

**BMS CAT**

1.800.433.2940  
www.bmscat.com

# Scope of Work

Prepared for:



*Jeffrey Klenk  
Environmental Health and Safety  
Howard County Public School System  
10910 Route 108  
Ellicott City, MD 21042*

*Glenwood Middle School*

Prepared by:

**Tom McVan  
Regional Director**

**July 30, 2015**

## **INTRODUCTION**

The BMS CAT responded on Wednesday July 30 to evaluate microbial growth in the storage room at the Glenwood Middle School. I met with Jeff Klenk and we inspected the room and instruments and contents and reviewed how to address cleaning the structure and items stored in the room. The HVAC system is being serviced by another vendor to remedy the circulation and conditions inside the room. There was mildew on the cases of the instruments and we discussed the process of removing the items and cleaning the contents as well as the room while everything is under containment.

## **OBSERVATIONS**

The storage room is approximately 28' x 8' and is connected to the band room. Our plan is to construct a poly containment inside the Band room which will be roughly 12' x 24' which will accommodate all the contents of the storage room. We will seal the vents inside the storage room as use poly to seal the entrance door to the room. There will be a clean transition room between the storage room and the containment being created in the Band room. Once the containment is constructed we will HEPA vacuum the contents in the storage room and then move them into the containment area where the exterior surfaces will be cleaned with Microban. The items will remain inside the containment until the storage room is addressed. We will HEPA vacuum all the surfaces and wipe the walls, flooring and wooden shelving with Microban. Once the storage room is cleaned the contents will be moved back into the room.

## **Remediation**

### **Scope of Work:**

- Mobilize the necessary personnel and equipment needed to perform the work.
- Construct a poly containment inside the Band room approximately 12' x 24' with a HEPA air scrubber which will also shield the windows, curtains and heating/ AC system.
- Create a clean area as a transition between the containment and storage room with an air scrubber.
- Seal the vents and openings in the Storage room which is approximately 28' x 8' with eight wooden shelves on each side wall. Poly the entrance door while staging a HEPA air scrubber in the room.
- Stage a dehumidifier in the work space to maintain conditions.
- Instrument cases and contents will be HEPA vacuumed prior to moving the items into the containment area.
- All exposed area will be HEPA vacuumed and wiped with Microban including the shelving.
- Once the storage room has been cleaned the contents will be wiped with Microban.
- Cleaned contents will then be returned to the Storage room from the containment as they are ready.
- Cardboard boxes will be emptied and replaced with new boxes and contents will be repacked once cleaned.
- Once the cleaning has been resolved we will remove the containment and take down the poly from vents.
- All debris will be bagged, sealed and disposed of in our dumpster at the warehouse.

### SPECIAL POINTS

1. The school will be responsible for providing adequate power, lighting, and water for the duration of the project.
2. BMS CAT, Inc. will coordinate entrance/exit and procedures with the appropriate contact person as needed.
3. BMS CAT, Inc. will provide all equipment and materials to complete this project unless otherwise specified.
4. We will replace three ceiling tiles in the storage room which will be provided by the school.

### PRICING, INVOICING AND PAYMENT TERMS

BMS CAT will be using our GSA rate schedule with the Howard County School System. A formal invoice will be generated at the end of the project and provided to Jeff Klenk which will outline the exact hours, equipment rental, supplies and expenses involved in the mitigation services provided by BMS CAT.

BMS CAT, Inc pre-tax budget pricing for this project is:

Remediation Supervisor 60 hrs  
Project Director 2 hours  
Project Manager 4 hrs  
Dehumidifier 3 days  
Air scrubber (3) for 3 days  
PPE supplies  
General supplies  
Cleaning supplies  
Fuel  
Boxes (25)  
HEPA vacuums (2) for 3 days  
Box truck 3 days

**\$7,420**

The logo for BMS CAT is located in the top left corner of a dark grey banner. It features the text "BMS CAT" in a bold, white, sans-serif font, enclosed within a white oval that has a glowing, circular effect around its perimeter. The background of the banner is dark grey with faint, curved lines suggesting motion or a globe.

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The activities listed therein are only general guidelines that will be followed and applied to this project based on information gathered during the site visit and through subsequent conversations with Marriott personnel. During this project, a common sense approach will be applied to all decisions made in an effort to gain efficiencies and control costs. The procedures may be modified based on the actual conditions of a given area. However, all work performed by BMS CAT will be carried out in accordance with general industry standards and all local state and federal requirements. This scope and proposal is a not to exceed estimate based on the inspection and review of what is involved in the storage room.

Applicable local, state and federal taxes will be invoiced in addition to the amount invoiced by BMS CAT, Inc. unless tax exempt status exists. Payment terms will be Net 21 days from the date of invoice.

### **CONCLUSION**

BMS CAT, Inc. would like to thank Jeff Klenk for the opportunity to assist you with the remediation services at the Glenmore Middle School. If there are any questions please feel free to contact me at 443-280-4104. The breakdown listed above reflects what we anticipate for the remediation phase. The final invoice will reflect the hours, equipment and supplies involved in the project.

Respectfully Submitted,

**Tom McVan**

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# BMS-CAT

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## STATEMENT OF WORK COMPLETE

Customer: Hickory County Schools  
Address: Glennwood Elementary School  
Contract Date: 8-10-08  
Project Location: Band Room Supply Room  
Brief Description of Work: Set up and inventory of band room  
for proper cleaning of all instruments & supplies  
even and replaced all items after the  
cleaning of supply room shelves and floor.

[Signature]  
(Initial) I have inspected the work performed by BMS-CAT and/or its designated  
Subcontractor under the above described Contract.

[Signature]  
(Initial) All Work has been completed to my satisfaction and complies with the  
requirements of the Contract in all respects.

[Signature]  
(Initial) No items of work remain to be corrected or completed.

By: Jeff Klank  
Name: [Signature]  
Title: Environmental Safety Specialist  
Date: 8/12/2015