SCOPE OF WORK

CLEARING & SECURING REAL PROPERTY

I. RESPONSIBILITIES OF CONTRACTOR

The responsibilities and overall general services that Contractor shall provide at sites requested by the City include, but shall not be limited to the following:

A. Clearing Services.

1. Light duty clearing services shall consist of, but may not be limited to, yard cleaning and general maintenance, and include the use of shovels rakes, and/or other similar tools. These services are generally performed during summer months as-needed.

2. Medium duty clearing services shall consist of, but may not be limited to, removal of garbage, refuse, trash, rubbish, debris from yard and general maintenance, and discarded materials, as defined by City ordinances. These services may require the use of chainsaws, larger hand tools, and possibly heavy equipment such as tractors.

3. Heavy-duty clearing services include, but may not be limited to, the cleanup of abandoned properties with significant accumulations of yard debris and discarded materials, as well as the demolition and removal of accessory buildings. Additional requirements for accessory building removal are provided in Section B below.

4. Contractor shall not move, or dispose of, any hazardous waste material on any job site (i.e. solvents, chemicals, asbestos). Contractor shall immediately contact City's Senior Environmental Advisor and report any hazardous waste material or materials that may be potentially hazardous waste material.

B. Demolition: Removal of Accessory Buildings (heavy duty labor)

1. Remove structures such as sheds, garages, chicken coops, and storage structures. Contractor shall remove foundations and fill in any depressions or holes in the ground that would represent a hazard to public safety.

2. Remove all materials and debris from the demolished structure(s) and dispose of all such materials in a manner that meets all legal requirements.

3. Dispose of all debris at an approved City/County landfill. Contractor shall provide City with receipts from said landfills with invoices. Debris hauled as

a result of this contract shall not be combined with any other debris before being weighed and recorded by an approved landfill.

C. Securing Buildings – Residential and Commercial.

All buildings to be temporarily secured shall be boarded in the following manner:

1. Unless specified otherwise by a City designee, all openings in the structure on the ground floor, or easily accessible from the ground floor, shall be secured either by erecting a single one-half (1/2) inch thick layer of exterior grade plywood sheathing covering over all exterior openings, overlapping the opening on every edge by three (3) inches, nailed along the edges by galvanized eight- penny common nails spaced every six inches (6"). Detailed drawings on how to secure openings are provided in Section II. Drawings attached hereto.

2. As directed, Contractor shall secure openings by conventional wood frame construction. The frames shall use wood studs of a nominal size not less than two inches by four inches (2” X 4”) placed not more than twenty-four inches (24”) on center. The frame stud shall have the four-inch (4”) sides or the wide dimension perpendicular to the face of the wall. The exterior side of the frame shall be covered with exterior grade plywood sheathing of at least one-half inch (1/2”) thickness or equivalent lumber nailed over the opening by using galvanized eight-penny common nails spaced every six inches (6”) on the outside edges and every twelve inches (12”) along intermediate stud supports. Detailed drawings on how to secure openings are provided in Section II: Drawings attached hereto. Occasionally, no suitable surface will be available, and, in such instances, the work shall be performed as shown in Detail 4/3 of Section II: Drawings.

3. All coverings shall be primed and painted with the same color as the building or its trim. Primer and paint shall be pre-approved by City and shall be applied to meet all manufacturers’ recommended application procedures. Whole glass areas above ground floor are acceptable so long as they remain intact: however, if broken, they shall be covered as provided above as ordered by City. Exterior doors shall be secured by a strong non-glass door adequately locked to prevent entry of unauthorized persons or shall be covered as an opening described above.

E. Contractor's Personnel

1. Contractor shall provide sufficient personnel to accomplish the required services as scheduled. All personnel shall be skilled in the various tasks assigned to them, properly trained in related safety precautions, and shall at all times wear safe and suitable clothing that is clean and presentable.

2. Contractor shall have at least one employee on every job assignment able to clearly speak, read, write, and understand the English language in order that City's representatives may effectively communicate with Contractor.

3. Contractor shall provide a competent, well-trained and experienced supervisor who shall be on the premises during the length of each shift. The supervisor shall work directly with City designee in planning and scheduling work. Contractor shall provide City with the name of on-duty supervisors and where they may be contacted. No shift shall begin before 8:00 a.m. except in states of emergency when immediate action is required.

4. Contractor shall institute a safety program to protect Contractor's employees and others who may be on or about the premises of an assigned worksite. The presence on the worksite of a City representative shall not limit Contractor's full responsibility for safety.

F. Working Hours and Other Requirements

1. Contractor shall not begin work before 8:00 a.m. and shall not work later than 6:00 p.m., except in states of emergency when immediate action is required. Work shall not be performed on Sunday without the express permission of City.

2. All transportation of equipment and personnel to and from the job site shall be arranged by Contractor at Contractor's expense.

3. Contractor shall make suitable arrangements for parking sites for all equipment at night, on weekends, or holidays. Equipment shall not be parked or stored on private property without the express permission of the property owner.

4. Under no condition shall Contractor or Contractor's employees remove any item from private property, except that which has been authorized by City.

5. A fee category shall be assigned by City from the Schedule of Fees, Exhibit "B", for specific work assignments.

6. Contractor shall maintain an accurate daily log of all operations including cutting operations. The log shall include the date debris was removed, the number of loads removed, the property locations, the dumping locations, the license number of the vehicle and the name of the truck driver removing each load. The log may be reviewed by City at any time and Contractor shall make the log available upon request. Any dispute arising out of hauling operations shall be reviewed by City. City shall render a written decision on all disputes, including disputes for claims and payment. City's decision shall be final.

7. Contractor shall respond within 2 business days or less to City's call to schedule the services specified. Contractor shall also respond within 2 business days or less to City's calls for other reasons such as, to address complaints regarding work performed, fees assessed, property damage or other questions that may arise as a result of clearing and securing operations by Contractor.

8. Contractor shall provide a competent, well-trained and experienced supervisor who shall be on the premises during the length of each shift. The supervisor shall work directly with City designee in planning and scheduling work. Contractor shall provide City with the name of on-duty supervisors and where they may be contacted. No shift shall begin before 8:00 a.m. except in states of emergency when immediate action is required.

9. Contractor shall institute a safety program to protect Contractor's employees and others who may be on or about the premises of an assigned worksite. The presence on the worksite of a City representative shall not limit Contractor's full responsibility for safety.

10. Contractor may utilize subcontractors to perform portions of the services under this Agreement; provided, however, that Contractor obtains prior written consent from authorized City personnel before engaging any subcontractor to perform material portions of the services. Such consent shall not be unreasonably withheld, conditioned, or delayed.

    Contractor shall remain fully responsible and liable for all acts, omissions, performance, and obligations of its subcontractors and lower-tier subcontractors to the same extent as if such services were performed directly by Contractor. No subcontracting arrangement shall relieve Contractor of any duty, obligation, or liability under this Agreement.

G. Minimum call out charge.

For any single call out for services (job) the City will pay Contractor a minimum call out charge in the amount of two (2) hours of the light duty labor.

H. Accountability.

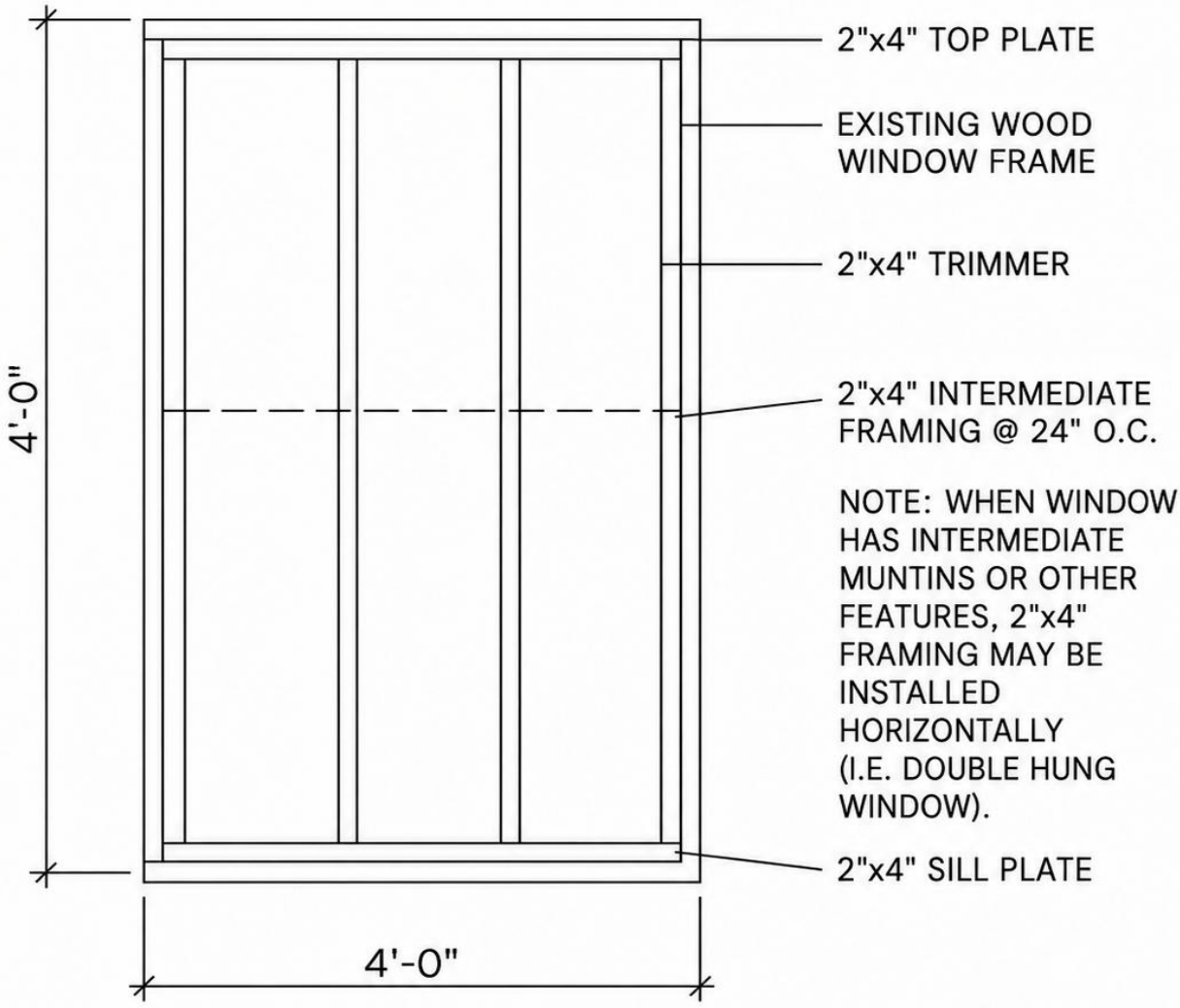
1. All work performed by Contractor that is found to be defective or deficient shall be corrected by Contractor, at its sole expense and to the satisfaction of City. Payment shall not be made until the work has been accepted by City. Contractor shall not be reimbursed for unauthorized work performed.

2. Contractor shall assume full responsibility for damage to public or private property when damage is due to Contractor's operations, or Contractor's

failure to perform, as determined by City. Contractor shall notify City of any damage to any property as a result of clearing and securing operations as soon as possible and at least within four (4) working hours following each such occurrence.

3. On occasion, Contractor may be summoned to appear at an appeal hearing, or in court, in regard to clearing and securing work performed by Contractor. It is estimated that this occurs in approximately 1 out of 75 cases. Under the terms of this Agreement, Contractor shall appear at such hearings, and/or in court, at its own expense. City shall not reimburse Contractor for time spent at hearings or in court.

II. DRAWINGS

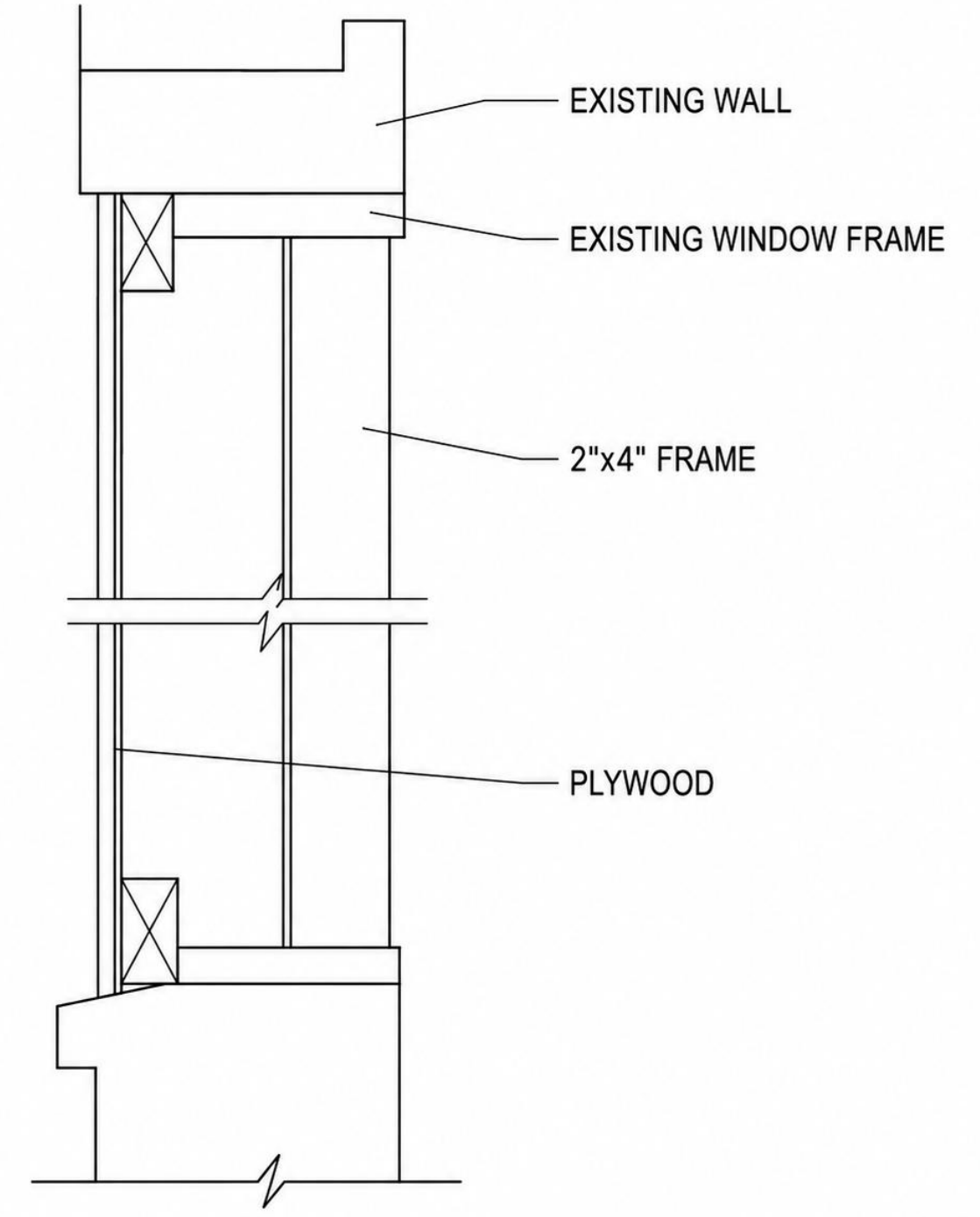


TYPICAL WINDOW FRAMING DETAIL

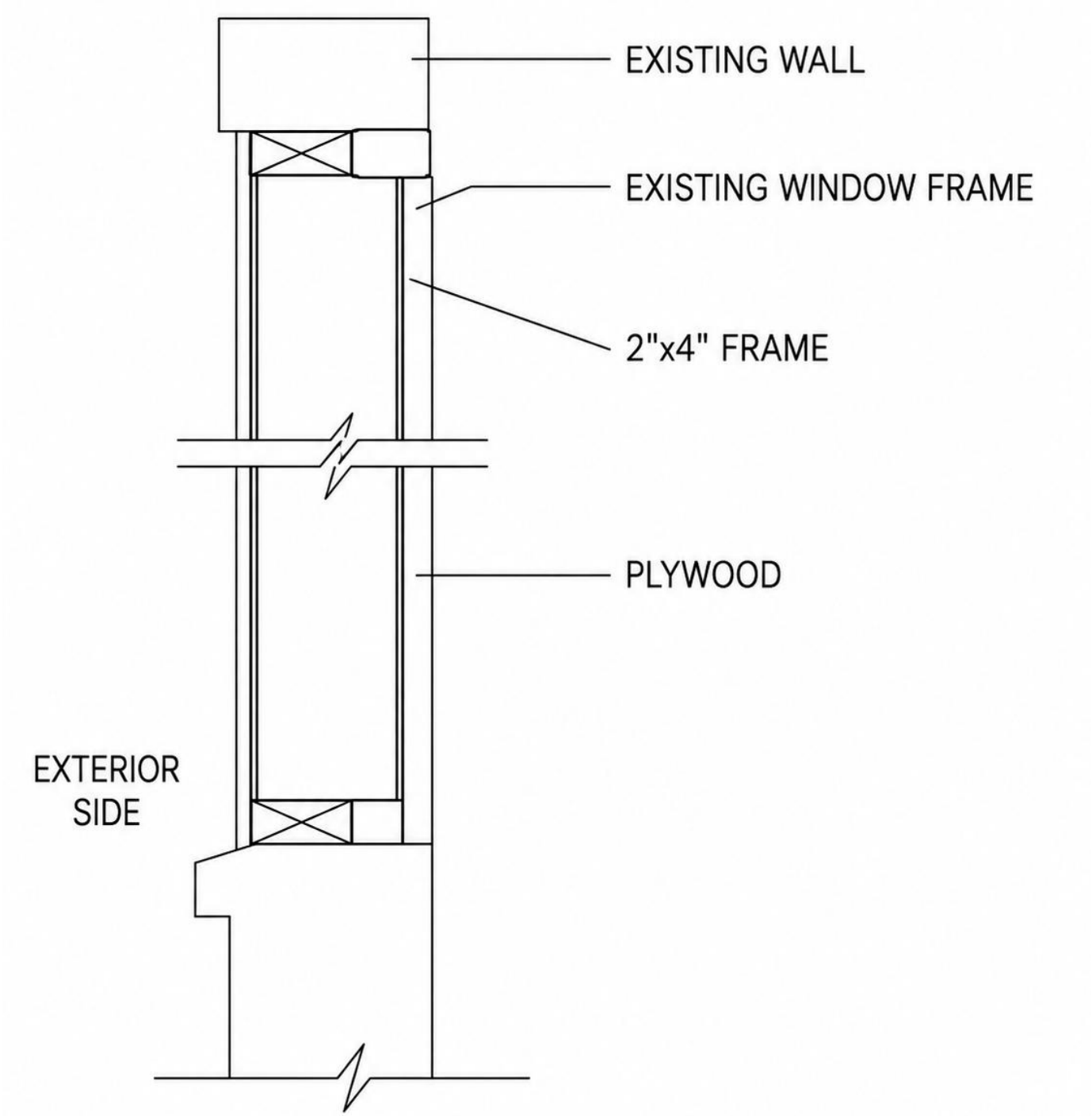
1
1

NOTES

1. 1/2" EXTERIOR-GRADE PLYWOOD IS TO BE INSTALLED TO COVER ENTIRE WINDOW FRAME AND OVERLAP OPENING 3" MINIMUM ON ALL EDGES. ALL PLYWOOD JOINTS ARE TO BE CENTERED ON INTERMEDIATE STUDS.
2. 8d GALVANIZED COMMON NAILS @ 6" O.C. ALONG OUTSIDE EDGES AND 12" O.C. AT INTERMEDIATE STUD SUPPORTS ARE TO BE USED FOR PLYWOOD INSTALLATION.
3. INSTALL 2"x4" FRAMING WITH THE 4" WIDE DIMENSION PERPENDICULAR TO THE FACE OF THE WALL.
4. PRIME AND PAINT ALL EXTERIOR COVERINGS TO MATCH THE BUILDING OR TRIM. PRIMER AND PAINT SHALL BE APPROVED BY CITY.

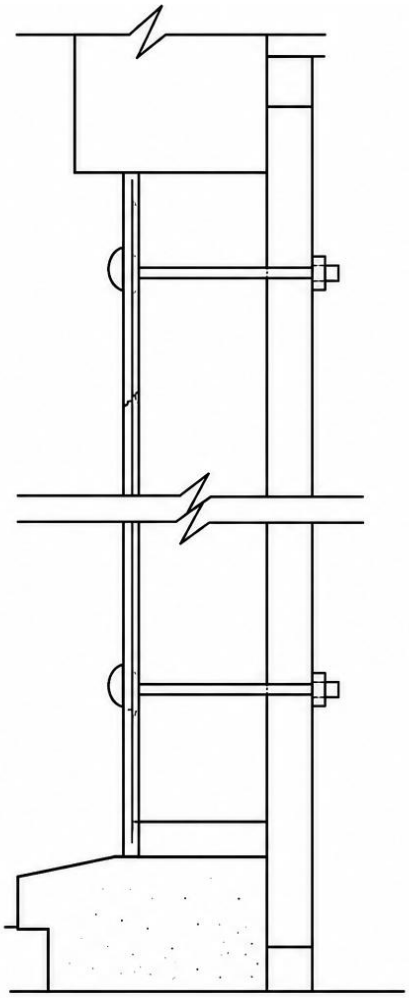


DETAIL 2/2



DETAIL (ALTERNATIVE)

3
3



2"x4" FRAMING AT 16" O.C.
FRAMING TO EXTEND 12" BEYOND WINDOW.
RUN 2"x4" FRAMING IN THE SMALLEST
WINDOW DIMENSION.
1/2" Ø CARRIAGE BOLTS @ 16" O.C.
BOTH DIRECTIONS.

DETAIL 4/3

(FOR METAL FRAME WINDOWS OR
NON NAILABLE WALL SURFACES)