APPENDIX F

PRIME CONTRACTOR
QUALIFICATION STATEMENT
APPENDIX F
PRIME CONTRACTOR
QUALIFICATION STATEMENT

COVER SHEET

DGS Project Name Vail Hall Renovations Lincoln University
DGS Project Number C-1101-0053

Check One:
X Corporation,
__Partnership,
__Individual,
__Joint Venture,
__Other ________________

Name of Firm Myco Mechanical, Inc.
Address 1 North Washington Street Telford, PA 18969
Principal Office 1 North Washington Street Telford, PA 18969
Owner or Authorized Representative Brian Myers
SECTION 1 – INFORMATION ON FIRM

1.1 Background Information

a) How many years has the firm been in business? 25 yrs

b) How many years has the firm been doing business in proposed contract field? 25 yrs

<table>
<thead>
<tr>
<th>Under what former names has the firm conducted business?</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
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</tbody>
</table>

c) Provide an Attachment 1 to this Qualifications Statement identifying all jurisdictions in which the firm is licensed or otherwise qualified to do business. List and provide copies of any business or trade licenses, certificates or registrations (to the extent that they apply to the Contract Work) held by the firm.

PA, MD, DE

d) If the firm is a corporation, provide the following information:

Date of incorporation July 1, 1996
State of incorporation Pennsylvania
President’s name Brian Myers
Vice President’s name(s) Mark Haley
Secretary’s name
Treasurer’s name

e) If the firm is a partnership, provide the following information:

Date of formation
Type of partnership
Names of partners

f) If the firm is individually owned, provide the following information:

Date of formation
Name of owner

g) If the form of the firm is other than those listed above, describe it and name the principals:
SECTION 2 - EXPERIENCE AND PERFORMANCE

2.1 General
   a) Provide the annual construction volume in dollars completed by the firm in the past three years:
      Year 2019 $ 55,126,568
      Year 2020 $ 74,194,743
      Year 2021 $ 69,565,409
   b) Identify the percentage of work on similar projects the firm typically performs with its own work force 80%.
   c) List the categories of work that the firm normally performs with its own forces on similar projects.

2.2 Project Experience and References
Submit as Attachment 2 to this Qualifications Statement:
   a) Suggested number of Sheets/Pages:
      ▪ 3 sheets/(6 pages)
      Three (3) detailed project descriptions for relevant projects that are similar in size and scope to the Contract Work. The project descriptions shall include, at a minimum, the following information presented in the order listed below:
      i. Name of project, type of project and location
      ii. Description of the project and relevance of work to the Contract Work
      iii. Contact information for an owner representative familiar with the firm’s work performed on this project. Include name, address, telephone number(s) and e-mail address.
      iv. The original bid/proposal price and the final contract price. If the project is ongoing, project the final price and relation to proposal price. Contract value for which the firm was/is responsible.
      v. The original date for project completion and the actual completion date. If the project is ongoing, project the completion date and relation to original schedule.
      vi. As available, performance ratings of the work evaluated by owner or owner’s representative.

2.3 Contractor Safety Record
Submit as Attachment 3 to this Qualifications Statement the information specified herein and verify this information by providing copies of OSHA 300/200 Forms or appropriate documentation from insurance carriers, as applicable. The firm may submit written explanations to comment on or clarify its safety record.
   a) Provide the firm’s Workers Compensation Experience Modification Rating for the past three years, beginning with the most recent year available:
      Year 1: 2021 .659
      Year 2: 2020 .874
Year 3: 2019 .863

b) Provide the firm’s Total Lost Workday Incidence Rate (LWDIR) for the past three years, beginning with the most recent year available:
Year 1: 2020 1.13
Year 2: 2019 4.25
Year 3: 2018 .97

*LWDIR Rate = Number of Lost Time Injuries & Illnesses x 200,000 ÷ Total Hours Worked

c) Provide the firm’s Recordable Incidence Rate (RIR) for the past three years:
Year 1: 2020 2.27
Year 2: 2019 4.96
Year 3: 2018 2.91

*RIR Rate = Number of Injuries x 200,000 ÷ Total Hours Worked

d) Provide in an Attachment 4 to this Qualifications Statement a list of any health or safety citations issued by federal or state agencies for serious or willful violations issued in the past 3 years. Include a separate statement for any such violations and include the citation number, a brief description of the violation and the amount of penalty, if any, for each violation and current status of violation.

SECTION 3 - REQUIRED DISCLOSURES

The firm shall answer the following questions with regard to the past three (3) years. If any question is answered in the affirmative, the firm shall submit in an Attachment 5 to this Qualifications Statement, for each affirmative answer, a written explanation which shall provide details concerning the matter in question, including applicable dates, locations, names of projects/project owners and current status of any such matter.

3.1 Has the firm ever been debarred or suspended from doing business with any federal, state or local government agency or private entity?
   Yes ___ No X

3.2 Is the firm currently or has the firm been otherwise prohibited from doing business with any federal, state or local government agency or private entity?
   Yes ___ No X

3.3 Has the firm been denied prequalification (not including short listing), declared non-responsible, or otherwise declared ineligible to submit bids or proposals for work by any federal, state or local government agency or private entity?
   Yes ___ No X

3.4 Has the firm defaulted, been terminated for cause or otherwise failed to complete any project that it was awarded?
   Yes ___ No X

3.5 Has the firm been assessed or required to pay liquidated damages in connection with work performed on any project?
Yes ___  No X
3.6 Has the firm had any business or professional license, registration, certificate or certification suspended or revoked?
Yes ___  No X
3.7 Have any liens been filed against the firm as a result of its failure to pay subcontractors, suppliers, or workers?
Yes ___  No X
3.8 Has the firm been denied bonding or insurance coverage or been discontinued by a surety or insurance company?
Yes ___  No X
3.9 Has the firm been found in violation of any laws, including but not limited to contracting or antitrust laws, tax or licensing laws, labor or employment laws or environmental laws by a final decision of a court or government agency?
Yes ___  No X
*Note: information regarding health and safety violations is addressed in a previous section.
3.10 Has the firm or its owners, officers, directors or managers been the subject of any criminal indictment or criminal investigation concerning any aspect of the firm’s business?
Yes ___  No X
3.11 Has the firm been the subject to any bankruptcy proceeding?
Yes ___  No X

SECTION 4 - REQUIRED REPRESENTATIONS

In submitting this Qualifications Statement, along with the representations and authorizations listed on the Proposal Signature page and in the RFP, the firm also makes the following representations, which it understands are required as a condition of performing the Contract Work and receiving payment for same.

4.1 The firm will possess all applicable professional, business and trade licenses required for performing the Contract Work.

4.2 The firm satisfies all bonding and insurance requirements as stipulated in the solicitation for the Contract Work.

4.3 The firm and all subcontractors it employs in execution of the Contract Work shall be in full compliance with the Commonwealth’s requirements for workers’ compensation insurance according to all applicable laws, and unemployment insurance according to all applicable laws.

4.4 The firm and all subcontractors it employs in execution of the Contract Work shall be in full compliance with all requirements of the Commonwealth’s prevailing wage law and Public Works Employment Verification Act.

4.5 If awarded the Contract Work, the firm represents that it will not exceed its current bonding limitations when the Contract Work is combined with the total aggregate amount of all unfinished work for which the Contractor is responsible.
4.6 The firm represents that it has no conflicts of interests with the Commonwealth of Pennsylvania and, if awarded the Contract Work, any potential conflicts of interest that may arise in the future will be disclosed immediately to the Department of General Services.

4.7 The firm represents the price offered in connection with its proposal for the Contract Work was arrived at independently without consultation, communication or agreement with any other Proposer or competitor.

4.8 The firm will ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin.
Please find attached your Home Improvement Contractor's Certificate suitable for framing along with a wallet card copy.

If you have any questions or have changes to the information you provided on your registration form, contact the Pennsylvania Office of Attorney General at 717-772-2425 or HIC@attorneygeneral.gov. For further information on the home improvement law visit www.attorneygeneral.gov.

Josh Shapiro, Pennsylvania Attorney General

BRIAN L MYERS
1 N WASHINGTON ST
TELFORD PA 18969-1846

This form acknowledges receipt of your $50.00 application fee, required under Pennsylvania's Home Improvement Consumer Protection Act. Please keep this form for your records.

Commonwealth of Pennsylvania

Office of Attorney General

THIS IS TO CERTIFY THAT

MYCO MECHANICAL, INC.
1 N. WASHINGTON ST.
TELFORD PA 18969

HAS REGISTERED IN PENNSYLVANIA AS A HOME IMPROVEMENT CONTRACTOR

5/6/2023
VALID UNTIL

PA080354
REGISTRATION NUMBER

JOSH SHAPIRO, PENNSYLVANIA ATTORNEY GENERAL
The information below is for the Clerk's Office use only, customers can disregard.
These barcodes are for use with the new Cashiering System. When your site is upgraded, you will be given instructions for their use.

These barcodes must be scanned in order for RCS:

Scan this one first

Scan this one second

---
Certificate Number: DE-2021-000003055
Valid for both Private and Public Work

Registration Date: 09/07/2021
Expiration Date: 09/07/2022

State of Delaware
Department of Labor
Office of Contractor Registration

Delaware Contractor Registration Act
Pursuant to 82 Del. Laws, c. 291, § 2; §3504. Registration required [Effective upon fulfillment of 82 Del. Laws, c. 168, § 6, as amended by 82 Del. Laws, c. 291, § 2] of the Contractor Registration Act. This certificate is required under this chapter before performing construction services or maintenance.

MYCO MECHANICAL INC
Valid for both Private and Public Work

Responsible Representative(s)
Kevin P. Schmidt

Non Transferable
This Certificate may not be transferred or assigned
and may be suspended or revoked by the
Secretary of the Delaware Department of Labor

Karryl D. Hubbard
Secretary of the Delaware Department of Labor
## MYCO MECHANICAL INC.

### Current Project Work in Excess of $1,000,000

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Contract Amount</th>
<th>Name of Project Owner</th>
<th>Architect</th>
<th>Percentage Complete</th>
<th>Scheduled Completion</th>
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<td>Upper Merion New High School HVAC</td>
<td>$13,920,000</td>
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<td>435 Crossfield Rd. King of Prussia, PA 19406</td>
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<td>Philadelphia, PA 19127 215-482-7440</td>
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<td>North Penn School District</td>
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<td>Blue Heron New Elem School HVAC &amp; Plumbing</td>
<td>$5,466,000</td>
<td>The Board of Education of Frederick County</td>
<td>GWWO, Inc. 800 Wyman Park Dr., Ste. 300</td>
<td>8%</td>
<td>Jun-21</td>
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<td>191 South East St. Frederick, MD 21701</td>
<td>Baltimore, MD 21211</td>
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<td>Garden Spot MS/HS Locker Room Reno HVAC</td>
<td>$2,457,000</td>
<td>Eastern Lancaster County School District</td>
<td>Crabtree, Rohrbaugh &amp; Assoc.</td>
<td>69%</td>
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<td>669 E. Main St. New Holland, PA 17557</td>
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<td>717-456-0272</td>
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<td>Owen J. Roberts HS Chiller Replacement</td>
<td>$1,743,000</td>
<td>Owen J Roberts School District</td>
<td>Alban Engineering, Inc.</td>
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<td>Aug-20</td>
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<td>901 Ridge Rd. Pottstown, PA 19465</td>
<td>303 International Circle Ste. 450</td>
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<td>Hunt Valley, MD 21030</td>
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<td>Central Bucks East High School D-Wing HVAC Reno</td>
<td>$2,124,000</td>
<td>Central Bucks School District</td>
<td>Kitchen &amp; Associates Services, Inc.</td>
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<td>765 Haddon Ave. Collingswood, NJ 08108</td>
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<td>$1,194,000</td>
<td>Dover Area School District</td>
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<td>101 Edgeway Road Dover, PA 17315</td>
<td>401 East Winding Rd. Mechanicsburg, PA 17055</td>
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<td>Lower South Elem School HVAC &amp; Plumbing Contract</td>
<td>$2,111,800</td>
<td>Neshaminy School District</td>
<td>Reynolds Energy Services, Inc.</td>
<td>85%</td>
<td>Jul-20</td>
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<td>2250 Langhorne-Yardley Rd Langhorne, PA 19047</td>
<td>3300 N Third Street Harrisburg, PA 17110</td>
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<td>PSU WRF Upgrade Plumbing &amp; HVAC Contract</td>
<td>$3,104,100</td>
<td>The Pennsylvania State University</td>
<td>Haskell Architects and Engineers, PC</td>
<td>7%</td>
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<td>Office of the Physical Plant University Park, PA 16801</td>
<td>111 Riverside Ave Jacksonville, FL 32202</td>
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<td>Whitehall High School Add &amp; Reno Mechanical Contract</td>
<td>$3,883,000</td>
<td>Whitehall-Coplay School District</td>
<td>Breslin Ridyard Fadero Architects</td>
<td>78%</td>
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<td>2940 MacArthur Road Whitehall, PA 18052</td>
<td>1226 Union Blvd Allentown, PA 18109</td>
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<td>610-437-9626</td>
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## Current Project Work in Excess of $1,000,000

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<th>Project Name</th>
<th>Contract Amount</th>
<th>Name of Project Owner</th>
<th>Architect</th>
<th>Percentage Complete</th>
<th>Scheduled Completion</th>
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<td>East Pennsboro &amp; West Creek Hills Elem School Add &amp; Reno HVAC Contract</td>
<td>$1,130,015</td>
<td>East Pennsboro Area School District 890 Valley Street Enola, PA 17025</td>
<td>Reynolds Energy Services, Inc. 3300 N Third Street Harrisburg, PA 17110 717-238-5737</td>
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<tr>
<td>New Colonial Middle School Plumbing Contract</td>
<td>$1,213,000</td>
<td>Colonial School District 230 Flourtown Road Plymouth Meeting, PA 19462</td>
<td>KCBA Architects 8 E Broad St. Hatfield, PA 19440 215-368-5806</td>
<td>23%</td>
<td>Aug-21</td>
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<tr>
<td>New Colonial Middle School HVAC Contract</td>
<td>$7,803,000</td>
<td>Colonial School District 230 Flourtown Road Plymouth Meeting, PA 19462</td>
<td>KCBA Architects 8 E Broad St. Hatfield, PA 19440 215-368-5806</td>
<td>6%</td>
<td>Aug-21</td>
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<tr>
<td>Emory Markle Intermediate School Add &amp; Reno Plumbing Contract</td>
<td>$6,066,000</td>
<td>South Western School District 225 Bowman Road Hanover, PA 17331</td>
<td>Crabtree, Rohrbaugh &amp; Assoc. 401 East Winding Rd. Mechanicsburg, PA 17055 717-458-0272</td>
<td>85%</td>
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<tr>
<td>Rolling Hills Elem School Add &amp; Reno Plumbing Contract</td>
<td>$1,213,000</td>
<td>Council Rock School District 30 N Chancellor St Newtown, PA 18940</td>
<td>Schrader Group Architecture, LLC 161 Leverington Ave Suite 105 Philadelphia, PA 19127</td>
<td>94%</td>
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<td>Penn Manor High School Add &amp; Reno HVAC</td>
<td>$12,174,000</td>
<td>Penn Manor School District 2950 Charlestown Road Lancaster, PA 17603</td>
<td>Crabtree, Rohrbaugh &amp; Assoc. 401 East Winding Rd. Mechanicsburg, PA 17055 717-458-0272</td>
<td>49%</td>
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<td>Abington Sr. High School Add &amp; Reno HVAC</td>
<td>$17,366,000</td>
<td>Abington School District 970 Highland Avenue Abington, PA 19001</td>
<td>Gilbert Architects, Inc. 626 N Charlotte Street Lancaster, PA 17603</td>
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<td>Easton Elementary School HVAC &amp; Plumbing</td>
<td>$7,334,000</td>
<td>Talbot County Public Schools 12 Magnolia Street Easton, MD 21601</td>
<td>Noeker &amp; Hull Assoc. 6 North East Street Suite 300 Frederick, MD 21701</td>
<td>98%</td>
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<td>Richard Henry Lee Elementary School HVAC &amp; Plumbing</td>
<td>$4,912,000</td>
<td>Anne Arundel County Board of Education 2644 Riva Road Annapolis, MD 21401</td>
<td>Grimm &amp; Parker Architects 11720 Beltsville Dr. Ste 600 Calverton, MD 20705</td>
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<td>Dover Area High School</td>
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<td>Bucks County Admin Bldg Reno Phase 2B &amp; 3</td>
<td>$3,993,335</td>
<td>The County of Bucks 55 E Court Street Doylestown, PA 18901</td>
<td>Dewberry 8401 Arlington Blvd. Fairfax, VA 22031</td>
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<tr>
<td>Parkland New Elementary School</td>
<td>$3,775,000</td>
<td>Parkland School District 1210 Springhouse Road Allentown, PA 18104</td>
<td>KCBA Architects 8 E Broad St. Hatfield, PA 19440 215-368-5806</td>
<td>99%</td>
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# Current Project Work in Excess of $1,000,000

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<thead>
<tr>
<th>Project Name</th>
<th>Contract Amount</th>
<th>Name of Project Owner</th>
<th>Architect</th>
<th>Percentage Complete</th>
<th>Scheduled Completion</th>
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<tr>
<td>New Cheston Elementary School</td>
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<td>Alloy 5 Architecture, LLC</td>
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<td>610-419-4055</td>
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<td>Tobyhanna Army Depot - Repair MOF</td>
<td>$10,800,000</td>
<td>Tobyhanna Army Depot</td>
<td>Sub to: Benaka, Inc.</td>
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<td>New Brunswick, NJ</td>
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<td>Chester High School HVAC Renovations</td>
<td>$4,951,000</td>
<td>Chester Upland School District</td>
<td>Bonnett Associates</td>
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<td>Peter Medica 610-447-1200</td>
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MYCO MECHANICAL INC.

Completed Work in Excess of $1,000,000

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<th>Project Name</th>
<th>Contract Amount</th>
<th>Name of Project Owner</th>
<th>Architect</th>
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<td>Susquehanna Water Pollution Control Facility Biosolids Upgrades &amp;</td>
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<td>Buchart Horn, Inc</td>
<td>The Russell E. Horn Building 445 West Philadelphia Street PO Box 15040</td>
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<td>Moody Nolan, Inc</td>
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## MYCO MECHANICAL INC.

### Completed Work in Excess of $1,000,000

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<td>J.T. Lambert Middle School</td>
<td>$3,299,886</td>
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<td>Strunk Albert Engineering 804 Seven Bridge Road East Stroudsburg, PA 18301 David Strunk 570-421-2025</td>
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<td>Mifflin County Junior High School</td>
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### MYCO MECHANICAL INC.

**Completed Work in Excess of $1,000,000**

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<td>$1,211,190</td>
<td>The City of York York City Hall</td>
<td>101 S. George Street</td>
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<td>1510 Chester Pike</td>
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## MYCO MECHANICAL INC.

### Experience Record of Key Persons

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<th>Experience</th>
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<tbody>
<tr>
<td>Brian Myers, President</td>
<td>38 years</td>
</tr>
<tr>
<td>Mark Haley, Vice President</td>
<td>21 years</td>
</tr>
<tr>
<td>Tim Moyer, Project Manager</td>
<td>30 years</td>
</tr>
<tr>
<td>Brian Sozzi, Project Manager</td>
<td>28 years</td>
</tr>
<tr>
<td>Jeremy Heimbach, Project Manager</td>
<td>25 years</td>
</tr>
<tr>
<td>Tom Krieger, Project Manager</td>
<td>30 years</td>
</tr>
<tr>
<td>Jimmy Richard, Mech. Systems Specialist</td>
<td>31 years</td>
</tr>
<tr>
<td>Andy Foy, Road Supervisor</td>
<td>38 years</td>
</tr>
<tr>
<td>Jack Novotny, Safety Director</td>
<td>38 years</td>
</tr>
<tr>
<td>Bill Mesure, Safety Manager</td>
<td>20 Years</td>
</tr>
<tr>
<td>Ken Dunlap, Controller</td>
<td>20 years</td>
</tr>
</tbody>
</table>
July 22, 2021

Myco Mechanical, Inc.
1 N Washington Street
Telford, PA 18969

RE: Myco Mechanical, Inc.
Experience Modification Rating (EMR) History
Pennsylvania Bureau File No. 2959263

To whom it may concern,

The purpose of this letter is to verify the three (3) year Experience Modification Rating (EMR) history for my client, Myco Mechanical, Inc. Their EMR history in the Commonwealth of Pennsylvania is as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>EMR</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 22, 2021 to July 22, 2022</td>
<td>.659</td>
</tr>
<tr>
<td>July 22, 2020 to July 22, 2021</td>
<td>.874</td>
</tr>
<tr>
<td>July 22, 2019 to July 22, 2020</td>
<td>.863</td>
</tr>
</tbody>
</table>

Should you require any additional documentation, please don’t hesitate to contact me. Thank you.

Sincerely,

[Signature]
Shantel Whiteside, CRIS
Claims Advocate
### Number of Cases

<table>
<thead>
<tr>
<th></th>
<th>Total number of cases</th>
<th>Total number of cases with job transfer or restriction</th>
<th>Total number of other recordable cases</th>
</tr>
</thead>
<tbody>
<tr>
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<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Total number of cases with days away from work</td>
<td>(G)</td>
<td>(H)</td>
<td>(I)</td>
</tr>
<tr>
<td>Total number of cases with job transfer or restriction</td>
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</tr>
<tr>
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<td>1</td>
<td></td>
<td></td>
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</table>

### Number of Days

<table>
<thead>
<tr>
<th></th>
<th>Total number of days away from work</th>
<th>Total number of days of job transfer or restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of days away from work</td>
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<td>(K)</td>
</tr>
<tr>
<td>Total number of days of job transfer or restriction</td>
<td>1</td>
<td>(L)</td>
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</tbody>
</table>

### Injury and Illness Types

<p>| | | |</p>
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<th></th>
<th></th>
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<tr>
<td>Total number of...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(M)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Injuries</td>
<td>3</td>
<td>(4) Poisonings</td>
</tr>
<tr>
<td>(2) Skin disorders</td>
<td>0</td>
<td>(5) Hearing loss</td>
</tr>
<tr>
<td>(3) Respiratory conditions</td>
<td>0</td>
<td>(6) All other illnesses</td>
</tr>
</tbody>
</table>

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Filing this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instructions, search and gather data, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about this estimate or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N3544, 200 Constitution Avenue NW, Washington, DC 20210. Do not send the completed forms to this office.
Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 300 or its equivalent. See 29 CFR Part 1904.35, in OSHA’s recordkeeping rule, for further details on the access provisions for these forms.

### Number of Cases

<table>
<thead>
<tr>
<th>Description</th>
<th>Total Number</th>
</tr>
</thead>
<tbody>
<tr>
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<td>(G)</td>
</tr>
<tr>
<td>Total number of cases with days away from work</td>
<td>(H)</td>
</tr>
<tr>
<td>Total number of cases with job transfer or restriction</td>
<td>(I)</td>
</tr>
<tr>
<td>Total number of other recordable cases</td>
<td>(J)</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
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<tr>
<td>Total number of days of job transfer or restriction</td>
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### Injury and Illness Types

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<tbody>
<tr>
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</tr>
<tr>
<td>(2) Skin disorders</td>
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</tr>
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<td>(3) Respiratory conditions</td>
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</tr>
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<td>(4) Poisonings</td>
<td>0</td>
</tr>
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<td>(5) Hearing loss</td>
<td>0</td>
</tr>
<tr>
<td>(6) All other illnesses</td>
<td>0</td>
</tr>
</tbody>
</table>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Standards, Room N3544, 200 Constitution Avenue NW, Washington, DC 20210. Do not send the completed forms to this office.

### Establishment Information

- **Year 2019**
- **U.S. Department of Labor**
- **Occupational Safety and Health Administration**
- **Form approved OMB no.: 1218-0170**

- **Your establishment name:** Myco Mechanical Inc.
- **Street:** 1 N. Washington Street
- **City:** Telford
- **State:** PA
- **ZIP:** 19909
- **Industry description:** (e.g., Manufacture of motor truck trailers)
  - HVAC Construction
- **Standard Industrial Classification (SIC), if known (e.g., 3715):**
  - 1
  - 5
  - 4
  - 2
- **OR**
- **North American Industrial Classification (NAICS), if known (e.g., 336212):**
  - 2
  - 3
  - 8
  - 2
  - 2
  - 0

**Employment information:** (if you don't have these figures, see the Worksheet on the back of the Original Form 100A to estimate.)

- **Annual average number of employees:** 135
- **Total hours worked by all employees last year:** 282,068

**Sign here**

- Knowingly falsifying this document may result in a fine.
- I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

[Signature]

**President**

**Date:** 01/24/20
OSHA's Form 300A (Rev 01/2004)

Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary. Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0." Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See §29 CFR Part 1904.55, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

<table>
<thead>
<tr>
<th>Number of Cases</th>
<th>Total number of deaths</th>
<th>Total number of cases with job transfer or restriction</th>
<th>Total number of other recordable cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>(G)</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>(H)</td>
<td>0</td>
<td>(I)</td>
<td>(J)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Days</th>
<th>Total number of days away from work</th>
<th>Total number of days of job transfer or restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>(K)</td>
<td>0</td>
<td>23</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Injury and Illness Types</th>
<th>Total number of</th>
</tr>
</thead>
<tbody>
<tr>
<td>(M)</td>
<td></td>
</tr>
<tr>
<td>(1) Injuries</td>
<td>4</td>
</tr>
<tr>
<td>(4) Poisonings</td>
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<tr>
<td>(2) Skin disorders</td>
<td>0</td>
</tr>
<tr>
<td>(6) All other illnesses</td>
<td>0</td>
</tr>
<tr>
<td>(3) Respiratory conditions</td>
<td>0</td>
</tr>
</tbody>
</table>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Establishment Information

Your establishment name: Myco Mechanical Inc.
Street: 1 N. Washington Street
City: Telford
State: PA
ZIP: 18969

Industry description (e.g., Manufacture of motor trucks): HVAC Construction

Standard Industrial Classification (SIC), if known (e.g., 3715): 1 5 4 2

OR

North American Industrial Classification (NAICS), if known (e.g., 335212): 2 3 8 2 2 0

Employment Information (If you don't have these figures, see the Worksheet on the back of the Original Form 300A to estimate.)

Annual average number of employees: 169

Total hours worked by all employees last year: 352,490

Sign here

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

[Signature] Brian Myers
Title: [Title]
Phone: 2673820267
Date: 01/21/21

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact US Department of Labor, OSHA Office of Statistics, Room N 3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.
Appendix B
NON-COLLUSION AFFIDAVIT

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-collusion Affidavit is material to any contract awarded pursuant to this proposal. According to §4507 of the Commonwealth Procurement Code, 62 Pa. C.S. §4507, governmental agencies may require Non-collusion Affidavits to be submitted with proposals.

2. This Non-collusion Affidavit must be executed by the member, officer, or employee of the Proposer who makes the final decision on prices and the amount quoted in the proposal.

3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of proposals are unlawful and may be subject to criminal prosecution. The person who signs the affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the Proposer with responsibilities for the preparation, approval or submission of the proposal.

4. In the case of a proposal submitted by a joint venture, each party to the venture must be identified in the proposal documents and an affidavit must be submitted separately on behalf of each party to the joint venture.

5. The term “complementary proposal” as used in the affidavit has the meaning commonly associated with that term in the proposal process, and includes the knowing submission of proposals higher than the proposal of another firm, any intentionally high or noncompetitive proposal, and any other form of proposal submitted for the purpose of giving a false appearance of competition.

6. Failure to submit a Non-collusion affidavit with the Proposal in compliance with these instructions may result in disqualification of the proposal.
NONCOLLUSION AFFIDAVIT

State of Pennsylvania: DGS Project Number: C-1101-0053
County of Bucks: s.s.

I state that I am the Vice President (Title) of Myco Mechanical, Inc. (Name of Firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the prices(s) and the amount of this proposal.

I state that:

1. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, proposer, or potential proposer.

2. Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a proposer or potential proposer, and they will not be disclosed before the proposal submission date.

3. No attempt has been made or will be made to induce any firm or person to refrain from proposing on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.

4. The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.

5. Myco Mechanical, Inc. (Name of Firm) its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to proposing and/or bidding on any public contract, except as follows:

   None

I state that Myco Mechanical, Inc. (Name of Firm) understands and acknowledges that the above representations are material and important, and will be relied upon by the Department of General Services in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Department of General Services of the true facts relating to the submission of this proposal.

Mark Haley
(Signatory’s Printed Name)

Vice President
(Signatory’s Title)

SWORN TO AND SUBSCRIBED
BEFORE ME THIS 22nd DAY OF
March, 2022.

Emma Love Capaldi, Notary Public

My Commission Expires
DECEMBER 10, 2025
APPENDIX A
PROPOSAL SIGNATURE PAGE

**Proposer’s Representations and Authorizations.** Proposer by signing this Proposal Signature page and submitting its proposal understands, represents, acknowledges and certifies that:

a. All information provided by, and representations made by, the Proposer in the proposal are material and important and will be relied upon by the Proposal Evaluation Committee in reviewing the Proposal and by DGS in awarding the contract. Any misrepresentation of a material fact or omission of material fact by the entity submitting the proposal shall be treated as fraudulent concealment from the Commonwealth of the true facts relating to the submission of the proposal. If the misrepresentation and/or omission of material fact is discovered during the review of the proposal, the proposal will be automatically disqualified. Discovery of the misrepresentation and/or omission of material fact after contract award constitutes grounds for defaulting the contractor and may lead to debarment procedures being instituted against the contractor. A misrepresentation shall be punishable under 18 Pa. C.S. § 4904.

b. Proposer acknowledges that they have received, read and understood all Addenda issued for the Project.

c. The price and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other Proposer or potential Proposer.

d. Neither the price nor the amount of the proposal, and neither the approximate price nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a Proposer or potential Proposer, and they will not be disclosed on or before the proposal submission deadline specified in the Notice to Proposers and the Calendar of Events.

e. No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.

f. The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.

g. To the best knowledge of the person signing the proposal for the Proposer, the Proposer, its affiliates, subsidiaries, officers, directors, and employees are not
currently under investigation by any local, state or federal governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as disclosed by the Proposer in its proposal.

h. To the best of knowledge of the person signing the proposal for the Proposer and except as otherwise disclosed by the Proposer in its proposal, the Proposer has no outstanding, delinquent obligations to Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Proposer that is owed to Commonwealth.

i. The Proposer is not currently under suspension or debarment by Commonwealth, or any other local, state, or the federal government. If the Proposer cannot so certify, then it shall submit along with its proposal a written explanation of why it cannot make such certification.

j. The Proposer has not, under separate contract with the DGS made any recommendations to DGS concerning the need for the services described in the proposal or the specifications for the services described in the proposal.

k. Each Proposer, by submitting its proposal, authorizes all Commonwealth agencies to release to Commonwealth information related to liabilities to Commonwealth of Pennsylvania including, but not limited to, taxes, unemployment compensation, workers' compensation liabilities and Prevailing Wage Act.

l. Until the selected Proposer receives a fully executed and approved written contract from the DGS, there is no legal and valid contract in law or in equity, and the Proposer should not begin to perform work. If a Letter of Intent has been issued, the Proposer may proceed in accordance with the terms of the Letter.

m. Proposer is not currently engaged, and will not during the duration of the contract engage, in a boycott of a person or an entity based in or doing business with a jurisdiction which the Commonwealth is not prohibited by Congressional statute from engaging in trade or commerce; and is eligible to contract with the Commonwealth under Section 3604 of the Procurement Code.

n. Proposer agrees and certifies to abide by, but not be limited to, the Commonwealth of Pennsylvania Acts, Provisions, Clauses, and Statements stated in the Contract Documents.
I am authorized to sign this proposal on behalf of the Proposer and I agree and state that __Myco Mechanical, Inc.__ (Name of Firm) understands and acknowledges that the above representations are material and important, and will be relied upon by the Proposal Evaluation Committee and the Department of General Services in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement shall be treated as fraudulent concealment from the Department of General Services of the true facts relating to the submission of this proposal.

PROPOSER IS A CONTRACTOR/INDIVIDUAL:

Witness: ____________________________

___________________________
Contractor / Individual

PROPOSER IS A LIMITED LIABILITY COMPANY (LLC) OR PARTNERSHIP:

Witness: ____________________________

___________________________
General Partner / Authorized LLC Member

___________________________
Limited Partnership

PROPOSER IS A CORPORATION:

Attest: By: ____________________________

___________________________
Secretary / Treasurer Randy Kennedy

___________________________
President / Vice-President Mark Haley

PROPOSER IS A JOINT VENTURE:

Attest: By: ____________________________

___________________________
Secretary

___________________________
President
T-1A Introduction to the Project Team

Myco Mechanical, Inc.’s vast project experience makes it one of the premier mechanical contractors in Pennsylvania. The Company is located in Bucks County, and employs more than 185 employees from around the Commonwealth. Last year, Myco performed more than $70 million worth of mechanical work in Pennsylvania. In doing so, Myco worked with countless Pennsylvania customers, vendors, subcontractors and suppliers to successfully complete numerous public works projects.

Myco’s Project Team Personnel

Experience and Leadership Starts with Myco’s Owners:

Experience matters when performing public works projects. Experience ensures that the Commonwealth receives quality construction performed by professional and well-trained employees. Hiring quality employees who “have seen it all” makes all the difference, and Myco delivers when it comes to quality and experience. In addition, as described below, Myco has invested in cutting-edge technology that supplements its years of know-how.

Myco’s project team begins with its two Owners who are regularly involved in the day-to-day activities of the Company. With more than 65 years of experience between them, Brian Myers and Mark Haley will be directly involved in the East Stroudsburg University project from beginning to end. Both Mr. Myers and Mr. Haley have extensive construction experience ranging from having worked in the field to project managing multi-million projects. Mr. Myers and Mr. Haley’s resumes, which detail their professional experiences, are provided along with this submission for your consideration.

Safety:

Safety comes first at Myco. It is our number one priority that our employees work safely. To that end, Myco employs a full-time Safety Director, Jack Novotny, CSP, who is intimately involved in all of Myco’s projects. Mr. Novotny brings more than 35 years of diversified safety experience to Myco. Jack achieved his CSP designation in 1996 and strives for continuous improvement in the safety and health field and the elimination of injuries and illnesses in the workplace. Under Jack’s leadership, every single field employee of Myco has received his OSHA-30 designation. Further, Jack personally visits every worksite and regularly participates in ToolBox Talks (which Superintendents hold every morning) and best practices consultations with Project Managers and Superintendents.
**Project Management:**

Jeremy Heimbach is Myco’s lead plumber/pipefitter. For more than 20 years, Mr. Heimbach has been focused in plumbing/pipefitting construction. His personal experience includes working in the field as well as almost 15 years of experience as a project manager. Mr. Heimbach has project managed work ranging in value up to $6 million throughout Pennsylvania, including DGS projects. Mr. Heimbach’s role will consist of coordinating all aspects of the East Stroudsburg University plumbing project including coordinating and communicating with DGS, purchasing, scheduling, manpower, engaging subcontractors and vendors, etc. A copy of Mr. Heimbach’s resume has been provided along with this submission.

**Mechanical Systems Specialization/Prefabrication:**

Jimmy Richard’s 31-year experience working with mechanical systems is unrivaled. He has experience in all phases of plumbing/pipefitting and HVAC construction that includes estimating, installation, project management, project closeout, prefabrication management, logistics coordination and more. Mr. Richard is LEED/green certified and OSHA 10 Hour and 30 Hour certified. Most significantly, Mr. Richard is Myco’s subject matter expert for any issues or concerns which arise including coordinating with Owners to meet their needs.

**VDC:**

In addition to all of the previously mentioned construction experience, Myco’s VDC Manager, Tim Libman, leads the Company’s progressive approach to providing quality work with little to no re-work needed. Under Mr. Libman’s management, Myco’s technical capabilities far exceed that of other mechanical contractors. For example, Myco uses its full-time, on-site VDC members to coordinate and prefabricate plumbing, sheet metal and mechanical pipe drawings for Project Managers and Superintendents use in the field. With AutoCAD MEP and Revit, Myco’s VDC Team utilizes clash detection software to coordinate all facets of the construction site, including the work of other trades. Fabricated pipe and sheet metal from these models is then delivered to the site with a physical blueprint of the coordinated model. The VDC Team also uses 3-D CAD, one of the most advanced technologies in the construction industry, to scan its entire work area. With 3-D CAD capabilities, Myco has a virtual image of the work site and uses that technology to reduce re-work, avoid conflicts with other trades, and to make sure that its work is done correctly and delivered on time.

**Myco’s History of Working Relationship Between Firms and Team Members**

Many of the aforementioned Team Members have worked together for decades. They are intimately familiar with the construction industry and how each other work on a project – which ensures consistency and quality. Further, with many of the Team Members having each worked in the construction industry for 30 years or more, there are virtually no engineers, architects, vendors or subcontractors that the Myco Team hasn’t worked with before, and on numerous occasions.
Services Provided on the Project

Myco is intimately familiar with the services and materials to be provide on this project. Myco has been prequalified and awarded construction contracts on countless other occasions involving postsecondary, secondary and elementary institutions. This includes having been awarded a construction contracts for other Pennsylvania State System of Higher Education (PASSHE) university, as well as other universities and colleges.

Myco’s Experience with Multi-Prime Contractor Projects

Simply put, almost every project that Myco performs is a multi-prime construction project. Myco has successfully completed hundreds of multi-prime public works projects on time over the years including a number of successfully completed DGS projects.

Myco’s Experience with Full Building Demolition

Myco has successfully and safely completed several replacement facility projects that involved the complete demolition of the existing building. These projects include entire Middle Schools and High Schools.

Myco’s Experience with Hazardous Materials Abatement

Hazardous Waste Abatement - All Myco Project Managers and Superintendents receive training on the safe handling of hazardous waste. When a potential hazardous material is identified the area is segregated and a licensed hazmat contractor is notified to remove the material to meet regulatory requirements.

Myco’s Experience with Commercial Kitchens and Serveries

Through the years Myco has installed hundreds of Commercial Kitchens successfully. These systems have ranged from the very basic nine (9) unit system to a complex system with over thirty-two (32) units.

Myco’s Experience with Working on LEED Projects

Through the years Myco has completed over twenty-five (25) LEED Projects ranging from LEED certified to LEED Platinum. We are well versed in the various materials and methodologies used to accomplish each level of certification for a LEED building.
Myco’s Experience with Fire Suppression Systems

All of our K-12 and Higher Education projects include a fire suppression system and we have overseen and coordinated various fire suppression systems over the years. Whether the system is wet, dry or chemical, Myco will ensure a successful installation of a high quality system.

Myco’s Experience with Projects of Similar Nature, Size and Complexity

Myco’s Team has literally worked on hundreds of educational facilities in Pennsylvania, including numerous DGS projects. Each of the above-mentioned Team Members has worked on dozens, if not more, educational facilities, including University settings like that at East Stroudsburg University, over the course of their professional career. Those include but are not limited to prior Kutztown University Projects, Bloomsburg University, Penn State University, Lincoln University, and West Chester University and several others. Quite simply, Myco is likely one of the most experienced mechanical contractors in Pennsylvania when it comes to the construction of educational facilities. Each of the attached resumes evidences this experience.

Myco’s Experience with Operations on Active Project Site

Myco’s project management (PM’s and Superintendents) regularly handle projects with “active” construction operations. For example, Myco currently is completing a $2 million Project for North Penn School District in an actively operating Elementary School with full administrative, staff and student population. The Project has safely and efficiently remained on schedule without issue.

Myco’s Experience Working in a University Setting

Myco has performed numerous Projects at University settings all across the Commonwealth of Pennsylvania. Those Projects include HVAC and Plumbing work and services at Kutztown University, Bloomsburg University, Penn State University, Lincoln University, and West Chester University and several others. Myco specializes in the specific type of work being bid, specifically plumbing and HVAC systems for institutions such as this. Through our past work, we have proven our high standards of competency.

Myco’s Experience with Coordination of Projects

Most recently Myco has completed the complete renovation of three dormitories in the East Halls of Penn State. The floor to ceiling space was 7’6” with pre-stressed concrete floors. This required our team to utilize radar to locate the pre-stressed steel rods and route our work around them hence there was tremendous amount of coordination. Since we performed both the HVAC and Plumbing, our VDC (Virtual Design & Construction) department was able to route everything in 3D Revit with clash detection.
Section T-1B Prime Contractor: Qualification, Experience and Past Performance

Compliance with Plans and Specifications

Myco shall strive to deliver a product that complies with all Project plans and specifications. To do so, we think proactively and become keenly aware of the Project site and conditions of the Work before we begin. This allows us to develop a specific and thoughtful game plan to execute the contract. Simply stated, we understand the “what ifs” before we begin. Thereafter, in order to facilitate coordination and construction, Myco will closely review and plan for each stage of the Work. Should Myco have questions about the contract documents, it will cooperatively identify and discuss them with the Project leadership to collectively and most efficiently determine the proper path for the Project.

Quality of Workmanship

Myco has no doubt its Workmanship is of the highest quality in the industry. Myco’s culture and training breeds the highest quality. Myco makes great investment in its people through continuing training, education, and technology which, through years of experience in the industry, mentoring of its Project Managers, Superintendents, Foremen, Journey persons, and apprentices forges a work ethic that requires all Work be done one way: with the highest degree of quality, skill, and attention.

Schedule Compliance/schedule performance

Myco is keenly aware that Time is of the Essence on its Projects. Myco commences its Work in accordance with the construction schedule per the contract specifications. To that end, its processes and procedures are driven by one common denominator: The Work be done in the most efficient – both time and cost - way to provide the highest quality and value to the customer. To do so, Myco will appropriately man the Project so that the Work proceeds expeditiously to achieve all Project milestones, including - and most importantly - Substantial Completion, per the contract specifications.
Cost-control and project budget management

Myco goes to great lengths to provide its project team the support, training, and insight to control costs and stay budget focused during the course and scope of a Project. The Project team regularly meets with Myco’s robust virtual design construction team and experienced accounting team to collaborate on project delivery.

Reputation for reasonable and cooperative behavior and commitment to customer satisfaction

Myco is highly regarded in the industry as a great team player on its Projects. We care about each and every Project we take on which is why we are sought out by Owners and other contractors for Projects. From years of experience, we know that good coordination and cooperation amongst contractors on a Project yields great return on investment for the customer. We are driven to provide nothing less than very successful projects for our customers, that not just meet, but exceed their expectations and satisfaction. When Myco agrees to a project you can be assured it will be performed with the highest degree of quality and skill in all facets.

Financial Stability

Myco has a long and successful history in the Mechanical Contractor industry, operating successfully for over 25 years. Its longevity is built upon a foundation of principles, many of which are mentioned above, that has established it as a stalwart in the contracting community. Myco has not rested on that history, however, and continues to implement initiatives that foster its growth well into the future. Myco has significant bonding capacity and resources as a result of its performance and track record of success which allows it to routinely perform multimillion-dollar projects both in the Commonwealth of Pennsylvania and nationwide.

Compliance: Safety laws and Policies, Prevailing Wage Act, Prompt Payment Laws and policies, and other applicable laws

Myco puts its employee’s safety at the forefront. It maintains a robust safety department of directors and managers that create and implement policy to train, educate, and track the everchanging safety laws and orders for the construction industry to protect its most valuable
asset; its people. For example, with the onset of Covid-19, Myco’s safety department did not flinch and was one of the first contractors to have a complete Covid-19 safety policy and procedure documented and in-place for guidance and best practices to prohibit the contraction and spread of the virus for both field and office workers. As the ultimate form of flattery, many contractors parroted Myco’s policy for their own. Myco also maintains its own legal department for legal compliance with all relevant construction laws and orders. Myco’s legal department continually monitors, researches, and implements compliance changes for the company to the applicable wage and hour laws including the Prevailing Wage Acts, payment laws including the applicable Prompt payment laws, and many other federal and state laws mandated by regulators and/or relevant to the construction industry and its customers.
T-1C  Designated Critical Work

Fire Suppression

TRIANGLE
APPENDIX G
DESIGNATED CRITICAL WORK
QUALIFICATIONS STATEMENT

COVER SHEET

DGS Project Name: East Stroudsburg University New Information Commons PH1

DGS Project Number: DGS C-0405-0058 PHASE 001

DESIGNATED CRITICAL WORK: For proper evaluation, the Proposer MUST submit at least one "Designated Critical Work Qualification Statement" for each Work item listed in T-1C for the respective contract. NOTE: The selected Proposer shall enter subcontracts with each listed subcontractor in T-1C.

Check One Work item for which this Qualification Statement is being submitted:

General Construction (.1 contract)
□ Curtainwall
□ Masonry
□ Commercial kitchen equipment
□ Roofing

HVAC Construction (.2 contract)
□ Testing, Adjusting and Balancing
□ Building Automation Systems Installation & Integration

Plumbing Construction (.3 contract)
√ Fire Suppression

Electrical Construction (.4 contract)
□ Telecommunications Infrastructure & Distribution Installation

Name of Firm: Triangle Fire Protection, Inc.
Address: 20 Roadway Drive, Carlisle, PA 17015
Principal Office: same
Owner or Authorized Representative: Mark E. Potteiger, President & Owner
SECTION 1 – FIRM INFORMATION

1.1 Background Information

a) How many years has the firm been in business? 27 years

b) How many years has the firm been doing business in proposed contract field? 27 years

Under what former names has the firm conducted business?

n/a

________________________________________

________________________________________

________________________________________

c) Identify all jurisdictions in which the firm is licensed or otherwise qualified to do business.

PA does not require fire protection license

Maryland license # MSC-205


d) If the firm is a corporation, provide the following information:

Date of incorporation 05/20/1994

State of incorporation Pennsylvania

President’s name Mark E. Potteiger, President & Owner

Vice President’s name(s), Mark E. Potteiger, Vice President

Secretary’s name Mark E. Potteiger, Secretary

Treasurer’s name Mark E. Potteiger Treasurer

e) If the firm is a partnership, provide the following information:

Date of formation n/a

Type of partnership

Names of partners

f) If the firm is individually owned, provide the following information:

Date of formation n/a

Name of owner

g) If the form of the firm is other than those listed above, describe it and name the principals:

n/a
SECTION 2 - EXPERIENCE AND PERFORMANCE

2.1 General
   a) Provide the annual construction volume in dollars completed by the firm in the past three years:
      
      Year 2020 $11M
      Year 2019 $9.5M
      Year 2018 $7M

   b) Identify the percentage of work on similar projects the firm typically performs with its own work force __100__

   c) List the categories of work that the firm normally performs with its own forces on similar projects. Automatic Fire Protection, Design, Installation

2.2 Project Experience and References
   Submit as Attachment 1 to this Qualifications Statement:
   a) Suggested number of Sheets/Pages:
      - 3 sheets/(8 pages)

      Three (3) detailed project descriptions for relevant projects similar in size and scope to the Contract Work. The project descriptions shall include, at a minimum, the following information presented in the order listed below:

      vii. Name of project, type of project and location
      viii. Description of the project and relevance of work to the Contract Work
      ix. Contact information for an owner representative familiar with the firm's work performed on this project. Include name, address, telephone number(s) and e-mail address.
      x. The original bid/proposal price and the final contract price. If the project is ongoing, project the final price and relation to proposal price. Contract value for which the firm was/is responsible.
      xi. The original date for project completion and the actual completion date. If the project is ongoing, project the completion date and relation to original schedule.
      xii. As available, performance ratings of the work evaluated by owner or owner's representative.

2.3 Contractor Safety Record
   Submit as Attachment 2 to this Qualifications Statement the information specified herein and verify this information by providing copies of OSHA 300/200 Forms or appropriate documentation from insurance carriers, as applicable. The firm may submit written explanations to comment on or clarify its safety record.
   a) Provide the firm's Workers Compensation Experience Modification Rating for the past three years, beginning with the most recent year available:

      Year 1: 2021 1.141
      Year 2: 2020 1.414
b) Provide the firm’s Total Lost Workday Incidence Rate (LWDIR) for the past three years, beginning with the most recent year available:

Year 1: 2020 0
Year 2: 2019 2.66
Year 3: 2018 3.34

*LWDIR Rate = Number of Lost Time Injuries & Illnesses x 200,000 ÷ Total Hours Worked

c) Provide the firm’s Recordable Incidence Rate (RIR) for the past three years:

Year 1: 2020 0
Year 2: 2019 5.31
Year 3: 2018 3.34

*RIR Rate = Number of Injuries x 200,000 ÷ Total Hours Worked

d) Provide in an Attachment 3 to this Qualifications Statement a list of any health or safety citations issued by federal or state agencies for serious or willful violations issued in the past 3 years. Include a separate statement for any such violations and include the citation number, a brief description of the violation and the amount of penalty, if any, for each violation and current status of violation.

N/A

SECTION 3 - REQUIRED DISCLOSURES

The firm shall answer the following questions with regard to the past three (3) years. If any question is answered in the affirmative, the firm shall submit in an Attachment 5 to this Qualifications Statement, for each affirmative answer, a written explanation which shall provide details concerning the matter in question, including applicable dates, locations, names of projects/project owners and current status of any such matter.

3.1 Is the firm currently debarred or suspended from doing business with any federal, state or local government agency or private entity?
   Yes ___ No ✓

3.2 Has the firm ever been debarred or suspended from doing business with any federal, state or local government agency or private entity?
   Yes ___ No ✓

3.3 Is the firm currently or has the firm been otherwise prohibited from doing business with any federal, state or local government agency or private entity?
   Yes ___ No ✓

3.4 Has the firm been denied prequalification (not including short listing), declared non-responsible, or otherwise declared ineligible to submit bids or proposals for work by any federal, state or local government agency or private entity?
   Yes ___ No ✓

3.5 Has the firm defaulted, been terminated for cause or otherwise failed to complete any project that it was awarded?
Yes ___ No √

3.6 Has the firm been assessed or required to pay liquidated damages in connection with work performed on any project?
   Yes ___ No √

3.7 Has the firm had any business or professional license, registration, certificate or certification suspended or revoked?
   Yes ___ No √

3.8 Have any liens been filed against the firm as a result of its failure to pay subcontractors, suppliers, or workers?
   Yes ___ No √

3.9 Has the firm been denied bonding or insurance coverage or been discontinued by a surety or insurance company?
   Yes ___ No √

3.10 Has the firm been found in violation of any laws, including but not limited to contracting or antitrust laws, tax or licensing laws, labor or employment laws or environmental laws by a final decision of a court or government agency?
   Yes ___ No √

*Note: information regarding health and safety violations is addressed in a previous section.

3.11 Has the firm or its owners, officers, directors or managers been the subject of any criminal indictment or criminal investigation concerning any aspect of the firm’s business?
   Yes ___ No √

3.12 Has the firm been the subject to any bankruptcy proceeding?
   Yes ___ No √

SECTION 4 - REQUIRED REPRESENTATIONS

In submitting this Qualifications Statement, along with the other representations and authorizations listed in the RFP, the firm also makes the following representations, which it understands are required as a condition of performing the Contract Work and receiving payment for same.

4.1 The firm will possess all applicable professional, business and trade licenses required for performing the Contract Work.

4.2 The firm satisfies all bonding and insurance requirements as stipulated in the solicitation for the Contract Work.

4.3 The firm and all subcontractors it employs in execution of the Contract Work shall be in full compliance with the Commonwealth’s requirements for workers’ compensation insurance according to all applicable laws, and unemployment insurance according to all applicable laws.
4.4 The firm and all subcontractors it employs in execution of the Contract Work shall be in full compliance with all requirements of the Commonwealth's prevailing wage law and Public Works Employment Verification Act.

4.5 If awarded the Contract Work, the firm represents that it will not exceed its current bonding limitations when the Contract Work is combined with the total aggregate amount of all unfinished work for which the Contractor is responsible.

4.6 The firm represents that it has no conflicts of interests with the Commonwealth of Pennsylvania and, if awarded the Contract Work, any potential conflicts of interest that may arise in the future will be disclosed immediately to the Department of General Services.

4.7 The firm represents the price offered in connection with its proposal for the Contract Work was arrived at independently without consultation, communication or agreement with any other Proposer or competitor.

4.8 The firm will ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin.
<table>
<thead>
<tr>
<th>Name of Project</th>
<th>Owner</th>
<th>Construction</th>
<th>Architect</th>
<th>Contract Date</th>
<th>Type of Work</th>
<th>Status</th>
<th>Cost of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Penn State Health Lancaster Medical Center</td>
<td>Penn State Health 2160 State Road Lancaster, PA 17601</td>
<td>Barton Malow Alexander Brian Horn 102 E. College Avenue State College, PA (814) 404 4758</td>
<td>HKS, P.C.</td>
<td>8/2020</td>
<td>New construction design-build through installation project.</td>
<td>In Progress</td>
<td>$1,566,695.00</td>
</tr>
<tr>
<td>PSU Hershey Data Center University Park, PA 16802</td>
<td>Pennsylvania State University Office of the Physical Plant University Park, PA 16802 Phone: 814-865-4731</td>
<td>Holder Construction Co Chad Allen 3333 Riverwood Pkwy Atlanta, GA 30339 (770) 988-3000</td>
<td>IDC Architects</td>
<td>11/2015</td>
<td>New construction design-build through installation project.</td>
<td>Completed 2016</td>
<td>$261,647.00</td>
</tr>
<tr>
<td>Wilkes Barre SD High School</td>
<td>Wilkes Barre School District 730 South Main St Wilkes-Barre, PA 18711 (570) 826-7111</td>
<td>Apollo Group, Inc Proj Mgr: Michael Krzywicki 440 Pierce Street Kingston, PA 18704</td>
<td>Borton &amp; Lawson: WKL Architects</td>
<td>3/2019</td>
<td>New construction design-build through installation project.</td>
<td>Completed 9/2021</td>
<td>$1,007,830.00</td>
</tr>
<tr>
<td>Uwchlan Hills Elementary</td>
<td>Downingtown Area School District 540 Trestle Place Downingtown, PA 19335 (610)269-8460</td>
<td>Jay R. Reynolds Construction 1 Brooks Avenue Willow Street PA 17584</td>
<td>KCBA Architects</td>
<td>3/2019</td>
<td>Design-Build Fire Protection through complete installation.</td>
<td>Completed 2020</td>
<td>$250,000.00</td>
</tr>
</tbody>
</table>
OSHA's Form 300A (Rev 03/2004)

Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this Summary page, even if no work-related cases or illnesses occurred during the year. Remember to review the Log to verify that all cases are accurate and accurate before completing this summary.

Use the Log to count the number of cases per month for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0.

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.26. In OSHA's recordkeeping site, for further details on the access provisions for these forms.

Number of Cases

Total number of cases: 1

Number of days away from work: 0

Number of permanent job transfer or restriction: 0

Number of permanent job displacement: 0

Number of Days

Total number of days away from work: 0

Total number of days with job transfer or restriction: 0

Total number of days with job displacement: 0

Injury and Illness Types

Total number of cases: 1

(1) Injuries: 1

(2) Skin disorders: 0

(3) Respiratory conditions: 0

(4) Poisonings: 0

(5) Hearing loss: 0

(6) All other illnesses: 0

Establishment Information

Year establishment was active: 2018

Name of employer: Triangle Fire Protection, Inc.

Address: 20 Broadway Drive

City: Carlisle

State: PA

Zip: 17015

Industry Description: Automatic Fire Protection

Standard Industrial Classification (SIC), if known: 1711

Date: 12/11/2018

North American Industry Classification (NAICS), if known: 238220

Employment Information

Number of employees: 30

Number of hours worked by all employees: 59,791

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Mark E. Potterhast, President & Owner

12/11/2018

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.
# Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1901 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log of Work-Related Injuries and Illnesses before completing this Summary.

Using the Log, calculate the individual entries made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you have not completed, write "None." If you have not completed the Log, the page is blank, and you may not have enough information to complete the OSHA Form 300 or its equivalent. (See OSHA 29 CFR 1904.38.) For further details on the access provisions for these forms:

## Number of Cases

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Number of Injuries or Illnesses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

## Number of Days

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Number of Workdays with Cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

## Injury and Illness Types

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Number of Cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

- (1) Injuries
- (2) Skin disorders
- (3) Respiratory conditions
- (4) Poisonings
- (5) Hearing loss
- (6) All other illnesses

*Note: This Summary page is February 1 to April 30 of the year following the year covered by the form.*
Office of the Fire Marshal
State of Maryland

SPRINKLER CONTRACTOR LICENSE

Class I and Class IIIC

Triangle Fire Protection, Inc.
20 Roadway Drive, Carlisle, PA 17015

Having successfully met the requirements for a Sprinkler Contractor License as required by the Public Safety Article, Title 9, Fire Protection & Prevention, Subtitle 9, Fire Sprinkler Contractors of the Annotated Code of Maryland, under and by virtue of the authority granted by said Act is hereby authorized to engage in work on fire sprinkler systems as allowed by the provisions of their license classification until the 30th day of April, 2022.

As witness my hand and the official seal of the State Fire Marshal's Office, this 6th day of June, 2020.

[Signature]
State Fire Marshal
18, 2021

TRIANGLE FIRE PROTECTION INC
20 Roadway Drive
Carlisle, PA 17013

RE: EXPERIENCE MODIFIERS FOR 2012 THRU 2021

Please accept this letter as verification that the workers compensation experience modifier for the above is as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Modifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>0.808</td>
</tr>
<tr>
<td>2013</td>
<td>0.981</td>
</tr>
<tr>
<td>2014</td>
<td>0.973</td>
</tr>
<tr>
<td>2015</td>
<td>0.804</td>
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<tr>
<td>2016</td>
<td>1.025</td>
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<td>2017</td>
<td>1.007</td>
</tr>
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<td>2018</td>
<td>1.046</td>
</tr>
<tr>
<td>2019</td>
<td>1.130</td>
</tr>
<tr>
<td>2020</td>
<td>1.414</td>
</tr>
<tr>
<td>2021</td>
<td>1.141</td>
</tr>
</tbody>
</table>

Regards,

THOMAS W. MARKLEY, CPCU
Broker

Building Automation Systems Installation and Integration

SIEMENS
T-2A Project Management Team

Myco Mechanical, Inc. will provide a project management team consisting of a Safety Manager, Director of Operations, Project Manager, Superintendent, Mechanical System Specialist and VDC Manager. Through years of experience and effective communication, our team members have proven themselves to be among the best in our industry. Their unwavering commitment to excellence ensures the best product for each owner.

Safety is paramount at Myco Mechanical and Jack Novotny was hired to manage all of our safety efforts as we grow. All safety items are reported to Mr. Novotny and as a member of the Executive Team; safety items are discussed at weekly Executive Team meetings. Mr. Novotny also visits all of our sites and sends out weekly Toolbox Talks.

Tim Moyer who reports directly to our Vice President, heads Myco’s Mechanical Operations. Mr. Moyer’s years of experience and technical skills are a great asset for our Project Managers and Superintendents. Mentoring our Project Managers and Superintendents has proven to be extremely beneficial and rewarding to both Myco and Mr. Moyer.

At Myco Mechanical, we look for well-versed individuals to become Project Managers. Jeremy Heimbach exemplifies all the characteristics of a top Project Manager. Understanding the entire job and communicating with our Operations Manager and on site Superintendent. Through his years of experience, Mr. Heimbach has gained the insight needed to oversee all aspects of a successful project and be the person the owner, architect or engineer can count on to make the project run smoothly.

The onsite Superintendents at Myco Mechanical report directly to our Project Managers and maintain an open daily dialog. It’s this effective communication, that our Superintendents provide, that is instrumental to our success.

Jimmy Richard is our Mechanical Systems Specialist. His role encompasses the use of his approximately 31 years of experience and eagerness to help all of us be better. Whether it’s helping one of our Superintendents one-on-one with a specific challenge or communicating with all of our Project Managers and Superintendents on new solutions, we have found this team approach to be instrumental in our successful growth.

We continue to embrace technology and understand the tremendous power these tools can be when implemented correctly. This is why we choose to have our own in-house VDC Department, which utilizes the most innovative technology. Tim Libman heads up this Department and through his experience as a Journeyman in the field and a VDC designer, our VDC Team is unrivaled. With our on-site 3D-Scanner, Trimble positioning system and the open communication/coordination with our Superintendents and other Primes, we have vastly improved our projects. Our VDC Team will communicate with our Superintendents, Project Managers and Operation Manager internally and with other Prime contractors during the coordination process. Having our own VDC
Department allows unprecedented access to correctly and timely coordinate our projects right from the start.
T-2B Work Plan and Schedule

With the allotted 560 calendar days to complete this project we don’t foresee much of any challenges to complete this project on time even though we are a following trade.

With the current state of extended lead-times for equipment, fixtures and material we will work diligently to provide our submittals as early as possible to alleviate delays from manufacturers. At this juncture we do not see any lead-times issues that would jeopardizes the schedule of the project.

Coordination among all for Prime Contracts will play a major role in the success of this project. Our VDC team, with several years of experience, is eager to tackle this project.

With the allocated laydown/staging area near the project site, we do not anticipate any logistical or site issues. We have worked on several university campuses and understand the planning needed to orchestrate the logistics involved to successfully perform on site.

Myco utilizes Viewpoint software which allows our PM’s and Superintendents to view all of our project information on their laptops or iPads. We have also worked with many different Construction Managers and their particular software (ie. Procore, Newforma, Submittal Exchange, etc.)

Myco has performed numerous multiple prime projects and worked diligently with the other primes to formulate successful project schedules in Primavera or Microsoft Project. As a following trade we will collaborate with the (.1) contractor to furnish a logical and workable schedule. We will also continue to update the (.1) contractor throughout the project to ensure the project is completed on or ahead of schedule.
T-2C Safety Plan
Myco Mechanical, Inc. has a comprehensive Safety and Health Management program. The program is based on OSHA CFR 1910 General Industry and CFR 1926 Construction Health and Safety Standards and covers a wide range of policies and procedures that have been developed to meet all current regulations. Myco’s Safety Manual of Practice dated January 2021 contains comprehensive programs and policies. Safety Director, Jack Novotny, CSP, administers the Health and Safety program at Myco. Safety Managers Bill Mesure and Scott Fulton bring an additional 55 years or safety experience.

Jack, Bill, and Scott regularly visit project sites to perform safety inspections and to provide stewardship and instruction as needed. Project Managers, Superintendents and Safety personnel conduct weekly toolbox talks at each jobsite as well.

Executive Philosophy
The establishment and preservation of a safe working environment is the shared responsibility every employee at all levels of the organization. To that end, every effort is made to achieve Myco’s stated goal of having “accident free” projects.

Myco’s philosophy is oriented toward absolute control and minimization of risk. Our performance goal is zero (0) accidents and/or safety incidents.

Below are Myco’s “Guiding Principles” when it comes to Safety:

- We are committed to protecting the Health and Safety of each employee as the overriding priority of Myco.
- Myco will not compromise an individual’s well-being in anything we do.
- The implementation of actions to help our employees realize a healthy, injury-free environment is a leadership responsibility. Continuing support of this effort is the responsibility of every employee.
- Personal accountability for safety at all levels of the organization is the cornerstone of our safety philosophy.
- We immediately and appropriately address and correct unsafe acts and conditions.
- We view safety training as an integral part of our Safety program.
- We actively engage and empower our employees to identify and correct hazards.
- We utilize the Hierarchy of Health and Safety Controls to reduce risks and eliminate injuries.
We seek continuous improvement through creative and aggressive strategies to strengthen our safety processes.

The safety of our employees is of prime importance. It is essential that our effort at every job site exceed expectations when it comes to Safety. Therefore, we practice two (2) programs to facilitate that resolve. We utilize “Daily Pre-Task Planning Cards” to accomplish our goals, and we have a zero tolerance philosophy for safety violations utilizing a progressive discipline program.

Myco’s Safety Manual of Practice details specific policies and practices about how Myco comports itself on and off site. While the Manual of Practice is too lengthy to include, below is a sampling of its contents evidencing Myco’s commitment to safety:

**Safety Manual of Practice**

Individual Safety Responsibilities …………………………………………………………..
   Leadership……………………………………………………………………………………………………
   Project Manager………………………………………………………………………………………….
   Superintendent ……………………………………………………………………………………………
   Safety Manager…………………………………………………………………………………………
   Employees………………………………………………………………………………………………

Accident Prevention Policy…………………………………………………………………………

Occupational Safety and Health Administration (OSHA)………………………………………

Emergency Action Plan -OSHA 1910.38 …………………………………………………………..

Fire Prevention Plan – OSHA 1910.39………………………………………………………………….…..

Medical Emergencies…………………………………………………………………………………

Safety Incident Investigations………………………………………………………………………..

General Safety Rules…………………………………………………………………………………..

Job Specific Safety Procedures
   Aerial Lifts (Scissor/Boom)………………………………………………………………………………
   Asbestos Awareness - OSHA 1926.1101 ………………………………………………………………..
   Compressed Gas Cylinders Safety……………………………………………………………………
   Cranes, Hoists and Rigging………………………………………………………………………………
   Electrical Safety…………………………………………………………………………………………
   Ergonomics and Material Handling……………………………………………………………………
   Flammables – Storage and Handling……………………………………………………………………
   Grinding Safety…………………………………………………………………………………………
   Hand and Portable Power Tools ………………………………………………………………………
      Powdered Actuated Tools………………………………………………………………………..
   Housekeeping…………………………………………………………………………………………
   Ladders Safe Use Procedures………………………………………………………………………..
   Office Safety…………………………………………………………………………………………
OSHA Inspection Procedure

Powered Industrial Trucks (Forklifts/Rough Terrain Lifts) - OSHA 1910.178

Pre Task Planning

Required Safety Training

Respiratory Protection

Dusk Masks

Sling Inspection, Storage and Safe Use Procedure

Slips, Trips and Falls

Weather Extreme - Cold

Weather Extreme - Heat

Welding, Cutting, Burning Procedure

Written Programs

Blood Borne Exposure Control Plan - OSHA 1910.1030 (c) (1)

Excavation/Trenching Program – OSHA 1926.650

Fall Protection and Prevention Program OSHA 1926.501

Hazard Communication Program – OSHA 1910.1200 (e) (1)

Lockout/Tagout Program – OSHA 1910.147(c) (1)

Personal Protective Equipment Policy –OSHA 1910.132

Scaffolding Program – OSHA 1926.451

Crystalline Silica Exposure Control Program – OSHA 1926.1153

Confined Space Entry Program for Construction

Myco Mechanical Infection Control Policy

Safety Disciplinary Action

Employee Acknowledgement Form

Safety Training

Safety training takes precedence at Myco. This includes having a Certified Safety Professional certified as an OSHA Outreach trainer. All current field employees are in possession of OSHA 30 hour Construction Safety and Health cards. Additionally, all operators of motive-powered equipment have received instruction and are in possession of current operator permits. This includes vehicles such as rough terrain lift trucks, boom lift trucks and scissor lift trucks. All site superintendents possess current CPR/First Aid certification. This training is provided by recognized training organizations such as, the American Heart Association, United Training Academy, Medic First Aid and by certified in-house T3 trained instructors.

Site Specific Safety Plan

- General
  - Myco utilizes a Behavioral Based Safety Program.
  - Goals of this program area as follows:
    - Encourage active employee participation in safety program.
    - Insist on evaluations of safety practices utilizing the Safety Pre-Task Plan Card, accident and near miss reports.
• Provide individualized training where safety deficiencies are observed or identified.

• Field audits are a part of our program which will include the following steps:
  ▪ Observation of safety behaviors (reward by acknowledgement and reinforcement).
  ▪ Providing immediate training in the field for appropriate abatement.
  ▪ Recommend additional training for employee at risk.
  ▪ Schedule follow-up evaluation.

• Data Analysis – Myco collects safety related data as a way to identify reoccurring safety behavior or high-risk exposures.
  ▪ Policy changes and specific job site procedures will be established to:
    • Direct behavioral changes in the field.
    • Provide retraining or additional training as needed.

**Specific – Task Related Policies**

• First Aid/Medical Emergency Response Procedures
• Pre-Task Planning Requirements
• Housekeeping Requirements
• Material Handling/Safe Lifting Guidelines
• Fall Protection Planning
• Personal Protective Equipment Requirements
• Hazardous Energy Control Procedures
• Hazard Communication Procedures
• Demolition Activities
• Stop Work Procedures
• Hand and Power Tool Safety
• Cranes/Rigging Procedures
• Hot Work Permitting Procedures
• Fire Prevention and Protection Procedures

**Drug and Alcohol Policy**

• **Purpose**
  ▪ Myco is committed to providing a workplace which promotes safety, employee health and well-being and customer confidence. Consistent with the spirit and intent of this commitment, Myco has developed this policy regarding the use, possession, sale and distribution of drugs and alcohol by all employees.
  ▪ This policy of maintaining a drug and alcohol free workplace outlines procedures to accomplish the following:
- new hire and pre-duty testing;
- random testing;
- reasonable suspicion testing;
- post-accident testing;
- post-injury testing;
- return to duty testing; and
- post treatment follow-up testing.

- **Objective**

Employee involvement with drugs and/or alcohol can jeopardize employee safety, adversely affect job performance, employee morale, and undermine customer confidence. Such involvement is particularly unacceptable in the construction industry with its inherent, dangerous conditions. Our goal, therefore and the objective of this policy is to establish and maintain a safe, productive, alcohol and drug free work environment at our facilities and jobsites while protecting the well-being of all our employees.

- **Policy**
  - Myco prohibits the use, possession, sale, transfer or distribution of any alcohol, illegal drugs or controlled substances on Company property, Company job sites, or in Company vehicles.
  - Off the job, alcohol or drug use which could result in job impairment or adversely affect an employee’s job performance or which could jeopardize the safety or well-being of the employee, other employees, the public or Company equipment is also prohibited.
**T-2D Quality Control Process and Procedures**

Myco Mechanical, Inc.’s quality control process and procedures are designed to further the goals of performing the work correctly the first time, planning and coordinating all work, eliminating errors, eliminating rework, maintaining efficient trade flow, and avoiding unnecessary delays. Accordingly, the quality control program requires close coordination with Myco’s subcontractors.

Myco utilizes a number of mechanisms to track and maintain quality related items. Specifically, Myco has invested significant time and expense using ViewPoint Construction Software. ViewPoint allows Myco to track virtually every facet of a project from meeting production benchmarks to ensuring that quality standards are met. Below are examples of Myco’s processes and procedures for tracking various phases of a project.

**Change Orders:**

Myco employs a Change Order Log for all projects to track proposed change orders requested and the associated subcontractor costs included with each request. The Log also tracks whether change order requests are ultimately approved as Contract Change Orders, or to be used against any Contract Allowance amount. The change order log includes the following information:

- proposed change order request (PCO) number;
- date of submission and description;
- status of the request through review – approved, rejected, void, fully executed;
- amount submitted;
- approved change order number from project owner (CO #);
- fully executed amount of the change order or contract allowance; and
- subcontractor costs associated with each proposed change order request.

**Request for Information (RFI) Log**

A request for information (RFI) log is housed in our construction software program, Viewpoint, and can be run for each project at any time. The report tracks the number and status of RFI’s, and can provide detail of the requests as well. The RFI log includes the following information:

- RFI number, date of submission and subject of the RFI;
- firm name and contact that the RFI was sent to, and from whom it was sent;
- the information requested and possible suggested solutions;
- responses to requests; and
- distribution information and status
Submittals:

All submittals are reviewed, certified and managed by Myco’s Project Manager assigned to the project. Copies of the manufacturer’s data (material, equipment, etc.), including catalogue cut-sheets showing dimensions, performance characteristics, capacities, diagrams, schedules, operation and maintenance manuals and any other relevant information are reviewed by the Project Manager. Submittals (material, design, data, samples, shop drawings, etc.) are tracked using a standard Myco Submittal Log, a template copy of which is attached along with this description. Prior to a submittal being filed, all items are checked and approved by the Project Manager. Only after a submittal is found to be in strict conformance with the contract requirements is it signed and dated by the Project Manager.

Punch List and Closeout Procedures:

Punch List items (deficiencies) are identified and tracked throughout the life of the project. Items are tracked by date, location deficiency, responsible party and most importantly, completed corrective action date. This allows project management to ensure that any deficiencies are corrected in a timely manner. The Punch List is consistently updated and submitted to the Project Manager for corrective action. After the completion of an initial punch list, project management conducts its own pre-final inspection in order to identify any unfinished items. Thereafter, the project is ready for final inspection by the Owner and its representatives.

Material and Equipment Tracking

Myco uses an Equipment Log as a project “snapshot” of the status of the project at any point in time with regard to purchasing, submission of shop drawings and the coordination of equipment shipment. The Equipment Log includes the following information:

- project name, number and company contacts;
- specification and purchase order numbers;
- description of each line item, i.e. equipment name;
- equipment tag numbers;
- manufacturer and vendor/supplier information;
- Myco submittal number and status;
- equipment lead times; and
- release date, requested delivery date and location

Myco’s QC Process/Procedures and Subcontractors

Myco utilizes a number of documents that subcontractors are required to execute which detail the subcontractor’s obligations to each other and the owner, set forth Myco’s expectations regarding completion and quality of work at issue, payment to subcontractors, and memorializes Myco’s commitment to legal compliance. All Myco subcontractors are required to execute the below prior to performing work for Myco. The aforementioned documents include:
1. An executed master subcontract (including Partial and Final Release of Liens and All Claims);
2. Safety Policy and Practices Acknowledgement;
3. Drug and Alcohol Policies and Practices Acknowledgement; and
## Project Name - Change Order Log

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<th>Lead Time</th>
<th>Date Equipment Released</th>
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<th>Delivery Site</th>
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**EQUIPMENT TO BE RELEASED**

|        |      |                       |      |      |                 |            |                 |                                 |           |                       |                        |             |         |

**TO BE SUBMITTED, NOT RELEASED**

|        |      |                       |      |      |                 |            |                 |                                 |           |                       |                        |             |         |
# PM Request For Information Log

Projects: All  
RFI Type: All  
RFI's: All  
Include Final Status

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<td>RFI 1</td>
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### RFI Response

Response for:
T-3A Staffing Resources

Myco Mechanical, Inc. currently employees more than 150 field technician comprised of licensed Journeymen and Apprentices. As the majority are Pennsylvania residents, our field technicians are available to perform the work needed to complete this project in the time outlined in the bid documents. We have successfully completed countless projects of this size and larger with Myco employees and do not see a need to hire additional staff.
T-3B Skills Training - Apprentice Program - Educating the Future of the Mechanical Systems Industry

Myco Mechanical, Inc. supports industry education and training through its apprenticeship program administered by the Associated Builders and Contractors, Inc. (“ABC”). Our program is fully recognized and accredited by the National Center for Construction Education and Research (NCCER), one of the leading apprenticeship accreditation organizations in the United States. Myco recognizes its responsibility to the future of its employees and the industry, and has aligned with ABC and NCCER in their dedication in developing and maintaining comprehensive training processes for the mechanical services construction industry.

We believe that investing in education and training yields direct benefits to our employees and the entire construction industry. Myco looks to motivate our employees through opportunity and personal accomplishment. This philosophy directly improves workplace skills, which yield higher productivity on the jobsite – which benefits our customers. By offering educational tools to our employees, we demonstrate our commitment to quality.

While Myco adheres to the guidelines set forth by NCCER, we offer a custom curriculum that is applicable to the Company’s operations and approved by the Pennsylvania Department of Labor & Industry and the U.S. Department of Labor. Our program, which offers training beyond the required standard curriculum, utilizes Myco’s partnership with ABC’s expertise and resources, such as tools, advanced technologies, and seasoned industry experts to provide top-notch training to apprentice students. Our partnership with several Vocational Technical Schools allows Myco to introduce the program and its offerings early in the students’ career development.

**Myco Mechanical’s Apprentice Program** fosters growth & potential through various standards such as:

- 4 year programs
- a minimum of 160 hours classroom instruction per year
- 2,000 hours of on the job (OJT) training per year
- full time certified and experienced instructors
- earn pay while training
- train under experienced supervisors
- employees regularly evaluated to encourage improved performance

**Safety is Our Top Priority**

Myco Mechanical is steadfast in its commitment to education and safety. Each of our first year apprentices receives the 30-hour OSHA training along with dozens of additional hours of safety training throughout their apprenticeship program. This requirement is one more way in which Myco maintains its remarkable safety record.


Recruiting and Non-Discrimination Policy and Practices

The general hiring area for Myco is the eastern and central Pennsylvania. Our recruitment, selection, employment and training of apprentices is done without discrimination because of race, color, religion, national origin, sex or any other legally protected category. As a part of its program, Myco has pledged to uniformly apply all rules and regulations concerning apprentices, including but not limited to, equality of wages, periodic advancement, promotion, assignment of work, job performance, rotation among all work processes of the trade, imposition of penalties and other disciplinary action, and all other aspects of the apprenticeship program administration.

Myco recognizes that affirmative action is not mere passive non-discrimination. It includes procedures, methods and activities for the identification, positive recruitment, training and motivation of present and potential minority and female (minority and non-minority) apprentices. It is action that will equalize opportunity in apprenticeship so as to allow full utilization of the work potential of minorities and women. Myco is pledged to achieve equal opportunity in its apprenticeship program.
T-3C Workforce Safety

Workforce Safety Training Programs

- **Safety Orientation Program**
  - All employees go through a safety orientation program upon hiring. This program covers required training as outlined in OSHA CFR 1910 General Industry and CFR 1926 Construction health and safety regulations. In addition to the requirements under the OSHA regulations training also consists of instruction on Myco Mechanical Inc. Safety Manual of Practice. This training is given by Jack Novotny, CSP and covers 4 hours of instruction. Training consists of classroom instruction as well as, hands on practical use instruction for personal protective equipment.

  - Orientation Training topics include:
    - Executive Philosophy on Safety
    - Guiding Principles of Safety
    - Accident/Incident Reporting
    - Hierarchy of Health and Safety Controls
    - What is EMR
    - Hazard Recognition
    - Pre-Task Planning
    - Blood borne Pathogen Awareness
    - Fall Protection
    - Confined Space
    - Personal Protective Equipment
    - Trenching/Excavation Safety
    - Hot Work Precautions
    - Hazard Communication (Right to Know)
    - Lockout Energy Control
    - Pedestrian Safety on the Job Site
    - Temperature Stress
    - Take Two for Safety Technique
    - Additional Job Specific Training

- **OSHA 30 Hour Health and Safety Training**
  - Myco Mechanical, Inc. has a policy that all field employees complete an OSHA 30 Construction Health and Safety course. This course is instructed by Jack Novotny, CSP, Myco’s Safety Manager. Jack Novotny is a certified OSHA outreach instructor having received his training through the Mid Atlantic Construction Safety Council.

- **Operator Permitting for Motive Power Equipment**
All superintendents are required to possess a valid operator’s permit for motive-powered equipment. In addition, everyone worker on site who has the responsibility to operate any motive powered equipment will be in possession of a valid operator’s permit. This training is hands on and is provided by recognized training organizations such as Trico Lift, Best Line and United Academy.

- **First Aid/AED/CPR**
  - All superintendents are required to possess a valid First Aid/CPR certification. In addition, several other field personnel also hold First Aid/CPR certification. This training is provided by recognized training organizations such as the American Heart Association, First Medic and the American Red Cross. A First Aid/CPR trained individual is always present on a Myco Mechanical, Inc. jobsite.

**Drug and Alcohol Policy**

- **Purpose**
  - Myco is committed to providing a workplace which promotes safety, employee health and well-being and customer confidence. Consistent with the spirit and intent of this commitment, Myco has developed this policy regarding the use, possession, sale and distribution of drugs and alcohol by all employees.
  - This policy of maintaining a drug and alcohol free workplace outlines procedures to accomplish the following:
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