

# TECHNICAL SUBMITTAL

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**pennsylvania**  
DEPARTMENT OF GENERAL SERVICES

**Project No. DGS C-0503-0023 P1  
.2 HVAC Construction**

**Danville State Hospital  
200 State Hospital Drive, Bldg. 13  
Danville, Montour County, PA**

**MASTER MECHANICAL CORP.**

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- Multi-Phased Project in an Occupied & Fully Functional Building
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# MMC T-1A Project Team



## Professional Team:



**Hemmler + Camayd**  
Architects



**Martin Rogers**  
Engineering Consultants



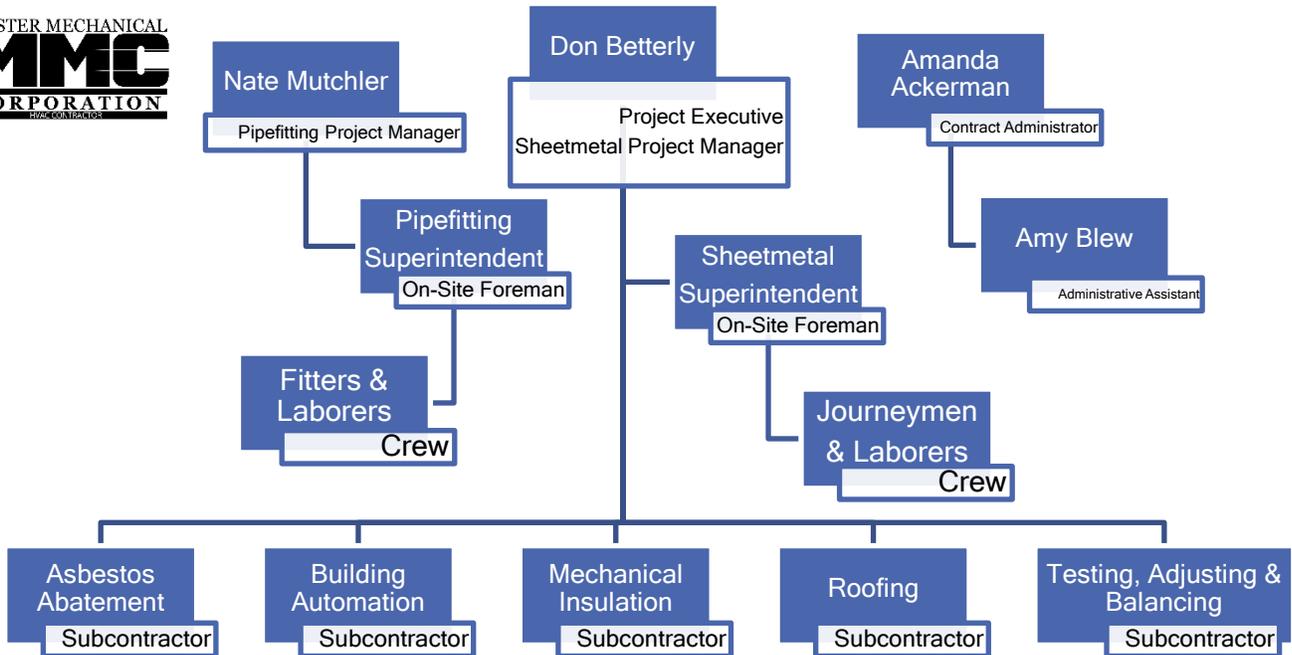
**Greenman Pederson, Inc.**  
Civil Engineering Consultants



**E.D. Pons and Associates**  
Structural Engineering Consultant



**Compliance Management Intl.**  
Hazardous Material Consultant



### TEAM PERSONNEL ROLES AND RESPONSIBILITIES

Master Mechanical Corporation possesses a wide range of skills in all types of mechanical/HVAC systems and complexities, from small ductless, split-system replacements, to complete HVAC system replacements in 2.2 million square foot distribution facilities, and everything in between. We have performed many projects for various educational facilities, including elementary/middle, intermediate and junior/senior high schools, vocational and collegiate level schools, as well as all types of government/municipal entities and various large commercial projects.

We have performed work as a Prime contractor on projects and coordinated effortlessly with other primes, where we are able to adhere to project schedules set by others, submit mechanical coordination drawings for all primes to work with, oversee our employees and ensure their work as well as that of our subcontractors is completed on or ahead of schedule.

We have also been the Lead Prime contractor where we have implemented and coordinated the project schedule with all other contractors and subcontractors, and ensured the entire project was completed in a timely and workmanlike manner and met or exceeded the standards of quality set forth by the owner/architect/engineering team.

We have also completed several projects under the scope of the General Contractor, where we also work effortlessly with their team, and other subcontractors as well as our own, to complete the project ahead of schedule or on time and meet or exceed the quality and standards set forth by the owner/design team. Members of our Project Team include the following:

#### **Donald Betterly**

Don is the Owner and President of Master Mechanical Corp. and is directly involved and oversees every project, from estimating and coordination to project management, right through to final completion. Since starting in the mechanical industry in 1989, he has developed strong working relationships with vendors, subcontractors and other prime contractors leading Master Mechanical Corp. to become the successful mechanical construction company that exists today. His

high standards for work ethic and leadership skills as well as quality of work are reflected in every one of his employees.

Don will work along with DGS, the Professional Team, the other (4) Primes, the Department's commissioning agent and our own Project Managers to ensure all deadlines are met prior to or on schedule, and all designated critical work is priority.

Don will select and work with any subcontractors required to ensure they have a complete understanding of the scope of work required and their complete adherence to the project documents. He will also coordinate our work force with that of our subs and all other prime contractors to ensure timely completion.

Don or his representative will attend project meetings and/or review meeting minutes and will work throughout the entire project to maintain coordination and timely completion.

### **Nathan Mutchler**

Nathan is the Pipefitting Division Project Manager & Safety Manager. He is involved in all aspects of the project. He will be responsible for receiving and reviewing submittals, coordination of demo and new installation of hydronic systems, oversight of all on-site employees, ensuring equipment and material is available and delivered on time to the site, and reviewing testing procedures performed on site, coordination of deliverables, and ensuring project phasing and scheduling requirements are met.

During the project, Nathan will monitor the project costs to ensure adherence to established project plan, monitor RFI's and design issues to ensure they are addressed expeditiously and address and resolve any cost or schedule issues during construction.

Nathan will also coordinate all crane lifts and rigging to ensure the safety of everyone on site and proper handling of equipment and materials.

### **Amanda Ackerman**

Amanda is the Project Administrator for Master Mechanical Corp. She is involved in all administrative aspects of the project from the bidding phase through project completion. She will be responsible overall for receiving,

transmittal and maintenance of submittal/shop drawing documentation, submitting and tracking RFI's, completion and filing of contract documents including insurance and bonding, Subcontractor Agreements and their compliance with the contract, employee clearances, and coordination of deliverables, and assisting the project managers to ensure project scheduling requirements and deadlines are met.

### **Cory Derr**

Cory is the CADD/Sheet Metal Shop Drawing Coordinator. He will be responsible for working along with the project managers, General Contractor and other Primes to develop a set of coordination drawings when coordination is needed for installation of products and materials fabricated by separate entities, and where limited space availability necessitates maximum use of the space for efficient installation of different components. These drawings will show the relationship of components separate from the contract drawings, indicate

functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems, indicate minimum access space requirements for routine maintenance and for anticipated replacement of components during the life of the installation, show locations and sizes of all access doors on vertical and horizontal surfaces throughout the facility and provide vertical and horizontal dimensions necessary to locate each component and avoid conflicts within the space.

### **Jessica Derr**

Jessica is the Controller/HR Administrator. She will be responsible for maintaining the fiscal project records, creating and submitting AIA billings and subcontractor payments, ensuring the certified payroll are completed and submitted for both our employees and any subcontractors.

### **Amy Blew**

Amy is the office Receptionist and Administrative Assistant. In addition to assisting the Project Administrator with all aspects of each project including office document retainage and organization, preparing transmittals,

maintaining up-to-date employee clearances, sending and receiving deliveries, and ensuring our teams on-site have all pertinent contract documentation, she also coordinates Master Mechanical's Safety needs. She is responsible for providing the proper safety materials to jobsites including but not limited to PPE, Safety Data Sheets, first aid materials, and ensuring jobsite weekly toolbox talks. She is also responsible for coordinating jobsite rentals and deliveries.

### **Project Superintendents**

Don and Nate will each choose a Project Superintendent to assign to their respective division's on-site work. They will carefully select the candidate from our hardworking team of employees by determining who best fits the supervisory role for this particular project.

While every one of our employees possesses the skills to complete every task that is assigned to them, some may have particular knowledge or skills which better suit them to lead the on-site team.

Prior to mobilizing the job, the Project Managers will have a pre-construction meeting with the Superintendents to explain every aspect of project, review the project manual, drawings and material and equipment submittals and address phasing and scheduling requirements.

At that time, they will also review the "DHS – SUPPLEMENTAL PROVISIONS for CONTRACTOR BEHAVIOR AND ACTIVITIES as outlined in Section 016150 of the Project Manual. As Superintendents, they will be responsible to ensure that every subsequent employee and all subcontractors adhere to these rules and guidelines.

The Superintendent will be responsible for adhering to the project schedules set by the contract documents and executives. Contractors Daily Reports will be generated via eBuilder and submitted to DGS for review. They will attend on-site Foreman meetings as required and be our on-site communication link with DGS's Team and the other Primes.

They will also be responsible for overseeing all of our subcontractors and ensuring their adherence to the plans and specifications.

## HISTORY OF WORKING RELATIONSHIPS

Our experienced team of administrators has been working effortlessly together for over 10 years. Combined with our proven methods of choosing only the best subcontractors to partner with, we have successfully completed numerous projects on or before the scheduled time of completion and within the budgets set forth by the contracts. Several factors go in to choosing the right subcontractor for each project, such as:

- Prior to selecting each subcontractor, our Project Managers will thoroughly descope their proposals, to verify that the contractor has a deep understanding of the scope of work that is expected of them for the project.
- Our previous experience working with the sub, and their past performance on projects with similar size and scopes.
- The financial stability & reputation of the subcontractor
- Safety records, including EMR ratings, and verification of appropriate limits of insurance and workers compensation
- Workforce experience and availability of manpower

In addition, we have experience working with the Department of General Services on multiple projects, including the following:

- Rest Areas 47 & 48, DGS 251-45/46, Replace Rest Areas
- Selinsgrove Center, DGS 553-34 Ph 3, Replace/Repair Water Distribution Center
- Thaddeus Stevens, DGS 417-44 Ph 1, New Technology Center
- Lewisburg Readiness Center, DGS 962-28 Ph1, Rehabilitate Readiness Center
- Jacobsburg Environmental Center, DGS 186-25, Replace Environmental Center
- PennDOT Rest Area #41, DGS A251-1091, Electrical and HVAC Upgrades
- DGS Annex Complex-Chapel Building, DGS A925-9, Replace Air Conditioning

- Hickory Run State Park, DGS 594-26, Youth Forestry Camp

We are also familiar with using the Department's online construction management software, eBuilder. We are currently using e-Builder on the DGS Rest Areas #47 & 48 projects, and recently used it with the Selinsgrove Center & Thaddeus Stevens projects. As such, Master Mechanical has developed a thorough understanding of this system and how to submit documents – subcontracts, insurance certificates, schedule of values, bonds, etc. – quickly and efficiently. As well as how to navigate through the various different processes and forms available through the program.

## UNDERSTANDING OF SERVICES AND MATERIALS

Administrative leadership of the project will be assigned to our team's Project Managers Don Betterly and Nate Mutchler. They will oversee all project coordination and scheduling of the project to ensure its success. All team members on this project have extensive experience in working in multi-phased projects in secured, occupied and fully functional buildings. Primary duties of our executive team include taking the lead on implementing the baseline schedule and schedule updates through e-builder, generating the schedule of values and invoices in e-builder, managing the change order process in e-builder, and attending biweekly job conferences throughout the project. During visits to the jobsite, our PM's meet with the on-site construction team to review key project success factors, including submittal/approval status, schedule, outstanding RFIs and change orders, and overall subcontractor performance and quality. Weekly team huddles with executive management and the field staff (via conference call or in person) help to ensure our teams have the resources necessary for a successful project.

Master Mechanical Corp.'s Project Administrator will provide various tiers of support to the immediate project team, with limited responsibilities from the home office. We are very familiar with the requirements of DGS and the use of e-builder, and our project administrator will take the lead on insuring all subcontracts are submitted, all e-verify submissions have been completed, all required insurance certificates are up to date, and all WEEKLY certified payrolls are being submitted through e-builder.

Our on-site divisional Superintendents will perform the following throughout the duration of the phasing sequences:

- Supervise all employees and subcontractors regarding safety standards, orientation, site restrictions
- logistics and usage, quality control, and proper clean up and equipment/tool storage at the end of each workday
- Have day-to-day contact with representatives of the design team, owner, etc. to ensure the flow of communication is not hindered.
- Complete contractor daily reports in e-builder.

Our team understands that DGS is seeking best value proposals for five prime contracts that will be managed together – General Construction, HVAC, Plumbing and Electrical and Fire Protection – at the Danville State Hospital, Montour County, Pennsylvania and the overall schedule requires the projects to be completed within 735 calendar days from the date of the Initial Job Conference. As the .2 HVAC Contractor is the lead on this project, we acknowledge the requirements as set forth by Article 8 of the General Conditions. We understand the importance of the Phasing Schedule that must be adhered to and we pledge to perform the work without any unnecessary interference with the Institution’s operation. All necessary and required critical materials and equipment shall be ordered as quickly as possible, so that the shipping will not delay the progress of the work or completion of the project.

Our detailed schedule narrative and work plan provided in Section T-2B will further define our understanding of the project requirements and our approach. In addition to referencing the Sequencing Drawings (CS-2 and CS-3), the following is a basic overview of the Project Milestones that we will adhere to as the Lead Contractor:

- One wing (roof down to the ground floor) will be vacated per sequence.
- The Using Agency will relocate residents and prepare areas where residents will be relocated to.
- The preparation of these areas will be in accordance with the facilities security standards.

- The Using Agency will relocate all furniture (except for stationery equipment) from each wing per sequence prior to us mobilizing in that particular wing.
- Upon completion of each sequence, the Using Agency will conduct a final inspection to ensure all bedrooms, classrooms, offices, and ancillary spaces meet or exceed the facility security standards.

Further, we also understand the need to ensure the quality of construction meets the design standards established in the documents. With the tight schedule, the work sequence of the .2 HVAC Contract will be as follows:

- Initial job conference.
- Mobilization
- Abatement of all areas.
- Installation of new air handling units.
- Installation of new ductwork and air terminals.
- Rough-ins for duct shafts from second floor down to first floor ceiling.
- Rough-ins for duct drops down through the roof.
- Testing, adjusting, and balancing of new systems.
- Final inspection.
- Substantial Completion.

### EXPERIENCE WITH MULTI-PHASED PROJECTS IN A SECURED, OCCUPIED AND FULLY FUNCTIONING BUILDING

Our team is very equipped to work on a multi-phased projects in a secured, occupied and fully functioning facility, as we have done a number of similar projects, completing the schedule within the established time frames and meeting the owners requirements to maintain a fully operational system. In fact, the majority of the projects that we undertake, the facilities or buildings are always occupied, or semi-occupied, with some form of security.

We will meet with the owner and get a point of contact, after receiving the point of contact we move towards what the owners need as far as what times of day we need to do certain functions and what rooms or pathways must remain open, etc. Then, we look for any badging and or clearances we would have to get. Also, we request the sequence or protocol for getting access to the building on a daily basis. Once this has been established, we come up with a schedule on which areas we can work in first, second, etc. and what the work hours are for this project.

After agreeing to a phased construction schedule and the facility has moved out the furniture, the workers or residents, as the case may be, we begin by barricading the work space from the other remaining spaces and begin demo. After we start the first phase, we start tracking the schedule and the dates looking for milestones to make sure these are met. As the project progress we track our subs, our men's progress to assure the end date for the phase will be met. This is a general description of how we proceed in a multi-phased secured building and fully occupied as well. Below is a list of some of the projects that we have completed in secured, occupied, and fully functioning buildings:

**USPS Hackensack , NJ:** This is one of Master Mechanical corporation's project that we have completed in the past. This is a secure facility with multi-floors and a number of employees to work with and to work around. We are required to work with all federal employees but are assigned one person of contact to coordinate with in the secure facility. On this particular project there were two phases we had to work with. The first phase was the first-floor

mechanical room, we had to replace the air handling equipment and the circulator pumps in this room which served the first floor for the workers. Once this mechanical room equipment is completed and fully operation, we then were able to move onto the second-floor mechanical room. In the second-floor mechanical room, we replaced the air handling equipment and exhaust fans. We also replaced the cooling tower outside on the roof with this phase. This phase also had to be done in the cooling off season or fall as well. This outside tower replacement was complicated as we were next to the Teterboro airport and the tower was in the flight path for run way #3. So, we had to coordinate the crane lifting of the tower to the roof with the FAA/Teterboro airport to have them shut down the runway while we lifted the towers to the roof. After the two phases were completed, we fully commissioned the system and turned over a new up to date modern HVAC system to the owner.

**Carbon Career Technical institute school, 150 west 13th street, Jim Thorpe , PA.:** Here's a school project we completed as a sub-contractor to the HVAC prime. We performed the installation of the VAV boxes, dust collectors, dust collector high pressure spiral duct system with a fire arrestor system installed in line coming off the dust collector that was located outside, complete sheet metal duct system with grills including shop CAD drawings. This school was fully occupied, and we had two phases, the first phase was the new addition. We had to building the new addition and get it fully operational for the facility to use this space. Then, the second phase was to go in and renovate the existing spaces inside the school where it was occupied. The school would re-locate the students and teachers, etc to the newly built addition, so we would have access to the existing spaces to renovate them. We also had to phase some of these existing classrooms and spaces during the summer, but this was still considered only the second phase and not three phases. Once we completed the second phase on the existing building, the HVAC prime commissioned, air balanced, programmed the entire system to turn over a fully operational and integrated system over the school district.

**USPS Brooklyn , NY:** This project was another large facility we completed, it was 1 million square feet under roof and multiple floors. The phasing on this project was very extensive and for a total of eleven phases. This project included replacing the equipment in the eleven mechanical rooms around the building.

Some of the mechanical rooms were difficult to perform the work in, as we had to remove and replace the air handling equipment through the wall opening and in most cases it was over 40 feet in the air to this hole in the wall. We also had to replace ten RTU's and fourteen roof mounted exhaust fans, this was also had some difficulty, as the building was fully occupied while we removed the old RTU's/exhaust fans and set the new ones. Employees had to be re-located while the crane was over the building each time, so we worked very close with the appointed owners contact to make this work and keep this facility in full operation. All these United States Post Office distributions centers are fenced in with guards on duty with roaming patrols as well, these are high security facilities. Our scope of work was to remove all equipment in mechanical room as outlined by the construction schedule. Then, we would have the duct cleaner come in and clean the existing to remain duct work for that phase. While the duct cleaner is working, we would be installing the new equipment and connecting the sheet metal ducts and the HVAC hot water supply/return piping along with the chilled water supply/return piping. After we had the equipment set in place, we would then call in the electrician and DDC controls sub-contractors to perform their work. During that same time, we would schedule the insulation sub-contractor to work around them. We had it timed out that when these three sub-contractors would be complete with their work, we had the start-up company lined up to start-up the equipment and get it operational. Once we had it operational and providing heat or cooling depending on the season we were in, we were allowed to start the next phase. When we started the next phase, we had the air balancer behind us doing the previous phase we just finished. Then, we would turn over the air balancing report to the owner along with all the other close out documents to complete each phase. This process went on for eleven phases and we were only given 6 weeks per phase from start to finish, so it was a very fast paced project.

**Defense Logistics Agency (DLA) in Harrisburg, PA:** This is a high secure facility and a fully occupied area. The work we performed here was replacing the existing steam heating system and converting it to hot water system with some exhaust work and RTU's with full duct systems and controls. This project was phased by bays and each bay was 250' x 250' and divided off by doors or garage doors that were existing or barriers we had to install temporarily to keep

the sections separated. The first phase was to get the mechanical room with the steam pipe mains completed. We installed the steam piping and the heat exchangers to make the conversion to hot water. Once this system was up and running, we would go to each bay and demo the system. Once we demoed the system, we would install the new unit heater, RTU's and the ERV's along with any exhaust fans in that space. As we would get sheet metal ducts installed and hot water piping, we would call in the insulator sub-contractor to start covering the ducts/pipes with insulation. As this was going on, we would have the DDC controls sub-contractor roughing in their wires, the electrician roughing in their wires as we all worked to the completion date for the phase. After we got this all installed, we had the start-up company scheduled along with the air balancer for this phase. We would have these two subs complete the phase and commission it and then turn over the paper work to the owner along with training for the first phase. Then, we could move on to the second phase and start with demo, as long as the previous phase was completed and fully operational. This pattern repeated for a total of six phases.

**USPS Distribution Center, Jersey City, NJ:** This project was another large facility we completed, it was 1.5 million square feet under roof. The phasing on this project was very extensive and for a total of nine phases. What this project included was, replacing the HVAC equipment in the penthouse. These AHU's were the size of a tractor trailer and we had to put them through a hole in the wall with a crane and a forklift. We would crane these units to the side of the building around 50' in the air. We had an 8,000-pound capacity forklift assembled in the penthouse with fork extensions on it. We had to land the AHU's pieces on these forks and strap the AHU pieces to the forklift. Then, back the forklift up and drive it through the penthouse to the pad location for assembly. All these united states post office distributions centers are fenced in with guards on duty with roaming patrols as well, these are high security facilities. Our scope of work was to remove all equipment in blocks of four AHU's and this was one phase. Then, we would have the duct cleaner come in and clean the existing to remain duct work for that phase or these four AHU duct systems. While the duct cleaner is working, we would be installing the new equipment and connecting the sheet metal ducts and the HVAC hot water supply/ return piping along with the chilled water supply/return piping, as it was a "four-pipe" system. After, we

had the equipment set in place, we would then call in the electrician and DDC controls sub-contractors to perform their work. While they are getting their work completed, we would schedule the insulation sub-contractor to work around them. We had it timed out that when these three sub-contractors would be complete with their work, we had the start-up company lined up to start-up the equipment and get it operational. Once we had it operational and providing heat or cooling depending on the season we were in, we were allowed to start the next phase. When we started the next phase, we had the air balancer behind us doing the previous phase we just finished. Then, we would turn over the air balancing report to the owner along with all the other close out documents to complete each phase. This process repeated for nine phases and we were only given 4 weeks per phase from start to finish, so it was a very fast paced project.

## EXPERIENCE IN WORKING WITH AN ASBESTOS ABATEMENT CONTRACTOR

We recognize this Danville Hospital project has extensive requirement for abatement remediation. Master Mechanical Corporation has worked on many projects that have had asbestos abatement as well as lead abatement. One DGS project we completed in the past was the DGS Chapel Building Air Conditioning, which had lead abatement under our contract, and we were the lead contractor on that project. At this time, our company is involved and working on nine projects at once and six of them have asbestos abatement being done. Although, we did not hire the abatement sub-contractor, we still must work within the abatement rules and regulations for each project. Our men are trained to observe for asbestos materials on renovation projects. If they detect or see any asbestos, they report it to the site foremen for the GC and to our office. We then notify the owner in writing that there is a potential of asbestos in the building and where, backed up with pictures taken from the site. The abatement sub-contractors which we have solicited for this project to provide us a quote, have worked alongside us on multiple projects in the past.

We feel very confident that we have the ability to hire an asbestos abatement company as a sub-contractor to us for this project. Hiring an abatement sub-

contractor is not much different then hiring a DDC controls group and might be easier as DDC controls are very complicated to understand and navigate through. We hire many sub-contractors for each project we do, the average being four per project, and we currently have nine active projects.

### EXPERIENCE WITH BEING A LEAD CONTRACTOR

**DGS Annex Complex, Chapel Building Air Conditioning Replacement:** This project was a replacement of the existing air conditioning, with a new system and new DDC controls. This building was an old chapel-looking structure. We had to hire a lead abatement sub-contractor, insulation, electrician, excavator, air balancer and DDC controls sub-contractors to complete this project. We first had the abatement company come in after we marked the holes that we needed to be cut for the future duct system. Then, the abatement contractor performed a sealed containment system and proceeded to cut the holes and abate the lead from the space. We then proceeded with the install of the duct, refrigerant piping, electrical work, and having the pad poured into place for the new outdoor air conditioning unit. After, we had all of the duct, pipes, pads, indoor units and outdoor units in place, the electrical sub energized the power and we began to load DDC programs. Got the system to function according to the plans and specs and then proceed to the air balancing to complete the project.

**Cumberland middle school A/C upgrades:** This project entailed the removal of the existing out door condensers, indoor air handlers, piping and some sheet metal duct but only enough duct to get out the old units. This was a 10-week project that was performed over the summer, so the schedule had to be met as there is no back up plans for the hundreds of children coming back to school by a certain date. There were 4 AHU's in the penthouse and 4 condensers on the roof steel. We had to hire multiple sub-contractors. We needed a crane, steel erector for interior mezzanine and the exterior roof steel, air balancer, DDC controls, electrician, insulation, roofing sub-contractors. We started by shutting down the four units, disconnected the ducts and pipes and got them ready for demo. The air handlers had to be dis-assembled inside of the penthouse and part of the wall removed. We made a runway across the roof and lowered them down into a dumpster with a lull to haul them away. We also had

to do the same with the concrete pads inside of the penthouse, same process. After completing the demo, we rigged the new AHU's across the roof and then down into the penthouse floor from the roof onto the new steel platforms for assembly. Moving onto the Condensers on the roof, we had the crane come remove the units and install the new steel for roof and mezzanine. After installing this steel, we had the crane come back and lift the new condensers into place, while this was going on, we connected all the sheet metal ducts/pipes to the indoor units and stubbed pipes and power up through the roof and tied them in. All items were connected and ready for start-up and we had the start-up company come out and set all units while working with the DDC controls contractor to meet all sequences of operations. We turned over the completed system on time and before the children returned to school after summer break.

**Defense Logistics Agency (DLA) in Harrisburg, PA:** MMC was the lead contractor on this project. The work we performed here was replacing the existing steam heating system and converting it to hot water system with some exhaust work and RTU's with full duct systems and controls. This project was phased by bays and each bay was 250' x 250' and divided off by doors or garage doors that were existing or barriers we had to install temporarily to keep the sections separated. The first phase was to get the mechanical room with the steam pipe mains completed. We installed the steam piping and the heat exchangers to make the conversion to hot water. Once this system was up and running, we would go to each bay and demo the system. Once we demoed the system, we would install the new unit heater, RTU's and the ERV's along with any exhaust fans in that space. As we would get sheet metal ducts installed and hot water piping, we would call in the insulator sub-contractor to start covering the ducts/pipes with insulation. As this was going on, we would have the DDC controls sub-contractor roughing in their wires, the electrician roughing in their wires as we all worked to the completion date for the phase. After we got this all installed, we had the start-up company scheduled along with the air balancer for this phase. We would have these two subs complete the phase and commission it and then turn over the paper work to the owner along with training for the first phase. Then, we could move on to the second phase and start with demo, as long as the previous phase was completed and fully operational. This pattern repeated for a total of six phases.

**QUALIFICATION, EXPERIENCE, AND PAST PERFORMANCE**

**APPENDIX E (ATTACHED)**

APPENDIX E

PRIME CONTRACTOR  
QUALIFICATION STATEMENT

**APPENDIX E**  
**PRIME CONTRACTOR**  
**QUALIFICATION STATEMENT**

**COVER SHEET**

DGS Project Name \_\_\_\_\_

DGS Project Number \_\_\_\_\_

Check One:

Corporation,

Partnership,

Individual,

Joint Venture,

Other \_\_\_\_\_

Name of Firm \_\_\_\_\_

Address \_\_\_\_\_

Principal Office \_\_\_\_\_

Owner or Authorized Representative \_\_\_\_\_

**SECTION 1 – INFORMATION ON FIRM**

1.1 Background Information

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

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

Under what former names has the firm conducted business?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

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

Date of incorporation \_\_\_\_\_

State of incorporation \_\_\_\_\_

President's name \_\_\_\_\_

Vice President's name(s) \_\_\_\_\_

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 \_\_\_\_\_ \$ \_\_\_\_\_  
Year \_\_\_\_\_ \$ \_\_\_\_\_  
Year \_\_\_\_\_ \$ \_\_\_\_\_
- b) Identify the percentage of work on similar projects the firm typically performs with its own work force \_\_\_\_\_
- 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: \_\_\_\_\_  
Year 2: \_\_\_\_\_

Year 3: \_\_\_\_\_

- 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: \_\_\_\_\_

Year 2: \_\_\_\_\_

Year 3: \_\_\_\_\_

\*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: \_\_\_\_\_

Year 2: \_\_\_\_\_

Year 3: \_\_\_\_\_

\*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 \_\_\_

- 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 \_\_\_

- 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 \_\_\_

- 3.4 Has the firm defaulted, been terminated for cause or otherwise failed to complete any project that it was awarded?

Yes \_\_\_ No \_\_\_

- 3.5 Has the firm been assessed or required to pay liquidated damages in connection with work performed on any project?

Yes \_\_\_ No \_\_\_

- 3.6 Has the firm had any business or professional license, registration, certificate or certification suspended or revoked?

Yes \_\_\_ No \_\_\_

- 3.7 Have any liens been filed against the firm as a result of its failure to pay subcontractors, suppliers, or workers?

Yes \_\_\_ No \_\_\_

- 3.8 Has the firm been denied bonding or insurance coverage or been discontinued by a surety or insurance company?

Yes \_\_\_ No \_\_\_

- 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 \_\_\_

\*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 \_\_\_

- 3.11 Has the firm been the subject to any bankruptcy proceeding?

Yes \_\_\_ No \_\_\_

#### **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.



## Master Mechanical Corporation

3 Banks Avenue • McAdoo, PA 18237

570-929-3609 Phone | 570-929-2638 Fax

Email: [estimating@mastermechcorp.com](mailto:estimating@mastermechcorp.com)

## Attachment 1

State of Pennsylvania, Department of General Services Certified "Small Business".

State of New Jersey, Department of Treasury as a Master HVACR Contractor.

Registered Licensed Contractor with the City of Easton, City of Scranton

Applies for additional licensing as needed

## NOTICE OF SMALL BUSINESS SELF-CERTIFICATION



The Department is pleased to announce that

### **MASTER MECHANICAL CORP**

has successfully completed the Pennsylvania Department of General Services' process for self-certification as a small business under the Commonwealth's Small Business Contracting Program, with the following designation:

**BUSINESS TYPE(s): Construction Contractor**

**CERTIFICATION NUMBER: 214883-2013-04-SB**

**CERTIFICATION TYPE: Small Business**

**ISSUE DATE: 04/18/2013**

**EXPIRATION DATE: 05/31/2020**

**RECERTIFIED DATE: 4/16/2018**

A handwritten signature in black ink that reads "Kerry L. Kirkland". The signature is written in a cursive style with a horizontal line underneath it.

Kerry L. Kirkland, Deputy Secretary  
Diversity, Inclusion, and Small Business Opportunities

STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/  
DIVISION OF REVENUE  
PO BOX 252  
TRENTON, N.J. 08646-0252

TAXPAYER NAME:

MASTER MECHANICAL CORP

TRADE NAME:

ADDRESS:

3 BANKS AVE  
MCADOO PA 18237-2508

SEQUENCE NUMBER:

1349976

EFFECTIVE DATE:

08/23/07

ISSUANCE DATE:

02/12/15



Director  
New Jersey Division of Revenue

FORM-BRC

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

104-061, D-205946V

THIS DOCUMENT IS PRINTED ON WATERMARKED PAPER, WITH A MULTI-COLORED BACKGROUND AND MULTIPLE SECURITY FEATURES. PLEASE VERIFY AUTHENTICITY.

**State Of New Jersey  
New Jersey Office of the Attorney General  
Division of Consumer Affairs**

THIS IS TO CERTIFY THAT THE  
**Board of Exam. of HVACR Contractors**

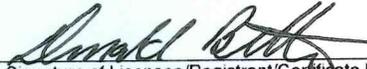
HAS LICENSED

**Donald Betterly  
3 Banks Avenue  
McAdoo PA 18237**

**FOR PRACTICE IN NEW JERSEY AS A(N): Master HVACR Contractor**

**05/22/2018 TO 06/30/2020**  
VALID

**19HC00269700**  
LICENSE/REGISTRATION/CERTIFICATION #

  
Signature of Licensee/Registrant/Certificate Holder

  
ACTING DIRECTOR



## Master Mechanical Corporation

3 Banks Avenue • McAdoo, PA 18237  
570-929-3609 Phone 570-929-2638 Fax

Email: [estimating@mastermechcorp.com](mailto:estimating@mastermechcorp.com)

### T-1B Appendix E Attachment #2

#### Maple Manor Elementary School

Hazleton Area School District  
Hazle Twp., Luzerne County, Pennsylvania



#### **Scope of Work:**

Renovation of an unoccupied, asbestos containing school building, and new addition, to include an entire new HVAC ductwork and hydronic system and DDC Controls. Coordination with the GC and asbestos abatement contractor, as well as 3 other primes to complete the project as scheduled.

#### **Construction Team:**

**Architects** – Crabtree Rohrbaugh & Associates

**MEP Engineer** - Barry Isett & Associates

**GC** – Lobar Construction Services

**Plumber** - Jay R Reynolds

**Electrician** - Joyce Electric

#### **Contact:**

Robert Krizansky, Business Manager

1515 W. 23<sup>rd</sup> Street

Hazle Township, PA 18202

570-459-3111 Ext. 3128

**Original Bid Price:** \$ 3,680,000

**Final Contract Price:** \$ 3,668,587

**Original Completion Date:** 8/30/2014

**Actual Completion Date:** 11/30/2014

**Note:** Project extended due to unforeseen conditions encountered in the existing building portions

**Performance Rating:** N/A



## Master Mechanical Corporation

3 Banks Avenue • McAdoo, PA 18237  
570-929-3609 Phone 570-929-2638 Fax

Email: [estimating@mastermechcorp.com](mailto:estimating@mastermechcorp.com)

### T-1B Appendix E Attachment #2

#### Thaddeus Stevens College New Technology Center

DGS Project 417-44 Phase 1  
Lancaster County, PA



#### **Scope of Work:**

This project was new construction of 2 adjacent buildings (North & South) on the campus. Our work included providing and installing all new HVAC equipment in addition to Vocational shop equipment such as Dust Collectors and weld fume exhaust equipment, piping and ductwork, Building Automation, Air Balancing, Insulation, Water Treatment, coordinating with multiple other primes, DGS representatives, the project's Architect and Commissioning Agents.

#### **Contact:**

James D. Arcuri, Jr., Regional Director  
Department of General Services  
Bureau of Capital Projects - Construction | South Central Region  
3<sup>rd</sup> Floor Arsenal Building, Room 321  
18<sup>th</sup> and Herr Streets  
Harrisburg, Pennsylvania 17103  
(717) 603-2281  
Email: [jarcuri@pa.gov](mailto:jarcuri@pa.gov)

**Original Bid Price:** \$ 2,256,976

**Final Contract Price:** \$ 2,673,326.50

**Original Completion Date:** 10/24/18

**Actual Completion Date:** 12/31/18

**Performance Rating:** N/A





## Master Mechanical Corporation

3 Banks Avenue • McAdoo, PA 18237  
570-929-3609 Phone 570-929-2638 Fax

Email: [estimating@mastermechcorp.com](mailto:estimating@mastermechcorp.com)

### T-1B Appendix E Attachment #2

#### USPS Brooklyn P&DC; AHU Replacement

1050 Forbell Street  
Brooklyn, NY



#### **Scope of Work:**

Replacement of HVAC equipment in 11 Mechanical Rooms located throughout the 1 Million square foot facility, as well as roof mounted air handlers and exhaust fans. There was a total of 11 Phases on the project.

#### **Contact:**

Julio Oliva, USPS Facilities Construction Manager  
7800 N STEMMONS FWY STE 700  
DALLAS, TX 75247-4223  
Phone: 678-442-6024  
Email: [julio.c.oliva@usps.gov](mailto:julio.c.oliva@usps.gov)

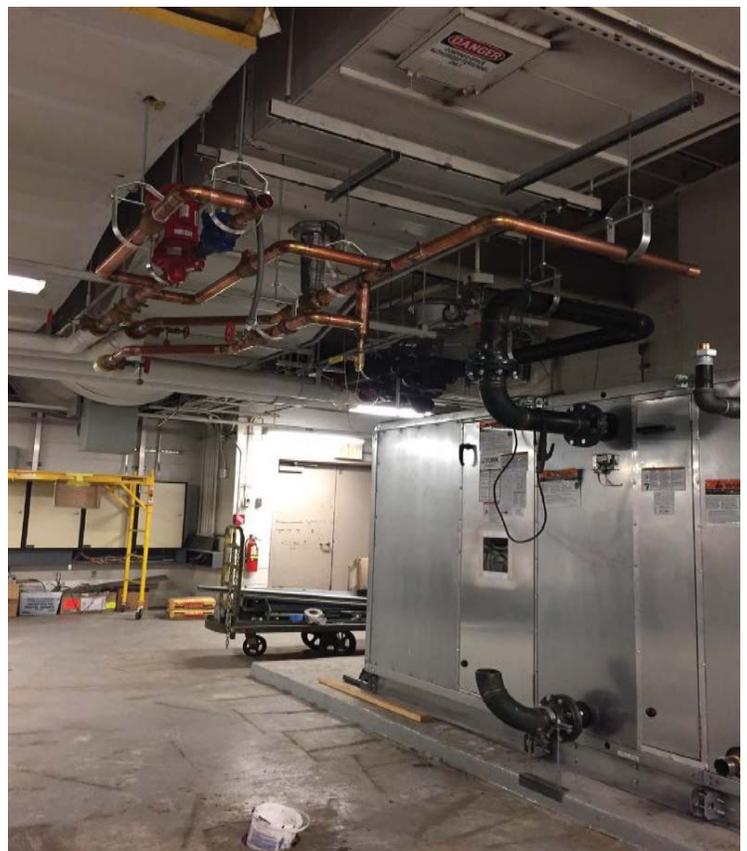
**Original Bid Price:** \$ 4,302,500

**Final Contract Price:** \$ 4,454,532

**Original Completion Date:** 7/12/2017

**Actual Completion Date:** 8/30/2017

**Performance Rating:** N/A





January 15, 2020

Department of General Services  
515 North Office Building  
Harrisburg, PA 17125

**RE: Master Mechanical Corp.**

Dear Sirs:

Please be advised that we act as bonding and insurance agent for the above-captioned contractor and have done so since 2003. The surety bond program for Master Mechanical Corp is placed with Hudson Insurance Company which is a New York based surety company with an AM Best Rating of A (Excellent). The current bonding program for Master Mechanical Corp consists of \$10,000,000 single job/\$15,000,000 work program. Please note that these are merely parameters and Hudson would positively review any request outside there guidelines.

Additionally, the Experience Modification Factor under the workers compensation for Master Mechanical over the last three years is as follows:

- 2020 – 0.807
- 2019 – 1.150
- 2018 – 1.434

Please be advised that the workers compensation loss experience at Master Mechanical Corp has been excellent over the last 10 years with only 2 claims of any size. Please note that MMC has had only 1 workers compensation claim since 2016 for a total payout of \$1,100. They have a safety program and Master Mechanical Corp is very safety oriented they have had numerous employees attend our annual OSHA ten hour safety course.

In closing, we highly recommend Master Mechanical Corp to you from both a bonding and insurance perspective. Please do not hesitate to contact me should you have any questions at all concerning this account.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Gaetano', is written over a horizontal line.

Michael P. Gaetano  
President

# Log of Work-Related Injuries and Illnesses

**Note: You can type input into this form and save it.** Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free [Adobe PDF Reader](#). In addition, the forms are programmed to auto-calculate as appropriate.

**Attention:** This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20 18



U.S. Department of Labor  
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

**Please Record:**

- Information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid.
- Significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional.
- Work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12.

**Reminders:**

- Complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.
- Feel free to use two lines for a single case if you need to.
- Complete the 5 steps for each case.

Establishment name Master Mechanical Corp.

City McAdoo State PA

Step 1. Identify the person		Step 2. Describe the case		Step 3. Classify the case				Step 4.		Step 5.						
(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness (e.g., 2/10)	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)				Enter the number of days the injured or ill worker was:		Select one column:					
				Remained at Work				Away from work	On job transfer or restriction	Illness						
				Death	Days away from work	Job transfer or restriction	Other recordable cases	(K)	(L)	Injury	Skin disorder	Respiratory condition	Poisoning	Hearing loss	All other illnesses	
				(G)	(H)	(I)	(J)			(1)	(2)	(3)	(4)	(5)	(6)	
Reset			/													
Reset			/													
Reset			/													
Reset	N/A		/	N/A												
Reset			/													
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Reset			/													

Page totals ▶

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Add a Form Page

Page 1 of 1

Injury	Skin disorder	Respiratory condition	Poisoning	Hearing loss	All other illnesses
(1)	(2)	(3)	(4)	(5)	(6)

Public reporting burden for this collection of information is estimated to average 14 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 Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

# Summary of Work-Related Injuries and Illnesses

**Note: You can type input into this form and save it.** Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the [free Adobe PDF Reader](#).

Year 20 18



U.S. Department of Labor  
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

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 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

### Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	0
(G)	(H)	(I)	(J)

### Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0	0
(K)	(L)

### Injury and Illness Types

Total number of ... (M)	
(1) Injuries	0
(2) Skin disorders	0
(3) Respiratory conditions	0
(4) Poisonings	0
(5) Hearing loss	0
(6) All other illnesses	0

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 58 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 Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

### Establishment information

Your establishment name Master Mechanical Corp.  
 Street 3 Banks Avenue  
 City McAdoo State PA Zip 18237

Industry description (e.g., *Manufacture of motor truck trailers*)  
HVAC Contractor  
 North American Industrial Classification (NAICS), if known (e.g., 336212)

### Employment information (If you don't have these figures, see the Worksheet on the next page to estimate.)

Annual average number of employees 18  
 Total hours worked by all employees last year 20322

### 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]  
 Company executive Title PRESIDENT  
 Phone 570-929-3609 Date 1/28/19

Save Input

# Log of Work-Related Injuries and Illnesses

**Note: You can type input into this form and save it.** Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader. In addition, the forms are programmed to auto-calculate as appropriate.

**Attention:** This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20 17



U.S. Department of Labor  
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

Establishment name Master Mechanical Corp

City McAdoo State PA

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Identify the person		Describe the case				Classify the case				Enter the number of days the injured or ill worker was:		Select the "Injury" column or choose one type of illness:					
(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness (e.g., 2/10)	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)	SELECT ONLY ONE box for each case based on the most serious outcome for that case:						(M)					
						Remained at Work				Away from work	On job transfer or restriction	Injury	Skin disorder	Respiratory condition	Poisoning	Hearing loss	All other illnesses
						Death	Days away from work	Job transfer or restriction	Other recordable cases	(K)	(L)	(1)	(2)	(3)	(4)	(5)	(6)
						(G)	(H)	(I)	(J)	_____ days	_____ days	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reset			N/A			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____ days	_____ days	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Reset			/			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____ days	_____ days	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reset			/			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____ days	_____ days	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reset			/			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____ days	_____ days	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Reset			/			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____ days	_____ days	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reset			/			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____ days	_____ days	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reset			/			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____ days	_____ days	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Page totals ▶

Public reporting burden for this collection of information is estimated to average 14 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 Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Save Input

Add a Form Page

Page 1 of 1

Injury	Skin disorder	Respiratory condition	Poisoning	Hearing loss	All other illnesses
(1)	(2)	(3)	(4)	(5)	(6)

# Summary of Work-Related Injuries and Illnesses

**Note: You can type input into this form and save it.** Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader.

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."

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Number of Cases			
Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
(G)	(H)	(I)	(J)
			N/A

Number of Days	
Total number of days away from work	Total number of days of job transfer or restriction
(K)	(L)

Injury and Illness Types			
Total number of . . . (M)			
(1) Injuries	_____	(4) Poisonings	_____
(2) Skin disorders	_____	(5) Hearing loss	_____
(3) Respiratory conditions	_____	(6) All other illnesses	_____

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 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 Statistical Analysis, Room N-3644, 200 Constitution Avenue, N.W., Washington, DC 20210. Do not send the completed forms to this office.

**Establishment information**

Your establishment name Master Mechanical Corp

Street 3 Banks Avenue

City McAdoo State PA Zip 18237

Industry description (e.g., *Manufacture of motor truck trailers*)  
Mechanical Contractor

Standard Industrial Classification (SIC), if known (e.g., 3715)  
 \_\_\_\_\_

OR \_\_\_\_\_

North American Industrial Classification (NAICS), if known (e.g., 336212)  
238220

**Employment information** (If you don't have these figures, see the Worksheet on the next page to estimate.)

Annual average number of employees 18

Total hours worked by all employees last year 25,403

**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] Title PRESIDENT

Company executive

Phone 570-929-3609 Date 18/27/17

Save Input

# Log of Work-Related Injuries and Illnesses

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

**Attention:** This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20 / 6



U.S. Department of Labor  
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

Establishment name: Master Mechanical Corp  
City: McAdoo State: PA

Identify the person		Describe the case				Classify the case				Enter the number of days the injured or ill worker was:		Check the "Injury" column or choose one type of illness:					
(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene tank)	Classify the case CHECK ONLY ONE box for each case based on the most serious outcome for that case				Away from work (K)	On Job transfer or restriction (L)	(M) Check the "Injury" column or choose one type of illness:					
						Remained at Work						Injury	Skin disorder	Respiratory condition	Poisoning	Fracture/dis	All other illnesses
						(G) Death	(H) Days-away from work	(I) Job transfer or restriction	(J) Other recordable cases	(K) days	(L) days	(1)	(2)	(3)	(4)	(5)	(6)
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# Summary of Work-Related Injuries and Illnesses

Year 20 16



U.S. Department of Labor  
Occupational Safety and Health Administration  
Form approved OMB no. 1218-0076

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 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

### Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
(G)	(H)	(I)	(J)

N/A

### Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
(K)	(L)

### Injury and Illness Types

Total number of ... (M)

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

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 58 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 Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

### Establishment information

Your establishment name Master Mechanical Corp  
 Street 3 Banks Ave  
 City McAdoo State PA ZIP 18207

Industry description (e.g., *Manufacture of motor trucks trailers*)

Standard Industrial Classification (SIC), if known (e.g., 3715)

OR

North American Industrial Classification (NAICS), if known (e.g., 336212)  
238220

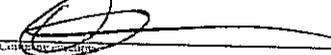
**Employment information** (If you don't have these figures, see the Worksheet on the back of this page to estimate.)

Annual average number of employees 25  
 Total hours worked by all employees last year 41,000

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.

 President  
 520 927-3609 3 16 2017  
PHONE DATE



## Master Mechanical Corporation

3 Banks Avenue • McAdoo, PA 18237

570-929-3609 Phone | 570-929-2638 Fax

Email: [estimating@mastermechcorp.com](mailto:estimating@mastermechcorp.com)

## Attachment 4

N/A



## Master Mechanical Corporation

3 Banks Avenue • McAdoo, PA 18237

570-929-3609 Phone | 570-929-2638 Fax

Email: [estimating@mastermechcorp.com](mailto:estimating@mastermechcorp.com)

## Attachment 5

N/A

**QUALIFICATION, EXPERIENCE, AND PAST PERFORMANCE**

**APPENDIX F (ATTACHED)**

## APPENDIX F

# DESIGNATED CRITICAL WORK QUALIFICATIONS STATEMENT

**APPENDIX F  
DESIGNATED CRITICAL WORK  
QUALIFICATIONS STATEMENT**

**COVER SHEET**

DGS Project Name HVAC Replacement, Danville State Hospital  
DGS Project Number DGS C-0503-0023 PHASE 1

**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 Contractor (.1 Contract)**

Multi-Phased Project in a Secured Building  
 Multi-Phased Project in an Occupied & Fully Functional Building

**HVAC Contractor (.2 Contract)**

Asbestos Abatement  
 Multi-Phased Project in a Secured Building  
 Multi-Phased Project in an Occupied & Fully Functional Building

**Plumbing Contractor (.3 Contract)**

Multi-Phased Project in a Secured Building  
 Multi-Phased Project in an Occupied & Fully Functional Building

**Electrical Contractor (.4 Contract)**

Multi-Phased Project in a Secured Building  
 Multi-Phased Project in an Occupied & Fully Functional Building

**Fire Protection Contractor (.5 Contract)**

Multi-Phased Project in a Secured Building  
 Multi-Phased Project in an Occupied & Fully Functional Building

Name of Firm DATOM PRODUCTS, INC  
Address 113 MONAHAN AVE  
Principal Office DUNMORE PA 18512  
Owner or Authorized Representative THOMAS JIMMIE

**SECTION 1 – FIRM INFORMATION**

1.1 Background Information

a) How many years has the firm been in business? 28 yrs

b) How many years has the firm been doing business in proposed contract field? 24 yrs

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.

LEAD Abatement UST/AST Removal MOLD Abatement  
HAZ/MAT RESPONSE

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

Date of incorporation APRIL 24, 1994

State of incorporation PENNSYLVANIA

President's name THOMAS JIMMIE

Vice President's name(s) BARRY LINDENMUTH

Secretary's name MARTIN JIMMIE

Treasurer's name \_\_\_\_\_

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

Date of formation \_\_\_\_\_

Type of partnership N/A

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 2017 \$ 7.8 million  
Year 2018 \$ 3.1 million  
Year 2019 \$ 2.9 million
- 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. Abatement/Demolition

### 2.2 Project Experience and References

Submit as **Attachment 1** to this Qualifications Statement:

- a) Suggested number of Sheets/Pages:

- 3 sheets/(6 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: 2019      1.241  
Year 2: 2018      1.017

Year 3: 2017 .825

- 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: 2019 4.28

Year 2: 2018 0

Year 3: 2017 6.82

\*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: 2019 4.28

Year 2: 2018 7.97

Year 3: 2017 13.65

\*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.

### **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 X

- 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 X

- 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 X

- 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 X

- 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.

**DATOM PRODUCTS, INC.**

ENVIRONMENTAL DIVISION

113 MONAHAN AVENUE

DUNMORE, PA 18512

PHONE (570) 343-2878 FAX (570) 343-9850

**ATTACHMENT 1- PREVIOUS WORK EXPERIENCE**

JOB NAME- Penn Dot-District 4-0 Renovation  
55 Keystone Industrial Park  
Dunmore, PA

DESCRIPTION-

Job Involved the selective demolition and abatement of asbestos containing materials as part of a renovation and addition to the Dunmore District Office

JOB CONTACT INFORMATION

AJ Finneli – (717)432-9728 (Project Manager)

Original Contract Cost- \$198,390.00

Estimated Completion Cost- \$198,390.00

PROJECT START DATE: September 2018

CONTRACT COMPLETION DATE: December 2019

ESTIMATED COMPLETION DATE April 2020

\*\*JOB HAS BEEN DELAYED ON THE CONSTRUCTION END. Demo and abatement have been completed according to project schedule.

-----  
JOB NAME- Tobyhanna Army Depot  
Building 11 Wings Renovation  
Tobyhanna PA

DESCRIPTION-

Job involved the selective demolition and abatement of asbestos containing materials from The A,B,C and D wings in Building 11 at the Tobyhanna Army Depot

JOB CONTACT INFORMATION

Mathew Argust- (570)615-6594 (Environmental Manager -Tobyhanna Army Depot)

Original Contract Cost- \$805,870.00

Final Contract Cost-\$943,373.00

- An additional wing was added to the original contract

Project Start Date: February 2016

Contract Finish Date- Spring 2018

Actual Finish Date- January 2019 (An additional wing was added to project)

---

JOB NAME Wilkes Barre VA Hospital  
Canteen Upgrade  
1111 East End Boulevard  
Wilkes Barre, PA

DESCRIPTION

Selective Demolition of ground floor and first floor on east wing of hospital for  
Canteen upgrade and office areas

JOB CONTACT INFORMATION

Brent Miller-(570)824-3521 (Hospital Environmental Manager)

Original Contract Amount- \$185,000.00

Final Contract Amount- \$188,170.00

PROJECT START DATE: March 2017

CONTRACT FINISH DATE: September 2018

ACTUAL FINISH DATE- August 2019.

- Demolition and abatement were completed within the contract timeframes.  
Project was delayed due to change in floor plans in the middle of project by  
hospital. New drawings for HVAC and med gases took over 1 yr to get  
approval.

# ATTACHMENT 2

## OSHA LOGS

# Summary of Work-Related Injuries and Illnesses

Year 20 19

U.S. Department of Labor  
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

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 1904.35. In OSHA's recordkeeping rule, for further details on the access provisions for these forms.

### Number of Cases

Total number of deaths	0 (G)	Total number of cases with days away from work	1 (H)	Total number of cases with job transfer or restriction	0 (I)	Total number of other recordable cases	1 (J)
------------------------	-------	--	-------	--	-------	--	-------

### Number of Days

Total number of days away from work	89 (K)	Total number of days of job transfer or restriction	0 (L)
-------------------------------------	--------	---	-------

### Injury and Illness Types

Total number of ... (M)	(1) Injuries	2	(4) Poisonings	0
	(2) Skin disorders	0	(5) Hearing loss	0
	(3) Respiratory conditions	0	(6) All other illnesses	0

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 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 Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

**Establishment information**

Your establishment name Datom Products Inc.  
 Street 113 Monahan Ave City Dunmore State PA ZIP 18512

Industry description (e.g., *Manufacture of minor track trailers*) Environmental Remediation  
 Standard Industrial Classification (SIC), if known (e.g., 3715) \_\_\_\_\_  
 OR \_\_\_\_\_  
 North American Industrial Classification (NAICS), if known (e.g., 336212) 562910

**Employment information** (If you don't have these figures, see the Worksheet on the back of this page to estimate.)  
 Annual average number of employees 25  
 Total hours worked by all employees last year 46,714

**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] Business Mgr  
 Title Date  
 Phone 570 343-2878 1/8/2020

# Summary of Work-Related Injuries and Illnesses

Year 2018

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 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

### Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0 (G)	0 (H)	0 (I)	2 (J)

### Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0 (K)	0 (L)

### Injury and Illness Types

Total number of . . . (M)	(4) Poisonings	0
(1) Injuries	(5) Hearing loss	0
(2) Skin disorders	(6) All other illnesses	0
(3) Respiratory conditions		

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 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 Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

### Establishment information

Your establishment name Datom Products Inc  
 Street 113 Monahan Ave  
 City Sumner State PA ZIP 18512

Industry description (e.g., *Manufacture of motor trucks, trailers*)  
Environmental Remediation  
 Standard Industrial Classification (SIC), if known (e.g., 3715)  
 \_\_\_\_\_

OR

North American Industrial Classification (NAICS), if known (e.g., 336212)  
562910

Employment information (If you don't have these figures, see the Worksheet on the back of this page to estimate.)

Annual average number of employees 27  
 Total hours worked by all employees last year 50,158

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]  
 Company executive  
 Title Business Mgr.  
 Date 2/14/19  
 Phone 518 343 2878

# Summary of Work-Related Injuries and Illnesses

Year 20 17

U.S. Department of Labor  
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

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 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

## Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u> (G)	<u>2</u> (H)	<u>0</u> (I)	<u>4</u> (J)

## Number of Days

Total number of days away from work 388 (K)

Total number of days of job transfer or restriction 0 (L)

## Injury and Illness Types

Total number of . . . (M)	(4) Poisonings	<u>0</u>
(1) Injuries	(5) Hearing loss	<u>0</u>
(2) Skin disorders	(6) All other illnesses	<u>0</u>
(3) Respiratory conditions		

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 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 Statistical Analysis, Room N-3654, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

## Establishment information

Your establishment name Datom Products Inc  
 Street 113 Monahan Ave  
 City Dumore State PA ZIP 18512

Industry description (e.g., *Manufacture of motor truck trailers*)

Environmental Remediation  
 Standard Industrial Classification (SIC), if known (e.g., 3715)

OR

North American Industrial Classification (NAICS), if known (e.g., 336212)

562910

Employment information (If you don't have these figures, see the Worksheet on the back of this page to estimate.)

Annual average number of employees 34

Total hours worked by all employees last year 58,619

## Sign here

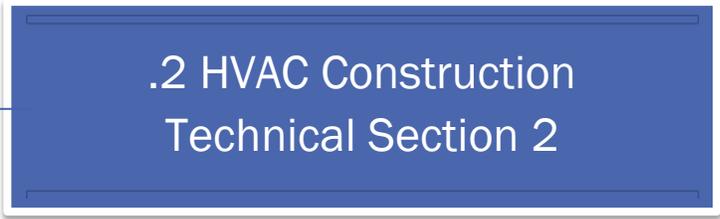
Knowingly falsifying this document may result in a fine.

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

[Signature]  
 Title Business Manager  
 Telephone (570) 343-2878 Date 2/11/18

ATTACHMENT 3

NO VIOLATIONS



.2 HVAC Construction  
Technical Section 2

T-2A Project Management Team

T-2B Work Plan & Schedule

T-2C Safety Plan

T-2D Quality Control Plan

## PROJECT MANAGEMENT TEAM

Our Project Management Team is comprised of Don Betterly and Nate Mutchler. Combined they have over 50 years of HVAC Construction experience under their belts. Together they will oversee all project coordination and scheduling of the project to ensure its success. Both have extensive experience in working in multi-phased projects in secured, occupied and fully functional buildings.

In Section T-1A, we included a comprehensive explanation of each team member's roles and responsibilities, as well as included a project organizational chart that highlights the reporting structure between each individual. We have also included, as requested in the RFP, a resume for each key team member. Below, we have included select project descriptions for each team member to highlight their relevant experience, similar to that of the Danville State Hospital project.

**Don Betterly, Project Manager:** As the owner of the company, Don has provided both Executive and Administrative level management, as well as been a lead Estimator and Project Manager for over \$100 Million in Public construction projects over the span of 25 years. A few recent projects similar in size and scope to the Danville State Hospital project under Don's management are:

- *USPS Brooklyn P&DC:* Replacement of HVAC equipment in 11 Mechanical Rooms located throughout the 1 Million square foot facility, as well as roof mounted air handlers and exhaust fans. There was a total of 11 Phases on the project. Contract amount \$4.3 Million
- *PSU Hazleton Campus, Kostos Building Renovation:* This project consisted of renovations and additions to a four-story building over a fourteen-month duration. Included in our scope were the following items: HVAC demolition, HVAC piping and ductwork distribution, furnish and install (47) fan coil units, furnish and install (3) gas-fired boilers, furnish and install air-cooled chiller, and new exhaust systems. We also coordinated subcontractors to complete the instrumentation and controls, insulation and testing and balancing on the project. Contract amount \$2.8 Million

- *Maple Manor Elementary School Renovation and Addition, Hazleton Area School District:* Renovation of an unoccupied, asbestos containing school building, and addition, to include an entire new HVAC system and DDC Controls. Coordination with the GC and asbestos abatement contractor, as well as 3 other primes to complete the project as scheduled. Contract amount \$3.6 Million

**Nate Mutchler, Project Manager:** With over 25 years of construction experience, Nate joined the Master Mechanical Corp. team in 2008 as a pipefitter, and quickly rose to a Superintendent position. His natural leadership skills coupled with his extensive knowledge of the piping industry and expertise in handling the challenges of the large industrial and commercial projects lead to his appointment as Estimator and Project Manager in 2013. Some of the projects recently under Nate's management are:

- *USPS Jersey City P&DC:* Replacement of HVAC equipment in the penthouse and throughout the 1.5 Million square foot facility, as well as roof mounted air handlers and exhaust fans, and new piping system. Coordination with the GC, Commissioning Agency, and multiple subcontractors to complete a total of 9 Phases on the project. Contract amount \$5.8 Million
- *Thaddeus Stevens College of Technology, New Technology Center:* Construction of 2 new buildings complete with new HVAC equipment, ductwork and piping systems, DDC Controls, and industrial shop equipment including a Dust Collection system and welding smoke collector. Coordination with DGS, agency appointed commissioning agent, multiple other prime contractors, and several subcontractors over multiple phases of construction. Contract amount \$2.3 Million
- *USPS Morgan P&DC-Renovation of 3<sup>rd</sup> & 4<sup>th</sup> Floors for Outlease:* Renovation of fully occupied and functioning retail postal and distribution facility in Manhattan, NY. This project consisted of multiple phases, and challenged us to install all new HVAC equipment, ductwork and piping systems as well as plumbing fixtures and sanitary piping, all while still allowing the facility to operate at full capacity. This was the second project for us at this 2.2 Million

## MMC T-2A Project Management Team

square foot historic facility. We worked diligently with the General Contractor, commissioning agent, multiple subcontractors and the facility managers to adhere to the Postal Services phasing schedules and project deadlines. Contract amount \$3.5 Million

Our single team of Project Managers are involved with the project from the bidding/estimating phase, giving them an excellent knowledge of the overall project scope, any demolition required, and specific equipment and materials required for successful completion of the project. There is not a separate team of Estimators who are bidding the job, and different Project Managers then running the job. Having the same team doing both gives us a better understanding of how to successfully complete the job prior to or on time, every time.

Don and Nate will work along with DGS, the Professional Team, the other (4) Primes, the Department's commissioning agent, our on-site superintendents and subcontractors to ensure all deadlines are met prior to or on schedule, and all designated critical work is priority.

They will carefully select and work closely with subcontractors required to ensure they have a complete understanding of the scope of work required and their complete adherence to the project documents.

**Donald Betterly**

***President/Owner***  
***MASTER MECHANICAL CORP.***

Office: 570-929-3609 • Cell: 570-578-6824 • Email: [donb@mastermechcorp.com](mailto:donb@mastermechcorp.com)

Master Mechanical Corporation was established in November 1979 as an S-Corporation. Don started working with Master Mechanical Corp., located then in Berwick, PA, in 1989 as a laborer. By 1991 he became an Installer, and in 1992, purchased the company from its original owner. Don continued building the business doing both residential and commercial HVAC projects.

In 2007, Don relocated the company to the McAdoo Industrial Park, and built a state-of-the-art sheet metal shop, where the company now fabricates all of its own ductwork. That same year, the company also joined the Northeastern Pennsylvania Sheet Metal Local Union No. 44, to acquire skilled tradesmen throughout the entire state of Pennsylvania.

Focusing primarily on Commercial projects, the company added a Pipefitting Division in 2011, increasing the amount and percentage of self-performed work and making it possible to take on a broader range of construction projects.

Don is directly involved and oversees every project, from estimating and coordination to project management, and has developed strong relationships with vendors, subcontractors and other prime contractors leading Master Mechanical Corp. to become the successful mechanical construction company that exists today.

## References

### **Lighton Industries, Inc.; General Contractor**

801 Corporate Circle, Suite 1  
Toms River, NJ 08755  
Contact: Tony Oliver  
Office: 718-227-7616  
Cell: 646-773-7708  
Email: [tony@lightonindustries.com](mailto:tony@lightonindustries.com)

*We have been a subcontractor for this company for the last six years, working on United States Postal Services Retail locations and Distribution Center projects in PA, NJ & NY.*

### **Department of General Services; Construction Regional Manager**

9999 Hamilton Blvd., Suite 100  
Breinigsville, PA 18031  
Contact: Daniel Polzer  
Office: 610-871-0233  
Email: [dpolzer@pa.gov](mailto:dpolzer@pa.gov)

### **N.R.G Controls North; Building Automation/Automatic Temperature Control Subcontractor**

749 North Susquehanna Trail  
Selinsgrove, PA 17870  
Contact: Bill Gaydos  
Office: 570-788-1731  
Email: [bgaydos@nrgnorth.com](mailto:bgaydos@nrgnorth.com)

### **The Hartman Agency; Bonding and Insurance Agent (since 2007)**

420 William Street  
Williamsport, PA 17703  
Contact: Michael Gaetano  
Office: 570-326-7241  
Fax: 570-326-6996  
Email: [mike@hartmangroup1.com](mailto:mike@hartmangroup1.com)

**Nathan Mutchler*****Project Manager/Safety Manager***  
**MASTER MECHANICAL CORP.**

Office: 570-929-3609 Cell: 570-406-0908 Email: [natem@mastermechcorp.com](mailto:natem@mastermechcorp.com)

**SUMMARY:**

Over 25 years of experience in the construction and management field. Highly motivated and experienced in supervision, scheduling and coordination of all trades in new construction, renovations and maintenance.

**STRENGTHS:**

- Able to work well independently and as part of a team
- Strong background in the construction field
- Able to manage multiple worksites and crews
- Maintenance and troubleshooting of building systems
- Vast knowledge of hydronic piping systems & equipment
- Experienced with heavy material handling & rigging
- Safety-oriented

**EXPERIENCE:****2013-Present** Master Mechanical Corp

- Project Manager
  - Selinsgrove Center New WWTP Control Building \$90,337 completed Fall 2019
  - Clearview Elementary Boiler Replacement - \$315,955 completed Summer 2019
  - USPS Teterboro Cooling Tower Replacement - \$362,987 completed Spring 2019
  - Toms River High School New Chiller Piping - \$53,797 completed Fall 2018
  - Williamsport Municipal Airport New Terminal - \$1,095,600 completed Spring 2018
  - Northwestern Lehigh High School Renovations - \$1,108,920 completed Summer 2018
  - USPS East Orange Boiler Replacement - \$103,000 completed Spring 2018
  - Lakeland School District Renovations - \$844,200 completed Fall 2017
  - USPS Jersey City Air Handler Replacements - \$5,855,447 completed Spring 2017
  - Readington Township Chiller Replacement - \$82,301 completed Summer 2016
  - Lehigh Area School District, Athletic Stadium and Fieldhouse - \$452,548 completed Spring 2016

- Lewisburg Readiness Center (DGS) - \$1,037,100 completed Fall 2015

- Pipefitting Estimator
- Purchasing of equipment and materials
- Safety & Accident Prevention Officer

## **2008-2013** Master Mechanical Corp

- Site Supervisor on Construction Projects

## **2006-2008** C&C Sheetmetal Metal

- Site Supervisor Pipefitting Division

## **1992-2006** Mechanical Service Company

- Quality Control Engineer
- Code Welder

## UNDERSTANDING OF PROJECT

After reviewing the plans and the specifications and attending the pre-bid meeting, we feel that we have a good understanding of what needs to take place to complete the Danville State Hospital project according to phasing and on-time with all trades. As the lead contractor, Master Mechanical would coordinate with DGS to have the initial or kick-off meeting and introduce ourselves to the four other primes, DGS Project coordinators, and the Professional Team. At or prior to this meeting, we will get the point of contact per trade. We would discuss the lay-down areas, trailer/storage locations, owner requirements for work hours and getting access to the space and learning the facilities protocols. Next, get the items and durations from all trades and develop a preliminary construction schedule that works for all trades, owner, etc. Upon mutual agreement of all parties, the schedule will be uploaded to the eBuilder program. Meanwhile, all primes would all begin working the long lead item submittals first and working our way towards the shorter lead items to keep the project flowing while lining up the .1 contractor to start sequence #1 after mobilization has occurred by all trades.

Sequence #1 is the roof replacement of the entire work area. We would need all trades to have their equipment or at a minimum, the equipment curbs, roof drains or pipes going through the roof, so when the .1 has his roofer sub-contractor start installing the roof, we would have them install the components needed for future phases. Also have them start over top of the sequence #2 area so we could be ready for sequence #2 and to stay on track with the schedule. Meanwhile, we would start on sequence #2, this would be the first wing of the building we would renovate with all trades. The owner would be working on vacating this sequence #2 area as we prepare to take over this space and remembering the roof is being installed above.

Sequence #2, after we accept this space and the barrier has been established and installed, we would have our abatement contractor go in and set up containment barriers. While the containment barriers are

going up, we would lay out the holes required for the sheet metal ducts and HVAC piping

where they penetrate the existing walls and floors. This way the holes would be ready for us to install the new ducts/pipes and avoid the lead paint on the walls and floors. The .1,.3,.4,.5 would have to spot abate, or hire this same abatement contractor to cut their holes in as well. Also, during this time, we would have the .1 Contractor pour the concrete pad that we locate for them outside and take care of the trenching for the gas piping. The .4 prime can be relocating the 460-volt service at this time as well. After the roof above the sequence #2, the .3 can run the gas piping across the roof to the new curb locations along with the .4 to run the new power conduits above the roof. After we get the all clear from the abatement sub- contractor that is safe to enter the abated area, all trades can begin working and roughing in their work for this phase. Once all rough-ins have been completed by all trades, we can move on to the ceiling installations and followed by finishes in the ceiling after the grid is installed and after painting for hard ceilings has been completed. The process would be working from the second floor down to the first floor and at that point complete these two floors and commission, air balance them as well. DGS and the Professional team would then proceed to initiate a punch list for these two floors and disperse it to all Primes. Primes would then complete the punch list items and turn over to the owner for their occupancy. This phase would continue down to the ground floor and repeat the same process as outlined above all the way to giving the owner occupancy.

Sequence #3, this will be a lot like sequence #2. The .1 prime should have his roofer there already and have the roof replaced above the area and the new curbs, gas piping and electrical roughed-in. The owner would vacate this area and we would be getting the area locked down and ready for us to take over. The abatement sub-contractor would be setting up containment and we would layout holes for ducts/ pipes, etc. and the process will be the same as sequence #2 all the way to the owner taking occupancy.

Sequence #4 to #8, will follow the same path as sequence #2. At the end of sequence #8, the .4 would make the final disconnect and disassembly of the

existing 460 service. We would remove the chiller and store it were directed by the owner. Last, everyone would demobilize the project and re-store the area back to original before leaving.

As the lead contractor, we will create an integrated CPM project schedule, in collaboration with the project team, to achieve the required schedule. This schedule will incorporate all work for the project.

Key coordination items include:

- Site layout and safety requirements
- Submittals
- Material purchase and delivery
- Project sequence, schedule and budget
- Adherence to site specific contractor behavior and provisions set forth by the Department of Human Services requirements as outlined in Section 016150 of the General Conditions

## WORKING WITH SUBCONTRACTORS

We understand that coordination between subcontractors will be key component for project success. We will utilize key subcontractors which will include, among others, asbestos abatement, DDC controls, testing, adjusting & balancing and insulator. As the Lead Contractor, MMC will coordinate the efforts of the subcontractors from start to finish. Key components including sharing submittal information, sequencing the work in accordance with the project schedule, and ensuring adherence to specific site usage requirements. Upon receiving the Letter of Intent from DGS, MMC will contract with the selected subcontractors.

We will ensure that the subcontractors and on-site workers understand the Owner's expectations, the design intent, as well as the project budget and schedule. Bi-weekly job conferences with the project team – Owner, architect(s), contractor and key subcontractors – aligns Owner expectations and design intent with the work to be completed. Weekly coordination meetings with the superintendent and site workers ensure that everyone understands their role and the work to be completed that week.

### CRITICAL MATERIAL, EQUIPMENT AND LONG LEAD ITEMS

We do recognize that long lead items drive the project or can set it back with delays. When we start a project, one of the first things we look at are the long lead items, to prioritize what submittals we have to get approved first, and what vendor/sub-contractor we need to get an agreement with first. Once we establish that we proceed on getting these items completed and to the engineer for approval. We like to get everyone else working around us for projects. This way progress is happening simultaneously with all parties involved to help reduce lag or lead time problems, then fall back and take of our in-house requirements.

So, for this project we would approach it this way. First thing we would do is, get the notice to proceed from the owner. Ask for the CAD backgrounds from the engineer after signing the waiver to release them to us. Believe it or not, these CAD drawings are one of the longest lead items, as we have to coordinate with 4 other primes on this project and that is a huge hurdle. By asking for the backgrounds so quickly or early-on, we knock down the lead times considerably for these drawings as we start on them. The next step, is to get the RTU, MUA, AHU, ERU's purchase order out to the vendor to get these submittals, as these RTU's are 6/8 weeks and the ERU's are 12 weeks lead times from the factories. While we are working on these submittals, we are getting the DDC Controls subcontractor, Conexus, released so we can get their ATC submittal which takes 4 weeks for them to produce, as they have to draw and design the system. Then, we would fall back and get the exhaust fans, FTR and grill submittals, which only have a 3/4 week lead time. Last, would be the pipe, strainers, flex connectors, etc. as these are in-stock most times and this would be for the materials side of it. Then continue on with releasing the abatement sub-contractor, insulation sub, air balancing sub, etc.

This should give you a good idea of how MMC would approach these critical submittals and how we would go about managing to minimize delays for long lead items and sub-contractors.

## INFORMATION TECHNOLOGY SOLUTIONS & DOCUMENT CONTROL

From our previous work with DGS, we understand that we will utilize e-Builder for all project management and document controls. We are currently using or have used e-Builder on several recent projects, including:

- Selinsgrove Center
- Thaddeus Stevens College of Technology
- PennDOT Rest Areas #47 & #48

Because e-Builder is not accessible to our subcontractors, we will utilize our own system of document management practices, and share pertinent documents such as contract drawings, specification and addendums, schedules, submittals, RFIs and change orders through email, and our cloud-based file document sharing services such as Dropbox, and SharePoint.

We will also use Microsoft Project to design and manage the projects overall schedule.

## CHALLENGES AND PROPOSED SOLUTIONS

**Demolition and Abatement:** We recognize that due to the existing conditions, age and size of the building, the Abatement and demolition of equipment and materials is a major part of this renovation. After receiving our Notice to Proceed, we will immediately open the communication between our chosen Abatement contractor, the Department of General Services and the facility maintenance manager and review the projects phasing plans and abatement specifications. We will ensure that the sub has a deep understanding of the schedule milestones and deadlines, and how to coordinate with all other contractors. We will continue to closely monitor their progress and immediately address any issues that may develop during the course of construction.

**Coordination with other Primes:** Working efficiently with 4 other Primes and all the subsequent subcontractors is critical in order to keep the project running smoothly and on schedule. MMC will hold weekly superintendent meetings with other Prime Contractors to discuss operations specific to their workflow so that operations of all trades can be efficiently coordinated. Items to be discussed will include deliveries of materials and equipment, schedule tasks

to be completed as well as any of their predecessors that need completed, critical milestones, areas that will be occupied by working operations, and other items. Also, as dictated by the Contract Specifications, MMC will meet with all other primes on a monthly basis to discuss and update the project schedule.

**Adherence to Contract Sequences:** Although the project has a timeline of 735 Calendar Days, which seems like a substantial amount of time, the amount of work included in the project will demand all of those days. MMC will follow and adhere to the phasing and sequencing set forth in the specifications and with Sequencing Drawings CS-2 and CS-3 when developing the project schedule, and demand that all other primes and subcontractors diligently stay on course and complete milestones set forth. Superintendents and Project Managers will continually monitor the on-site progress and any issues that may hinder the progress will be addressed and handled immediately so the project's completion date is met.

**Working in a Secured Building:** MMC recognizes the challenges of working around and within a secured facility. We will carefully review the Department of Human Services requirements for working in a Mental Health facility, and be sure that all employees and those of our subcontractors are aware of the requirements.

**Working in an Occupied and Fully Functional Building:** MMC also recognizes the challenges contractors face when working in an occupied and fully functional building. Using the phasing sequences set forth in the contract documents, we will work with the client agency and schedule all work to be started and completed in full, so as to not interrupt the daily operations of the facility.















## Safety Management Plan

Master Mechanical Corp  
3 Banks Avenue  
McAdoo, PA 18237  
570-929-3609

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*Master Mechanical's Policy:*

The safety and well-being of each employee is Master Mechanical's top priority and we are committed to providing a safe and healthy work environment. Through cooperation and open communication, Master Mechanical and all of its employees will continually work to improve our performance and strive towards the goal of an accident and injury-free workplace.

*Objective:*

The objective of this document is to establish a plan for implementation of the company's safety program for specific projects. The plan is intended to minimize losses, meet compliance requirements and implement site safety regulations that Master Mechanical has established along with OSHA standards.

*Safety Officer*

Nathan Mutchler

Office: 570-929-3609

Cell: 570-406-0908

Email: [natem@mastermechcorp.com](mailto:natem@mastermechcorp.com)

The Safety Officer's role is to act as the resource to the company and employees on safety issues and assist in the development of the safety program and planning. The Safety Officer will also conduct routine inspections of project sites. The Safety Officer and the Project Manager work closely together on all safety matters.

*Project Manager*

Don Betterly

Office: 570-929-3609

Cell: 570-578-6824

The project manager's role is to coordinate pre-planning for project safety and ensure safety and health issues are managed with high priority and that resources are properly dedicated to project safety.

*Foreman*

(appointed prior to job starting)

Office:

Cell:

The foreman's role is to conduct weekly safety meetings with employees and review hazards and proper accident prevention and protocol. Lead by example and require employees to comply with safety and health regulations. Responsible for notifying Safety Officer, Project Manager and project site contacts of any incidents in a timely fashion.

Master Mechanical employees are to complete new hire checklists and safety standards orientation before they begin any work on-site. Employees are required to conduct work in the safest possible manner at all times and comply with all safety regulations and requirements of Master Mechanical, and OSHA which includes attending weekly safety toolbox meetings. It is the employee's responsibility to report all accidents, unsafe conditions and near miss incidents to a senior employee as soon as possible.

### **Hazard Communication**

Every container brought on-site must be properly identified and managed appropriately. Each will also have corresponding Material Safety Data Sheets which are located in Master Mechanical's MSDS Binder that is kept on-site in our project gang box.

An emergency evacuation plan with meeting points will be posted on-site and communicated to employees as well as kept in Master Mechanical's Safety Binder located in the project gang box for reference.

### **Personal Protective Equipment**

All persons on-site must wear the appropriate attire which includes hard hat, eye protection, ear protection if necessary, pants and proper work boots at all times. Other PPE include gloves and respirators when necessary.

Fall protection will be used to protect workers exposed to a fall hazard of 6' or higher. When possible, fall prevention methods will be used to eliminate fall hazards and when work process or site conditions make this impracticable, fall restraint systems will be used. Personal fall arrest systems will be utilized whenever possible and necessary.

All accidents, safety issues or near miss incidents must be reported and properly documented per company and OSHA standards. The foreman on-site will complete the appropriate incident report unless the foreman is personally involved or hurt.

#### Accident or Emergency Procedure

- Immediately call 911
- Contact and notify Master Mechanical Office immediately
- Contact and notify site project contacts immediately
- Initiate site control and account for all employees
- Do not move any item that could be considered evidence to the incident
- Photograph area where the incident occurred
- Refer to Work Injury Checklist provided in Safety Binder
- Complete Employee Injury Report Form as soon as possible providing as much detail as possible

Housekeeping is the responsibility of all Master Mechanical personnel and is to be completed at the end of every work day. At the end of every shift, employees are to dispose of all garbage and material in the appropriate receptacles and keep the work area free of dust and debris. Employees are to stack materials and supplies in an orderly manner and properly secure them to prevent toppling or falling. Construction debris poses threats to overall safety for workers and the general public so it is imperative that all areas of work be tidied and maintained at all times. Good housekeeping will prevent minor injuries and major accidents alike as well as increase job productivity by reducing time spent locating material or tools.

### **Safety Inspections and Hazard Assessment**

Site safety inspections are to be completed monthly by a member of Master Mechanical's Safety Committee. Inspections will cover all areas of work inside and outside the structure and any issues or concerns will be noted on a site inspection report with a clear plan for correction.

A job hazard assessment is listed below, outlining the tasks and associated risks involved as well as a control or prevention method. While this summarizes potential job hazards, it is not all inclusive.

<b>JOB TASK</b>	<b>HAZARDS</b>	<b>CONTROLS</b>
<b>Demolition</b>	<p>Asbestos</p> <p>Collapsing Structure</p> <p>Dust &amp; Debris</p> <p>Pits/Holes</p> <p>Overhead Work</p> <p>Existing Utilities &amp; Power Lines</p>	<p>Abated prior to start</p> <p>Trace/understand load paths</p> <p>Water control, exhaust, vacuums and good housekeeping</p> <p>Barricades &amp; warnings</p> <p>Goggles/face shields</p> <p>Identify &amp; mark</p>
<b>Concrete Work</b>	<p>Concrete Burns</p> <p>Rebar Impalement</p> <p>Tripping Hazards</p>	<p>Gloves &amp; safety glasses</p> <p>Cap all rebar</p> <p>Housekeeping &amp; material containment</p>
<b>Sheet Metal Work</b>	<p>Falls</p> <p>Hoisting Loads</p> <p>Welding</p> <p>Cuts</p>	<p>Fall protection equipment</p> <p>Rig equipment properly</p> <p>Awareness of hoisting operations</p> <p>Fire extinguisher/gloves/safety glasses</p> <p>Proper fire watch</p> <p>Gloves &amp; proper handling</p>
<b>Carpentry Work</b>	<p>Eye Injuries</p> <p>Power Tool Injuries</p> <p>Electrocution</p> <p>Falls</p> <p>Hand Injuries</p>	<p>Safety glasses</p> <p>Inspect tools</p> <p>Use blade guards</p> <p>Check power cords prior to use</p> <p>Proper usage training</p> <p>Using ground fault receptacles</p> <p>Proper ladder usage</p> <p>Gloves</p>

<b>Rooftop Work</b>	<p>Falls</p> <p>Falling Loads</p> <p>Foot &amp; Hand Injuries</p>	<p>Fall protection equipment Warning line system Personal fall arrest systems</p> <p>Properly barricade area below</p> <p>Gloves &amp; proper footwear</p>
<b>Pipework</b>	<p>Lifting Injuries</p> <p>Cutting Pipe</p> <p>Open Trenches</p> <p>Power Tool Injuries</p> <p>Electrocution</p>	<p>Use proper lifting methods</p> <p>Safety glasses &amp; gloves</p> <p>Barricade area Inspect tools</p> <p>Use blade guards Check power cords prior to use Proper usage training</p> <p>Proper handling Using ground fault receptacles</p>
<b>HVAC Specific</b>	<p>Falls</p> <p>Cuts</p> <p>Falling Loads</p> <p>Electrocution</p> <p>Duct Insulation</p> <p>Hand Injuries</p>	<p>Proper setup &amp; use of ladders</p> <p>Gloves &amp; proper handling; check for sharp edging</p> <p>Rig equipment properly Awareness of hoisting operations No work under suspended load</p> <p>Lock panel boards Tag &amp; tape circuit breakers Proper handling Using ground fault receptacles</p> <p>Use dust mask/respirator if needed</p> <p>Gloves &amp; proper handling</p>

# Contractor Quality Control Plan



Master Mechanical Corp.  
3 Banks Avenue  
McAdoo, PA 18237  
(570) 929-3609



## Master Mechanical Corporation

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Email: [estimating@mastermechcorp.com](mailto:estimating@mastermechcorp.com)

### *Quality Management Plan*

We have a company quality management plan that is followed on all projects that we perform to ensure quality control and procedures. Defects or failures in constructed facilities can result in very large costs. Even with minor defects, re-construction may be required and facility operations impaired. Increased costs and delays are the result. Our goal is always to construct every project correct the first time. We understand that all work must conform to the contract specifications, and code. New employees and workers, as well as subcontractors on all sites are informed of our quality procedures and requirements.

The process by which the company ensures that a project is completed in accordance with the contract specifications and deficiency corrections is as follows:

#### Superintendents and Employees

- Quality control is a primary objective for ALL employees.
- Our on-site superintendents/foremen are our first line of defense. They will monitor quality daily. Any issues are immediately reported to the Project Manager for resolution.
- We hold mandatory foreman meetings in our office quarterly to go over projects and to review company quality and safety programs. This is to also make everyone aware of any new procedures that may be in place. While this is only mandatory for foreman to attend, it is open to anyone who wants to expand their knowledge of the field and field work. There are quality programs and refreshers that are offered periodically on the state and federal levels that we offer for any of our key personnel to attend.

#### Submittals

- A submittal register and log is generated for each project by reviewing every specification section provided by the design team.
  - Once a submittal item is received from a vendor or subcontractor, Project Managers will review to ensure it complies with the specifications before submitting it to the design team for approval.
  - Using our internal document organization files and methods and any project management software specific to the job, the submittals are logged and forwarded to on-site teams and back to vendors/subcontractors for their continued use.
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- Only those materials which have received prior approval are permitted to be released for use on the jobsite.
- Copies of the approved submittals are kept in an easy-reference binder on the jobsite and our site superintendent checks materials that are brought to the site. These registers are checked and updated at least monthly depending on the size and duration of the project.
- Materials are also inspected during and after installation to make sure that it is and has been installed as per specifications and associated codes/building standards.
- A sample of our submittal register and log has been attached to the end of this section for review.

### Requests for Information

- Occasionally, unforeseen circumstances arise, and further clarification or direction is required in order to proceed with work. This starts the RFI process.
- Once the issue presents itself, Project Managers will prepare an official RFI to submit to the design team for review. We will verify that detailed information is included, referencing specifications and/or drawing details in order for the reviewer to provide a complete response.
- Responses are reviewed by the Project Manager and initiator to ensure the issue has been resolved, and then saved and logged for future reference.

### Daily Reports

- On-site superintendents are responsible for completing a daily review of work performed by all employees, noting any abnormalities, including weather events or other circumstances that may cause delay to the project, documenting any material or equipment received on-site, any safety concerns, and also any work by subcontractors.
- Reports are forwarded to the Project Manager for review, and if requested, to the Construction Manager. Any issues noted on the report are addressed immediately.
- All reports are logged and saved in our office for future reference.

### Document Management

- We utilize the Microsoft Office suite of products, as well as Adobe to create and edit all of our documents. We also utilize Microsoft's cloud-based OneDrive to store all project information so that all team members have 24/7 access whether in the office, or out in the
-



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field. This gives us the advantage of having information available at a moments notice, should the need arise.

- We also utilize web-based Dropbox for sharing project documentation with vendors and subcontractors, including the most current or conformed drawings, specifications, any addendums issued, RFI's and approved submittals, coordinated shop drawings, and up-to-date project schedules.
- Paper copies of all documents are also kept in organized, easy reference binders in office, and all project documentation is retained for a minimum of 7 years, post-construction. Electronic copies of project documents are kept indefinitely and stored on an external hard drive that is scheduled to back up our entire network weekly, ensuring a minimal loss of information, should something catastrophic occur.

### Punchlist and Substantial Completion

- When we have reached substantial completion as defined by the project specifications, we will verify that all work required by the contract and any approved Change Orders has been performed; that all work strictly complies with the plans, specifications, approved submittals, and applicable codes/standards.
  - Concurrently, we will generate a checklist for action, which will itemize all close-out documents required (as-built drawings, O&M manuals, warranties, lien waivers, surety releases, testing reports, etc.) Once any outstanding items have been addressed, we will request that the Construction Manager/design team prepare a punch list.
  - After completion of any remaining punch list items, we will request a final inspection, and following, a certificate of final completion.
-

JOB NO.:

265

PROJECT NAME:

Greater Hazleton JSA

SPEC. SECTION	DESCRIPTION	VENDOR/MANUFACTURER	MMC SUBMITTAL NO.	EXPECTED DATE	RECEIVED DATE	SUB. DATE (TO ARCH.)	RCVD BACK FROM GC/OWNER	STATUS	NOTES
15830	Gravity Intake Hood	Cook - Elite Air Systems	MMC-001		05/07/18	03/21/18	05/07/18	AAN	
15830	Fan	Cook - Elite Air Systems	MMC-002		05/07/18	03/21/18	05/07/18	AAN	
<del>15811</del>	<del>Fire Damper</del>	<del>Pottorff - Elite Air Systems</del>	<del>MMC-003</del>			<del>03/21/18</del>	<del>04/20/18</del>		
15811	Fire Damper	Pottorff - Elite Air Systems	MMC-003 R1			04/20/18	05/21/18	AAN	
15543	Electric Unit Heaters	Trane	MMC-004		05/07/18	03/21/18	05/07/18	AAN	
15080	Piping Insulation	Z-Tech Insulation	MMC-005			03/30/18	04/20/18	APP	
15050	Dielectric Fitting	IVRI	MMC-006			04/23/18	05/21/18	APP	
15060	Clevis Hangers, Beam Clamps, Hanger Rods and Mechanical Anchors	IVRI	MMC-007			04/23/18	05/201/2018	APP	
15140	Domestic Water Piping, Aboveground Structure	IVRI	MMC-008			04/23/18	05/21/18	AAN	
15140	Ball Valves	IVRI	MMC-009			04/23/18	05/21/18	APP	
15140	Check Valves	IVRI	MMC-010			04/23/18	05/21/18	APP	
15140	Termometers	IVRI	MMC-011			04/23/18	05/21/18	APP	
15140	Piping System Specialties	IVRI	MMC-012			04/23/18	05/21/18	APP	
15140	Pipe Joining	IVRI	MMC-013			04/23/18	05/21/18	APP	
15450	Domestic Hot Water System Expansion Tank	APR Supply Co.	MMC-014			04/23/18	05/21/18	AAN	
15450	Hydrants	APR Supply Co.	MMC-015			04/23/18	05/21/18	AAN	
15450	Mixing Valves	APR Supply Co.	MMC-016			04/23/18	05/21/18	AAN	
15450	Water Heater	APR Supply Co.	MMC-017			04/23/18	05/21/18	AAN	
PL-2	Water Heater Pan	APR Supply Co.	MMC-018			04/23/18	05/21/18	APP	
PL-2	Safety Station	APR Supply Co.	MMC-019			04/23/18	05/21/18	AAN	
PL-2	Hose Reel	APR Supply Co.	MMC-020			04/23/18	05/21/18	APP	
15050	Shop Drawings	MMC	MMC-021			08/08/18	09/18/18	AAN	

APP	Approved
AAN	Approved as Noted
REV	In Review
R&R	Revised and Resubmit
REJ	Rejected
MMC	HEI Action Item
CL	Closed



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### *Quality Control Organization*

Total Quality Control is the responsibility of every employee, at every level from project inception and design, to the bidding and estimating process, to construction and installation, right through to final completion. Master Mechanical Corp. has implemented a common method of quality control by having a group responsible for oversight and execution of policies.

#### Quality Control Administrator

- The Quality Control Administrator (QCA) will set policies and monitor the Quality Control Program to ensure full compliance with the contract requirements.
- The QCA will have a complete understanding of project specific requirements and ensure that all equipment and materials purchased for the project meet these requirements as well as up-to-date construction codes/standards.
- The QCA will meet with the Quality Control Manager to review all project requirements and ensure that all work will meet or exceed those specifications and minimum standards set.

#### Quality Control Manager

- The Quality Control Manager (QCM), also referred to as Project Manager, will review the project specific policies and program established by the QCA and meet with Field Representatives to ensure everyone has the same understanding of the quality expected and encourage all employees to take responsibility to maintain and improve quality control wherever possible.
- The QCA will continue to monitor the quality throughout the project and report any discrepancies to the QCA, where they will develop a corrective plan of action and proactive solution to prevent any future discrepancies.

#### Quality Control Assistant

- The Quality Control Assistant (QCA) will coordinate with all members of the Quality Control Organization to ensure all parties have the most up-to-date contract documents, and that Quality Control policies are executed.
-



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- The QCA will also coordinate with vendors and Subcontractors to verify that they also have the same understanding of project policies.

### Quality Control Field Representative

- Quality Control Field Representative (QCFR), also referred to as Site Superintendents & Foremen, will administer the full complete Quality Control Plan as herein described for this project by providing technical advice to all trades utilized.
  - The QCFR will review all submittals to ensure that all subcontractors and suppliers have the required approvals prior to the start of their work. No construction or installation will be permitted without the necessary approvals.
  - The QCFR under this program has the responsibility to assure that all work is being accomplished in accordance with the contract plans and specifications. He has the authority to stop any workmanlike manner or in accordance with approved materials or standard construction practice
  - The QCFR will schedule and monitor all required tests and inspections and will be responsible for their execution and submission. He shall also prepare and file the necessary Daily Quality Control Reports as required.
-

MASTER MECHANICAL CORP  
ORGANIZATIONAL CHART

**Donald Betterly - President**  
Estimator/Project Manager-Sheetmetal Division  
Quality Control Administrator

Responsible for overall performance of entire project  
Reviews materials/product data sheets  
Monitors Quality Control of all work performed  
Ensures scheduling requirements are met

**Amanda Ackerman**  
Bid Coordinator  
Project Administrator  
Quality Control Assistant

Reviews all Plans & Specifications to ensure compliance with Project Requirements  
Transmittal and retention of all Project Documentation

**Nathan Mutchler**  
Estimator/Project Manager-Pipefitting Division  
Quality Control Manager  
Safety Coordinator

Reviews materials/product data sheets  
Monitors Quality Control of all work performed  
Ensures scheduling requirements are met  
Oversees PPE & Safety Compliance

**Cory Derr**  
Assistant Estimator  
CAD Coordinator

Reviews all Plans & Specifications and Submittals  
Sketches Coordination Drawings  
Assists with project administration and Closeout

**Eric Schaefer-Sheetmetal Division**  
Foreman/Site Superintendent  
Quality Control Field Representative  
Site Safety & Health Officer

Oversees daily construction activities on site  
Weekly tool box meetings, jobsite safety, deliveries, site cleanliness and coordination

**John Ashford**  
Shop Foreman

Fabrication of Duct Work  
Ensures supplies and materials are sent to jobsite  
Monthly shop/safety meetings with entire workforce

**Mike Pagotto-Pipefitting Division**  
Foreman/Site Superintendent  
Quality Control Field Representative  
Site Safety & Health Officer

Oversees daily construction activities on site  
Weekly tool box meetings, jobsite safety, deliveries, site cleanliness and coordination

**Subcontractors**  
Insulation  
Air Balancing  
Water Treatment  
Controls

**Field Sheetmetal Journeymen**

Complies with project schedule  
Install ductwork and equipment to industry standards  
Completes job in a workmanlike manner  
Daily cleanup of work area

**Shop Journeymen**

Fabrication of ductwork  
Delivery to jobsite

**Field Pipefitter Journeymen**

Complies with project schedule  
Install piping and equipment to industry standards  
Completes job in a workmanlike manner  
Daily cleanup of work area



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### *Inspections*

There will be three (3) separate and distinct stages of inspections:

#### Preparatory Inspection

A preparatory inspection will be made to ensure that the plant, materials, equipment and safety procedures meet the submittal and contract requirements. This inspection will be made as soon as possible after delivery of plant, equipment, and materials to the job site but prior to incorporation of materials to the project. The QCFR will complete the Daily Quality Control Reports for all preparatory inspection with a detailed list of plant, equipment, and material inspected or tested. The report will include compliance of materials with submittals and contract requirements and action taken if non-compliance was discovered. In addition, the QCFR will make examination of the work areas to ensure that all preliminary work has been completed prior to the start of new work. He will ensure that provisions have been made to provide damage from the elements and construction operations. He will document his findings in the Daily Quality Control Report. Names of all personnel who participate in each preparatory inspection will be listed in the Daily Quality Control Report.

#### Initial Inspection

An initial inspection will be made at the start of each new phase of construction to establish that methods, techniques and standards of workmanship follow the contract requirements. The QCFR will document in the Daily Quality Control Reports all initial inspection findings to include a detailed description of the location of the phase of work inspected to include checks, tests and measurements performed to ensure that the quality of construction, the tolerances and the workmanship comply with the contract requirements. The names of personnel who participate in the initial inspections will be listed in the Daily Quality Control Report.

#### Follow-Up Inspections

Follow-up inspections will be made daily or as often as necessary to ensure that the construction is proceeding in accordance with the contract requirements. The Daily Quality Control Reports will document the results of follow-up testing, inspections and necessary corrective actions.

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### Procedure for Inspections

The QCFR will advise the Construction Manager's Authorized Site Representative at least twenty-four (24) hours prior to all inspections both preparatory and initial. The preparatory and initial inspection will be attended by the applicable subcontractor's Quality Control Representative who is responsible for that portion of the work and by the QCFR. The Construction Manager's Authorized Site Representative will be invited to participate in the preparatory, initial and follow-up inspections

The Contractor will furnish a Daily Quality Control Report, which will include all of the inspections and tests completed. It will include the results of the test, the nature of the defects, if any, and the cause of any rejections and the corrective action taken. The report will contain a statement that materials and equipment incorporated into the project are in full compliance with the contract requirements except as noted if any exceptions are found. The report will cover all items and specifically include the items listed in the Quality Control section of the technical provisions. The report will be legibly handwritten in ink or will be typewritten. Reports will be submitted not later than the close of business on the first date following the report. Reports will have all supporting documents referenced therein. Incomplete reports will not be accepted.

### Sample

A copy of Master Mechanical Corp's Quality Inspection Checklists outlining the above are attached.

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## Quality Inspection Checklists

Project:

Project Address:

Superintendent:

Site Safety Officer:

Foreman:

Quality Control Rep.:

### Preparatory Inspection Checklist

DATE:

Item	Description	YES	NO	N/A	Comments
Safety	Has the Hazard Analysis been submitted for this review?				
Safety	Are there additions to the Job Hazard Analysis and are they incorporated?				
Safety	Has the Site Specific Safety Plan been reviewed?				
Safety	Are Safety Data Sheets on hand and reviewed?				
Safety	Do all personnel have the required Personal Protective Equipment?				
Materials	Does the project team have copies of all approved submittals?				
Equipment	Are all operators certified to run the necessary equipment?				
Equipment	Is proof of certification on-site or on-hand?				
Equipment	Has equipment undergone pre-operation safety inspection?				
Permits	Are the required work permits posted on-site?				
Plans/Specs	Are the latest plans and specs on-site?				
Plans/Specs	Have they been reviewed by all pertinent personnel?				
Tolerances	Is the Superintendent aware of all construction tolerances for scope of work?				
Testing	Is there testing required for this scope of work?				
Testing	If required, is third party testing agency available as necessary to perform tests?				

**Initial Inspection Checklist**

DATE:

Item	Description	YES	NO	N/A	Comments
Safety	Do all members have the required Personal Protective Equipment?				
Safety	Are there additional job hazards to note?				
Safety	Have these been reviewed by all personnel?				
Safety	Is the site well organized and maintained?				
Material	Are materials being used in strict compliance with contract requirements?				
Equipment	Is equipment being used in strict compliance with contract requirements?				
Equipment	Have all tools and equipment been verified for safe operation?				
Tolerances	Is all work being installed per the tolerances detailed in drawings and specs?				
Testing	Are any tests required for this scope and have they been completed and documented?				
Plans	Are all variations to original plans being updated on the as-built drawings?				

**Follow-Up Inspection Checklist**

DATE:

Item	Description	YES	NO	N/A	Comments
Safety	Do all members have the required Personal Protective Equipment?				
Safety	Is the site well organized and maintained?				
Material	Are materials being used in strict compliance with contract requirements?				
Equipment	Is equipment being used in strict compliance with contract requirements?				
Equipment	Have all tools and equipment been verified for safe operation?				
Tolerances	Is all work being installed per the tolerances detailed in drawings and specs?				
Testing	Are any tests required for this scope and have they been completed and documented?				
Plans	Are all variations to original plans being updated on the as-built drawings?				

**Final Inspection Checklist**

DATE:

<b>Item</b>	<b>Description</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
Plans	Are the as-built drawings completed for this scope of work?				
Safety	Have all affected areas been cleared and/or returned to a condition that will protect others from injury or incident?				
Testing	Has all equipment been tested for proper operation?				
Training	Have all pertinent personnel received the proper training of all equipment installed?				
Training	Has the training been documented, including signatures of all in attendance at each training session?				





Project: \_\_\_\_\_

**Daily Report**

**General Information**

Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_  
Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Author of Daily Log: \_\_\_\_\_  
Author's Title: \_\_\_\_\_  
Area/Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Weather:**

Low Temp: \_\_\_\_\_ High Temp: \_\_\_\_\_  
Weather (AM): \_\_\_\_\_ Weather (PM): \_\_\_\_\_  
Precipitation (AM): \_\_\_\_\_ Precipitation (PM): \_\_\_\_\_  
Precipitation Amount: \_\_\_\_\_  
Winds (AM): \_\_\_\_\_ Winds (PM): \_\_\_\_\_

**Work Completed:**

Daily Work  
Progress/Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Change Work Order  
Performed: \_\_\_\_\_  
\_\_\_\_\_  
Equipment on Location: \_\_\_\_\_  
\_\_\_\_\_  
Personnel on Location: \_\_\_\_\_  
\_\_\_\_\_  
Materials Received: \_\_\_\_\_  
\_\_\_\_\_  
Safety Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Subcontractors on  
Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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### *Corrective Action for Quality Control Deviations*

Master Mechanical Corp performs quality control at all levels of the project and construction process, from the bidding process through closeout.

Minimizing issues and quality control deviations starts during the early stages of the project during the bidding process. Project managers and estimators carefully review every equipment and service quote to ensure key components are not missing from the start. Project managers and estimators aim to keep a solid relationship with our vendors and subcontractors to keep lines of communication open and straightforward. Upon discovery of quality control issues during the early bidding stages of a project, project managers immediately notify vendors and subcontractors of the issues, so they may resubmit quotes with accurate pricing that conform to the project standards and requirements. Project managers and estimators work together to perform self-checks on their equipment choices and budget requirements and limits. Discovering these issues early on can help prevent quality control issues in the future and minimize costly changes that may impact the rest of the project.

During the construction process, open communication with vendors and subcontractors is essential to maintaining quality control at its highest levels. Project managers review each equipment submittal thoroughly to inspect for correct sizing, requirements, etc. prior to submitting to the professional in charge, whether that is a general contractor, construction manager or the architect. Every submittal received by Master Mechanical Corp is compared to the basis of design or other requirements as outlined on the project drawings and/or the project specifications. Upon discovery of quality control issues at this level, project managers immediately notify vendors and subcontractors to amend their submittal packages. If the quality control issue cannot be resolved in this manner, project managers create and submit requests for information (RFI's) to the professional if such action is required to obtain the necessary information to make adjustments or changes to drawings, equipment, etc.

During the final stages of the construction process, quality control is the focus, especially during final inspections and closeouts. During final inspections, when a quality control issue is discovered, project managers aim to resolve the problem immediately to avoid costly liquidated damages and ensure all aspects of our scope of work for the project are upheld to the highest quality standards. Should any of these issues result from equipment malfunctions or another vendor or subcontractor issue, Master Mechanical Corp will withhold any payments and hold them accountable for any additional liquidated damages or fees that the company has to incur. Additional inspections are scheduled during this time to ensure all problems and issues have been resolved.



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### ***Subcontractor Management & Contractor Screening Requirements***

Master Mechanical Corp. has a large selection of sub-contractors that we have worked with over the years on Federal, State, and City contracts. Master Mechanical Corp has repeatedly demonstrated the ability to successfully manage the appropriate mix of in-house works and subcontractors to successfully and timely complete many projects. As described in the following paragraphs, Master Mechanical Corp has been able to control the mix of sub-contractors and tradesmen needed to complete projects in various geographic areas through prudent subcontract management and is prepared to demonstrate this ability on all future contracts.

With regard to payment, we pay our subcontractors monthly (i.e. within 30 days of their invoice) as long as their paperwork (e.g. insurance, payrolls, etc.) is in order. Our policy is to pay on percent complete in accordance with out payment from the Owner. If a subcontractor is non-responsive and derelict in their work performance, we will give them ample notice to cure and complete. If they refuse to comply, we will either self-perform the remainder of the work, if possible, or hire another contractor. We will then back charge the original subcontractor's contract for any costs incurred.

#### ***Subcontract Management***

Subcontract management will be the responsibility of the project manager with the support of the home office management team. The project manager's specific subcontractor management responsibilities will include:

- Evaluating subcontractor and vendor proposals
- Selection of subcontractors and vendors for individual task orders
- Review and approval of subcontracts and purchase orders
- Coordination of subcontractor performance with contract schedules
- Insuring subcontractor awareness of prevailing wage rates
- Review and approval of all payments to subcontractors and vendors for work performed
- Reviewing safety and quality control requirements with subcontractors
- Obtaining and reviewing submittals from subcontractors and vendors

Master Mechanical Corp recognizes that the contract documents between ourselves and the subcontractor is the major tool in subcontractor management. We have developed an effective subcontract agreement that is both simple and thorough to effectively control subcontractor performance. In addition to the subcontract agreement, the management ability of the project manager and field superintendent are the other essential tools needed to properly ensure subcontractor management. We believe our management team possesses the knowledge and ability to effectively manage the subcontracting effort required by the contract.

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### *Method for Coordinating Subcontractors*

Master Mechanical Corp. will establish procedures to ensure effective coordination of the task order subcontracting efforts. The project manager is a key player in this effort. The project manager will develop a project schedule with the involvement of all personnel. After the schedule is approved, the project management staff will be responsible to coordinate the work throughout the construction phase. This will be accomplished as follows:

- Selection of key subcontractors as quickly as possible after selection for award to Mater Mechanical Corp. This will be accomplished by obtaining proposals from subcontractors during the bidding period and prompt selection of subcontractors after the award.
- Selection of capable subcontractors with experience in federal projects whenever possible.
- Selection of contractors from the same geographic area as the task order. By selecting subcontractors from the task order area, we will obtain subcontractors who can provide cost-effective pricing and prompt response.
- The use of electronic mobile devices for direct and prompt communication at all times.
- Scheduling and conducting progress meetings during the progress of the work. The field superintendent will be responsible to arrange and conduct regular progress meetings with key subcontractors during the construction period.

Through effective coordination of the subcontractors and in-house tradesmen, the Master Mechanical Corp project management team will be able to ensure timely and quality performance of all contracts. We have in place an effective management team fully capable of coordinating the manpower and resources needed to satisfy the requirements of the contract.

### *Communication with Subcontractors*

Subcontractor communication is integral to the success of our management plan for the contract. It is always essential that open lines of communication be established and maintained through the contract. The plans and specifications will be reviewed so that there is no question as to the work to be performed and the schedule to be maintained. Prior to finalizing any subcontract agreement, we will ensure that the scope of work is clearly understood and defined in the subcontract agreement. Our project manager will review the need for submittals and shop drawings as well as our expectations regarding the quality of such. Our field superintendent will explain the sequence of the work and the requirements for the subcontractors' timely performance. Our quality control manager will review the quality control provisions and the requirements to conduct and document the quality control process. They will also review the closeout procedures including the preliminary punch list and final acceptance inspections.

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The project manager will discuss the need for prevailing wage certified payroll when applicable, certificates of insurance and other project specific requirements. The project manager and the superintendent will instruct the subcontractor that no changes can be made to the subcontract agreement without the specific written approval of the project manager. The subcontractor will be advised to cooperate with building occupants when applicable but that they cannot modify the contract requirements. The subcontractor will be notified that the subcontractor cannot communicate directly with owners on contractual issues and all subcontractor correspondence must be channeled through Master Mechanical Corp project managers. The subcontractor will be advised of the Master Mechanical payment procedures. Unless special arrangements have been made in advance, subcontractors will submit monthly invoices to the project manager that will review and approve the invoice and forward to owner personnel for approval. Master Mechanical Corp will strive to keep open lines of communication with all subcontractors. The direct involvement of Master Mechanical Corp Senior Management is available to all subcontractors should the need arise.

### ***Subcontractor Quality Control***

The Master Mechanical Corp Quality Control Manager will be responsible for coordinating subcontractors in implementing the contract quality control program. Our Quality Control Manager will:

- Assure that subcontractors have been properly briefed on the contract quality control program and the responsibilities of the subcontractor in scheduling and implementing construction quality.
- Arrange with subcontractors and field superintendents for preparatory, initial and follow-up inspections during the progress of the work.
- Maintain a list of noted quality control deficiencies and notify Master Mechanical Corp project management when subcontractors have not promptly corrected any noted deficiencies.
- Report to the home office any subcontractors that fail to properly correct deficiencies or that the quality control manager should not be selected for future contracts based on current performance.

### ***Contractor Screening Requirements***

Master Mechanical Corp. has always maintained a drug and alcohol-free workplace. Any worker, be they a Master Mechanical Corp employee or an employee of any subcontractor, will face immediate expulsion and dismissal from a jobsite if found to be under the influence of drugs or alcohol. Master Mechanical Corp is a union shop. As such, all our union members are periodically screened for drugs and this can be corroborated through any of the Local Union Halls from which we pull employees.

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.2 HVAC Construction  
Technical Section 3

T-3A Staffing Resources

T-3B Skill Training

T-3C Workforce Safety

As discussed earlier in Sections T-1A and T-2A, our company has a veteran team of project managers and a competent staff of Administrators and support staff ready to assist in all aspects of this project.

Master Mechanical Corp. has approximately 25 on-site/field employees between both the Sheetmetal and Pipefitting divisions. This group of employees has extensive knowledge in both crafts as well as miscellaneous trades that help when working on multiple prime projects.

All our Sheetmetal workers are Union, and we have association with our Local Union office #44, as well as others throughout the state, and in other states. This provides us with the opportunity to not only engage skilled tradesmen for every project that we work on, but to have a large pool of eligible employees that are ready and able to work should the need arise for us to add additional workers to the force. This also provides us with the ability to obtain staff early on in the apprenticeship program of the union and have them learn directly from the Journeymen in our field.

Although our company is not affiliated with a local Plumbers Union, many of our Pipefitters were at one time and bring with them the knowledge of the skills that they learned through the educational programs offered by the apprenticeship and journeymen programs.

In addition to the specialty contractors included with this submission, we have fostered excellent working relationships with local subcontractors and suppliers operating in the region. As noted in sections T-1C, Designated Critical Work Qualification Statement, and T-2A, Resumes, each company imposes stringent training and certification processes for their skilled workers and each team member is a fully qualified, trained professional more than capable of completing their portion of the work.

Before hiring any subcontractor, we ensure that each company understands their scope, has the manpower necessary to complete the work, and is more than qualified, including prior similar experience, training, and, if applicable, that all certifications are up to date.

Maintaining competent, well trained employees is vital to providing high quality construction services for our clients. As members of our local Sheetmetal Union, those employees which are union receive the most up-to-date safety and skill training programs. For those which are non-union, our company offers safety training courses and opportunities for specialty training for specific positions.

Our employees also receive “Site Specific” safety training for each project. Prior to mobilizing each job, the Project Managers review with the elected Site Superintendents the safety requirements listed in the specifications and address any safety issues or concerns. Being proactive about any possible unsafe conditions is the best way to prevent accidents or incidents from occurring. All employees projected to be on-site will receive training. As noted in the T2-C Safety plan, employees engage in weekly “tool box talks” and will discuss any safety concerns at on-site meetings.

Our subcontractors are the experts in their respective fields. We require them to provide evidence that their employees are trained and certified by the manufacturers for the products they install. Many are also members of the same Union Halls and therefore receive the same training as our employees.

Our key to construction quality is maintained through safe work practices. We have regular material and equipment inspections, pre-installation meetings, work in place inspections, and Corrective Action Plans for quality control on all projects.

All new hires complete training the first week of employment. This training includes a detailed initial Safety Manual that the employee must acknowledge reading and is given to keep.

Each of our project managers are required to complete at a minimum, OSHA's 10-hour certification program. Our Superintendent will have a weekly toolbox talk for which all employees are required to attend and sign in. We make these talks relevant to the week's planned activities. The site Superintendent will assign a different worker each week to perform daily walk through of the job with our safety checklist and inspect and report anything that requires remediation to him.

Our Project Managers will make frequent visits to the site and perform a safety audit of the entire project and offer support and solutions for any issues encountered. Solutions may require worker training that we may self-perform or have a third-party safety team who have the qualifications to certify workers for specific safety tasks, such as, but not limited to:

- Confined Space
- Scaffolding
- Forklift operation
- Ariel Lift operation
- Highway Safety
- Electrical hazards
- Fall Protection
- CPR/ First aid
- Rigging and signaling

Master Mechanical Corp. is proud of its safety record. Reflective of our commitment to a successful safety program, our current Experience Modification Rate (risk factor) is .807.

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.2 HVAC Construction  
Technical Section 4

Supporting Documentation