



## CITY OF ATLANTA

SUITE 1900

55 TRINITY AVENUE, SW

ATLANTA, GA 30303

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Internet Home Page: [www.atlantaga.gov](http://www.atlantaga.gov)

DEPARTMENT OF PROCUREMENT

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP,

CIPC, CISCC, CIGPM, CPPC

Chief Procurement Officer

[asmith@atlantaga.gov](mailto:asmith@atlantaga.gov)

Kasim Reed  
Mayor

March 11, 2016

Dear Potential Bidders:

**Re: FC-8688, Cleaning Sewage Spills Inside Dwellings**

Attached is one (1) copy of **Addendum No. 3**, which is hereby made a part of the above-referenced project.

For additional information, please contact Jesse Wilson, Contracting Officer, at (404) 865-8736, or by email at [jewilson@atlantaga.gov](mailto:jewilson@atlantaga.gov).

Sincerely,

Adam L. Smith

ALS/jw



**FC-8688, Cleaning Sewage Spills Inside Dwellings**  
**Addendum No. 3**  
**March 11, 2016**  
**Page 2**

This Addendum No. 3 forms a part of the Invitation to Bid and modifies the original solicitation package and any prior Addenda as noted below and is issued to incorporate the following:

- **Questions and Answers**  
Total of thirty-eight (38) questions attached hereto as Attachment No. 1.
- **Revision of Exhibit A.1, Compensation and Fee Schedule**  
Exhibit A.1, Compensation and Fee Schedule is hereby removed and replaced with Attachment No. 2 dated 3/11/16.
- **Revision of Exhibit A, Scope of Services**  
Exhibit A, General Scope of Service is here by removed and replaced with Attachment No. 3 dated 3/11/16.
- **Revision of Exhibit D, City Security Policies**  
Exhibit D, City Security Policies is here by removed and replaced with Attachment No. 4 dated 3/11/16.

Addendum No. 3 for FC-8688, Cleaning Sewage Spills Inside Dwellings is available for pick-up in the Plan Room: City Hall, 55 Trinity Avenue, Suite 1900.

**The Bid due date HAS NOT been modified and Bids are due on is Wednesday, March 23, 2016 and should be time stamped in no later than 2:00 P.M. EST and delivered to the address listed below:**

Adam L. Smith, Esq., CPPO, CPPB, CPPM,  
CPP, CIPC, CISCC, CIGPM, CPPC  
Chief Procurement Officer  
Department of Procurement  
55 Trinity Avenue, S. W.  
City Hall South, Suite 1900  
Atlanta, Georgia 30303

**\*\* All other pertinent information is to remain unchanged\*\***

**FC-8688, Cleaning Sewage Spills Inside Dwellings**

**Addendum No. 3**

**March 11, 2016**

**Page 3**

**Acknowledgment of Addendum No. 3**

Bidders must sign below and return this form with your bid to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303, as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of **Addendum No. 3, FC-8688, Cleaning Sewage Spills Inside Dwellings**

on this the \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Legal Company Name of Proponent

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# Attachment No. 1

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## Questions and Answers

## FC-8688, Cleaning Sewage Spills Inside Dwellings

Question 1: Can the City define replacement of furniture/appliances?

*Answer:* Replacement of furniture/appliances means to “put back” the furniture and appliances that were removed in order to clean the dwelling.

Question 2: Asbestos testing – who will be performing the test?

*Answer:* Asbestos testing and removal is removed as a requirement of this Invitation to Bid.

Question 3: Abatement will need to be completed by a 3 party and unable to provide pricing for this until subcontractor has submitted his bid for each occurrence.

*Answer:* See Response to Question #2.

Question 4: On the pricelist, it lists a column for “Unit(s)” and another column for “Price per Unit”. What is the difference between Price per Square Foot on the Unit and Price per Unit?

*Answer:* See Revised Fee Schedule

Question 5: Are you asking for either prices or you want us to choose one column?

*Answer:* See Revised Fee Schedule

Question 6: How can you effectively Price per Unit on equipment and materials when you can have for example a dehumidifier that costs \$100 and a fan that cost \$30?

*Answer:* See Revised Fee Schedule

Question 7: What is the difference between the equipment and materials listed on this line item with the materials listed on the Labor Rate/Material Cost sheet starting on page 4?

*Answer:* See Revised Fee Schedule

Question 8: How can we know exact pricing of contents?

*Answer:* See Revised Fee Schedule.

Question 9: What if the price quote we provide is much less than the actual value of the contents?

*Answer:* Bidders are not required to replace or provide new contents. The value of a homeowner’s contents should not be considered when providing a response to this Invitation to Bid.

Question 10: Please clarify the difference between “price per unit’ and “Total price”?

*Answer:* See Revised Fee Schedule.

Question 11: For Sheetrock replacement does this includes tape/mud/sanding/paining /wallpaper?

*Answer:* Yes, the bid price should be inclusive of the above-mentioned activities.

## FC-8688, Cleaning Sewage Spills Inside Dwellings

Question 12: How do we know that # of dumpsters needed for this bid? Please clarify how to get the price per unit on this section.

*Answer:* See Revised Fee Schedule.

Question 13: Line items 34 & 35, how do you price per unit on linear feet??

*Answer:* See Revised Fee Schedule.

Question 14: Line item D replacement of furniture/appliances. Can you be more specific as to the contents replacement? This is a very open hard line item to bid a dollar amount on.

*Answer:* See response to Questions No. 9.

Question 15: There is no line item for the extraction of CAT 3 contaminated water

*Answer:* The cost for extraction of CAT 3 contaminated water should be included in the associated work of other bid items.

Question 16: Price per unit- is this for 1,000SF or 100,000SF?

*Answer:* See Revised Fee Schedule and Scope of Work.

Question 17: Will any suspected Asbestos Containing Material encountered be handled under this bid contract or under FC-7839 Citywide Asbestos Abatement Services (Still Under Evaluation)?

*Answer:* See response to Question No. 2.

Question 18: Please confirm that US EPA Lead Safe Firm Certification and Lead Renovator Certification is part of the bidding firm and personnel qualification requirements under this bid contract in the event Lead is encountered in a structure.

*Answer:* This is not a requirement.

Question 19: Under #3 "Replacement of Furniture" does this refer to moving and placement/put back of furniture that was moved or repurchasing to replace damaged furniture?

*Answer:* See response to Question No. 1

Question 20: Please confirm the expected process flow especially surrounding restoration/reconstruction.

*Answer:* See item #3 and #4 of the Revised Scope of Work.

Question 21: If we dispatch an Estimator, who evaluates the situation, estimates the cost of related mitigation and repairs, and approval to move forward is denied for some reason, will the estimator prepare a bill for their response based on time & materials/travel costs and submit an invoice for the limited estimation services rendered?

*Answer:* No, this will be an expected service from the successful bidder to secure the work. Department of Watershed Management (DWM) will do a pre-investigating overview of the project before the estimator is dispatched or requested.

## FC-8688, Cleaning Sewage Spills Inside Dwellings

Question 22: Once approval for mitigation is received by the estimator, when are restoration services expected to begin? Do we automatically receive approval for restoration (for smaller jobs it may be more cost effective to complete repairs immediately), otherwise how soon/when does the Estimator need to submit a restoration estimate?

*Answer:* Estimates should be submitted as soon as possible and begin once giving approval from the Department of Watershed Management.

Question 23: Please clarify what is entailed in # 21 – OLIO Approved.

*Answer:* See Item #3 and #4 of the Scope of Work

Question 24: Please confirm that all bidders are to use the quantity of “Units” equal to 1,000 (e.g. 1,000 sf).

*Answer:* See Revised Fee Schedule.

Question 25: When Units are requested by Square Foot (SF) and they are normally quoted in Linear Feet do we make a change in the quote to Linear Feet?

*Answer:* No.

Question 26: Scope of work: 3.1 #3 must we only use activated lime or HTH chlorine for disinfection?

*Answer:* Yes

Question 27: Scope of work also state that the scope “excludes dismantling of walls, removal of molding, paneling and any other permanent structure to dwelling” but you are asking us to bid on that?

*Answer:* The scope of work has been modified to allow for the removal of molding and paneling as required in the fee schedule. Please refer to the revised scope of work on 2 of 6 of the scope of services section of the bid packet.

Question 28: Scope of work #5. Can other extraction (i.e. portable) be used for the removal of the spill? What if areas are inaccessible with a truck mount?

*Answer:* Yes. You can use other extraction (i.e. portable to use in the aid of the removal of a spill. See revised Scope of Work Item #5

Question 29: Scope of work # 9. If there is Asbestos that needs to be removed will that fall under this contract?

*Answer:* See response to Question No. 2.

Question 30: Part 1.03. Does this apply to all losses?

*Answer:* Yes

## FC-8688, Cleaning Sewage Spills Inside Dwellings

Question 31: Part 1.05 Restrictions (we document all losses before during and after work) and the city is asking on claims over \$2500 to take before and after pictures. Does this restriction still apply?

*Answer:* City waives this requirement to allow the successful bidders to take pictures in this case. Part 1.05 - Suggested language revision p.101: The contractor shall, camera on site and photograph with the approval of the city Bidders Qualifications:

Question 32: Are all the requirement's listed for the Project Manager, Project Super and Project Safety Coordinator needed in order to obtain the contract (IE. four year Bachelor degree, 10 yr. construction loss control, Trenching & Excavation, certification OSHA 510, GDOT control/flagging etc.. etc.)

*Answer:* Yes

Question 33: Bidder qualifications, on contractor safety record what are the "minimum criteria" for that to apply?

*Answer:* See Item #8 on Statement of Bidders Qualifications Bidders are required to comply with all stated requirements.

Question 34: Are the qualifications/minimum requirements for the Project Safety Coordinator position in 7-C required to be held by a single person or can they be covered across more than one individual?

*Answer:* By a single person

Question 35: How many firms will be selected? Please explain the decision criteria to be used to determine how the business will be divided if more than one.

*Answer:* The City reserves, at its sole discretion, the option to award to multiple Bidders. The award(s) will be based on the Scope of Work in its entirety or by components. Multiple awards may be made on the total Scope of Work or to components of the Scope of Work.

Question 36: Will only one receiving 100% of the applicable business.

*Answer:* See response from question #35

Question 37: Two... One with less capacity and capability for smaller projects and another with significantly more capacity and capability for more complex projects and larger projects or Equally split number of projects or Firm A = X% & Firm B = Y%

*Answer:* See response from question #35

## FC-8688, Cleaning Sewage Spills Inside Dwellings

Question 38: In the past SBO/EBO requirements was that even if you are a SBO or EBO you needed to fulfill the percentage requirements of using other SBO or EBO firms on the contract. Please confirm.

*Answer:* Interested bidders must satisfy the SBO subcontractor participation requirements by utilizing certified Small Business Enterprises (SBE). The participation total for this project is 35%. We encourage all prime bidders to utilize the City of Atlanta's database of certified SBEs which can be located on our website at ([www.atlantaga.gov/contractcompliance](http://www.atlantaga.gov/contractcompliance)).

# Attachment No. 2

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Exhibit A.1, Compensation and Fee Schedule

FC-8688 - Annual Contract for Cleaning Sewage Inside Dwellings

**BID FORM**

Cost for the following items:

Description	Quantity	Units	Unit Price	Sub-Total Price
A. Labor rate per square footage including equipment and materials.	1,000	Square Feet	\$ _____	\$ _____
Molding (labor rate for remediation)	1,000	Square Feet	\$ _____	\$ _____
Paneling (labor rate for remediation)	1,000	Square Feet	\$ _____	\$ _____
B. Unit cost for removal and disposal of carpet and padding.	1,000	Square Feet	\$ _____	\$ _____
C. Unit cost for removal and disposal of vinyl or parquet tile.	1,000	Square Foot	\$ _____	\$ _____
D. Unit cost for removal and replacement of furniture /appliances.				
1) <b>Light Contents</b> –	1	Group	\$ _____	\$ _____
Items that cover up to 1 to 25 % of the affected area.				
Approximately 25 items per group				
Weighing 70 pounds or less per item)				
2) <b>Medium Contents</b> –	1	Group	\$ _____	\$ _____
Items that cover 26 to 50% of the affected area.				
Approximately 15 items per group				
Weighing 71 to 150 pounds per item)				
3) <b>Heavy Contents</b> –	1	Group	\$ _____	\$ _____
Items that cover more than 50% of the affected area.				
Approximately 10 items per group				
Weighing over 150 pounds and higher per item)				

FC-8688 - Annual Contract for Cleaning Sewage Inside Dwellings

Description	Quantity	Unit(s)	Unit Price	Sub Total Price
E. Unit cost for wallboard (sheetrock) removal / replacement	1,000	Square Feet	\$ _____	\$ _____
F. Unit cost for dumpsters and roll-off containers (debris removal).				
i. Roll-off containers				
a.	1	10 Cubic Yard Container	\$ _____	\$ _____
b.	1	15 Cubic Yard Container	\$ _____	\$ _____
c.	1	20 Cubic Yard Container	\$ _____	\$ _____
ii. Dump Trucks				
a.	1	5 Cubic Yard Container	\$ _____	\$ _____
b.	1	10 Cubic Yard Container	\$ _____	\$ _____
iii. Dumpsters				
a.	1	8 Cubic Yard Container	\$ _____	\$ _____
b.	1	10 Cubic Yard Container	\$ _____	\$ _____
c.	1	15 Cubic Yard Container	\$ _____	\$ _____
d.	1	20 Cubic Yard Container	\$ _____	\$ _____
G. Unit cost for removal and replacement of existing vapor barrier.				
	1,000	Square Feet	\$ _____	\$ _____
H. Unit cost for insulation removal and replacement:				
	1,000	Square Feet	\$ _____	\$ _____

## FC-8688 - Annual Contract for Cleaning Sewage Inside Dwellings

### I. Mold Remediation and Disinfectant:

**Submittals for mold remediation should include, but are not limited to, the following items:**

- Erection of proper containment barriers and negative air decontamination,
- Cleaning, and storage of salvageable contents,
- Removal, containment, and disposal of contaminated structural components.
- HEPA filtration system to clean mold spores from the air.

### **Typical Content Decontamination:**

- **Disposal.** Safe disposal methods used to contain and dispose of unsalvageable contents.
- **HEPA filtration vacuum.** Removes loose contaminants.
- **Air washing.** Removes loose contaminants from hard to reach places.
- **Hot water extraction.** Removes contaminants from cloth materials such as upholstered furniture.
- **Disinfectant.** Kills any remaining contaminants.

### **Typical Structural Decontamination:**

- **Removal and Disposal.** Unsalvageable structural components removed from the site and properly disposed.
- **Abrasive removal.** Sandblasting and wire brushing commonly used to remove mold.
- **HEPA filtration vacuum.** Removes loose contaminants from all remaining structural components.
- **Disinfectant.** Destroys remaining contaminants.
- **Air scrubbing.** HEPA filtered air cleansing system to filters mold spores from the air.

FC-8688 - Annual Contract for Cleaning Sewage Inside Dwellings

LABOR RATE/MATERIAL COST

Description	Quantity	Unit(s)	Unit Price	Sub-Total Price
1. Move and reset appliance	1	Each	\$	\$
2. 6 Mil Plastic Bags - Per Roll	1	Roll	\$	\$
3. Apply EPA Registered Biocide	500	Square Feet	\$	\$
4. Set Standard Door Containment - Triple Flap Access	1	Each	\$	\$
5. Set Containment - Three Chamber Decontamination Room	1	Each	\$	\$
6. Set Standard Door Containment - Critical Barrier	1	Each	\$	\$
7. Set floor covering, cardboard & plastic as needed	500	Square Feet	\$	\$
8. Set Standard Wall Containment, No Framing	100	Square Feet	\$	\$
9. Return Trip to Remove Containment and Monitoring Fee	1	Each	\$	\$
10. Set Air Scrubber - Standard Containment - Per Unit	1	Each	\$	\$
11. Set Containment - Single Stage Decontamination Chamber	1	Each	\$	\$
12. Set Containment - Minimum Charge	1	Each	\$	\$
13. Set standard Wall Containment, with Framing	100	Square Feet	\$	\$
14. Dehumidifier Unit – (Small)	3	Day	\$	\$
15. Dehumidifier Unit – (Large)	2	Day	\$	\$
16. Dispose of Remediation Debris - per dumpster	1	Each	\$	\$
17. Drying Fans (# of fans / per day, 1/2 day minimum	3	Day	\$	\$
18. Equipment Decontamination Charge (typical-one time per job)	1	Each	\$	\$
19. Pick up Equipment Following Remediation	1	Each	\$	\$
20. Replace HEPA filters- per unit	1	Each	\$	\$
21. Replace 2" Pleated Pre-Filter - Negative Air	1	Each	\$	\$
22. Replace 2" Pleated Pre-Filter - Air Scrubber	1	Each	\$	\$
23. HEPA Vacuuming - Minimum Charge	1	Each	\$	\$
24. HEPA Vacuuming – Detail	1000	Square Feet	\$	\$

FC-8688 - Annual Contract for Cleaning Sewage Inside Dwellings

Description	Quantity	Unit(s)	Unit Price	Sub-Total Price
25. Level One Remediation 1/2 Day - Minimum	1	Minimum	\$	\$
26. Level One Remediation Full Day - Minimum	1	Minimum	\$	\$
27. Air Scrubber (Daily Cost Per Unit)	3	Each	\$	\$
28. Polyethylene - 4 Mil	1	Roll	\$	\$
29. Polyethylene - 6 Mil	1	Roll	\$	\$
30. Polyethylene - 10 Mil	1	Roll	\$	\$
31. PPE(Tyveks or equivalent, gloves, respirators, cartridges ) - Per Person-	2	Day	\$	\$
32. Remove Sheetrock only - Remediation-	300	Square Feet	\$	\$
33. Cabinet Removal - Remediation-	1	Each	\$	\$
34. Cook Top Removal - Remediation-	3	Linear Feet	\$	\$
35. Counter Top Removal -Remediation-	5	Linear Feet	\$	\$
36. Dishwasher removal- Remediation-	1	Each	\$	\$
37. Water Heater Removal - Remediation-	1	Each	\$	\$
38. Remove Vapor Barrier - Remediation-	100	Square Feet	\$	\$
39. Oven Removal - Remediation-	1	Each	\$	\$
40. Remove Range - Remediation-	1	Each	\$	\$
41. Remove Refrigerator - Remediation-	1	Each	\$	\$
42. Remove Sheetrock, wire brush cavity, clean with min. 10%bleach	300	Square Feet	\$	\$
43. Remove Shower Stall - Remediation	1	Each	\$	\$
44. Sink & Faucet Removal - Remediation	1	Each	\$	\$
45. Remove Ceramic Tile - Remediation	100	Square Feet	\$	\$
46. Toilet Removal - Remediation	1	Each	\$	\$
47. Bathtub Removal- Remediation	1	Each	\$	\$

**FC-8688 - Annual Contract for Cleaning Sewage Inside Dwellings**

<b>Description</b>	<b>Quantity</b>	<b>Unit(s)</b>	<b>Unit Price</b>	<b>Sub-Total Price</b>
48. Remove Vent Hood - Remediation	1	Each	\$	
49. Wet Wipe Structure as needed - Remediation	300	Square Feet	\$	
50. Remove Wood Floor - Remediation - Per Layer	200	Square Feet	\$	
51. Scrub Wall Cavity, clean with 10% bleach	300	Square Feet	\$	
52. Scrub Ceiling/Floor Joist System; clean with minimum 10% bleach	500	Square Feet	\$	

**Please define materials cost below.**

Subtotal – Total, Items A through I, The amount of \$ ( \_\_\_\_\_ )

**BID TOTAL OF ALL SECTION: THE AMOUNT OF (WRITTEN) \_\_\_\_\_**

**DOLLARS**

The Bid Total above does not constitute a contract amount. The Bid Total is only used for the comparison of competitive bids, and does not obligate the City of Atlanta to any specific quantity of work.

(The evaluated Bid Total is for comparison only. Payments made to the contractor will be based on the actual amount of the unit priced work performed.)

The award will be made to the overall lowest, responsible and responsive bidder complying with the provisions of the ITB.

The Bid Total will be used to determine the lowest bidder.

# Attachment No. 3

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Exhibit A, General Scope of Service

## **Scope of Service**

### **CONTRACT FOR CLEAN-UP SERVICES FOR SEWAGE SPILLS INSIDE DWELLINGS**

#### **3.1 BACKGROUND**

The Environmental Protection Department/Environmental Protection Agency (“EPD/EPA”) requires the City to disinfect the sewage spill area for public spills. Private spills are the responsibility of the owner of private property. Spills occurring inside private dwellings due to failures in the City’s public sewer main should be disinfected and sanitized by the City.

The City’s Collection and Transmission System Maintenance Management System Plan that was approved by the EPD/EPA and the Justice Department via the Consent Decree requires the following:

1. Streets and creeks require flushing to remove sewage/debris and possibly the use of HTH (Chlorine);
2. The use of jet/vac combination truck to remove sewage and debris after a sewer overflow; and
3. Disinfection and sanitizing of areas where sewage overflow has occurred. These procedures require the use of activated lime or HTH (Chlorine).

## **SCOPE OF SERVICE**

FC-8688, Sewage Clean-Up Services for Sewage Spills Inside Dwellings (Annual Contract)

Contractor will provide clean-up services inside dwellings affected by sewage spills for the Department of Watershed Management/Bureau of Operations. The Contractor will provide clean-up services on an as needed basis for two (2) years with three (3), one (1) year renewal options at the sole discretion of the City.

Work will involve cleaning, disinfecting, deodorizing, removal and placement of furniture, removal and replacement of sheetrock and disposal of objects damaged by sewage spills. This scope excludes dismantling of walls, and any other permanent structures to the dwelling.

The Contractor should abide by the following City requirements for this project:

1. Contractor must be available with twenty-four (24) hour service Monday through Sunday, including holidays. Contractor must be on the site within two (2) hours after receiving call from the City.
2. Contractor is required to respond to calls wherever they occur within the City.
3. Contractor is required to evaluate each job and submit a written cost quotation to the Department of watershed Management/Bureau of Operations for a written approval by an authorized City Representative. Quotation will state labor cost per square feet including equipment and material cost, removal and replacement of furniture, removal of carpet, padding and vinyl or parquet tile flooring. Estimation of job completion time is required as part of evaluation for each job.
4. Upon acceptance of cost quotation, Contractor will be given a written work order by the City representative to complete the order as quoted and per the terms of the contract.
5. Contractor is required to remove all sewage spill debris by using a truck mounted extraction process, or equivalent method to be approved the City.
6. Debris is to be properly disposed per local, City, state and federal regulations. Contractor must be knowledgeable of these regulations. The City will not be liable for any violations of these regulations or claims filed by any agency or resident against the Contractor for violations of these regulations.
7. Any furniture that obstructs extraction and clean-up will be removed and then replaced in dwelling after decontamination of the area.
8. Contractor is liable for any damage and or theft to resident's personal property. Contractor should inspect personal property before removal and indicate any damaged property on the cost quote. Contractor should ensure that such damages are noted on written work order from the City. In cases where damage may exceed (Two thousand Five-Hundred dollars) \$2,500.00, the contractor will be required to submit before and

FC-8688, Sewage Clean-Up Services for Sewage Spills Inside Dwellings (Annual Contract)

after photos of the damaged property. All employees assigned to a project under this contract must be identified as contractors.

9. All damaged carpeting and padding, vinyl or parquet tile saturated with sewage spills will be removed and properly disposed of by contractor.
10. All accumulations of standing liquid, "sanitary sewage" inside the house including the basement will be removed as soon as possible in accordance with the American National Standards Institute's Institute of Inspection Cleaning and Restoration Certification (ANSI/IICRC) S500 Water Restoration Standard and the ANSI/IICRC S520 Standard for Mold Remediation.
11. All heating and air conditioning ducts must be cleaned with a non-sudsing household cleaner detergent, if they have been flooded, of all mud/silt followed by disinfections with commercial disinfectants or sanitizers, such as quaternary ammonia, chlorine, phenolic, or pine oil based products.
12. All cellulose or fiberglass insulation soaked by sanitary sewage should be removed and properly disposed of by the contractor.
13. All sheetrock soaked by sanitary sewage should be removed and properly disposed of by the contractor per EPD/EPA regulations. Sheetrock replacement shall include; filling seams between adjacent sheets, taping and sanding. Such disposal must be properly documented and all documentation provided to the City representative when submitting invoices.
14. Vapor Barrier: Pre-existing crawl space vapor barrier that is damaged as a result of a public sanitary sewage spill shall be replaced. Upon approval by the City, the Contractor may replace an existing vapor barrier utilizing a 6-mil or 10-mil polyethylene. The Contractor shall remove and properly dispose of the damaged contaminated material in accordance with all applicable EPD/EPA/OSHA regulations and City of Atlanta building Codes. Such disposal must be properly documented and all documentation provided to the City representative when submitting invoices.
15. Deodorant/Disinfectant treatment is to be applied to all areas affected with sewage spill. Purpose of deodorant disinfectant is to deodorize, kill bacteria, fecal matters, remediate mold, decontaminate and deodorize carpet, upholstery and furniture.
16. Contractor's products should be in accordance with all applicable EPD/EPA/OSHA regulations and City of Atlanta building Codes. Contractor will be required to use stated products if awarded the contract. Changes in the products require written approval from the City before Contractor change the products.

FC-8688, Sewage Clean-Up Services for Sewage Spills Inside Dwellings (Annual Contract)

17. Contractor must attach a copy of registered EPA number and registration that complies with the product used to disinfect, deodorize, kill bacteria, fecal matter and remediate mold.
18. EPA registration must be listed on container.
19. Contractor must provide the Safety Material Data Sheet (MSDS)
20. Drying equipment to remove moisture; building subjected to extensive flooding should be dried using one or a combination of the following mechanism: Mechanical blowers, refrigerant dehumidifiers or desiccant dehumidifiers to be placed from 1-3 days throughout cleaned area to allow complete drying of the affected area. The contractor will provide a recommendation to the City of Atlanta base on the amount of saturation identified during the site evaluation. During the drying process, the contractor must maintain an environment inside the building that minimizes damage from moisture until the drying process can be fully achieved.
21. All work will be approved for completion by the Office of Linear Infrastructure Operations (OLIO) Authorized Representative.
22. Contractor shall be responsible for providing all necessary permits and insurance coverage necessary to perform this work.
23. The City of Atlanta reserves the right to test for sewage contamination on any cleaned and disinfectant surface. The laboratory will be a State of Georgia certified microbiology laboratory.
24. Disposal of Waste Materials.

The City shall be permitted to inspect all work, materials records, invoices and other relevant data, and have free access to all parts of the work and to all materials intended for use in the work. The work will be inspected as it progresses, but failure to reject or condemn defective work and the materials used in such work at the time of completion will in no way prevent its rejection if defects are discovered before the work is finally accepted and approved.

- (a) All materials and equipment used in the construction of the project shall be subject to inspection and testing in accordance with accepted standards. Any laboratory or inspection agency shall be selected by the City.
- (b) Failure to inspect materials will in no way waive the City's right to reject defective materials or condemn the work in which they are used.
- (b) The removal and disposal of material containing contaminants or pollutants must be removed in accordance with state, federal, and local EPA requirements.

Atlanta City Ordinance.

Sec. 74-441. Notification of accidental discharges and spills.

(a) Notwithstanding other requirements of law, as soon as any person responsible for a facility, activity or operation, or responsible for emergency response for a facility, activity or operation has information of any known or suspected release of pollutants or non-stormwater discharges from that facility or operation which are resulting or may result in illicit discharges or pollutants discharging into stormwater, the storm sewer system of the City of Atlanta, or State Waters, said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release so as to minimize the effects of the discharge.

(b) Said person shall notify the Department Of Watershed Management in person or by phone, facsimile or in person no later than 24 hours of the nature, quantity and time of occurrence of the discharge.

(1) If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

(2) Said person shall also take immediate steps to ensure no recurrence of the discharge or spill.

(c) Any notification made to the City of Atlanta is not exclusive of any state or federal notification requirements.

(c) Failure to provide notification of a release as provided above is a violation of this article.

(Ord. No. 2003-75, § 3, 6-24-03) Secs. 74-442--74-445. Reserved.

# Attachment No. 4

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Exhibit D, City Security Policies

## SECURITY AND SAFETY

### PART 1 - GENERAL

#### 1.01 COMPLIANCE WITH CITY'S SECURITY REQUIREMENTS

- A. Contractor must comply with City's security requirements for all job sites and DWM facilities. Copies of which shall be provided by the City to the Contractor.
- B. Contractor must cooperate with City on all security matters and must promptly comply with any project security arrangements established by the City.
- C. It is the Contractor's obligations to comply with all applicable governmental requirements and regulations and to undertake reasonable actions to establish and maintain secure conditions at any jobsite.

#### 1.02 SECURITY PROGRAM

- A. The Contractor shall comply with the site security program at all times on City facilities.
- B. The Contractor shall maintain the security program throughout the Contract duration.
- C. The Contractor and his subcontractors are wholly responsible for the security of their employees, work areas, and for all their material, equipment and tools at all times.
- D. The Contractor shall provide the owner with a list of 24 hour emergency phone numbers including chain of command.

#### 1.03 ENTRY CONTROL

- A. The Contractor shall restrict entry of unauthorized personnel and employees and vehicles onto the Project site.
- B. The Contractor shall allow entry only to authorized persons with proper City-approved identification.
  - 1. All Contractors/Subcontractors will be required to have their personnel working at these facilities photographed for an I.D. badge before they start work.
- C. The Contractor shall maintain a current Employee Log of employees performing work on site and a Visitor Log and make the log available to the City upon request. This log shall be available to the Owner upon request and submitted to

the Owner as necessary.

- D. The Contractor shall require all employees performing activities on site to sign the Employee Acknowledgment of Project Site Rules Log included at the end of this Section. All employees, subcontractor employees and lower tier contractor employees will receive a new employee orientation. Signing the Employee Log by the employee is certifying that the orientation training has been received.
- E. The City has the right to refuse access to the site or request that a person or vehicle be removed from the site if found violating any of the safety, security, or conduct rules as outlined.

#### 1.04 BARRICADES, LIGHTS AND SIGNALS

- A. The Contractor shall furnish and erect such barricades, fences, lights, danger signals and other precautionary measures for the protection of persons or property and of the work as necessary.
- B. The Contractor will be held responsible for all damage to the work and any negligence resulting in injuries due to his failure of erecting adequate barricades, signs, lights and safety provisions as required. Whenever evidence is found of such damage, the Contractor shall immediately remove the damaged portion and replace it at the Contractor's cost and expense.
- C. The Contractor's responsibility for the maintenance of barricades, signs and lights shall not cease until the Project has been accepted by the City in writing.

#### 1.05 RESTRICTIONS – NOT APPLICABLE

#### 1.06 CONTRACTOR SAFETY/HEALTH AND SECURITY PLAN

- A. Prior to the performance of any work the Contractor will comply with the specified Safety/Health and Security Plan.
  - 1. Basic pre-employment background checks for criminal convictions, veracity of previous employment and education statements, driving record and financial responsibility as applicable to the position.
  - 2. Security Education and Awareness training applicable to the job.
  - 3. SOPs for safeguarding City equipment, supplies and property.
  - 4. Certification requested under the SAFETY Act, Homeland Security Act of 2002, if applicable. Provide date and result as requested.

5. Established process for identification of employees PFD including location. Emergency notification procedures.
  6. If applicable, procedures for entry permit and badges. Procedures for returning badges upon termination of employment.
  7. Anti-terrorism training provided to employees including the state of national alert with appropriate procedures.
  8. Emergency evacuation procedures including accounting for employees at a safe haven.
  9. Procedures for reporting post-contract criminal convictions and traffic accidents to the Contract Officer or DWM project manager.
  10. SOPs for protecting employees when performing required duties off-site including training for reporting accidents, calling for immediate assistance, job reporting procedures and personal duress codes or alarms.
- B. It is not the City's responsibility to verify the Contractor's safety plan for the adequacy and compliance of the plan. The plan shall provide:
1. Identify the person(s) responsible for implementation and enforcement of Safety/Health and Security rules and regulations for this contract.
  2. Generally address safe work procedures for the activities within the Contractor's scope of work.
  3. Included a new employee orientation program, which addresses job and site specific rules, regulations and hazards.
  4. Include the Contractor's Drug Free Work Place Policy including substance abuse prevention and testing program.
  5. Include provisions to protect all of the Contractor's employees, other persons and organizations who may be affected by the work from injury, damage or loss.
  6. Comply with current Fed/OSHA, Safety/Health and Security Plan, facility safety program (when applicable), and locally accepted safety codes, regulations and practices.
  7. Include a site specific emergency action and evacuation plan.
  8. Include Hazard Communication/Right To Know Program.
  9. Include security procedures for the Contractor's work, tools, and equipment.

10. Include the capability of providing the Engineer with documentation to show compliance with their plan, plus accidents and investigation reports.
  11. Address any other contract specific requirement, including the requirements of Section 01011, Unique Requirements of these specifications.
- C. Provide a Job Safety Analysis (JSA) for the scope of work, prior to the start of work.
  - D. Review of the Contractor's Safety Plan by the City shall not impose any duty or responsibility upon the City for the Contractor's performance of the work in a safe manner.
  - E. The Contractor shall be fully responsible for the safety and health of its employees, its subcontractors and lower tier contractors during performance of its work.
  - F. The Contractor shall provide the City with all safety reports, training records, competent person list, and accident reports prepared in compliance with Fed/OSHA and the Project Safety/Health and Security Plan as requested.

#### 1.07 PROJECT SAFETY COORDINATOR

- A. The Contractor shall be responsible for the safety of the Contractor's and Engineer's employees, the City's personnel and all other personnel at the site of the work caused by their operations.
- B. If applicable, the Contractor shall have a Project Safety Coordinator, as required under GC-18, Paragraph F.
- C. The Project Safety Coordinator shall ensure compliance with all applicable health and safety requirements of all governing legislation.

#### 1.08 PROJECT SAFETY/SECURITY REQUIREMENTS OF THE CONTRACTOR

- A. It is the responsibility of the Contractor to ensure that all articles of possible personal or monetary value found by Contractor's employees are turned in to the appropriate Facilities Manager.
- B. The Contractor shall be responsible for maintaining satisfactory standards of employees' competency, conduct, courtesy, appearance, honesty, and integrity, and shall be responsible for taking such disciplinary action with respect to any employee, as may be necessary.
- C. Should the Contractor dismiss employees who have been given access to DWM facilities while the contract is in force, the Contractor will advise the DWM

Security office.

- D. The City may request the Contractor to immediately remove from the premises and/or dismiss any employee found unfit to perform duties due to one or more of the following reasons:
1. Neglect of duty, absenteeism, security or safety problems and sleeping on the job.
  2. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions or fighting.
  3. Theft, vandalism, immoral conduct of any other criminal action.
  4. Selling, consuming, possessing, or being under the influence of intoxicants, alcohol, or illegal substances, which produce similar effects while on duty.
  5. Vehicle accident while on City property or driving City equipment. No employee, Contractor, or Subcontractor will be extended privileges to drive City equipment on City property if driving privileges have been withdrawn by the State of residence.
- E. All employees shall be required to sign in and out on a designated log sheet. All employees shall be required to sign in and out on a designated log sheet.
- F. All employees shall be required to wear at all times in an observable location, above the waist, on outer clothing, appropriate photo I. D. badges to be furnished by the Contractor and approved by the City.
- G. Prior to the beginning of each workday, the Contractor shall file with the Department Security representative a list of all employees to be used at the work site. Employee names will be checked using this list and a State or Contractor issued photo I. D. card at the entry gates. Employees not named on the list or without appropriate identification will not be allowed entry.
- H. No one under age sixteen is permitted on the premises after normal working hours. Contractor's employees are allowed on premises only during the specified hours and only when working on this contract. No Contractor employee will be allowed on the premises when not specifically working on this contract at predetermined times and dates.

1.09 EMPLOYEE ACKNOWLEDGEMENT OF THE PROJECT SITE RULES

- A. All employees and agents of the Contractor must adhere to and abide by the contract documents and project rules.

- B. By signing this Employee Log, I acknowledge I understand and agree to abide by the project rules outlined below.

I further acknowledge that I have been briefed on specific hazards, hazardous substances that are on-site and the site emergency action procedure.

C. PROHIBITED ACTIVITIES:

- Unauthorized removal or theft of CITY property
- Violation of safety or security rules or procedures
- Possession of firearms or lethal weapons on jobsite
- Acts of sabotage
- Destruction or defacing CITY property
- Failure to use sanitary facilities
- Failure to report accidents or job related injuries
- Being under the apparent influence of drugs, alcohol or other intoxicants or in possession of drugs, alcohol or other intoxicants on the property
- Wearing shorts or tennis shoes on the jobsite
- Failure to wear a hardhat/safety glasses as required by law.
- Gambling at any time on the project
- Fighting, threatening behavior, or engaging in horseplay on the project
- Smoking in unauthorized areas on the project
- Open fire cooking or making unauthorized fires on project property
- Selling items or raffles without authorization
- Use of unauthorized cameras on the project
- Use of radio or television in the construction area
- Failure to park personal vehicle in authorized parking area
- Failure to wear designated identification [Site Specific]
- Failure to use designated gates
- Use or storage of unauthorized chemicals or substances on site.

I have read, understand and agree to abide by the PROJECT SITE RULES. Furthermore, I understand failure to abide by these rules is grounds for being denied access to the project site. I have received a personal copy for my use and reference.

EMPLOYEE LOG

BY SIGNING THIS LOG ACKNOWLEDGMENT I HAVE READ AND UNDERSTAND AND AGREE TO ABIDE BY THE PROJECT RULES OUTLINED ABOVE AND ALL STATE, FEDERAL, LOCAL OR ANY OTHER CONTRACT OBLIGATIONS THAT MAY APPLY. I FURTHER ACKNOWLEDGE THAT I HAVE BEEN ORIENTATED AS TO THE SITE SPECIFIC HAZARDS, ANY HAZARDOUS SUBSTANCES I MAY BE EXPOSED TO WHILE ON THE SITE AND THE SITE/COMPANY EMERGENCY ACTION PROCEDURES, BY A REPRESENTATIVE OF THE COMPANY.

EMPLOYEES (PRINT)	SIGNATURE	COMPANY NAME	DATE
Signature of Company Representative		Date Signed	

VISITOR LOG

THE SIGNING OF THIS LOG ACKNOWLEDGES I HAVE READ AND UNDERSTAND AND AGREE TO ABIDE BE THE PROJECT RULES OUTLINE ABOVE. THIS IS NOT A VEHICLE ACCESS PERMIT.

VISITOR'S NAME PRINT	SIGNATURE	COMPANY VISITED	DATE	IN	OUT