

PROJECT MANUAL

GRAND RAPIDS PUBLIC SCHOOLS

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1/21/2026

GRPS Facilities & Operations
900 Union Avenue NE
Grand Rapids, MI 49503

Telephone (616) 819-3010

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INSTRUCTIONS TO BIDDERS

PROJECT: 2026 Asbestos Abatement at Kent Hills Elementary School

OWNER: Grand Rapids Public Schools

**DESIGN
PROFESSIONAL:** Roosevelt Austin III
25510 West 11 Mile Road, Suite 300
Southfield, Michigan 48034
(248) 426-0165
Rosey@archenvgroup.com

BID DATE: 2/10/2026

BID TIME: 11:00 A.M.

LOCATION FOR RECEIVING BIDS: Grand Rapids Public Schools
Service Building
900 Union Avenue NE
Grand Rapids, MI 49503

SUMMARY OF WORK

Scope of Work: 2026 Asbestos Abatement at Kent Hills Elementary School prior to scheduled renovations.

OBTAINING BID DOCUMENTS

Bid Documents may be obtained after 1:00 p.m. on 1/21/2026 on the GRPS website at <https://www.grps.org/request-for-proposals>.

EXAMINATION

Plans may be examined at the Plan Room noted.

Builders Exchange
678 Front Avenue NW Suite 330
Grand Rapids, MI 49546
(616) 949-8650
e-mail: projects@grbx.com

PRE-BID CONFERENCE

A pre-bid conference will be held at:

ADDRESS: Kent Hills Elementary School, 1445
Emerald Ave. NE, Grand Rapids, MI
49505
DATE: 1/28/2026
TIME: 4:00 P.M.

Attendance at the pre-bid conference is ☒ MANDATORY ☐ NOT MANDATORY for those firms wishing to be considered for contract award.

CONTRACT DOCUMENTS

The Contract Documents, alone, detail the requirements of the project, and bids shall be based only on information presented there. Information obtained from others shall not affect the risks or obligations assumed the Constructor or relieve the Constructor from fulfilling any part of the contract.

SUBSTITUTIONS DURING THE BIDDING PERIOD

Unless otherwise noted, manufacturers and products not named in the specifications will be given consideration during the bidding period. Written approval from the Design Professional shall be obtained before a bidder uses substitute materials or manufacturers in its bid estimate. Bidders who base their bids on substitute materials or manufacturers without the Design Professional's written approval do so at their own risk.

Requests for substitutions during the bidding period must be received at least ten calendar days prior to bid date and may be emailed to the Design Professional at the email address noted above. The burden of showing the requested product is an adequate substitution for the specified product rests with the Bidder.

Substitution requests shall be reviewed by the Design Professional for quality and function, only. The Design Professional's approval of a substitution shall be communicated to all plan holders in an addendum. Bidders shall be responsible for any unforeseen costs that result from using an approved substitution.

TIME FOR COMPLETION

The Constructor shall be 100% complete with the work on or before 6/19/2026

Conditions precedent to establishing final completion include:

- A. Final inspection and approval by all relevant agencies.
- B. All punchlist items having been completed and accepted by Owner.
- C. Manufacturer inspection, approval, and warranties.
- D. Issuance of a Certificate of Occupancy, if necessary.

RESPONSIBILITY OF BIDDERS

Bidders shall study the bid documents and visit the site to satisfy themselves of all conditions before submitting a bid. It is incumbent upon bidders to reconcile any ambiguities, errors or omissions in the documents discovered during the bidding period.

It is the responsibility of each bidder to take those steps necessary to satisfy itself of the physical conditions under which the Work will be performed and the condition of the existing facilities, including those which may not be a part of the Work but could be affected by the performance of the Work, and (b) account for all general, local and prevailing conditions at or near the site that may in any manner affect the cost, schedule, progress or performance of the Work.

Questions about the bid documents, the intent of the design, or errors or omissions discovered in the documents shall be formally submitted to the Design Professional by email at the address given above not less than 10 calendar days prior to the date set for receipt of bids.

INSPECTION OF PREMISES

Most GRPS buildings are occupied Monday through Friday from 7:30 AM until 4:00 PM. Bidders may visit occupied buildings during those hours.

In order to maintain a safe and orderly environment, visitors shall proceed directly to the main office when entering a Grand Rapids Public School building. Identify yourself and state your business. When you have completed your business, please check out at the office.

Call Ronnie Sluiter at Facilities & Operations at (616) 819-3010, prior to visiting a secured site, to arrange for entry and to receive custodial assistance.

COST CONSIDERATIONS

Unless specifically noted otherwise, bids shall include the following costs:

1. Permits, fees, notices, etc. for any federal, state or local government agency having jurisdiction over the project.
2. Inspections by building authorities and other government agencies.
3. Maintaining an environment in compliance with all rules, statutes, regulations and codes covering an occupied school facility.
4. All equipment required to fully and safely complete the work. No equipment shall be furnished by or borrowed from Owner.
5. Unless otherwise noted, during Constructor's performance of the Work, Owner will continue to occupy the building. The Constructor shall provide labor, materials and equipment to construct, maintain and remove all temporary enclosures needed to comply with State of Michigan Fire Code and/or to prevent dust, noise, odors and debris in a construction area from entering the remainder of the building.
6. During the school day, construction operations shall be limited to those methods and procedures that do not adversely affect the environment of Owner's occupied space, including noise, odors, dust, lighting hazards and other undesirable effects and conditions.
7. Prevailing Wages ☐ DO, ☒ DO NOT apply to this Project.

BID SECURITY

Bid security shall be made payable to "Grand Rapids Public Schools" in the form of a certified or cashier's check or money order drawn upon a bank insured by an agency of the Federal government, or an executed Bid Bond on ConsensusDocs form 262, AIA form A310, or a substantially similar form in the amount of 5% of the bid. A bid bond shall be executed with a surety authorized to do business in the State. A certified or cashier's check or money order submitted as bid security shall be held by the Owner until a contract has been executed.

BIDDING PROCEDURES

1. Bids shall be submitted on the Bid Form included with this document. All blank spaces shall be printed in ink or typewritten. The Bid Form must be fully completed, signed and sealed. In the event of a discrepancy between the words and figures entered on the Bid Form, the written word shall take precedence over the numerical figures.
2. Three originals of the bid shall be submitted in a sealed, opaque envelope bearing the following information clearly marked on the outside:

Grand Rapids Public Schools
Attn: Mr. Marc Bennett, Director of Projects & Maintenance
900 Union Avenue NE
Grand Rapids, MI 49503

Sealed bid for: 2026 Asbestos Abatement at Kent Hills Elementary School

The envelope shall also bear, on the outside, the name of the bidding firm, its address and telephone number.

3. Include bid security in the amount identified above.
4. Include a completed and signed Statement of Familial Relationship or the bid may be disqualified.
5. Include a completed and signed Iran Business Relationship Affidavit or the bid may be disqualified.
6. Include completed DTMB documents: Demographics, Statistics and Certification and Certification of a Michigan-based business. These forms are collected for statistical purposes and will not affect award of the contract.
7. Include a completed and signed Debarment and Suspension Certification.
8. Bids will be received until the time and date noted above at the location noted above, unless modified by Addendum, at which time all bids will be opened and read aloud.
9. Bids received after the date and time set for receipt of bids will not be considered or accepted.
10. Bids transmitted by fax, telephone, or electronic mail will not be accepted.

EVALUATION AND AWARD

1. The Owner may waive informalities or minor defects in a bid, may reject any and all bids, or may award to any bidder, regardless of bid amount, when the Owner deems it is in its best interest.
2. Any bid that is incomplete, obscure, or irregular may be rejected. Bids having erasures or corrections may be rejected. Bids that omit a price on any item in the Bid Form may be rejected. A bid for which unit prices are omitted or for which unit prices are, in the sole opinion of GRPS, unbalanced may be rejected. Any bid accompanied by insufficient or unacceptable bid surety may be rejected. A conditional or qualified bid may be rejected.
3. The Owner reserves the right to reject all bids if all bids exceed its budget for contract award.

4. In accordance with GRPS Policy 3670, a bid discount will be applied to bids from bidders who qualify as a local vendor. Non-local bidders can obtain a bid discount based on the percentage of the bid price that will be awarded to local subcontractors. Certification of the amount to be subcontracted will be required prior to award. GRPS Policy 3670 is attached to the Bid Form.
5. Upon approval of contract award by the GRPS Board of Education, the Owner will issue a Notice of Award to that bidder making Grand Rapids Public Schools the most advantageous offer. Payment and performance bonds will be required if the award amount is \$50,000 or more. Once Notice of Award has been issued, the prospective contractor shall obtain and submit payment and performance bonds, if necessary, insurance in accordance with the terms of the construction contract and any additional documentation requested by the Owner.
6. Upon receipt of acceptable payment and performance bonds, if necessary, an insurance certificate showing coverages and limits in accordance with the contract, and any additional documentation requested by the Owner, a contract will be forwarded for signature.

INSTRUCTIONS SUBSEQUENT TO AWARD

1. After executing a contract, the Owner will issue a Notice to Proceed identifying the agreed upon start date. No work shall be performed prior to the start date in the Notice to Proceed.
2. If requested, the Constructor will be furnished, free of charge, up to 3 copies of drawings and specifications, with Amendments current at time of award. Additional copies will be furnished, at cost, payable to the Owner.

BID FORM

Grand Rapids Public Schools

(2026 Asbestos Abatement at Kent Hills Elementary School)

DATE: _____ (Bidder to enter date)

SUBMITTED BY: (Bidder to enter name and address)

Bidder's Full Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

E-Mail: _____

OFFER

- A. Having examined the place of the Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by the Owner for the Project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the lump sum price of:

Total Project Base Bid: _____

_____ dollars (\$_____), in lawful money of the
United States of America.

- B. We have included bid security in the amount of 10% of the base bid as required by the Instructions to Bidders.
- C. The cost of the 100% Payment and Performance Bonds included in the base bid is
\$_____.
- D. The base bid price includes all applicable taxes.

ACCEPTANCE

- A. This offer shall be open to acceptance and is irrevocable for sixty days from the date on which bids were opened.
- B. If this bid is accepted by the Owner within the time period stated above, we will:
1. Furnish the required bonds and insurance certificates within ten days of receipt of Notice of Award.
 2. Execute the Agreement immediately upon receipt from the Owner.
 3. Commence work within ten days after written Notice to Proceed.
- C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required bonds and insurance certificates, the bid security shall be forfeited as damages to Grand Rapids Public Schools by reason of our failure, limited in amount to the lesser of the face value of the bid security or the difference between this bid and the bid upon which a Contract is signed.
- D. In the event our bid is not accepted within the time stated above, the bid security shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders, unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

CONTRACT TIME

A. If this Bid is accepted, we will complete all work on or before Completion Date. We understand that conditions precedent to achieving Final Completion include:

1. Final inspection and approval by all relevant agencies.
2. All punchlist items having been completed and accepted by Owner.
3. Manufacturer inspection, approval, and warranties.
4. Issuance of a Certificate of Occupancy, if necessary.

ADDENDA

A. We acknowledge receipt of the following Addenda. These addenda have been evaluated and their effect on the cost of the Work has been incorporated into the base bid entered above.

Addendum # _____	Dated _____	Addendum # _____	Dated _____
Addendum # _____	Dated _____	Addendum # _____	Dated _____

BID FORM SUPPLEMENTS

- A. As requested by the Owner, the following additional information is included:
 - 1. Schedule of Unit Prices: Complete the Schedule of Unit Prices attached to the Bid Form.
- B. We agree to submit the following Supplements to Bid Forms within 48 hours after receipt of a Notice of Award:
 - 1. Subcontractors: Include the names of all Subcontractors and the portions of the Work they will perform.

ACKNOWLEDGEMENTS

The Bidder acknowledges:

- a. That this bid was developed without any collusion, undertaking, or agreement, either directly or indirectly, with any other bidder or bidders to maintain the prices of indicated Work or prevent any other bidder or bidders from bidding the Work.
- b. That this bid shall not be withdrawn for a period of 60 calendar days after the date on which bids were opened.
- c. That all work will be complete on or before the Final Completion date(s) identified in the bid documents.
- d. That the following documents, identified in Instructions to Bidders, have been completed and are attached to this Bid Form:
 - 1. Bid Security in the amount of 10% of the base bid
 - 2. DTMB Demographics, Statistics and Certification
 - 3. DTMB Certification of a Michigan-Based Business
 - 4. Sworn Statement of Familial Relationship
 - 5. Iran Business Relationship Affidavit
 - 6. Debarment and Suspension Certification

SCHEDULE OF UNIT PRICES

Provide unit prices for the following line items which will be used to price changes to the Work after award:

Item	Description	Unit Price	Unit
1	Abatement Contractor Per Man Hour Rate		
2	Abatement Contractor Mobilization Rate		
3	Abatement Contractor Cost of Water		
4	Abatement Contractor Cost of Power		

SIGNATURE(S)

The Corporate Seal of _____ was hereunto affixed
(Print the full name of your firm)

In the presence of:

Signature

(Seal)

Printed Name and Title

Date

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture as above.

AUTHORIZED CORPORATE OFFICER

Signature

Printed Name

Title

Date

GRPS Policy 3670 – Local Construction Contracting

The District provides a preference (bid discount) in construction contracts from local vendors, providing the quality and service are commensurate with the requirements set forth by the District as to satisfy the demands of the bid or proposal. Bids, or proposals when bids are not required, shall be accepted from non-local vendors in order to maintain a fair market price.

In determining the qualification for a Local Purchasing Preference for purposes of this policy, vendors must have obtained the Certification of a Michigan Based Business as determined by the Michigan Department of Technology, Management and Budget as well as meet one of the following criteria:

- a. For at least the last six months had its primary business operations located within the municipality boundaries of the City of Grand Rapids, Michigan (Grand Rapids).
- b. Be certified by the City of Grand Rapids, as a Micro-Local Business Enterprise and have its primary business operations within the municipality boundaries of the City of Grand Rapids.

A successful recipient of a contract and/or purchase order which has received a Local Purchasing Preference may be required to present proof of its status as a Michigan Based Business and documentation of its location within the City of Grand Rapids at any time upon request from an authorized District official. Failure to provide the requested information or failure to maintain business operations with the city of Grand Rapids for the duration of the contract will make the contract voidable at the District's discretion, and will result in disqualification from future consideration of a Local Purchasing Preference for a period of five years unless excused by the Superintendent or Designee.

Preference will be provided on the following basis:

- a. Constructor Participation: Grand Rapids Public Schools will provide up to a 5% bid discount to prime contractors and/or construction managers who satisfy the criteria set forth for consideration as a Local Vendor.
- b. Subcontractor Participation: Construction bids for non-local vendors may be discounted when a bidder on a Grand Rapids Public Schools' project voluntarily subcontracts with businesses meeting Local Vendor Criteria. Prime contractors and/or construction managers must submit affidavit(s) verifying Local Vendor subcontractor participation.

Prime contractors and/or construction managers must require Local Vendor certification documentation to be submitted by each subcontract bidder with their sealed bid. The District at its discretion can request additional documentation for verification of the qualification of any Local Vendor subcontractor participating in a construction project.

- c. The following is a schedule of discounted percentages based upon Local Vendor subcontractor participation achieved by the prime Constructor:

<u>LV Subcontractor Participation</u>	<u>Discount Percentage</u>
i. 1.00% – 2.5%	1.0%
ii. 2.51% – 5.0%	1.5%
iii. 5.01% – 7.5%	2.0%
iv. 7.51% – 10.0%	2.5%
v. 10.01% – 15.0%	3.0%
vi. 15.01% – 18.0%	4.0%
vii. 18.01% +	5.0%

- d. Prime contractors and/or construction managers may not terminate an approved Local Vendor subcontractor working on a Grand Rapids Public Schools construction project, and then perform the work on the terminated subcontract with its own forces or those of another subcontractor, without prior written consent by the Grand Rapids Public Schools Executive Director of Facilities Planning and Management. If a Local Vendor subcontractor fails to complete its work on the contract for any reason, a prime Constructor/construction manager must notify the Grand Rapids Public Schools

Executive Director of Facilities Planning and Management and make good faith efforts to find another approved Local Vendor subcontractor to substitute for the original Local Vendor subcontractor. Utilizing good faith efforts, and to the extent reasonable, the prime Constructor/construction manager shall substitute an approved Local Vendor subcontractor to perform the same amount of work under the contract as the Local Vendor subcontractor that was terminated.

- e. Joint Venture Bidding: As an incentive to contractors engaging in activities that stimulate the growth and development of local, small emerging businesses as partners bidding as a joint venture, Grand Rapids Public School will apply up to a 5% bid discount for partnering with a qualified Local Vendor.
- f. The Bid Discounts outlined above may not exceed 5% or \$25,000 per bid, whichever is lower. Project bids from prime contractors and/or construction managers are considered a single bid for purposes of the Bid Discount consideration.

Grand Rapids Public Schools, Board of Education Members and employees are prohibited from having any financial interest or personal beneficial interest either directly or indirectly, in the award of any construction contracts, sub-contracts, or the recommendation/selection of any professional design service or construction manager, unless previously disclosed in writing to the Superintendent and approved in writing by the Superintendent.

This policy shall not apply to the extent that it would conflict with any provision of Michigan or federal law, regulation or constitution. The local preference shall not be applied to purchases of goods and services made with federal funds.

Policy Adopted: March 19, 2012

LEGAL Ref: MCL 380.1267; 380.1274

POLICY Ref: 3660 Bids and Quotation Requirements

3690 Local Purchasing

1900 Contracts and Board Member Disclosure Obligations

GRPS Policy Rules 3670R – Local Construction Contracting Regulations

Qualification for Local Construction Contracting Preference

On an annual basis beginning with July 1st of each fiscal year, a vendor desiring to receive a bid discount for local construction contracting may submit appropriate documentation to the Executive Director of Facilities and Operations. Appropriate documentation shall include the following:

- a. Proof of completed submittal of Certification of a Michigan Based Business as determined by the Michigan Department of Technology, Management, and Budget
and

- b. Proof it has its primary business operations located within the municipality of the City of Grand Rapids, Michigan for the past six months (on company letterhead)

or

Proof it has been certified as a Micro-Local Business Enterprise by the City of Grand Rapids and has its primary business operations within the municipality boundaries of the City of Grand Rapids (on company letterhead)

A firm may submit the same documentation with its sealed bid or proposal in order to qualify for the bid discount.

Non-Local Vendors

A non-local vendor may qualify for a bid discount if it voluntarily subcontracts with businesses that meet the above documentation requirements. Proof of subcontractors meeting these requirements must be submitted with the sealed bid or proposal in order to qualify for the discount.

Local subcontractor participation will be based on the value of the local subcontracts as compared to the total bid or proposal

Joint Venture Bidding

Contractors that engage in joint venture bidding with a local, small emerging business partner will need to submit documentation of participation level with the sealed bid or proposal. The local bid discount will be based on the value of the local, small emerging business partner as compared to the total bid or proposal.

Eligibility/Verification

The District may request documentation at the conclusion of a project for which a bid discount was received verifying eligibility with local bid discount criteria. If it is determined that a vendor did not actually meet the terms of local preference, disqualification from future consideration of a local purchasing preference may occur for a period of five years unless excused by the Superintendent or Designee.

Dated: March 12, 2012

LEGAL REF: MCL 380.1267; 380.1274

3660- Bids and Quotation Requirements

3690- Local Purchasing

1900- Contracts and Board Member Disclosure Obligations



DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET

Facilities and Business Services Administration

Design & Construction Division

DEMOGRAPHICS, STATISTICS AND CERTIFICATION

1. Company Name: _____
2. Company Address: _____

3. Principal Place of Business: _____

4. Year of Establishment: _____

Woman-, Minority-, or Veteran-Owned Small Business Representation (For Statistical Use Only)

DEFINITIONS:

“Woman-owned business” means a small business that is at least 51% owned by a woman or women who are US citizens and who control and operate the business.

The vendor represents that it ☐ IS ☐ IS NOT a woman-owned small business.

“Minority-owned business” means a small business that is at least 51% owned by a minority or minorities who are US citizens and who control and operate the business.

The vendor represents that it ☐ IS ☐ IS NOT a minority-owned small business.

☐ African-American ☐ Arab-American ☐ Asian-American ☐ Hispanic
☐ American Indian ☐ Eskimo

“Qualified Disabled Veteran” means a business entity that is 51% or more owned by one or more veterans with a service-connected disability.

“Qualified Disabled” means a business entity that is 51% or more owned by one or more with a service-connected disability.

The vendor represents that it ☐ IS ☐ IS NOT qualified disabled.

“Veteran -owned business” means a small business that is at least 51% owned by a veteran or veterans who are U.S. citizens and who control and operate the business.

The vendor represents that it ☐ IS ☐ IS NOT a veteran-owned small business.

The Constructor represents and warrants that the company meets the above (when checked) and can provide supportive documentation upon request.

Authorized Agent Name (print or type) _____

Authorized Agent Signature _____



Certification of a Michigan-Based Business
 (Information Required Prior to Contract Award
 for Application of State Preference/Reciprocity Provisions)

DEFINITION: To qualify as a Michigan business, vendor must have, during the 12 months immediately preceding this bid deadline, or if the business is newly established, for the period the business has been in existence, it has (check all that apply):

Bidder shall also indicate one of the following:

- ☐ Bidder qualifies as a Michigan business (provide zip code): _____
- ☐ Filed a Michigan single business tax return showing a portion or all of the income tax base allocated or apportioned to the State of Michigan pursuant to the Michigan Single Business Tax Act, 1975 PA 228, MCL ~208.1 – 208.145; or,
- ☐ Filed a Michigan income tax return showing income generated in or attributed to the State of Michigan; or,
- ☐ Withheld Michigan income tax form compensation paid to the bidder's owners and remitted the tax to the Department of Treasury; or

I certify that **I have personal knowledge** of such filing or withholding, that it was more than a nominal filing for the purpose of gaining the status of a Michigan business, and that it indicates a significant business presence in the state, considering the size of the business and the nature of its activities.

I authorize the Michigan Department of Treasury to verify that the business has or has not met the criteria for a Michigan business indicated above and to disclose the verifying information to the procuring agency.

- ☐ Bidder does not qualify as a Michigan business (provide name of State): _____
- ☐ Principal place of business is outside the State of Michigan, however service/commodity provided by a location within the State of Michigan (provide zip code): _____

Authorized Agent Name (print or type) _____

Authorized Agent Signature _____

Fraudulent Certification as a Michigan business is prohibited by MCL 18.1268 §268. A BUSINESS THAT PURPOSELY OR WILLFULLY SUBMITS A FALSE CERTIFICATION THAT IT IS A MICHIGAN BUSINESS OR FALSELY INDICATES THE STATE IN WHICH IT HAS ITS PRINCIPAL PLACE OF BUSINESS IS GUILTY OF A FELONY, PUNISHABLE BY A FINE OF NOT LESS THAN \$25,000 and subject to debarment under MCL 18.1264

SWORN STATEMENT OF FAMILIAL RELATIONSHIP

As required by Section 1267 of the Revised School Code – MCL 380.1267

STATE OF MICHIGAN COUNTY

OF _____

_____, being duly sworn, deposes and says:

That _____ (The "Bidder") has bid for an improvement to the following described project located in Kent County, Michigan, which is owned by the Grand Rapids Public Schools:

Project Name: _____

That the following is a statement of disclosure of any familial relationship that exists between the owner or any employee of the Bidder and any member of the Grand Rapids Public Schools Board of Education or Superintendent, as required pursuant to Section 1267 of the Revised School Code, as amended.

1. ☐ That there are no such familial relationships existing at this time.

OR

2. ☐ That a familial relationship exists between

_____,

an ☐ owner ☐ employee of the Bidder who is the _____ relationship

of _____, who is ☐ a member of the Board,

☐ the Superintendent.

Deponent _____

Subscribed and sworn to before me this _____ day of _____, 20____

Acting in: _____

My commission expires: _____

IRAN BUSINESS RELATIONSHIP AFFIDAVIT

Effective April 1, 2013 all bids, proposals, and/or qualification statements received in the State of Michigan must comply with the "Iran Economic Sanctions Act". The following certification is to be signed and included at time of submittal.

Certification

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, Respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business" as the term is defined in the Act.

Signature

Title

Company

Date

DEBARMENT AND SUSPENSION CERTIFICATION

The bidder, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, manager:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal agency within the past 3 years;
- Does not have a proposed debarment pending; and,
- Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space:

Exceptions will not necessarily result in denial or award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: *Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Bid. Signing this document on the signature portion thereof shall also constitute signature of this Certification.*

Signature

Title

Company

Date

Criminal Background Affidavit

The undersigned, the owner or authorized officer of the below-named Firm, pursuant to the criminal background compliance certification requirements of Grand Rapids Public Schools (the "School District") hereby represents and warrants that the Firm has performed and/or will perform sufficient criminal background checks, including at a minimum, an Internet Criminal History Tool ("ICHAT") check, for all of its owners, employees, agents, representatives, contractors and/or other personnel who will be on any School District premises to carry out the services contemplated by the Contract Documents. The Firm further hereby certifies that no owner, employee, agent, representative, contractor and/or other personnel of the Firm will be on any School District premises if they are a registered criminal sexual offender under the Sex Offenders Registration Act, Public Act 295 of 1994, or have been convicted of "Listed Offense" as defined under Section 722 of the Sex Offenders Registration Act, MCL 28.722.

The Firm further acknowledges that if it is found to have submitted a false certification or otherwise fails to comply with the requirements of this certification, the School District may immediately terminate the Contract.

FIRM:

Name of FIRM

By: _____

Its: _____

STATE OF _____)
)ss.
COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 20____, by _____;

Notary Public

Acting in the County of: _____ County _____, My Commission Expires: _____

NON-COLLUSIVE AFFIDAVIT

STATE OF MICHIGAN)
) SS
COUNTY OF _____)

_____, being duly sworn, deposes and says that:

1. The proposal has been arrived at by the consultant independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the request for proposals, designed to limit independent bidding or competition; and,

2. The contents of the proposal have not been communicated by the consultant or its employees or agents to any person not an employee or agent of the consultant or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official opening of the proposal.

Signature of Consultant

STATE OF _____)
) SS.
COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 20____, by

_____.

_____, Notary Public

_____ County _____,

My Commission Expires: _____

Acting in the County of: _____

REQUEST FOR INFORMATION

PROJECT: _____

COMPANY: _____

NAME: _____

PHONE: _____

E-MAIL: _____

DATE: _____

QUESTION:

(Type or print in box, or attach additional typed pages with this cover page.)

SEND TO:

Marc Bennett
Grand Rapids Public Schools
E-Mail: Bennettm@grps.org

ATTACHMENT A

WORK DESCRIPTION
DRAWINGS, SKETCHES, SPECIFICATIONS

SECTION 01000

GENERAL REQUIREMENTS

PART 1 – GENERAL

1.1 FIELD CONDITIONS AND DIMENSIONS

- A. Prior to doing any work, verify all dimensions, details, quantities, and conditions which may affect the work. No allowance for additional compensation will be considered for discrepancies between dimensions indicated on the drawings and actual field dimensions.

1.2 SUBSTITUTIONS AFTER CONTRACT AWARD

- A. The Owner will consider substitution requests only if the proposed substitute offers the Owner cost or schedule advantages. A request for a substitution shall include a proposal for adjustments to the contract price and/or time if the substitution is approved. The Constructor shall bear the burden of providing the Design Professional any technical, cost or schedule data needed to evaluate the proposed substitution.
- B. The Design Professional shall review the substitution proposal for quality and function, only. The Constructor shall be responsible for any unforeseen costs associated with using an approved substitution.

1.3 CONTRACT DOCUMENTS

- A. The Contract Documents, alone, detail the requirements of the project. Information obtained from an officer, agent, consultant or employee of the Owner or any other person shall not affect the risks or obligations assumed or relieve the Constructor from fulfilling any part of the contract.

1.4 ASBESTOS

- A. All material to be used in the work shall be certified by the manufacturer to be free of any amount of asbestos. No material will be permitted on the site without such certification.
- B. The Constructor should review the Owner's material management plan for their information regarding asbestos. The Constructor must provide an affidavit stating that no asbestos was used in the project. Any asbestos containing material installed under this Contract by the Constructor shall be removed and replaced with like asbestos-free materials, all at the cost of the Constructor.

1.5 LEAD PAINT

- A. Lead Paint: This renovation project may involve activities that disturb lead-based paint. It is the responsibility of the Constructor to determine if the building to be renovated is a **Child-Occupied Facility** as defined under the EPA regulation **Renovation, Repair, and Painting Final Rule (RRP Rule)**. All covered renovations to a **Child-Occupied Facility** must be performed by Certified Firms, using Certified Renovators and other trained workers.

1.6 PROGRESS MEETINGS

- A. The Owner may schedule progress meetings to be held on the jobsite whenever needed to supply information necessary to complete the work without interruptions.
- B. The Constructor shall be represented at each progress meeting by persons with full authority to act for the Constructor in regard to all portions of the work.

1.7 WORKMANSHIP

- A. Except when the Contract Documents note otherwise, the Constructor shall be fully responsible for all construction means, methods, techniques, sequences, and procedures and for coordinating all portions of the work under the Contract with the Owner.

The Constructor shall provide an authorized representative at the site – at all times during working hours – to receive and execute orders by the Owner. All such orders given to the Constructor's representative shall be deemed as given to and received by the Constructor.

- B. The Constructor shall maintain a copy of the Contract Documents at the project site at all times.

1.8 LAWS

- A. The Constructor shall comply with all applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over the construction of the project.

1.9 CODE AND REGULATION COMPLIANCE

- A. Comply with all applicable federal, state, and local codes and regulations relating to buildings, employment, the preservation of public health and safety, use of streets, and the performance of the work under this Contract. It shall be the responsibility of the Constructor to fully understand all such requirements and to ensure that the subject requirements are fully and faithfully enforced.
- B. Any work performed that the Constructor knew or should have known was contrary to existing laws, rules and regulations, and for which the Constructor failed to give notice of such fact to the Owner, shall be the responsibility of the Constructor to correct. The Constructor shall bear all costs arising therefrom and hold the Owner harmless for any such violation.

- C. Upon completion of the Work, the Constructor shall submit to the Owner a certificate of inspection by the governmental authority having jurisdiction, showing that all work subject to inspection has been properly inspected and approved to meet current code requirements.
- D. Covid-19 Safety Update. In light of the Coronavirus Disease 2019 (COVID-19), GRPS is requiring special health and safety measures for everyone. All contractors must meet Federal, State, CDC and OSHA guidelines as it relates to Covid-19. Specifically, a safety plan that is in Compliance with OSHA 3990-3 2020 must be in place prior to work in any GRPS facilities.

1.10 PROJECT SAFETY

SAFETY IS OF ABSOLUTE IMPORTANCE. The Constructor shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs associated with the Work. Under no circumstances shall the Constructor's activities jeopardize the safety of a building's occupants, construction workers or the general public.

- A. All Work must be executed in accordance with applicable standards of the Construction Safety and Health Division of the State of Michigan Department of Licensing and Regulatory Affairs.
- B. The requirements indicated in this section are to be considered the minimum. Where the requirements of any of the listed authorities having jurisdiction conflict with the requirements of this section, the maximum condition shall prevail.
- C. The Constructor shall furnish, install and maintain as long as necessary and remove when no longer required, adequate barriers, warning signs and lights or other necessary or prudent safety measures at all dangerous locations during work operations for the protection of Constructor personnel, building occupants, and the general public. Provide and erect all such safety precautions in accordance with federal, state and local codes and other legal requirements.
- D. Whenever lifting materials or equipment over or near existing or occupied buildings, provide advance notice of such activities and arrange to have any potentially endangered spaces vacated.
- E. During work operations, provide temporary partitions, barriers, curtains, and guards as necessary to confine materials, dust and debris to the immediate work areas. Do not allow dust or debris to enter the building interior. Coordinate the location of temporary barriers or partitions with the Owner.
- F. Remove all temporary protection when work is completed and restore disturbed areas to their original condition.
- G. The Constructor shall hold the Owner harmless from damage or claims arising out of any injury or damage that may be sustained by any person or persons as a result of the work under the Contract.

1.11 PROTECTION OF PROPERTY

- A. Coordinate all Work with the Owner so that adequate interior protection, as necessary, is provided and disruption to normal building operations is minimized. Repair all property damage caused by lack of such protection to the satisfaction of the Owner.
- B. Confine equipment, storage of materials, debris, and the operation and movements of workmen within the physical limits and time limits directed by the Owner. Such activities are to be governed by applicable local building codes and the traffic regulation and safety and fire regulation of local authorities.
- C. Document existing damage prior to the start of work to avoid responsibility for preexisting conditions. During work operations, provide protection for existing building, finishes, walks, drives, and landscaping in and adjacent to the work areas. Repair or replace building components or site property damaged during the work to match its condition before the damage. If the Constructor fails to repair or replace such damage, the Owner will have the work done by others and the costs of such work will be charged to the Constructor.
- D. Do not store materials, tools, or equipment on any existing roof area adjacent to the work site unless proper protection of the existing roof is provided and the materials are spread out and located at column locations.
- E. The Constructor shall hold the Owner harmless against all claims of damage or alleged damage to any such structure arising out of the work under this Contract.

1.12 FIRE SAFETY

- A. No open fire is permitted on the building site at any time (except for torches to apply modified roof membrane).
- B. Take all precautions to eliminate possible fire hazards at the site, including but not limited to the following:
 - 1. Remove all combustible debris from the roof and storage areas on a daily basis.
 - 2. Store highly flammable materials in well-ventilated areas; mixing and preparation of such materials is also restricted to such areas. Handle all such materials in accordance with safe practices and the requirements of authorities having jurisdiction.
 - 3. The Constructor shall not store large quantities of flammable materials at the site.

1.13 VANDALISM

- A. The cost for any damage by vandalism to material or equipment or that which occurs to items finished or installed under this contract, is to be borne by the Constructor. The Constructor is responsible for such vandalism from the date of the Notice to Proceed until Final Completion.

1.14 TEMPORARY UTILITIES AND FACILITIES

- A. Water and electricity may be available in the area where work will be performed. If so, the Constructor will not be charged for reasonable use of these services for construction operations. The Constructor shall pay costs for installation and removal of any temporary connections including necessary safety devices and controls.

1.15 MISCELLANEOUS FACILITIES AND CONTROLS

- A. New materials delivered to and stored outdoors on the jobsite shall be fully protected from weather by placement on raised platforms and shall have secure waterproof plastic coverings or tarpaulins. The waterproof plastic coverings or tarpaulins shall not extend all the way to the ground surface. They shall terminate a few inches above the ground surface. Factory-provided plastic wrap is not an acceptable waterproof covering.
- B. Contractors and their employees or suppliers will not use or interfere with existing public access, drives, roads or parking lots, except as specifically indicated by prior arrangement with the Owner.
- C. Constructor's employee parking, delivery trucks and other construction vehicle parking will only be allowed in areas designated by the Owner.
- D. The Constructor shall provide and regularly maintain portable sanitary facilities at the site. The contractors' employees shall not utilize the restrooms in the school buildings.

1.16 NO SMOKING POLICY

- A. The use of tobacco products on school property is a misdemeanor under MCL 750.473. No tobacco products will be allowed anywhere on school property at any time.

1.17 REMOVAL OF DEBRIS

- A. Remove all rubbish and debris from the site daily or more often if directed by the Owner. The premises shall be maintained as clean as practical, consistent with the neatness required for the Owner's normal operations.
- B. No storage of removed items or debris will be permitted on the site unless so directed by the Owner.
- C. The location of the trash containers is subject to the Owner's approval.
- D. During non-construction hours, cover and seal trash containers to prevent wind-blown debris and access into trash containers.

END OF SECTION

PROJECT SCOPE of WORK and REQUIREMENTS

- 2026 Asbestos Abatement at Kent Hills Elementary School - Project Scope of Work

Project Description: 2026 Asbestos Abatement at Kent Hills Elementary School, asbestos abatement specification, is for the necessary asbestos abatement projects at Kent Hills Elementary School prior to building renovations. The projects, which will be during June 2026, will include the removal and disposal of asbestos floor tile, asbestos floor tile mastic, and non-asbestos carpet materials.

Project Sequencing: There will be three (3) project groups for the asbestos abatement activities at Kent Hills Elementary School.

Project Group KHE-1 - "Work Area C"

The first project for abatement at Kent Hills Elementary School includes the removal and disposal of all asbestos flooring materials, including all remnant asbestos floor tile mastic and non-asbestos carpet materials from throughout the project work area. The project will include, but is not limited to, project work area C. This project at Kent Hills Elementary School will involve multiple negative pressure enclosures to remove the asbestos materials using Class II removal procedures. The project will begin on Wednesday, June 10, 2026, and will be complete with all abatement activities and ready for TEM clearance sampling by the end of the day on Monday, June 15, 2026. The project schedule allows for a total of five (5) work days (Wednesday-Saturday, Monday) to complete the project, with additional time allotted for tear-down activities.

Project Group KHE-2 - "Work Area B"

The second project for abatement at Kent Hills Elementary School includes the removal and disposal of all asbestos flooring materials, including all remnant asbestos floor tile mastic and non-asbestos carpet materials from throughout the project work area. The project will include, but is not limited to, project work area B. This project at Kent Hills Elementary School will involve a single negative pressure enclosure to remove the asbestos materials using Class II removal procedures. The project will begin on Tuesday, June 16, 2026, and will be complete with all abatement activities and ready for TEM clearance sampling by the end of the day Tuesday, June 16, 2026. The project schedule allows for a total of one (1) work day (Thursday) to complete the project, with additional time allotted for tear-down activities.

Project Group KHE-3 - "Work Area A"

The third and final project for abatement at Kent Hills Elementary School includes the removal and disposal of all asbestos flooring materials, including all asbestos floor tile, remnant asbestos floor tile mastic and non-asbestos carpet materials from throughout the project work area. The project will include, but is not limited to, project work area A. This project at Kent Hills Elementary School will involve multiple negative pressure enclosures to remove the asbestos materials using Class II removal procedures. The project will begin on Wednesday, June 17, 2026, and will be complete with all abatement activities and ready for TEM clearance sampling by the end of the day on Friday, June 19, 2026. The project schedule allows for a total of three (3) work days (Wednesday-Friday) to complete the project, with additional time allotted for tear-down activities.

SCOPE OF WORK and REQUIREMENTS -

The "Abatement Activities", "Summary of Locations", "Abatement Requirements", "Final Clearance Sample Requirements", "Project Schedule" and "Project Diagrams" for the asbestos abatement projects are provided on the following pages. Information for each project is generally formatted in the following manner (by section):

- **Abatement Activities**

This section provides a summary of all asbestos materials and non-asbestos materials required to be removed and disposed of by the Contractor.

- **Summary of Locations**
For projects with more than one functional space (location), this section provides a tabular summary for all materials identified in the “Abatement Activities” section. When present, room entries and closets are included in the classroom area and are not listed individually.
- **Abatement Requirements**
This section provides a summary of all set-up, removal and cleaning requirements relating to the removal of the materials identified in the “Abatement Activities” section.
- **Final Clearance Sample Requirements**
This section provides a summary of the types of clearance samples scheduled to be collected, the number of samples to be collected and the clearance level.
- **Project Schedule**
This section provides a summary of the project schedule, including project start and end dates. For certain projects, additional milestone dates may be provided.
- **Project Diagrams**
This section provides a graphical representation of the limits of the regulated area, showing all functional spaces included in the project.

“General Information and Requirements” relating to the entire bid are located after the information for Kent Hills Elementary School.

- **General Information and Requirements**
This section provides general project information and project requirements relating to all activities associated with the work at each of the Grand Rapids Public Schools’s buildings.

Project Group KHE-1 - "Work Area C"

Project Summary:

The first project for abatement at Kent Hills Elementary School includes the removal and disposal of all asbestos flooring materials, including all remnant asbestos floor tile mastic and non-asbestos carpet materials from throughout the project work area. The project will include, but is not limited to, project work area C. This project at Kent Hills Elementary School will involve multiple negative pressure enclosures to remove the asbestos materials using Class II removal procedures. The project will begin on Wednesday, June 10, 2026, and will be complete with all abatement activities and ready for TEM clearance sampling by the end of the day on Monday, June 15, 2026. The project schedule allows for a total of five (5) work days (Wednesday-Saturday, Monday) to complete the project, with additional time allotted for tear-down activities.

Abatement Activities:

1. Remove and dispose of all remnant asbestos floor tile mastic from the identified areas at Kent Hills Elementary School.
2. Remove and dispose of all non-asbestos carpet from the identified areas at Kent Hills Elementary School.

Summary of Locations:

Room / Location	Materials ->	RFTM	CARPET
Room 137		384	384
Room 137A – Storage Room		128	128
Room 143		928	928
Room 147		928	928

Key for Table

RFTM Remnant Asbestos Floor Tile Mastic
CARPET Non-Asbestos Carpet

The scope of abatement for Project Group KHE-1 includes all asbestos flooring materials located in the identified area, including remnant asbestos floor tile mastic and non-asbestos carpet which may be located throughout or just in portions of the proposed abatement area.

Abatement Requirements:

The Contractor will be allowed to construct multiple negative pressure enclosures for the complete removal of all of the materials detailed in the "Abatement Activities" for Project Group KHE-1.

1. The Contractor is responsible for all of the materials listed in the "Abatement Activities" located inside of the project areas. The project areas include all portions of the functional spaces listed in the "Summary of Locations" table. When present in, connected to or adjacent to the room, materials located in bathrooms, closets, storage rooms, below fixtures (such as radiators, cabinets, and bookcases), behind furniture and inside sink cabinets, flooring materials are included when exposed by pre-abatement demolition activities. Additional descriptions for certain areas are listed below:
 - Material Below Sink Cabinets/Casework: The Contractor will remove all asbestos flooring materials up to the sink cabinets/casework. Any material which extends below the sink cabinets/casework and cannot be pulled out will remain in place and will be sealed in place.
2. The regulated areas will be emptied of all furniture, furnishings and moveable objects prior to the start of the project. This activity will be completed by the Owner.

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3. The exact routing of projects and configuration of the number of regulated areas/combination of functional spaces will be coordinated on-site. When possible, adjoining functional spaces will be combined into a single regulated area. All negative pressure enclosures established for the removal of asbestos thermal system insulation, not utilizing glovebags, will be set-up in accordance with the following **minimum** guidelines prior to the start of any abatement activities:
- Critical barriers, constructed of a minimum of one (1) layer of six-mil polyethylene sheeting, will be set-up over all access points to non-project areas, such as doors to adjoining rooms/hallways and exterior doors/windows. Asbestos warning signs will be placed on the non-project side of the critical barrier when necessary to prohibit entrance. No access will be made from these locations into the project area at any time (except through the decontamination chamber).
 - Critical barriers, constructed of a minimum of one (1) layer of six-mil polyethylene sheeting, will be placed over all ceiling return vents, electrical equipment, and all items which cannot be decontaminated inside of the project area. Critical barriers, constructed of a minimum of two (2) layers of six-mil polyethylene sheeting, will be placed over all in ceiling vents.
 - A minimum of two (2) layers of six-mil polyethylene sheeting will be placed over all wall surfaces, counters, and other non-floor surfaces in the project area. The walls will be staggered so the outer layer of polyethylene sheeting may be removed during final cleaning process.
 - A minimum of two (2) layers of six-mil polyethylene sheeting will be placed over all non-asbestos flooring inside of or adjacent to the project areas (such as carpeting in the room, ceramic tile in bathrooms, or other floor tile and carpeting in the classroom or hallway). THE CONTRACTOR WILL BE RESPONSIBLE FOR DAMAGED TO ADJACENT FLOORING.
 - A minimum of one (1) air filtration devices (AFDs) will be required in each functional space in excess of 400 square feet. This minimum number of machines is desired to create a minimum negative pressure of 0.02 inches of water equivalent, sufficient air changes and appropriate air flow through the enclosure. The Contractor will be responsible for properly securing the exhaust tubes in any exterior windows and/or doors used for exhaust locations. Air filtration device requirements will be coordinated in field based on containment set-up activities.
 - A three-stage decontamination chamber will be required for this project. The decontamination chamber will be connected at a location convenient to building access and waste out activities and will be coordinated on-site. A black polyethylene barrier will be placed in front of the decontamination chamber to provide an additional visual barrier to the work area.
 - The construction of a bag-out chamber will be permitted. The exact location, set-up, position and construction of the bag-out chamber must be reviewed with Arch Environmental Group, Inc.'s Project Coordinator. Bag out chambers set-up without the review and approval of Arch Environmental Group, Inc. will be sealed and/or torn down at the discretion of Arch Environmental Group, Inc.
4. All asbestos floor tile abatement activities will be completed in accordance with the listed "Class II Non-Friable Floor Tile Abatement Procedures" (General Procedures for Asbestos Abatement, Item 11.2") and with all applicable provisions of the OSHA Asbestos Standard (1926.1101(g) – "Methods of Compliance").

5. **The Contractor will be required to use friable means, including mechanical means, to remove the asbestos floor tile mastic in the project area. The materials will be removed inside of an established negative pressure enclosure. The material will be disposed of as friable asbestos waste.** If the Contractor elects to remove the asbestos floor tile using non-friable methods, all asbestos floor tile abatement activities will be completed in accordance with the listed "Class II Non-Friable Floor Tile Abatement Procedures" ("General Procedures for Asbestos Abatement, Item 11.2") and with all applicable provisions of the OSHA Asbestos Standard (1926.1101(g) - "Methods of Compliance"). When present on top of asbestos floor tile, non-asbestos floor tile will be removed and disposed of as an asbestos waste.
6. The Contractor will be responsible for the removal and disposal of all carpet materials in locations identified to have asbestos flooring materials. All non-asbestos carpet removal activities will be completed in accordance with the listed "Non-Asbestos Carpet Material Removal Procedures" ("General Procedures for Asbestos Abatement, Item 11.1") and with all applicable provisions of the OSHA Asbestos Standard (1926.1101(g) - "Methods of Compliance") regarding disturbances to floor tile materials.
7. All asbestos-containing materials must be removed using wet methods and then bagged and sealed immediately. Bags will be randomly checked as they are transported from the enclosure and double bagged. All bags determined to not be adequately wet will be sent back into the enclosure. No bags may remain open inside the enclosure. The Contractor will be permitted to leave sealed bags inside the enclosure overnight. All bags must be removed from the enclosure prior to the start of the visual inspection.
8. All surfaces inside the enclosure will be fully washed with a combination of wire brushing, rinsing, wet-wiping and HEPA vacuuming during the final cleaning portion of the project. During final cleaning activities, the ceiling will be rinsed and then encapsulated during the lock down portion of the project.
9. At the conclusion of the final cleaning activities in the enclosure, a visual inspection will be completed in accordance with the listed "Visual Inspection Procedures" (Item #5, "General Requirements and Information").

Final Clearance Sample Requirements:

TEM Clearance Air Samples

The negative pressure enclosure established for the removal of the materials described in Project Group KHE-1 will be cleared using Transmission Electron Microscopy (TEM). Pursuant to the requirements of AHERA, thirteen (13) TEM samples will be collected from the enclosure - five inside the enclosure, five outside the enclosure and three sample blanks. All five inside samples must be analyzed below an average of 70.0 AS/mm² to allow for tear down of the enclosure. All TEM air samples will be collected in accordance with the AHERA regulation and all EPA recommended guidelines.

PCM Clearance Air Samples

Each of the regulated areas established for the removal of the materials described in Project Group KHE-1 will be cleared using Phase Contrast Microscopy (PCM). Pursuant to the requirements of AHERA, five (5) PCM samples will be collected from each regulated area. All five samples must be analyzed below 0.01 fibers per cubic centimeter allow for tear down of the enclosure. All PCM air samples will be collected in accordance with the AHERA regulation, and all EPA recommended guidelines.

Project Schedule:

The Contractor will start the project on Wednesday, June 10, 2026, and will be complete with all abatement activities and ready for TEM clearance sampling by the end of the day on Monday, June 15, 2026. The project schedule allows for a total of five (5) work days (Wednesday-Saturday, Monday) to complete the project, with additional time allotted for tear-down activities. Additional project dates include:

#	Location	Start	Ready for Pas	End	# Days
KHE-1	Work Area C	Wednesday, 6-10-26	Monday, 6-15-26 @ 5:30 p.m.	Monday, 6-15-26 @ 5:30 p.m.	5 w/td

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Schedule Restrictions - Set-up:

The Contractor will not be allowed to mobilize to the project site until 7:00 a.m. on Wednesday, June 10, 2026.

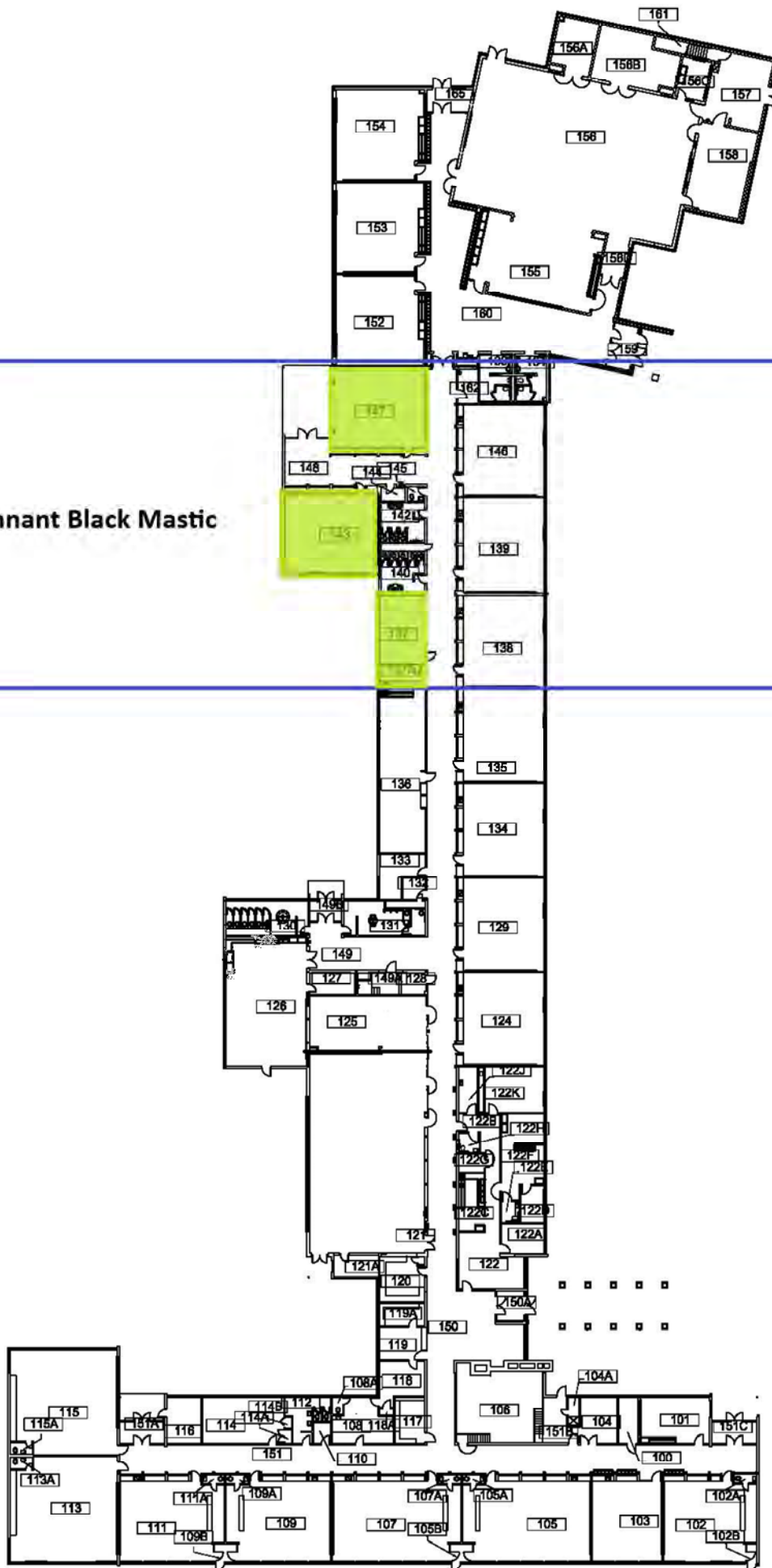
Project Diagrams:

There is one (1) project diagram provided for Project Group KHE-1

Part C



ACM Remnant Black Mastic



Project Group KHE-2 - "Work Area B"

Project Summary:

The second project for abatement at Kent Hills Elementary School includes the removal and disposal of all asbestos flooring materials, including all remnant asbestos floor tile mastic and non-asbestos carpet materials from throughout the project work area. The project will include, but is not limited to, project work area B. This project at Kent Hills Elementary School will involve a single negative pressure enclosure to remove the asbestos materials using Class II removal procedures. The project will begin on Tuesday, June 16, 2026, and will be complete with all abatement activities and ready for TEM clearance sampling by the end of the day Tuesday, June 16, 2026. The project schedule allows for a total of one (1) work day (Thursday) to complete the project, with additional time allotted for tear-down activities.

Abatement Activities:

1. Remove and dispose of all remnant asbestos floor tile mastic from the identified area at Kent Hills Elementary School.
2. Remove and dispose of all non-asbestos carpet from the identified area at Kent Hills Elementary School.

Summary of Locations:

Room / Location	Materials ->	RFTM	CARPET
Room 133		184	184

Key for Table

RFTM Remnant Asbestos Floor Tile Mastic

CARPET Non-Asbestos Carpet

The scope of abatement for Project Group KHE-2 includes all asbestos flooring materials located in the identified area, including remnant asbestos floor tile mastic and non-asbestos carpet which may be located throughout or just in portions of the proposed abatement area.

Abatement Requirements:

The Contractor will be allowed to construct multiple negative pressure enclosures for the complete removal of all of the materials detailed in the "Abatement Activities" for Project Group KHE-2.

1. The Contractor is responsible for all of the materials listed in the "Abatement Activities" located inside of the project areas. The project areas include all portions of the functional spaces listed in the "Summary of Locations" table. When present in, connected to or adjacent to the room, materials located in bathrooms, closets, storage rooms, below fixtures (such as radiators, cabinets, and bookcases), behind furniture and inside sink cabinets, flooring materials are included when exposed by pre-abatement demolition activities. Additional descriptions for certain areas are listed below:
 - Material Below Sink Cabinets/Casework: The Contractor will remove all asbestos flooring materials up to the sink cabinets/casework. Any material which extends below the sink cabinets/casework and cannot be pulled out will remain in place and will be sealed in place.
2. The regulated areas will be emptied of all furniture, furnishings and moveable objects prior to the start of the project. This activity will be completed by the Owner.
3. The exact routing of projects and configuration of the number of regulated areas/combination of functional spaces will be coordinated on-site. When possible, adjoining functional spaces will be combined into a single regulated area. All negative pressure enclosures established for the removal of asbestos thermal system insulation, not utilizing glovebags, will be set-up in accordance with the following **minimum** guidelines prior to the start of any abatement activities:

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- Critical barriers, constructed of a minimum of one (1) layer of six-mil polyethylene sheeting, will be set-up over all access points to non-project areas, such as doors to adjoining rooms/hallways and exterior doors/windows. Asbestos warning signs will be placed on the non-project side of the critical barrier when necessary to prohibit entrance. No access will be made from these locations into the project area at any time (except through the decontamination chamber).
 - Critical barriers, constructed of a minimum of one (1) layer of six-mil polyethylene sheeting, will be placed over all ceiling return vents, electrical equipment, and all items which cannot be decontaminated inside of the project area. Critical barriers, constructed of a minimum of two (2) layers of six-mil polyethylene sheeting, will be placed over all in ceiling vents.
 - A minimum of two (2) layers of six-mil polyethylene sheeting will be placed over all wall surfaces, counters, and other non-floor surfaces in the project area. The walls will be staggered so the outer layer of polyethylene sheeting may be removed during final cleaning process.
 - A minimum of two (2) layers of six-mil polyethylene sheeting will be placed over all non-asbestos flooring inside of or adjacent to the project areas (such as carpeting in the room, ceramic tile in bathrooms, or other floor tile and carpeting in the classroom or hallway). THE CONTRACTOR WILL BE RESPONSIBLE FOR DAMAGED TO ADJACENT FLOORING.
 - A minimum of one (1) air filtration devices (AFDs) will be required in each functional space in excess of 400 square feet. This minimum number of machines is desired to create a minimum negative pressure of 0.02 inches of water equivalent, sufficient air changes and appropriate air flow through the enclosure. The Contractor will be responsible for properly securing the exhaust tubes in any exterior windows and/or doors used for exhaust locations. Air filtration device requirements will be coordinated in field based on containment set-up activities.
 - A three-stage decontamination chamber will be required for this project. The decontamination chamber will be connected at a location convenient to building access and waste out activities and will be coordinated on-site. A black polyethylene barrier will be placed in front of the decontamination chamber to provide an additional visual barrier to the work area.
 - The construction of a bag-out chamber will be permitted. The exact location, set-up, position and construction of the bag-out chamber must be reviewed with Arch Environmental Group, Inc.'s Project Coordinator. Bag out chambers set-up without the review and approval of Arch Environmental Group, Inc. will be sealed and/or torn down at the discretion of Arch Environmental Group, Inc.
4. All asbestos floor tile abatement activities will be completed in accordance with the listed "Class II Non-Friable Floor Tile Abatement Procedures" (General Procedures for Asbestos Abatement, Item 11.2") and with all applicable provisions of the OSHA Asbestos Standard (1926.1101(g) – "Methods of Compliance").
 5. **The Contractor will be required to use friable means, including mechanical means, to remove the asbestos floor tile mastic in the project area. The materials will be removed inside of an established negative pressure enclosure. The material will be disposed of as friable asbestos waste.** If the Contractor elects to remove the asbestos floor tile using non-friable methods, all asbestos floor tile abatement activities will be completed in accordance with the listed "Class II Non-Friable Floor Tile Abatement Procedures" ("General Procedures for Asbestos Abatement, Item 11.2") and with all applicable provisions of the OSHA Asbestos Standard (1926.1101(g) - "Methods of Compliance"). When present on top of asbestos floor tile, non-asbestos floor tile will be removed and disposed of as an asbestos waste.

6. The Contractor will be responsible for the removal and disposal of all carpet materials in locations identified to have asbestos flooring materials. All non-asbestos carpet removal activities will be completed in accordance with the listed "Non-Asbestos Carpet Material Removal Procedures" ("General Procedures for Asbestos Abatement, Item 11.1") and with all applicable provisions of the OSHA Asbestos Standard (1926.1101(g) - "Methods of Compliance") regarding disturbances to floor tile materials.
7. All asbestos-containing materials must be removed using wet methods and then bagged and sealed immediately. Bags will be randomly checked as they are transported from the enclosure and double bagged. All bags determined to not be adequately wet will be sent back into the enclosure. No bags may remain open inside the enclosure. The Contractor will be permitted to leave sealed bags inside the enclosure overnight. All bags must be removed from the enclosure prior to the start of the visual inspection.
8. All surfaces inside the enclosure will be fully washed with a combination of wire brushing, rinsing, wet-wiping and HEPA vacuuming during the final cleaning portion of the project. During final cleaning activities, the ceiling will be rinsed and then encapsulated during the lock down portion of the project.
9. At the conclusion of the final cleaning activities in the enclosure, a visual inspection will be completed in accordance with the listed "Visual Inspection Procedures" (Item #5, "General Requirements and Information").

Final Clearance Sample Requirements:**TEM Clearance Air Samples**

The negative pressure enclosure established for the removal of the materials described in Project Group KHE-2 will be cleared using Transmission Electron Microscopy (TEM). Pursuant to the requirements of AHERA, thirteen (13) TEM samples will be collected from the enclosure - five inside the enclosure, five outside the enclosure and three sample blanks. All five inside samples must be analyzed below an average of 70.0 AS/mm² to allow for tear down of the enclosure. All TEM air samples will be collected in accordance with the AHERA regulation and all EPA recommended guidelines.

Project Schedule:

The Contractor will start the project on Tuesday, June 16, 2026, and will be complete with all abatement activities and ready for TEM clearance sampling by the end of the day Tuesday, June 16, 2026. The project schedule allows for a total of one (1) work day (Thursday) to complete the project, with additional time allotted for tear-down activities. Additional project dates include:

#	Location	Start	Ready for Pas	End	# Days
KHE-2	Work Area B	Tuesday, 6-16-26	Tuesday, 6-16-26 @ 5:30 p.m.	Tuesday, 6-16-26 @ 5:30 p.m.	1 w/td

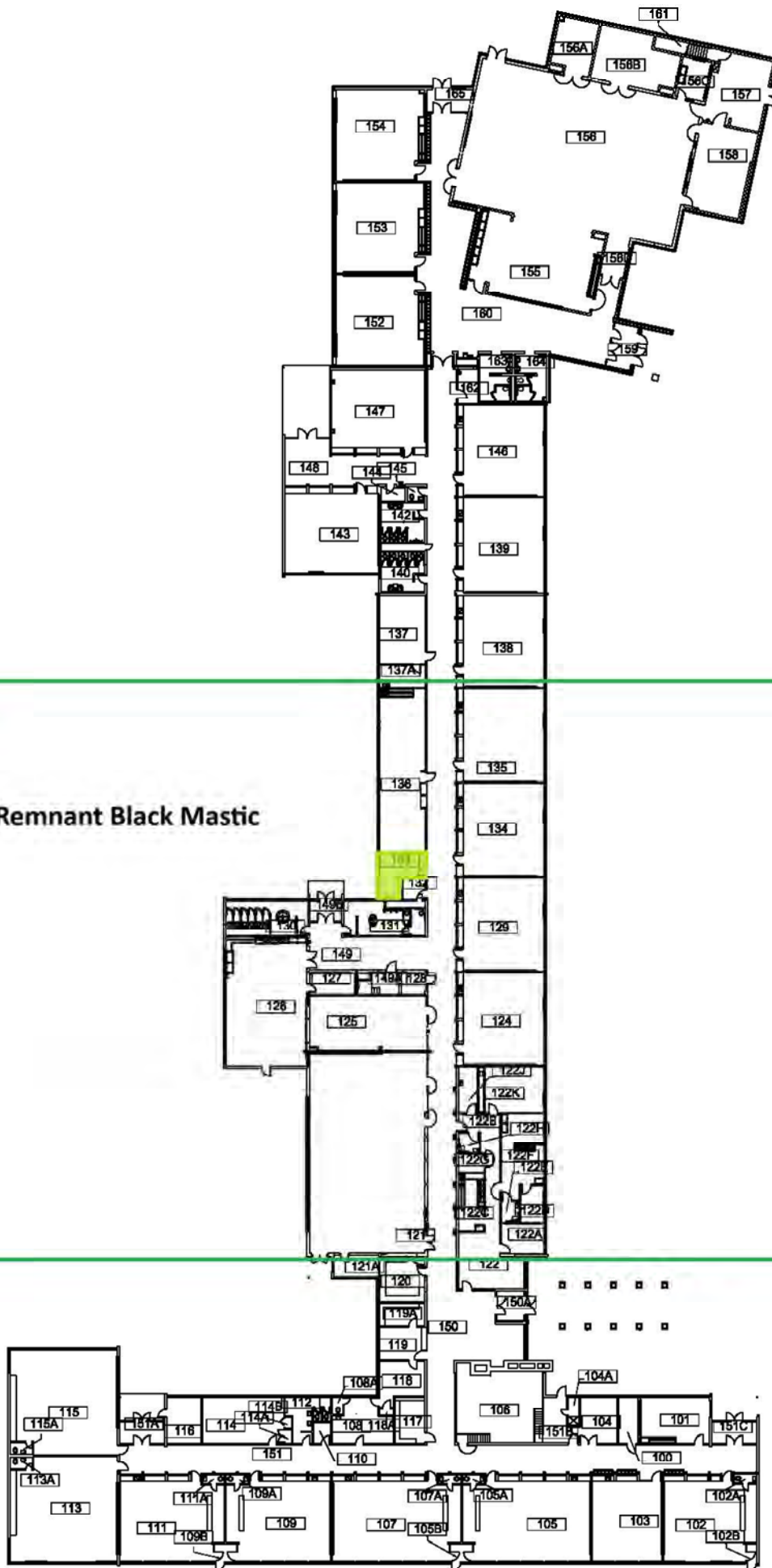
Project Diagrams:

There is one (1) project diagram provided for Project Group KHE-2.

Part B



ACM Remnant Black Mastic



Project Group KHE-3 - "Work Area A"

Project Summary:

The third and final project for abatement at Kent Hills Elementary School includes the removal and disposal of all asbestos flooring materials, including all asbestos floor tile, remnant asbestos floor tile mastic and non-asbestos carpet materials from throughout the project work area. The project will include, but is not limited to, project work area A. This project at Kent Hills Elementary School will involve multiple negative pressure enclosures to remove the asbestos materials using Class II removal procedures. The project will begin on Wednesday, June 17, 2026, and will be complete with all abatement activities and ready for TEM clearance sampling by the end of the day on Friday, June 19, 2026. The project schedule allows for a total of three (3) work days (Wednesday-Friday) to complete the project, with additional time allotted for tear-down activities.

Abatement Activities:

1. Remove and dispose of all asbestos floor tile from the identified areas at Kent Hills Elementary School.
2. Remove and dispose of all remnant asbestos floor tile mastic from the identified areas at Kent Hills Elementary School.
3. Remove and dispose of all non-asbestos carpet from the identified areas at Kent Hills Elementary School.

Summary of Locations:

Room / Location	Materials ->	FT	RFTM	CARPET
Room 102		20	20	
Room 105/107 - Vestibule		48	48	
Room 109/111 - Vestibule		48	48	
Room 114 and Closets		448	448	
Room 120 – Kitchen and Closet		240	240	
Room 117 – Storage Room			160	160

Key for Table

FT Asbestos Floor Tile
RFTM Remnant Asbestos Floor Tile Mastic
CARPET Non-Asbestos Carpet

The scope of abatement for Project Group KHE-3 includes all asbestos flooring materials located in the identified area, including asbestos floor tile, remnant asbestos floor tile mastic and non-asbestos carpet which may be located throughout or just in portions of the proposed abatement area.

Abatement Requirements:

The Contractor will be allowed to construct multiple negative pressure enclosures for the complete removal of all of the materials detailed in the "Abatement Activities" for Project Group KHE-3.

1. The Contractor is responsible for all of the materials listed in the "Abatement Activities" located inside of the project areas. The project areas include all portions of the functional spaces listed in the "Summary of Locations" table. When present in, connected to or adjacent to the room, materials located in bathrooms, closets, storage rooms, below fixtures (such as radiators, cabinets, and bookcases), behind furniture and inside sink cabinets, flooring materials are included when exposed by pre-abatement demolition activities. Additional descriptions for certain areas are listed below:

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- Material Below Sink Cabinets/Casework: The Contractor will remove all asbestos flooring materials up to the sink cabinets/casework. Any material which extends below the sink cabinets/casework and cannot be pulled out will remain in place and will be sealed in place.
2. The regulated areas will be emptied of all furniture, furnishings and moveable objects prior to the start of the project. This activity will be completed by the Owner.
 3. The exact routing of projects and configuration of the number of regulated areas/combination of functional spaces will be coordinated on-site. When possible, adjoining functional spaces will be combined into a single regulated area. All negative pressure enclosures established for the removal of asbestos thermal system insulation, not utilizing glovebags, will be set-up in accordance with the following **minimum** guidelines prior to the start of any abatement activities:
 - Critical barriers, constructed of a minimum of one (1) layer of six-mil polyethylene sheeting, will be set-up over all access points to non-project areas, such as doors to adjoining rooms/hallways and exterior doors/windows. Asbestos warning signs will be placed on the non-project side of the critical barrier when necessary to prohibit entrance. No access will be made from these locations into the project area at any time (except through the decontamination chamber).
 - Critical barriers, constructed of a minimum of one (1) layer of six-mil polyethylene sheeting, will be placed over all ceiling return vents, electrical equipment, and all items which cannot be decontaminated inside of the project area. Critical barriers, constructed of a minimum of two (2) layers of six-mil polyethylene sheeting, will be placed over all in ceiling vents.
 - A minimum of two (2) layers of six-mil polyethylene sheeting will be placed over all wall surfaces, counters, and other non-floor surfaces in the project area. The walls will be staggered so the outer layer of polyethylene sheeting may be removed during final cleaning process.
 - A minimum of two (2) layers of six-mil polyethylene sheeting will be placed over all non-asbestos flooring inside of or adjacent to the project areas (such as carpeting in the room, ceramic tile in bathrooms, or other floor tile and carpeting in the classroom or hallway). THE CONTRACTOR WILL BE RESPONSIBLE FOR DAMAGED TO ADJACENT FLOORING.
 - A minimum of one (1) air filtration devices (AFDs) will be required in each functional space in excess of 400 square feet. This minimum number of machines is desired to create a minimum negative pressure of 0.02 inches of water equivalent, sufficient air changes and appropriate air flow through the enclosure. The Contractor will be responsible for properly securing the exhaust tubes in any exterior windows and/or doors used for exhaust locations. Air filtration device requirements will be coordinated in field based on containment set-up activities.
 - A three-stage decontamination chamber will be required for this project. The decontamination chamber will be connected at a location convenient to building access and waste out activities and will be coordinated on-site. A black polyethylene barrier will be placed in front of the decontamination chamber to provide an additional visual barrier to the work area.
 - The construction of a bag-out chamber will be permitted. The exact location, set-up, position and construction of the bag-out chamber must be reviewed with Arch Environmental Group, Inc.'s Project Coordinator. Bag out chambers set-up without the review and approval of Arch Environmental Group, Inc. will be sealed and/or torn down at the discretion of Arch Environmental Group, Inc.
 4. All asbestos floor tile abatement activities will be completed in accordance with the listed "Class II Non-Friable Floor Tile Abatement Procedures" (General Procedures for Asbestos Abatement, Item 11.2") and with all applicable provisions of the OSHA Asbestos Standard (1926.1101(g) – "Methods of Compliance").

ASBESTOS ABATEMENT

5. **The Contractor will be required to use friable means, including mechanical means, to remove the asbestos floor tile mastic in the project area. The materials will be removed inside of an established negative pressure enclosure. The material will be disposed of as friable asbestos waste.** If the Contractor elects to remove the asbestos floor tile using non-friable methods, all asbestos floor tile abatement activities will be completed in accordance with the listed "Class II Non-Friable Floor Tile Abatement Procedures" ("General Procedures for Asbestos Abatement, Item 11.2") and with all applicable provisions of the OSHA Asbestos Standard (1926.1101(g) - "Methods of Compliance"). When present on top of asbestos floor tile, non-asbestos floor tile will be removed and disposed of as an asbestos waste.
6. The Contractor will be responsible for the removal and disposal of all carpet materials in locations identified to have asbestos flooring materials. All non-asbestos carpet removal activities will be completed in accordance with the listed "Non-Asbestos Carpet Material Removal Procedures" ("General Procedures for Asbestos Abatement, Item 11.1") and with all applicable provisions of the OSHA Asbestos Standard (1926.1101(g) - "Methods of Compliance") regarding disturbances to floor tile materials.
7. All asbestos-containing materials must be removed using wet methods and then bagged and sealed immediately. Bags will be randomly checked as they are transported from the enclosure and double bagged. All bags determined to not be adequately wet will be sent back into the enclosure. No bags may remain open inside the enclosure. The Contractor will be permitted to leave sealed bags inside the enclosure overnight. All bags must be removed from the enclosure prior to the start of the visual inspection.
8. All surfaces inside the enclosure will be fully washed with a combination of wire brushing, rinsing, wet-wiping and HEPA vacuuming during the final cleaning portion of the project. During final cleaning activities, the ceiling will be rinsed and then encapsulated during the lock down portion of the project.
9. At the conclusion of the final cleaning activities in the enclosure, a visual inspection will be completed in accordance with the listed "Visual Inspection Procedures" (Item #5, "General Requirements and Information").

Final Clearance Sample Requirements:

TEM Clearance Air Samples

The negative pressure enclosure established for the removal of the materials described in Project Group KHE-2 will be cleared using Transmission Electron Microscopy (TEM). Pursuant to the requirements of AHERA, thirteen (13) TEM samples will be collected from the enclosure - five inside the enclosure, five outside the enclosure and three sample blanks. All five inside samples must be analyzed below an average of 70.0 AS/mm² to allow for tear down of the enclosure. All TEM air samples will be collected in accordance with the AHERA regulation and all EPA recommended guidelines.

PCM Clearance Air Samples

Each of the regulated areas established for the removal of the materials described in Project Group KHE-3 will be cleared using Phase Contrast Microscopy (PCM). Pursuant to the requirements of AHERA, five (5) PCM samples will be collected from each regulated area. All five samples must be analyzed below 0.01 fibers per cubic centimeter allow for tear down of the enclosure. All PCM air samples will be collected in accordance with the AHERA regulation, and all EPA recommended guidelines.

Project Schedule:

The Contractor will start the project on Wednesday, June 17, 2026, and will be complete with all abatement activities and ready for TEM clearance sampling by the end of the day on Friday, June 19, 2026. The project schedule allows for a total of three (3) work days (Wednesday-Friday) to complete the project, with additional time allotted for tear-down activities. Additional project dates include:

#	Location	Start	Ready for Pas	End	# Days
KHE-3	Work Area A	Wednesday, 6-17-26	Friday, 6-19-26 @ 5:30 p.m.	Friday, 6-19-26 @ 5:30 p.m.	3 w/td

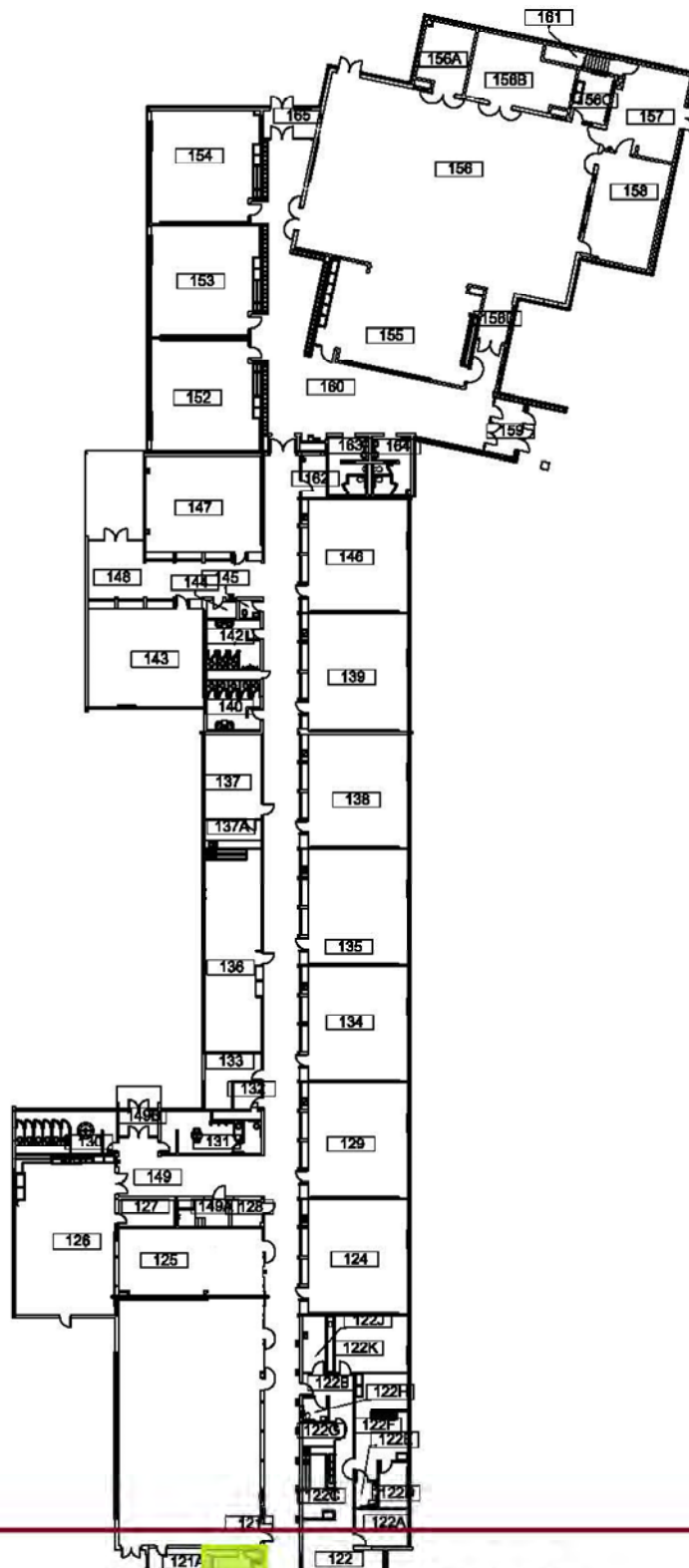
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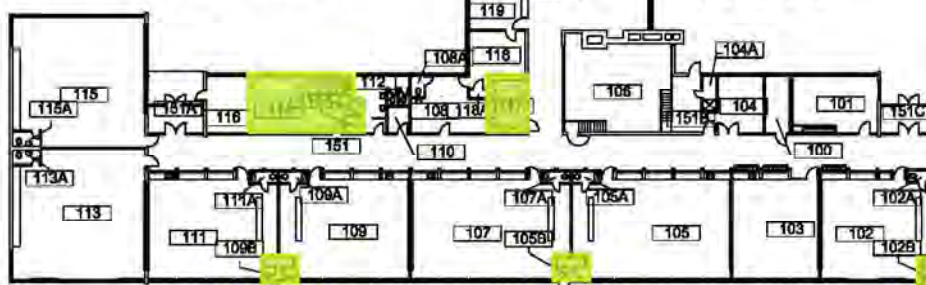
Project Diagrams:

There is one (1) project diagram provided for Project Group KHE-3.



Part A

ACM Remnant Black Mastic



General Requirements and Information For All Projects

The following general project requirements and information pertain to all of the asbestos abatement projects at Kent Hills Elementary School.

1. The Contractor will be responsible for providing a manometer to provide a reading of the negative pressure in all negative pressure enclosures and will also be responsible for providing smoke testing of the negative pressure enclosures and glovebags, as required by OSHA. Abatement will not begin inside of a negative pressure enclosure unless a manometer is installed and indicates the proper negative pressure. All air filtration devices must be ducted outside the building. The Contractor will be responsible for properly securing the exhaust tubes in the exterior windows and/or doorways to prevent unauthorized access to the building during after work hours. The Contractor will be allowed to screw/nail into the exterior door and window frames.
2. Dumpsters may be placed at the site for these project activities. All dumpsters must be closed top dumpsters and must be locked when not being loaded. Open top dumpsters will not be allowed under any circumstances. All dumpsters must be placed on plywood to prevent damage to the paved parking areas. Dumpsters may not be delivered until work at a building begins. All dumpsters must be removed from the site within forty-eight (48) hours of the completion of tear down activities. All dumpsters on-site after the forty-eight (48) hour period will be removed from the site by Arch Environmental Group, Inc. and all associated costs charged to the Contractor. The Contractor may begin dumpster location coordination with Arch Environmental Group, Inc. and GRPS personnel following award of contract.
3. The Contractor is strongly encouraged to document all existing conditions prior to the start of the project in order to support pre-project damage. In all situations where damages are listed on work lists or punch lists by the Owner or Construction Manager, the Contractor will be provided two weeks (fourteen - 14 - calendar days) to complete corrective measures. After the fourteen-day period, the Owner, Construction Manager or Arch Environmental Group, Inc. will complete the corrective measures at the Contractor's expense. The Contractor will be required to dedicate two laborers for general clean-up activities throughout the building (as directed by the Owner or Arch Environmental Group, Inc.) for two days for each project to address "punch list" type items such as pieces of tape/poly or tape/glue residue. The dates will be coordinated at the completion of all abatement activities.
4. Visual Inspection Procedures:
At the conclusion of final cleaning activities for each individual regulated area, a visual inspection will be completed in accordance with the following procedures:
 - Prior to each visual inspection in a negative pressure enclosure, the Contractor will replace the pre-filters on all of the air filtration devices with new clean filters. Arch Environmental Group, Inc.'s Project Manager and the Contractor's competent person will conduct a thorough visual inspection of the project area to ensure that all materials have been completely removed and all surfaces have been properly cleaned. The visual inspection will not be conducted until all areas have been final cleaned and all non-essential equipment and supplies have been removed from the enclosure.
 - Prior to each visual inspection in a negative pressure enclosure, the Contractor will remove all excess equipment, including all ladders, scaffolds, hoses, bags, tools, etc. from the enclosure. The Contractor will also clean the exterior of all air filtration devices. Minimal ladders and scaffolds will be left in the enclosure to allow for the visual inspection.
 - Arch Environmental Group's on-site Project Manager and the Contractor's competent person will conduct a thorough visual inspection of each regulated area to ensure that all materials have been completely removed and all surfaces have been properly cleaned.

- The Contractor will not be allowed to conduct the lock down activities until after completion of the visual inspection. All polyethylene sheeting/barriers must be re-checked prior to lock down to minimize the potential of leaks behind the barriers. The Contractor will only be allowed to use a clear drying encapsulant for lock down.
5. The Owner reserves the right to re-order projects following award of contract. The initial schedule provided in this specification was developed during a meeting with Arch Environmental Group, Inc. and the Owner. Should the order of any projects change, all durations, including scheduled Saturday work days, will remain the same.
 6. All procedures specific to the removal of non-asbestos carpet material, non-friable asbestos floor tile, non-friable asbestos floor tile mastic, asbestos thermal system insulation utilizing glovebags, non-friable asbestos transite (including set-up requirements) can be found in the "General Procedures of Asbestos Abatement" located at the end of this specification.

Project Schedule Information For All Projects

The awarded Contractor will be held to all provisions of this Project Schedule. The Project Schedule detailed below covers project time lines for all bids and expands on the Project Schedule listed within the individual bids. The schedule will be made part of the Contract Documents and will be strictly enforced by the Owner and Arch Environmental Group, Inc. Any and all variances to this schedule must be cleared by Grand Rapids Public Schools and Arch Environmental Group, Inc. prior to the commencement of the projects. If the projects are not completed within the time period outlined below, Grand Rapids Public Schools may impose project penalties.

The following information is provided in the “Project Schedule Information”:

- **Asbestos Project Notification**
Due dates for project notifications for projects at Kent Hills Elementary School.
- **Project Dates**
Table of project dates for each individual project area at Kent Hills Elementary School.
- **Site Availability**
Summary of all building hours for project activities at Kent Hills Elementary School.
- **Asbestos Clearance Testing**
Summary of all types of clearances samples for the projects at Kent Hills Elementary School.
- **Project Penalties**
Summary of project penalties that the contractor will incur by not submitting the proper notifications, not meeting project dates or by failing clearance sampling

ASBESTOS PROJECT NOTIFICATIONS

All regulatory agencies including, but not limited to, the Environmental Protection Agency, the Michigan Department of Labor and Economic Opportunity, the Michigan Occupational Safety and Health Administration, the Michigan Department of Environment, Great Lakes, and Energy, and/or all other applicable Federal, State, County or City municipalities should be notified within the proper notification period in order to start on the first start date listed below. The Contractor shall also be solely responsible for payment of all applicable fees and charges. Failure to notify in a timely manner will not excuse a Contractor from project penalties or from any citations for performing abatement activities without a proper notification. The Contractor(s) shall be responsible for submitting a notification which adequately covers all projects at the schools. By submitting a bid, the Contractor agrees to be fully responsible for the notification process.

The Contractor will be responsible for submitting all necessary notifications to the appropriate federal, state and local agencies. The Contractor will be responsible for submitting a NESHAPs notification for all projects involving the removal of greater than 160 square feet/260 linear feet of friable asbestos material (including the removal of more than 160 square feet of transite, a Category II non-friable material that may become crumbled during removal) and a Michigan Department of Labor and Economic Opportunity notification for all projects involving the removal of greater than 10 lineal/15 square feet.

The Contractor must submit a copy of the notification to Arch Environmental Group, Inc. prior to commencement of the project and in sufficient time to make corrections, if necessary. Copies of all revised notifications should also be provided to Arch Environmental Group, Inc. in a timely manner. The Contractor will be required to submit a copy of each notification to Arch Environmental Group, Inc. for review prior to being submitted to the appropriate agencies.

The Contractor will submit the notification no later than the dates listed below. The Contractor will have the option to cancel the notification if contractual arrangements between the Contractor and Grand Rapids Public Schools are not to the satisfaction of the Contractor. The notice of cancellation should be made in writing to either Arch Environmental Group, Inc. or Grand Rapids Public Schools forty-eight (48) hours prior to the start of the project. Failure to notify in a timely manner will not excuse a Contractor from project penalties listed in the upcoming section of the specifications.

Notification Dates

The project notifications are due for the projects as follows (to allow for sufficient time including holidays):

Kent Hills Elementary School

MDLEO

Thursday, May 28, 2026

NESHAPs

Monday, May 25, 2026

Notification Information

Information required for the MDLEO and NESHAPs notifications is provided below:

Kent Hills Elementary School

Building: Kent Hills Elementary School
Address: 1445 Emerald Avenue Northeast, Grand Rapids, Michigan 49505
Phone: <Site Phone Number>

Owner: Grand Rapids Public Schools
Address: 1331 Martin Luther King Jr. Street Southeast, Grand Rapids, Michigan 49506
Contact: Mr. Marc Bennett, Director of Projects & Maintenance
Contact Phone: (616) 819-3024

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Building Size: est. 55,000 square feet
Floors: 1
Project Floors: 1 + Tunnels
Building Age: 70+ Years
Building Use: Educational
Cross Streets: North side West Maple Road, east of Orchard Lake Road

Inspectors: Joseph Winters
Accreditation #: A55676
Date of Inspection: December 13, 2023

All data on the project schedule and materials is located in earlier sections of the specification. All data on the abatement contractor, material quantities, disposal site and waste transporter will be provided by the Owner.

For projects involving negative pressure enclosures and requiring MDLEO notification, the Contractor should fax a notification to Mr. Roosevelt Austin, Arch Environmental Group, Inc. at (248) 427-0305 for proper signatures.

PROJECT DATES

All projects outlined in this specification will be completed by the Contractor according to the following project calendar:

Bid No. <##.##> Kent Hills Elementary School				
<i>Project #</i>	<i>Start Date</i>	<i>Ready for PAs</i>	<i>Completion Date</i>	<i># Work Days</i>
Project Group KHE-1	Wednesday, 6-10-26	Monday, 6-15-26 @ 5:30 p.m.	Monday, 6-15-26 @ 5:30 p.m.	5 w/td [W-F, M]
Project Group KHE-2	Tuesday, 6-16-26	Tuesday, 6-16-26 @ 5:30 p.m.	Tuesday, 6-16-26 @ 5:30 p.m.	1 w/td [Tu]
Project Group KHE-3	Wednesday, 6-17-26	Friday, 6-19-26 @ 5:30 p.m.	Friday, 6-19-26 @ 5:30 p.m.	3 w/td [W-F]

Notes on Project Dates

- Note 1:** In the event of conflicting dates between the information provided in this section and dates listed in other parts of the specification, the dates listed with the scope of work will take precedence.
- Note 2:** "Ready for PAs" means that the Contractor has completed all final cleaning activities, passed the visual inspection and completed lock down activities (for PCM clearance) in the final project area.
- Note 3:** All project durations will remain the same should an individual project be completed early. The end date will be moved forward should the project be completed at an early date.
- Note 4:** The Owner reserves the right to re-order projects following award of contract. The initial schedule provided in this specification was developed during a meeting with Arch Environmental Group, Inc. and the Owner. Should the order of projects be changed, all durations, including Saturday work days, will remain the same.

ASBESTOS ABATEMENT

Grand Rapids Public Schools
2026 Asbestos Abatement at Kent Hills Elementary School

SITE AVAILABILITY

All on-site work for each of the projects outlined in this specification will be completed by the Contractor according to the following site availability:

Kent Hills Elementary School

Starting on Wednesday, June 10, 2026, and continuing through Friday, June 19, 2026, the building will be available on Mondays, Tuesdays, Wednesdays, Thursdays, Fridays, and Saturdays from 7:00 a.m. - 5:30 p.m.

Approval of Additional On-Site Hours

The Contractor will be allowed to work additional hours and work days at these buildings with only with prior approval from Arch Environmental Group, Inc. and Grand Rapids Public Schools. The Contractor may also be required to cover additional custodial overtime in excess of 30 minutes before and 30 minutes after the Contractor's state start and finish time.

Additional Details to Project Schedules

More specific abatement project schedules are listed in the individual bids. As detailed above, the Contractor will be responsible for fulfilling all notification requirements (including breakdowns for all projects). All projects will be considered complete for schedule purposes when the project site has passed required clearance testing, the Contractor has completed the removal of all supplies and equipment from the project area and the Contractor has returned the building to Grand Rapids Public Schools in a condition that satisfies Grand Rapids Public Schools and Arch Environmental Group, Inc.

ASBESTOS CLEARANCE AIR TESTING

PCM (Phase Contrast Microscopy)

PCM Clearance Air Samples will be collected, analyzed and results verbally expressed to Grand Rapids Public Schools and to the Contractor within twenty-four (24) hours, with the time period beginning at the completion of the lock down activities. Delays in clearance testing, after the accepted final visual inspection and lock down, will be cause for a proportional extension of the project completion date.

It will be in the judgment of Arch Environmental Group, Inc. as to when PCM Air Clearance Samples will be collected. All PCM Clearance Air Samples will be analyzed on-site. Every effort will be made to collect the samples in the same work shift as the final visual inspection and lock down. "Drying time" will depend on factors such as project size, types of materials, negative pressure and air flow inside the enclosure and results of personal air samples collected during abatement and final cleaning. "Drying time" will range from thirty (30) minutes to twelve (12) hours.

The following projects have PCM Clearance (projects listed as "Project Group" have multiple sets of PCM clearance samples):

<u>School</u>	<u>Project #</u>
Kent Hills Elementary School	KHE-1, KHE-3

TEM (Transmission Electron Microscopy)

TEM Clearance Air Samples will be collected, analyzed and results verbally expressed to Grand Rapids Public Schools and to the Contractor within forty-eight (48) hours, with the time period beginning at the completion of the lock down activities. Delays in clearance testing, after the accepted final visual inspection and lock down, will be cause for a proportional extension of the project completion date.

It will be in the judgment of Arch Environmental Group, Inc. as to when TEM Clearance Air Samples will be collected. Arch Environmental Group, Inc. anticipates using APEX Research, Inc., Whitmore Lake, Michigan, for analysis of all TEM Clearance Air Samples. However, all TEM Clearance Air Samples will be analyzed at a NVLAP accredited laboratory of the Owner's or Arch Environmental Group, Inc.'s choosing. Grand Rapids Public Schools will not authorize any turn-around time of less than twenty-four (24) hours. The Contractor may request turn-around times of less than twenty-four hours and will be responsible for any additional costs. Samples collected on Saturdays may not be available until 12:00 p.m. on Monday.

The Contractor may use another NVLAP accredited laboratory of their own choosing under the following stipulations:

- The laboratory must be NVLAP accredited.
- The laboratory must provide a fax copy of the clearance sample results to Arch Environmental Group, Inc. prior to tear down.
- The laboratory must provide a final hard copy of the report to Arch Environmental Group, Inc. prior to release of contract retainage.
- The Contractor will be responsible for the full cost of sample analysis.
- The Contractor will be responsible for proper chain of custody procedures/forms (including sample delivery) once the samples are sealed and relinquished by Arch Environmental Group, Inc.

The following projects have option for TEM Clearance:

<u>School</u>	<u>Project#</u>
Kent Hills Elementary School	KHE-1, KHE-2, KHE-3

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PROJECT PENALTIES

By submitting a bid for this project, the Contractor understands that the District will charge the Contractor a monetary penalty if any individual project is not completed by the required completion date or if the clearance air samples do not pass the required levels set by the Environmental Protection Agency's AHERA Regulation, any other applicable government agency, or by the specifications. In addition, the Contractor understands that the District will charge the Contractor a monetary penalty if the project does not start due to failure to submit a notification.

Failure to Submit Proper Notifications

If the Contractor does not start the project per the established schedule due to a failure to submit proper notifications, the Contractor will be assessed a monetary penalty in the amount of **1,500 dollars**. This penalty will be assessed on a daily basis, including weekends and holidays, until the project begins.

At a minimum, said penalties will be withheld ("retained") by Grand Rapids Public Schools until the reinstallation projects are completed. Grand Rapids Public Schools will be responsible for all final decisions regarding the assessment of all penalties due to failure to submit proper notifications. Grand Rapids Public Schools may impose project penalties even if no project delays were incurred to other trades. Grand Rapids Public Schools may withhold the penalties and cancel the penalties at a later date if the Contractor regains the overall project schedule to the satisfaction of the Owner. Arch Environmental Group, Inc. will have no decision or recommendation in the assessment of penalties.

Late Projects

If the Contractor does not complete the project detailed in the Scope-of-Work within the specified time allotment, the Contractor will be assessed a monetary penalty in the amount of **1,500 dollars plus additional Arch Environmental Group, Inc. costs**. This penalty will be assessed on a daily basis if the project is one or more days late. Arch Environmental Group, Inc. costs include, but are not limited to, on-site project management/air monitoring costs, air sample analysis costs and if necessary, management time for meetings and on-site project reviews by the Project Coordinator and/or Project Administrator. "Additional Arch Environmental Group, Inc. costs" will be determined based on the total number of allowed work days (per the schedule in the specification documents) vs. the total number of days worked by the Contractor. Arch Environmental Group, Inc. costs will be a minimum of \$654.00 per day. While the Owner may impose a penalty for completing a project two days late, there may not be any additional Arch Environmental Group, Inc. costs if the Contractor was late because project days (such as two consecutive Saturdays) were skipped.

At a minimum, said penalties will be withheld ("retained") by Grand Rapids Public Schools until the reinstallation projects are completed. Grand Rapids Public Schools will be responsible for all final decisions regarding the assessment of all penalties due to late projects. Grand Rapids Public Schools may impose project penalties even if no project delays were incurred to other trades. Grand Rapids Public Schools may withhold the penalties and cancel the penalties at a later date if the Contractor regains the overall project schedule to the satisfaction of the Owner. Arch Environmental Group, Inc. will have no decision or recommendation in the assessment of penalties.

Failed Clearance Air Samples

If any individual project does not pass the clearance air sampling tests as required by AHERA, or by the State of Michigan Public Act No. 147 (as amended) if the clearance air sample is not required by AHERA, by any other applicable governmental agency, or by the specifications, the Contractor will be responsible for **all additional Arch Environmental Group, Inc. costs** for each day needed to perform additional cleaning. Arch Environmental Group, Inc. costs include, but are not limited to, on-site project management/air monitoring costs, air sample analysis costs and if necessary, management time for meetings and on-site project reviews by the Project Coordinator and/or Project Administrator. It should be noted that the Contractor is responsible for these additional costs even ***if the project completion date has not been surpassed***. The Contractor shall also be solely responsible for payment of all costs incurred by Grand Rapids Public Schools due to the delay, including but not limited to additional charges for Arch Environmental Group, Inc., any and all additional sampling costs incurred due to the failure of the project enclosure/regulated area to meet the clearance requirements (including any and all air samples collected during the additional cleaning) and any and all overtime charges required for custodial personnel. The Contractor will be involved in decisions regarding turn-around time of additional clearance air samples. These additional costs shall be

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cumulative and shall occur each and every time the Contractor fails the clearance air sampling tests, as defined by federal and state regulations and this specification. Said additional charges will be deducted from the contract price immediately (via purchase order change request/change order) upon the occurrence of such charges. Grand Rapids Public Schools may withhold the penalties and cancel the penalty at a later date if the Contractor regains the overall project schedule to the satisfaction of the Owner. Arch Environmental Group, Inc. will have no decision or recommendation in the assessment of penalties.

SECTION III

GENERAL CONDITIONS GENERAL PROCEDURES FOR ASBESTOS ABATEMENT BIDDER'S RFQ SUBMITTAL CHECKLIST PROJECT DESIGNER ACCREDITATION INFORMATION

GENERAL CONDITIONS

The Information provided in the General Conditions section are specific to this project, necessary for the progress of the work, and shall be provided as described herein. Throughout this Conditions section, the successful bidder is referred to as the "Contractor". All other parties involved and contracted by Grand Rapids Public Schools are referred to as the "Owner's Representatives". Representatives include Arch Environmental Group, Inc. and the Construction Manager.

1. Bidding Information

- 1.1 The *RFQ Packet* shall be filled in completely, providing all information as requested. Should any bidder refuse to hold its bid firm for the required period or refuse to enter into a contract in accordance with the terms of its proposal, Grand Rapids Public Schools reserves the right to disqualify the bid and may consider this a factor with respect to any future bids made by him/her, and may refuse to consider the same for that reason.
- 1.2 All pages and documents, and the information requested within the *RFQ Packet* section, must be furnished completely in strict compliance with the bidding submittal requirements. The manner of submission is essential to permit prompt evaluation of all bids on a fair and uniform basis. Accordingly, Grand Rapids Public Schools reserves the right to declare as non-responsive, and reject, any bid which is incomplete or where material information requested is not furnished, or where indirect or incomplete answers or information is provided. The Bidder is encouraged to follow the Bidder's Checklist (located at the end of the specification) while preparing the *RFQ Packet*.
- 1.3 Bidders are cautioned that any alternate bids, unless specifically requested, or any changes, insertions, or omissions to the terms and conditions of these specifications, may be considered non-responsive and at the option of Grand Rapids Public Schools may result in rejections of the bid(s).
- 1.4 Any bid(s) received at the office designated herein, after the exact time specified for receipt, may not be considered. Grand Rapids Public Schools reserves the right to deny or accept late bids based on mitigating circumstances. The decision will be made by Grand Rapids Public Schools representative present at the Bid Opening.
- 1.5 Bid(s) will only be opened when received from registered Planholders. Bidders may register as a Planholder by attending and signing in at the Pre-Bid Examination or by emailing Arch Environmental Group, Inc. that plans were downloaded from the www.archenvgroup.com. Planholders are companies, not individuals, and a person representing multiple Bidders will have to register for each entity.
- 1.6 Grand Rapids Public Schools reserves the right to postpone the bid opening for its own convenience.
- 1.7 Bidders shall fill in the number and date of each addendum on the "Bidder's Agreement and Certification" of the *RFQ Packet*. By acknowledging each addendum in this manner, the Bidder agrees that each portion of the addendum has become an official part of the bidding documents, that the Bidder has fully reviewed the addendum and that the Bidder agrees to comply with all provisions detailed in the addendum. Bidders not acknowledging any addendum may be subject to disqualification.
- 1.8 Bidders shall fill in the date of the Pre-Bid Minutes on the "Bidder's Agreement and Certification" of the *RFQ Packet*. By acknowledging the Pre-Bid Minutes in this manner, the Bidder agrees that each portion of the minutes has become an official part of the bidding documents, that the Bidder has fully reviewed the minutes and that the Bidder agrees to comply with all provisions detailed in the minutes. Bidders not acknowledging the Pre-Bid Minutes may be subject to disqualification.
- 1.9 Bidders shall fill in the type of business information on the "Bidder's Agreement and Certification" of the *RFQ Packet*.

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- 1.10 Should a Bidder find apparent discrepancies in, or omissions from, the bidding documents, or should it be in doubt as to their true meaning, or should it have any questions regarding any work or materials intended by the bidding documents, then such Bidder, either Contractor or Subcontractor, shall immediately notify Grand Rapids Public Schools or Arch Environmental Group, Inc. of such questions. Grand Rapids Public Schools or Arch Environmental Group, Inc. will issue an addendum to all Bidders recorded in its office for the specific project. It shall be the responsibility of the Bidders on record to provide all their Subcontractors with the information contained in these addenda. Failure to submit any type of questions during the bidding process or note any bid qualifications on the "Bidder's Statement of Qualifications and Statement of Bid Preparation" indicates that the Contractor agrees to the "intent" of the project design during interpretations made in the field.
- 1.11 The Bidder is required to completely and accurately provide information in the *Bidder's Statement of Qualifications and Statement of Bid Preparation*. Failure to completely and accurately provide information in the *Bidder's Statement of Qualifications and Statement of Bid Preparation* is grounds for dismissal and disqualification of the bid(s) provided by the Bidder.
- 1.12 Grand Rapids Public Schools reserves the right to accept or reject any or all bids and to waive informalities and major irregularities in the bids received.
- 1.13 Grand Rapids Public Schools reserves the right to waive any information in the bids, or reject any or all bids, in whole or in part, should it be deemed in the best interest of Grand Rapids Public Schools to do so.
- 1.14 Each *RFQ Packet* shall be accompanied by a certified check, cashier's check, or Bid Bond by a Treasury approved surety that is licensed to do business in the State of Michigan made payable to Grand Rapids Public Schools in an amount not less than 5% of the bid(s) as a proposal guarantee. Bid bonds, or certified checks and cashier's checks submitted in lieu of a formal bid bond, will be returned at the request of the Contractor following the formal acceptance of the recommended contractor.
- 1.15 Each low bidder will be contacted following review of the *RFQ Packet* to set-up a Post-Bid Review Meeting. The topics, requirements, etc. of the Post-Bid Review Meeting are further detailed in Section 13 of these General Conditions.
- 1.16 The Grand Rapids Public Schools's Board of Education cannot accept any bid without a signed and notarized "Familial Relationship Disclosure Statement". A bid without the signed and notarized statement will not be read and will be disqualified.

2. Contract Information

- 2.1 Grand Rapids Public Schools or Arch Environmental Group, Inc. will submit a formal contract agreement to a Contractor designated by Grand Rapids Public Schools for review and execution by signature. A formal contract agreement includes a written Purchase Order from Grand Rapids Public Schools.
- 2.2 It shall be understood and agreed by all parties submitting proposals on any part of the work that the requirements contained in all contract documents shall apply to all addenda issued before the time set for receiving bids, that the general character of work called for in the addenda shall be the same as originally required for similar work, unless otherwise mentioned, and that all incidental work necessitated shall be included, even though not particularly specified therein.
- 2.3 Within one (1) week of award of the work by Grand Rapids Public Schools, Arch Environmental Group, Inc. will submit a written request (via formal letter, facsimile or electronic mail) to Grand Rapids Public Schools for a contract or a purchase order.

- 2.4 The Bidder to whom the contract is awarded shall, within fifteen (15) calendar days after receipt of the "Intent to Award" from Arch Environmental Group, Inc., sign and deliver the required copies to Grand Rapids Public Schools. Certificates of insurance and performance, labor and materials bonds shall also be submitted to Grand Rapids Public Schools at this time. The Bidder to whom the contract is awarded will not be required to sign and return a copy of the Purchase Order.
- 2.5 The Contractor shall defend, indemnify, save harmless and exempt Grand Rapids Public Schools, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorney fees incidental to any work done in the performance of this contract; provided, however, the Contractor shall not be liable for any claims, demands, damages, cost, expenses, and attorneys fees arising out of an act or omission of Grand Rapids Public Schools, its officers, agents, servants, and employees.
- 2.6 The project will be awarded to that responsible Bidder whose bid(s), conforming to this solicitation, will be most advantageous to Grand Rapids Public Schools, price and other factors considered (such as late completion of projects on previous district of Arch Environmental Group, Inc. projects).
- 2.7 Grand Rapids Public Schools reserves the right to waive the requirement of a formal contract agreement and issue a Grand Rapids Public Schools purchase order to complete the scope of work.

3. Bonding Information

- 3.1 Simultaneously with the execution and delivery of an "Intent to Award" from Arch Environmental Group, Inc., the Contractor shall qualify for, sign and deliver to Grand Rapids Public Schools an executed Performance Bond and an executed Labor and Materials Payment Bond secured by a Treasury approved surety licensed to do business in the State of Michigan and approved by Grand Rapids Public Schools. Each such bond shall be in the amount of 100% of the contract agreement. All bonds shall be attached to and made part of the contract agreement between Grand Rapids Public Schools and the Contractor. Attorneys-in-fact who signed the contract bonds must file with each bond a certified copy of their power of attorney to sign said bonds. The Contractor shall include the full cost of all bonds in its bid. All bonds will be submitted to Arch Environmental Group, Inc. The project will not be started until the required bonds have been received from the Contractor. Please see Question #32 in the *Bidder's Statement of Qualifications and Statement of Bid Preparation* which acknowledges that the bonds will be provided prior to the start of abatement.
- 3.2 Bonds and certificates of insurance shall be approved by Grand Rapids Public Schools or the Construction Manager before the successful Bidder may proceed with the work. Failure or refusal of the successful Bidder to provide bonds or certificates of insurance in a form satisfactory to Grand Rapids Public Schools shall not justify an extension of the time parameters as set forth in the attached time schedule and may, at the Owner's option, be cause for rejection or cancellation of the contract. The Contractor may be directed to not start the project until the bonds and certificates of insurance are received and approved. Faxed copies of the bonds and insurance will be sufficient to start the project. Applications for payment will be returned to the Contractor if actual bonds and certificates of insurance have not been submitted.
- 3.3 No proposal shall be considered binding upon Grand Rapids Public Schools until a written contract (or purchase order) has been properly executed and satisfactory bonds have been furnished. Failure to execute and return the contract and satisfactory bonds within the prescribed period of time shall be cause for annulment of the award. The bid security of the Bidder will be realized upon or retained by Grand Rapids Public Schools.

4. Insurance Requirements

- 4.1 The Contractor shall protect, defend and indemnify Grand Rapids Public Schools, Arch Environmental Group, Inc., and the Construction Manager, their officers, agents, servants, volunteers, and employees from any and all liabilities, claims, liens, demands, and costs of whatsoever kind and nature which may result in injury or death to any persons, and for any that result in injury or death to any persons, and for loss or damage to any property, including property owned or in the care, custody, or control of Grand Rapids Public Schools, Arch Environmental Group, Inc., and the Construction Manager in connection with or in any way incident to or arising out of the occupancy, use, service, operations, or performance of work in connection with this Agreement resulting in whole or in part from negligent acts or omissions of the Contractor, any Subcontractor, or any employee, agent, or representative of the Contractor or any Subcontractor.
- 4.2 The Contractor shall maintain, at its expense, during the term of this contract the following insurance:
- a. Worker's Compensation and Employer's Liability Insurance within Michigan statutory limits. If contract employees are used, the Contractor must submit evidence that all contract employees are fully covered within Michigan statutory limits. Evidence shall include, but not be limited to, copies of the employment contract and certificates of insurance from the contracting agency.
 - b. Comprehensive General Liability Insurance with a minimum combined single limit of \$2,000,000 per occurrence in the same amount made for bodily injury and property damage, per awarded building. Policy to include products and completed operations, cross liability, broad form property damage, independent Contractors, and contractual liability coverage.
 - c. Asbestos Specific General Liability Insurance, specific for asbestos abatement, with a minimum combined single limit of \$2,000,000 per occurrence made for bodily injury and property damage in the same amount, per awarded building. General Pollution Liability Insurance with an asbestos-specific endorsement with identical limits shall be deemed to meet this requirement.
 - d. Automobile Liability Insurance covering all owned, hired, and non-owned vehicles with personal protection insurance and property insurance to comply with the provisions of the Michigan No-Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each occurrence of bodily injury and property damage.
- 4.3 Coverage limits for Employer's Liability, Comprehensive General Liability, and Automobile Liability may be attained by a combination of underlying policy and an umbrella or excess liability policy.
- 4.4 The Contractor shall provide full coverage under the required policies for all of Contractor's owned and leased equipment, property, and tools used, operated, or stored for any work, including change order activities that may be billed under a separate purchase order, covered by this specification.
- 4.5 All insurance companies issuing the insurance policies must be licensed in Michigan and have an A rating by AM Best.
- 4.6 All insurance certificates must identify Grand Rapids Public Schools as the certificate holder, and must identify Grand Rapids Public Schools, Arch Environmental Group, Inc., and the Construction Manager as additional insureds with respect to any work, including change order activities that may be billed under a separate purchase order, covered by this specification. The additional insured endorsement shall not exclude coverage for Grand Rapids Public Schools, Arch Environmental Group, Inc., or the Construction Manager due to their own negligence, nor shall it limit coverage to liability incurred solely as a result of acts or omissions by Grand Rapids Public Schools, Arch Environmental Group, Inc., or the Construction Manager. Additional insured endorsements shall include coverage for Grand Rapids Public Schools, Arch Environmental Group, Inc., and the Construction Manager for all "ongoing operations", as well as all "completed operations".
- 4.7 All insurance certificates shall be endorsed to provide sixty (60) days written notice to Grand Rapids Public

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Schools of any material change of coverage, cancellation, or non-renewal of coverage, and the words “endeavor to” or “failure to mail/send such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives” or other similar language are not included in the written notice provision.

- 4.8 The Contractor shall be responsible for payment of all deductibles contained in any insurance policy required in this contract. Any deductibles in excess of \$10,000 applicable to any coverage shall be identified on all insurance certificates.
- 4.9 If Subcontractors or other Subordinate Parties are used, the Contractor’s policies shall include coverage for its Subcontractors or other Subordinate Parties and shall identify its Subcontractors or other Subordinate Parties as additional insured. If the Contractor requires its Subcontractors or other Subordinate Parties to provide insurance coverage, all insurance coverage limits and requirements included herein apply in whole. If applicable, the Contractor must submit evidence of separate or independent coverage for all Subcontractors or other Subordinate, in the form of separate and complete insurance certificates.
- 4.10 The Contractor will not be allowed to mobilize to the project site(s) or commence any other work until all Certificates of Insurance showing all required coverages and endorsements have been submitted to Arch Environmental Group, Inc. and reviewed by Arch Environmental Group, Inc., Grand Rapids Public Schools, and the General Contractor. The Contractor will be notified by Arch Environmental Group, Inc. of and be required to make all necessary changes to the insurance certificates prior to commencing any work. Please see Question #32 in the *Bidder’s Statement of Qualifications and Statement of Bid Preparation* which acknowledges that the certificates of insurance will be provided prior to the start of abatement.
- 4.11 Acceptance of a Certificate of Insurance which does not properly represent the required coverages or endorsements described in this section (whether accepted by Grand Rapids Public Schools, Arch Environmental Group, Inc., or the Construction Manager), does not constitute an allowed reduction in the coverage requirements or waive or alter any and all insurance requirements set forth herein. Modifications to these insurance requirements prior to or following the award of contract may be granted only by written authority of Grand Rapids Public Schools.

5. Project Examination - Reference Documents

- 5.1 A **Pre-Bid Examination** of the premises will be conducted at the time and date indicated in the *Bid Advertisement*. The Pre-Bid Examination is not required, but all Bidders are requested to attend. Questions regarding the bidding or the project may be asked at the examination, but all final interpretations or revisions to the bidding documents shall be made by an issued addendum.
- 5.2 Before submitting proposals for the work, each Bidder should have examined the premises, and satisfied itself as to the conditions under which it will be obligated to operate in performing its part of the work, or that will in any manner affect the work under its contract. Any Bidder not allowed the opportunity to review the project site at the times stated in the *Bid Advertisement* should note that in the bid.
- 5.3 All Bidders shall tour the building(s), and familiarize themselves with the work described in the bidding documents. Submission of a bid shall be deemed conclusive evidence that the Bidder has familiarized itself with the work contemplated by the bid and shall constitute a waiver by each of all claims of error in bid, withdrawal of bid, or payment of extras, or combination thereof, under the executed contract, or any revision thereof. All figures set forth in the Bidding Documents referencing sizes, amounts, or materials are estimates only and are provided for the convenience of the Bidder. ***The Bidder is solely and completely responsible for his own measurements and for his own determination regarding the scope of the project(s).***

6. Workers Rights

- 6.1 The Contractor shall comply with the Michigan Civil Rights Act which states that Contractors shall not discriminate in hiring or in its terms and conditions of employment on the basis of race, religion, creed, national origin, color, sex, marital status, age, height or weight, nor on bona fide job requirements. Neither

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shall a Contractor discriminate in the sales of products or the rendering of services pursuant to this contract on the basis of any of those categories.

7. Contractor Responsibility

- 7.1 The Contractor shall exercise proper precaution at all times for the protection of persons and property (including the protection of property on-site from theft) and shall be responsible for all the damages to persons or property either on or off the site, which occur as a result of its fault or negligence in connection with the execution of work. The safety provisions of applicable laws and OSHA standards shall be observed and the Contractor shall take or have cause to be taken such additional safety and health measures as Grand Rapids Public Schools or Arch Environmental Group, Inc. may determine to be reasonably necessary to protect Contractor employees or other workers at the building.
- 7.2 Neither the final certificate nor final payments, nor any provision in the contract documents shall relieve the Contractor of responsibility for defects in workmanship or faulty work or materials. The Contractor shall correct any defects due to faulty work or materials and pay for the damage to other work resulting therefrom, which shall appear within a period of one year from the date of completion unless otherwise stated in this document, including additional "punch list" type items attributed to the Contractor. Grand Rapids Public Schools shall notify the Contractor of observed defects with reasonable promptness.
- 7.3 The Contractor shall furnish Grand Rapids Public Schools with a written guarantee to remedy any defects due to faulty materials or workmanship which appear in the work within one year from the date of final acceptance by Grand Rapids Public Schools.
- 7.4 It is the intent of Grand Rapids Public Schools to award the contract to Contractors fully capable, both financially and with regards to experience, to perform and complete the work in a satisfactory manner. Grand Rapids Public Schools or Arch Environmental Group, Inc. may contact any and all references listed in the Bidder's Statement of Qualifications during the bid review process and may ask for additional references, if necessary.
- 7.5 The Contractor shall have a representative available for all meetings, presentations and public relation appearances deemed necessary by Grand Rapids Public Schools. The Contractor will be made available for such activities for one year following the signed contract.
- 7.6 The Contractor will turn in all submittals listed in Section IV "Pre-Project Submittals" prior to the start of the project. By submitting a bid, the Bidder understands and acknowledges that delays to the start of the project due to lack of submittals will not change the end date of the project and that the Contractor will be responsible for any and all costs associated with the delay(s).

8. Liens

- 8.1 All work and materials involved in this contract are subject to the lien laws of the State of Michigan. Partial waivers will be required for progress payments.
- 8.2 Before the final payment or the retained percentages is released, the Contractor shall deliver to Grand Rapids Public Schools, a complete release for work and materials arising out of this contract.
- 8.3 Grand Rapids Public Schools may elect to withhold the final payment or any retained percentage due until the Contractor shall deliver to Grand Rapids Public Schools a complete release of all liens arising out of the performance of the work contemplated by this specification. The releases and receipts shall include all labor and material for which a lien could be filed, but the Contractor may, if any Subcontractors refused to furnish a release or receipt in full, furnish a bond satisfactory to Grand Rapids Public Schools, to indemnify him/her against any lien. If any lien remains unsatisfied after all payments are made, the Contractor shall refund to Grand Rapids Public Schools all monies that the latter may be compelled to pay in discharging such a lien, including all costs and attorney's fees.

9. Pre-Start Job Meeting

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- 9.1 The awarded Contractor shall attend a Pre-Start Job Meeting. This meeting is discussed thoroughly in Section 2 of the *General Procedures for Asbestos Abatement* of this bidding document.
- 9.2 Grand Rapids Public Schools or Arch Environmental Group, Inc. may choose to waive a formal Pre-Start Job Meeting and ask the Contractor to submit all necessary materials for review instead.
- 9.3 The Contractor may be asked to attend one, or more, job site construction meetings, in addition to the Pre-Start Job Meeting.

10. Permits, Fees, Regulations and Taxes

- 10.1 The Contractor shall obtain and pay for all permits, assessments, fees, bonds, and other charges as necessary to perform and complete the work of this contract, including connection charges and inspections fees.

- 10.2 The Contractor shall be responsible for obtaining all permits and licenses (building, electrical, heating, and ventilation, and plumbing permits) necessary for the proper completion of said project(s). Permits and licenses are available from the appropriate agencies having jurisdiction. The Contractor shall give all notices, pay all fees and comply with all laws, ordinances, rules and regulations bearing on the work. If any of the work of the Contractor is done contrary to such laws, ordinances rules and regulations without such notice, he shall bear all costs arising therefrom. The Contractor shall include all costs and taxes in its bid, and make proper provisions for payment of all other State and Federal applicable taxes, fees or other costs.
- 10.3 The Contractor shall present at the Pre-Start Job Meeting evidence of all required permits. The Contractor is advised that timely inspections by the applicable inspection departments are a requirement of this contract and are a condition of progress and final payments. All inspections will be final and a certificate of occupancy, where applicable, will be required before final payment will be made.
- 10.4 Grand Rapids Public Schools is NOT automatically exempt from State of Michigan Sales and Use Taxes. Grand Rapids Public Schools must pay these taxes when materials are to be incorporated into realty. Hence, for materials that are permanently attached, built-in, incorporated or otherwise made part of the structure all applicable taxes shall be paid by the Contractor. Grand Rapids Public Schools is exempt from sales and use taxes if the materials are moveable and are not permanently made part of the structure.

11. Patents and Royalties

- 11.1 The Contractor shall also comply with the following provision excerpted in part from AIA Document A201/CM 4.17.1.

"The Contractor shall pay all royalties and license fees, shall defend all suits or claims for infringement of any patent rights and shall save Grand Rapids Public Schools and Arch Environmental Group, Inc. harmless from loss on account thereof, except that Grand Rapids Public Schools, or Arch Environmental Group, Inc. as the case may be, shall be responsible for all such loss when a particular design, process or the product of a particular manufacturer or manufacturers is selected by such person or such person's agent. If the Contractor has reason to believe that the design, process or product selected is an infringement of a patent, that party shall be responsible for such loss unless such information is promptly given to Grand Rapids Public Schools and/or Arch Environmental Group, Inc."

- 11.2 Grand Rapids Public Schools and Arch Environmental Group, Inc. have not recommended or required the specific use of any specific name brand product for the projects described within the specification.

12. Prevailing Wages

- 12.1 Prevailing wages are not required for this project.

[General Conditions Specific to Grand Rapids Public Schools -]

13. Post Bid Information

- 13.1 After the bids are received, tabulated and evaluated by Arch Environmental Group, Inc., the apparent lowest Bidder(s) shall meet with Arch Environmental Group, Inc., and if deemed necessary, the Owner, Architect or Construction Manager at a post-bid meeting for the purposes of determining any contract overlaps or omissions and shall provide the following information:
- 13.1.1 Designation of the work to be performed by the Bidder with their own forces and that to be subcontracted.
- 13.1.2 Complete detailed cost breakdown including manpower requirements, supplies and project disposal costs.
- 13.1.3 A list of names of the subcontractors or other entities (including those who are to furnish supplies, services, materials and/or equipment) proposed for the principal portion of the work. The list shall further include the value of the subcontracts and their percentage of value of the Bidder's total bid. The Bidder will be required to establish to the satisfaction of Arch Environmental Group, Inc.

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the reliability and responsibility of the persons or entities proposed.

- 13.1.4 Within fifteen (15) calendar days of the "Intent to Award" or a date specified by Arch Environmental Group, Inc., each Contractor shall submit a bar chart abatement schedule of all activities contained in the Contractor's scope of work. This schedule shall include activity descriptions and duration's in working days for set-up, abatement and tear down of all enclosures. The activities on the schedule must be at a level of detail approved by Arch Environmental Group, Inc. and agree with the terminology and building sequencing established by Arch Environmental Group, Inc. Arch Environmental Group, Inc. will compile all of the Contractors' schedules and develop a project master abatement schedule. This schedule will become the project plan for abatement.
- 13.2 The Bidder will be required to submit information regarding the names and backgrounds of the Contractor's superintendent and assistants and establish to the satisfaction of Arch Environmental Group, Inc. the reliability and responsibility of the persons or entities proposed to perform the work described in the Project Specification Documents.
- 13.3 Prior to the award of a contract, Arch Environmental Group, Inc. will notify the Bidder in writing if either the Owner, Arch Environmental Group, Inc., Construction Manager and/or Architect has reasonable objection to any such proposed person or entity. The Bidder shall submit an acceptable substitute person or entity with an adjustment in their bid price (if applicable) to cover the difference in cost occasioned by such substitution. The Owner may, at their discretion, accept the adjusted bid price or they may disqualify the Bidder. In the event of either withdrawal or disqualification of a bid, the bid security will be forfeited.
- 14. Payments and Change Orders**
- 14.1 All processes for payments and change orders have been developed and implemented by the Owner and Arch Environmental Group, Inc. for the purposes of efficiently reviewing, approving and paying Contractor Requests for Payment.
- 14.2 Prior to the start of the project, the Contractor will submit a Schedule of Values, listing the breakdown of the contract by building and by individual project. If one has been submitted during a post-bid meeting, it does not need to be submitted unless changes have been made. Applications for payment will be returned if a Schedule of Values is not received.
- 14.3 For any projects where the Contractor will submit multiple billings, all payment requests must be made on standardized forms, such as AIA request for payment forms. The forms include a sworn statement, which must be signed along with the payment request. All payment requests must be made in duplicate all with original signatures. All payment requests submitted on other forms will be marked "Void - Resubmit on Proper Forms" and returned to the Contractor.

- 14.4 All **drafts** payment requests must be submitted to Arch Environmental Group, Inc. on or before the **last day of the month**. The draft payment request can include all work up to and including the 5th of the month. Arch Environmental Group, Inc. will review the draft payment request and return it to the Contractor by the 3rd of the month. All final payment requests, for work through the 5th of the month, must be received by the 7th of the month for processing. Payments sent directly to Grand Rapids Public Schools will be forwarded to Arch Environmental Group, Inc. and will be considered a draft.
- 14.5 Payment requests received after the 7th of the month will not be submitted until the following month, unless the 7th is Saturday or Sunday, which will push the due date to the following Monday.
- 14.6 The payment request will be reviewed by Arch Environmental Group, Inc. for completeness and accuracy. A copy of the approved, and if necessary, modified, payment request will be mailed to the Contractor for their records.
- 14.7 The Contractor will not be allowed to submit for payment on any change orders unless submitted **and signed** by Arch Environmental Group, Inc. (order routed for processing) prior to the 7th of the month.
- 14.8 The Owner reserves the right to alter payment requests submitted by the Contractor and approved by Arch Environmental Group, Inc. The Owner also reserves the right to hold or cancel any applications for payment submitted by the Contractor and approved by Arch Environmental Group, Inc.
- 14.9 A 10% retainage will be held until approved for release by the Owner and/or Arch Environmental Group, Inc. The retainage will be held at least ninety (90) days for each of the projects. The Construction Manager and Architect prepared punch list must be reviewed and all items must be satisfied prior to the release of funds. Final Owner and Architect prepared punch lists will not be available until at ninety (90) days from completion of all abatement. Applications for final retainage will not be accepted until the listed billing cycles. Retainage amounts will not be lowered to 5%. Once closeout requests are received from the Contractor, Arch Environmental Group, Inc. will have a building review meeting with the Owner. The application for payment until the Owner has completed the review and all aspects of the work are satisfactory to the Owner.
- 14.10 All approved payment requests will be submitted to the Owner on the 10th of each month for processing or the first business day after the tenth. Checks will be mailed out to the Contractor approximately thirty days after the tenth. Contractor may be requested to sign a waiver that will accompany the check. The Contractor must sign and return the waiver/release form which will accompany each check. The Owner has forty-five (45) days from the tenth to provide the check to the Contractor.
- 14.11 *Arch Environmental Group* reserves the right to hold any payment due to project related deficiencies such as, but not limited to, late abatement projects or submittals. Regardless of the completion of all punchlist items at the building and the successful completion of the project, Arch Environmental Group, Inc. will hold the final 5% retainage until receipt of all requested project documentation.
- 14.12 The Owner reserves the right to hold all payment requests until substantial completion of the project and make one single payment (per the above dates) for 90% of the project.
- 14.13 The approval of the final payment will not be approved and sent to the Owner unless the Contractor has submitted the following documentation along with the payment request:
- Final Consent of Surety
 - Full Unconditional Waiver of Lien
 - All Project Closeout Documentation

15. Written Project Documentation

15.1 Under the direction of the Owner, Arch Environmental Group, Inc. is required to submit the following written documentation to the Owner, Construction Manager and/or Contractor during the course of the contract:

- 15.1.1 *Post-Bid Meeting Minutes:* A summary of issues and comments from the Post-Bid Meeting. The minutes are issued to the Construction Manager and a copy is provided to the Contractor and a copy is attached to the contract.
- 15.1.2 *Intent to Award:* A written notification issued to the Contractor regarding the recommendation sent to the Board of Education. The letter is issued to the Contractor and a copy is provided to the Owner. The Contractor will use this letter to submit all requests for bonds and insurance and the project notification. The contract (or purchase order, see 15.1.5) will follow before the first day of the project.
- 15.1.3 *Recommendation Letter:* A recommendation of the lowest qualified Bidder for approval by the Board of Education. The letter is issued to the Owner and copies are provided to the Construction Manager and the Contractor.
- 15.1.4 *Contractor Procedures Manual:* A detailed summary of all pertinent information and procedures relating to Grand Rapids Public Schools. The manual is issued to the Contractor.
- 15.1.5 *Contract:* The contract (an AIA standard form of agreement between the Owner and the Contractor) is prepared by Arch Environmental Group, Inc. on behalf of the Owner and submitted to the Contractor for approval and signatures. It is the Contractor's responsibility to forward the signed contract with the necessary attachments to the Owner for execution. The Owner may decide to prepare a written purchase order in lieu of a contract.
- 15.1.6 *Pre-Start Job Meeting Minutes:* A summary of issues and comments from the Pre-Start Job Meeting, if held. The minutes are issued to the Contractor and a copy is provided to the Owner and Construction Manager. If no specific issues or questions are raised during the Pre-Start Job Meeting, the meeting minutes may not be issued.
- 15.1.7 *Pre-Start Notice of Responsibility:* A reminder issued to the Contractor prior to the start of the project to document existing conditions in the building. A copy is provided to the Owner and Construction Manager.
- 15.1.8 *Application for Payment Approvals:* Review monthly requests for payment, modify (if necessary) and submit to the Owner. A copy is provided to the Contractor.
- 15.1.9 *Notice of Non-Compliance:* If at any time, the Contractor does not complete a specific abatement project in accordance with the established project dates, the Contractor will receive a "Notice of Non-Compliance". Copies are issued to the Owner and the Construction Manager. If the Contractor is able to regain completion of specific abatement projects within the established schedule, a written summary of this fact will also be prepared.
- 15.1.10 *Final Project Reports:* Final project reports will be prepared and submitted at the completion of the project. Personal results are posted daily and should be saved by the Contractor until completion of the project reports. Final project reports will be prepared and provided to the Contractor within one year of closeout of the contract/purchase order.

GENERAL PROCEDURES FOR ASBESTOS ABATEMENT

The following are general procedures which shall be strictly enforced by Grand Rapids Public Schools hereafter referred to as the “Owner”. The Asbestos Abatement Contractor will hereinafter be referred to as the “Contractor” for the asbestos abatement project and the Asbestos Project Managers/Air Monitors will be Arch Environmental Group, Inc. All other parties involved and contracted by Grand Rapids Public Schools are referred to as the “Owner's Representatives”. Representatives include the Construction Manager.

For purposes of this Section of this specification, Arch Environmental Group, Inc. uses the terms “enclosure”, “negative pressure enclosure”, “work area” and “regulated area” synonymously. For purposes of this Section of the specification, Arch Environmental Group, Inc. finds it too cumbersome to consistently refer to all types of asbestos abatement work areas in each item.

For purposes of this Section of this specification, Arch Environmental Group, Inc. uses the term “worker” to represent any person deemed qualified by the competent person to enter the regulated area.

Part I - INITIAL REQUIREMENTS

1. General Terms

- 1.1 By submitting a bid, the Contractor acknowledges that he has investigated and satisfied himself as to:
 - 1.1.1 The conditions affecting the work, including but not limited to the physical conditions of the site, handling and storage of tools and materials, access to water, electricity or other utilities that otherwise may affect the performance of required activities;
 - 1.1.2 The character and quantity of all surface and sub-surface material or obstacles to be encountered insofar as this information is reasonably ascertainable from an inspection of the site, including exploratory work done by the Building Owner, Arch Environmental Group, Inc. or another designated Consultant, as well as information presented in drawings and specifications included with this specification. The Contractor is also responsible for a full exploratory examination of the building. Any failure by the Contractor to acquaint himself with available information will not relieve him of the responsibility of determining properly the difficulty, safety concerns or cost of successfully performing the work. The Building Owner and/or Arch Environmental Group, Inc. is not responsible for any conclusions or interpretations made by the Contractor on the basis of the information made available by the Building Owner and/or Arch Environmental Group, Inc.
 - 1.1.3 The methods and procedures detailed within the general procedures of this bid package are merely illustrative of the procedures to be utilized on the asbestos abatement projects for Grand Rapids Public Schools. Other procedures, which are the equivalent of those described, are encouraged at the option of the Contractor but are always subject to Grand Rapids Public Schools and/or Arch Environmental Group, Inc. approval.
- 1.2 The Contractor shall furnish all labor, materials, services, insurance, and equipment necessary to perform the asbestos abatement activities contemplated by this specification.
- 1.3 Additional work in the form of change orders, written or verbal agreements must also be completed in accordance with these General Procedures for Asbestos Abatement as well as all other sections of this specification document.
- 1.4 Additional general terms are outlined in Section 23 “Definitions”.

2. Pre-Start Meeting

2.1 Prior to the commencement of work, the Contractor shall meet with Grand Rapids Public Schools and Arch Environmental Group, Inc. to present and review the items listed below. At that time, the Contractor shall designate at least one “competent” (as described by OSHA 1926.1101) individual who shall be on-site throughout the project with full authority to act on the Contractor's behalf and this person shall attend the Pre-Start Job Meeting. This meeting is arranged to discuss and set procedures to be followed throughout the performance of the contract. At this meeting and in the on-site logbook, the Contractor shall provide:

- 2.1.1 Proof of Contractor licensing to conduct asbestos abatement activities in the State of Michigan in accordance with Act 135 P.A. 1986 (Asbestos Abatement Licensing Act) and any subsequent State of Michigan Acts.
- 2.1.2 A list of all employees who will participate in the project, including delineation of experience and assigned responsibilities. This list should include a list of all subcontractors' employees who may enter the work area.
- 2.1.3 Proof that the “competent person” to be responsible for the execution of this project has had training in accordance with AHERA and OSHA and is accredited through the Michigan Department of Consumer and Industry Services. This person shall be on-site at all times.
- 2.1.4 Proof that employees who will work on this project have had a minimum of twenty-four (24) hours of training in accordance with 40 CFR, Part 763, Subpart E.
- 2.1.5 Copies of all Workers’ Michigan State Accreditation “Cards” must be provided to Arch Environmental Group, Inc. prior to being allowed within the project area. For any employee(s) who have approval but do not yet have cards in their possession; the Contractor must provide a signed statement (on company letterhead) stating that state approval has been given to that/those employee(s). This statement must include the name of the state employee who granted verbal approval. In addition to this letter, the Contractor must provide a copy of the employee's training certificate, appropriate fit test(s) and doctor’s written opinion.
- 2.1.6 Proof that employees who work on this project have had proper medical screening as required by OSHA, including a completed written physician’s opinion indicating that they are medically cleared to wear a respirator.
- 2.1.7 Proof that employees who work on this project have had proper respirator fit testing for all personnel who wear negative pressure respirators (when allowed).
- 2.1.8 A detailed written explanation of the following items:
 - 2.1.8.1 Preparation of the work area.
 - 2.1.8.2 Decontamination procedure for personnel, work area and equipment.
 - 2.1.8.3 Abatement methods and procedures to be utilized.
 - 2.1.8.4 Procedures for handling and disposing of waste materials including the name and address of the landfill to be used.
 - 2.1.8.5 Emergency Planning Procedures (see Section 8.0 of these specifications).
 - 2.1.8.6 A sequence of work and a performance schedule.

The items discussed in this section must be presented at the Pre-Start Job Meeting and a copy must also be kept in a log book which will be in view at the job site at all times. The items listed in the “Regulations” section of this specification must also be included in this log book. Proof of Contractor Licensing and Emergency Procedures as outlined above must also be posted in view near the decontamination chamber entrance as well as the notification addressed in Section 5 and the sign-in sheet addressed in Section 10 of these specifications.

- 2.2 At this meeting the Contractor and Owner shall agree on the existing conditions of the work area and the areas immediately surrounding this area. The Owner may allow Arch Environmental Group, Inc. to document the existing conditions should a representative of the Owner be unavailable to attend the meeting.

3. Log Book/Regulations

- 3.1 The Contractor shall have the items listed below in view at the job site at all times. These items must be kept in a log book as described in the "Pre-Start Job Meeting" section and include all items stated in Section 2.1.

- OSHA Asbestos Regulation.
- Environmental Protection Agency 40 CFR, Part 61 Subpart M: (National Emission Standard for Hazardous Air Pollutants).
- Environmental Protection Agency 40 CFR, Part 763 (AHERA).
- A complete set of these specifications.
- Appropriate MSDS's.

- 3.2 Whenever during the course of this contract the Contractor, his subcontractor or his employees encounter asbestos, the Contractor shall handle, remove, and dispose of the asbestos strictly in accordance with the rules, guidelines, and regulations specified by EPA, OSHA, the Michigan Department of Labor and Economic Opportunity, MIOSHA, the Michigan Department of Environment, Great Lakes, and Energy, and all other applicable regulatory agencies. The most recent edition or revision of any relevant regulation, standard, document or code shall be controlling. Where conflict among the requirements or with these specifications exists, the most stringent requirements shall be utilized.

4. Submittals to Arch Environmental Group, Inc.

- 4.1 Upon request, the following shall be submitted for all employees who will participate in the project, to Arch Environmental Group, Inc. before the project begins (as discussed in Section 2):

- Copy of Employee Training Certificates.
- Copy of MIOSHA accreditation cards or letter by Contractor with verbal acceptance from MIOSHA (see 2.1.7).
- Copy of dated fit test.
- Copy of physician's written opinion stating the employee is medically allowed to wear a respirator.

Arch Environmental Group may choose to review the materials on-site the first day of the project for each worker and use the Contractor's log-book copy for reference throughout the project. A complete set of worker documentation is requested at the conclusion of the project.

- 4.2 The Contractor shall submit copies of all project notifications to Arch Environmental Group, Inc. prior to the start of the project.

5. Notification Procedures

- 5.1 The Contractor will make all necessary notifications to the appropriate federal, state and local agencies.

- 5.2 The National Emission Standards for Hazardous Air Pollutants (NESHAP), Asbestos regulation 40 CFR 61, Subpart M requires that in a facility being renovated, if the combined amount of regulated asbestos containing materials being removed is at least 80 linear meters (260 linear feet) on pipes or at least 15 square meters (160 square feet) on other facility components, or is at least 1 cubic meter (35 cubic feet) off of facility components where the length or area could not be measured previously, all the requirements of 61.145 apply. These requirements are outlined thoroughly in the "Notifications" section of Section III. The notification made to the Michigan Department of Environmental Quality must be made a minimum of 10 business days prior to the start of the project.

- 5.3 A minimum ten (10) calendar day prior notification which includes items under 5.2 (above) must be made

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to the Michigan Department of Public Health in accordance with their requirements for any project that exceeds ten (10) linear feet or fifteen (15) square feet or both of friable asbestos-containing material.

- 5.4 All other agency notifications must be made on a timely basis as deemed necessary by those agencies.
- 5.5 Payments of all applicable regulatory required fees and/or charges are the sole responsibility of the Contractor and should be included in the Contractor's bid. If the Contractor wishes to be reimbursed for these fees prior to the start of the project, the Contractor must include the notification fee as a line item on the Schedule of Values and submit a copy of the notification and the check showing payment along with the payment request.
- 5.6 Copies of all notifications should be provided to Arch Environmental Group, Inc. prior to the start of the project. The project will not be started until the required notifications have been received from the Contractor. Please see Question #31 in the *Bidder's Statement of Qualifications and Statement of Bid Preparation* which acknowledges that the notifications will be provided prior to the start of abatement.
- 5.7 A copy of the notification must be posted at the project site prior to commencement of abatement activities.

Part II - ABATEMENT REQUIREMENTS

6. Worker's Personal Protection/Safety Equipment

- 6.1 Worker's clothing shall be provided by the Contractor as required by the current OSHA regulation. Rips and tears in the coveralls shall be repaired, or else the coveralls shall be replaced.
- 6.2 The Contractor shall provide protective clothing for Arch Environmental Group, Inc. and inspection personnel, including, but not limited to, representatives of the Michigan Department of Consumers & Industry Services' Asbestos Program.
- 6.3 Worker's clothing shall consist of disposable full body coveralls (coveralls should be of disposable paper - such as Tyvex®), underwear, head covers, gloves, and boots. The Contractor shall supply whatever safety gear is necessary to protect those people authorized to enter the regulated area (which for purposes of this contract not only includes the formal regulated area per OSHA definition, but also the area being set-up for the regulated area, the areas of the building accessed by Contractor personnel to reach the regulated area and the areas outside of the building used for disposal activities), including if necessary, hard hats and eye protection. OSHA approved footwear is mandatory while at the project site (inside and outside of the regulated area). No street clothing shall be worn under coveralls.
- 6.4 The Contractor shall have an appropriately rated fire extinguisher in the dirty room and clean room of each enclosure.
- 6.5 The Contractor shall adhere to all OSHA and other regulatory agency requirements regarding the safety of the employees, including, but not limited to:
- Confined Spaces
 - Electrical Protection
 - Fall Protection
 - Fire Safety
 - Ladders
 - Lighting
 - Noise
 - Scaffolding
- 6.6 The Contractor will provide scaffolding, ladders and fall protection in accordance with all state and federal

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OSHA regulations to all persons working inside of the enclosure. Should Arch Environmental Group, Inc. need access to Contractor provided scaffolding, ladders and fall protection inside of the enclosure, such as to review Contractor scope related questions, conduct a visual inspection or change air sampling cassettes, Arch Environmental Group, Inc. may shut the project down for improper working conditions relating to these issues until the project is corrected.

- 6.7 The Contractor is responsible for ALL WORKER SAFETY ISSUES, including the proper operation of all equipment and personal protection equipment. Arch Environmental Group, Inc. is the Owner's Representative for asbestos regulations only and has no project management responsibilities for all other worker safety issues. At the conclusion of the project the Contractor will be required to submit a daily safety review form and a weekly safety meeting review form in order to receive the final 5% of the retainage.
- 6.8 Even though the Contractor is responsible for all worker safety issues, the Owner, the Construction Manager or Arch Environmental Group, Inc. may shut the project down for improper working conditions until the project is corrected if either party feels there is a risk, perceived risk or potential risk to any person working on the site. This statement has been included to address specific safety issues that may be present that may affect the day-to-day work activities of Owner, Construction Manager or Arch Environmental Group, Inc. employees and is not designed to assume control of through safety reviews for all work performed by the Contractor at the site. The Contractor will not have rights to request additional compensation if the project is shut down only for perceived risks.

7. Respiratory Protection

- 7.1 Respirator protection for workers shall be provided by the Contractor as required by current OSHA regulation.
- 7.2 Respiratory protection consisting of powered air purifying respirators (P.A.P.R.) with full-face piece and HEPA filters will be provided and used by all asbestos abatement workers. Half-face cartridge respirators may be used for setting up, tearing down, pre-cleaning and post cleaning work area(s) with the approval and/or at the discretion of Arch Environmental Group, Inc. For all Class I activities, the Contractor will be required to conduct all abatement activities using full-face PAPRs until an exposure assessment is produced showing that half-face negative pressure respirators afford acceptable protection. Abatement activities using negative pressure half-face respiratory protection will be allowed only with approval of Arch Environmental Group, Inc. Workers will always wear a respirator when in the work area. While wearing the respirator, workers will not pull the respirator away from his/her face to talk, smoke, eat, or drink. These activities will be cause for immediate dismissal from the project site. No workers will be permitted to wear a half-face respirator unless clean shaven. If half-face cartridge respirators are used as described above, then a qualitative fit test for each employee engaged in this work must be completed. These fit tests must be completed in accordance with OSHA regulations.
- 7.3 Combination cartridges (Asbestos and Organic Vapor) are required during the removal of mastic materials.
- 7.4 An adequate supply of cartridges and respirators must be on-site and available for workers (regardless of respirator type) and the employees of Arch Environmental Group, Inc. that may work or visit the site during the course of the project.

8. Emergency Planning

- 8.1 Emergency planning shall be developed prior to abatement initiation and agreed to by the Contractor and Grand Rapids Public Schools. All plans must be detailed in writing and posted at the job site (in view near the decontamination chamber entrance).
- 8.2 Emergency planning shall include written procedures for the following emergencies:
 - 8.2.1 The Contractor must explain his contingency plan for the possibility of the air filtration devices blowing a fuse, tripping a circuit breaker, or losing power for any reason.

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- 8.2.2 The Contractor must explain his contingency plan for the possibility that a disposal bag may break or leak outside the negative pressure enclosure.
- 8.2.3 The Contractor must explain his contingency plan for the possibility that a glovebag may break or leak during glovebag removal activities.
- 8.2.4 The Contractor must explain his contingency plan for the possibility of an injury.
- 8.2.5 For non-life-threatening situations - employees injured or otherwise incapacitated shall decontaminate following normal procedures with assistance from fellow workers if necessary, before exiting the work place to obtain proper medical treatment.
- 8.2.6 For life-threatening injury or illness, worker decontamination shall take least priority after measures to stabilize the injured worker, remove him/her from the work place and secure proper medical treatment.
- 8.2.7 The Contractor must detail emergency evacuation routes in case of fire, explosion, or toxic atmosphere, etc. The Contractor should mark all exit routes inside the enclosure using a bright visible paint or similar method.
- 8.3 The Contractor shall take all necessary precautions and actions to protect his employees, subcontractors, Owner's Representatives, Arch Environmental Group, Inc., government inspectors, general public, and the building and structure from exposure to asbestos. The main objective of Arch Environmental Group, Inc.'s role as Asbestos Project Manager/Air Monitor is to protect the Owner's Building and Employees from asbestos exposure. Arch Environmental Group, Inc. may enforce any portion of this specification or any portion of federal or state regulations to a higher level in an effort to accomplish that objective.

9. Preparation of Work Area for Asbestos Abatement

- 9.1 Grand Rapids Public Schools shall attempt to furnish utility services for the Contractor's use, including electrical outlets (15 ampere) and water taps adjacent to the work area in sufficient quantities and located such that the Contractor can use them for equipment and abatement/decontamination practices. However, should such utility access not be available, the Contractor is solely responsible for the provision of the necessary services. In the event of power failure (regardless of fault), the Contractor is responsible for continuing work using adequate generator power. The Contractor is solely responsible for properly protected power supplies inside of the work area, including, but not limited to, the use of ground fault circuit interrupters.
- 9.2 Danger signs will be posted at a distance sufficiently far enough from the asbestos abatement work area to permit an employee to read the sign and take necessary protective measures to avoid exposure. Signs shall be in accordance with EPA and OSHA regulations. All possible entrances to the work area shall be posted. Additional signs and/or warning tape will be placed at areas designated by Arch Environmental Group, Inc.
- 9.3 The building personnel shall attempt to shut down and lock out all heating, cooling, and air conditioning system components that are in, supply, or pass through the work areas. If the building personnel are unavailable or unable to so do, it is the sole responsibility of the Contractor to lock out these systems. The Contractor will seal all intake and exhaust vents in the work area with tape and six-mil polyethylene, as well as any seams in system components that pass through the work area. All affected heating, ventilation and air conditioning system filters will be removed and placed in six-mil polyethylene bags for disposal as asbestos waste.

- 9.4 The Contractor may be required to pre-clean all movable objects within the work area using a HEPA filtered vacuum and/or wet cleaning methods. Pre-cleaning will be conducted by the Contractor as deemed necessary by Grand Rapids Public Schools or Arch Environmental Group, Inc. After cleaning, these objects shall be removed from the work area by the Contractor and carefully stored in an uncontaminated location as designated by Arch Environmental Group, Inc. Carpeting, drapes, clothing, furniture, and other fabric items contaminated with asbestos may be required to be disposed of as asbestos contaminated waste.
- 9.5 The Contractor may be required to pre-clean all fixed objects in the work area using HEPA filtered vacuums and/or wet-cleaning methods. Pre-cleaning will be conducted by the Contractor as deemed necessary by Grand Rapids Public Schools or Arch Environmental Group, Inc. The extent of the pre-cleaning will be determined by, but not limited to the following factors: the particular application of the asbestos-containing material, its present condition, friability, asbestos content, visible debris and the type of surface to which the material is applied.
- 9.6 Where doors or other such building fixtures are removed by the Contractor prior to abatement activities, the Contractor is responsible for replacing doors and/or fixtures upon completion of abatement. Each door and/or fixture shall be sufficiently marked or otherwise identified by the Contractor to insure replacement in the proper location.
- 9.7 The Contractor shall seal all windows, doorways, elevator openings, corridor entrances, drains, ducts, grills, grates, diffusers, skylights and all other openings between the work area and the areas outside the work area with, at a minimum, four-mil polyethylene sheeting.
- 9.8 Walls will be covered with a minimum of one layer of four-mil polyethylene sheeting, unless a greater thickness is specified in the abatement requirements. Walls that are non-porous and will not be damaged by water, surfactant, or encapsulation do not necessarily need protection. They can be decontaminated using HEPA vacuums and wet cleaning techniques. Grand Rapids Public Schools or Arch Environmental Group, Inc. will advise the method deemed most appropriate and the Contractor shall comply with the method chosen.
- 9.9 Floors shall be covered with at least three layers of six-mil polyethylene sheeting. Terrazzo floors require a minimum of one layer.
- 9.10 No equivalent polyethylene sheeting shall be used.
- 9.11 Non-waterproof tape may not be used for attaching polyethylene sheeting or for sealing polyethylene leaks. High quality duct tape shall be used for this purpose.
- 9.12 Grand Rapids Public Schools or Arch Environmental Group, Inc. must approve the decontamination chamber location, Contractor parking, dumpster location and entrances that the Contractor will use for the movement of supplies and personnel.
- 9.13 Equipment storage, bathroom usage designation, foreman's office and designated break areas (if available) will be determined by Grand Rapids Public Schools or Arch Environmental Group, Inc. Only project areas and designated areas are to be used.
- 9.14 No asbestos abatement shall begin until Arch Environmental Group, Inc. has inspected and approved the enclosure built around the work area.

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10. Decontamination

- 10.1 The Contractor will construct decontamination facilities in a predesignated area which will house the clean room, shower room, dirty room, and, when feasible, an equipment room. This facility will be, at minimum, three-chambered with an entrance airlock and with shower facilities in the central chamber. The dimensions of these chambers will be adequate for the number of men needed for the project. At least two layers of six-mil polyethylene will be placed on the floor of the entire decontamination chamber, to prevent leakage of water from the showers. The walls, floor, and ceiling covering of the airlock construction will be seamed to each other in a fashion making them air and water tight. One end of this construction will exit to the clean area outside the containment barrier walls. The other end of this construction will exit inside or at the containment barrier walls. Except for these doors, all three chambers will be partitioned from each other with air and water tight flaps made of six-mil polyethylene. Four (4) flapped doors will be constructed with two (2) layers of six-mil polyethylene. One door will be at the entrance of the clean room, one door at the entrance to the shower, one door at the entrance to the dirty room, and the last door at the entrance to the work area. Both layers will be attached to the side of the door which faces toward the work area. The first layer of polyethylene will be attached at the top, bottom, and sides of the door opening. It will be slit down the middle. The second layer of polyethylene will be attached only at the top of the door on the dirty side of the door opening. It will be wider than the slit made in the first layer and will hang like a flap. When air is drawn from the clean side of the airlock into the work area it will cause the door flaps to lift. If air attempts to move from the work area end of the airlock toward the clean end or outside of the enclosure, it will force the flaps shut, closing the slit in the first polyethylene layer and thus stopping the air flow. All four (4) door openings or flaps will be constructed to allow clean air into the enclosure, but stopping air from exiting the enclosure. The central chamber will contain shower(s). Each shower stall will sit in a pan with at least six-inch sides. Suitable hoses will be used to supply hot and cold water to the showers. A sump pump or other suitable and safe device will be used to filter and dispose of the shower waste water through a special HEPA filter. No water may leave the work area without undergoing HEPA filtration or being treated as asbestos waste. Black polyethylene sheeting may be used for privacy on the decontamination facility.
- 10.2 The Contractor may construct a two-chambered decontamination airlock to serve as a debris port. All asbestos waste will be moved out through this port or through the decontamination unit. The chamber will be constructed in the same manner as the main decontamination airlock, but excluding the shower facility. As each bag is filled, it will be set into the first room for temporary storage. Three workers will be needed to complete the waste decontamination process. A worker in the first room will wash and hand the bag to a worker in the second room where he/she will then double-bag the material. The second worker will then hand the double-bagged material to a third worker who loads the material on the transport vehicle (airlocks must exist between each room, as in the main decontamination facility). The third worker will apply a proper waste generator label to the bag. If a debris port is not possible, all precautions should be taken when hauling waste through the main decontamination facility, where all bags will go through the decontamination process. If a separate decontamination facility is constructed, the debris port shall be sealed while not in use.
- 10.3 All workers, without exception, will change street clothes in designated areas (clean room) prior to the start of each day's work. Lockers or acceptable substitutes will be provided by the Contractor for street and work clothes. After workers are properly dressed in protective gear, they will walk through the shower and dirty room into the work area. All workers and entrants to the enclosure will sign in on Contractor provided forms before entering the clean room.
- 10.4 At the end of the work shift, and anytime the worker leaves the work area, he/she will decontaminate by removing all contaminated work clothes in the dirty room, but leaving his/her respirator on. He/she will then proceed to the showers and properly wash. Respirators will be worn while showering and remain on until the respirator is clean of asbestos. The cartridges will then be removed and disposed of as asbestos waste and the respirator stored in the clean room. Workers will shower before breaks, lunch and at the end of each day's work. Hot water, towels, soap and hygienic conditions shall be provided by the Contractor.

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- 10.5 Adequate toilet facilities may be located outside of the work area and decontamination for this purpose will be employed. Where such facilities do not exist, the Contractor will provide portable service.
- 10.6 No smoking, eating or drinking is to take place in the work area. Prior to smoking, eating, drinking or using toilet facilities, workers will fully decontaminate by showering. A new coverall will then be used to re-enter the work area.
- 10.7 Procedures developed for evacuation of injured workers (see 8.0, Emergency Planning) will be used. Aid for a seriously injured worker will not be delayed for reasons of decontamination.
- 10.8 Worker's footwear will remain inside the work area until the completion of the job. If the footwear must be removed from the enclosure, it must be washed to remove gross debris and then sealed in polyethylene sheeting.
- 10.9 All waste water must be passed through a HEPA filter or collected in an air tight container and disposed of as asbestos waste.
- 10.10 All Contractor's tools and supplies, including large items such as ladders and scaffolding must be properly decontaminated when removing them from the project area.

11. Methods of Asbestos Abatement - Standard Work Practices for Specific Materials

11.1 Non-Asbestos Carpet Material Removal Procedures:

All non-asbestos carpet material will be removed and disposed of in accordance with the following procedures (**please note that carpet is not reflected in the scope of work and is the responsibility of the Contractor to review**):

- The Contractor may remove all non-asbestos carpet material and any associated non-wood/non-ceramic floor molding at the conclusion of set-up activities (after the establishment of the negative pressure enclosure). The carpet materials may be disposed of as non-asbestos waste as long as there are no asbestos floor tile materials removed with the carpet and no asbestos floor tile materials are found broken below the carpeting. If asbestos floor tile materials are attached to the carpeting or are found to be cracked and broken, the carpet will be wrapped in polyethylene sheeting for packaging as non-friable asbestos waste. The floor molding may be disposed of as non-asbestos waste.
- The Contractor will be responsible for removing multiple layers of carpet, when present, in the work area. The locations of second layers of carpet are not detailed within the scope of work. The same removal conditions as described in the previous item exist.
- If the Contractor removes the carpet from any location in the work area and finds that there is no floor tile present (or no tile was expected to be present), the Contractor will be required to remove any and all carpet backing material adhered to the floor. Yellow carpet adhesive is not considered carpet backing and does not need to be removed (unless specifically identified in the abatement activities).
- When removing floor molding from any location in the building, the Contractor will be required to remove all associated adhesives (including, but not limited to, all glues, mastics and caulks) remaining on the wall in the area of the floor molding. The associated adhesive materials will be removed using a sharp scraper to remove the excess materials. All waste generated during this activity will be disposed of with the asbestos floor tile. The floor molding materials may be disposed of as a non-asbestos waste.

11.2 Class II Non-Friable Asbestos Floor Tile Abatement Procedures:

The procedures in this section assume that the material cannot and/or will not be removed in an intact condition following the OSHA Floor Tile Settlement Procedures. All non-friable asbestos floor tile abatement activities will be completed in accordance with the following procedures (regulated area set-up and removal techniques):

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Set-up of Regulated Area:

- All Class II work shall be supervised by a competent person (accredited asbestos supervisor).
- Critical barriers shall be placed over all openings to the regulated area, including all doors, windows, vents and HVAC system openings. Critical barriers shall be placed over all doors leading to non-project areas, such as, but not limited to, adjacent rooms, storage areas, closets and bathrooms.
- To assist with final cleaning activities, one (1) layer of six-mil polyethylene sheeting will be placed over all wall surfaces below the ceilings (up to 10') and all counter tops, sink cabinets, etc. in each of the project areas. Prior to the installation of the polyethylene wall, the Contractor will remove all non-wood/non-ceramic floor molding in the work area and dispose of the material as non-asbestos waste.
- Air filtration devices shall be placed inside of the regulated area and exhausted outside of the building. A minimum of one (1) air filtration device will be placed in each functional space to provide a sufficient air exchange and appropriate air flow through the regulated area.
- Flapped critical barriers will be used to allow for access into the regulated area. Project areas with more than one doorway will have only one access location.
- The set-up of a full, three chamber decontamination unit, complete with an operable shower chamber, will be set-up at the entrance to the regulated area. The Contractor will be responsible for providing water from an access point in the building to the shower via hoses. The Contractor will be allowed to use alternate decontamination procedures, as allowed by the OSHA Asbestos Standard for Class II projects, if the only water sources are in excess of 200' from an access point for the enclosure.
- Asbestos warning signs will be placed on the outside of the critical barriers prior to the commencement of abatement activities.

Removal Procedures:

- All floor tile materials will be removed in a non-friable manner using non-aggressive removal techniques. The set-up requirements listed above provide sufficient containment for the use of non-aggressive non-intact removal methods (i.e., the use of human powered floor scrapers/spuds).
- Mechanical chipping (including use of pneumatic chippers, Terminators®, Pirhanas® and similar devices) and the use of aggressive removal techniques are prohibited. The use of aggressive removal techniques will require additional project considerations, including, but not limited to, TEM clearance sampling and project notifications (all of which will be the responsibility of the Contractor) on AHERA projects. All TEM clearance sampling required due to the use of mechanical and/or aggressive removal methods will be completed by Arch Environmental Group, Inc. and will be the financial responsibility of the Contractor.
- The Contractor will be responsible for providing water from an access point in the building to the enclosure via hoses. The Contractor will be allowed to use alternate water distribution techniques (such as "piss-pumps" or buckets) if the only water sources are in excess of 200' from an access point for the enclosure.
- All floor tile materials will be placed in lined fiber drums for disposal. The Contractor may dispose of the materials as non-friable asbestos waste, but all materials must be packaged as specified prior to removal from the regulated area. This additional requirement is intended to eliminate the potential for visible emissions (i.e., small pieces of floor tile) outside of the enclosure or near the dumpster/waste transportation vehicle. Fiber drums may be lined, placed in the clean room and filled with sealed bags in lieu of double bagging the waste or using the drums inside of the enclosure.
- At all locations where tile must be cut or broken, such as the edge of cabinets, casework or partition walls, the Contractor will remove all jagged edged tile and all loose tile which remains. At all doorway locations, the Contractor will remove full tiles and will not leave any damaged portions of tile adhered to the floor.
- Flooring and its backing will not be sanded.
- Vacuums equipped with HEPA filters, disposable dust bags and metal floor tools (no brushes) shall be used to clean the floors.

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- Dry sweeping is prohibited.

Personal Protection Equipment and Procedures:

- All employees performing Class II work practices inside of the regulated area established by these procedures will wear respiratory protection (minimum half-face negative pressure respirator).
- The Contractor will not be allowed to cite an initial negative exposure assessment or any other previous monitoring to forgo respiratory protection. An initial negative exposure assessment will be allowed to establish a half-face negative pressure respirator as adequate respiratory protection.
- All employees performing Class II work practices inside of the regulated area established by these procedures will wear disposable coveralls.
- All workers will be required to properly decontaminate when exiting the regulated area.
- Any worker found in violation of these requirements and procedures will be removed from the project site for the duration of the project. Arch Environmental Group, Inc.'s on-site Project Manager will contact the Contractor's Main Office to inform the Contractor of the need to relocate the employee.

Final Cleaning Procedures:

- All vertical sections of polyethylene sheeting will be rinsed following completion of gross removal activities.
- All horizontal sections of the polyethylene sheeting will be cleaned using a combination of wet wiping and HEPA vacuuming.
- All flooring surfaces inside of the enclosure will be cleaned using a combination of wet wiping and HEPA vacuuming. All flooring surfaces will be visually inspected to confirm the removal of all asbestos floor tile debris, including all pieces in corners, along cabinets/casework and all grittiness found on the floor.
- All surfaces inside of the enclosure will be sprayed with a clear drying lockdown encapsulant following the visual inspection.
-
- All rooms at the perimeter of the regulated area will be inspected at the conclusion of final cleaning. Any locations where pieces of floor tile are found will be HEPA vacuumed in accordance with this section of the procedures.

General Requirements:

All work conducted by the Contractor will use the following engineering controls and work practices regardless of the levels of exposure:

1. Vacuum cleaners equipped with HEPA filters to collect all debris and dust.
2. Wet methods to control employee exposures during all handling of asbestos.
3. Prompt clean-up and disposal of wastes and debris in leak tight containers.
4. Local exhaust ventilation equipped with HEPA filters.
5. Enclosure or isolation of processes producing asbestos dust.
6. Ventilation of the regulated area to move contaminated air away from the breathing zone of employees and toward a filtration or collection device equipped with a HEPA filter.

Prohibited Work Practices:

The following work practices and engineering controls shall not be used for these projects regardless of the level of exposure:

1. High-speed abrasive disc saws that are not equipped with point of cut ventilator or enclosures with HEPA filters.
2. Compressed air used to remove asbestos unless the compressed air is used in conjunction with an enclosed ventilation system designed to capture the dust cloud created by the compressed air.
3. Dry sweeping, dry shoveling or other dry clean-up of asbestos waste and debris.
4. Employee rotation as a means of reducing employee exposure to asbestos.

11.3

Class II Non-Friable Asbestos Floor Tile Mastic Abatement Procedures:

All non-friable asbestos floor tile mastic abatement activities will be completed in accordance with the following procedures (regulated area set-up and removal procedures):

Set-up of Regulated Area:

- The Contractor will complete the removal of the asbestos floor tile mastic materials inside of the same regulated area set-up for the removal of Class II non-friable asbestos floor tile materials. The same set-up will be used for non-asbestos floor tile when asbestos floor tile mastic is present.

Removal Procedures:

- The Contractor will be allowed to use chemical mastic remover for the removal of the asbestos floor tile mastic.
- The Contractor will note in the bid any specific conditions to the use of chemical mastic remover. The Contractor will be allowed to use grinding methods for the removal of asbestos floor tile mastic if the removal is inside of a negative pressure enclosure with TEM clearance sampling.
- The Contractor will not be allowed to use a "shot blaster" type device for the removal of the asbestos floor tile mastic.
- All removal of asbestos floor tile mastic will be completed using wet methods.
- All floor tile mastic materials will be placed in lined fiber drums or six-mil polyethylene bags for disposal.
- Flooring and its backing will not be sanded.
- Vacuums equipped with HEPA filters, disposable dust bags and metal floor tools (no brushes) shall be used to clean the floors.
- Dry sweeping is prohibited.

Personal Protection Equipment and Procedures:

- The Contractor will complete the removal of the asbestos floor tile mastic with the same personal protection equipment requirements and procedures in place for the removal of Class II non-friable asbestos floor tile materials.

Final Cleaning Procedures:

- The Contractor will complete the removal of the asbestos floor tile mastic with the same final cleaning procedures in place for the removal of Class II non-friable asbestos floor tile materials.
- In addition, if the Contractor uses a chemical floor tile mastic remover during the project, the Contractor will be required to complete floor cleaning per the manufacturers' recommendation. The Contractor will submit a signed attestation indicating that "all manufacturers' recommendations were followed during the removal of asbestos floor tile mastic using chemical mastic remover". This attestation must be received prior to release of final payment.

General Requirements:

- The Contractor will complete the removal of the asbestos floor tile mastic with the same general conditions as the removal of Class II non-friable asbestos floor tile materials.

Prohibited Work Practices:

- The Contractor will complete the removal of the asbestos floor tile mastic with the same general conditions as the removal of Class II non-friable asbestos floor tile materials.

11.4

Class I Glovebag Abatement Procedures:

All glovebag abatement activities for asbestos thermal system insulation will be completed in accordance with the following procedures (regulated area set-up and removal techniques):

Set-up of Regulated Area:

- All Class I work, including set-up of the glovebags and other control systems, shall be supervised by a competent person (accredited asbestos supervisor).

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- Critical barriers shall be placed over all openings to the regulated area, including all doors, operable windows and vents. Openings will include openings between rooms once ceilings have been removed. Critical barriers shall be placed over all doors leading to non-project areas, such as, but not limited to, adjacent rooms, storage areas, closets and bathrooms. These requirements may be eliminated if less than 10 square/25 lineal feet of material will be removed and no other workers are in the areas adjacent to the regulated area.
- Two critical barriers shall be placed over all HVAC system openings inside of the regulated area.
- Impermeable drop cloths shall be placed on all surfaces below the removal activity.
- All objects within the regulated area shall be covered with impermeable drop cloths or plastic sheeting which is secured by duct tape.
- Air filtration devices shall be placed inside of the regulated area and exhausted outside of the building. A minimum of one (1) air filtration device will be placed in each functional space to provide a sufficient air exchange and appropriate air flow through the regulated area.
- For all projects involving the removal of more than 25 lineal feet of friable material using glovebags, a full, three chamber decontamination unit, complete with an operable shower chamber, will be set-up at the adjacent to the regulated area. The Contractor will be responsible for providing water from an access point in the building to the shower via hoses. The Contractor will be allowed to use alternate decontamination procedures, as allowed by the OSHA Asbestos Standard for Class I projects, if the only water sources are in excess of 200' from an access point for the enclosure.
- Asbestos warning signs will be placed on the outside of the critical barriers prior to the commencement of abatement activities.

Set-up and Use of Glovebags:

- All glovebags shall be made of six mil polyethylene sheeting and shall be seamless at the bottom.
- Each glovebag shall be installed so that it completely covers the circumference of the pipe.
- Glovebags shall be smoke-tested for leaks and any leaks sealed prior to use.

Removal Procedures

- Glovebags shall be used only once and may not be moved.
- Glovebags shall not be used on surfaces whose temperatures exceed 150° F.
- Prior to disposal, glovebags shall be collapsed by removing air within them using a HEPA vacuum.
- Before beginning the operation, loose and friable material adjacent to the glovebag operation shall be wrapped and sealed in two layers of six mil polyethylene sheeting or otherwise rendered intact.
- At least two persons shall perform Class I glovebag removal procedures.

Personal Protection Equipment and Procedures:

- All employees performing Class I work practices inside of the regulated area established by these procedures will wear respiratory protection (minimum half-face negative pressure respirator).
- All employees performing Class I work practices inside of the regulated area established by these procedures will wear disposable coveralls.
- All workers will be required to properly decontaminate when exiting the regulated area.
- Any worker found in violation of these requirements and procedures will be removed from the project site for the duration of the project. Arch Environmental Group, Inc.'s on-site Project Manager will contact the Contractor's Main Office to inform the Contractor of the need to relocate the employee.

Final Cleaning Procedures:

- All drop cloths will be removed and disposed of as asbestos waste. This will be completed as the final activity of final cleaning.
- All exposed ends on piping systems will be neatly sealed with bridging encapsulant.

General Requirements:

All work conducted by the Contractor will use the following engineering controls and work practices regardless of the levels of exposure:

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1. Vacuum cleaners equipped with HEPA filters to collect all debris and dust.
2. Wet methods to control employee exposures during all handling of asbestos.
3. Prompt clean-up and disposal of wastes and debris in leak tight containers.
4. Local exhaust ventilation equipped with HEPA filters.
5. Enclosure or isolation of processes producing asbestos dust.
6. Ventilation of the regulated area to move contaminated air away from the breathing zone of employees and toward a filtration or collection device equipped with a HEPA filter.

Prohibited Work Practices:

The following work practices and engineering controls shall not be used for these projects regardless of the level of exposure:

1. High-speed abrasive disc saws that are not equipped with point of cut ventilator or enclosures with HEPA filters.
2. Compressed air used to remove asbestos unless the compressed air is used in conjunction with an enclosed ventilation system designed to capture the dust cloud created by the compressed air.
3. Dry sweeping, dry shoveling or other dry clean-up of asbestos waste and debris.
4. Employee rotation as a means of reducing employee exposure to asbestos.

11.5

Class II Intact/Non-Friable Transite Panel Abatement Procedures:

All non-friable asbestos transite panels, which includes siding, shingles, soffits and panels in window frames, abatement activities will be completed in accordance with the following Class II intact removal procedures (regulated area set-up and removal techniques):

Set-up of Regulated Area:

- All Class II work shall be supervised by a competent person (accredited asbestos supervisor). The competent person will be required to ensure that all panels are removed intact and that all procedures relating to the removal are strictly followed.
- The Contractor will set-up asbestos warning signs and asbestos banner tape to mark the regulated area.
- The need for additional set-up/engineering controls, such as critical barriers or AFDs, will be on a site specific basis and will be added when necessary. In most cases, these will be added when abatement is completed inside of the building.

Removal Procedures:

- Cutting, abrading or breaking the transite panels shall be prohibited unless the Contractor can demonstrate that methods less likely to result in asbestos fiber release cannot be used.
- Each panel shall be sprayed with amended water prior to removal.
- All nails shall be cut with flat, sharp instruments.
- The panels will be carefully removed intact and immediately lowered to the ground using a dust-tight chute, crane or hoist, or placed in an impervious waste bag or wrapped in plastic sheeting and lowered to the ground no later than the end of the work shift. The panels will not be dropped, thrown, slide or otherwise moved in manner with may damage or disturb the asbestos material.
- Cracked or broken panels will not be left inside of a regulated area. The Contractor will remove all portions of cracked, broken or otherwise damaged panels.
- All of the materials will be wrapped in a minimum of one layer of six-mil polyethylene sheeting and disposed of as a Category II non-friable material at a Type II construction landfill.

Personal Protection Equipment and Procedures:

- All employees performing Class II work practices inside of the regulated area established by these procedures will wear respiratory protection (minimum half-face negative pressure respirator) unless an initial negative exposure assessment has been produced for this operation and is present at the project site.
- All employees performing Class II work practices inside of the regulated area established by these

procedures will wear disposable coveralls unless an initial negative exposure assessment has been produced for this operation and is present at the project site.

- A polyethylene drop cloth will be set-up to all a location for workers to decontaminate their clothing, tools and equipment at the conclusion of removal activities unless an initial negative exposure assessment has been produced for this operation and is present at the project site.
- Any worker found in violation of these requirements and procedures will be removed from the project site for the duration of the project. Arch Environmental Group, Inc.'s on-site Project Manager will contact the Contractor's Main Office to inform the Contractor of the need to relocate the employee.

Final Cleaning Procedures:

- All drop cloths will be removed and disposed of as asbestos waste. This will be completed as the final activity of final cleaning.
- All exposed ends on adjacent panels will be neatly sealed with bridging encapsulant.
- Any remaining tracking, such as those present with windows, will be final cleaned using a combination of HEPA vacuuming and wet-wiping.

General Requirements:

All work conducted by the Contractor will use the following engineering controls and work practices regardless of the levels of exposure:

1. Vacuum cleaners equipped with HEPA filters to collect all debris and dust.
2. Wet methods to control employee exposures during all handling of asbestos.
3. Prompt clean-up and disposal of wastes and debris in leak tight containers.

Prohibited Work Practices:

The following work practices and engineering controls shall not be used for these projects regardless of the level of exposure:

1. High-speed abrasive disc saws that are not equipped with point of cut ventilator or enclosures with HEPA filters.
2. Compressed air used to remove asbestos unless the compressed air is used in conjunction with an enclosed ventilation system designed to capture the dust cloud created by the compressed air.
3. Dry sweeping, dry shoveling or other dry clean-up of asbestos waste and debris.
4. Employee rotation as a means of reducing employee exposure to asbestos.

Note: The procedure described in this section do not apply to transite ceilings, circumstances where the material cannot be removed substantially intact or any circumstances where friable removal techniques are employed.

12. Methods of Asbestos Abatement - Additional Work Practices

- 12.1 The asbestos material will be sprayed with either removal encapsulant or “amended water” (which contains an additive to enhance penetration). A fine spray of either solution will be applied to prevent fiber disturbance preceding the removal of the asbestos material. The asbestos will be sufficiently saturated to prevent emission of airborne fibers in excess of the exposure limits prescribed in the OSHA standards referenced in these specifications. The Contractor shall not, however, allow excessive water to accumulate in the work area. If removal encapsulant water is not used, surrounding areas will be periodically sprayed and kept wet to facilitate removal with minimum fiber release. A high humidity will be maintained in the work area to assist in fiber settling. If at any time Arch Environmental Group, Inc. determines the material is not kept adequately wet, misters and/or sprinklers will be mandatory.
- 12.2 Removal of asbestos material will be done in manageable sections with two-person teams (if needed). Material will be removed as intact sections or components whenever possible and carefully lowered to the floor.
- 12.3 The waste material will be packed in labeled six-mil polyethylene bags (held within 55 gallon drums with the required EPA & OSHA labels where appropriate) prior to starting the next section to prevent the material from drying. Double bagging will always be used. Bags shall not be over-filled and will be securely taped or sealed at the top to prevent accidental opening or leakage during removal, storage and transport. All bags and/or drums shall have all appropriate warnings and labels attached to them.
- 12.4 Large components removed intact will be wrapped in two layers of six-mil polyethylene sheeting secured with tape properly labeled for transport to the landfill. Such packaging shall have all appropriate warnings and labels attached to them.
- 12.5 When removal of building materials (electrical, light, duct work, etc.) is necessary, the Contractor shall develop drawings indicating existing materials and their exact locations.
- 12.6 Personnel knowledgeable and experienced in electrical work must be used when installing or making connections to any electrical components within the facility, as well as when removing and/or replacing lights.
- 12.7 All ceiling demolition, including but not limited to wires, hangers, steel bands, nails, screws, metal lath, tin sheeting, and other objects may be required to be treated as asbestos waste. These materials have sharp edged components that will tear the polyethylene bags and sheeting. This waste must be placed into fiberglass or fiberboard drums for disposal and labeled appropriately. All drums used inside the enclosure will be completely sealed in polyethylene sheeting.
- 12.8 No bags shall be thrown or dropped at any time.
- 12.9 All containerized asbestos waste that is stored on-site (if allowed) shall be properly labeled and placed in a locked or secured location until ready for final disposal. Labels shall be of sufficient size and contrast to be readily visible and legible. The sign shall read:

“Danger
Contains Asbestos Fibers
May Cause Cancer
Causes Damage to Lungs
Do Not Breathe Dust
Avoid Creating Dust”

- 12.10 All asbestos abatement projects will be completed with the use of HEPA air filtration devices. Each unit must have three filters, including a HEPA filter capable of removing minute asbestos fibers. Each unit has ducts that must be exhausted to the outside air. Inlet and outlet ports of the air filtration devices must be covered with tape and 4-mil polyethylene sheeting when not in use. HEPA air filtration devices will be set up so that the air in the enclosure is drawn away from the abatement worker. Removal and cleaning operations will always move towards the air filtration devices. HEPA air filtration devices will be run until the completion of the project.
- 12.10.1 The Contractor will provide and maintain a pressure differential strip gauge. It will be activated prior to removal of any building material and continue operating until the final clearance results have been determined. Placement of the differential strip gauge is subject to the approval of Arch Environmental Group, Inc. Arch Environmental Group, Inc. may, at their discretion, utilize additional pressure differential strip gauges or other devices to measure the pressure differential.
- 12.10.2 A minimum reading of 0.020 inches of water on a differential pressure gauge shall be maintained at all parts of the enclosure.
- 12.10.3 Sufficient negative pressure will be used in the enclosure to evacuate the air once every 15 minutes (minimum).
- 12.11 All air filtration devices must be ducted to the outside of the building from a position that is securable. Flexible duct will be used and placed at a location approved by Arch Environmental Group, Inc.
- 12.12 All gross amounts of asbestos debris shall be cleaned up, bagged, and sealed at the end of each working day.
- 12.13 The Contractor shall transport materials to the ground via leak-tight chutes or such other containers if the material is being removed or stripped more than 50 feet above ground level and not removed as units or in sections.
- 12.14 A thick encapsulant such as “viac” shall be applied to any exposed pipe insulation ends leading away from the enclosure area, regardless of material make-up.
- 12.15 Only vacuums and air filtration devices with “HEPA” filters will be allowed. No “shop-vacs”, homemade hybrid vacuums or air filtration devices will be allowed on site.
- 12.16 The Contractor will only be allowed to use open top dumpsters if the dumpsters are placed inside of a 10' high fenced in area which can be locked and secured at the end of the work day.
- 12.17 No “Vac-Loaders” or similar type abatement equipment will be allowed on the Owner’s Property. This includes the use of the equipment as an “air filtration device”.

13. Post Abatement Clean-Up

- 13.1 After completion of all removal and stripping, all surfaces within the work area will be wire-brushed and/or wet-wiped to remove all visible residue.
- 13.2 All visible accumulations of asbestos-containing materials and asbestos-contaminated debris will be removed and containerized. Durable plastic shovels must be used in place of metal shovels in order to minimize damage to floor sheeting.

- 13.3 Tools will be decontaminated by removing any gross amounts of asbestos from them in the work area. Following this, they will be wiped off in the dirty room and then sprayed down with water in the shower area. All hand tools will then be sealed in plastic bags. Workers will wear protective equipment throughout this process. (Where space allows, a separate equipment room will be built inside the enclosure. This will eliminate the accumulation of gross asbestos on tools and equipment and will facilitate decontamination of these items.) No tools or equipment will be allowed to leave the work area without being decontaminated.
- 13.4 Following the cleanup of visible accumulations, the top layer of polyethylene sheeting will be removed from the walls and ceiling, and the interior layer will be removed from floors. At this point any asbestos that has fallen behind the polyethylene will be cleaned up. All barriers to doors and windows, and other critical barriers to clean areas will be left in place until final air checks are completed.
- 13.5 Following clean up of visible accumulations of asbestos waste, the entire area will be wet-wiped. During setting/drying periods no entry, activity, or ventilation into the work area will be allowed. The HEPA air filtration devices will continue to operate during this period.
- 13.6 All removed polyethylene, tape, cleaning material, and contaminated clothing will be placed in 6-mil polyethylene bags or polyethylene lined drums, sealed and labeled (as previously described) for disposal as asbestos waste material.
- 13.7 Only clear drying encapsulants and amended solutions may be used, unless directed in the "Abatement Activities" section.
- 13.8 Prior to final clearance sampling, all items will be removed from the dirty room and all three chambers of the decontamination chamber will be wet-wiped and HEPA vacuumed.

14. Acceptance Criteria for Area Re-Occupancy

- 14.1 The Contractor will clean all work site surfaces in a proper manner with appropriate equipment in accordance with Section 14 of these General Procedures.
- 14.2 After completion of the cleaning operations, the following activities shall be performed:
- 14.2.1 A complete visual inspection to insure dust free conditions. The Contractor shall tour and inspect the entire work area, including but not limited to: ventilation openings, doorways, windows, and other openings; he/she shall look for debris from any sources, residue on surfaces, or any other matter. If any debris or residue is found, repeat the final cleaning until visual inspection is passed. It shall be the right of Arch Environmental Group, Inc.(s) to accompany the Contractor during the inspection and determine if additional cleaning is necessary.
- 14.2.2 A clear drying encapsulant will be used to seal all surfaces of the work area. Non-clear drying encapsulants can only be used upon approval by Grand Rapids Public Schools and/or Arch Environmental Group, Inc.
- 14.3 Air samples will be collected following completion of all cleaning operations as specified in 14.1 - 14.7, following encapsulation as specified in 14.2.2, and after the work area is completely dry.
- 14.4 Clearance air samples collected from an area in which less than or equal to 160 square feet, or 260 linear feet of ACM have been removed, enclosed or encapsulated, may be analyzed using Phase Contrast Microscopy (PCM). If more than 160 square feet, or 260 linear feet of ACM are removed, or encapsulated the post-abatement air samples collected must be analyzed by Transmission Electron Microscopy (TEM).

14.4.1 Transmission Electron Microscopy (TEM) Clearance

When the work site has become completely dry, Arch Environmental Group, Inc. shall collect at least ten clearance air samples according to 40 CFR, Part 763 (AHERA Regulations). At least five samples shall be taken in the abatement site; and five samples shall be taken at locations representative of air entering the abatement site. A minimum of 1,200 liters per air sample and a maximum of 1,800 liters per air sample shall be collected using aggressive sampling techniques. If the post-abatement test reveals fiber levels in excess of 0.01 fibers/cc, and/or if the Z-Test analysis in accordance with AHERA does not pass, the cleaning and measurement operations specified in Sections 13 and 14 of these General Procedures will be repeated until the area is in compliance. Analysis of the "outside" samples and performing the Z-Test analysis is solely at the discretion of Arch Environmental Group, Inc.

14.4.2 Phase Contrast Microscopy (PCM) Clearance

When the work site has become completely dry, Arch Environmental Group, Inc. shall collect at least five clearance air samples according to 40 CFR, Part 763 (AHERA Regulations). Five samples shall be taken in the abatement site. A minimum of 2,000 liters per air sample shall be collected using aggressive sampling techniques. If the post-abatement test reveals fiber levels in excess of 0.01 fibers/cc, the cleaning and measurement operations specified in Section 14 of these General Procedures will be repeated until the area is in compliance.

- 14.5 After the work area is found to be in compliance, all entrances and exits are unsealed, and the polyethylene sheeting, tape and any other trash and debris shall be placed in double sealed polyethylene bags (6-mil minimum) or barrels lined with one polyethylene bag (6-mil minimum), and labeled and disposed of properly.

15. Disposal of Asbestos Material and Related Debris

- 15.1 All asbestos materials and miscellaneous debris in properly labeled polyethylene bags (double bagged) or other containers will be transported to the predesignated disposal site in accordance with the guidelines of the U.S. Environmental Protection Agency and the Michigan Department of Environmental Quality. Asbestos disposal forms will be completed to document proper disposal of asbestos waste. (These must be submitted before final payment will be made.)
- 15.2 All containers bagged or wrapped materials with asbestos-containing materials shall be labeled with the name and address at which the waste was generated, prior to materials being transported off the facility site.
- 15.3 Workers unloading the polyethylene bags and machinery operators will wear respirators when handling material at the disposal site.
- 15.4 All pertinent DOT rules and regulations will be followed when transporting asbestos.
- 15.5 All asbestos-containing materials shall be transported in covered vehicles.
- 15.6 All dumpsters, trucks or other containers used to transport asbestos contained materials shall be properly labeled during the loading and unloading of waste.

16. Submittals Prior To Contractor Release & Final Payment

- 16.1 Damages: The Contractor shall promptly repair any and all damages caused to facilities at no cost to Grand Rapids Public Schools.
- 16.2 The following must be submitted prior to final payment:
- 16.2.1 Copies of Disposal receipts of all asbestos contaminated material, plus copies of all transport manifests, trip tickets, or other disposal documentation.

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- 16.2.2 All documentation requested in Section 4.1 of the General Conditions, Section 14 of the General Conditions and Section 6.6 of the General Procedures for Asbestos Abatement.

PART III - WORK/CONDUCT REQUIREMENTS

17. Supervision, Personnel and Misconduct

- 17.1 A "competent person" as defined in 29 CFR 1926.1101 must be on-site at all times throughout the duration of the project(s). This competent person, as designated prior to the start of said project(s) must remain the same throughout the duration of the project(s).
- 17.2 *Arch Environmental Group* IS NOT THE CONTRACTOR'S OUT-MAN. The Contractor must provide one out-man for each enclosure (unless the decontamination chambers are within "talking" distance of each other). The out-man must always remain within talking distance of the enclosure they are assigned to.
- 17.3 A Foreman with competent-person training must remain within the enclosure at all times during the project.
- 17.4 Contractors employees are subject to immediate dismissal if any of the following, but not limited to the following, occur:
- 17.4.1 Failure to follow proper abatement procedures, including but not limited to respiratory protection and the throwing of asbestos disposal bags outside of the enclosure.
 - 17.4.2 Physical threats and violence to Arch Environmental Group, Inc. or any other person.
 - 17.4.3 Property damage or theft.
 - 17.4.4 Reckless driving on Owner's property.
 - 17.4.5 Discourteous and ill-mannered statements made to Grand Rapids Public Schools, Owner's employees or Arch Environmental Group, Inc.
 - 17.4.6 Consumption of alcohol or use of controlled substances on Owner's premises.

18. Site Security/Site Cleanliness

- 18.1 The work area is restricted to only authorized, trained and protected personnel. These personnel may include the Contractor's employees, employees of subcontractors, Owner's employees and Representatives, state and local inspectors, and any other designated individuals. The list of employees who will participate in the project as defined in 2.1.2 of these General Procedures will be the only employees allowed to enter the work area. Additional employees assigned to this project **must** be cleared through Grand Rapids Public Schools or Arch Environmental Group, Inc. Documentation of all training, medical, and other pertinent requirements are needed before the employees' participation.
- 18.1.1 An employee shall not remain on the Owner's premises if he/she is prohibited from participating in the project as a result of insufficient paperwork or if Arch Environmental Group, Inc. determines the employee, in any manner, is detrimental to the safe completion of the project.
 - 18.1.2 The Contractor shall record the names and social security numbers of all people on a sign-in sheet who enter the work site, and maintain this record for thirty years.
- 18.2 Entry into the work area by unauthorized individuals shall be strictly prohibited.

- 18.3 Access to the work area shall be through a single worker decontamination system. All other means of access (doors, windows, hallway, etc.) shall be blocked or locked so as to prevent entry to or exit from the work area. The only exceptions for this rule are the waste pass-out airlock which shall be sealed except during the removal of containerized asbestos waste from the work area, and emergency exits in case of fire or accident. Emergency exits shall not be locked from the inside; instead, they shall be sealed with polyethylene sheeting and tape until needed.
- 18.4 The Contractor shall designate one worker to remain outside each enclosure throughout the duration of the project in order to regulate ingress and egress to the work areas as well as to provide needed supplies and equipment. The worker outside the enclosure will be within hearing range at all times. At least one person, at all times, inside the enclosure must have had "competent person" training.
- 18.5 All areas occupied or used in any way by the Contractor (all employees), outside the enclosure(s) but within the building shall be kept in an acceptable condition and thoroughly cleaned at the end of each day, to the satisfaction of Arch Environmental Group, Inc. If at any time, food containers or debris is found not properly disposed of, eating on premises shall be terminated.
- 18.6 The Contractor is responsible for maintaining areas outside the building in a condition acceptable to Grand Rapids Public Schools or Arch Environmental Group, Inc. This includes but is not limited to: sanitation, supplies and equipment, and employee driving and substance abuse.
- 19. Stop Work Orders**
- 19.1 If at any time, Grand Rapids Public Schools or Arch Environmental Group, Inc. decide that work practices are in violation of the contract specifications, he/she or they will immediately notify the Contractor's on-site Representative of such and operations are to cease until corrective action is taken.
- 19.2 The Contractor shall cooperate fully with Grand Rapids Public Schools and Arch Environmental Group, Inc.

PART IV - AIR MONITORING

20 Sampling Requirements

- 20.1 *Arch Environmental Group* shall conduct all air sampling for Grand Rapids Public Schools throughout all work associated with this contract.
- 20.2 All non-post-abatement air samples shall be analyzed using the NIOSH 7400 Method. All post-abatement air samples collected in situations involving removal, enclosure, or encapsulation of more than 160 square feet or 260 linear feet of ACBM shall be analyzed under the "Mandatory Transmission Electron Microscopy Method" defined in 40 CFR, Part 763 (AHERA rules). Post abatement air samples collected in situations involving removal, enclosure, or encapsulation of less than 160 square feet or 260 linear feet of ACBM shall be analyzed using the NIOSH 7400 Method.
- 20.3 *Arch Environmental Group* will collect and analyze personal samples (including STELs - short term excursion limit samples) during abatement activities. The personal air samples will be used to determine if the Contractor's employees are wearing the proper respiratory protection. Arch Environmental Group, Inc. will collect personal air samples on up to two workers inside of the enclosure on each day of abatement and final cleaning and the samples will be collected across the entire work day. All results will be provided to the Contractor. Daily results will be posted on-site near the decontamination chamber. The Contractor will have control on which worker(s) will wear the personal monitoring pump. The Contractor may collect and analyze his own personal air samples if so desired to ensure full compliance with the OSHA asbestos standard. The Contractor may need to collect and analyze additional samples in order to ensure complete representation of employees (i.e., type of work activities monitored or number of employees per activity monitored).

- 20.4 *Arch Environmental Group* will immediately cease the collection and analysis of personal samples if the personal air sampling pump assigned to the specific worker is not being properly worn by the worker. A letter will be issued to the contractor within twenty-four hours notifying the Contractor of the end of sampling.

21. Sampling Types

- 21.1 Throughout the abatement and cleaning operations, air sampling will be conducted to ensure that the Contractor is complying with all codes, regulations, and ordinances. The following are representative sampling which may take place at the discretion of Grand Rapids Public Schools and Arch Environmental Group, Inc.

- 21.1.1 Baseline - Collected in various/numerous locations prior to abatement to determine ambient interior fiber levels.
- 21.1.2 Area - Collected in various/numerous locations outside of the work area in order to detect elevated fiber levels during abatement.
- 21.1.3 Personal - Collected in the breathing zone of the asbestos abatement personnel according to Appendix A, 1926.1101 of the OSHA regulations. These samples will be placed on employees who are exposed to representative concentrations of airborne asbestos fibers. Personal sampling will ensure that the workmen performing the asbestos abatement projects are not exposed to asbestos contamination exceeding STEL (short term excursion limit) requirements and levels which exceed their respirator protection or otherwise endanger their health. Personal air samples will be collected on individuals as designated by the Contractor's competent person, or, if none are identified, Arch Environmental Group, Inc.
- 21.1.4 STEL (Short Term Excursion Limit) - Collected in the breathing zone of the asbestos abatement personnel for a period of 30 minutes.
- 21.1.5 Clearance (also called Post Abatement) - Collected inside and/or outside the work area after the project is completed and the area has been cleaned and dried. This will determine if the job has been done correctly and whether the cleanup process must be repeated. Quantities are determined by all applicable regulations.
- 21.1.6 Field Blanks - Field blanks are collected to ensure that contamination of cassettes has not occurred. Each set of samples collected will include ten percent (10%) blanks or a minimum of two blanks.

PART V. ADDITIONAL INFORMATION

22. Definitions/Glossary

- 22.1 *Accredited or Accreditation* (when referring to a person or laboratory): A person or laboratory accredited in accordance with section 206 of Title II of the Toxic Substances Control Act (TSCA).
- 22.2 *Aggressive Method*: Removal or disturbance of building material by sanding, abrading, grinding or other method that breaks, crumbles, or disintegrates intact ACM.
- 22.3 *Aircell*: Insulation normally used on pipes and duct work that is comprised of corrugated cardboard which is frequently comprised of asbestos combined with cellulose or refractory binders.
- 22.4 *Air Monitoring*: The process of measuring the fiber content of a specific volume of air.
- 22.5 *Amended Water*: Water to which a surfactant has been added to decrease the surface tension to 35 or less dynes.

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- 22.6 *Asbestos*: The asbestiform varieties of serpentine (chrysotile), riebeckite (crocidolite), cummingtonite-grunerite, anthophyllite, and actinolite-tremolite. For purposes of determining respiratory and worker protection both the asbestiform and non-asbestiform varieties of the above minerals any of these materials that have been chemically treated and/or altered shall be considered as asbestos.
- 22.7 *Asbestos-Containing Material (ACM)*: Any material containing more than one percent by weight of asbestos of any type or mixture of types.
- 22.8 *Asbestos-Containing Building Material (ACBM)*: Surfacing ACM, thermal system insulation ACM, or miscellaneous ACM that is found in or on interior structural members or other parts of a building.
- 22.9 *Asbestos-Containing Waste*: Any material which is or is suspected of being or any material contaminated with an asbestos containing material which is to be removed from a work area for disposal.
- 22.10 *Asbestos Debris*: Pieces of ACBM that can be identified by color, texture, or composition, or means dust, if the dust is determined by an accredited inspector to be ACM.
- 22.11 *Authorized Visitor*: Grand Rapids Public Schools, Arch Environmental Group, Inc. or their sub-contractors, testing lab personnel, emergency personnel or a representative of any federal, state, and local regulatory or other agency having authority over the project.
- 22.12 *Barrier*: Any surface that seals off the work area to inhibit the movement of fibers.
- 22.13 *Breathing Zone*: A hemisphere forward of the shoulders with a radius of approximately six to nine inches.
- 22.14 *Class I Asbestos Work*: Activities involving the removal of thermal system insulation and surfacing ACM and PACM and asbestos acoustical ceiling tile material.
- 22.15 *Class II Asbestos Work*: Activities involving the removal of ACM which is not thermal system insulation or surfacing material. This includes, but is not limited, the removal of asbestos-containing wallboard, floor tile and sheeting, roofing and siding shingles and construction mastics.
- 22.16 *Class III Asbestos Work*: Repair and maintenance operations, where "ACM" including thermal system insulation and surfacing ACM and PACM may be disturbed.
- 22.17 *Class IV Asbestos Work*: Maintenance and custodial activities during which employees contact but do not disturb ACM or PACM and activities to clean up dust, waste and debris resulting from Class I, Class II and Class III activities.
- 22.18 *Clean Room*: An uncontaminated room having facilities for the storage of employees' street clothing.
- 22.19 *Competent Person*: In addition to the definition in 29 CFR 1926.32(f), one who is capable of identifying existing asbestos hazards in the workplace and selecting the appropriate control strategy for asbestos exposure, who has the authority to take prompt corrective measures to eliminate them, as specified in 29 CFR 1926.32(f); in addition for Class I and Class II work who is specifically trained in a training course which meets the criteria of EPA's Model Accreditation Plan (40 CFR Part 763) for supervisor, or its equivalent and, for Class III and Class IV work, who is trained in a manner consistent with EPA requirements for training of local education agency maintenance and custodial staff as set forth at 40 CFR 763.92 (a)(2).

- 22.20 *Containment Area:* A work area where asbestos related work or removal operations is performed which is completely isolated from other portions of the building and from the outside through the use of sheet plastic barriers or other impermeable seals. The Containment Area will generally contain multiple homogeneous materials which may or may not contain asbestos and which may or may not have been identified by Arch Environmental Group, Inc. in performing the building inspection and in developing the Project Specifications.
- 22.21 *Critical Barrier:* One or more layers of plastic sealed over all openings into a work area or any other similarly placed physical barrier sufficient to prevent airborne asbestos in a work area from migrating to an adjacent area. All critical barriers for the work described in this specification will be six-mil thickness polyethylene sheeting.
- 22.22 *Decontamination Area:* An enclosed area adjacent and connected to the regulated area and consisting of an equipment room, shower area and clean room, which is used for the decontamination of workers, materials, and equipment that are contaminated with asbestos.
- 22.23 *Demolition:* The wrecking or taking out of any building component, system, finish or assembly of a facility together with any related handling operations.
- 22.24 *Disposal Bag:* A properly labeled 6 mil thick leak-tight plastic bags used for transporting asbestos waste from work and to disposal site.
- 22.25 *Disturbance:* Activities that disrupt the matrix of ACM or PACM, crumble or pulverize ACM or PACM, or generate visible debris from ACM or PACM. This term includes activities that disrupt the matrix of ACM or PACM, render ACM or PACM friable, or generate visible debris. Disturbance includes cutting away small amounts of ACM or PACM, no greater than the amount which can be contained in one standard sized glovebag or waste bag in order to access a building component. In no event shall the amount of ACM or PACM so disturbed exceed that which shall not exceed 60"x60".
- 22.26 *Employee Exposure:* The exposure to airborne asbestos that would occur if the employee were not using respiratory protective equipment.
- 22.27 *Equipment Room:* A contaminated room located within the decontamination area that is supplied with impermeable bags or containers for the disposal of contaminated protective clothing and equipment.
- 22.28 *Encapsulant:* A material that surrounds or embeds asbestos fibers in an adhesive matrix, to prevent release of fibers. Types of encapsulants include:
- 22.28.1 *Bridging Encapsulant:* An encapsulant that forms a discrete layer on the surface of an in situ asbestos matrix.
- 22.28.2 *Penetrating Encapsulant:* An encapsulant that is absorbed by the in situ asbestos matrix without leaving a discrete surface layer.
- 22.28.3 *Removal Encapsulant:* A penetrating encapsulant specifically designed to minimize fiber release during removal of asbestos containing materials rather than for in situ encapsulation.
- 22.29 *Encapsulation:* Treatment of asbestos containing material, with an encapsulant.
- 22.30 *Enclosure:* The construction of an air-tight, impermeable, **permanent** barrier around asbestos containing material to control the release of asbestos fibers into the air.
- 22.31 *Fiber:* A particulate form of asbestos, 5 micrometers or longer, with a length-to-diameter ratio of at least 3 to 1.

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- 22.32 *Filter*: A media component used in respirators to remove solid or liquid particles from the inspired air.
- 22.33 *Friable Asbestos-Containing Material*: Material that contains more than one percent asbestos by weight and that can be crumbled, pulverized, or reduced to powder by hand pressure when dry.
- 22.34 *Functional Space*: A room or group of rooms (including the space between a dropped ceiling and the floor or roof deck above), such as classroom(s), a cafeteria, gymnasium, corridor(s), designated by a person accredited to prepare management plans, design abatement projects, or conduct response actions.
- 22.35 *Glovebag*: Not more than a 60"x60" impervious plastic bag-like enclosure affixed around an asbestos-containing material, with glove-like appendages through which material and tools may be handled.
- 22.36 *HEPA Filter*: A High Efficiency Particulate Air (HEPA) filter capable of trapping and retaining 99.97% of asbestos fibers greater than 0.3 microns in length.
- 22.37 *Homogeneous Area*: A type of surfacing material, thermal system insulation material, or miscellaneous material that is uniform in color, texture and application. A homogeneous area may consist of multiple layers within a structure of which any or all layers may contain asbestos. The structure shall be consistent in appearance and application.
- 22.38 *Intact*: The ACM has not crumbled, been pulverized or otherwise deteriorated so that the asbestos is no longer likely to be bound with its matrix.
- 22.39 *Negative Pressure Respirator*: A respirator in which the air pressure inside the respiratory inlet covering is positive during exhalation in relation to the air pressure of the outside atmosphere and negative during inhalation in relation to the air pressure of the outside atmosphere.
- 22.40 *PACM*: "Presumed Asbestos-Containing Material"
- 22.41 *Personal Monitoring*: Sampling of the asbestos fiber concentrations within the breathing zone of an employee.
- 22.42 *Pressure Differential and Ventilation System*: A local exhaust system, utilizing HEPA filtration capable of maintaining a pressure differential with the inside of the work area at a lower pressure than any adjacent area, and which cleans recirculated air or generates a constant air flow from adjacent areas into the work area.
- 22.43 *Regulated Area*: An area established by the employer to demarcate areas where Class I, Class II and Class III asbestos work is conducted and any adjoining area where debris and waste from such asbestos work accumulate and a work area within which airborne concentrations of asbestos exceed or there is a reasonable possibility they may exceed the permissible exposure limit.
- 22.44 *Removal*: All operations where ACM and/or PACM are taken out or stripped from structures or substrates and includes demolition operations.
- 22.45 *Renovations*: The modifying of any existing structure, or portion thereof.
- 22.46 *Repair*: Returning damaged ACBM to an undamaged condition or to an intact state so as to prevent fiber release. The overhauling, rebuilding, reconstructing or reconditioning of structures or substrates, including encapsulation or other repair of ACM or PACM attached to structures or substrates.
- 22.47 *Respirator*: A device designed to protect the wearer from the inhalation of harmful atmospheres.

- 22.48 *Surfacing Material*: Material that is sprayed, troweled-on or otherwise applied to surfaces (such as acoustical plaster on ceilings and fireproofing materials on structural members, or other materials on surfaces for acoustical, fireproofing or other purposes).
- 22.49 *Surfacing ACM*: Surfacing material which contains more than 1% asbestos.
- 22.50 *Surfactant*: A chemical wetting agent added to water to improve penetration, thus reducing the quantity of water required for a given operation or area.
- 22.51 *Thermal System Insulation (TSI)*: ACM applied to pipes, fittings, boilers, breeching, tanks, ducts or other structural components to prevent heat loss or gain.
- 22.52 *Thermal System Insulation ACM*: Thermal system insulation which contains more than 1% asbestos.
- 22.53 *Time Weighted Average (TWA)*: The average concentration of a contaminant in air during a specific time period.
- 22.54 *Visible Emissions*: Any emissions containing particulate asbestos material that are visually detectable without the aid of instruments. This does not include condensed uncombined water vapor.
- 22.55 *Wet Cleaning*: The process of eliminating asbestos contamination from building surfaces and objects by using cloths, mops, or other cleaning utensils which have been dampened with amended water or diluted removal encapsulant and afterwards thoroughly decontaminated or disposed of as asbestos contaminated waste.
- 22.56 *Work Area*: The area where asbestos related work or removal operations are performed. This area is defined by the Contractor's construction of a containment isolating the work area from the surrounding environment through the use of critical barriers, a reduced pressure differential, decontamination facilities, and others. The work area includes the entire volume within this containment from floor to deck and within the containment walls. The containment is constructed to prevent the spread of asbestos dust, fibers or debris, and to prevent the entry of unauthorized personnel. The work area is a regulated area as defined by 29 CFR 1926.

PROJECT DESIGNER ACCREDITATION INFORMATION

Summary of Project Designer Accreditation

As required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763), these response actions have been designed by an accredited Asbestos Project Designer, as accredited through the State of Michigan's Occupational Safety and Health Administration's Asbestos Program.

AHERA Project Designer Information

Name: Roosevelt Austin III

State: Michigan

Accreditation #: A28791

Expiration Date: January 4, 2027

Training Expiration: August 7, 2026

Signature: _____

