

# Department of Infrastructure and Operations

## Memo

**To:** Robert W. Bruschi, Administrator

**From:** Robert A. Hough, P.E., Director of Infrastructure and Operations

**Date:** August 20, 2013

**Re:** Witherspoon Building - Air System Cleaning and Remediation Work  
Request for an Emergency Contract

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In late June 2013, I became aware of concerns related to the air quality in the Police Department offices in the Witherspoon Building. Department of Infrastructure and Operations staff was directed to investigate the concerns and subsequently determined that the ductwork associated with the air system required immediate cleaning.

Guardian Power Cleaning, Farmingdale, New Jersey provided a comprehensive proposal dated July 2, 2013 to investigate the condition and clean the ductwork in the Police Department. Upon investigation and cleaning, it was determined that there was a mold issue in the Police Department as well as other areas of the Witherspoon Building ductwork, pipe insulation and sheetrock. Staff has observed these conditions with representatives of Guardian.

As a result, Guardian has provided staff with a proposal dated August 13, 2013 to provide further remediation services in the Witherspoon Building. It is my recommendation that in order to provide a safe and healthy work and public environment in the Witherspoon Building that the work completed by Guardian and the additional remediation work be considered an emergency by the Administration. By declaring this an emergency, we can ensure the timely and efficient remediation of the mold within this building and to forgo the normal bidding process which would exacerbate the mold situation and jeopardize the need for a safe and healthy work and public area.

Based on the work completed to date and the proposed work, it is estimated that the cost will not exceed \$80,000.00. It should be noted that the appropriate staff is pursuing this as an insurance claim.

Should you have any questions, please feel free to contact me to discuss further.

**CC:** Kathryn Monzo, Deputy Administrator  
Linda S. McDermott, Municipal Clerk  
Sandra Webb, Chief Financial Officer

**RESOLUTION 2013-  
OF THE MAYOR AND COUNCIL OF PRINCETON  
APPROVING THE EMERGENCY CLEANING AND REMEDIATION  
OF THE AIR SYSTEM WITHIN CERTAIN AREAS OF WITHERSPOON HALL**

- WHEREAS,** an investigation of air quality and ductwork associated with the air system in the Police Department offices in the Witherspoon Building revealed a condition that required immediate cleaning; and
- WHEREAS,** after cleaning and additional investigation it was determined that a mold condition existed in the Police Department offices as well as other areas of the Witherspoon Building, particularly in the ductwork, pipe insulation and sheetrock; and
- WHEREAS,** Robert A. Hough, P.E., Director of Infrastructure and Operations, has advised that it is essential to the health, safety and welfare of the citizens and staff of Princeton that this cleaning of the ductwork take place as well as the recommended remediation in the areas where the mold exists; and
- WHEREAS,** any attempt to proceed with the full competitive procurement process to obtain these services will consume several months; and
- WHEREAS,** N.J.S.A. 40A:11-6 allows for an emergency contracting procedure where the need for certain services could not have been reasonably foreseen and the immediate acquisition of such services was necessary to protect the public health, safety and welfare; and
- WHEREAS,** Infrastructure and Operations has obtained three (3) proposals for the cleaning and remediation work; and
- WHEREAS,** Guardian Inc., Farmingdale, New Jersey submitted a responsive proposal for the cleaning of ductwork, remediation of mold contaminated sheetrock and water damaged duct and pipe insulation located in identified areas of the Police Department offices and the Administration/Clerk offices; and
- WHEREAS,** the Chief Financial Officer has certified that funds are available to contract for such services on an emergency basis; and
- NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of Princeton that an emergency services agreement for the cleaning and remediation of mold contaminated identified areas of Witherspoon Hall be authorized to Guardian, Inc., Farmingdale, New Jersey for a total not to exceed \$80,000 is hereby authorized; and
- BE IT FURTHER RESOLVED,** that the Mayor and Administrator are authorized to execute the necessary Agreement with Guardian, Inc.

I, Linda S. McDermott, Clerk of Princeton, County of Mercer, State of New Jersey, do hereby certify that the foregoing is a true copy of a resolution adopted by the Mayor and Council of Princeton at its meeting held August 26, 2013.

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Linda S. McDermott, Clerk