



San Francisco Public Works  
General – Director’s Office  
49 South Van Ness Ave., Suite 1600  
San Francisco, CA 94103  
(628) 271-3160 [www.SFPublicWorks.org](http://www.SFPublicWorks.org)

**Public Works Order No: 207671**

**CITY AND COUNTY OF SAN FRANCISCO  
SAN FRANCISCO PUBLIC WORKS  
EMERGENCY DECLARED AND CONTRACT AWARDED**

An **Emergency** exists at the **San Francisco Main Public Library** (“SF MPL”) due to foreign objects being flushed down a fourth-floor toilet resulting in a sewer overflow affecting floors one through three in the northwest corner of the building at Larkin and Fulton streets.

Both staff space and public use space, including access to braille services in the Talking Books and Braille Center, were adversely impacted. The overflow was sudden, unforeseeable, and unexpected, creating a health hazard and damage to the Main Library, which requires immediate action to mitigate the loss of or damage to health, property, and public service.

Immediate remediation services are needed given the nature of the sewer overflow event, and emergency repair or reconditioning is required to safeguard the property of the City. The SFMPL expressed the importance of beginning the remediation services as soon as possible. Expedient repair of the spaces is necessary to reopen the public spaces for use and permit the in-progress tenant improvements in the Talking Books & Braille Center to continue and meet the planned center re-opening in spring 2023, a valued service for the community.

Therefore, in order to move forward with the project, **an Emergency is declared to exist** under the provisions of Section **6.60** of the San Francisco Administrative Code, and

**Belfor Property Restoration Services**  
**185 Oakland Avenue, Suite #150**  
**Birmingham, MI 48009**  
**Supplier ID: 000003376**

Is hereby awarded a contract to provide remediation services for the sewage overflow of the third, second and first floors and lower level of the SFMPL. Also, to remove and reconstruct all the damaged spaces and contaminated materials, at a cost not to exceed **\$550,000.00**.

Contractor shall indemnify and hold harmless the City & County of San Francisco, its officers, agents and employees and furnish certificates of insurance protecting Contractor, any subcontractors and the City & County of San Francisco and its officers, agents and employees against claims arising out of work performed pursuant to this order with the City & County of San Francisco, its officers, agents and employees named as additional insureds.

This insurance shall include:

**Commercial General Liability Insurance** with limits not less than \$1,000,000 each occurrence, and \$2,000,000 General aggregate, combined single limit for bodily injury and property damage, including coverage for contractual liability, independent contractors, explosion, collapse and underground (XCU), personal injury, broadform property damage and completed operations.

**Commercial Automobile Liability Insurance** with limits not less than \$1,000,000 each occurrence combined single limit for bodily injury and property damage, including owned, hired or non-owned vehicles, as applicable.

**Workers' Compensation**, in statutory amount, including Employers' Liability coverage with limits not less than \$1,000,000 each accident, injury or illness. Contractor is notified that in the event that Contractor employs professional engineering services for performing engineering or preparing design calculations, plans and specifications, retained engineers to carry professional liability insurance with limits not less than \$1,000,000 each claim with respect to negligent acts, errors or omissions in connection with professional services to be provided under the subject Contract.

DISTRIBUTION:

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DocuSigned by:



Short, Carla -073CF73A4EA6486...

Interim Director

DocuSigned by:



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Post, Lauren

San Francisco Public works Commission Chair



*San Francisco Public Library*  
100 Larkin Street, San Francisco, CA 94102

**To:** Carla Short, Interim Director, Public Works  
Bruce Robertson, Deputy Director, Financial Management & Administration,  
Public Works

**From:** Maureen Singleton, COO, San Francisco Public Library

**CC:** Michael Lambert, City Librarian, San Francisco Public Library  
John Cunha, Facilities Director, San Francisco Public Library  
Mike Fernandez, CFO, San Francisco Public Library  
Matt Hansen, Director, Risk Management

**Date:** January 31, 2023

**Subject:** Declaration of an Emergency: Main Library plumbing failure

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In accordance with Chapter 6, Section 6.60 of the Administrative Code, the San Francisco Public Library declares an actual emergency exists due to a plumbing failure at the Main Library on January 20, 2023. Foreign objects were flushed down a fourth floor Main Library toilet resulting in a sewer overflow, affecting floors one through three in the corner of the building at Larkin and Fulton streets. Both staff space and public use space, including access to braille services in the Talking Books & Braille Center, were adversely impacted. The overflow was sudden, unforeseeable, and unexpected, creating a health hazard and damage to the Main Library, which required immediate action to mitigate the loss of or damage to health, property, and public service. Immediate remediation services were needed given the nature of the sewer overflow event and emergency repair or reconditioning is required to safeguard the property of the City. The Library contacted Belfor Property Restoration Services on January 20, 2023, to begin the remediation services that evening. Expeditious repair of the spaces is necessary to reopen the public spaces for use and permit the in-progress tenant improvements in the Talking Books & Braille Center to continue and meet the planned center re-opening in spring 2023, a valued service for the community.

The estimated cost of the remediation services from Belfor Property Restoration Services is \$200,000 and the cost estimate for removal of damaged materials, repair, and reconstruction, including furnishing replacements is \$350,000.

Please do not hesitate to contact Maureen Singleton, at 557.4248, [Maureen.Singleton@sfpl.org](mailto:Maureen.Singleton@sfpl.org) or John Cunha, SFPL Facilities Director at 557.4485, [John.Cunha@sfpl.org](mailto:John.Cunha@sfpl.org) if you have any additional questions or need additional documentation. Thank you for your consideration and assistance on this urgent matter.