WASTE GROUP	
☐ Electronic Waste-Collectors/Recyclers	_____ yrs
☐ Hazardous/non-Hazardous Waste Removal & Disposal	_____ yrs
☐ Medical Waste Removal & Disposal	_____ yrs
☐ Rubbish Removal and Disposal Services	_____ yrs
☐ Chemical Portable Toilets	_____ yrs
☐ Domestic Fresh Water and/or Wastewater Treatment	_____ yrs
☐ Class A Infectious Substance/Waste Decontamination & Removal	_____ yrs
☐ Class A Infectious Substance/Waste Transport & Disposal	_____ yrs
☐ Solid/Organic Waste Removal, Disposal and Recycling Services	_____ yrs

INSURANCE REQUIREMENTS (FOR ALL VENDORS)**GENERAL LIABILITY****CG 00 01 or Equivalent in Coverage Scope**

- ☐ General Aggregate: \$2 million
- ☐ Products/Completed Operations Aggregate: \$1 million
- ☐ Personal and Advertising Injury: \$1 million
- ☐ Each Occurrence: \$1 million
- ☐ County Named as An Additional Insured

WORKERS' COMPENSATION AND EMPLOYERS LIABILITY

- ☐ Each Accident: \$1 million
- ☐ Disease – Policy Limit: \$1 million
- ☐ Disease – Each Employee: \$1 million

AUTO LIABILITY***CA 00 01 or Equivalent in Coverage Scope**

- ☐ Auto Liability: \$1 million

***Some Contractors are required to carry additional limits.**

1.5 ADDITIONAL INSURANCE REQUIREMENTS FOR SPECIFIC CATEGORIES**I. ABATEMENT & REMEDIATION GROUP****A. Asbestos Abatement & Remediation**

DESCRIPTION: Abatement & Remediation services including, analysis, clean-up, removal and disposal of asbestos-containing materials

ERRORS AND OMISSIONS (E&O)

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ CA Contractor's license with "ASB" designation

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million
- ☐ Including Asbestos and Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY**CA 00 01 or Equivalent in Coverage Scope**

- ☐ Auto Liability: \$1 million

CA 99 48 or Equivalent in Coverage Scope

- ☐ Vehicle Pollution Liability: \$2 million

B. Lead Abatement & Remediation

DESCRIPTION: Abatement & Remediation services including, analysis, clean-up, removal and disposal of lead-containing materials

E&O LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ Certification by the State Dept. of Public Health as Lead Supervisor/Lead Worker

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million
- ☐ Including Lead and Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY**CA 00 01 or Equivalent in Coverage Scope**

- ☐ Auto Liability: \$1 million

CA 99 48 or Equivalent in Coverage Scope

- ☐ Vehicle Pollution Liability: \$2 million

I. ABATEMENT & REMEDIATION GROUP (cont.)**C Mold Abatement & Remediation**

DESCRIPTION: Please refer to Attachment 3 for a description of specific work required under this category.

E&O LIABILITY

- ☐ Each Occurrence: \$1 million
☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$1 million
☐ Aggregate: \$2 million
☐ Including Mold and Completed Operations Coverage
☐ County Named as Additional Insured

AUTO LIABILITY**CA 00 01 or Equivalent in Coverage Scope**

- ☐ Auto Liability: \$1 million

CA 99 48 or Equivalent in Coverage Scope

- ☐ Vehicle Pollution Liability: \$2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ Certified Firm possessing the required certification(s) through the Institute of Inspection, Cleaning and Restoration Certification (IICRC)
☐ Contractor must provide services as specified in Attachment 3 (Mold Consultant and Mold Remediation Services Requirements) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)

D Smoke/Water Damage

DESCRIPTION: Remediation, clean-up, disposal and restoration of affected areas.

E&O LIABILITY

- ☐ Each Occurrence: \$1 million
☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$1 million
☐ Aggregate: \$2 million
☐ Including Mold and Completed Operations Coverage
☐ County Named as Additional Insured

LICENSES AND/OR CERTIFICATIONS

- ☐ Inspection, Cleaning and Restoration Certification (IICRC)

II. CONSULTANTS GROUP**A Asbestos Consultants**

DESCRIPTION: Conducts site audits and prepares audit reports

E&O LIABILITY

- ☐ Each Occurrence: \$1 million
☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$1 million
☐ Aggregate: \$2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ Certification by the State of California as Certified Asbestos Consultant
☐ Accreditation as a Building Inspector, Contractor/Supervisor, Project Designer and Management Planner

B Environmental Consultants

DESCRIPTION: Air and Water sampling/monitoring. Conduct site surveillance. Prepare reports.

E&O LIABILITY

- ☐ Each Occurrence: \$1 million
☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$1 million
☐ Aggregate: \$2 million
☐ Including Completed Operations Coverage
☐ County Named as Additional Insured

LICENSES AND/OR CERTIFICATIONS

- ☐ Certification by the State of California as Registered Environmental Assessor I or Registered Environmental Assessor II
☐ Environmental Testing. CA. State Water Boards (ELAP #) if applicable
☐ County of Sanitation Districts of LA. County (Cert #) if applicable

II. CONSULTANTS GROUP (cont.)**C. Lead Consultants**

DESCRIPTION: Conduct inspections for lead-laden components, perform risk assessments, write specifications, project design and monitoring

E&O LIABILITY

- ☐ Each Occurrence: \$1 million
☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$1 million
☐ Aggregate: \$2 million
☐ Including Lead and Completed Operations Coverage
☐ County Named as Additional Insured

LICENSES AND/OR CERTIFICATIONS

- ☐ Certification by the State Dept. of Public Health as Lead Inspector/Assessor and Certified Lead Project Monitor

D. Parking Consultants

DESCRIPTION: Provide technical consulting services to County in the development, evaluation and/or acquisition of additional parking resources for its officers, employees, customers and its official business constituents working and conducting their business in the County of Los Angeles

E&O LIABILITY

- ☐ Each Occurrence: \$1 million
☐ Aggregate: \$2 million

LICENSES AND/OR CERTIFICATIONS

N/A

E. Site Surveillance Technicians

DESCRIPTION: Conducts site surveillance

E&O LIABILITY

- ☐ Each Occurrence: \$1 million
☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$1 million
☐ Aggregate: \$2 million
☐ Including Asbestos, Lead and Completed Operations Coverage
☐ County Named as Additional Insured

LICENSES AND/OR CERTIFICATIONS

- ☐ Current accreditation as a Building Inspector, and Contractor/Supervisor

F. Mold Consultants

DESCRIPTION: Please refer to Attachment 3 for a description of specific work required under this category.

E&O LIABILITY

- ☐ Each Occurrence: \$1 million
☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$1 million
☐ Aggregate: \$2 million
☐ Including Completed Operations Coverage
☐ County Named as Additional Insured

LICENSES AND/OR CERTIFICATIONS

- ☐ Certified Industrial Hygienist (CIH) through the American Board of Industrial Hygiene
☐ Contractor must provide services as specified in Attachment 3 (Mold Consultant and Mold Remediation Services Requirements) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)

III. GENERAL SERVICES GROUP**A. Duct Cleaning Services****DESCRIPTION:** Contractor enters confined spaces to scrape/steam clean HVAC system**E&O LIABILITY**

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million
- ☐ Including Mold and Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY**CA 00 01 or Equivalent in Coverage Scope**

- ☐ Auto Liability: \$1 million

CA 99 48 or Equivalent in Coverage Scope

- ☐ Vehicle Pollution Liability: \$2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ California State Warm-Air Heating, Ventilating and Air-Conditioning Contractor's License
- ☐ NADCA Certification

B. Moving, Relocation and/or Storage Services**DESCRIPTION:** Move office/computer/furniture for various County Departments for relocation and or storage**PROPERTY:** Freight/Cargo Insurance providing Special causes of loss coverage for County property in Contractor's care, custody and/or control, subject to maximum 5% deductible.

- ☐ Actual cash value amount of any automobiles and mobile equipment entrusted to Contractor.
- ☐ Full replacement value amount of any other types of personal property entrusted to Contractor

FIDELITY BOND OR CRIME COVERAGE (EMPLOYEE DISHONESTY)

- ☐ Each Occurrence: \$50,000
- ☐ County Named as Additional Assured and Loss Payee

E&O LIABILITY

- ☐ Each Occurrence: \$ 1 million
- ☐ Aggregate: \$2 million

AUTO LIABILITY**CA 00 01 or Equivalent in Coverage Scope**

- ☐ Auto Liability: \$2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ Public Utilities Commission Permit to Operate As a Highway Carrier

III. GENERAL SERVICES GROUP (cont.)**C. Pest Control and Termite Extermination**

DESCRIPTION: Extermination and control of creeping, crawling, flying pests, termites, rodents, possums, reptiles, birds, etc.

ADDITIONAL INSURANCE E&O LIABILITY ☐ Each Occurrence: \$1 million ☐ Aggregate: \$2 million CONTRACTORS POLLUTION LIABILITY ☐ Each Occurrence: \$1 million ☐ Aggregate: \$2 million ☐ Including Completed Operations Coverage ☐ County Named as Additional Insured AUTO LIABILITY <u>CA 00 01 or Equivalent in Coverage Scope</u> ☐ Auto Liability: \$1 million <u>CA 99 48 or Equivalent in Coverage Scope</u> ☐ Vehicle Pollution Liability: \$2 million	LICENSES AND/OR CERTIFICATIONS ☐ CA Dept. of Pesticide Regulation issued Qualified Applicator license in good standing ☐ Contractor must register annually with the County of Los Angeles Agricultural Commissioner/Weights and Measures (ACWM) and Provide a monthly pesticide report to the (ACWM) and an annual summary of the pesticides used outdoors on County-owned or maintained property by Fiscal Year (July 1 to June 31) ☐ Adhere to the County's Integrated Pest Management (IPM) Program (the Program)
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D. As-Needed Drought-Related Landscaping Services – For Internal Services Department Use Only

DESCRIPTION: Drought-related landscaping services, including but not limited to: installation of efficient evapotranspiration controls and water management systems; design and installation of water conserving irrigations systems including micro-irrigation and drip systems as well as conventional irrigation systems; design and installation of California native drought tolerant landscapes replacing existing landscaped areas; installation of dedicated landscape water meters for monitoring water budget and leak detection; performing as-needed maintenance of irrigation systems and landscaped areas, etc.

COMMERCIAL GENERAL LIABILITY ☐ Each Occurrence: \$1 million ☐ General Aggregate: \$2 million ☐ Products/Completed Operations Aggregate: \$1 million ☐ Personal and Advertising Injury: \$1 million AUTO LIABILITY ☐ Auto Liability: \$1 million WORKERS COMPENSATION ☐ Workers Compensation and Employers Liability: \$1 million	LICENSES AND/OR CERTIFICATIONS ☐ Current C-27 Landscaping License
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III. GENERAL SERVICES GROUP (cont.)**E. As-Needed Storm Water Drain Maintenance and Repair Services**

DESCRIPTION: Preventive maintenance and/or repair services for storm water drains, V or U drains/diches, basins (e.g., settling pond, catch basins). Services include, but are not limited to, debris removal services for water drainage wells (Class V), and unclogging and repair of catch basins, settling ponds and storm water drains.

COMMERCIAL GENERAL LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ General Aggregate: \$2 million
- ☐ Products/Completed Operations Aggregate: \$1 million
- ☐ Personal and Advertising Injury: \$1 million

AUTO LIABILITY

- ☐ Auto Liability: \$1 million

WORKERS COMPENSATION

- ☐ Workers Compensation and Employers Liability: \$1 million

LICENSES AND/OR CERTIFICATIONS

- ☐ State of California Contractors License A or B with Hazardous Substance Removal Endorsement

F. As-Needed Pressure Washing Services

DESCRIPTION: Pressure washing services to remove residues from surfaces, including but not limited to, stairwells, sidewalks, parking structures, and landings, adjacent to the buildings in compliance with all applicable environmental laws and regulations.

COMMERCIAL GENERAL LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ General Aggregate: \$2 million
- ☐ Products/Completed Operations Aggregate: \$1 million
- ☐ Personal and Advertising Injury: \$1 million

AUTO LIABILITY

- ☐ Auto Liability: \$1 million

WORKERS COMPENSATION

- ☐ Workers Compensation and Employers Liability: \$1 million

LICENSES AND/OR CERTIFICATIONS**G. Environmental Lab Services**

DESCRIPTION: Laboratory shall be able to perform testing, as well as, provide qualified field technicians to obtain and transport wastewater, drinking water, and monitoring well samples. Please refer to Attachment 4 for a description of specific work required under this category.

COMMERCIAL GENERAL LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ General Aggregate: \$2 million
- ☐ Products/Completed Operations Aggregate: \$1 million
- ☐ Personal and Advertising Injury: \$1 million

E&O LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million

AUTO LIABILITY

- ☐ Auto Liability: \$1 million

WORKERS COMPENSATION

- ☐ Workers Compensation and Employers Liability: \$1 million

LICENSES AND/OR CERTIFICATIONS

- ☐ Environmental Laboratory Accreditation Program (ELAP) certified
- ☐ Contractor must provide services as specified in Attachment 4 Environmental Lab Services Requirements) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)

IV. WASTE & RUBBISH GROUP**A. Electronic Waste Collectors/Recyclers****DESCRIPTION:** Pick-up and proper disposal of various electronic products from various County locations**E&O LIABILITY**

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

FIDELITY BOND CRIME COVERAGE (EMPLOYEE**DISHONESTY) –If County receives proceeds from sale of recyclables**

- ☐ Each Occurrence: \$50,000
- ☐ County Named as Additional Insured and Loss Payee

AUTO LIABILITY**CA 00 01 or Equivalent in Coverage Scope**

- ☐ Auto Liability: \$2 million

CA 99 48 or Equivalent in Coverage Scope

- ☐ Vehicle Pollution Liability: \$2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ CA Integrated Waste Management Board Certification

B. Hazardous/non-Hazardous Waste Removal & Disposal**DESCRIPTION:** Analysis, clean-up, packing, removal & transportation of hazardous materials, such as, contaminated soils, flammables, carcinogens, toxins, and non-hazardous waste materials such as, grease/oil products. Clean waste water / sewage from storage tanks for removal and reuse**E&O LIABILITY**

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$2 million
- ☐ Aggregate: \$4 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY**CA 00 01 or Equivalent in Coverage Scope**

- ☐ Auto Liability: \$2 million

CA 99 48 or Equivalent in Coverage Scope

- ☐ Vehicle Pollution Liability: \$2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ EPA ID number
- ☐ Hazardous Material Certification of Registration
- ☐ EPA Acknowledgment of Notification of Hazardous Waste Activity
- ☐ CA Contractors License Board license with “HAZ” designation
- ☐ Department of Toxic Substances registered Hazardous Waste Transporter
- ☐ Hazardous Material Transportation License
- ☐ California DMV license with “X” designation
- ☐ Wastewater Treatment Plant Operator’s Certificate, Grade II or higher issued by CA State Water Resources Control Board (if applicable)
- ☐ Wastewater Treatment Facility Operator’s Certificate, Grade I or higher issued by CA State Dept. of Health (if applicable)

IV. WASTE & RUBBISH GROUP (cont.)**C. Medical Waste Removal & Disposal**

DESCRIPTION: Pick up, removal, transportation and disposal of medical waste from various County locations.

E&O LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$2 million
- ☐ Aggregate: \$4 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY**CA 00 01 or Equivalent in Coverage Scope**

- ☐ Auto Liability: \$2 million

CA 99 48 or Equivalent in Coverage Scope

- ☐ Vehicle Pollution Liability: \$2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ EPA ID number
- ☐ CA DPH Medical Waste Transporter Verification & Conditions
- ☐ Department of Toxic Substances registered Hazardous Waste Transporter
- ☐ CA DPH Registered Trauma Scene Waste Management Practitioner (if applicable)
- ☐ Registered State of CA Health & Human Services Department of Public Health (DPH) Medical Waste Transporter

D. Rubbish Removal/Disposal Service

DESCRIPTION: Pick up and disposal of standard waste products from various County locations

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY**CA 00 01 or Equivalent in Coverage Scope**

- ☐ Auto Liability: \$2 million

CA 99 48 or Equivalent in Coverage Scope

- ☐ Vehicle Pollution Liability: \$2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ County of Los Angeles Department of Public Health Solid Waste Management Waste Collector Permit

E. Chemical Portable Toilets

DESCRIPTION: Provides chemical portable toilet services and waste management to departments in the County of Los Angeles

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$500,000
- ☐ Aggregate: \$1 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

LICENSES AND/OR CERTIFICATIONS

- ☐ Active permit with the County of Los Angeles Department of Public Health, as authorized by California Health and Safety Code Section 117400-117450 to provide chemical portable toilet services and waste management.

IV. WASTE & RUBBISH GROUP (cont.)**F. Domestic Fresh Water and/or Wastewater Treatment**

DESCRIPTION: Provides domestic fresh water and/or wastewater treatment, testing, chlorinating and any related repair and/or maintenance services testing services, including but not limited to, repair and maintenance of equipment (i.e., meters, tanks, pumps, wells and filtration systems etc.).

E&O LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$2 million
- ☐ Aggregate: \$4 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY**CA 00 01 or Equivalent in Coverage Scope**

- ☐ Auto Liability: \$2 million

CA 99 48 or Equivalent in Coverage Scope

- ☐ Vehicle Pollution Liability: \$2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ Wastewater Treatment Plant Operator's Certificate, Grade II or higher issued by CA State Water Resources Control Board.
- ☐ Wastewater Treatment Facility Operator's Certificate, Grade I or higher issued by CA State Dept. of Health.

G. Class A Infectious Substance/Waste Decontamination & Removal

DESCRIPTION: Please refer to Attachment I for a description of specific work required under this category

E&O LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$2 million
- ☐ Aggregate: \$4 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY**CA 00 01 or Equivalent in Coverage Scope**

- ☐ Auto Liability: \$5 million

CA 99 48 or Equivalent in Coverage Scope

- ☐ Vehicle Pollution Liability: \$5 million

LICENSES AND/OR CERTIFICATIONS

- ☐ EPA ID number
- ☐ CA DPH Medical Waste Transporter Verification & Conditions
- ☐ Department of Toxic Substances registered Hazardous Waste Transporter

LICENSES AND/OR CERTIFICATIONS (cont'd)

- ☐ CA DPH Registered Trauma Scene Waste Management Practitioner (if applicable)
- ☐ Registered State of CA Health & Human Services Department of Public Health (DPH) Medical Waste Transporter
- ☐ 24/7/365 contact accessibility for both primary and alternate company representatives.
- ☐ Meets all guidelines related to decontamination/cleanup/removal activities at a potential Category A contamination site, as established by CDC, OSHA, California DPH, DOT, and the Los Angeles County Health Officer

IV. WASTE & RUBBISH GROUP (cont.)**H. Class A Infectious Substance/Waste Transport & Disposal**

DESCRIPTION: Transportation and disposal of Class A infectious waste from various County locations.

E&O LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$2 million
- ☐ Aggregate: \$4 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY**CA 00 01 or Equivalent in Coverage Scope**

- ☐ Auto Liability: \$5 million

CA 99 48 or Equivalent in Coverage Scope

- ☐ Vehicle Pollution Liability: \$5 million

LICENSES AND/OR CERTIFICATIONS

- ☐ EPA ID number
- ☐ CA DPH Medical Waste Transporter Verification & Conditions
- ☐ Department of Toxic Substances registered Hazardous Waste Transporter
- ☐ CA DPH Registered Trauma Scene Waste Management Practitioner (if applicable)
- ☐ Registered State of CA Health & Human Services Department of Public Health (DPH) Medical Waste Transporter
- ☐ DOT SP 16279
- ☐ 24/7/365 contact accessibility for both primary and alternate company representatives.
- ☐ Meets all guidelines related to transport and disposal activities of potential Category A waste, as established by CDC, OSHA, California DPH, DOT, and the Los Angeles County Health Officer

I. Solid/Organic Waste Removal, Disposal and Recycling Service

DESCRIPTION: Please refer to Attachment 2 for a description of specific work required under this category

CONTRACTORS POLLUTION LIABILITY

- ☐ Each Occurrence: \$1 million
- ☐ Aggregate: \$2 million
- ☐ Including Completed Operations Coverage
- ☐ County Named as Additional Insured

AUTO LIABILITY**CA 00 01 or Equivalent in Coverage Scope**

- ☐ Auto Liability: \$2 million

CA 99 48 or Equivalent in Coverage Scope

- ☐ Vehicle Pollution Liability: \$2 million

LICENSES AND/OR CERTIFICATIONS

- ☐ County of Los Angeles Department of Public Health Solid Waste Management Waste Collector Permit
- ☐ Non-Exclusive Commercial Solid Waste Collection Franchise Agreement for the Unincorporated Areas of the County of Los Angeles with County of Los Angeles Department of Public Works
- ☐ Contractor must provide services as specified in Attachment 2 (Solid/Organic Waste Removal, Disposal and Recycling Services, Requirements) to Appendix A, Required Forms, Exhibit 1 (Statement of Qualifications Submittal Form)

REQUIRED FORMS

APPENDIX A

- ☐ Exhibit 1: Statement of Qualification Submittal Form
- ☐ Exhibit 2: Vendor's Organization Questionnaire/Affidavit and CBE Information
- ☐ Exhibit 3: Certification of No Conflict of Interest
- ☐ Exhibit 4: Contractor's EEO Certification
- ☐ Exhibit 5: Request for Preference Program Consideration
- ☐ Exhibit 6: Familiarity with the County Lobbyist Ordinance Certification
- ☐ Exhibit 7: Prospective Contractor References
- ☐ Exhibit 8: Prospective Contractor List of Contracts
- ☐ Exhibit 9: Prospective Contractor List of Terminated Contracts
- ☐ Exhibit 10: Attestation of Willingness to Consider GAIN/GROW Participants
- ☐ Exhibit 11: County of Los Angeles Contractor Employee Jury Service Program Certification Form and Application for Exception
- ☐ Exhibit 12: Certification of Compliance with the County's Defaulted Property Tax Reduction Program.
- ☐ Exhibit 13: Two (2) originals of the Authorization of Master Agreement for Facility Ancillary Services, "Signature Page" of the Master Agreement
- ☐ Exhibit 14: Contractor's Administration
- ☐ Exhibit 15: Zero Tolerance Human Trafficking Policy Certification
- ☐ Exhibit 16: Contractor Acknowledgement and Confidentiality Agreement
- ☐ Exhibit 17: Integrated Pest Management Program Compliance Certification

VENDOR SUPPLIED

- ☐ Certificate of Good Standing (if Corporation or LLC)
- ☐ Statement of Information (if Corporation or LLC)
- ☐ Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership (if Limited Partnership)
- ☐ Statement of Pending Litigation
- ☐ ACORD (or equivalent form) Certificate of Insurance
- ☐ Copies of required additional insured endorsement form
- ☐ All applicable licenses, certificates & proof of registration attached

APPLICANT ACKNOWLEDGES THAT IF ANY FALSE, MISLEADING, INCOMPLETE, OR DECEPTIVELY UNRESPONSIVE STATEMENTS IN CONNECTION WITH THIS SOQ ARE MADE, THE SOQ MAY BE REJECTED. THE EVALUATION AND DETERMINATION IN THIS AREA SHALL BE AT THE DIRECTOR'S SOLE JUDGMENT AND HIS/HER JUDGMENT SHALL BE FINAL.

I DECALARE UNDER PENALTY OF PERJURY THAT ALL OF THE ABOVE INFORMATION IS TRUE AND CORRECT.

PREPARER'S SIGNATURE

DATE

PRINT PREPARER'S NAME

TITLE

ADDRESS

CITY , STATE

MOLD CONSULTANT AND MOLD REMEDIATION SERVICES REQUIREMENTS

1. BACKGROUND

There are no federal, state, or local regulations covering professional mold consulting (or any other indoor air services except where it involves asbestos, lead or radon). There are also no standards or requirements that define safe or hazardous levels of mold-related air contaminants. For this reason, Los Angeles County (County) is seeking qualified mold consultants that possess a strong level of knowledge and education in exposure characterization, microbiological assessment and remediation, general knowledge of the ecology of fungi and bacteria associated with damp or flooded buildings, building science and problem areas in Heating Ventilation and Air Conditioning systems. Suspected mold investigations must be conducted in a thorough, holistic, unbiased, and scientifically rigorous manner. Ultimately, the mold consultant's role is to use a multi-disciplinary approach, as identified in Section 6.0, References, to arrive at a professional judgment on whether a dampness-related indoor air quality issue exists and if so, to then recommend precise steps to remedy it.

With this in mind, mold remediation includes the removal, cleaning, sanitizing, demolition, or other treatment, including preventive activities, of mold or mold-contaminated matter at the water damage impacted location. Qualified mold remediation contractors must have the knowledge and skills necessary to perform mold remediation for structures and contents; design and maintain containment; control pressure differentials; safely work in mold-contaminated environments; understand common remediation work practices; review protocols; design and implement remediation processes; understand and follow industry standards and legal requirements; recognize conditions conducive for causing mold growth; and prevent amplification and contamination for a variety of building environment types.

2. DEFINITIONS

- 2.1 Business Day(s):** Any day other than a Saturday, Sunday or Holiday recognized by County.
- 2.2 Certified Consultant:** Contractor who possess a Certified Industrial Hygienist (CIH) certification and meets all requirements as stated in Section 1.5, Specific Category Qualifications, of the RFSQ.
- 2.3 Certified Firm:** Employs one or more IICRC certified technicians and is registered as a certified firm with the IICRC. The firm adheres to the IICRC Code of Ethics and is current with its business insurance and licensee requirements.

3. GENERAL SERVICE REQUIREMENTS

3.1 Mold Consultant

A Certified Consultant (Consultant) shall provide indoor air quality professional services for mold or water damage related matters including but not limited to, inspection, assessment, evaluation, sampling, lab sample interpretation, and subsequent recommendations, at any County-owned/leased facility, regardless of urgency or application (emergency response, FASMA, JOC, etc.).

Consultant shall use the following resource document as the foundation for their approach, criteria for identifying mold damage, investigative methodologies, evaluation of collected samples and resulting recommendations on remediation process. The entirety of the Consultant's work product shall be consistent with and must not materially differ from the following industry best practice reference standard:

Recognition, Evaluation and Control of Indoor Mold
ISBN: 978-1-931504-91-1, AIHA Publications

3.1.1 Response Times/Project Updates & Reports

A. Assess Indoor Air Quality

- I. Response time to site – within 24 hours, but in no circumstance more than 48 hours.
- II. Provide a project update for the following assessment types:
 - a) Assessment with no analytical data – debrief prior to leaving site and provide a written summary via Email within 24 hours, but no more than 48 hours.
 - b) Assessment which includes analytical data – provide a written summary via Email within 24 hours of receiving results, but no more than 7 Business Days.
 - c) Assessment which includes fungal spore data – provide a written summary via Email within 24 hours of receiving results, but no more than 72 hours.
- III. Final written report – provide within 10-15 Business Days following receipt of final analytical results and completion of site work.

B. Water loss response and remediation

Consultant must review all events to determine water loss classification, remediation timeline, and remediation under containment or dry-down.

- I. Response time to site:
 - a) Clean water - Respond same day, but no more than 24 hours.
 - b) Blackwater (sewage or sewage containing) – Respond after gross extraction has been completed and source of water identified.
 - II. Provide project recommendations:
 - a) On site – conduct a minimum of one site visit during the project, more if needed, and debrief prior to leaving the site (e.g., mark walls with marker, verbal scope).
 - b) Summary Email – provide within 24 hours, but no more than 48 hours.
 - c) Formal written report upon request - provide within 48 hours.
 - III. Provide a project update for the following assessment types:
 - a) Assessment with no analytical data – debrief prior to leaving site and provide a written summary via Email within 24 hours, but no more than 48 hours.
 - b) Assessment which includes bacterial swabs (for blackwater only) – provide a written summary via Email within 24 hours of receiving results, but no more than 30 hours.
 - IV. Final inspection - debrief prior to leaving site, summary Email within 24 hours, but no more than 48 hours.
 - V. Final written Report – provide within 10-15 Business Days following receipt of final analytical results and completion of site work.
- C. Microbial: assess discovered or anticipated mold growth
- Consultant must review all events to ensure compliance with industry practices and to minimize delays and unnecessary costs.
- I. Response Time to Site – as determined by departmental risk management personnel.
 - II. Provide project recommendations:
 - a) On site - Debrief prior to leaving the site (e.g., mark walls with marker, verbal scope).
- Note: this site visit shall be a collaborative assessment with the remediation contractor

- b) Summary Email – provide within 24 hours, but no more than 48 hours.
- c) Formal written report upon request - provide within 48 hours.

III. Oversight and Inspections

a) Oversight

Consultant must conduct oversight visits to ensure adherence with the recommended scope, compliance with standard industry practice, and provide additional recommendations, if necessary, based on field conditions. There should be at least one project oversight visit conducted during the project, more if necessary.

b) Inspections

Conduct a minimum of three (3) site visits per project. County's Project Manager or designee may request more as a result of the Consultant's findings. Site visits will include:

- i. Initial inspection to assess extent and develop scope of work.
- ii. One in-progress inspection – perform once the setup is complete and wall cavities are opened.
- iii. One final inspection – following adequate filtration, minimum of 24 - 48 hours.

IV. Project updates

- a) Project oversight update – debrief prior to leaving the site (e.g., mark walls with marker, verbal scope) and provide a summary email within 24 hours but no more than 48 hours.
- b) Final inspection update – debrief prior to leaving site and provide a summary email within 24 hours but no more than 48 hours.
- c) Lab Analysis update which includes fungal spore – provide an update within 3 to 6 hours of receipt of results, but no more than 24 hours.
- d) Lab Analysis update which includes bacterial swabs – provide an update within 24 hours of receiving results, but no more than 30 hours.

NOTE: Both air and surface samples need to be collected for situations which involve a blackwater loss event that also includes microbial remediation.

- V. Final written report – provide within 10 Business Days after receipt of analytical data, but no more than 15 Business Days.

3.1.2 Reporting

The entire assessment and accompanying report shall be signed and stamped by the performing or overseeing CIH with accompanying certification seal (containing certification #) at the conclusion of report. CIH must be on company payroll and cannot be sub-contracted by the contracted environmental consulting vendor.

Final reports shall contain:

1. Photos of impacted areas presented in apparent context.
 - a. “Before and After” images for situations which require remediation.
2. Statements that can be universally substantiated by citing reference standards, authoritative guidelines, applicable regulations, etc.
3. Executive Summary (see Appendix A) including but not limited to:
 - a. Recommendations and conclusions
 - b. Use of plain language appropriate to share with all stakeholders throughout organization (Executive Managers, Union Representatives, employees at the location)
 - c. Distinct subsequent actions including one of two general outcomes:
 - (1) The area is cleared for re-entry*
 - (2) The area needs to be remediated**
4. For multiple sites, report should be written in the same format and structured similarly.

*Sample wording: “This industrial hygiene survey did not identify safety or health concerns that would prevent the space from being occupied by employees and public constituents” OR “as of the date of Consultant’s report, no additional remedial action is required.”

**The following next steps need to be taken to return the space to Condition 1 (normal fungal ecology) as defined by the IICRC Standard for Professional Mold Remediation S520.

3.1.3 Confidentiality

Consultant must adhere to Paragraph 7.6, Confidentiality, of the Master Agreement. Project communication must be restricted to staff listed on Exhibit A, County Administration, of the Master Agreement or its designee.

3.1.4 Adhere to the current specified guidance standards and references as stated in Section 6.0, References.

3.1.5 Unaffiliated with the Water Damage Restoration and Mold Remediation vendor.

All referenced mold or water damage related consultative work must be conducted or overseen directly by personnel meeting the minimum qualifications as stated in sub-paragraph 1.5, Specific Category Qualifications, and 2.7.2, Vendor's Qualifications, of the RFSQ.

3.2 Mold Abatement & Remediation Contractor

Contractor shall provide water damage restoration and mold remediation work at any County-owned/leased facility. Work shall be performed by a Certified Firm possessing the required certification(s) through the Institute of Inspection, Cleaning and Restoration Certification (IICRC).

Work performed must be consistent with the current standards set forth by IICRC. Those standards are the requisite certifying criteria and specified in the following:

1. ANSI/IICRC S500 Standard & Reference Guide for Professional Water Damage Restoration (current edition)
2. ANSI/IICRC S520 Standard & Reference Guide for Professional Mold Remediation (current edition)

3.2.1 Additional Requirements:

- A. Contractor must adhere to the issued scope of work from the mold Consultant for jobs where a mold Consultant has been retained.
- B. Any additional work (discovery of other water-damaged areas) must be brought to the attention of the mold Consultant and/or County's Project Manager or designee.
- C. Cleanup vendor must provide the following to the County's Project Manager or designee:
 - I. Itemized daily manpower reports
 - II. Roll-call of staff
 - III. Equipment list

- IV. Overtime and weekend rates
- V. Situations that would trigger aforementioned overtime rates
- VI. Quotes and invoices that reflect the approved scope of work
- D. Contractor must adhere to Paragraph 7.6, Confidentiality, of the Master Agreement. Project communication must be restricted to staff listed on Exhibit A, County Administration, of the Master Agreement or its designee.

4. RECORDKEEPING

Contractor shall maintain complete and accurate records, at all times, pertaining to the services performed under this Agreement. These records shall be made available to County for review within five (5) Business Days of County request.

4.1 Record Types

Records to be maintained must include, but may not be limited to:

- 4.1.1 All documentation used by Contractor as a basis for determining monthly invoices; and
- 4.1.2 Final assessment reports

5. LIQUIDATED DAMAGES

Pursuant to Section 8.25, Liquidated Damages, of the Facilities Ancillary Services Master Agreement, County may impose liquidated damages in the amount of One Hundred Dollars (\$100) per day per infraction, or as may be specified in any Performance Requirements Summary (PRS) Charts, due to Contractor's failure to provide services in accordance with the requirements set forth in the agreement, including, but not limited to:

- Contractor's failure to submit accurate and timely reports
- Contractor's failure to provide the level of service as specified in the Purchase Order
- Contractor's failure to perform work consistent with the standards set forth by the IICRC.

6. REFERENCES

1. Institute of Inspection, Cleaning and Restoration Certification (IICRC)
2. ANSI/IICRC S500 Standard & Reference Guide for Professional Water Damage Restoration (current edition)
3. ANSI/IICRC S520 Standard & Reference Guide for Professional Mold Remediation (current edition)

4. Recognition, Evaluation and Control of Indoor Mold
ISBN: 978-1-931504-91-1, AIHA Publications

Contractors are responsible for remaining current with changes in regulations or industry best practices and must have these procedures implemented while conducting work with the County. This includes, but is not limited to, abiding by the most recent editions of industry standard publications and the most current guidance and reference standards. Contractor is responsible for attaining and incorporating any updated versions to standards and must have the most current editions in use while conducting work with the County.

Appendix A

Limited Moisture Investigation Close-Out Report

Investigation

Investigator:
Assessment Date: January 11 and 18, 2018

Report Date: February 1, 2018

Location/Affected: XXXXXXXXXXXXXXXX

Project Number: XXXXXXXXXXXX

Requested By: XXXXXXXXXXXX

Section 1: Project Background

_____ Environmental Services, Inc. (consultant) was contacted by XXXXXXXXXXXX (Client) to provide moisture consulting services at the XXXXXXXXXXXX (Site). Consultant understands that the Client requested services in response to moisture intrusion following recent rain activity. The purpose of the project is to assess site conditions and ensure that moisture and microbial impacted materials are mitigated in accordance with standard industry protocols.

Section 2: Observations

Consultant's Industrial Hygienist, "A", conducted the initial investigation on January 11, 2018 and Consultant's Technician of Industrial Hygiene and Safety, "B", conducted the final investigation on January 18, 2018. Field documentation is presented in Appendix A. The following observations were noted:

Initial Investigation-January 11, 2018

- Suspect Microbial Growth (SMG) noted on the base of the south wall in the southwest corner and near the center cut drywall
- Remaining drywall in the stairwell had slightly elevated moisture (0.5-0.7 %MC), may be due to high humidity within the space
- Monokote at the ceiling above drywall cut on the south wall wet per IR camera
- Elevated moisture found in the drywall in the following locations:
 - o South wall beginning from the concrete and up approximately six inches, extending the entire length of the wall; center of drywall near southwest corner; there is also a small wet spot at the height of the bent pipe but directly under the cut drywall at the ceiling
 - o East wall beginning from the floor and up approximately one foot, extending the entire length of the wall
 - o South and east walls marked two feet past last signs of moisture/mold for removal

General recommendations made for moisture impacted materials were as follows:

- Remove impacted material, as noted; **removal should continue to two (2) feet past last signs of visible SMG and/or elevated moisture content.**
- Removal of moisture-impacted and/or microbial-impacted materials should be performed in accordance with standard industry practice (IICRC S500 Standard & Reference Guide for Professional Water Damage Restoration & IICRC S520 Standard & Reference Guide for Professional Mold Remediation), by an experienced remediation contractor, utilizing negative pressure containment(s)
- Please note that the actual scope of work is subject to change based on actual field conditions once intrusive work (removing cabinetry, drywall, etc.) is completed
- Contact Consultant for final visual inspection and sampling

Final Investigation-January 18, 2018

- Consultant observed the removal of the drywall as previously recommended
- No elevated moisture (0.3% MC) and/or signs of SMG in the east wall
- No elevated moisture (0.32 MC) and/or signs of SMG in the south wall
- Drywall was removed in the following locations:
 - o South wall beginning from the southwest corner extending east approximately six feet and from the floor and up to the ceiling
 - o East wall beginning from the floor and up approximately forty inches, extending the entire length of the wall
- Two dehumidifiers present and running at the time of the investigation

Section 3: Photographic Documentation

Photo 1: North Stairwell- East Wall (January 11, 2018)
View of marked drywall for removal.



Photo 2: North Stairwell- East Wall (January 11, 2018)
Thermal image of elevated moisture in drywall.



Photo 3: North Stairwell- East Wall (January 11, 2018)
Thermal image of elevated moisture in drywall.



Photo 4: North Stairwell- South Wall (January 11, 2018)
View of marked drywall for removal.



Photo 5: North Stairwell- South Wall (January 11, 2018)

Thermal image of elevated moisture in drywall.

Photo 6: North Stairwell- South Wall (January 11, 2018)

View of marked drywall for removal.

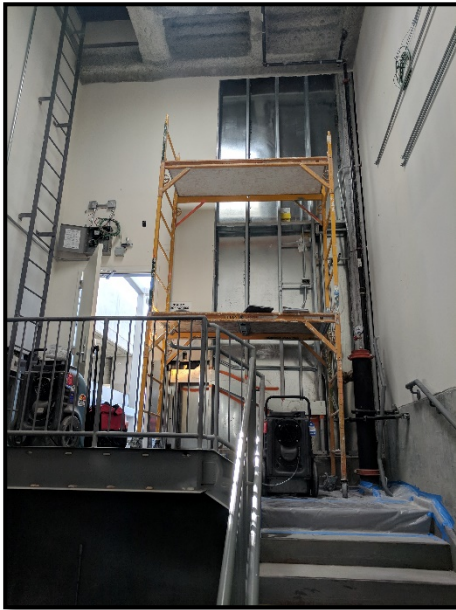


Photo 7: North Stairwell- South Wall (January 18, 2018)

View of removed drywall.

Photo 8: North Stairwell- East Wall (January 18, 2018)

View of removed drywall.



Photo 9: North Stairwell- South Wall (January 18, 2018) View of removed drywall.

Photo 10: North Stairwell- South Wall (January 18, 2018) View of removed drywall.

Section 4: Executive Summary (Conclusions & Recommendations)

As of the date of Consultant's report, no additional remedial action within the North Stairwell is required. It is Consultant's professional opinion that all moisture-impacted materials, limited to the North Stairwell, were cleaned and/or removed in accordance with standard industry practices. Moisture intrusion source(s) should be identified and repaired prior to reconstruction.

Section 5: Signatures

All work was conducted in accordance with industry standard protocols, and the standards of care and diligence normally practiced by recognized consulting firms in performing services of a similar nature.

Work Completed:

[Signature presented on field documentation]

"B"

Technician, Industrial Hygiene & Safety

Work Completed and Report Prepared by:

[Signature presented on field documentation]

"A"

Consultant, Industrial Hygiene & Safety

Report Reviewed by:

"C", CIH #xxxx, CAC # xx-xxxx, CDPH # xxx

Principal, Industrial Hygiene & Safety



ENVIRONMENTAL LAB SERVICES**1.0 INTRODUCTION/OVERVIEW**

The County of Los Angeles (County) is seeking laboratories who possess a current Environmental Laboratory Accreditation Program (ELAP) certification issued under the California State Water Resources Control Board. Laboratories must adhere to Health and Safety Code, Section 100825-100920 and California Code of Regulations, Title 22, Division 4, Chapter 19, Certification of Environmental Laboratories.

Pursuant to California Codes, Government Code Section 31000.4, the County will contract with vendors to provide environmental lab services and as-needed certified field technicians to assist Internal Services Department and other County departments. Services may be utilized for any single emergency or temporary absence that requires services not to exceed a maximum of ninety (90) days. County reserves the right to contract with other entities for the same similar services

2.0 GENERAL SERVICE REQUIREMENTS

Contractor shall provide Environmental Lab Services at any County-owned/leased facility.

2.1 Certifications/Experience

- A. Laboratory must possess a current Environmental Laboratory Accreditation Program (ELAP) certification.
- B. Laboratory must be specialized in constituents related to waste and drinking water and in environmental testing related to water and wastewater not blood, asbestos, or mold related, as identified on Appendix A, Request for Formulation of Agreement.
- C. Certified field technicians shall have the expertise to take wastewater, drinking water, and well samples. Frequency of sampling may range from weekly to quarterly.

2.2 Availability/Response Times

- A. 24/7/365 contact accessibility for both primary and alternate company representatives.
- B. Laboratory must be located within the geographical boundaries of Los Angeles County in order to meet six hours holding time requirements. Laboratory must also be located within 50 miles of all testing sites as listed on Appendix B, Testing Sites, to minimize drive time to deliver samples.
- C. Laboratory results shall be provided within 24 hours of receiving samples for bacteria and coliform.
- D. Sample bottles must be provided within 24 hours of request at no additional cost to county.

2.3 Reporting

- A. Upload electronic data files (EDF) into State's Geotracker website at no additional cost to county.
- B. Chain of Custody forms shall be pre-printed at no additional cost to county.

3.0 CONTRACTOR RESPONSIBILITIES

3.1 Staffing

Contractor shall provide all necessary personnel as appropriate to perform services. Personnel may be utilized on an as-needed basis never to exceed a maximum of ninety (90) days.

- 3.1.1 Contractor personnel, who may operate vehicles in the course of their duties, must have a current and valid California Drivers License applicable to the vehicle class they are driving.
- 3.1.2 Contractor personnel providing services must have all the required licenses and/or certifications, and must be able to complete required reports.
- 3.1.3 Contractor shall provide, at the Contractor's expense, for all personnel providing services under this Contract, at a County facility, with a photo County identification badge. Contractor personnel shall be required to have the badge visible at all times while on County premises.
- 3.1.4 Contractor performing services shall not be under the influence of any alcoholic beverage, medication, narcotic, or other substances that might impair the employee's physical or mental performance.

4.0 COUNTY RESPONSIBILITIES

The County will:

- 4.1 Orientate the Contractor on the various operations of each facility, including but not limited to:
 - 4.1.1 Provide Contractor with information and materials.
 - 4.1.2 Inform Contractor of any procedures required at each facility.
- 4.2 County may provide materials not available to the Contractor, at County's sole discretion.
- 4.3 Review and approve all records and reports.

REQUEST FOR FORMULATION OF AGREEMENT

CLIENT DEPARTMENT NOTE: To request formulation of an agreement, procurement staff must complete this form (all fields) and submit to ISD/Purchasing, 1100 N. Eastern Ave., Los Angeles, CA 90063 to the attention of the **appropriate Section Manager**. If your request is for multiple items, monthly consumption figures must be provided for each item.

Department:	Internal Services Department	Date:	
Dept. Contact:		Phone:	
Annual Value:			

**Reference
Vendor
Information:**

Vendor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____ Fax: _____

Special Conditions/Notes:

Commodity Description: (Generic to specific, if necessary, attach additional specifications to this form)	Last 12 Mo Usage	Est. Unit Price	Annual Total
SEE ATTACHED SHEETS			

Commodity Description: (Generic to specific, if necessary, attach additional specifications to this form)		Last 12 Mo Usage	Est. Unit Price	Annual Total
Collection of wastewater or drinking water. Surface water, ground water or monitoring well		700		
Client Chlorine	Method – By client	750		
Client PH	Method – By client	800		
542.2SIM 1,2,3-TCP	Method – EPA 524.2	100		
Anions – Chlorine 300.0	Method – EPA 300.0	350		
Anions – Sulfate 300.0	Method – EPA 300.0	350		
FC DW (10 Tubes) SM9221E	Method – SM9221E	750		
Nitrate as N 353.2	Method - EPA 353.2	450		
Nitrite as N 353.2	Method – EPA – 353.2	450		
Phosph (Total) 365.1	Method – EPA 365.1	20		
Solids, TDS SM2540C	Method – SM2540C	350		
TC DW (10 Tubes) SM9221B	Method – SM 9221B	500		
E.Coli (MO-MUG) SM9223B	Method – SM 9223B	400		
E.Coli DW (10 Tubes) SM9221E	Method – SM 9221F	400		
NO2+NO3 as N 353.2	Method – EPA 353.2	10		
TC (MO-MUG) SM9223B	Method – SM 9223B	400		
Turbidity 180.1	Method – EPA 180.1	450		
Ammonia as N 350.1	Method – EPA 350.1	400		
B Total ICP 200.7	Method - EPA 200.7	325		
CTAS SM5540D	Method – SM 5540D	10		
MBAS SM5540C	Method – SM5540C	20		
O & G 1664A HEM	Method – EPA 1664A	100		
pH SM4500-H B	Method – SM4500-H-B	20		
Phosph (Total) 365.1	Method – EPA 365.1	20		
Solids, TSS SM2540D	Method – SM 2540D	250		
Hardness – Cale SM2340B	Method – SM 2340B	200		
NA Total ICP 200.7	Method – EPA 200.7	200		

Color SM2120C	Method – SM 2120 C	75		
Odor SM2150B	Method – SM 2150B	75		
BOD SM5210B	Method – SM 5210B	250		
Enterococcus-SM9230D	Method – SM 9230D	325		
Organic Nitrogen	Method - Varies	300		
TKN 351.2	Method – EPA 351.2	350		
Total Nitrogen	Method - Varies	375		
FC (Tubes) SM9221E	Method – SM 9221E	150		
TC (Tubes) SM9221B	Method – SM 9221B	150		
Settleable Solids	Method-SM 2540	150		
Acute Toxicity	96hr Acute Haz Waste	5		
Copper	Method- EPA 200.8	30		
Lead	Method- EPA 200.8	30		
Priority Pollutants	Methods 608,624,625	30		
Radium	Method 226 & 228	30		
C.E.C's PPCP Hormones APCI, Pharmaceuticals 01 & ESI and Sucralose		30		
Total Annual Laboratory Fees				\$

**INTERNAL SERVICES DEPARTMENT FACILITY DIRECTORY
TESTING SITES**

NAME:

Acton Rehab Wastewater Plant

30500 Arrastre Canyon Rd., Acton, CA 93510

661-269-0062 Ext 259

Office: 661-269-0144

Camp 8 Wastewater Plant

1900 S. Rambla Pacifico, Malibu, CA 90265

310-456-6481

Office: 310-457-2253

Camp 9

21521 N Sand Canyon Rd

Santa Clarita, CA, 91321

818-367-1310

Camp 11

8800 W. Soledad Canyon Rd.

Saugus, CA 91350

661-268-1121

Camp 13 Wastewater Plant

1250 S. Encinal Canyon Rd., Malibu, CA 90265

310-457-6700

Office: 310-457-2253

Camp 14

35100 San Francisquito Canyon Rd.

Saugus, CA 91350

661-297-0784

Camp 19

22550 East Fork RD.

Azusa, CA 91702

626-910-1292

Fire Station 71

22722 W. Pacific Coast Hwy

Malibu, CA 90265

Camp 81

8710 W. Sierra Hwy

Agua Dulce, CA 91350

Challenger

5300 W. I Avenue
Lancaster, CA 93536
661-940-4111

Fire Station 77

46833 Peace Valley Rd
Gorman, CA 93243

Fire Station 78

17021 W. Elizabeth Lake Rd.
Lake Hughes, Ca, 93532

Fire Station 80

1533 Sierra Hwy
Acton, 91350

Fire Station 88

23720 W. Malibu Rd
Malibu, 60265

Fire Station 99

32550 W. Pacific Coast Hwy.
Malibu, Ca, 90265

Henninger Flats

2260 Pinecrest Dr.
Altadena, CA 91001
626-794-0675

Miller and Kilpatrick

433 S. Encinal Canyon Rd., Malibu, CA 90265
818-889-1353 Ext. 228
Office: 818-889-0260 Ext. 228

Munz and Mendenhall Wastewater Plant

42220 Lake Hughes Rd., Lake Hughes, CA 93532
661-724-1211 Ext. 244
Office: 661-724-1213

Placerita Canyon

19152 Placerita Canyon Rd.,
Newhall, CA 91321
661-259-7721

Scott & Scudder

28700 N. Bouquet Canyon Rd.,
Santa Clarita 91350
661-296-8811

Warm Springs Rehab Wastewater Plant (Closed)

38200 N. Lake Hughes Rd
Castaic, CA 91384
661-257-2342 Ext. 207

Vasquez Rocks Natural Area Park

10700 w. Escondido Canyon Rd.
Agua Dulce, CA 91350
661-268-0840

Fire Station 69

401 Topanga Canyon Road
Topanga Canyon, CA 90290
310-455-1766

Topanga Library

122 N Topanga Canyon Blvd
Topanga Canyon, CA 90290
310-455-3480

Acton/Agua Dulce Library

33792 Crown Valley Rd.
Acton, CA 93510
661-269-7101

Whittier Narrows Recreation Area

750 S. Santa Anita Avenue
South El Monte, CA 91733
626-575-5526

Topanga Beach Lifeguard Station

18720 Pacific Coast Hwy
Malibu

Surfrider Beach Lifeguard Station

23060 Pacific Coast Hwy
Malibu

Point Dume Beach Restroom/Lifeguard Station

Nos. 1, 2, and 3

3900, 7100, 7180 Westward Beach
Malibu

Zuma Beach Restroom/Dressing Station No. 1

6600 Westward Beach
Malibu

Zuma Beach Restroom/Dressing Station No. 2

29600 Pacific Coast Hwy
Malibu

**Zuma Beach Restroom/Dressing Station Nos. 3 and 4
and Food Concession Stand No. 1**

29750 Pacific Coast Hwy
Malibu

**Zuma Beach Restroom/Dressing Station NO. 5 and
Lifeguard Headquarters**

30050 Pacific Coast Hwy
Malibu

**Zuma Beach Restroom/Dressing Station No. 6
Food Concession Station No. 2
and Maintenance/Tractor Storage Yard.**

30066 Pacific Coast Hwy
Malibu

Zuma Beach Restroom/Dressing Station No. 7

30180 Pacific Coast Hwy
Malibu

Zuma Beach Restroom/Dressing Station No. 8

30300 Pacific Coast Hwy
Malibu

Zuma Beach Restroom/Dressing Station No. 9

30490 Pacific Coast Hwy
Malibu

Nicholas Canyon Beach Lifeguard Station

33985 Pacific Coast Hwy
Malibu

Dan Blocker Beach

26200 Pacific Coast Hwy
Malibu

Malibu Civic Center

23519 West Civic Center
Malibu

Road Maintenance Yard No. 336

3637 Winter Canyon Rd
Malibu



SCOTT MINNIX
Director

County of Los Angeles
INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

"Trusted Partner and Provider of Choice"

Telephone: (323) 267-2101
FAX: (323) 264-7135

February 8, 2018

**ADDENDUM NUMBER ONE TO
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ) #104569
FOR FACILITY ANCILLARY SERVICES**

Dear Proposers:

This Addendum Number One is issued to provide revisions, additions, deletions, and clarification to certain requirements of RFSQ #104569.

Refer to Attachment 2, Solid/Organic Waste Removal, Disposal and Recycling Services Requirements. Delete in its entirety and replace with the revised Attachment 2 (see attached)

Updated RFSQ will be posted via the County's website at: <http://camisvr.co.la.ca.us/lacobids/>. All other terms and conditions of RFSQ #104569 remain in effect.

Attachment (1)

**SOLID/ORGANIC WASTE REMOVAL, DISPOSAL
AND RECYCLING SERVICES
REQUIREMENTS**

1.0 BACKGROUND

Assembly Bill (AB) 341 compels businesses (including public entities) that generate four cubic yards or more of commercial solid waste per week to arrange for recycling services. AB 1826, signed into law October 2014, expands the State's (CalRecycle) efforts towards diverting at least 75% of solid waste statewide by 2020, as established under AB 341. AB 1826 phases in requirements for businesses (including public entities) that generate specified amounts of organic waste to arrange for organic recycling services as early as April 1, 2016. Service requirements under this category include waste removal/disposal services, including recycling and organic waste recycling services to ensure the County of Los Angeles' (County) compliance with AB 341 and AB 1826, submitting waste reports/data via the County's Solid Waste Information Management System (SWIMS) to track waste/waste diversion efforts, and implementing a commercial recycling plan for the County (and tracking progress made on an annual basis).

2.0 GENERAL SERVICE REQUIREMENTS

2.1 Solid Waste Removal, Disposal and Non-Organic Waste Recycling

Contractor shall provide solid waste removal/disposal services and non-organic waste recycling services for all facilities identified in Purchase Order, at the rates, frequency, and service levels identified in Purchase Order.

2.1.1 Bins/Equipment/Labor: Contractor shall provide County with necessary bins, equipment and labor to provide services as specified in the Purchase Order.

2.2 Organic Waste Recycling

Contractor shall provide organic waste recycling to ensure the County's compliance with AB 1826. Organic waste includes food waste, green waste, landscape and pruning waste, nonhazardous wood waste, and food-soiled paper waste that is mixed in with food waste.

2.2.1 Bins/Equipment/Labor: Contractor shall provide County with bins, equipment and labor necessary to provide organic waste recycling services as specified in the Purchase Order.

SOLID/ORGANIC WASTE REMOVAL, DISPOSAL AND RECYCLING SERVICES REQUIREMENTS

- 2.2.2 Initiation of Organic Waste Recycling Services: Contractor shall provide organic waste recycling services service upon request and for facilities serviced under the Purchase Order when the following threshold requirements are met:

Effective Date	Compliance Threshold (waste generated per facility/per week)
April 1, 2016	8 cubic yards or more of organic waste
January 1, 2017	4 cubic yards or more of organic waste
January 1, 2019	4 cubic yards or more of solid waste
Summer/Fall 2021*	2 cubic yards or more of solid waste

*CalRecycle determination; effective date and/or threshold requirement subject to change.

Organic waste recycling services shall be defined as:

- a. Source-separated organic waste collection taken to an organic waste processing and/or recycling facility approved by the County OR
 - b. Mixed organic waste collection taken to a mixed waste processing facility approved by the County that removes organic waste from the mixed waste collection stream for additional processing and/or recycling.
- 2.2.3 Recycling and Mixed Waste Processing Service: Provide either nonorganic waste source separated (non-mixed waste processing) recycling services or nonorganic mixed waste processing recycling services. For nonorganic mixed waste processing recycling services, the mixed solid waste must be taken to a materials recovery facility approved by the County that removes nonorganic recyclable waste from the solid waste collection stream for additional processing and recycling. At any time, upon request by any facility identified in the Purchase Order, the Contractor must provide nonorganic waste source separated recycling services.
- 2.2.4 Site Visits: County may conduct site visits of Contractor's facilities (e.g., mixed waste processing facility, material recovery facility, etc.) prior to qualifying Contractor under the Solid/Organic Waste Removal, Disposal and Recycling Services category, or at any time during the term of the agreement.

**SOLID/ORGANIC WASTE REMOVAL, DISPOSAL
AND RECYCLING SERVICES
REQUIREMENTS**

2.3 Recycling Coordinator

Contractor shall designate, employ or retain a "Recycling Coordinator" qualified to conduct facility waste surveys and developing facility-specific plans for recycling reduction, and diversion of solid waste, recyclables, and organic waste generated at facilities.

The Contractor's Recycling Coordinator shall visit the premises of all facilities identified within their respective zone(s) in the Purchase Order at the following times:

1. By September 1st, 2018; and
2. After the initial site visit, each of those facilities once every contract year; or
3. At the frequency required by law.

The Contractor's Recycling Coordinator shall schedule the site visit with each facility contact and conduct a minimum of 15 initial facility site visits per month until the Contractor has visited all facilities identified within their respective zone(s) in the Purchase Order at least once.

The Contractor's Recycling Coordinator shall prioritize conducting site visits to certain facilities per the County's request.

At each visit, the Contractor shall conduct the following audit, without additional charge:

1. Review the facility's service level, including the number and size of facility's bins and roll-off boxes for refuse, organic waste, and recyclables, and collection frequency;
2. Conduct a waste characterization by visually inspecting customer's discards and estimating amount of recyclables, refuse, and organic waste;
3. Note any other recycling programs, such as self-hauling recyclables to a MRF, subscribing to third-party recycling services (such as corrugated cardboard collection), self-hauling organic waste to a processing facility, or on-site organic waste processing activities;
4. Check each facility's containers to monitor:
 - a. Participation: recyclables and organic waste discarded in refuse containers, and
 - b. Contamination: refuse and other contaminating materials discarded in recyclables and organic waste containers;

**SOLID/ORGANIC WASTE REMOVAL, DISPOSAL
AND RECYCLING SERVICES
REQUIREMENTS**

5. Identify manufacturing or processing residual, and estimate its volume
6. Check facility's premises for posting of recycling educational materials;
7. Identify why a customer does not have a program for recyclables and organic waste, for example:
 - a. zoning conflicts,
 - b. lack of storage space for extra bins,
 - c. lack of markets for products from recyclables and organic waste,
 - d. non-generation of recyclable materials or organic waste,
 - e. facility with verifiable recycling program with another approved waste hauler, or
 - f. unwillingness; and
8. Provide a summary report to the facility as well as Public Works that explains findings from the site visit, recommendations to reduce and divert solid and organic waste, including changes to the facility's service level, which may be changing the number, size, and type (such as solid waste, organic waste, or recyclables) or collection frequency of containers in order to provide adequate refuse disposal service but also maximize organic waste and recyclables diversion.

Reporting submittal instructions to be provided at a later date.

2.4 Monthly Reporting

Contractor shall submit monthly reports to the County, via County's SWIMS. Contractor shall measure, monitor, and report on solid waste and organic waste collection/disposal and recycling. Reporting data shall include, but not be limited to:

- a. Locations/Facilities serviced;
- b. Dates serviced;
- c. Waste volume by type and frequency; and
- d. Organic waste volume recycled
- e. Non-organic waste volume recycled
- f. Level of recycling service provided for each facility and tonnage of material recycled

**SOLID/ORGANIC WASTE REMOVAL, DISPOSAL
AND RECYCLING SERVICES
REQUIREMENTS**

2.5 Annual Reporting

Prior to commencing work, and on an annual basis thereafter, Contractor shall provide County with a copy of its recycling implementation plan which shall, at a minimum, include the following:

- a. Recycling/diversion implementation plan to ensure County's compliance with AB 341 and AB 1826, including organics diversion implementation plan
- b. Summary of facilities provided with organic recycling services
- c. Annual reporting of list of facilities to which recyclable nonorganic and organic waste is hauled
- d. List of vehicles used to perform services under the agreement
- e. List of personnel working under the agreement
- f. Monthly reporting of volume and/or tonnage of waste taken to each disposal facility, transfer station, material recovery facility, recycling facility, and/or organic waste processing facility
- g. Annual reporting of summary of all audits conducted and recommendations for each facility audited

2.6 Legally Required Reports

Contractor shall file all reports required under law (e.g., disposal tonnage).

3.0 OUTREACH

No less than once every six months, the contractor shall inform all facilities identified in Purchase Order within their contract zone(s) in print and through email that organic waste removal, disposal and recycling services are available. The outreach materials should inform facilities who to contact to sign up for organics waste removal, disposal and recycling services. The outreach materials should provide instructions on how facilities can prepare to receive organic waste removal, disposal and recycling services

SOLID/ORGANIC WASTE REMOVAL, DISPOSAL AND RECYCLING SERVICES REQUIREMENTS

The Contractor shall submit all printed and electronic outreach materials to Public Works for approval on each January 1 and July 1. Within 30 days of the Director accepting the materials, the Contractor shall distribute them to its facilities both electronically and by mail. Public Work documents can be sent to the following:

Email: cajwani@dpw.lacounty.gov

Mail:

P.O.Box 1460

Alhambra, CA 91802

ATTN: Clark Ajwani

4.0 RECORDKEEPING

Contractor shall maintain complete and accurate records, at all times, pertaining to the Services performed under this Agreement. These records shall be made available to County for review within five (5) business days of County request.

3.1 Record Types

Records to be maintained must include, but may not be limited to:

- 3.1.1 All documentation used by Contractor as a basis for determining monthly invoices;
- 3.1.2 Weight tickets and receipts from solid waste facilities (including solid waste processing residual)
- 3.1.3 Receipts from recyclables, CED and E-waste transporters, shippers, brokers, beneficiators, remanufacturers and purchasers, and with respect to roll-off containers:
 - a. Encroachment permits required by law
 - b. Container capacity
 - c. Frequency of container collection
- 3.1.4 Monthly reporting of volume and/or tonnage of waste taken to each disposal facility, transfer station, material recovery facility, recycling facility, and/or organic waste processing facility.
- 3.1.5 Annual reporting of list of facilities to which recyclable nonorganic and organic waste is hauled
- 3.1.6 Annual reporting of summary of all audits conducted and recommendations for each facility audited.

**SOLID/ORGANIC WASTE REMOVAL, DISPOSAL
AND RECYCLING SERVICES
REQUIREMENTS**

5.0 LIQUIDATED DAMAGES

Pursuant to Section 8.25, Liquidated Damages, of the Facilities Ancillary Services Master Agreement, County may impose liquidated damages in the amount of One Hundred Dollars (\$100) per day per infraction due to Contractor's failure to provide services in accordance with the requirements set forth in the agreement, including:

- Contractor's failure to submit accurate and timely reports
- Contractor's failure to provide the level of service as specified in the Purchase Order