



June 12, 2015

Mr. Mark Fredisdorf
Superintendent
Pleasantdale School District 107
7450 South Wolf Road
Burr Ridge, IL 60527

mfredisdorf@d107.org

**Re: Proposal for: Indoor Air Quality Investigation
Pleasantdale Elementary School
8100 School Street, LaGrange, IL 60525**

Dear Mr. Fredisdorf:

Carnow, Conibear & Assoc., Ltd. (Carnow Conibear) is pleased to present the following proposal for conducting an Indoor Air Quality (IAQ) investigation at the above-referenced school. The proposal is based on a review of the document forwarded to our attention: "Staff Reported Health Issues Survey Results June 10, 2015."

Background

Some of the staff have anonymously reported health issues or concerns in the above document regarding the following matters:

- Mold, mildew, and moldy odors as well as water-stained ceiling tiles and reports of moisture or water infiltration that might be associated with mold or moldy carpeting
- Bus exhaust odors
- Allergies, congestion, cough, sneezing, asthma, bronchitis, sinus infections, headaches, burning eyes and drippy noses, allergic rhinitis, eczema and other skin conditions, and other health conditions
- Lack of air circulation and reports of thermal discomfort (too hot, too cold)
- Dust, dirt from the ventilation system and concerns about mold on surfaces
- Concerns about current and/or past exposure to radon.

Scope of Work

Carnow Conibear Industrial Hygienists (IH) working under the direction of a Certified Industrial Hygienist (CIH) will conduct an indoor air quality investigation. A site visit will be performed and a visual inspection conducted in the occupied areas of Zones 1, 2, and 5 on the first floor of the building where the concerns were located.

Carnow Conibear will observe the types of building construction materials, equipment, and furnishings. Accessible areas will be visually inspected for evidence of suspect visible mold, stains or discoloration suggesting the presence of mold, and evidence of water infiltration or excess moisture that may indicate an underlying mold concern. The visual inspection will be non-destructive and non-invasive, i.e., wall or ceilings will not be opened or penetrated for inspection, baseboards will not be removed for inspection, etc. Only accessible areas will be inspected. Thus, Carnow Conibear will not move or relocate furniture, furnishings, or equipment. Any instances of moldy or musty odors suggestive of mold growth will be noted. Accessible portions of ventilation ductwork and air handling units will be visually inspected. Carnow Conibear will determine if staining or discoloration suggestive of moisture on building materials such as gypsum board walls or ceilings is suggestive of excessive moisture using moisture meters.

Mold, Pollen, and Other Particles Sampling and Analysis

Carnow Conibear will obtain up to fifteen (15) surface or bulk material samples where staining suggestive of suspect mold is observed. Up to twenty-four (24) indoor and outdoor air samples will be collected for mold, pollen, and other particles. Samples will be submitted along with a chain-of-custody record to a laboratory for analysis by microscopy and culturing. The laboratory utilized will be accredited in the Environmental Microbiology Laboratory Accreditation Program (EMLAP) of the American Industrial Hygiene Association (AIHA).

Up to ten (10) surface dust samples will be obtained and characterized for dust constituents using optical microscopy and/or Scanning Electron Microscopy (SEM)

Indoor Air Quality Measurements

Indoor air quality measurements will be obtained using direct reading instruments for the following parameters:

- Temperature
- Relative humidity
- Carbon monoxide
- Carbon dioxide
- Airborne particulate matter ("PM-10")
- Total volatile organic compounds (TVOCs)

In addition, the following parameters will be tested using laboratory analysis:

- Up to six (6) mold samples will be obtained from dust in the carpeting in the Library or other locations with analysis by culturing or PCR.
- Up to six (6) surface wipe samples will be obtained for Lindane, a pesticide associated with one of the skin conditions reported by a staff person. Responsible staff persons will also be interviewed regarding the school's past and current pesticide control methods.

Reporting

Upon receipt of the laboratory results, Carnow Conibear will prepare a comprehensive, electronic report. The report will contain an Executive Summary, an Introduction, a description of the Scope of Work, Results, Conclusions and Recommendations, if any, including the need for additional investigation and sampling, if deemed necessary. Laboratory reports and digital photographs will also be contained in an appendix.

ASSUMPTIONS

The investigation will be conducted during normal weekday working hours. Night, weekend, or holiday work is not included.

PROFESSIONAL QUALIFICATIONS

Since 1975, Carnow Conibear has provided environmental, safety and health consulting services to clients in the private and government sectors. Carnow Conibear is staffed by Certified Industrial Hygienists, Industrial Hygienists, Certified Safety Professionals, Professional Engineers and Board Certified Occupational Medicine Physicians (OMS, Ltd.). Carnow Conibear has conducted more than 2,500 indoor air quality and mold investigations.

The above indoor air quality services will be directed by John M. Dobby, CIH, CSP. Mr. Dobby has over 30 years' experience providing environmental health services. He is certified in the comprehensive practice of industrial hygiene (CIH) by the American Board of Industrial Hygiene (ABIH). Mr. Dobby is also one of only four consultants in the Chicago metropolitan area who are also certified in the sub-specialty of Indoor Environmental Quality by the ABIH. He is a member of the American Industrial Hygiene Association (AIHA), a member of the American Conference of Governmental Industrial Hygienists (ACGIH), and a member of the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE). Mr. Dobby is also a former member of the AIHA's Indoor Environmental Quality Committee. In addition to conducting or directing more than 2,000 indoor air quality and mold investigations, Mr. Dobby has taught seminars or presented on indoor air quality, mold, and mold remediation. He is a co-author of the 2006 AIHA publication: The IAQ Investigator's Guide.

PROFESSIONAL FEES AND EXPENSES

The estimated cost for the services outlined in the Scope of Work as described above is **\$19,282.00** as detailed in the table below:

Task or Expense	Description	Est. Cost
Professional Services	Preparation, site visits, report, CIH project management, oversight and report review	\$11,000.00
Expenses	Mileage (IRS rate), tolls, sample shipping	\$1,262.00
Laboratory Analysis		\$7,020.00
TOTAL ESTIMATED COST		\$19,282.00

SCHEDULE

Carnow Conibear is available to begin work on this project within five working days of a properly executed notice-to-proceed (attached). Using a 2-person team, we anticipate that the field work associated with the site investigation can be completed in 3 working days. The comprehensive report will be prepared within approximately two weeks following the receipt of all the analytical results.

TERMS AND CONDITIONS

1. The project will commence once the Letter of Acceptance is signed by Pleasantdale School District 107, hereinafter referred to as Client, and returned to Carnow, Conibear & Assoc., Ltd.
2. The estimated service fee in this proposal shall not be considered as a firm figure.
3. Payment is due upon receipt of invoice. For all amounts unpaid after 45 days from the invoice date as set forth on Carnow Conibear's invoice form, Client agrees to pay Carnow Conibear a finance charge of 1.5% per month, 18% annually, provided, however, that if this percentage exceeds that permitted by law, the charge will be the maximum permitted by law. Moreover, Client agrees to bear all expenses and legal costs that are reasonable and necessary to collect debts or enforce the terms of this Agreement and waives the right to a jury. Carnow Conibear may, after giving seven days written notice to Client, terminate or suspend services under this Agreement until Carnow Conibear has been paid in full all amounts due for services and expenses.
4. If Client requests changes in the scope of the project, these changes must be set forth in writing and subject to Carnow Conibear's written approval. With respect to all such changes, Client and Carnow Conibear will negotiate a mutually agreeable adjustment in Carnow Conibear's compensation prior to changes in the scope of the project becoming effective.
5. Carnow Conibear will perform the services under this Agreement at a level consistent with that level of care and skill ordinarily exercised by members of Carnow Conibear's profession practicing under similar conditions at the same time in the same or similar locality.
6. Client agrees that the liability of Carnow Conibear shall not exceed the value of the contract.
7. Client agrees, to indemnify and hold harmless Carnow Conibear, its directors, officers, agents and employees from and against all claims, expenses, losses and direct, indirect or consequential damages, including but not limited to attorneys' fees and litigation support costs, arising out of or resulting from the performance of work by Carnow Conibear or claims against Carnow Conibear arising out of the work of others. The Client will not indemnify for that portion of claims, expenses, losses and damages which are due to Carnow Conibear's negligence. Carnow Conibear shall not be responsible to indemnify the Indemnitees for the Indemnitees negligent acts or omissions.
8. The prices for these services are honored for 90 days from the date of this proposal and are subject to change after that time.

Mr. Mark Fredisdort
June 12, 2015
Page 5

9. This Agreement represents the entire understanding and Agreement between Client and Carnow Conibear, and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Client and Carnow Conibear.

If you should have any questions or require additional information, please call me at (312) 762-2912.

Sincerely,

CARNOW, CONIBEAR & ASSOC., LTD.



John M. Dobby, CIH, CSP
Director, General Industrial Hygiene Services

P2015248

**CARNOW
CONIBEAR**



Letter of Acceptance

Pleasantdale School District 107 accepts Carnow, Conibear & Assoc., Ltd.'s attached proposal dated June 12, 2015 for an Indoor Air Quality Investigation regarding Pleasantdale Elementary School. This Letter of Acceptance, when signed by both of the below named parties, constitutes a binding contract between such parties. The terms and conditions of this contract are set out in the attached proposal and constitute the entire agreement between the parties.

Proposed by:

Accepted by:

John M. Bobby

FOR

Signature

Brian LoVetere
Chief Operating Officer
Carnow, Conibear & Assoc., Ltd.
600 West Van Buren, Suite 500
Chicago, IL 60607

Signature

Name

Title

Company or Agency

Address

City, State, Zip Code

Date