



**TurnKey Recovery™**  
Managed Direct Repair Program

## INVITATION FOR BID (IFB)

<u>IFB Number</u>	<u>Scope Description</u>	<u>Closing Date</u>	<u>Closing Time</u>
PR172910 - 009074 - 12764	Interior Repairs and Gym Floor Replacement	05/05/2023	12:00 PM CST

Insured Property Owner: City of Texarkana

Property Location Name: Beverly Community Center

Address Line 1: 901 Lumpkin St

Address Line 2:

City: Texarkana

State: TX

Zip Code: 75501

**DESCRIPTION:** Furnish all required labor, materials, and equipment necessary to provide Scope-of-Work at the above-described location. Work is being authorized under the elected TMLIRP TurnKey Recovery<sup>SM</sup> Program administered by Synergy NDS, Inc. (SynergyNDS) on behalf of the Insured Property Owner, a Member of the Texas Municipal League Intergovernmental Risk Pool (TMLIRP).

**SUBMITTAL INSTRUCTIONS:** In support of Procurement Guidelines, the IFB Packet includes specifications and terms & conditions associated with the above referenced project information.

- Bids shall be received no later than the Closing Date & Time indicated above. Bids received after above deadline or that are not submitted in accordance to Submittal Instructions may be rejected without further explanation or contractor notification.
- Bid shall be completed and submitted via DocuSign by filling out the **Contractor Submittal Form** (see Page 5 of this IFB Packet). Contractor may attach additional supporting documents that may or may not be used in the overall scoring of the IFB Contractor Submittal. Attachments do not change &/or modify the IFB, Scope-of-Work and the Turnkey Recovery<sup>SM</sup> General Contractor Expectations Document.
- Contractor IFB Form Submittal **MUST INCLUDE** all applicable Sales Tax or any other Local, State &/or Federally mandated fee(s) within the aggregated Lump Sum Proposal. Do not breakout separately.
- Contractor is responsible to validate all Quantities and Units of Measurements specific to the following scope items &/or products. The information and descriptions provided in the IFB are intended for general guidance purposes only. Contractor may not change or alter any material &/or specifications identified in the IFB for submission purposes without prior written/email notification to: [bids@synergynds.com](mailto:bids@synergynds.com).
- Contractor has the sole responsibility to ensure that all services and material for BID Submittal (whether stated correctly in the IFB or not) satisfactorily meet all required Codes & Standards, OSHA Guidelines and The Americans with Disabilities Act (ADA).
- Contractor should also consider the approach (if necessary) in which to stock/store material at the jobsite in a safe and secure manner. SynergyNDS will not be responsible for lost or stolen material, supplies or equipment stocked at the jobsite.
- Bid award will be made based on best overall LUMP SUM project value as determined by SynergyNDS in accordance to market valuation, project demands, critical path scheduling – as well as overall Insured Member's WorkForce Participation Goals. Contributing factors, in addition to price, may be

considered as necessary to help determine bid award based on any additional criteria set forth by the specific TMLIRP Insured Member.

8. SynergyNDS reserves the right to modify the IFB Specifications and Terms & Conditions at any time during the bid solicitation process. Timely notice to all bidders will be given via an electronically distributed Addendum.
9. All registered HUB & HUB Zone Contractors, as well as DBEs are encouraged to participate. Additional Contractor Financial Assistance is available to help support daily HUB/DBE Contractor's operations under the terms and condition of a successful contract award.
10. SynergyNDS is an equal opportunity employer and administers all Contracts & Contractor Agreements in accordance to the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a).
11. Contractor is strongly encouraged to schedule a Site Visit of the property as necessary to support the IFB Submittal. All scheduled site visits can be requested at [bids@synergynds.com](mailto:bids@synergynds.com).
12. When a mandatory Pre-BID Meeting is identified and scheduled in a specific IFB, Contractor Attendance is a requirement as part of the Solicitation. Contractors who fail to attend the Pre-BID Meeting will not be eligible to participate in the IFB and subsequent submittal process.
13. Contractor can submit all questions &/or concerns specific to the IFB by email to: [bids@synergynds.com](mailto:bids@synergynds.com).

## SCOPE-OF-WORK SUMMARY

Refer to **EXHIBIT A** for scope-of-work description.

### Yes | No

- |                                     |  |                                     |   |
|-------------------------------------|--|-------------------------------------|---|
| <input type="checkbox"/>            |  | <input checked="" type="checkbox"/> | This IFB is part of a publicly advertised solicitation      |
| <input type="checkbox"/>            |  | <input checked="" type="checkbox"/> | This IFB is part of a potential Federally Funded Project.   |
| <input checked="" type="checkbox"/> |  | <input type="checkbox"/>            | This IFB is being distributed externally                    |
| <input checked="" type="checkbox"/> |  | <input type="checkbox"/>            | This IFB requires a Contractor Payment or Performance Bond. |
| <input checked="" type="checkbox"/> |  | <input type="checkbox"/>            | This IFB requires a Pre-BID Meeting                         |
| <input type="checkbox"/>            |  | <input checked="" type="checkbox"/> | This IFB supports workforce participation goals.            |

**\*\* THE REMAINING PART OF THIS PAGE IS INTENTIONALLY LEFT BLANK \*\***



## IFB EXHIBIT A Scope-of-Work

<u>IFB Number</u>	<u>Scope Description</u>	<u>Closing Date</u>	<u>Closing Time</u>
PR172910 - 009074 - 12764	Interior Repairs and Gym Floor Replacement	05/05/2023	12:00 PM CST

Insured Property Owner: City of Texarkana

Property Location Name: Beverly Community Center

Address Line 1: 901 Lumpkin St

Address Line 2:

City: Texarkana

State: TX

Zip Code: 75501

### **GENERAL SCOPE DESCRIPTION**

Vandalism related - Interior repairs to walls, ceilings, doors, plumbing fixtures, building flooring, gym flooring, etc.

### **GENERAL SCOPE-OF-WORK DISCUSSION**

Make repairs and replacement to the interior walls, flooring, ceilings, doors, plumbing fixtures that were damaged due to vandalism.

Interior repairs will also include interior painting to match existing, provide and install new plumbing fixtures to match existing, any baseboards or vinyl base to match existing.

Remove and replace kitchen and bathroom cabinetry to match previous or existing.

Remove and replace the gym flooring, seal and make ready for floor painting.

*\*Information should match scope-of-work description as described in SimpliCity<sup>SM</sup>.*

**ADDITIONAL NOTES &/OR REQUIREMENTS**

This project will require a payment and performance bond. All work to include materials and labor to complete this project.

**DRAWING & SPECIFICATION DESCRIPTION**

Damage assessment report

Document #1 PR1910 - 009074 - Texarkana Community Center - Water Loss Assessment and Scope-04-15-23

Document #2 NA

**ADDITIONAL CONTRACTOR EXPECTATIONS**

This project will require a payment and performance bond. All work to include materials and labor to complete this project.

*\*Contractor should understand overall expectations as further detailed in the attached TurnKey Recovery<sup>SM</sup> Contractor Expectation Document in support of accounting for a responsible IFB Submittal.*

**GENERAL WORKDAY &/OR JOBSITE CONSIDERATIONS**

The contractor will keep the job site clean and free from hazards to building staff, workers and the general public.

- **Occupant Workday:**  Standard (M-F/8-5pm)  Wknd/After Hours  Other \_\_\_\_\_
- **Building/Site Occupancy:**  Occupied  Vacant  Partial
- **Site Access:**  Open  Restricted (Gated/Security)
- **Parking/Laydown Area:**  Open/Available  Restricted  Limited
- **Restroom Facilities:**  Fixed/Indoor  Portalets  Not Available
- **Waste/Debris Containers:**  Provided/Onsite  Include in BID

**Email all IFB Questions to [Bids@synergynds.com](mailto:Bids@synergynds.com)**



**TurnKey Recovery™**  
Managed Direct Repair Program

## IFB – CONTRACTOR SUBMITTAL FORM

<u>IFB Number</u>	<u>Scope Description</u>	<u>Closing Date</u>	<u>Closing Time</u>
PR172910 - 009074 - 12764	Interior Repairs and Gym Floor Replacement	05/05/2023	12:00 PM CST

**Company Name:** \_\_\_\_\_

**Address Line 1:** \_\_\_\_\_

**Address Line 2:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**Contractor Certification:**  DBE  WBE/WOSB  HUB  SDVOSB/VOSB

### CONTRACTOR LUMP SUM PROPOSAL:

<b>IFB TITLE</b>	<b>PROPOSAL:</b>
	\$

### CONTRACTOR NOTES:

**MATERIAL DEPOSIT:**  Required  Requested

\$

I understand that all applicable Sales Tax or any other Local, State &/or Federally mandated fee(s) are to be included within the aggregated Lump Sum Proposal. Do not breakout separately. Contractor may attach additional supporting documents that may or may not be used in the overall scoring of the IFB Contractor Submittal. Attachments do not change &/or modify any of the Terms & Conditions as outlined in the IFB, Scope-of-Work (Exhibit A) and the Turnkey Recovery<sup>SM</sup> Contractor Expectations.

**I, having the legal authorization to represent the "Company" (the undersigned) have read and understood the IFB, its Scope-of-Work and the Turnkey Recovery<sup>SM</sup> Contractor Expectations in accordance with the Terms & Conditions:**

\_\_\_\_\_  
Company Contact Name (Please Print)

\_\_\_\_\_  
Company Title (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **TURNKEY RECOVERY<sup>SM</sup> PROGRAM Overview & General Contractor Expectations**

### **PROGRAM OVERVIEW**

SynergyNDS and Texas Municipal League Intergovernmental Risk Pool (TMLIRP) have partnered in support of the critical needs of TMLIRP's 2,400+ Public Entities since 2017, representing over \$41 Billion of covered assets. SynergyNDS has the proven capacity and resources necessary to assist TMLIRP Members with disaster planning, preparation, response & recovery.

TMLIRP Turnkey Recovery<sup>SM</sup> (Turnkey Recovery<sup>SM</sup>) is exclusive to Members who schedule their fixed real property with TMLIRP and the coverages offered under their Property Policy. Administered by SynergyNDS, Turnkey Recovery<sup>SM</sup> supports individual Member's response & recovery directives using a more transparent approach to Project Management throughout the lifecycle of the restoration/repair project. More importantly, Turnkey Recovery<sup>SM</sup> supports contractors by reducing the "red-tape" and exposure often associated with public entity projects by streamlining the contracting and payment process. All approved Work Authorizations or IFB Contracts with eligible upfront material deposits and progress payments are paid direct by SynergyNDS to applicable contractors within defined terms/conditions. Contractors within Turnkey Recovery<sup>SM</sup> can be those identified by the Member's own procurement process, as well as those participating in the qualified Managed Vendor Program (MVP<sup>SM</sup>).

### **GENERAL CONTRACTOR EXPECTATIONS**

Information contained throughout this document supports Turnkey Recovery<sup>SM</sup> expectations/requirements for a specified Work Authorization, or as necessary for subcontractor to provide a responsible IFB Response submittal. Where any conflicts arise from language outlined in this document in support of a specific Work Authorization or IFB Contract Award (which is inclusive of and incorporated into the Contractor's IFB Response submittal), the General Services Agreement between Contractor and SynergyNDS, or the IFB Contract Award becomes the guiding and controlling form.

1. Contractor shall be responsible for field verification of all conditions, dimensions & quantities associated with work prior to Work Authorization or Contractor IFB Response Submittal. Any Exhibits, Plans, Drawings &/or Other Supporting Documents that may be provided by SynergyNDS to Contractor are for general reference purposes only.
2. Contractor is responsible for identifying and satisfactorily addressing all applicable regulatory requirements, including but not limited to Codes & Standards, HUD/DBE Participation Goals & Guidelines and ADA/FHA Specifications.
3. Contractor shall indicate in writing and submit to SynergyNDS via email distribution to [projects@synergynds.com](mailto:projects@synergynds.com) any request or need for additional 3<sup>rd</sup> Party Assignment as necessary to further identify required codes & standards, scope specifications or public health safety concerns outside of Contractor's professional competence &/or licenses.

4. Contractor is to obtain their own permits and schedule all applicable inspections. Permits can be obtained by contacting the Building Department or other administering entity. Permit Fees are reimbursable directly from SynergyNDS (in addition to contractor's Lump Sum Proposal) if incurred and submitted with proper documentation.
5. Contractor shall prohibit discrimination against staff &/or available workforce based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that Contractor and its subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.
6. Contractor is required to be familiar with and follow all OSHA and State of Texas safety requirements, including OSHA form 300 Logs reporting requirements, if applicable.
7. Contractor shall independently implement a site-specific health and safety plan for each project to include hazard communication and related OSHA requirements to protect workers, building occupants, and the public who has access to the work area.
8. Prior to beginning work each day, Contractor is to independently hold jobsite safety meetings that review the work to be performed, the hazards involved with the work, and the acceptable methods for reducing and eliminating such hazards. Contractor shall maintain appropriate meeting records, including a Job Safety Analysis (JSA), or similar, that includes information from the daily jobsite safety meeting, including an attendee list, which shall be maintained by Contractor and available for SynergyNDS review at all times. Contractor shall be solely liable for any and all unsafe acts and/or safety violations associated with their employees.
9. Contractor shall require all employees to be familiar with job-specific hazard mitigation when performing the work, including but not limited to: slip, trip & fall protection, eye and ear protection, hand and foot protection, head protection, fire protection & prevention, confined space protection, employee thermal stress protection, etc.
10. Contractor is responsible for supplying and educating all on-site employees in the proper use of Personal Protective Equipment (PPE), including but not limited to: hard hat(s), safety glasses, face shields, ear plugs, gloves, boots, fall protection (where required), breathing protection (where required), tie off ropes/apparatuses/points (where required), fire extinguishers, first aid kits, etc.
11. Contractor is required to have the appropriate Material Safety Data Sheets (MSDS), and be able to provide to the Industrial Hygienist of record (for the project) for any products used during the performance of their work for which an MSDS is required, including, but not limited to, glues, cleaners, paints, solvents, anti-microbial products, sanitizing agents, etc. The Industrial Hygienist of record retains the right to restrict the use of any of the products selected for use on the project.
12. Contractor shall be responsible under terms of the Agreement for supplying all necessary labor, equipment, tools, materials and travel expense to complete the scope of work unless directed otherwise in the Work Authorization or IFB Contract Award. This includes, but is not limited to: Rental Equipment, Dumpsters, Storage Containers, Jobsite Trailer, General Conditions, Associated

Expenses, Travel Cost and Overhead & Profit which are to be included in the Work Authorization and/or IFB Contract Award.

13. Contractor shall protect all property from damage during the performance of work. This includes, but is not necessarily limited to: wall finishes, floor finishes, windows, electrical systems, mechanical systems, communication systems, life safety systems, security systems, HVAC control systems, plumbing systems, lighting systems, structurally related components, exterior elements, vegetation, property-of-others, etc.
14. Contractor shall be responsible for repair, replacement &/or cleaning of property damaged by employees, as well as any debris, coatings, coverings, overspray, or caulking residue located on any 3<sup>rd</sup> party property due to actions of Contractor employees. If affected property cannot be successfully cleaned &/or restored to pre-existing condition, SynergyNDS will seek reimbursement from Contractor &/or deduct the appropriate replacement cost from outstanding Invoice Payment (Contract Value).
15. Contractor shall be responsible for securing work area(s) from access by non-authorized building occupants, including all persons not directly part of the restoration, repair and/or rebuild efforts. This includes securing work area(s) as identified in the Work Authorization, IFB Scope-of-Work &/or under Contractor's control.
16. If the Contractor determines that deviations or modifications (change order or supplemental costs) from the initial Work Authorization or IFB Contract Award are required, Contractor shall submit a written request to SynergyNDS for review and approval prior to start of any additional work not otherwise included in initial Work Authorization or IFB Contract Award. The written request will contain, at a minimum:
  - a. Reason for deviation or modification
  - b. Description of deviation or modification
  - c. Project cost addition or subtraction for deviation or modification
  - d. Estimated time required for deviation or modification.
17. Contractor is NOT responsible for any conditions or activities implemented prior to their performance of work and/or arrival to the job site. During the performance of Contractor's work, if pre-existing damage to the building, structure, system failures or other anomalies is found, Contractor has the responsibility to identify, document and report these deficiencies immediately to SynergyNDS by email notification to [projects@synergynds.com](mailto:projects@synergynds.com). Verbal notification &/or discussion with the onsite Project Manager is encouraged, but not required. Written documentation approved by SynergyNDS must be provided to ensure that pre-existing damages are not the responsibility of the Contractor and to maintain transparency with work performance.
18. Contractor represents that it has adequate and sufficient equipment in good working order and fully trained, licensed personnel capable of safely and efficiently operating such equipment and performing and/or providing (a) restoration &/or repair services work, including, but not limited to labor, supervision, tools, equipment, vehicles, transportation and machinery specific to Work Authorization/IFB Invitation and/or (b) materials, goods, supplies, or other products.
19. Contractor services and scope-of-work will be performed and provided in a good and workmanlike manner with strict adherence to general industry customs and specifications,



completed in a safe manner, and in accordance with all legally required and/or accepted codes and standards. The Services will follow customs and practices of workmanship within Contractor's trade, profession, craft or line of work.

20. Contractor is responsible for submitting all applicable project/contracting documents and progress updates in support of scope-of-work and invoicing to include, but not necessarily limited to any: Architectural Drawings, Work Scope Breakout & Description, Engineering or 3rd Party Reports, Certificates of Insurance, Change Order Requests, Warranty Info/Certificates or any written documentation with SynergyNDS that would otherwise change &/or modify the Work Authorization or IFB Contract.
21. Contractor agrees to provide a workmanship warranty, with a 12-month period of correction from the date that work performed by the Contractor is completed. Contractor will be responsible for remedying any patent or latent defects related to their work performance in accordance with the rules prescribed under Texas Construction Law. For patent defects, SynergyNDS will notify Contractor verbally, or in writing, and Contractor will make a best effort to remedy to the satisfaction of SynergyNDS within 1-5 business days. For latent defects, SynergyNDS will notify Contractor in writing and allow Contractor up to 10 business days to review the defect. SynergyNDS and Contractor will then develop a remediation plan to resolve the latent defect to the satisfaction of SynergyNDS.

**PAYMENT:** Project is managed by SynergyNDS under the TMLIRP Turnkey Recovery<sup>SM</sup> Program. Payments will be made by SynergyNDS directly to the Contractor in accordance with terms & conditions described in the Work Authorization or IFB Contract Award. Qualified contractors may be eligible for an upfront material deposit or progress payments as determined prior to work performance. **Contractor must be registered in the MVP (Managed Vendor Program) whereby required contractor documents must be uploaded to the database. There is annual \$49.95 processing and maintenance fee as part of the initial contractor vetting and background check.**

**PAYMENT TERMS:** Payments will be made after inspection and approval of work by SynergyNDS, TMLIRP Member Building Official &/or TMLIRP Desk Adjuster. Accurate invoices and required project documentation must be submitted to SynergyNDS for project review and/or audit prior to payment. Contractor will provide all applicable product warranty documentation or certification prior to release of final payment. \*Material Deposits &/or Advanced Payments require Contractor to complete online registration in the Managed Vendor Program (MVP).

**INSURANCE & LICENSING SUMMARY:** Before starting work, the Contractor will provide SynergyNDS at minimum, proof of Worker's Compensation and General Liability Insurance. The Contractor must be licensed to do business in the State of Texas, as well as hold whatever specific trade licenses to perform and/or oversee such work in the State of Texas. In some cases, Professional Liability insurance will also be required. SynergyNDS must be named as an additional insured on all liability insurance certificates. Contractor will need to go to [www.synergynds.com/MVP](http://www.synergynds.com/MVP) and complete the initial registration for the Managed Vendor Program (MVP).

**The certificate holder(s) must be noted as:**

Synergy NDS, Inc.  
1400 Sarno Rd, Melbourne, FL 32935

**INSURANCE & LICENSING REQUIREMENTS:** Contractor will be required to upload in the MVP Contractor Profile the following information (when applicable) prior to contract award and eligible material deposits.

- a) Workers Compensation Insurance Certificate for all employees engaged in work at the site, in accordance with State or Territorial Worker's Compensation Laws.
- b) General Liability Insurance Certificate with bodily injury and property damage limits at a combined single limit of at least \$500,000 in order to protect the contractor and SynergyNDS against claims for injury or death of one or more persons.
- c) Automobile Liability Certificate on owned and non-owned motor vehicles used on the site(s), or in connection with the sites, for a combined single limit for bodily injury and property damages of not less than \$500,000.00 per occurrence.
- d) Professional Liability Certificate with \$1,000,000 per occurrence (if applicable).

Contractor will not allow any required insurance coverage to lapse, and will provide SynergyNDS with updated Certificates of Insurance, as necessary. All policies must provide at least thirty (30) days' notice of cancellation will be given to SynergyNDS. All Contractor employees &/or subcontractors are bound by the Insurance Requirement. **Contractor is the sole responsible party for all its Employee &/or Subcontractor infractions, accidents, damages, and all general and professional liability concerns that occur, whether directly or indirectly, as related to Work performed by Contractor or subcontractors under the control of Contractor.**

**CONTRACT IMPLEMENTATION:** Work Authorization or IFB Contract Award will be initiated upon review and comparative analysis of all bids &/or proposals received by SynergyNDS, and in some cases the TMLIRP Member, in accordance with a defined Procurement Process. Notification of Intent-to-Contract with Contractor will be engaged upon written notification by SynergyNDS and contractor signed/returned General Services Agreement Form. Contract-in-Full will be awarded upon receipt by SynergyNDS of all required contracting documentation, including but not limited to:

- a) Performance Bond &/or Payment Bond (when required)
- b) Certificate of General Liability Insurance
- c) Certificate of Auto Insurance
- d) Certificate of Worker's Compensation or Letter of Exemption
- e) Contractor's W-9
- f) State License Documentation

Further description of insurance requirements is listed in the General Services Agreement. No material deposits &/or payments will be made to Contractor until all required documentation has been received.



April 17, 2023

Ryan Knight  
SynergyNDS  
1400 Sarno Road  
Melbourne, FL 32935

**RE: Executive Summary Letter of Recommendation and Scope Specification  
PR172910 - 009074 - Texarkana Community Center  
Vandalism and Subsequent Water Damage Restoration**

Mr. Knight:

Industrial Hygiene Consulting, Corp. (IHC) is pleased to provide you this executive summary letter of recommendation and scope specification for the water damage restoration at the PR172910 - 009074 - Texarkana Community Center property located at 901 Lumpkin Street in Texarkana, TX on April 8, 2023. The following general recommendations are based on the time since the vandalism and initial water loss in March 2023, the current physical conditions present, moisture content readings of finished wall, flooring and related building materials. The following observations were noted during the assessment and more detailed information can be found in the attached field report.

**General Observations**

A visual inspection was conducted in the two one-story semi-connected buildings. Both are metal commercial buildings built on slab foundations. Wood flooring covers the Gym floor, and vinyl floor tiles cover most of the Main Building. Some floor tiles had been removed, and standing water had been cleaned prior to the site inspection.

**Gym**

- Water damage was observed to the wood flooring throughout.
  - Remove and replace the wood flooring throughout. Additionally, any water damaged finished floor underlayment should be assessed once the finished flooring is removed in order to determine if water damage to that

material is present and whether or not it is restorable or should also be removed. This includes any plywood subflooring, wood supports, etc.

### **Kitchen**

- Water damage and mold growth was observed on the lower wood panel and carpet under the small kitchen sink, and on the detached sink base cabinet
  - Remove and replace all water damaged base cabinetry.
  - Remove the lower 2 ft of any water damaged wall materials from behind the removed base cabinets.
  - Remove and replace the vinyl flooring.

### **HVAC Closet in the Storage Room**

- Visual observations indicate water damage and mold growth on the wood base.
  - Remove and replace the wood base and if visual mold growth is present behind the base, remove the lower 2 ft of the wall materials.
  - The storage room sheetrock wall adjoining the Men's bathroom should be removed.
  - Remove and replace the vinyl flooring in the storage room.

### **Men's Restrooms in the Game Room**

- Water damage and fecal contamination from an overflowed toilet were observed on the floors and lower wood wall panels.
  - Remove and replace the the flooring, baseboards, wood wall paneling, the lower 2 ft of any wall materials behind the wall paneling and all water damaged ceiling tiles.
  - Remove and replace the vinyl flooring.

### **Game Room**

- Visual observations indicate water damaged ceiling tiles, and visible mold growth on the air vents.
  - Remove and replace the flooring, baseboards, walls, and all water damaged ceiling tiles.
  - The game room sheetrock wall adjoining the storage room and HVAC closet should be removed.
  - Remove and replace the vinyl flooring.
  - Clean the surface mold growth from the supply air vent louvers.

### Standard of Care

Information provided in this document is based upon current and generally recognized scientific and technical understanding of the issues presented. In addition, some causes may be masked or hidden by conditions or activities in the building. As a result, the conclusions and recommendations do not guarantee that all factors have been identified and that all issues will be resolved if the recommendations are implemented. The conclusions and recommendations made in this document are our professional opinion and are based on the observations made and conditions present at the time of the investigation, discussions with individuals involved, and the results of tests and/or measurements performed. Following or implementing the recommendations does not provide complete protection from future building occupant irritation or possible health consequences that may be caused by indoor environmental conditions. No warranty is implied or intended. The report prepared by Consultant and all written documentation created by Consultant are Consultant's work product and protect by US Copyright law (17 USC 101 et seq). Provided Owner is not in material breach of this Agreement and has paid all amounts due to Owner hereunder, Consultant grants to Owner a perpetual license to use the report.

If you have any additional questions or concerns, please do not hesitate to contact me directly at 866-989-5567, ext 1.

Sincerely,

A handwritten signature in black ink, appearing to read "Slade K. Smith". The signature is written in a cursive style and is positioned above the typed name.

Slade K. Smith, RPIH, AIEH, IICRC Master Restorer  
Industrial Hygiene Consulting, Corp. 866-989-5567

Quest MicroAnalytics  
11052 Shady Trail, Suite 217  
Dallas, Texas 75229

## **Indoor Air Quality Assessment**

**Prepared for:  
AF Environmental**

**Project:  
Beverly Community Center  
901 Lumpkin Street  
Texarkana, Texas 75501**

A handwritten signature in black ink, appearing to read "Ken", is centered on the page. The signature is written in a cursive style with a long, sweeping tail.

TDLR License No. MAC0245, exp. 1/12/24  
Request No. 34646  
April 12, 2023

Quest MicroAnalytics  
11052 Shady Trail, Suite 217  
Dallas, Texas 75229

## **Indoor Air Quality Assessment**

**Beverly Community Center  
901 Lumpkin Street  
Texarkana, Texas 75501**

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Quest MicroAnalytics  
11052 Shady Trail, Suite 217  
Dallas, Texas 75229

**April 12, 2023**

**Request No. 34646**

## **Overview**

Andrew Fiero of AF Environmental retained the services of Quest MicroAnalytics to perform a limited Indoor Air Quality Assessment at the Beverly Community Center located at 901 Lumpkin Street in Texarkana, Texas. The assessment is in response to previous vandal break-ins and suspected mold growth.

Visible mold sampling was performed on April 8, 2023. The results of the sampling were compared to parameters set or recommended by the Texas Department of State Health Services (TDSHS), the Environmental Protection Agency (EPA), the Occupational Safety and Health Administration (OSHA), the American Conference of Governmental Industrial Hygienists (ACGIH), the National Institute for Occupational Safety and Health (NIOSH) and the American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE).

The assessment revealed mold growth on the lower wood panel under the small Kitchen sink, the detached sink base cabinet in the Kitchen, the air vents in the Game Room, and on the wood base under the HVAC units in the HVAC Closet located in the Storage Room.

## **Objective and Scope of the Indoor Air Quality Assessment**

- A.** The objective of this assessment was to examine suspect areas with water damage. This assessment also contains a remediation protocol.
  - 1. Ten air samples were taken, with one outdoor air sample.
  - 2. Four surface samples were taken from suspect areas.



Quest MicroAnalytics  
11052 Shady Trail, Suite 217  
Dallas, Texas 75229

## **I. Method**

### **A. Sampling Equipment**

1. Samples were taken with an Allergenco Air Sampler or on Zefon Air-O-Cell cassettes with a Zefon mini-pump. The Allergenco Air Sampler and the Zefon Air-O-Cell cassettes are both slit impaction methods of collecting air samples. They are designed for the rapid collection of a range of airborne particulates, including fungal spores. The Allergenco Air Sampler and the Zefon mini-pump both sample at  $0.015 \text{ m}^3$  of air per minute (15 liters/minute).
2. The volume of the sample equals the flow rate times the number of minutes the sample was taken. For a 5 minute air sample, the volume is 75 (5 minutes x 15 LPM). For a 10 minute air sample, the volume is 150 (10 min. x 15 LPM).

### **B. Analytical Methodology**

1. Samples are analyzed using phase contrast microscopy at 400-600 magnification. Analysts read and count mold spores down the entire sample trace line measuring 14.4 mm on each sample slide.
2. The counts, as well as relative debris loading and any other pertinent information are recorded onto Airborne Mold Spore Analysis sheets and signed and dated by the analyst.
3. Numbers of each type of mold spore are calculated by multiplying the raw count times the multiplier for spores/cubic meter, depending on the volume of air sampled. For a 75 liter sample, the raw count shall be multiplied by 13.3. For a 150 liter sample, the raw count shall be multiplied by 6.7.
4. This calculation gives a result in spores per cubic meter for each genus of spore detected.
5. NOTE: Excessive particulate debris can mask the presence of fungal spores, thereby reducing counting accuracies. All slides are graded with a debris scale for data qualification.

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### C. Testing and Sample Locations

1. Air and surface samples were collected on April 8, 2023.
2. Samples were taken from the affected areas of the buildings.

### D. Structural Assessment

1. A visual inspection was conducted in the two one-story semi-connected buildings. Both are metal commercial buildings built on slab foundations. Wood flooring covers the Gym floor, and vinyl floor tiles cover most of the Main Building. Some floor tiles had been removed, and standing water had been cleaned prior to Quest's inspection.
  - a. Kitchen – Water damage and mold growth was observed on the lower wood panel and carpet under the small Kitchen sink, and on the detached sink base cabinet.
  - b. HVAC Closet in the Storage Room – Visual observations indicate water damage and mold growth on the wood base.
  - c. Men's Restrooms in the Game Room – Water damage and fecal contamination from an overflowed toilet were observed on the floors and lower wood wall panels.
  - d. Game Room – Visual observations indicate water damaged ceiling tiles, and visible mold growth on the air vents.

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### E. Moisture Readings

<b>Location</b>	<b>Moisture Readings</b>
Main Activity Center Room	9.1 Floor 11.8 Baseboard 8.7 Wall
Office 1	9.5 Floor 11.4 Baseboard 4.9 Wall
Office 2	9.4 Floor 10.6 Baseboard 10.1 Wall
Women's Restroom	8.6 Floor No Baseboard 9.2 Wall
Kitchen	9.7 Floor 10.2 Baseboard 7.7 Wall
Computer Room	9.4 Floor 10.8 Baseboard 10.1 Wall
Game Room	<b>17.6</b> Floor 11.6 Baseboard <b>14.3</b> Wall
Men's Restroom	<b>18.5</b> Floor <b>13.0</b> Door Trim <b>12.9</b> Wall
Storage Room	<b>19.0</b> Floor 6.8 Vinyl Cove Base <b>15.9</b> Wall
Gym	<b>14.5</b> Floor 6.3 Baseboard 7.6 Wall

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## II. Interpretation of Results

- A. Mold spores were identified in the indoor areas where samples were collected. Because of the ubiquity of mold, samples collected from suspect areas need to be evaluated against samples collected from non-suspect areas and from outdoors. The types of mold collected from indoor air should match outdoor air and be present in levels less than outdoors. In this case, indoor air contamination is revealed in the Game Room of this building.
- B. Tape lift surface samples from the Kitchen wood piece under the small sink and detached sink base cabinet revealed high concentrations of *Chaetomium* mold growth. A high concentration of *Aureobasidium* mold growth was revealed on the Game Room air vent, and a high concentration of *Stachybotrys* mold growth was revealed on the HVAC Closet wood floor/base.
- C. The relative humidity readings from the buildings ranged from 45-53%.

## III. Conclusions and Recommendations

- A. Conclusions Based on Data Analysis and Visual Observations
  - 1. This indoor air quality assessment indicated mold growth on the wood piece under the small Kitchen sink, the detached sink base cabinet in the Kitchen, air vents in the Game Room, and HVAC wood base. It is recommended that the wood flooring in the Gym be removed, the flooring, baseboards, walls, and water damaged ceiling tiles in the Game Room and two adjoining Men's Restrooms be removed, and the wood base of the HVAC Closet be removed. All materials containing visible mold growth should be removed to 12 inches beyond visible mold. The detached sink base cabinet in the Kitchen should be removed.
  - 2. Remediation may be performed by a mold remediation contractor certified by the Texas Department of Licensing and Regulation, or by a contractor familiar with mold remediation procedures. There are less than 25 square feet of visible contiguous mold damaged materials that need to be removed from the buildings.

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A handwritten signature in black ink, appearing to read "Ken", is written over a light gray rectangular background.

**B. Remediation Protocol**

1. The following scope of work is recommended to remediate mold damaged building materials:
  - a. The detached sink base cabinet and wood and carpet remnant under the small sink in the Kitchen should be removed. Any affected wallboard behind the wood piece should be removed to 12 inches beyond visible mold.
  - b. The wood HVAC base should be removed.
  - c. The HVAC system should be inspected to locate and repair the cause of excess moisture in the system.
  - d. The HVAC ducts and vents should be cleaned.
  - e. Vinyl flooring should be removed in the Kitchen, Game Room, Storage Room, and two Men's Bathrooms in the Game Room.
  - f. Water damaged ceiling tiles should be removed in the Game Room.
  - g. Smooth surfaces in the Game Room should be damp-wiped.
  - h. Porous surfaces in the Game Room should be HEPA vacuumed.
  - i. Wood panel walls and door trims should be removed in both Men's Restrooms.
  - j. The Storage Room sheetrock wall adjoining the Men's Bathroom should be removed. The Game Room sheetrock wall adjoining the Storage Room and HVAC Closet should be removed.
  - k. Wood flooring should be removed in the Gym.
  - l. Any insulation with mold growth should be removed.
  - m. If any suspect mold is encountered during remediation activities, notify Quest MicroAnalytics for further investigation.

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A handwritten signature in black ink, appearing to read "Khan", is positioned above the second list item.

2. If greater than 25 contiguous square feet of mold damaged materials are discovered during remediation, personnel should be trained in the handling of hazardous materials, specifically, mold contamination, and should be equipped with the following:
  - a. Half-face respirators with HEPA filters shall be used as respiratory protection. Respirators should be approved by the National Institute of Occupational Safety and Health and their use must be in compliance with OSHA regulations.
  - b. Mold impervious disposable head and foot coverings, and a body suit made of a breathable material, such as TYVEK should be used. All gaps, such as those around ankles and wrists, should be sealed.
  - c. Goggles,
  - d. Gloves that extend to the middle of the forearm.
  
3. Containment of the affected area includes:
  - a. If greater than 25 contiguous square feet of mold damaged materials are discovered during remediation, the work area should be contained with double layers of fire-retardant polyethylene sheeting from ceiling to floor around affected area with a slit-entry covering. The areas should be maintained under negative pressure with HEPA filtered fan units exhausted outside the building. All HVAC grills and vents should be covered. All workers should wear appropriate personal protective equipment at all times while removing mold-damaged materials. All relevant OSHA safety regulations should be followed.
  
  - b. Dust-suppression methods, such as misting (not soaking) surfaces prior to remediation are recommended.

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- c. Building materials that are contaminated with mold growth and are not salvageable should be double-bagged using 6-mil polyethylene sheeting. These materials can then be discarded as ordinary construction waste. It is important to package mold-contaminated materials in sealed bags before removal to minimize the dispersion of mold spores. Large items that have heavy mold growth should be covered with polyethylene sheeting and sealed with duct tape before they are removed.
- d. All areas should be left dry and visibly free from contamination and debris. Smooth surfaces should be damp-wiped and porous surfaces should be HEPA vacuumed.
- e. A final clearance should be performed in the building to verify that the underlying cause of the mold identified for the project has been remediated so that it is reasonably certain that the mold will not return from the same cause.
  - 1. The final clearance shall be performed with all containments in place, if used, and prior to build-back.
  - 2. Walls/ceilings or portions of walls/ceilings that have been removed shall not be replaced before final clearance.
  - 3. Air samples shall be taken in areas chosen by the Licensed Mold Assessor during the post remediation assessment.
  - 4. The project shall be considered to have passed final clearance when visual, procedural and analytical methods verify that the mold has been removed. There must be no visible mold, water damage or rotten wood in the work area. For air samples to pass clearance, the types of mold collected from indoor air should match outdoor air and be present in levels less than outdoors.
  - 5. All work shall have been completed in compliance with the remediation protocol and remediation work plan, and must meet clearance criteria specified in the protocol.

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6. Post-remediation assessment shall, to the extent feasible, determine that the underlying cause of the mold has been remediated (if found) so that it is reasonably certain the mold will not return from that remediated cause.

2. These recommendations follow the *Texas Mold Assessment and Remediation Rules*, Publication #2-15, May 2004, and the Environmental Protection Agency's *Mold Remediation in Schools and Commercial Buildings*, EPA 402-K-01-001.

#### **IV. Conditions and Limitations**

The results of Quest MicroAnalytics inspection, sampling and testing processes represent conditions existent on April 8, 2023. Quest's inspection was non-destructive, and any changes in parameters could directly affect the results obtained. Quest reserves the right to amend this report as necessary.

This report is confidential and intended for the sole use of AF Environmental. No part of this report may be copied or published online without the express written consent of QUEST MicroAnalytics.

R. Jaber, Texas Department of Licensing and Regulation  
License No. MAC0245, exp. 01/12/24



#### **VI. Appendix A Reports of Analytical Results**



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## **Appendix A**

### **Reports of Analytical Results**

# Texarkana Community Center Photographic Documentation

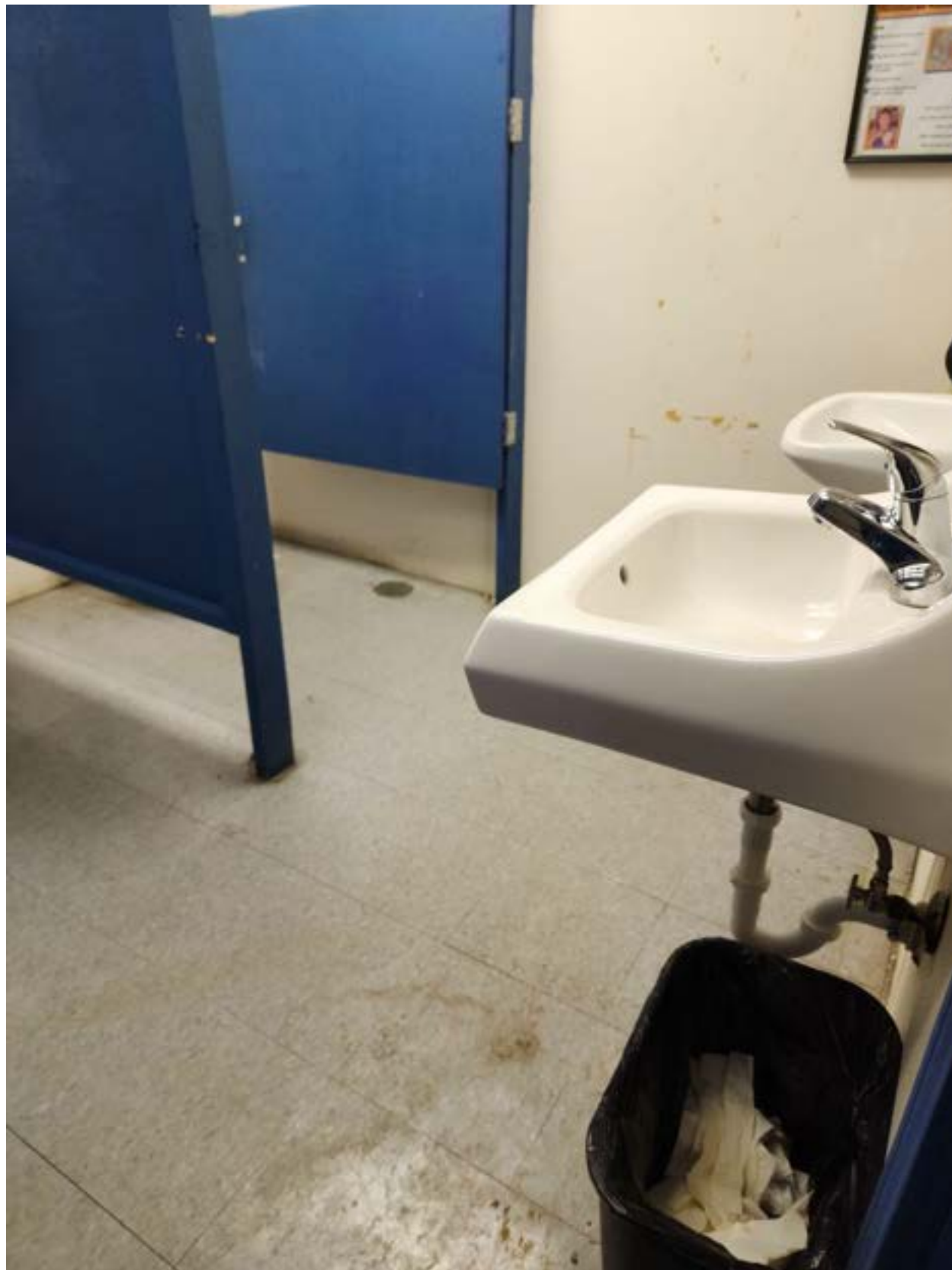
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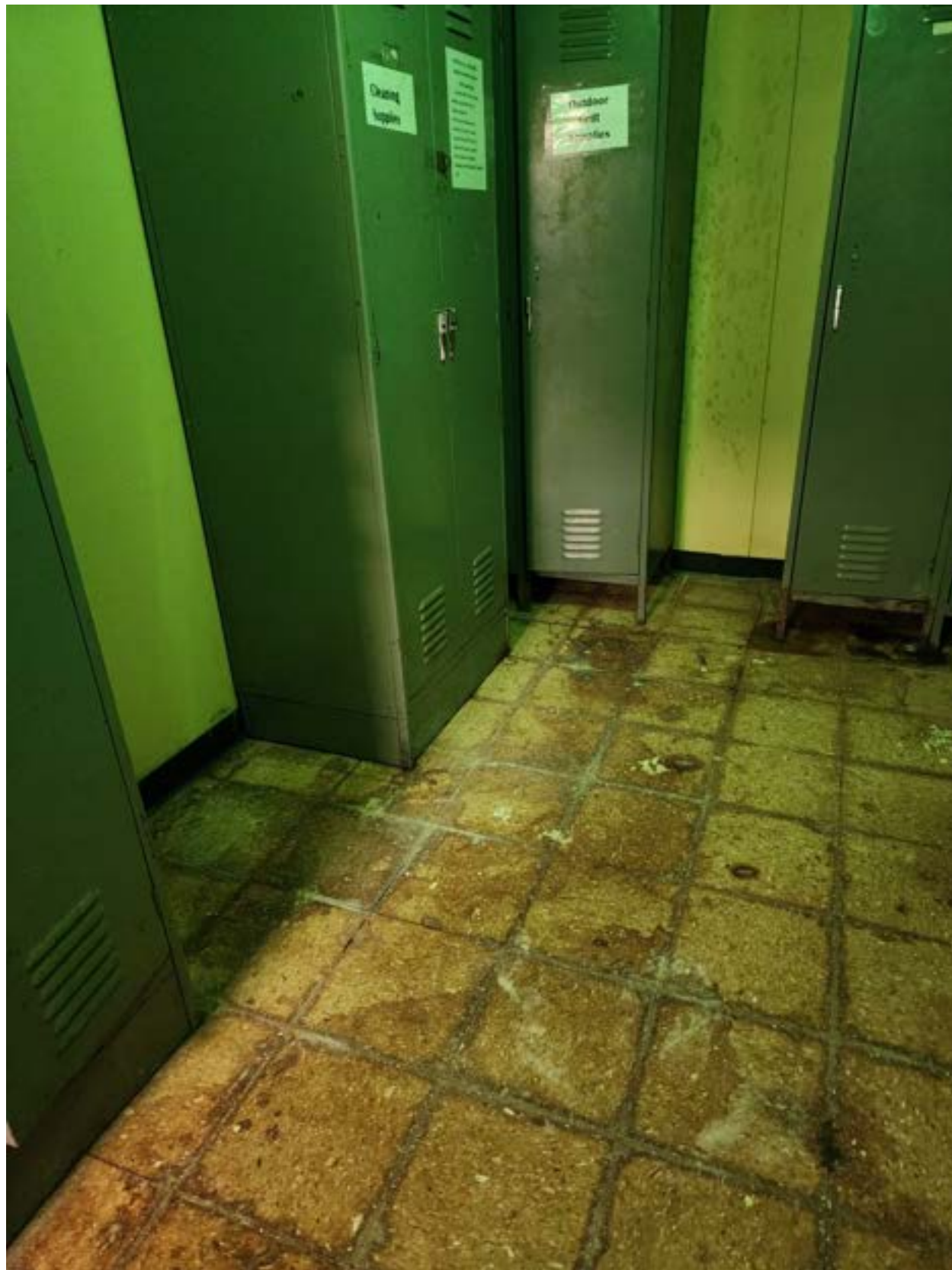
















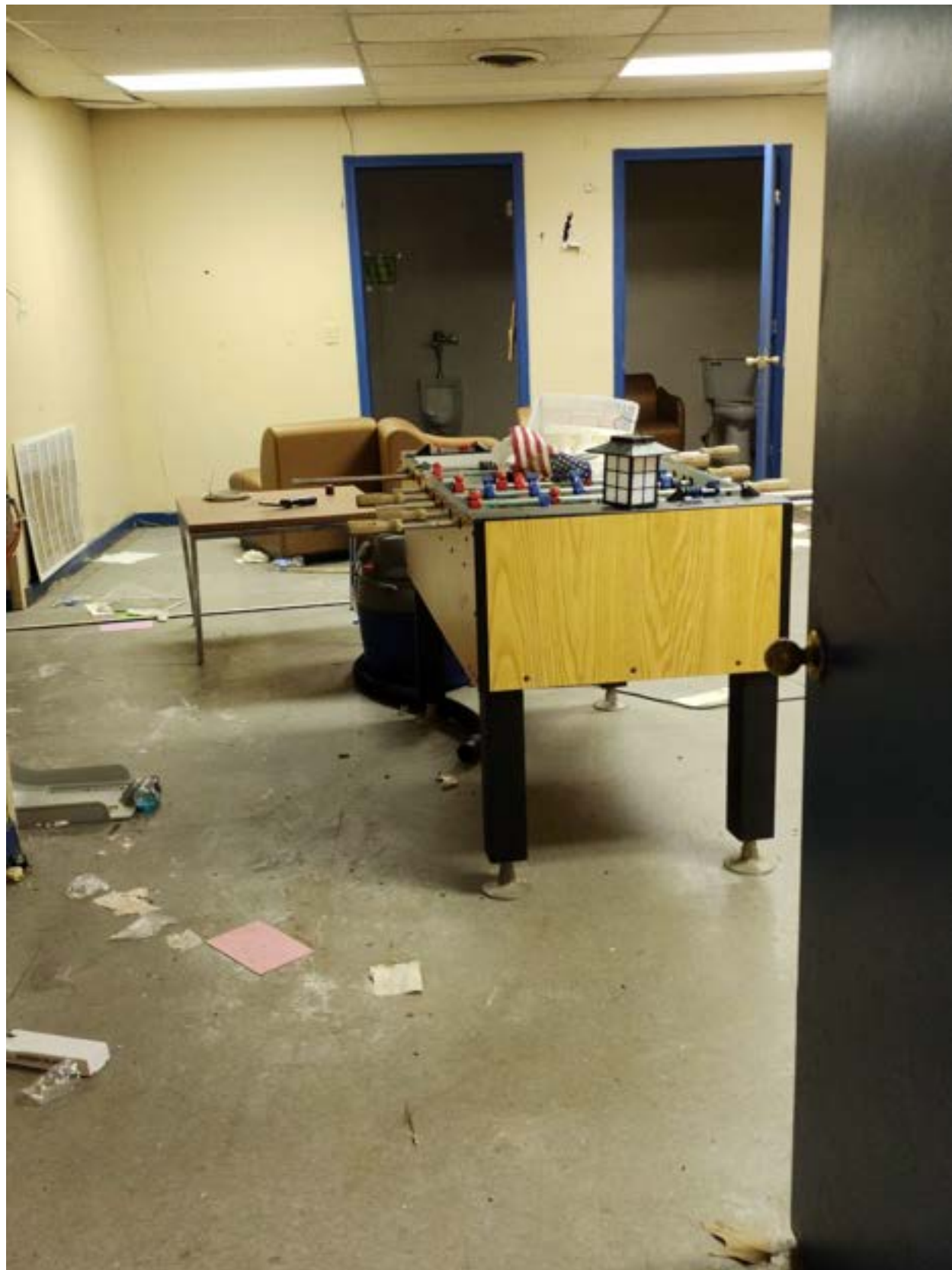


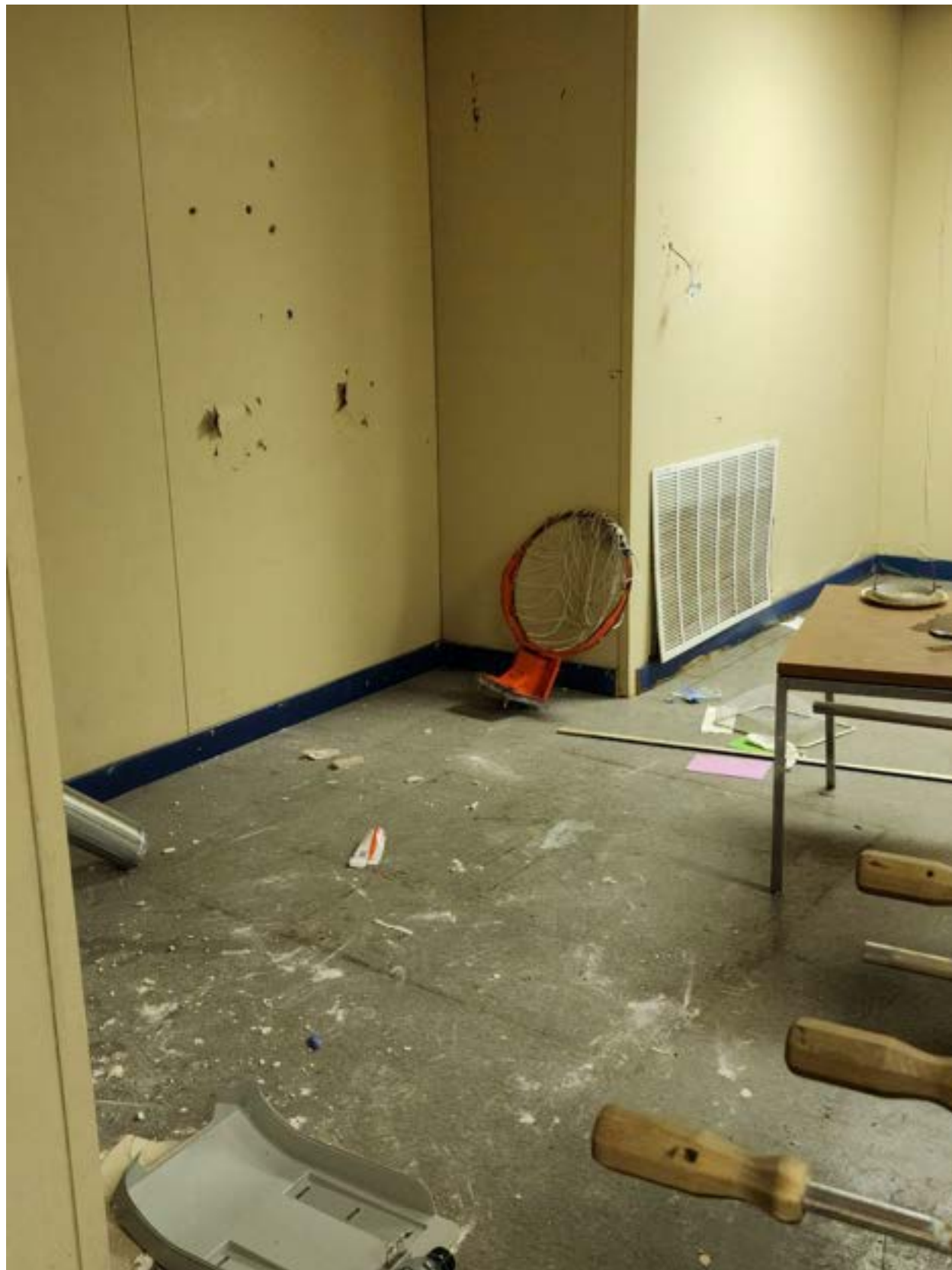
















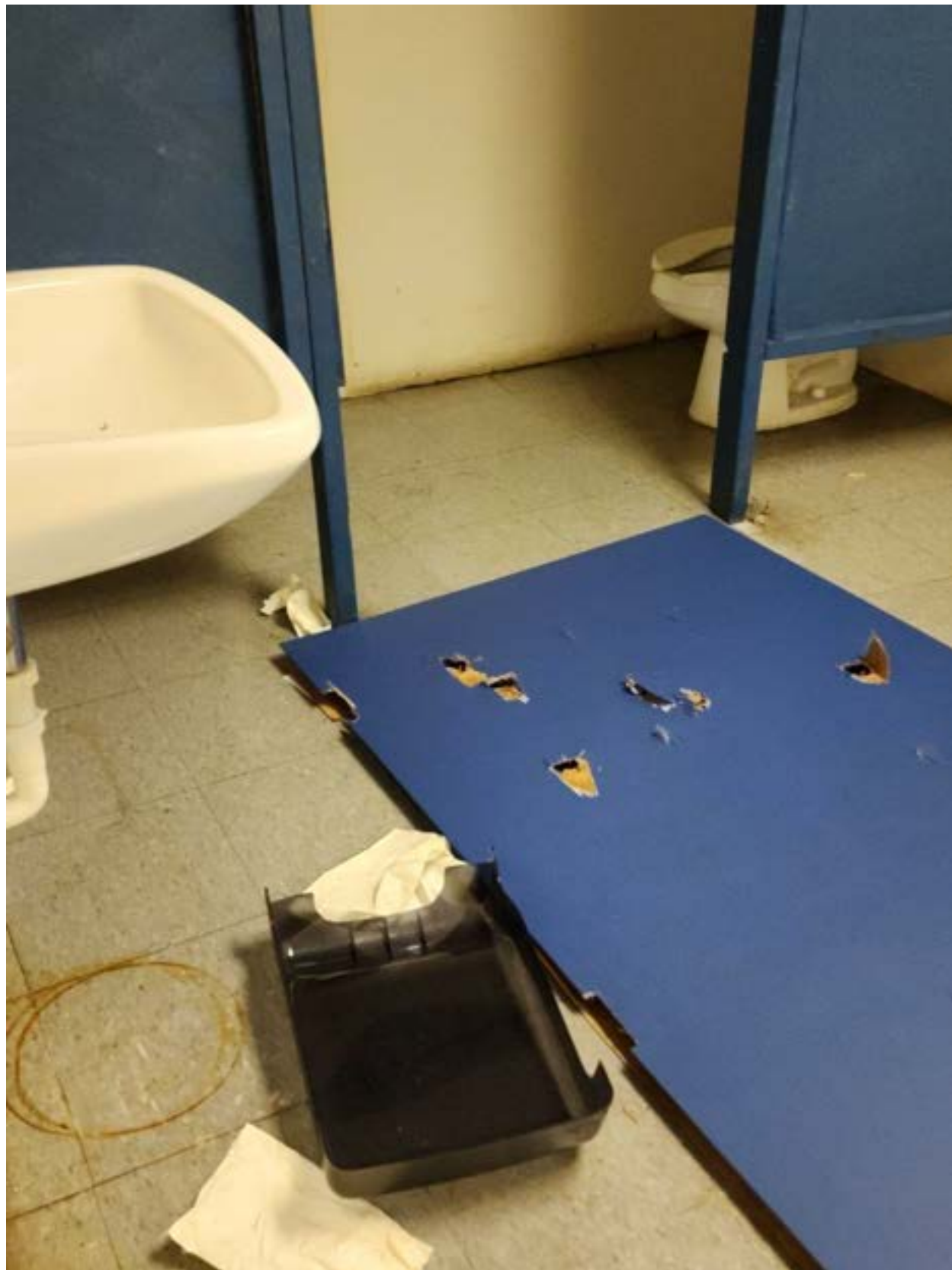


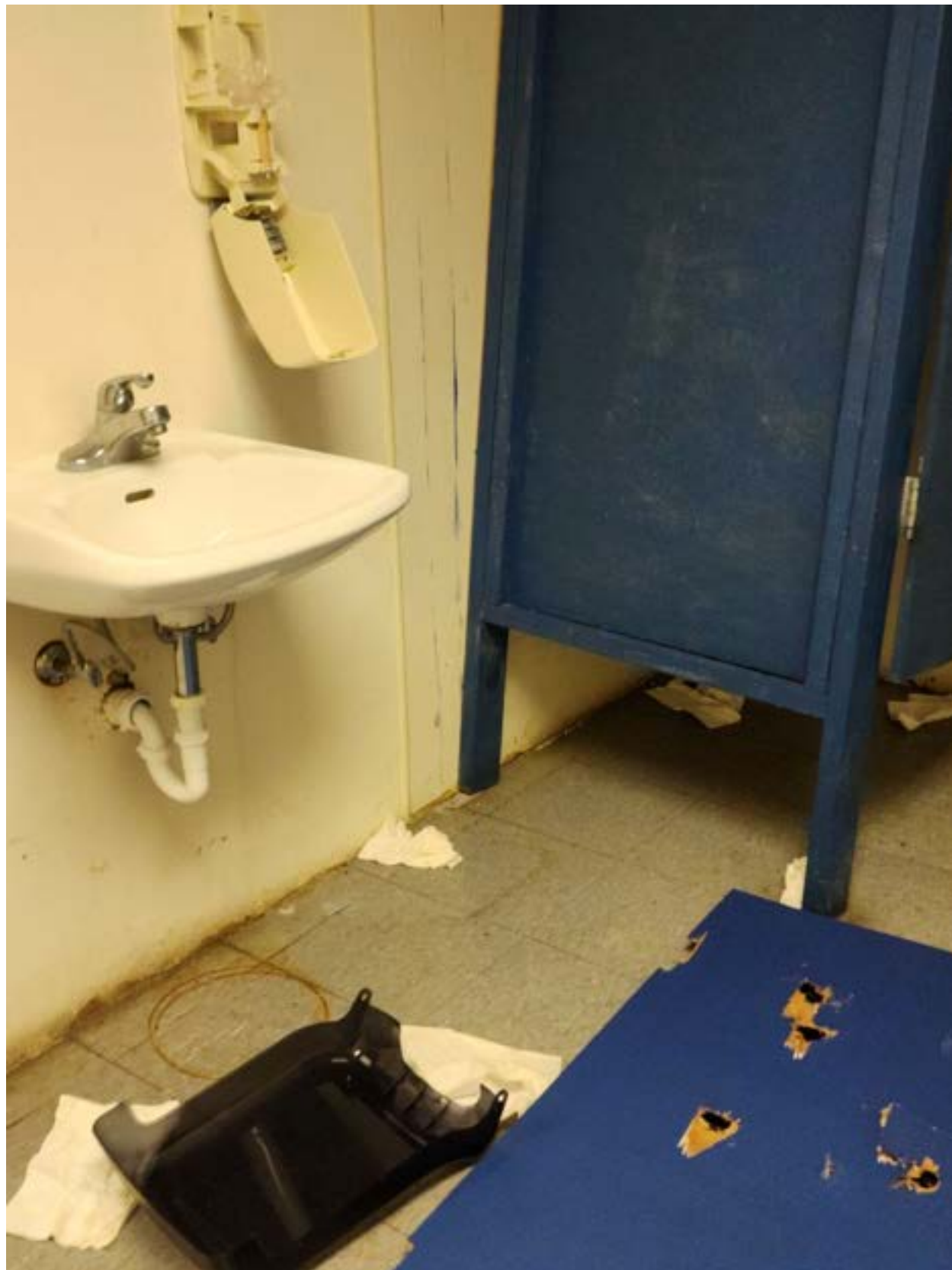














































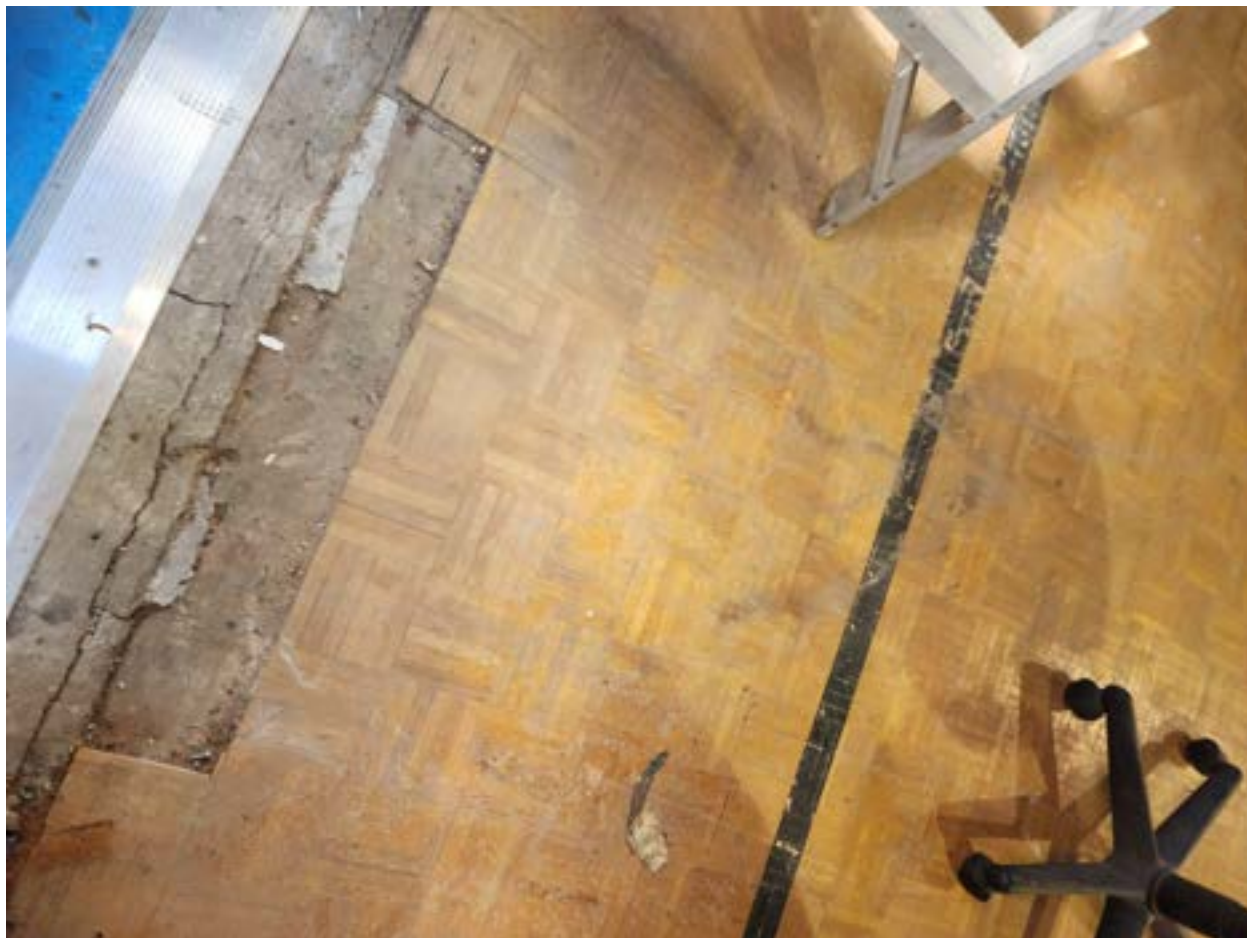




















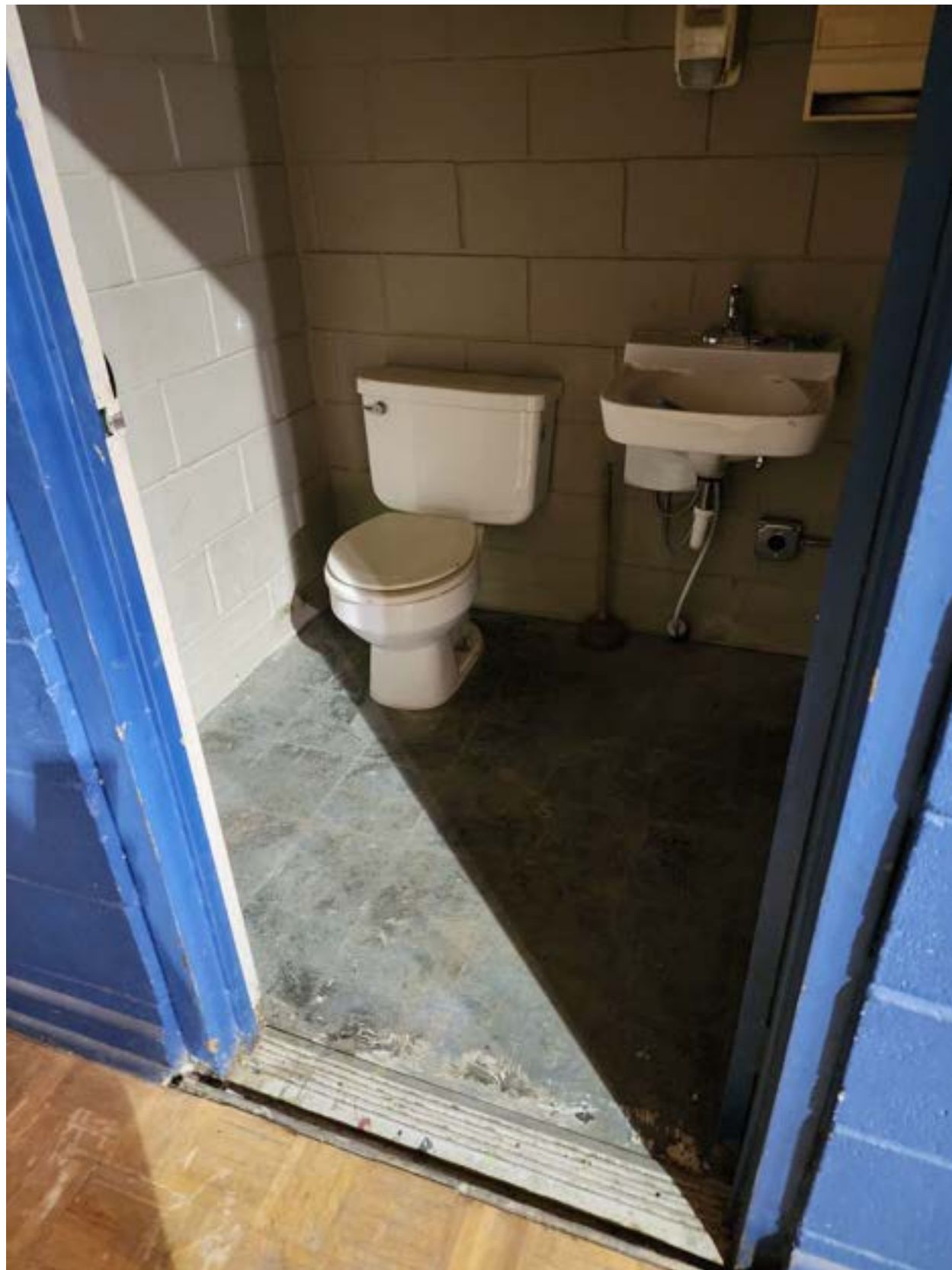


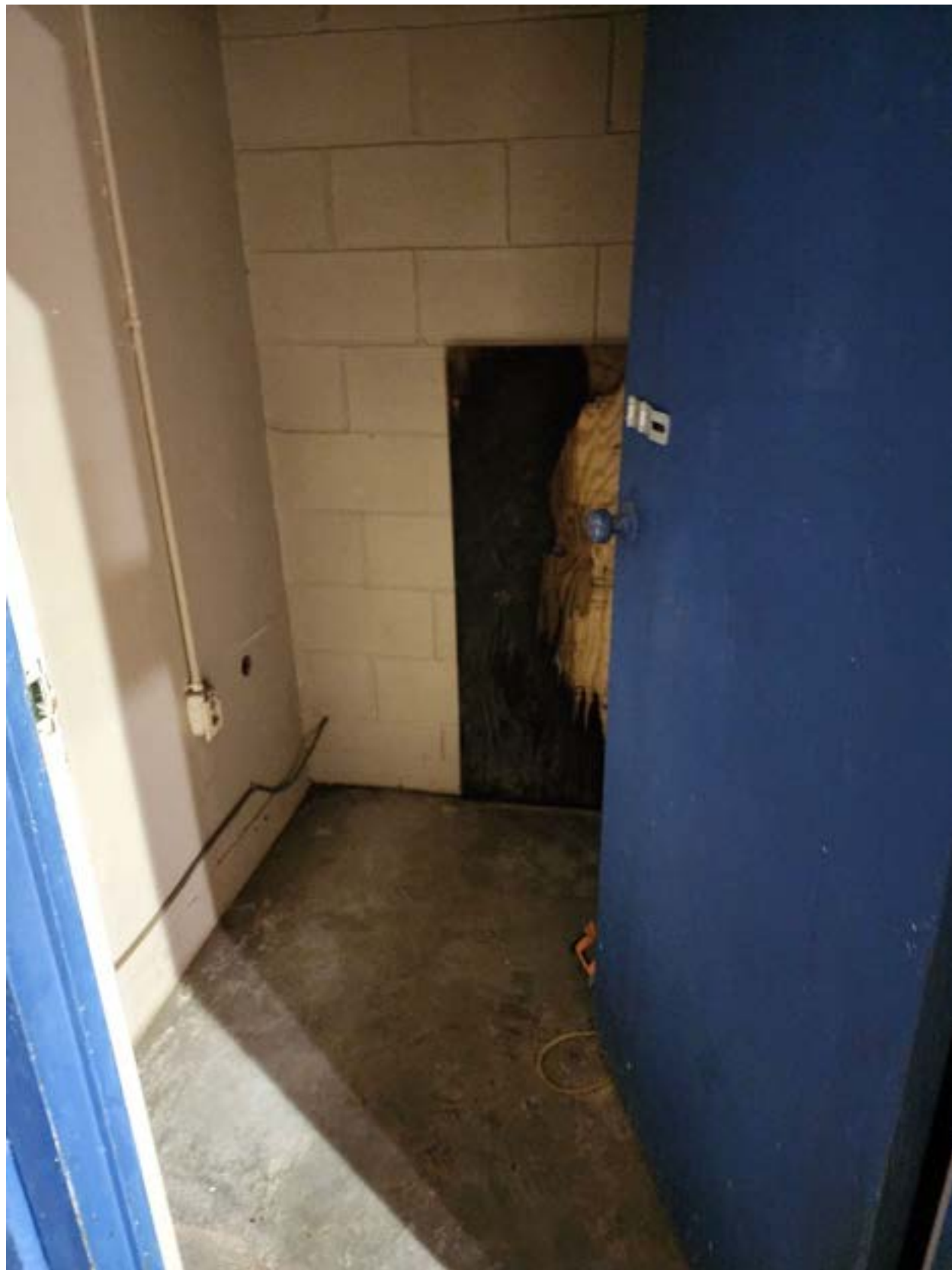




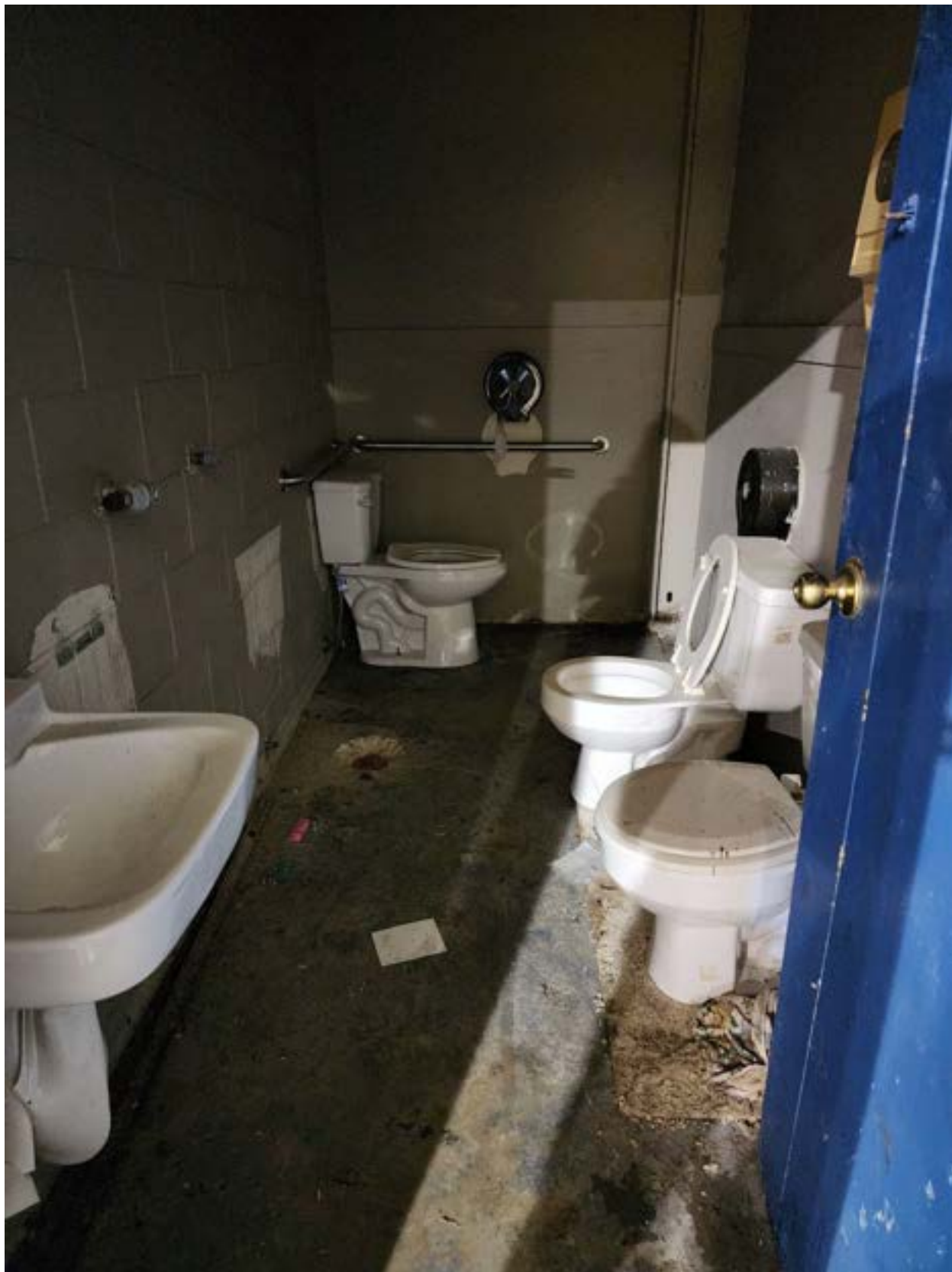




























Dallas, Texas 75220-1229

Tel 214.351.4441

# AIRBORNE MOLD REPORT

TDSHS License No.LAB0135

**Client:** AF Environmental  
**Project:** Beverly Community Center  
 901 Lumpkin Street, Texarkana, Texas 75501

**Request No.:** 34646A  
**Report Date :** 4/12/2023  
**Sample Date:** 4/8/2023  
**Date Received:** 4/8/2023

Sample No.	A1	A2	A3	A4
<b>Location</b>	Activity Center Main Room	Staff Office 1	Staff Office 2	Women's Restroom
<b>Volume(liters)</b>	75	75	75	75
<b>Debris Rank(0-5)</b>	2	1	1	2
<b>Total Spores/ m<sup>3</sup></b>	241	40	13	133

Spore Type	Spores/m <sup>3</sup>	Spores/m <sup>3</sup>	Spores/m <sup>3</sup>	Spores/m <sup>3</sup>
Alternaria	27			
Ascospores				
Aspergillus/Penicillium	94	13		80
Aureobasidium				
Basidiospores				
Bipolaris/Dreschlera	13			
Chaetomium				
Cladosporium	67	27	13	40
Curvularia				
Epicoccum				
Fusarium				
Mucor				
Nigrospora				
Pithomyces				
Rusts				
Smuts/Myxomycetes				
Stachybotrys				
Stemphyllium	40			13
Torula				

These results relate only to the sample(s) submitted. Sample(s) were received in acceptable condition unless stated otherwise on this report. This laboratory is not responsible for total particulate/spore concentrations which are dependent on non-laboratory personnel sample collection. Debris rating is an indication of non-fungal spores present on the trace and is graded on a scale of 0-5, with 5 indicating the most debris. There is no current data supporting a critical or threshold exposure limit to fungal aeroallergens.

Approved signatory:



Dallas, Texas 75220-1229

Tel 214.351.4441

# AIRBORNE MOLD REPORT

TDSHS License No.LAB0135

**Client:** AF Environmental  
**Project:** Beverly Community Center  
 901 Lumpkin Street, Texarkana, Texas 75501

**Request No.:** 34646A  
**Report Date :** 4/12/2023  
**Sample Date:** 4/8/2023  
**Date Received:** 4/8/2023

Sample No.	A5	A5	A7	A8
<b>Location</b>	Kitchen	Computer Lab	Game Room	Storage Room (Containing HVAC Closet)
<b>Volume(liters)</b>	75	75	75	75
<b>Debris Rank(0-5)</b>	2	1	2	2
<b>Total Spores/ m<sup>3</sup></b>	201	53	696	268

Spore Type	Spores/m <sup>3</sup>	Spores/m <sup>3</sup>	Spores/m <sup>3</sup>	Spores/m <sup>3</sup>
Alternaria	13		13	
Ascospores				
Aspergillus/Penicillium	107	40	174	228
Aureobasidium			456	
Basidiospores				
Bipolaris/Dreschlera				
Chaetomium				
Cladosporium	54	13	40	27
Curvularia				
Epicoccum				
Fusarium				
Mucor				
Nigrospora				
Pithomyces				
Rusts				
Smuts/Myxomycetes				
Stachybotrys				
Stemphyllium	27		13	13
Torula				

These results relate only to the sample(s) submitted. Sample(s) were received in acceptable condition unless stated otherwise on this report. This laboratory is not responsible for total particulate/spore concentrations which are dependent on non-laboratory personnel sample collection. Debris rating is an indication of non-fungal spores present on the trace and is graded on a scale of 0-5, with 5 indicating the most debris. There is no current data supporting a critical or threshold exposure limit to fungal aeroallergens.

Approved signatory:



Dallas, Texas 75220-1229

Tel 214.351.4441

# AIRBORNE MOLD REPORT

TDSHS License No.LAB0135

**Client:** AF Environmental  
**Project:** Beverly Community Center  
 901 Lumpkin Street, Texarkana, Texas 75501

**Request No.:** 34646A  
**Report Date :** 4/12/2023  
**Sample Date:** 4/8/2023  
**Date Received:** 4/8/2023

Sample No.	A9	A10	A11	
<b>Location</b>	Men's Restroom	Gym	Outside	
<b>Volume(liters)</b>	75	75	75	
<b>Debris Rank(0-5)</b>	2	1		
<b>Total Spores/ m<sup>3</sup></b>	509	147	950	
Spore Type	Spores/m <sup>3</sup>	Spores/m <sup>3</sup>	Spores/m <sup>3</sup>	Spores/m <sup>3</sup>
Alternaria	40	13	80	
Ascospores				
Aspergillus/Penicillium	281	67	375	
Aureobasidium				
Basidiospores				
Bipolaris/Dreschlera			94	
Chaetomium				
Cladosporium	134	40	214	
Curvularia			54	
Epicoccum				
Fusarium				
Mucor				
Nigrospora			13	
Pithomyces				
Rusts			13	
Smuts/Myxomycetes				
Stachybotrys				
Stemphyllium	54	27	107	
Torula				

These results relate only to the sample(s) submitted. Sample(s) were received in acceptable condition unless stated otherwise on this report. This laboratory is not responsible for total particulate/spore concentrations which are dependent on non-laboratory personnel sample collection. Debris rating is an indication of non-fungal spores present on the trace and is graded on a scale of 0-5, with 5 indicating the most debris. There is no current data supporting a critical or threshold exposure limit to fungal aeroallergens.

Approved signatory:



Dallas, Texas 75220-1229

Tel 214.351.4441 Fax 214.351.4487

# SURFACE SAMPLE MOLD REPORT

TDSHS License No.LAB0135

**Client:** AF Environmental  
**Project:** Beverly Community Center  
 901 Lumpkin Street, Texarkana, Texas 75501

**Request No.:** 34646B  
**Report Date :** 4/12/2023  
**Sample Date:** 4/8/2023

Sample No.	T1	T2	T3	T4
<b>Location</b>	Kitchen, Wood Panel under Sink	Game Room, Air Vent	HVAC Closet, Wood Base	Detached Sink Base Cabinet in Kitchen
<b>Sample Type</b>	Tape Lift	Tape Lift	Tape Lift	Tape Lift
Spore Type	Concentration	Concentration	Concentration	Concentration
Alternaria				
Ascospores				
Aspergillus/Penicillium				
Aureobasidium		High		
Bipolaris/Dreschlera				
Cercospora				
Chaetomium	High			High
Cladosporium				
Curvularia				
Epicoccum				
Fusarium				
Mucor				
Oidium/Erysiphia				
Pithomyces				
Rusts				
Smuts/Myxomycetes				
Stachybotrys			High	
Stemphyllium				
Torula				

These results relate only to the sample(s) submitted. Sample(s) were received in acceptable condition unless stated otherwise on this report. Concentrations are: Trace 1-10 spores, Low 11-100 spores, Moderate 101-1,000 spores and High >1,000 spores present.

Approved signatory: