

# REQUEST FOR PROPOSAL

RFP # 17-26

## Asbestos and Lead Consultant

City of Ann Arbor  
Safety Unit



**Due Date: September 15, 2017 by 2:00pm (local time)**

Issued By:

City of Ann Arbor  
Procurement Unit  
301 E. Huron Street  
Ann Arbor, MI 48104

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## **SECTION 1- GENERAL INFORMATION**

### **A. OBJECTIVE**

The City of Ann Arbor seeks to retain a consultant to conduct building materials surveys for asbestos. On an as needed basis, the consultants may also conduct lead surveys, hazard screens, risk assessments, other small-scale surveys, perform oversight and air sampling of asbestos abatement and/or lead remediation projects. Projects range in size and duration from a half day to possibly multiple weeks. The consultant shall ensure that all relevant laws, standards, regulations, and City specifications are followed.

### **B. QUESTIONS ABOUT AND CLARIFICATIONS OF THE REQUEST FOR PROPOSAL**

All questions regarding this Request for Proposal (RFP) shall be submitted via e-mail. Questions will be accepted and answered in accordance with the terms and conditions of this RFP.

**All questions shall be submitted on or before September 1, 2017 by 10:00am,** and should be addressed as follows:

Scope of Work/Proposal Content questions shall be e-mailed to Doug Forsyth, Sr. Safety Compliance Specialist – [dforsyth@a2gov.org](mailto:dforsyth@a2gov.org).

RFP Process and Compliance questions shall be e-mailed to Colin Spencer, Buyer - [cspencer@a2gov.org](mailto:cspencer@a2gov.org)

Should any prospective vendor be in doubt as to the true meaning of any portion of this RFP, or should the vendor find any ambiguity, inconsistency, or omission therein, the vendor shall make a written request for an official interpretation or correction by the due date above.

All interpretations, corrections, or additions to this RFP will be made only as an official addendum that will be posted to [a2gov.org](http://a2gov.org) and [MITN.info](http://MITN.info) and it shall be the vendor's responsibility to ensure they have received all addenda before submitting a proposal. Any addendum issued by the City shall become part of the RFP, and must be incorporated in the proposal where applicable.

### **C. PRE-PROPOSAL MEETING**

No pre-proposal meeting will be held for this RFP. Please contact staff indicated above with general questions regarding the RFP.

### **D. PROPOSAL FORMAT**

To be considered, each vendor must submit a response to this RFP using the format provided in Section III. An official authorized to bind the vendor to its provisions must

sign the proposal in ink. Each proposal must remain valid for at least ninety days from the due date of this RFP.

Proposals should be prepared simply and economically providing a straightforward, concise description of the vendor's ability to meet the requirements of the RFP. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

## **E. SELECTION CRITERIA**

Responses to this RFP will be evaluated using a point system as shown in Section III. A selection committee comprised of staff from the City of Ann Arbor will complete the evaluation.

The fee proposals will not be reviewed at the initial evaluation. After initial evaluation, the City will determine top prospective vendors, and open only those fee proposals. The City will then determine which, if any, vendors will be interviewed. During the interviews, the selected vendors will be given the opportunity to discuss their proposal, qualifications, past experience, and their fee proposal in more detail. The City further reserves the right to interview the key personnel assigned by the selected vendor to this project. If the City chooses to interview any respondents, the interviews will be tentatively held the **week of September 25, 2017**. The vendor must be available on these dates.

All proposals submitted may be subject to clarifications and further negotiation. All agreements resulting from negotiations that differ from what is represented within the RFP or in the vendor's response shall be documented and included as part of the final contract.

## **F. SEALED PROPOSAL SUBMISSION**

**All proposals are due and must be delivered to the City Procurement Unit on, or before, September 15, 2017 by 2:00pm (local time).** Proposals submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile **will not** be considered or accepted.

**Each respondent must submit in a sealed envelope**

- **one (1) original proposal**
- **one (1) digital copy of the proposal preferably on a flash drive as one file in PDF format**

**Each respondent must submit in a single separate sealed envelope marked Fee Proposal**

- **two (2) copies of the fee proposal in format provided in Attachment A**

**The fee proposal and all costs must be separate from the rest of the proposal.**

Proposals submitted must be clearly marked: **"RFP No. 17-26 – Asbestos and Lead Consultant"** and list the vendor's name and address.

Proposals must be addressed and delivered to:

City of Ann Arbor  
c/o Customer Service  
301 East Huron Street  
Ann Arbor, MI 48107

All proposals received on or before the due date will be publicly opened and recorded on the due date. No immediate decisions will be rendered.

Hand delivered proposals must be date/time stamped by the Customer Service Department at the address above in order to be considered. Delivery hours are 9:00 a.m. to 3:00 p.m. Monday through Friday, excluding Holidays.

The City will not be liable to any vendor for any unforeseen circumstances, delivery, or postal delays. Postmarking on the due date will not substitute for receipt of the proposal. Vendors are responsible for submission of their proposal. Additional time will not be granted to a single vendor. However, additional time may be granted to all vendors at the discretion of the City.

**A proposal will be disqualified if:**

**The forms provided as Attachment C - City of Ann Arbor Non-Discrimination Declaration of Compliance, Attachment D - City of Ann Arbor Living Wage Declaration of Compliance, Attachment E - Vendor Conflict of Interest Disclosure Form of the RFP Document must be included in submitted proposals.**

**Proposals that fail to provide these completed forms listed above upon proposal opening will be deemed non-responsive and will not be considered for award.**

**G. DISCLOSURES**

Under the Freedom of Information Act (Public Act 442), the City is obligated to permit review of its files, if requested by others. All information in a vendor's proposal is subject to disclosure under this provision. This act also provides for a complete disclosure of contracts and attachments thereto.

**H. TYPE OF CONTRACT**

A sample of the Professional Services Agreement is included as Appendix H. Those who wish to submit a proposal to the City are required to review this sample agreement carefully. **The City will not entertain changes to its Professional Services Agreement.**

The City reserves the right to award the total proposal, to reject any or all proposals in whole or in part, and to waive any informality or technical defects if, in the City's sole judgment, the best interests of the City will be so served.

This RFP and the selected vendor's response thereto, shall constitute the basis of the scope of services in the contract by reference.

#### **I. HUMAN RIGHTS REQUIREMENTS**

All contractors proposing to do business with the City shall satisfy the contract compliance administrative policy adopted by the City Administrator in accordance with the Section 9:158 of the Ann Arbor City Code. Breach of the obligation not to discriminate as outlined in Attachment B shall be a material breach of the contract. Contractors are required to post a copy of Ann Arbor's Non-Discrimination Ordinance attached at all work locations where its employees provide services under a contract with the City.

#### **J. WAGE REQUIREMENTS**

The Attachments provided herein outline the requirements for payment of prevailing wages or of a "living wage" to employees providing service to the City under this contract. The successful vendor must comply with all applicable requirements and provide documentary proof of compliance when requested.

#### **K. CONFLICT OF INTEREST DISCLOSURE**

The City of Ann Arbor Purchasing Policy requires that the vendor complete a Conflict of Interest Disclosure form. A contract may not be awarded to the selected vendor unless and until the Procurement Unit and the City Administrator have reviewed the Disclosure form and determined that no conflict exists under applicable federal, state, or local law or administrative regulation. Not every relationship or situation disclosed on the Disclosure Form may be a disqualifying conflict. Depending on applicable law and regulations, some contracts may awarded on the recommendation of the City Administrator after full disclosure, where such action is allowed by law, if demonstrated competitive pricing exists and/or it is determined the award is in the best interest of the City. A copy of the Conflict of Interest Disclosure Form is attached.

#### **L. COST LIABILITY**

The City of Ann Arbor assumes no responsibility or liability for costs incurred by the vendor prior to the execution of a Professional Services Agreement. The liability of the City is limited to the terms and conditions outlined in the Agreement. By submitting a proposal, vendor agrees to bear all costs incurred or related to the preparation, submission, and selection process for the proposal.

#### **M. DEBARMENT**

Submission of a proposal in response to this RFP is certification that the Respondent is not currently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal departments or agency. Submission is also agreement that the City will be notified of any changes in this status.

## **N. PROPOSAL PROTEST**

All proposal protests must be in writing and filed with the Purchasing Manager within five (5) business days of the award action. The vendor must clearly state the reasons for the protest. If a vendor contacts a City Service Area/Unit and indicates a desire to protest an award, the Service Area/Unit shall refer the vendor to the Purchasing Manager. The Purchasing Manager will provide the vendor with the appropriate instructions for filing the protest. The protest shall be reviewed by the City Administrator or designee, whose decision shall be final.

## **O. SCHEDULE**

The proposals submitted should define an appropriate schedule in accordance with the requirements of the Proposed Work Plan in Section III.

The following is the schedule for this RFP process.

<b>Activity/Event</b>	<b>Anticipated Date</b>
Written Question Deadline	Sept 1, 2017, 10:00 a.m.
Addenda Published (if needed)	Week of Sept 4, 2017
Proposal Due Date	Sept 15, 2017, 2:00 p.m. (Local Time)
Tentative Interviews (if needed)	Week of Sept 25, 2017
Selection/Negotiations	October 2017
Expected City Council Authorizations	October 2017

The above schedule is for information purposes only and is subject to change at the City's discretion.

## **P. IRS FORM W-9**

The selected vendor will be required to provide the City of Ann Arbor an IRS form W-9.

## **Q. RESERVATION OF RIGHTS**

1. The City reserves the right in its sole and absolute discretion to accept or reject any or all proposals, or alternative proposals, in whole or in part, with or without cause.
2. The City reserves the right to waive, or not waive, informalities or irregularities in terms or conditions of any proposal if determined by the City to be in its best interest.
3. The City reserves the right to request additional information from any or all vendors.
4. The City reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested within RFP.
5. The City reserves the right to determine whether the scope of the project will be entirely as described in the RFP, a portion of the scope, or a revised scope be implemented.
6. The City reserves the right to select one or more vendors to perform services.

7. The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the vendor of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted.
8. The City reserves the right to disqualify proposals that fail to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents outlined within RFP.



## **SECTION II - SCOPE OF SERVICES**

### ***A. Background***

The City of Ann Arbor seeks a qualified consultant to perform building material surveys for asbestos. In addition, on an as needed basis, the consultant will conduct surveys, hazard screens, risk assessments for lead or other regulated building materials, oversee asbestos and lead remediation projects and conduct environmental sampling in accordance with federal and state regulations as well as City specifications. These documents include, but are not limited to:

#### **Asbestos**

- 29 Code of Federal Regulations (CFR) 1926.1101
- 40 CFR Part 61, 49 CFR Part 171-173
- State of Michigan Public Act 135 of 1986, as amended.
- State of Michigan Public Act 440 of 1988, as amended.

#### **Lead**

- 29 CFR 1926.62
- Michigan Department of Public Health R 325.51991 and 325.51992
- Michigan Department of Community Health Lead Hazard Remediation Rules 325.9901-325.9925
- Michigan Public Acts 219 & 220 – Lead Abatement Act
- Department of Housing and Urban Development 24 CFR Part 35 (et al)
- EPA CFR Title 40, Part 745-Lead Based Paint Poisoning Prevention In Certain Residential Structures
- HUD Guidelines for the Evaluation and Control of Lead Based Paint Hazards in Housing
- EPA Publication “Guidance on Residential Lead-Based Paint, Lead-Contaminated Dust, and Lead Contaminated Soil”
- EPA Publication “Residential Sampling for Lead: Protocols for Dust and Soil Sampling”
- EPA Renovation, Repair, and Painting Rules: 40 CFR Part 745
- 24 Michigan Natural Resources and Environmental Protection Act: Part 31 Water Resources Protection, Part 11 Hazardous Waste Management, Part 115 Solid
- Waste Management, Part 121 Liquid Industrial Wastes
- City of Ann Arbor Sewer Use Ordinance for Lead

Consultants will be asked to submit qualifications packets and pricing information. It is expected that consultants will bid on all aspects of this RFQ as a comprehensive service provider. It is anticipated that the firm selected through this process will enter into a Professional Services Agreement (PSA) with the City of Ann Arbor to provide these services for up to 3 years. This agreement will outline the terms of the overall relationship between the City and the selected firm, and will be approved by City Council. The City and the selected firm will then enter into individual PSAs on a project-by-project basis. For budgeting purposes, the City will ask the selected firm to provide a proposal and/or cost estimate for their services for each project that they are assigned to deliver.

### ***B. Asbestos***

Each bidder shall submit proof of their qualifications as follows:

1. For each individual conducting bulk surveys: successful completion of an EPA approved asbestos inspector course and appropriate state accreditation.
2. Affiliation with a laboratory that has successful participation in the National Institute of Standards and Technology (NIST) National Voluntary Laboratory Accreditation Program (NVLAP) for airborne asbestos fiber analysis and bulk asbestos fiber analysis.
3. For each hygienist conducting air monitoring/project management: successful completion of an Environmental Protection Agency (EPA) approved asbestos contractor/supervisor course and appropriate refresher course. Also, successful completion of the National Institute of Occupational Safety and Health 582 course or equivalent, proof of six months experience as an on-site asbestos consultant, and proof of successful participation in a company QA/QC program.
4. A written procedure for abatement site air monitoring including examples of daily logs and data sheets. This documentation will be returned to unsuccessful bidders if requested.
5. Sample air monitoring report that includes daily field notes and sample survey report.
6. Professional liability insurance for errors and omissions at a minimum of \$1,000,000.
7. Summary of other qualifications, company history and three references from non-contractor customers.
8. Written respiratory protection policy.

### ***Field Requirements***

The consultant shall provide the services listed below:

1. Provide professional, competent field hygienists that can act as the initial health and safety liaison between the abatement project and the City of Ann Arbor staff. It is expected that individuals will dress accordingly and will not use any city property (phones, computers, etc.) without prior permission.
2. Personal Protective Equipment (PPE) is required for all personnel entering City of Ann Arbor worksites. The minimum PPE required is a hard hat, safety glasses with side-shields meeting ANSI Z87.1 standards, Class II high visibility vest, and the use of sturdy work shoes or boots with steel toes. No short pants, skirts, sleeveless shirts, open toe shoes, nor tennis shoes shall be allowed. Depending on site conditions, the general contractor may also require other types of PPE such as hearing protection, gloves etc.

3. Maintain a daily log and daily check off sheets. At a minimum, these documents shall provide an outline of activities on the work site. They shall provide a detailed account of activities related to any accident, violation of regulations, non-compliance by the contractor, fiber releases outside the enclosure or glove bag, and site visits by inspectors from state and federal agencies.
4. Notify Safety Unit staff immediately in the event of any site visits by state or federal inspectors or if any violation of applicable regulations occurs during projects.
5. All hygienists **must** have a mobile phone. Provide a list of all hygienist's names and mobile phone numbers to Safety Unit staff. This list shall be updated as changes necessitate. Provide telephone number of supervisor who can be reached after normal business hours in the event of an emergency.
6. Attend pre-abatement meetings with a representative of Safety Unit staff upon request.
7. Approve the integrity of each enclosure prior to disturbance of asbestos. Periodically test and document the negative pressure in each enclosure.
8. Enter enclosures unannounced at least twice each day donning appropriate protective clothing and respiratory protection. Inspect a representative number of sealed waste bags to ensure that waste material is properly wetted. Improper removal practices and corrective directives made to the abatement contractor shall be documented and reported to Safety Unit staff.
9. Conduct airborne fiber sampling in compliance with Occupational Safety and Health Administration, Michigan Department of Licensing and Regulatory Affairs, and EPA regulations and follow professional industrial hygiene practices. A minimum of 1200L of air must be collected for post abatement air samples.
10. During all projects involving more than three linear or square feet of friable asbestos, monitoring shall include: baseline, TWA personal, excursion limit, outside work area, work area (unless full enclosure), and post-abatement samples. Sampling during projects smaller than three linear or square feet may be reduced if appropriate and approved by the Safety Unit. For non-friable materials conduct the following: TWA personal, excursion limit, outside work area, work area and post-abatement samples if work area samples are above clearance levels.
11. A minimum of two post abatement samples must be collected for large abatement areas. Large abatement areas are defined as greater than 25 linear feet of pipe or duct abatement, greater than 1,000 square feet of floor tile or surfacing material abatement or any full containment abatement area. In addition, more than one representative personal sample must be collected when 8 or more abatement personnel are onsite.
12. Analyze all air samples on-site using Phase Contrast Microscopy, OSHA Reference Method or NIOSH Method 7400. Consultant is responsible for finding

a location for setting up the analysis equipment.

13. Stop abatement work when outside work area sampling indicates fiber concentrations above 0.01 fibers/cubic centimeters (f/cc) or above background levels (whichever is higher) and notify the Safety Unit immediately. Abatement work shall be stopped until the cause of the contamination is discovered and corrected.
14. Conduct a visual inspection after the contractor has cleaned each enclosure to ensure that all asbestos within the scope of work has been abated.
15. Ensure fiber concentrations are at or below the EPA recommended clearance level of 0.01 f/cc before the contractor removes an enclosure. In the event that 0.01 f/cc cannot be achieved, the hygienist must contact the Safety Unit to discuss options.
16. Employ aggressive clearance sampling methods on each project requiring notification to the EPA under the National Emission Standard for Hazardous Air Pollutants. With the permission of Safety Unit staff, aggressive methods may be eliminated if not practical, for example during a soil-cleaning project.
17. After all polyethylene sheeting and equipment has been removed, the consultant will re-inspect the work area. This inspection shall ensure that project materials, equipment or asbestos residue do not remain on the site. The contractor and the consultant will be held responsible for improper materials that remain on site.
18. Maintain a copy of this document at each project. Review contractor's project specification.
19. Review and document the contractor's documentation for MDLARA accreditation card, employee training, medical surveillance, respiratory protection, MDLARA and EPA project notification, and waste disposal. Collect copies of training certificates and accreditation cards for each individual working on the project prior to the start of work. The Safety Unit will accept a print out from the MDLARA Asbestos Program's "Verify and Search" website showing the dates of training and accreditation in lieu of actual copies of training certificates and accreditation cards. Verify that each worker's medical exam and fit test is current. Ensure that the notification is posted at the job site. Check each notification for completeness and correctness. Ensure that proof of the supervisor's competent person's training is posted at projects requiring NESHAP notification. Check each notification for completeness and correctness. If necessary, inform the contractor that work cannot proceed until the proper documentation is provided.

### ***Report Requirements***

Within two weeks of completion of the project or receipt of laboratory results, provide to the Safety Unit one signed, PDF copy of the final bulk survey report and an Excel copy of the survey spreadsheet. The Safety Unit does not require paper copies of reports. Please do not send paper copies in addition to the electronic

versions of reports.

Each survey/bulk sampling report shall include the information described below:

1. The location and dates of the survey and date that the report was submitted shall appear on the title page. Individuals who conducted the survey should sign off on each report. A separate report shall be issued for each building location.
2. Descriptions of the sampling and analytical techniques used to identify asbestos-containing materials.
3. Sampling result tables with detailed sample locations, including floor, room number, orientation (north, south etc.) and type of material sampled. Please reference floor plans available from the Safety Unit for accurate room number descriptions. An example survey table is included. **(Appendix B)**
4. Hazard assessment for each asbestos containing material, if requested.
5. Professional drawings of each surveyed area. Label drawings with sample locations if requested. Labeling must include floor, room numbers, building name, north arrow, and key. Key plans of buildings should be used, if available.

Each asbestos abatement air monitoring report must be submitted electronically in PDF format and shall include the information described below:

1. The location and dates of the project, and date that the report was submitted shall appear on the title page. A separate report shall be issued for each building in which work was conducted.
2. Description of the abatement work, removal techniques, and equipment used. **Boilerplate statements regarding equipment and techniques are NOT allowed.** Reports should be concise and describe the actual activities and work practices that occurred. All field notes regarding accidents, fiber releases, inspector visits, non-compliance, or unusual circumstances should be included in the final report. Also include all field notes that document daily activities, including time of arrival and departure from site. This can be a typed or handwritten note.
3. Drawings of each abatement area labeled with: work areas, sample locations and type, decontamination areas, exhaust locations, protective barrier locations. Labeling must include room numbers, building name, north arrow, and key.
4. Confirmation that the abatement contractor completed the work as defined in the project specifications and in accordance with the relevant regulations. Provide confirmation that the work area was inspected daily and, at completion of the project, passed inspection.
5. Description of the methods of sample collection and analysis. The Limit of Detection used in the calculation of concentration must be documented.

6. For each personal sample reported, all the information required by 29 CFR 1926.1101 (n)(2)(i)(ii) (A-F) shall be included on a single page.
7. Time-weighted averages for the sampling period and 8-hour time-weighted averages shall be recorded and reported for personal samples.
8. Abatement workers who were on-site but did not wear personal samplers shall be listed in the report along with the type of work they performed and the samples that represent their exposure.
9. Data shall include the times when each sample was collected and the abatement procedure(s) occurring at that time.
10. Written section describing inappropriate work practices observed by the on-site monitor and actions taken to correct them. Failure to describe these problems indicates to the Safety Unit that the work proceeded according to the specifications and regulations. Elevated fiber levels outside the enclosure shall be addressed in this section.
11. A quantitative description, in linear feet or square feet, of materials that were abated shall be included in the summary.
12. A table listing the names of the employees on site and the date of their most recent medical exam and fit test.
13. Copies of training certificates and accreditation cards for each individual on-site must be submitted with each report. Also include a copy of the contractor's Asbestos Abatement License. The Safety Unit will accept a print out from the MDLARA Asbestos Program's "Verify and Search" website showing the dates of training and accreditation for individuals and company license in lieu of actual copies of training certificates, accreditation cards and company abatement license.
14. Reports shall be written so that an individual, without prior knowledge of the project, can read the report years after it was written and can understand what happened.
15. Each project summary shall state the purpose of the work, for example, renovation or maintenance.
16. Each report shall be reviewed and signed by the individuals who conducted the work and by a management level employee.

### **C. Lead**

#### *Bidder Qualifications*

In addition to the information supplied for the asbestos qualifications section, each bidder shall submit proof of qualifications for lead work as follows:

1. For each hygienist conducting building surveys, bulk sample collection, or air monitoring/project management: proof of 6 months of experience as an on-site lead consultant or be a Certified Industrial Hygienist (CIH) as defined by the American Board of Industrial Hygiene.
2. For each hygienist conducting risk assessments or lead hazard screens: successful completion of an EPA approved Lead Risk Assessor course, an appropriate refresher course, state accreditation card, and proof of 6 months of experience as an on-site lead consultant or be a Certified Industrial Hygienist (CIH) as defined by the American Board of Industrial Hygiene.
3. A description of the firm's qualifications to provide this type of work including a history of lead survey and lead abatement project management work.
4. A written procedure for air monitoring including examples of daily logs and data collection forms. This documentation will be returned, if requested.
5. Use of an American Industrial Hygiene Association (AIHA) accredited laboratory for lead air sampling analysis.
6. A written procedure for bulk sampling and methods used to prevent contamination during sampling. For non-target housing projects, bulk sampling is the required survey technique to be utilized.
7. Provide a sample air monitoring report that includes detailed daily field notes and sample lead survey report.

### *Field Requirements*

The consultant shall provide the services listed below:

1. Stop remediation work when area air sampling results are received that exceed the action limit of 0.03 milligrams per cubic meter (mg/m<sup>3</sup>) of air. Appropriate corrections must be made to reduce the contaminant level and a clean up of the work area conducted. Personal air samples will be the responsibility of the contractor, unless directed differently by Safety Unit personnel.
2. When requested, conduct an end-of-project visual inspection to assure all lead that was within the scope of work was abated and the area properly cleaned of all visible dust and debris. This inspection shall ensure that project materials, equipment or lead residue do not remain on the site.
3. Maintain a copy of this document and the contractor project specifications at each work site.
4. Refer to attached paint protocol for conducting lead surveys. **(Appendix C)**
5. For target housing, follow inspection protocol in lead regulations for surveys.
6. For target housing, follow lead regulations for risk assessments and lead hazard screens.

## ***Report Requirements***

Within two weeks of completion of each project, provide to the Safety Unit a signed, PDF copy of the final bulk survey report and an Excel copy of the survey spreadsheet. The Safety Unit does not require paper copies of reports. Please do not send paper copies in addition to the electronic versions of reports.

Each survey/bulk sampling report shall include the information described below:

1. The location and dates of the survey and date that the report was submitted shall appear on the title page. Individuals who conducted the survey should sign off on each report. A separate report shall be issued for each building location.
2. Descriptions of the sampling and analytical techniques used to identify lead-containing materials.
3. Sampling result tables with detailed sample locations, including room number, floor, orientation (north, south etc.) and type of material sampled. Please use floor plans/maps when made available by the Safety Unit for accurate room number descriptions and maps. An example report is included (**Appendix D**).
4. Hazard assessment for each lead containing coating, if requested.
5. Professional drawings of each surveyed area. Label drawings with sample locations if requested. Labeling must include room numbers, floor, building name, north arrow, and key. Provided floor plans/maps should be used, if available.
6. For Risk Assessment/Lead Hazard Screen – Follow report requirements in the applicable regulation.

Each report for lead demolition or abatement air monitoring activities shall include the information described below:

1. The location and dates of the project and date that the report was submitted shall appear on the title page. The contractor who performed the work should be listed within the report. A separate report shall be issued for each building location.
2. Description of the abatement work, removal techniques, and equipment used. Boilerplate statements regarding equipment and techniques are NOT allowed. Also include all field notes that document daily activities. This can be a typed or handwritten note.
3. Professional drawings of each abatement area should be labeled with: work areas, sample locations, protective barrier locations, decontamination areas, and exhaust locations, if they are used. Labeling must include room numbers, floor, building name, north arrow, and key.



4. When requested by the Safety Unit, confirmation that the abatement contractor completed the work as defined in the project specifications. Provide confirmation that the work area was inspected at completion of the project, and that it passed inspection.
5. Description of the methods of sample collection and analysis.
6. Data shall include the times when each sample was collected and the abatement procedure(s) occurring at that time.
7. Written section describing inappropriate work practices observed by the on-site monitor and actions taken to correct them. Failure to describe these problems indicates to the Safety Unit that the work proceeded according to the specifications and regulations.
8. Reports shall be written so that an individual, without prior knowledge of the project, can read the report years after it was written and can understand what happened.
9. Each report shall be reviewed and signed by the individuals who conducted the work and by a management level employee.

#### ***D. Regulated Building Materials Survey***

1. Surveys for Regulated Building Materials shall be conducted for each area within a given project area. See **Appendix E** for list of suspect regulated building materials to be surveyed.
2. Survey should be completed concurrent with asbestos/paint survey.
3. No samples should be collected, this is simply an inventory of suspected items.

#### ***E. Billing and Other Requirements***

1. A consultant may be asked to provide lead and asbestos services concurrently for the same project. In the event that asbestos and lead services are provided by one consultant on a given day, the day should be billed as one day at the higher charge if applicable. Duplicate billing for asbestos and lead services is not allowed.
2. A full day of air monitoring is 10 hours. A half-day of air monitoring is 5 hours or less. Overtime is billed at the hourly rate. The Safety Unit should be notified of all additional hours no later than the following day and of all additional days before work begins.
3. A full day of survey work is 8 hours. A half-day of survey work is 4 hours or less. Report time may be billed when a formal report is required for a comprehensive survey. No report time should be billed for 'bulk sampling' activities that are not as involved.

4. Management review and clerical preparation is a professional expectation and should not be invoiced.
5. The original invoice is to be e-mailed (PDF) to the Safety Unit representative who initiated the work. Invoices will be approved by the Safety Unit after report is received and verified. After all approvals are granted, payment will be made by Accounts Payable. Each project shall be referenced by building name, and must be submitted on a separate invoice. In addition to the building name, the invoice must include the name of the hygienist and the contractor. Billing only **after** submittal of the report is required. Invoices should accompany the report.

## **SECTION III - MINIMUM INFORMATION REQUIRED**

### **PROPOSAL FORMAT**

Vendors should organize Proposals into the following Sections:

- A. Professional Qualifications
- B. Past Involvement with Similar Projects
- C. Proposed Work Plan
- D. Fee Proposal (include in a separate sealed envelope clearly marked "Fee Proposal")
- E. Authorized Negotiator
- F. Attachments

The following describes the elements that should be included in each of the proposal sections and the weighted point system that will be used for evaluation of the proposals.

#### A. Professional Qualifications – 20 points

1. State the full name and address of your organization and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. If as a corporation, include whether it is licensed to operate in the State of Michigan.
2. Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify only individuals who will do the work on this project by name and title. Resumes and qualifications are required for all proposed project personnel. Identify any subcontractors to be utilized to complete the work requested in this RFP. For any subcontractors identified, provide company name, address, contact information and authorized principal.
3. State history of the vendor, in terms of length of existence, types of services provided, etc. Identify the technical details that make the vendor uniquely qualified for this work.

#### B. Past involvement with Similar Projects – 35 points

Provide three references for clients receiving similar services within the last three years. It shall include the vendor/agency name, address, telephone number, and contact person.

#### C. Proposed Work Plan – 35 points

Provide a detailed and comprehensive description of how the Vendor intends to provide the services requested in this RFP. This discussion shall include, but not be limited to: how the project(s) will be managed and scheduled, how and when data will be delivered to the City, communication and coordination, the working relationship between the vendor and City staff, and the company's general philosophy in regards to providing the requested services.

Vendors shall be evaluated on the clarity, thoroughness, and content of their responses to the above items.

D. Fee Proposal - 10 points

Fee schedules shall be submitted in a separate, sealed, envelope as part of the proposal. Fee quotations shall be provided according to the format provided in Appendix A.

E. Authorized Negotiator

Include the name, phone number, and e-mail address of persons(s) in your organization authorized to negotiate the agreement with the City

F. Attachments

Legal Status of Vendor, Conflict of Interest Form, Living Wage Compliance Form, and the Non-Discrimination Form must be completed and returned with the proposal. These elements should be included as attachments to the proposal submission.

## **PROPOSAL EVALUATION**

1. The selection committee will evaluate each proposal by the above-described criteria and point system (A through C) to select a short-list of vendors for further consideration. The City reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested for evaluation. A proposal with all the requested information does not guarantee the proposing vendor to be a candidate for an interview.
2. The committee then will schedule interviews with the selected vendors if necessary. The selected vendors will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan and fee proposal.
3. If necessary, the interview must include the project team members expected to complete a majority of work on the project, but no more than six members total. The interview shall consist of a presentation of up to thirty minutes (or the length provided by the committee) by the vendor, including the person who will be the project manager on this contract, followed by approximately thirty minutes of questions and answers. Audiovisual aids may be used during the oral interviews. The committee may record the oral interviews.

4. The vendors interviewed will then be re-evaluated by the above criteria (A through C), and adjustments to scoring will be made as appropriate. After evaluation of the proposals, further negotiation with the selected vendor may be pursued leading to the award of a contract by City Council, if suitable proposals are received.

The City reserves the right to waive the interview process and evaluate the vendors based on their proposals and fee schedules alone and open fee schedules before or prior to interviews.

The City will determine whether the final scope of the project to be negotiated will be entirely as described in this RFP, a portion of the scope, or a revised scope.

Work to be done under this contract is generally described through the detailed specifications and must be completed fully in accordance with the contract documents.

Any proposal that does not conform fully to these instructions may be rejected.

## **PREPARATION OF PROPOSALS**

Proposals should have no plastic bindings but will not be rejected as non-responsive for being bound. Staples or binder clips are acceptable. Proposals should be printed double sided on recycled paper.

Each person signing the proposal certifies that he or she is the person in the vendor's vendor/organization responsible for the decision as to the fees being offered in the Proposal and has not and will not participate in any action contrary to the terms of this provision.

## **ADDENDA**

If it becomes necessary to revise any part of the RFP, notice of the addendum will be posted to Michigan Inter-governmental Trade Network (MITN) [www.mitn.info](http://www.mitn.info) and/or the City of Ann Arbor web site [www.A2gov.org](http://www.A2gov.org) for all parties to download.

Each vendor must acknowledge in its proposal all addenda it has received. The failure of a vendor to receive or acknowledge receipt of any addenda shall not relieve the vendor of the responsibility for complying with the terms thereof. The City will not be bound by oral responses to inquiries or written responses other than official written addenda.

## **SECTION IV – ATTACHMENTS & APPENDICIES**

Attachment A – Fee Proposal Form

Attachment B - Legal Status of Respondent

Attachment C – Non-Discrimination Ordinance Declaration of Compliance Form

Attachment D – Living Wage Declaration of Compliance Form

Attachment E – Vendor Conflict of Interest Disclosure Form

Attachment F – Non-Discrimination Ordinance Poster

Attachment G – Living Wage Ordinance Poster

Appendix A – Sample Professional Services Agreement

Appendix B – Example Asbestos Survey Table

Appendix C – Paint Protocol for Conducting Lead Survey

Appendix D – Example Lead Survey Table

Appendix E – List of Common Regulated Building Materials

**ATTACHMENT A  
(FEE PROPOSAL)**

Asbestos Price List: Based on the requirements of this document, provide prices below:

1. Survey performed by certified inspector including report preparation. Daily and half day rates include costs for travel time, mileage, etc.
  - A. Daily rate \$\_\_\_\_\_ per day. (Daily rate based on 8 hours on site).
  - B. Half day rate \$\_\_\_\_\_ per day. (Half day rate based on 4 hours on site).
  
2. On-site asbestos monitoring and oversight including on-site analysis of samples and report. Daily and half day rates are for on-site activities only. Travel time, mileage, etc. are not to be billed separately. See Section VI "Billing and Other Requirements" above. The daily rate also includes all PCM samples necessary to meet the requirements of this document, federal and state regulations, and in conformance with good industrial hygiene practice.
  - A. Daily rate \$\_\_\_\_\_ per day. (Daily rate based on 10 hours on site).
  - B. Half day rate \$\_\_\_\_\_ per day. (Half day rate based on 5 hours on site).
  - C. Hourly rate for over 10 hours \$\_\_\_\_\_ per hour
  
3. Laboratory analysis of bulk samples using polarized light microscopy, using the EPA Interim Method for the Determination of Asbestos in Bulk Insulation Samples.
  - A. Cost \$\_\_\_\_\_ per sample with 3 hour turn around
  - B. Cost \$\_\_\_\_\_ per sample with 6 hour turn around
  - C. Cost \$\_\_\_\_\_ per sample with 24 hour turn around
  - D. Cost \$\_\_\_\_\_ per sample with 48 hour turn around
  
4. Laboratory analysis of bulk samples using the point counting method.
  - A. Cost \$\_\_\_\_\_ per sample with 6 hour turn around
  - B. Cost \$\_\_\_\_\_ per sample with 24 hour turn around
  - C. Cost \$\_\_\_\_\_ per sample with 48 hour turn around
  
5. Laboratory analysis of air samples
  - A. Cost \$\_\_\_\_\_ per sample using PCM (NIOSH 7400) with 24 hour turn around.
  - B. Cost \$\_\_\_\_\_ per sample using TEM with 24 hour turn around.

Lead Price List: Based on the requirements of this document, provide prices below:

1. Survey and hazard assessment performed by certified Lead Inspector/Risk Assessor, including report preparation. Daily and half day rates include costs for travel time, mileage, etc.
  - A. Daily rate \$\_\_\_\_\_ per day (8 hours on-site)
  - B. Half day rate \$\_\_\_\_\_ per day (4 hours on-site)
  
2. On-site air monitoring/project management performed by certified Lead Inspector/Risk Assessor, during lead abatement activities, including report preparation. Daily and half day rates include costs for travel time, mileage, etc.
  - A. Daily rate \$\_\_\_\_\_ per day. (Daily rate based on 10 hours on site).
  - B. Half day rate \$\_\_\_\_\_ per day. (Half day rate based on 5 hours on site).
  - C. Hourly rate for over 10 hours \$\_\_\_\_\_ per hour
  
3. Laboratory analysis of air samples using NIOSH Method 7082, 7105, or equivalent.
  - A. Cost \$\_\_\_\_\_ per sample with 1 day turn around
  - B. Cost \$\_\_\_\_\_ per sample with 2 day turn around
  - C. Cost \$\_\_\_\_\_ per sample with 1 week turn around
  
4. Laboratory analysis of lead bulk and wipe samples using Atomic Absorption Spectrometry Method SW846-7420, or equivalent.
  - Bulk: A. Cost \$\_\_\_\_\_ per sample with 24 HR turn around
  - B. Cost \$\_\_\_\_\_ per sample with 3-5 day turn around
  - Wipe: A. Cost \$\_\_\_\_\_ per sample with 6 HR turn around
  - B. Cost \$\_\_\_\_\_ per sample with 24 HR turn around



**ATTACHMENT B  
LEGAL STATUS OF RESPONDENT**

(The Respondent shall fill out the provision and strike out the remaining ones.)

The Respondent is:

- A corporation organized and doing business under the laws of the state of \_\_\_\_\_, for whom \_\_\_\_\_ bearing the office title of \_\_\_\_\_, whose signature is affixed to this proposal, is authorized to execute contracts on behalf of respondent.\*

\*If not incorporated in Michigan, please attach the corporation's Certificate of Authority

- A limited liability company doing business under the laws of the State of \_\_\_\_\_, whom \_\_\_\_\_ bearing the title of \_\_\_\_\_ whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.
- A partnership organized under the laws of the State of \_\_\_\_\_ and filed with the County of \_\_\_\_\_, whose members are (attach list including street and mailing address for each.)
- An individual, whose signature with address, is affixed to this RFP.

Respondent has examined the basic requirements of this RFP and its scope of services, including all Addendum (if applicable) and hereby agrees to offer the services as specified in the RFP.

\_\_\_\_\_  
Signature Date: \_\_\_\_\_,

(Print) Name \_\_\_\_\_ Title \_\_\_\_\_

Vendor: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_



**ATTACHMENT D  
CITY OF ANN ARBOR  
LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE**

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that an employer who is (a) a contractor providing services to or for the City for a value greater than \$10,000 for any twelve-month contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than \$10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than \$10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

*Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency please check here  No. of employees\_\_*

The Contractor or Grantee agrees:

- (a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as \$13.13/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than \$14.65/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance (Section 1:815(3)).

**Check the applicable box below which applies to your workforce**

Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits

Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits

- (b) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
- (c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (d) To permit access to work sites to City representatives for the purposes of monitoring compliance, and investigating complaints or non-compliance.
- (e) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract or grant of financial assistance.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Phone/Email address



**ATTACHMENT E**

<b>VENDOR CONFLICT OF INTEREST DISCLOSURE FORM</b>
--

All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor's conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

<b>Conflict of Interest Disclosure*</b>	
Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest.	<input type="checkbox"/> Relationship to employee <hr style="border: 0; border-top: 1px solid black;"/> <input type="checkbox"/> Interest in vendor's company <input type="checkbox"/> Other (please describe in box below)

\*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

<b>I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:</b>		
Vendor Name	Vendor Phone Number	
Signature of Vendor Authorized Representative	Date	Printed Name of Vendor Authorized Representative

**ATTACHMENT F  
CITY OF ANN ARBOR NON-DISCRIMINATION ORDINANCE**

Relevant provisions of Chapter 112, Nondiscrimination, of the Ann Arbor City Code are included below. You can review the entire ordinance at [www.a2gov.org/departments/city-clerk](http://www.a2gov.org/departments/city-clerk)

**Intent:** It is the intent of the city that no individual be denied equal protection of the laws; nor shall any individual be denied the enjoyment of his or her civil or political rights or be discriminated against because of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight.

**Discriminatory Employment Practices:** No person shall discriminate in the hire, employment, compensation, work classifications, conditions or terms, promotion or demotion, or termination of employment of any individual. No person shall discriminate in limiting membership, conditions of membership or termination of membership in any labor union or apprenticeship program.

**Discriminatory Effects:** No person shall adopt, enforce or employ any policy or requirement which has the effect of creating unequal opportunities according to actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight for an individual to obtain housing, employment or public accommodation, except for a bona fide business necessity. Such a necessity does not arise due to a mere inconvenience or because of suspected objection to such a person by neighbors, customers or other persons.

**Nondiscrimination by City Contractors:** All contractors proposing to do business with the City of Ann Arbor shall satisfy the contract compliance administrative policy adopted by the City Administrator in accordance with the guidelines of this section. All city contractors shall ensure that applicants are employed and that employees are treated during employment in a manner which provides equal employment opportunity and tends to eliminate inequality based upon any classification protected by this chapter. All contractors shall agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of any applicable protected classification. All contractors shall be required to post a copy of Ann Arbor's Non-Discrimination Ordinance at all work locations where its employees provide services under a contract with the city.

**Complaint Procedure:** If any individual has a grievance alleging a violation of this chapter, he/she has 180 calendar days from the date of the individual's knowledge of the allegedly discriminatory action or 180 calendar days from the date when the individual should have known of the alleged discriminatory action to file a complaint with the city's Human Rights Commission. If an individual fails to file a complaint alleging a violation of this chapter within the specified time frame, the complaint will not be considered by the Human Rights Commission. The complaint should be made in writing to the Human Rights Commission. The complaint may be filed in person with the City Clerk, by e-mail ([hrc@a2gov.org](mailto:hrc@a2gov.org)), by phone (734-794-6141) or by mail (Ann Arbor Human Rights Commission, PO Box 8647, Ann Arbor, MI 48107). The complaint must contain information about the alleged discrimination, such as name, address, phone number of the complainant and location, date and description of the alleged violation of this chapter.

**Private Actions For Damages or Injunctive Relief:** To the extent allowed by law, an individual who is the victim of discriminatory action in violation of this chapter may bring a civil action for appropriate injunctive relief or damages or both against the person(s) who acted in violation of this chapter.

**ATTACHMENT G**

**CITY OF ANN ARBOR LIVING WAGE ORDINANCE**

**RATE EFFECTIVE APRIL 30, 2017 - ENDING APRIL 29, 2018**

**\$13.13 per hour**

If the employer provides health care benefits\*

**\$14.65 per hour**

If the employer does **NOT** provide health care benefits\*

Employers providing services to or for the City of Ann Arbor or recipients of grants or financial assistance from the City of Ann Arbor for a value of more than \$10,000 in a twelve-month period of time must pay those employees performing work on a City of Ann Arbor contract or grant, the above living wage.

**ENFORCEMENT**

The City of Ann Arbor may recover back wages either administratively or through court action for the employees that have been underpaid in violation of the law. Persons denied payment of the living wage have the right to bring a civil action for damages in addition to any action taken by the City.

Violation of this Ordinance is punishable by fines of not more than \$500/violation plus costs, with each day being considered a separate violation. Additionally, the City of Ann Arbor has the right to modify, terminate, cancel or suspend a contract in the event of a violation of the Ordinance.

\* Health Care benefits include those paid for by the employer or making an employer contribution toward the purchase of health care. The employee contribution must not exceed \$.50 an hour for an average work week; and the employer cost or contribution must equal no less than \$1/hr for the average work week.

**The Law Requires Employers to Display This Poster Where Employees Can Readily See It.**

**For Additional Information or to File a Complaint Contact  
Colin Spencer at 734/794-6500 or [cspencer@a2gov.org](mailto:cspencer@a2gov.org)**

**APPENDIX A**  
**SAMPLE PROFESSIONAL SERVICES AGREEMENT**

*If a contract is awarded, the selected Vendor(s) will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. These provisions are general principles which apply to all contractors/service providers to the City of Ann Arbor. The required provisions are:*

**SAMPLE PROFESSIONAL SERVICES AGREEMENT BETWEEN**  
**\_\_\_\_\_**  
**AND THE CITY OF ANN ARBOR**  
**FOR \_\_\_\_\_**

The City of Ann Arbor, a Michigan municipal corporation, having its offices at 301 E. Huron St. Ann Arbor, Michigan 48103 ("City"), and \_\_\_\_\_

\_\_\_\_\_ ("Contractor") a(n) \_\_\_\_\_  
(State where organized) (Partnership, Sole Proprietorship, or Corporation)

with its address at \_\_\_\_\_  
agree as follows on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

The Contractor agrees to provide services to the City under the following terms and conditions:

**I. DEFINITIONS**

Administering Service Area/Unit means \_\_\_\_\_.

Contract Administrator means \_\_\_\_\_, acting personally or through any assistants authorized by the Administrator/Manager of the Administering Service Area/Unit.

Deliverables means all Plans, Specifications, Reports, Recommendations, and other materials developed for and delivered to City by Contractor under this Agreement

Project means \_\_\_\_\_.  
Project name

**II. DURATION**

This Agreement shall become effective on \_\_\_\_\_, 20\_\_\_\_, and shall remain in effect until satisfactory completion of the Services specified below unless terminated as provided for in Article XI.

**III. SERVICES**

A. The Contractor agrees to provide \_\_\_\_\_  
type of service

("Services") in connection with the Project as described in Exhibit A. The City retains the right to make changes to the quantities of service within the general scope of the Agreement at any

time by a written order. If the changes add to or deduct from the extent of the services, the contract sum shall be adjusted accordingly. All such changes shall be executed under the conditions of the original Agreement.

- B. Quality of Services under this Agreement shall be of the level of quality performed by persons regularly rendering this type of service. Determination of acceptable quality shall be made solely by the Contract Administrator.
- C. The Contractor shall perform its Services for the Project in compliance with all statutory, regulatory and contractual requirements now or hereafter in effect as may be applicable to the rights and obligations set forth in the Agreement.
- D. The Contractor may rely upon the accuracy of reports and surveys provided to it by the City (if any) except when defects should have been apparent to a reasonably competent professional or when it has actual notice of any defects in the reports and surveys.

#### **IV. INDEPENDENT CONTRACTOR**

The Parties agree that at all times and for all purposes under the terms of this Agreement each Party's relationship to any other Party shall be that of an independent contractor. Each Party will be solely responsible for the acts of its own employees, agents, and servants. No liability, right, or benefit arising out of any employer/employee relationship, either express or implied, shall arise or accrue to any Party as a result of this Agreement.

#### **V. COMPENSATION OF CONTRACTOR**

- A. The Contractor shall be paid in the manner set forth in Exhibit B. Payment shall be made monthly, unless another payment term is specified in Exhibit B, following receipt of invoices submitted by the Contractor, and approved by the Contract Administrator.
- B. The Contractor will be compensated for Services performed in addition to the Services described in Section III, only when the scope of and compensation for those additional Services have received prior written approval of the Contract Administrator.
- C. The Contractor shall keep complete records of work performed (e.g. tasks performed/hours allocated) so that the City may verify invoices submitted by the Contractor. Such records shall be made available to the City upon request and submitted in summary form with each invoice.

#### **VI. INSURANCE/INDEMNIFICATION**

- A. The Contractor shall procure and maintain during the life of this contract such insurance policies, including those set forth in Exhibit C, as will protect itself and the City from all claims for bodily injuries, death or property damage which may



arise under this contract; whether the act(s) or omission(s) giving rise to the claim were made by the Contractor, any subcontractor or anyone employed by them directly or indirectly. In the case of all contracts involving on-site work, the Contractor shall provide to the City, before the commencement of any work under this contract, documentation satisfactory to the City demonstrating it has obtained the policies and endorsements required by Exhibit C.

- B. Any insurance provider of Contractor shall be admitted and authorized to do business in the State of Michigan and shall carry and maintain a minimum rating assigned by A.M. Best & Company's Key Rating Guide of "A-" Overall and a minimum Financial Size Category of "V". Insurance policies and certificates issued by non-admitted insurance companies are not acceptable unless approved in writing by the City.
- C. To the fullest extent permitted by law, Contractor shall indemnify, defend and hold the City, its officers, employees and agents harmless from all suits, claims, judgments and expenses, including attorney's fees, resulting or alleged to result, from any acts or omissions by Contractor or its employees and agents occurring in the performance of or breach in this Agreement, except to the extent that any suit, claim, judgment or expense are finally judicially determined to have resulted from the City's negligence or willful misconduct or its failure to comply with any of its material obligations set forth in this Agreement.

## VII. COMPLIANCE REQUIREMENTS

- A. Nondiscrimination. The Contractor agrees to comply, and to require its subcontractor(s) to comply, with the nondiscrimination provisions of MCL 37.2209. The Contractor further agrees to comply with the provisions of Section 9:158 of Chapter 112 of the Ann Arbor City Code and to assure that applicants are employed and that employees are treated during employment in a manner which provides equal employment opportunity.
- B. Living Wage. If the Contractor is a "covered employer" as defined in Chapter 23 of the Ann Arbor City Code, the Contractor agrees to comply with the living wage provisions of Chapter 23 of the Ann Arbor City Code. The Contractor agrees to pay those employees providing Services to the City under this Agreement a "living wage," as defined in Section 1:815 of the Ann Arbor City Code, as adjusted in accordance with Section 1:815(3); to post a notice approved by the City of the applicability of Chapter 23 in every location in which regular or contract employees providing services under this Agreement are working; to maintain records of compliance; if requested by the City, to provide documentation to verify compliance; to take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee or person contracted for employment in order to pay the living wage required by Section 1:815; and otherwise to comply with the requirements of Chapter 23.

## **VIII. WARRANTIES BY THE CONTRACTOR**

- A. The Contractor warrants that the quality of its Services under this Agreement shall conform to the level of quality performed by persons regularly rendering this type of service.
- B. The Contractor warrants that it has all the skills, experience, and professional licenses necessary to perform the Services specified in this Agreement.
- C. The Contractor warrants that it has available, or will engage, at its own expense, sufficient trained employees to provide the Services specified in this Agreement.
- D. The Contractor warrants that it is not, and shall not become overdue or in default to the City for any contract, debt, or any other obligation to the City including real and personal property taxes.
- E. The Contractor warrants that its proposal for services was made in good faith, it arrived at the costs of its proposal independently, without consultation, communication or agreement, for the purpose of restricting completion as to any matter relating to such fees with any competitor for these Services; and no attempt has been made or shall be made by the Contractor to induce any other perform or vendor to submit or not to submit a proposal for the purpose of restricting competition.

## **IX. OBLIGATIONS OF THE CITY**

- A. The City agrees to give the Contractor access to the Project area and other City-owned properties as required to perform the necessary Services under this Agreement.
- B. The City shall notify the Contractor of any defects in the Services of which the Contract Administrator has actual notice.

## **X. ASSIGNMENT**

- A. The Contractor shall not subcontract or assign any portion of any right or obligation under this Agreement without prior written consent from the City. Notwithstanding any consent by the City to any assignment, Contractor shall at all times remain bound to all warranties, certifications, indemnifications, promises and performances, however described, as are required of it under the Agreement unless specifically released from the requirement, in writing, by the City.
- B. The Contractor shall retain the right to pledge payment(s) due and payable under this Agreement to third parties.

## **XI. TERMINATION OF AGREEMENT**

- A. If either party is in breach of this Agreement for a period of fifteen (15) days following receipt of notice from the non-breaching party with respect to a breach, the non-breaching party may pursue any remedies available to it against the

breaching party under applicable law, including but not limited to, the right to terminate this Agreement without further notice. The waiver of any breach by any party to this Agreement shall not waive any subsequent breach by any party.

- B. The City may terminate this Agreement, on at least thirty (30) days advance notice, for any reason, including convenience, without incurring any penalty, expense or liability to Contractor, except the obligation to pay for Services actually performed under the Agreement before the termination date.
- C. Contractor acknowledges that, if this Agreement extends for several fiscal years, continuation of this Agreement is subject to appropriation of funds for this Project. If funds to enable the City to effect continued payment under this Agreement are not appropriated or otherwise made available, the City shall have the right to terminate this Agreement without penalty at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of termination to Contractor. The Contract Administrator shall give Contractor written notice of such non-appropriation within thirty (30) days after it receives notice of such non-appropriation.
- D. The provisions of Articles VI and VIII shall survive the expiration or earlier termination of this Agreement for any reason. The expiration or termination of this Agreement, for any reason, shall not release either party from any obligation or liability to the other party, including any payment obligation that has already accrued and Contractor's obligation to deliver all Deliverables due as of the date of termination of the Agreement.

## **XII. REMEDIES**

- A. This Agreement does not, and is not intended to, impair, divest, delegate or contravene any constitutional, statutory and/or other legal right, privilege, power, obligation, duty or immunity of the Parties.
- B. All rights and remedies provided in this Agreement are cumulative and not exclusive, and the exercise by either party of any right or remedy does not preclude the exercise of any other rights or remedies that may now or subsequently be available at law, in equity, by statute, in any agreement between the parties or otherwise.
- C. Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances, shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either Party shall subsequently effect its right to require strict performance of this Agreement.

### **XIII. NOTICE**

All notices and submissions required under this Agreement shall be delivered to the respective party in the manner described herein to the address stated in this Agreement or such other address as either party may designate by prior written notice to the other. Notices given under this Agreement shall be in writing and shall be personally delivered, sent by next day express delivery service, certified mail, or first class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (1) the date of actual receipt; (2) the next business day when notice is sent next day express delivery service or personal delivery; or (3) three days after mailing first class or certified U.S. mail.

If Notice is sent to the CONTRACTOR, it shall be addressed and sent to:

If Notice is sent to the CITY, it shall be addressed and sent to:

City of Ann Arbor

\_\_\_\_\_  
(insert name of Administering Service Area Administrator)

301 E. Huron St.  
Ann Arbor, Michigan 48103

### **XIV. CHOICE OF LAW AND FORUM**

This Agreement will be governed and controlled in all respects by the laws of the State of Michigan, including interpretation, enforceability, validity and construction, excepting the principles of conflicts of law. The parties submit to the jurisdiction and venue of the Circuit Court for Washtenaw County, State of Michigan, or, if original jurisdiction can be established, the United States District Court for the Eastern District of Michigan, Southern Division, with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient and waive any claim of non-convenience.

### **XV. OWNERSHIP OF DOCUMENTS**

Upon completion or termination of this Agreement, all documents (i.e., Deliverables) prepared by or obtained by the Contractor as provided under the terms of this Agreement shall be delivered to and become the property of the City. Original basic survey notes, sketches, charts, drawings, partially completed drawings, computations, quantities and other data shall remain in

the possession of the Contractor as instruments of service unless specifically incorporated in a deliverable, but shall be made available, upon request, to the City without restriction or limitation on their use. The City acknowledges that the documents are prepared only for the Project. Prior to completion of the contracted Services the City shall have a recognized proprietary interest in the work product of the Contractor.

Unless otherwise stated in this Agreement, any intellectual property owned by Contractor prior to the effective date of this Agreement (i.e., Preexisting Information) shall remain the exclusive property of Contractor even if such Preexisting Information is embedded or otherwise incorporated in materials or products first produced as a result of this Agreement or used to develop Deliverables. The City's right under this provision shall not apply to any Preexisting Information or any component thereof regardless of form or media.

#### **XV. CONFLICTS OF INTEREST OR REPRESENTATION**

Contractor certifies it has no financial interest in the Services to be provided under this Agreement other than the compensation specified herein. Contractor further certifies that it presently has no personal or financial interest, and shall not acquire any such interest, direct or indirect, which would conflict in any manner with its performance of the Services under this Agreement.

Contractor agrees to advise the City if Contractor has been or is retained to handle any matter in which its representation is adverse to the City. The City's prospective consent to the Contractor's representation of a client in matters adverse to the City, as identified above, will not apply in any instance where, as the result of Contractor's representation, the Contractor has obtained sensitive, proprietary or otherwise confidential information of a non-public nature that, if known to another client of the Contractor, could be used in any such other matter by the other client to the material disadvantage of the City. Each matter will be reviewed on a case by case basis.

#### **XVII. SEVERABILITY OF PROVISIONS**

Whenever possible, each provision of this Agreement will be interpreted in a manner as to be effective and valid under applicable law. However, if any provision of this Agreement or the application of any provision to any party or circumstance will be prohibited by or invalid under applicable law, that provision will be ineffective to the extent of the prohibition or invalidity without invalidating the remainder of the provisions of this Agreement or the application of the provision to other parties and circumstances.

#### **XVIII. EXTENT OF AGREEMENT**

This Agreement, together with any affixed exhibits, schedules or other documentation, constitutes the entire understanding between the City and the Contractor with respect to the subject matter of the Agreement and it supersedes, unless otherwise incorporated by reference herein, all prior representations, negotiations, agreements or understandings whether written or

oral. Neither party has relied on any prior representations, of any kind or nature, in entering into this Agreement. No terms or conditions of either party's invoice, purchase order or other administrative document shall modify the terms and conditions of this Agreement, regardless of the other party's failure to object to such form. This Agreement shall be binding on and shall inure to the benefit of the parties to this Agreement and their permitted successors and permitted assigns and nothing in this Agreement, express or implied, is intended to or shall confer on any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement. This Agreement may only be altered, amended or modified by written amendment signed by the Contractor and the City. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement.

**FOR CONTRACTOR**

By \_\_\_\_\_  
Type Name  
Its

**FOR THE CITY OF ANN ARBOR**

By \_\_\_\_\_  
Christopher Taylor, Mayor  
By \_\_\_\_\_  
Jacqueline Beaudry, City Clerk

**Approved as to substance**

\_\_\_\_\_  
City Administrator  
\_\_\_\_\_  
Type Name  
Service Area Administrator

**Approved as to form and content**

\_\_\_\_\_  
Stephen K. Postema, City Attorney

**EXHIBIT A  
SCOPE OF SERVICES**

**(Insert/Attach Scope of Work & Deliverables Schedule)**

## **EXHIBIT B COMPENSATION**

### General

Contractor shall be paid for those Services performed pursuant to this Agreement inclusive of all reimbursable expenses (if applicable), in accordance with the terms and conditions herein. The Compensation Schedule below/attached states nature and amount of compensation the Contractor may charge the City:

(insert/Attach Negotiated Fee Arrangement)



**EXHIBIT C  
INSURANCE REQUIREMENTS**

Effective the date of this Agreement, and continuing without interruption during the term of this Agreement, Contractor shall provide certificates of insurance to the City on behalf of itself, and when requested any subcontractor(s). The certificates of insurance shall meet the following minimum requirements.

A. The Contractor shall have insurance that meets the following minimum requirements:

1. Professional Liability Insurance or Errors and Omissions Insurance protecting the Contractor and its employees in an amount not less than \$1,000,000.

2. Worker's Compensation Insurance in accordance with all applicable state and federal statutes. Further, Employers Liability Coverage shall be obtained in the following minimum amounts:

Bodily Injury by Accident - \$500,000 each accident  
Bodily Injury by Disease - \$500,000 each employee  
Bodily Injury by Disease - \$500,000 each policy limit

3. Commercial General Liability Insurance equivalent to, as a minimum, Insurance Services Office form CG 00 01 07 98 or current equivalent. The City of Ann Arbor shall be an additional insured. There shall be no added exclusions or limiting endorsements which diminish the City's protections as an additional insured under the policy. Further, the following minimum limits of liability are required:

\$1,000,000	Each occurrence as respect Bodily Injury Liability or Property Damage Liability, or both combined
\$2,000,000	Per Job General Aggregate
\$1,000,000	Personal and Advertising Injury

4. Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, equivalent to, as a minimum, Insurance Services Office form CA 00 01 07 97 or current equivalent. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles. Further, the limits of liability shall be \$1,000,000 for each occurrence as respects Bodily Injury Liability or Property Damage Liability, or both combined.

5. Umbrella/Excess Liability Insurance shall be provided to apply in excess of the Commercial General Liability, Employers Liability and the Motor Vehicle coverage enumerated above, for each occurrence and for aggregate in the amount of \$1,000,000.

- B. Insurance required under A.3 above shall be considered primary as respects any other valid or collectible insurance that the City may possess, including any self-insured retentions the City may have; and any other insurance the City does possess shall be considered excess insurance only and shall not be required to contribute with this insurance. Further, the Contractor agrees to waive any right of recovery by its insurer against the City.
  
- C. Insurance companies and policy forms are subject to approval of the City Attorney, which approval shall not be unreasonably withheld. Documentation must provide and demonstrate an unconditional 30 day written notice of cancellation in favor of the City of Ann Arbor. Further, the documentation must explicitly state the following: (a) the policy number; name of insurance company; name and address of the agent or authorized representative; name and address of insured; project name; policy expiration date; and specific coverage amounts; (b) any deductibles or self-insured retentions which shall be approved by the City, in its sole discretion; (c) that the policy conforms to the requirements specified. Contractor shall furnish the City with satisfactory certificates of insurance and endorsements prior to commencement of any work. Upon request, the Contractor shall provide within 30 days a copy of the policy(ies) to the City. If any of the above coverages expire by their terms during the term of this contract, the Contractor shall deliver proof of renewal and/or new policies to the Administering Service Area/Unit at least ten days prior to the expiration date.

**APPENDIX B  
EXAMPLE ASBESTOS SURVEY TABLE**

LIMITED BUILDING MATERIAL SURVEY OF						
SUSPECT ASBESTOS CONTAINING MATERIALS						
<i>CITY OF ANN ARBOR - FIRE STATION 3</i>						
<i>INSPECTION DATE - 01/23/2014</i>						
HA	SAMPLE#	ROOM# / LOCATIO	FLOOR	DESCRIPTION	POS or NEG	QUANTITY

**APPENDIX C**  
**SAMPLING PROTOCOL FOR CONDUCTING LEAD SURVEY**

1. Use drawings or information provided by the Safety Unit to identify building locations containing painted surfaces that will be demolished or otherwise disturbed. (Location is walls, windows, doors, etc.)
2. Sort the locations into groups based on visible similarities of paint color, building component and substrate. If there is other historical information indicating a different paint history for some locations, those locations would be placed in a separate group. (Example: you identify 8 plaster walls painted gray that will be demolished. That could represent one group, unless you have knowledge that some of the walls were built or renovated at different times).
3. Take at least two paint chip samples from each group. Make sure that a sufficient amount of material is collected to allow samples to be analyzed. Each paint chip sample must include all layers of paint and as little substrate as possible. In occupied areas, attempt to take sample paint chips in unobtrusive locations. (Sampling may be reduced to just one sample per group for limited group materials. For example, if there is only 1 blue door in the building, it is only necessary to collect 2 paint chip samples.

For example, assuming a building built in 1960 had been renovated before 1980:

The plans call for the demolition of several offices in two different areas of construction (1960 and 1975 renovation) as identified on the plans. The grouping may look like this:

	<b>Area</b>	<b>Component</b>	<b>Color</b>	<b>Substrate</b>
Group 1	1960	Wall	Grey	Plaster
Group 2	1960	Ceiling	White	Plaster
Group 3	1960	Door	Blue	Wood
Group 4	1975	Wall	Grey	Plaster
Group 5	1975	Ceiling	White	Plaster
Group 6	1975	Door	Blue	Wood

Since we know that the 1975 space was renovated, any similar components are listed separately in the table.

Three samples would be collected for each of the six groups listed, totaling 18 samples.

4. For lead based paint, report lead in any detectable amount. If lead is not detected in a given sample, report the result as "less than (<)" the detection limit.

\*\*\*\*\*

HUD guidelines for lead abatement in residential housing are intended to protect children and are therefore much more thorough in their inspection/survey procedures. All inspections of lead based paint in Family Housing, the residence hall director apartments (one per building) and offsite residential property must be done in accordance with applicable EPA and MDCH regulations. Only State of Michigan certified lead inspectors/risk assessors can conduct these inspections.



**APPENDIX E**  
**LIST OF COMMON REGULATED BUILDING MATERIALS**

Inspection Item	Area / Area of Concern	Constituent of Concern
Above Ground Storage Tanks	Industrial Equipment	Fuels / Chemicals
Air Conditioners	Industrial Equipment	CFC / HCFC
Aquastats	Heating, Ventilating and AC Systems	Mercury
Batteries	Miscs.	Lead
Capacitors (old appliances, electronic equipment, etc.)	Industrial Equipment	PCB
Chillers	Industrial Equipment	CFC / HCFC
CRTs / TV Screens / Monitors	Miscs.	
Dehumidifiers	Industrial Equipment	CFC / HCFC
Elevator Control Panels	Batteries	Mercury
Elevator Oil	Elevators	PCB
Emergency Lighting Systems	Batteries	Mercury
Emergency Power Supplies	Batteries	Metals
Exit Signs	Batteries	Mercury / H-3
Fire Extinguishers	Industrial Equipment	CFC / HCFC
Firestats	Heating, Ventilating and AC Systems	Mercury
Flashing Molds	Miscs.	Lead
Float or Level Controls	Boilers, Furnaces, Heaters & Tanks	Mercury
Flowrate	Industrial Equipment	Mercury
Fluid Level	Industrial Equipment	Mercury
Food Display Cases	Industrial Equipment	CFC / HCFC
Freezers	Industrial Equipment	CFC / HCFC
Gauges	Industrial Equipment	Mercury
Heat Pumps	Industrial Equipment	CFC / HCFC
Heat Transfer Equipment	Industrial Equipment	PCB
High Intensity Discharge	Lighting	Mercury
High Pressure Sodium	Lighting	Mercury
Lead Shielding (Electrical & Electronic Equipment & Communications Cable coverings; Radioactive handling area wall shielding)	Miscs.	Lead
Leaded Glass	Miscs.	Lead
Light Ballasts	Industrial Equipment	PCB
Load Meters & Supply Relays	Electrical Systems	Mercury
Manometers	Heating, Ventilating and AC Systems	Mercury
Manometers, thermometers, Gauges	Boilers, Furnaces, Heaters & Tanks	Mercury
Mercury Displacement Relays	Electrical Systems	Mercury
Mercury Flame Sensors by pilot lights	Boilers, Furnaces, Heaters & Tanks	Mercury
Mercury Vapor	Lighting	Mercury
Metal Halide	Lighting	Mercury
Microwave Relays	Electrical Systems	Mercury
Paint	Miscs.	Lead

Phase Splitters	Electrical Systems	Mercury
Pipes	Miscs.	Lead/Mercury
Plumbing (Sink traps)	Miscs.	Mercury
Pneumatic control switches	Industrial Equipment	Mercury
Pressure Gauge	Industrial Equipment	Mercury
Pressurestats	Heating, Ventilating and AC Systems	Mercury
Pressure-trol	Boilers, Furnaces, Heaters & Tanks	Mercury
Refrigerators	Industrial Equipment	CFC / HCFC
Roof Vents	Miscs.	Lead
Security Alarms	Batteries	Mercury
Security Systems	Batteries	Mercury
Smoke Detectors	Batteries	Mercury/ Radiative
Solder	Miscs.	Lead
Space Heater Controls	Boilers, Furnaces, Heaters & Tanks	Mercury
Switches for lighting using mercury relays (e.g. exterior or automated lighting system controls)	Lighting	Mercury
Temperature	Industrial Equipment	Mercury
Thermometers	Heating, Ventilating and AC Systems	Mercury
Thermostats	Heating, Ventilating and AC Systems	Mercury
Transformers	Industrial Equipment	PCB
Transistors	Industrial Equipment	PCB
Treated Wood	Miscs.	Heavy Metal (CCA) waste; Cresols
Underground Storage Tanks	Industrial Equipment	Fuels / Chemicals
Vacuum	Industrial Equipment	Mercury
Vending Machines	Industrial Equipment	CFC / HCFC
Walk-In Coolers	Industrial Equipment	CFC / HCFC
Water Fountains	Industrial Equipment	CFC / HCFC