**A.** **Contacts**:

**Lessor** – Piedmont Office Realty Trust:

Ryan Traynor (mobile) 978 729-0333

Main Office: 781 365-1472

**Cleaning Company** – BMS CAT:

Nick Alsis 978 831-9728

<https://www.bmscat.com/>

**Lessee** - SAO:

Christopher Eagan 617 998-0606

**B.** **Plan for HAZMAT Cleaning:**

Background

1.       BMS CAT Contact Information

a. Nick Alsis

b. nalsis@bmsmanagement.com

c. Mobile: 978.831.9728

d. 24-HOUR EMERGENCY RESPONSE: 877.730.1948

2.       Scope of Work

a. An initial scope of work based upon the 3/25 site visit is attached. This assumes…

i. Cleaning the control, mission planning, action, GOT room, entrances and walkways, common areas and public gathering spaces, bathrooms, breakroom, and ASVT (scope TBD)

ii. 6-person cleaning crew running one 12-hour shift

b. Pricing

i.  “All BMS remediation costs will be tracked and billed on a Time and Materials basis in accordance with the AIG Rate Schedule. The Smithsonian and/or their representative will receive a copy of all documentation for review and verification purposes.”

 ii. “Remediation of the damages estimated in the scope of work is anticipated to cost $12,500”

c. The actual scope will depend upon the actual circumstances (who was infected and where did they go and not go) and upon other rooms that may require cleaning. These include…

  i.      Library, training room, computer room, SNOC, mail stop, supplies area

  ii.      Establishing preventative measures in the library to reduce the scope of cleaning

1. Ryan indicated that library preventative measures can be coordinated and paid via their BMS CAT contract as well

d. Nick stated that a fuller OCC cleaning may cost $25,000 and require more time

e. BMS CAT expected response time: 90 min to 24 hours. BMS CAT staffs 24x7

f. BMS CAT will perform work under their existing national contract with Piedmont

3.       Coordination and Payment

a. Kris and Chris contact Ryan when service is necessary.

b. Ryan reaches out to BMS CAT and includes Kris and Chris contact on the email

 c. Nick, Kris, and Chris determine to the full scope of services and rates

i. Need to confirm scope with Paul Viens and Adam Frye

d. Chris approves the costs and tells Ryan to release the contractor

e. Kris and Chris coordinate access and oversee the work

* 1. Once completed, Chris reviews the invoice and approve it for payment by Piedmont
	2. Piedmont notifies Smithsonian of the invoice amount
	3. Smithsonian pays Piedmont

# C. Two Level Cleaning Service:

Protocol 1: Preventative Measures

* + - Cleaning touch points only
		- $2 per s/f

Protocol 2: For Confirmed or Suspected cases within SAO office community

* + - Pathogen cleaning all hard surfaces 8-feet and below within each area
		- $4 per s/f

\*\* Invoice based on time and material used and price off of a GSA rate schedule

**See attachment for details**