

September 22, 2020

TO Amanda Benitez
Benefits Manager
Alvord Unified School District

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Phone: 951-509-5083

FROM Michelle Rosales, MPH, CIH
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RE **Proposal for Indoor Environmental Quality (IEQ) Assessment, Alvord High School
(FACS# PJ60425)**

Forensic Analytical Consulting Services (FACS) is pleased to present this proposal to provide environmental health consulting services to Alvord Unified School District ("Client") for an indoor environmental quality (IEQ) investigation of selected area at Alvord High School located 3606 Pierce Street Riverside, CA.

Client Objectives

It is the understanding of FACS that some occupants in the subject area have expressed concerns regarding indoor environmental quality and that you would like FACS to interface with occupants, assess site conditions, and recommend corrective actions in an effort to resolve concerns.

Scope of Work

Subject to the attached terms and conditions, rates and the other provisions of this proposal, FACS will provide the following services:

1. **Review history and existing data.** Discuss the history of the issue and related actions with client representatives and review past environmental reports, work orders and other documentation relating to the subject concerns.
2. **Conduct a site inspection.** Perform a visual assessment to characterize conditions and attempt to identify potential causes and solutions to IEQ concerns. FACS will inspect the subject spaces and other relevant surrounding areas, as well as observation of accessible areas of the mechanical equipment serving the subject areas as feasible. FACS requests that the appropriate staff be available to assist in providing access for inspection of the HVAC components.
3. **Perform environmental sampling.** Collect environmental sampling data (e.g., air/surface particles, carbon dioxide, temperature, humidity, VOCs) if warranted in order to further characterize and assess conditions. An allowance of \$450 for sampling and analytical costs is included at this time and may be modified (with client approval) based on conditions found during the site inspection. FACS will communicate any significant changes in this allowance pending development of the specific sampling plan.
4. **Analysis and report generation.** Evaluate collected data and prepare a written report of findings, potential explanations for concerns and recommendations for further assessment or corrective actions.

5. Quality Assurance/Quality Control

- a. FACS maintains a stringent QA/QC program in order to ensure the continued delivery of accurate and contextually appropriate technical data and solutions to our clientele and community. FACS practices are developed under the guidance of subject and industry sector practice groups consisting of FACS's leading subject matter experts. Technical oversight, including review of the scope of work and all work product, is provided on all projects by team members whom have demonstrated proficiency in the pertinent subject matter per FACS's QA/QC program.
- b. Work will be conducted under the oversight of a Certified Industrial Hygienist (CIH).

6. Additional items.

- a. FACS will engage in communication, coordination and research activities as required in order to complete the above scope of work.
- b. During the course of the project, conditions may arise that significantly change the scope of work or cost (e.g., stakeholder meetings, further inspection/sampling, recommendation follow-up). Any changes to the scope of work or cost will be communicated and agreed to by FACS and Client before additional work is performed. The additional amount will be added to the original project cost.
- c. For projects that will exceed 30 days in length, FACS reserves the right to invoice for any work done within that month.
- d. Cost based on a standard laboratory turnaround time of 3-5 business days.

Cost

The project will be charged on a fixed fee basis according to the attached Fee Schedule (Attachment A).
Total cost to be \$3185.

Limitations

The proposed scope of work is limited to the conditions and practices observed and information made available to FACS. The methods, conclusions, and recommendations proposed are based on FACS' judgment, experience and the standard of practice for professional service. They are subject to the limitations and variability inherent in the methodology employed. As with all environmental investigations, the proposed work is limited to the defined scope and does not purport to set forth all hazards, nor indicate that other hazards do not exist.

This proposal is valid for a period of 60 days from the date of the proposal.

Please contact me if you have any questions regarding the information provided. If this proposal is acceptable, please sign below and return to our office (see above). Thank you again for your time and consideration and the opportunity to assist in maintaining a healthful environment.

Respectfully,
FORENSIC ANALYTICAL



Michelle Rosales, MPH, CIH

Attachment A: Fee Schedule (CA2020)
Attachment B: Terms & Conditions

ACCEPTANCE

**Proposal #:
PJ60425**

**Proposal for Indoor Environmental Quality (IEQ) Assessment,
Alvord High School**

The terms and conditions set forth in the above proposal, Fee Schedule (Attachment A) and General Terms and Conditions (Attachment B) are hereby accepted.

Signature: _____ **Date:** _____

Print Name: _____ **PO#:** _____

Title: _____

ATTACHMENT A
FEE SCHEDULE

LABOR RATES

DESIGNATION	HOURLY RATE
Senior CIH	\$295
CIH/Principal Scientist	\$265
Professional Geologist	\$265
Senior Project Manager	\$210
Project Manager	\$165
Project Specialist	\$135
Senior Technician	\$135
Technician	\$120
Project Coordinator	\$120
Administrative Support	\$95

Right People.

Right Perspective.

Right Now.



LABORATORY ANALYTICAL RATES (PER SAMPLE)

ANALYSIS	TURNAROUND TIME*					
MICROBIOLOGY	Same Day	1 Day	2 Days	3 Days	4 Days	>7 Days
Non-Viable Air	\$175	\$140	\$125	\$75		
Non-Viable Bulk	\$125	\$115	\$75	\$55		
Total Coliform & E. Coli (MUG)		\$160	\$125	\$90		
Legionella Viable Culture						\$175
ASBESTOS	Same Day	1 Day	2 Days	3 Days	4 Days	5 Days
PCM (air)	\$24	\$22	\$20	\$18	\$16	\$14
PLM (bulk)	\$35	\$32	\$28	\$25	\$22	\$20
TEM (air)	\$280	\$200	\$175	\$150	\$125	\$100
Point Count – 400	\$125	\$100	\$90	\$80	\$75	\$70
Point Count – 1000/Gravimetry	\$250	\$200	\$180	\$160	\$150	\$140
OTHER	Same Day	1 Day	2 Days	3 Days	4 Days	5 Days
Lead – Atomic Absorption	\$60	\$50	\$40	\$30	\$25	\$20
Particle ID – Wildfire Smoke	\$400	\$300	\$225	\$175	\$150	\$125

*Turnaround time = total business days to receive laboratory results after sample submission

MISCELLANEOUS

Mileage: Cost plus 15%
Reimbursables: Cost plus 15%
Equipment and Consumables: Cost plus 15%
Off-Hours Lab Opening Fee: \$400

Deposition/Testimony: Labor Rate x 1.5
Emergency Response: Labor Rate x 2
Overtime: Labor Rate x 1.5

2020 CA Fee Schedule

Please contact us for a complete list of services.

Right People. **Right** Perspective. **Right** Now.

ATTACHMENT B

GENERAL TERMS AND CONDITIONS

ALL ORDERS FOR GOODS AND/OR SERVICES SET FORTH IN FORENSIC ANALYTICAL CONSULTING SERVICES, INC.'S SCOPE OF WORK (THE "SERVICES") SHALL BE COVERED BY THE FOLLOWING EXPRESS TERMS AND CONDITIONS WHICH SHALL CONSTITUTE THE ENTIRE CONTRACT (THE "CONTRACT") BETWEEN FORENSIC ANALYTICAL CONSULTING SERVICES, INC. ("FACS") AND THE CLIENT ("CLIENT").

- 1. TERMS AND CONDITIONS.** All terms and conditions relating to the rendering of services or the sale of goods by FACS are set forth herein. The Contract contains the final and complete agreement between the parties and there are no representations or warranties, expressed or implied, with respect to services or goods, except as specifically set forth herein. No waiver by FACS of any default shall be deemed a waiver of any subsequent default. Failure of FACS to object to provisions contained in any order or other communication from the Client shall not be construed as a waiver of any right or remedy of FACS hereunder, nor an acceptance of any such provisions.
- 2. INDEMNIFICATION.** The Client waives any claim against FACS, and agrees to defend, indemnify and hold FACS harmless from any claim or liability for injury or loss, including all attorney fees and defense costs, arising or allegedly arising from or in any way connected with FACS's services under this Contract, except where such claim or liability is caused by the gross negligence or willful misconduct of FACS. The Client also agrees to defend, indemnify and hold FACS harmless from any claim or liability, injury or loss, including all attorney fees and defense costs, arising in whole or in part from the negligent act or omission, and/or strict liability of the Client or anyone directly or indirectly employed by the Client. FACS does not guarantee the completion of performance of contracts by third parties, nor is it responsible for their acts or omissions, nor for the safety of any workplace other than FACS's premises.
- 3. COMPENSATION.** Unless stated otherwise in a Letter of Agreement between FACS and the Client, the compensation for services will be billed in accordance with the agreed upon rates, subject to change upon notification. Time spent in traveling, when in the interest of the project, will be charged to the Client. Reimbursable expenses will be charged at cost plus 15%.
- 4. PAYMENT TERMS.** Payment terms are net 15 days unless special written arrangements have been made. FACS may, at any time, suspend performance of any service, withhold written reports or require payment in cash, security or other adequate assurance satisfactory to FACS when, in FACS's opinion, the financial condition of Client or other grounds for insecurity warrant such action. FACS reserves the right to assess late charges on accounts past due at a rate of 18% per annum. Any attorney fees or other costs incurred in collecting any delinquent amount shall be paid by the Client.

For projects that will exceed 30 days in length, FACS reserves the right to invoice for any work done within that month.

- 5. TAXES.** All sales taxes or use taxes, whether now existing or hereinafter imposed or modified, or taxes or duties of any nature whatsoever which may be assessed, shall be paid by the Client. In the event FACS is required to pay any such tax, the Client shall reimburse FACS therefore on demand. In lieu of such payment, the Client shall provide FACS at the time the order is submitted with exemption certificates or other documents acceptable to taxing or customs authorities.
- 6. CREDIT.** This contract is given and accepted subject to FACS's approval of the Client's credit, determinable at any time and from time to time by FACS in its sole judgment, affecting the whole or any unfulfilled portion of this contract.
- 7. LEGAL ENFORCEMENT OF GENERAL CONDITIONS.** If any portion of this Contract is found to be unenforceable, the remaining portions of the Contract shall remain in effect and enforced.
- 8. MODIFICATION OF AGREEMENT.** The foregoing conditions may be modified only by written agreement and signed by duly authorized representative of FACS and the Client.