

PROPOSAL FOR HEALTH & SAFETY SERVICES

Novus Facility & Response Management, Inc.
Holy Trinity Catholic Church

Introduction

Novus Facility & Response Management (Novus), in conjunction with the University of North Dakota Environmental Training Institute, proposes to provide Environmental Health & Safety compliance services to Archdiocese of St. Paul & Minneapolis Catholic Schools and Parishes. This proposal includes services necessary for the development, update, implementation and on-going management support of the programs listed including labor, travel expenses, material and supply costs.

Scope of Services

This proposal includes the following programs:

- Employee Right-To-Know (Hazard Communication)
- Bloodborne Pathogens
- Asbestos
- Mock OSHA Safety Inspection
- Laboratory Standard/Chemical Hygiene Plan
- Aboveground & Underground Storage Tanks
- Community Right-To-Know
- Respiratory Protection
- Personal Protective Equipment
- Lead in Water
- Radon
- Hazardous Waste

Individual program components will meet requirements set forth by Minnesota OSHA, the Minnesota Department of Health and the Environmental Protection Agency and will be based on guidance provided by the Minnesota Department of Education. Not all Federal and State required health and safety programs are addressed by this program. Program areas not addressed by this proposal will remain the responsibility of facility personnel.

Service options include: Standard School Health & Safety, School Health & Safety for schools with no asbestos and Parish Health & Safety (for Parishes with no school).

Service	School Health & Safety		Parish only
	w/asbestos	no asbestos	
Employee Right-To-Know (Hazard Communication)	x	x	x
Bloodborne Pathogens	x	x	x
Asbestos Program	x		x
3 Year re-inspection	x		
6 month surveillance	1/year		
Mock OSHA Safety Inspection	x	x	x
Laboratory Standard/Chemical Hygiene Plan	x	x	
Aboveground & Underground Storage Tanks	x	x	x
Community Right-To-Know	x	x	x
Respiratory Protection	x	x	x
Personal Protective Equipment	x	x	x
Lead in Water (sample collection and report only)	Every 5 years	Every 5 years	Every 5 years
Radon (canister placement and report only)	Every 5 years	Every 5 years	Every 5 years
Hazardous Waste	x	x	x
Web portal	x	x	x

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Additional Services available but are not included within the annual cost:

- Regulatory Compliance Representation
- Asbestos Project Design and Project Management Services
- Job Hazard Analysis
- Facility Management
- Construction Management
- Custom Training – Live and online
- Indoor Air Quality Services and Investigations
- Engineering Studies
- Environmental Site Assessment and Property Transaction Assistance
- Hazard Waste Disposal
- Computer-aided Facility Management Systems
- Industrial Hygiene Services
- Drug and alcohol testing
- Automated external defibrillator (AED) programs and equipment

Program Set-up

Initial activities will include a review and update of these programs following an initial assessment of the buildings and the existing programs.

Initial program services will include all labor and materials necessary to complete the following activities:

Program Review	Current programs and procedures will be audited to assess level of compliance with state and federal guidelines and requirements. This audit will be performed by one of our Health & Safety Technicians with the assistance of our Health & Safety Division Manager.
Program Update	Any discrepancies noted during the program review will be corrected and all files will be updated with the current information. <u>This may include the completion of an asbestos survey as it appears that this information is currently out of date for many facilities.</u>
Web Portal	A web page designed specifically for your facility will be developed during the initial stages of the Program Setup to allow your personnel to easily track activities and access program information. Access can be limited to specific personnel. This site, or portions thereof, can be made public via a link on your own website to provide information about health and safety programs to your staff, parents, parishioners, etc. This portal can also be used by staff to report concerns regarding health and safety issues including indoor air quality.

Program management

Once the programs are updated, Novus' health and safety technician will begin performing site visits. During these visits, our representative will monitor the program's effectiveness by performing standard safety inspections and will continue to update all program materials.

Novus will also monitor regulatory agencies and inform your office of changes that will affect your program and modify programs accordingly. You will also receive a quarterly environmental newsletter from our office including updates on current industry trends and changes.

All activities including the duties of on-site personnel will be coordinated with your office. Program status reports would be submitted for the duration of the contract indicating program status and projected schedule for upcoming services.

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Personnel

While most of the program services will be provided by one person designated to your facility, the Health and Safety division at Novus utilizes the knowledge and experience of personnel from numerous divisions within the company. This interaction and cooperation assures our clients that specific programs are being designed and monitored by personnel with related experience. This differs from other organizations that assign a single individual to write, monitor and manage all programs.

Personnel selected to perform on-site services will possess the skill and knowledge necessary to combine and organize all information in a manner consistent with existing programs. This person will work closely with facility personnel throughout the duration of the contract and for that reason we welcome your input and opinion when assigning or replacing this individual. At all times, the individual facilities and/or the Diocese will have the final say regarding the selection and management of this person.

Site Visits

Novus personnel will visit each site at least annually. Asbestos program services include the completion of one six-month surveillance per year as well as the completion of EPA required Three-year Re-inspection. The asbestos program designated person will be provided documentation and support to allow them to complete the remaining six-month surveillance each year. We can complete both surveillance actions if desired.

Program Support

Our staff will be available throughout the contract to answer questions from both administration and staff regarding program services.

Training

Novus will develop an outline of recommended training for School/Parish personnel and will assist in the coordination and tracking of that training. Most of the training is, or will be, available through the Archdiocese. Program specific training for staff representatives will be provided as needed either during scheduled visits, via virtual training sessions or in person.

Program Manuals & Materials

Your School/Parish will be provided with, and receive updates to the following documents as part of the program services:

- Program Activities Manual
- Program Plans
- Rules and Regulations manual
- Asbestos Manual – including historical asbestos records
- Training Manual – including all historical training records
- Annual Report Binder

Preliminary program documents will be developed and placed on site within 30 days of our first site visit. All program materials will be maintained online. Pertinent program information will be updated following each site visit or program activity and will be available immediately via the web portal.

An Annual Report Summary will be prepared each year and will include all reports and data prepared for the previous program year.

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Program Fees

The cost for services described will be as follows for your facility (all figures include travel & mileage expense):

Annual Health & Safety program management:

Parish with School - Single Campus:	\$825.00/year including asbestos services \$695.00/year for asbestos free campuses
Parish Only – single campus	\$595.00/year
Additional Campus (St. Augustine):	\$400.00/year
Additional buildings	case-by-case basis

Additional Services (Optional):

Asbestos 6-month surveillance – 2 nd visit	\$125.00/year
Lead Water Analysis	\$18.00/sample
Radon sample analysis	\$22.00/sample

Fees for the first year will be invoiced upon proposal acceptance. Additional years will be invoiced on the anniversary of the proposal acceptance unless we receive written notice of program termination.

This is a Five (5) year program. We anticipate that the first program year will require significant time investment on our part. We hope to offset that initial cost over the course of 5-year program term. However, this is not a contract. Signing this proposal does not bind the School/Parish in any way. This document is provided only for the purpose of establishing program costs for the time period specified. Your organization can terminate services at any time without penalty or contract fulfillment fees.

Any services found necessary beyond those listed in this proposal will be discussed with your representative and billed according to our Standard Fee Schedule unless otherwise agreed upon. No extra services will be completed without prior written authorization by the School/Parish.

School/Parish Requirements

We ask that all program members provide the following items for the duration of the program:

- Building Representative to facilitate room access
- Temporary office space and equipment (copier, telephone, fax, internet access, etc.) to be used during visits.
- All mechanical devices necessary to conduct required surveys (ladders, lifts, etc.)
- As built facility drawings on 8.5" X 11" format.

Insurance

Novus Facility & Response Management, Inc. carries general liability, worker's compensation and professional liability insurance and provide an insurance certificate with your organization listed as a named insured upon request.

Limitations

Completion of the activities listed will help to reduce the civil and regulatory liabilities of the School/Parish. However, the safety of building occupants and compliance with State and Federal regulations is dependent upon the day to day activities within the facilities. To that extent, Novus provides no guarantees regarding the effectiveness of this program, the prevention of accidents or injuries or compliance with Federal and State

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Regulation, nor will Novus be held responsible for any civil or regulatory actions resulting from health and safety related issues.

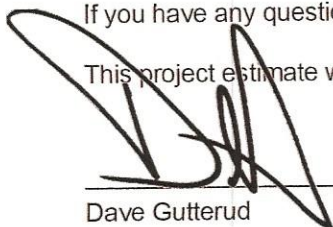
Our services are limited to those areas expressly identified within this proposal and/or the attached summary of services. Services do not include any form of assistance in the areas of Emergency Action Planning, Emergency Preparedness, Emergency Response, Fire Safety, Crisis Management, Playground Safety, Violence Prevention or any other services not specifically listed herein.

Multi-building campuses may require additional fees. Costs will be determined on a case by case basis. We reserve the right to adjust the annual billing rate for larger campuses.

Proposal Acceptance

If you have any questions concerning this proposal or our services, please contact Novus at (651) 779-4300.

This project estimate was prepared by:



Dave Gutterud

6/23/20

Date

Accepted by:

Holy Trinity Catholic Church - South Saint Paul

School/Parish

Service(s) selected:

- Annual Health & Safety program management including asbestos services - \$825.00/year
- Annual Health & Safety program management asbestos free campus - \$695.00/year
- Annual Health & Safety program management – St. Augustine Campus - \$400.00/year
- Annual Health & Safety program management – Parish only - \$595.00/year
- Asbestos 6-month surveillance – 2nd visit - \$125.00/year



Signature

John Paul Echert

Name

7-1-2020

Date

Pastor

Title

Please mail, email or fax this page to confirm your acceptance of the proposal.

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Annual Environmental Health & Safety Services

The following is a general summary of program services included in the St. Paul & Minneapolis Catholic Schools and Parishes Environmental Health & Safety Assistance Services package. The exact list of services will depend on the package selected.

Asbestos

- Meet with or work with school/parish to select AHERA Designated Person (DP)
- Review existing program and procedures
- Update Asbestos Inspection and Management Plan
- Perform six-month periodic surveillance activities (1 per year)
- Perform three-year re-inspections (Once every 3 years)
- Update asbestos management plan annually
- Assist with annual program notifications
- Identify areas/materials in need of additional testing or abatement
- Coordinate and document asbestos response actions and abatement (additional fees involved project specific services)

Optional services include:

- Installation of notifications and signage as needed
- Perform additional bulk sampling as needed
- Design and management of response actions and asbestos abatement projects
- Periodic and/or project related air monitoring and testing
- Locate and/or provide program materials, supplies, testing equipment and devices

Aboveground & Underground Storage Tanks

- Meet with or work with school/parish to select AST/UST Program Coordinator
- Review inventory of UST's and AST's and evaluate registration requirements
- Confirm registration with MPCA's Online Tank Database and assist in Registration if necessary
- Develop and Update AST/UST Management Plan including Leak Detection compliance
- Perform annual AST/UST Program Review

Bloodborne Pathogens (BBP)

- Meet with or work with school/parish to select Exposure Control Officer (ECO)
- Develop and/or Update Exposure Control Plan
- Review or develop list of occupationally exposed employees to be included in Exposure Control Plan
- Assist ECO in arranging for and tracking BBP training for occupationally exposed employees
- Confirm or provide Hepatitis B (HBV) Vaccination Consent/Declination recordkeeping forms to ECO for employee personnel records
- Review placement and contents of Exposure Control Kits
- Review placement and disposal schedule of Sharps and BBP disposal kits
- Confirm presence of Standard Operating Procedures (infectious waste streams, exposure incident reporting, PPE, cleanup procedures, etc.)
- Assist ECO in recording exposure incidents on OSHA 300 log
- Perform annual BBP Program Review

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Community Right-To-Know (CRTK)

- Meet with or work with school/parish to select Community Right to Know Program Coordinator
- Develop or Update Community Right to Know Management Plan
- Confirm that hazardous material storage quantities are being monitored and tracked or provide appropriate forms and assistance
- Assist the Program Coordinator in completion of annual Tier II Turnaround Report
- Perform annual Community Right to Know Program Review

Employee Right-to-Know/Hazard Communication

- Meet with or work with school/parish to select Program Coordinator
- Review existing program and procedures
- Develop and/or update written program
- Review OSHA 300 Log and confirm annual posting and compliance
- Ensure program is updated to current Globally Harmonic System requirements
- Review staff duties and develop training plan
- Develop short term training materials for new or short-term employees
- Prepare and issue chemical inventory forms
- Perform annual Right to Know Program Review
- Assist Program Coordinator in acquisition of Safety Data Sheets and/or SDS compliance database
- Perform annual update of chemical inventory in required areas

Optional services include:

- Provide and install Safety Data Sheet Wall Rack and Binder
- Provide and install update compliance posting
- Transfer Safety Data Sheet management to electronic database

Hazardous Waste Management

- Meet with or work with school/parish to select Hazardous Waste Program Coordinator
- Review existing program and update as necessary
- Assist Program Coordinator in the evaluation of and documentation of waste streams
- Provide recommendations for eliminating or minimizing waste streams
- Assist the Program Coordinator to survey Hazardous Waste storage areas for proper storage, labeling, and documented weekly inspections
- Assist Program Coordinator in obtaining generator status/ EPA ID/MPCA license/County license (if necessary) and completing annual renewal
- Review and provide recommendations regarding written program/emergency action plan
- Perform annual Hazardous Waste Program Review

Optional services may include:

- Containerize and/or dispose hazardous waste
- Locate and/or provide containers, program materials, supplies, testing equipment and devices

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Facilities Safety Management (Mock-OSHA)

- Develop or Update Facility Safety Management Review Plan and procedures
- Conduct Mock OSHA inspection in the following applicable areas:
 - Agriculture/Greenhouse/Horticulture
 - Art & Graphic Design
 - Custodial/Maintenance/Grounds
 - Duplicating Services
 - Family and Consumer Science
 - Food Service
 - Photography/ darkroom operations
 - Science: Biology, Chemistry, Environmental Science, Physics
 - Tech Ed: Woods, Metals, Welding

Laboratory Standard/ Chemical Hygiene Planning (mandatory where labs exist)

- Meet with or work with school/parish to select Chemical Hygiene Officer(s) (CHO)
- Develop and/or Update Chemical Hygiene Plan
- Assist the CHO in the completion of, or update to, Laboratory chemical hazard, storage, spill response & disposal surveys
- Review chemical handling, transportation and chemical usage Standard Operating Procedures
- Advise Chemical Hygiene Officer on proper Globally Harmonic Chemical Labeling
- Conduct Fume Hood Monitoring & evaluate Engineering Controls
- Assist CHO to coordinate annual chemical inventory update
- Provide documentation as necessary to identify Risk Chemicals in current chemical inventory
- Provide information on the University of Minnesota's Chemical Safety Day Program for hazardous chemical disposal
- Provide a Laboratory Standard/Chemical Hygiene safety training as necessary
- Perform annual Laboratory Standard Program Review

Lead in Water

- Meet with or work with school/parish to select Lead in Water Program Coordinator
- Develop and/or Update Lead Management Plan
- Review and update Lead in Water testing schedule
- Review previous Lead in Water testing result
- Provide guidance on recommended practices based on sampling results
- Provide Minnesota Department of Health Lead in School Drinking Water Guidance Manual
- Provide Lead in Water flushing documentation log
- Ensure that maintenance personnel and outside contractors are notified that all new and/or replacement faucets and hardware meet current NSF lead-free criteria
- Perform annual Lead in Water Program Review
- Perform Lead in Water testing (once every 5 years – sample analysis is an additional cost)

Personal Protective Equipment (PPE)

- Meet with or work with school/parish to select Personal Protective Equipment Program Coordinator
- Develop and/or Update Personal Protective Equipment Management Plan
- Review employee activities and complete PPE Hazard Assessments
- Provide training to affected employees as necessary
- Assist the Program Coordinator on selection, use, and storage of Personal Protective Equipment
- Perform annual PPE Program Review

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Radon

- Meet with or work with school/parish to select a Radon Program Coordinator
- Develop and/or Update Radon Management Plan
- Assist the Program Coordinator to determine Radon re-testing based on past testing, as necessary
- Provide the current Minnesota Department of Health Best Practices for Radon Measurement in School and Commercial Buildings (Published March 2011)
- Assist the Program Coordinator in selecting radon gas mitigation methods
- Maintain a copy of compliance documentation, including laboratory results from all testing
- Place radon canisters and provide Program Coordinator with instructions and schedule for collection and laboratory submittal as necessary (additional fee for analysis)
- Perform annual Radon Program Review

Respiratory Protection

- Meet with or work with school/parish to select a Respiratory Protection Program Coordinator
- Develop and/or Update Respiratory Protection Management Plan
- Provide technical guidance to Program Coordinator to assess the need for respiratory protection in functional areas
- Provide assistance in the Selection, Use, Care, and Storage of Respiratory Protection Equipment
- Conduct Qualitative Fit Testing for affected employees (with current medical clearance)
- Provide training for affected employees on the uses and limitations of their respirators as necessary
- Complete annual Respiratory Protection Program Review

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ADDENDUM TO CONTRACT –
INDEMNITY LANGUAGE & NO WAIVER OF SUBROGATION

CONTRACT PARTNER: Novus Facility & Response Management, Inc.
TERM OF CONTRACT: 7/1/20 to 6/30/25
CONTRACT (Description of Contract): Health & Safety Management Services

The PARISH agrees to defend, protect, indemnify and hold harmless the above named CONTRACT PARTNER against and from all claims arising from the negligence or fault of PARISH or any of its agents, officers, employees or volunteers for claims arising from the above identified CONTRACT and arising from PARISH'S negligence.

NO WAIVER OF SUBROGATION: PARISH does not waive or limit any rights of recovery against the CONTRACT PARTNER for any claims or damages resulting from the negligent acts of the CONTRACT PARTNER associated with the contract or services provided.

CONTRACT OVERRIDE AND SEVERABILITY PROVISION: CONTRACT PARTNER and PARISH agree that this addendum overrides any and all portions of previous agreements, including but not limited to insurance or indemnification language, between CONTRACT PARTNER and PARISH that contain language in contradiction with this contract. If any portion of this Addendum is deemed or is determined to be in conflict with local or state or national statutes, both CONTRACT PARTNER and PARISH agree that the portion of the Addendum which is in conflict with the statute will be stricken from the Addendum with the remainder of the Addendum remaining binding for both parties.

PARISH: Holy Trinity CONTRACT PARTNER: Novus

SIGNED BY: Vicki McCutchan SIGNED BY: David Gutterud
(Representative of PARISH) (Representative of CONTRACT PARTNER)

NAME (Please Print): Vicki McCutchan NAME (Please Print): David A Gutterud

DATE: 7/1/2020 DATE: 7/1/20