August 22, 2019

VOLUME I – TECHNICAL SUBMITTAL

Project No. DGS C-0987-0001.3 Phase 1 – Plumbing Construction

New Construction State Archives & Record Center Annex
Harrisburg, Dauphin County, Pennsylvania

Submitted by: Wayne R. Reynolds, Vice President
Jay R. Reynolds, Inc.
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Willow Street, PA 17584
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www.jrrinc.com
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## Volume I – Technical Submittal

Project No. DGS C-0987-0001.3 Phase 1 Plumbing Construction
New Construction State Archives and Record Center Annex

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</tbody>
</table>
Cover Letter
COVER LETTER

August 22, 2019

Company name: Jay R. Reynolds, Inc.
Company address: One Brooks Avenue
                P.O. Box 326
                Willow Street, PA 17584
Contact person: Wayne R. Reynolds
Phone number: (717) 464-2755
Fax number: (717) 464-2784
E-mail address: wreynolds@jrrinc.com
Project: DGS C-0987-0001.3 Phase 1
         New Construction State Archives & Record Center Annex
Contract: Plumbing Construction
Joint Venture: No
T-1A

Introduction to the Project Team
T-1A INTRODUCTION TO THE PROJECT TEAM

INTRODUCTION TO JAY R. REYNOLDS, INC.

Jay R. Reynolds, Inc. specializes in public works plumbing and mechanical construction projects. Only the most organized and productive companies survive in this highly competitive and complex environment. Jay R. Reynolds, Inc. has not only survived but consistently succeeded in this arena for 47 years. We have performed work for the Department of General Services, school districts, universities as well as federal, state, county and local governments. Jay R. Reynolds, Inc. has successfully completed hundreds of multiple prime projects including the following high profile DGS projects. (Projects awarded based on the Best Value method are in bold.)

- DGS 417-44.3 Phase 1 New Technology Center-Thaddeus Stevens College of Technology
- DGS 1101-47.3 Learning/Counseling Academic Student Center
- DGS 948-53.3 Phase 9 Limited Public Restroom Renovations & ADA Code Upgrade, Forum & Finance Building, Capitol Complex
- DGS 962-26.3 Phase 4, Part 2, Interior Renovations at PA National Guard Armory
- DGS 409-62.3 Phase 1 Renovation of Math & Science Center at Lock Haven University
- DGS 960-55.3 Phase 2 Southeastern Veterans' Center Skilled Nursing/Dementia Unit
- DGS 251-39.3 Construction of New Materials Testing Lab, DGS Annex
- DGS 577-29.2 Revised Rebid SCI-Graterford Plumbing & Heating System Renovations
- DGS Project 414-64.3 Construction of School of Music, West Chester University
- DGS Project 948-53.3 Entresol Floor, North Wing, Main Capitol Bldg.
- DGS 577-29.3 Revised Rebid Plumbing Systems Renovations, SCI-Graterford
- DGS 948-53.3 Phase 1, Part 1, Second Floor North Wing & North Hyphen Main Capitol Bldg.
- DGS 948-53.3 Phase 1, Part C, Sub-Basement, Main Capitol Building
- DGS 948-41 EN6.3 Roof Drains, Keystone Building Project

Even though we have been in business for 47 years, Jay R. Reynolds, Inc. continues to evolve in order to keep pace with rapid changes in the industry.

The 3-D AutoCAD drawings and sketches we have produced for every project since 1995 are an example of how Jay R. Reynolds, Inc. uses the newest technologies to continually improve and organize the work process. The latest computer hardware and software supports our estimating, purchasing, project management, scheduling, coordination, quality control, safety and literally every aspect of the office and field operations.

We recognize that quality assurance and quality control are crucial for a successful project. A quality finished project requires a commitment to manage the process from start to finish. The high level of planning, procedures and management that we employ as a routine order of business ensures full contract compliance, first class craftsmanship and timely project completion with the owner’s best interest at the forefront of our thought process.

Jay R. Reynolds, Inc.’s quality control and quality assurance program starts long before mobilization on site. Prior to starting work on site, Jay R. Reynolds, Inc. draws all the plumbing systems in their entirety using our custom, intelligent 3-D AutoCAD piping program. During this process, Jay R. Reynolds, Inc. identifies many design and coordination issues that may affect the project schedule and the completion. As a result of this process, we can submit RFIs while there is sufficient time for them to be answered before they become a crisis during the construction process. From our AutoCAD drawings we develop the coordination drawings, schedules, installation drawings, time cards and as-built drawings.
Once our 3-D AutoCAD drawings are complete, they are distributed to our field personnel for their use as an installation guide. These detailed 3-D AutoCad sketches list the material requirements for each project work area. We go through this pre-planning so we can guarantee our work is installed in a sequential, efficient manner consistent with the project specifications, drawings and schedule.

The construction of the new State Archives & State Records Center will require constant coordination and sequencing with the Owner, Project Professionals, other Prime Contractors and Subcontractors. In order to create a solid foundation, all successful projects need a detailed schedule showing all activities including award, submittals, submittal approvals, fabrication, delivery, field installation, testing, and closeout.

Jay R. Reynolds, Inc. recognizes this is a high profile project on a very congested site. Therefore, before any onsite work begins we will work closely with the owner to coordinate our deliveries and plumbing construction activities so we do not interfere with the Owner’s needs or cause a negative impact on the surrounding area.

We will develop a plan that will minimize the number of material deliveries to the site and the amount of actual work hours onsite. We will accomplish this by utilizing our prefabrication shop. We will prefab select portions of the DWV and water lines in order to minimize onsite installation time. With our prefab capabilities, we may be able to reduce the duration of work activities allowing work to be completed ahead of the proposed project schedule.

Jay R. Reynolds, Inc. also has a long history of making cost saving recommendations to project owners and professionals. When we identify significant cost savings potential via an alternative installation or material, we will contact the project engineer to review the cost savings idea. If there is no overriding design rationale for the more expensive installation or material, we will prepare a credit cost breakdown for submission and consideration by the project professional and owner. We discover many cost saving ideas at the beginning of a project during the preparation of our AutoCAD layout sketches.

Jay R. Reynolds, Inc. applauds the owner for taking the steps necessary to utilize the Best Value contracting method for the five prime contractors on the project. This extra step eliminates the contractors who are able to obtain the bonding capacity for the project, but do not have the experience and qualifications to complete high profile and complex projects in accordance with the contract documents and schedule.

Over the years, public works construction has become increasingly complex, expensive and adversarial between parties. Today, many projects unnecessarily end up in various forms of dispute resolution to the detriment of all involved. By utilizing the best value contracting method, many of the issues that arise on a project can be eliminated because the owner is only working with highly skilled, competent contractors. You can be assured Jay R. Reynolds, Inc. has instituted a number of proactive procedures which identify potential problems early in the process and then we propose and request prompt solutions beneficial to the owner, professionals, and contractors.

Communication and cooperation, of course, are the keys to successful execution of any project. We are proud of our long history of cooperation with DGS on some of Pennsylvania’s most impressive construction projects and we are hopeful Jay R. Reynolds, Inc. will be selected as the Best Value plumbing contractor for the project.
PROJECT TEAM ROLES AND RESPONSIBILITIES

Jay R. Reynolds, Inc. and its experienced staff are uniquely qualified to successfully complete the proposed plumbing construction for the new State Archives & State Records Center project in Harrisburg. The Jay R. Reynolds, Inc. Team we propose to utilize on the project is as follows:

Vice President: Wayne Reynolds
Senior Project Manager: Brian FitzGerald
Project and Quality Control Manager: Robert Mease
Project Superintendent: John Hutchinson
AutoCAD Technician: Mike Moore

Please reference Tab T-2A for the narrative identifying each individual's experience and responsibilities and resume.

HISTORY OF WORKING RELATIONSHIPS BETWEEN FIRMS OR TEAM MEMBERS

Jay R. Reynolds, Inc. will perform the majority of the plumbing work with our own forces. The portions of the work we plan to subcontract are the fire protection and plumbing insulation.

Jay R. Reynolds, Inc. has been a plumbing and mechanical contractor for 47 years and throughout our company history, we have developed relationships with numerous fire protection and insulation subcontractors that we work with on a regular basis. Our subcontractors are experienced with working on large public works projects including educational facilities and projects with multiple floors. Jay R. Reynolds, Inc. also only subcontracts work with competent qualified subcontractors. We pride ourselves on being a leader in the plumbing industry and strive to do the job right from the bidding process all the way through the warranty period and beyond. Please reference Tab T-1C for our Fire Protection subcontractors' qualification, experience and past performance.

As far as the working relationship between our team members, (employees) we take great pride in the commitment of our employees to our company. All the members of our proposed project team have over 28 years of experience working for Jay R. Reynolds, Inc. and each other. The members of our proposed project team have extensive experience working with DGS. Over our 47 year history we have successfully completed 61 DGS projects and 37 of them were completed by the Project Manager and/or Superintendent selected for this project. The number of long time employees at Jay R. Reynolds, Inc. provides evidence of the dedication of our staff members. Jay R. Reynolds, Inc. recognizes that our employees are our greatest asset and we attempt to treat our employers with the highest respect and courtesy for the outstanding efforts they put forth on a daily basis. Jay R. Reynolds, Inc. strictly adheres to the policy of equal opportunity employment and hires individuals solely on the basis of their qualifications and ability to perform well in a chosen job. We are proud that a number of employees have encouraged their family members to seek employment with the company. We currently have the following family relationships working for the company.

<table>
<thead>
<tr>
<th>Relationship</th>
<th>Number</th>
</tr>
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<tbody>
<tr>
<td>Husband and Wife</td>
<td>(2)</td>
</tr>
<tr>
<td>Father and Son</td>
<td>(6)</td>
</tr>
<tr>
<td>Father and Son-in-law</td>
<td>(1)</td>
</tr>
<tr>
<td>Mother and Son</td>
<td>(1)</td>
</tr>
<tr>
<td>Brothers</td>
<td>(3)</td>
</tr>
<tr>
<td>Brother and Brother-in-law</td>
<td>(1)</td>
</tr>
</tbody>
</table>
Jay R. Reynolds, Inc.'s project management team has exceptional experience in managing and completing projects of a similar scope and complexity. Jay R. Reynolds, Inc. believes our project management team is uniquely qualified for this project due to our work history with DGS along with our experience on a wide variety of other public works construction projects.

UNDERSTANDING OF SERVICES AND MATERIALS TO BE PROVIDED

Jay R. Reynolds, Inc. will provide a complete plumbing system as required by the contract documents. The services and materials provided will be in accordance with the project specifications and drawings. Jay R. Reynolds, Inc.'s work will consist of new plumbing systems including, but not limited to the following systems:

- Domestic water system
- Drain, waste, and vent system
- Natural gas system
- Sprinkler system including the dry agent suppressant system
- Storm water system
- Plumbing fixtures
- Recirculating pump, sump pump and expansion tank
- Gas fired domestic hot water heater
- Other work as indicated in the contract documents

In addition, Jay R. Reynolds, Inc. will be responsible for preparing monthly schedule updates, and temporary utilities assigned to the plumbing contractor.

EXPERIENCE WITH CONGESTED URBAN ENVIRONMENT

and

EXPERIENCE WITH LIMITED LAYDOWN AREA

These two topics are very similar so they have been combined into one response.

Jay R. Reynolds, Inc. recognizes this is a high profile project on a very congested site. Therefore, before any onsite work begins we will work closely with the owner to coordinate our deliveries and plumbing construction activities so we do not interfere with the Owner’s needs or cause a negative impact on the surrounding area.

The project will require constant coordination and sequencing with the Owner, project professionals, other prime contractors and subcontractors. Due to this project having limited laydown area and heavy traffic around the project site, it is essential we start with a well-defined plan. All successful projects need a detailed schedule showing all activities including award, submittals, submittal approvals, fabrication, delivery, field installation, and testing. This is critical so deliveries can be scheduled at the correct time and those materials can be incorporated directly into the project. This type of coordination will eliminate a portion of the laydown area typically required on a project of this size.

We also have the capability to have items delivered to our prefab shop, assembled and stored until the job progresses to the point when it is ready for installation. This process eliminates many of the material deliveries to the project, expedites our on-site installation time and reduces the amount of laydown area required on the project site. Our warehouse and prefab shop is less than 50 miles to the project and will be helpful for staging the limited laydown area.

Jay R. Reynolds, Inc. is currently working on the Penn State University East Halls Phase 2A Project. The project has no laydown area on-site or parking for employees. Our laydown area for that project site is approximately 3 miles away on the other side of the University campus. Therefore, the logistics had to be
considered at bid time. It takes a substantial amount of coordination with the Owner and other trades just to have a delivery made to the project site. The Owner on that project does not tolerate delivery trucks being cued up on the streets waiting for their turn to access the project site to be unloaded. Each delivery has a scheduled time and duration to be unloaded which has to be met or else it affects the rest of the deliveries scheduled for the day. In addition, there are many safety issues we need to consider when we are transporting material from the laydown area, across the University campus, to the project site. The safety of the students, staff, and workers are our top priority.

In addition, Jay R. Reynolds, Inc. has successfully completed numerous other high profile projects with limited laydown area and traffic issues. For example: We completed the construction of the 7-story Dixon Hall Student Housing project (KUCC-0060.3) which was located in the center of a large university campus.

The 11-story, 845,000 sq. ft. Harrisburg Keystone Building that we performed a contract on was surrounded by Commonwealth Avenue, Forster Street, North Street and Third Street in downtown Harrisburg. Also, we have also successfully completed three construction projects at the Pennsylvania State Capitol Building which had very limited laydown area and heavy traffic. In addition, on those three projects every activity had to be closely coordinated with security personnel and the occupants of the building.

Following are several other projects we have successfully completed within the last five years which had limited laydown area and heavy traffic around the project site.

- Bloomsburg University New Residence Hall & Bookstore
- Bloomsburg University Columbia Hall
- Shippensburg University McLean Hall
- Shippensburg University Mowrey Hall
- Kutztown University Berks Hall
- Millersville University Byerly Hall
- Lancaster Co. Career & Technology Center Willow Street Campus
- Kutztown University Schuylkill Hall
- Bloomsburg University Luzerne Hall
- Penn State University New Education Activity Building

In addition to the projects listed above, we have successfully completed the plumbing construction on numerous other projects with a limited laydown area.

Please reference the attached list of projects completed over the last five years. The list includes many Universities, School Districts, and maximum security prisons, etc. Many of these projects were fully occupied sites with extensive pedestrian and vehicle traffic.

Based on our scheduling capability, past performance, and ability to plan our work and then work our plan, Jay R. Reynolds, Inc. is confident we can successfully perform the plumbing construction for the new State Archives and State Record Center project.

EXPERIENCE WITH COMPLEX BUILDING, MUSEUM OR SIMILAR TYPES

Jay R. Reynolds, Inc. specializes in public works plumbing and mechanical construction projects. These projects are historically some of the most complex projects to construct. Over the years we have successfully completed hundreds of these projects including the School of Music for West Chester University (DGS Contract No. 414-64.3), multiple projects at the Main Capitol Building, the Keystone Building (DGS Contract No. 948-41.3), and City Island Stadium Renovation, etc.
Furthermore, since 2006 when DGS began using the best value method for more complex projects, Jay R. Reynolds, Inc. submitted a total of (8) best value proposals and have been awarded and successfully completed six of them. Of the (8) we were also the selected contractor on the Lincoln University John Miller Dickey Hall project (DGS Contract No. 1101-48.3). However, it was over budget and the Owner rejected all bids. We did re-bid the project utilizing the low bid method and were successful on winning the project again. The John Miller Dickey Hall project is scheduled to be completed in December of 2019.

Based on the above we have already successfully completed (7) of DGS' most complex building projects and we are confident we can successfully complete the plumbing construction on this project.

As previously stated, please reference the attached list of projects completed over the last five years. The list includes many complex projects that are similar in size and scope.

EXPERIENCE WITH MULTIPLE PRIME PROJECT

Jay R. Reynolds, Inc. specializes in public works projects in the state of Pennsylvania and the public works projects in which we specialize involve a minimum of four prime contractors. Therefore, we are very familiar with the multi-prime contracting environment where we are a prime contractor to the owner. Over our 47 year history, more than 95% of our contracts were bid and built using the multi-prime contracting method. Jay R. Reynolds Inc. prefers the multi-prime bidding and construction method over the single prime method because multi-prime allows for critical checks and balances of quality and safety throughout the construction process. When we are a prime contractor, we have a seat at the table where we can notify the owner directly of any deviations from the project documents, safety concerns, quality concerns, or schedule delays. When we are a subcontractor to a single prime broker or under the thumbnail of the single prime broker, we have no seat at the table and concerns the owner should be aware of are filtered through the single prime broker or concealed altogether. Furthermore, the bid results prove that multi-prime saves the taxpayers money and provides the owner and contractors with an open and fair bidding process.

Please reference the attached list of projects completed over the last five years. Note that of the 67 projects completed over the last five years, Jay R. Reynolds, Inc. was a prime contractor on all of them except one. Therefore over the last five years, 98.5% of our jobs were built using the multi-prime contracting method.

ATTENDED PRIME AND SUBCONTRACTOR NETWORKING EVENT
HELD JULY 8, 2019

Jay R. Reynolds, Inc. attended the Prime and Subcontractor Networking Event on July 8, 2019. We attended the event because we understand the importance of networking and building relationships with different SDB subcontractors so we can prepare our proposal in the most cost efficient way with the most SDB participation possible.

EXPERIENCE WITH SIMILAR SIZED PROJECTS

The published budget for the plumbing contract on this project is between $1,000,000 and $2,000,000 dollars. Jay R. Reynolds, Inc. has completed hundreds of projects of this size and complexity over our 47 year history.

Please reference the attached list of projects we completed over the last five years. During this time period, we successfully completed 67 projects and 28 of them were over $1,000,000 dollars. Therefore, 42% of the projects we successfully completed over the last five years are similar to the size and complexity of this project. Furthermore, if you look at the dollar value of the individual projects, you will notice that of the 28
projects we completed over the $1,000,000 dollar mark many are between the $2,000,000 and $7,000,000 dollar range.

Based on the total contract dollar amounts for all 67 projects, our average contract amount over the last five years is $1,280,000 dollars.

Based on our past work experience on many of the state’s largest and most complex projects, Jay R. Reynolds, Inc. is confident we can successfully complete the plumbing construction on the new State Archives & State Record Center project.

EXPERIENCE WITH NOVEC 1230 FIRE SUPPRESSANT SYSTEMS OR DRY AGENT SUPPRESSANT SYSTEMS

Over our 47 year history we have successfully completed hundreds of projects with sprinkler systems in our contract and many of these projects had a dry agent suppressant system.

On public works projects, sprinkler systems and dry agent suppressant systems often fall under the plumbing contractor’s scope of work. We have developed relationships with numerous contractors specializing in this work. Jay R. Reynolds, Inc. only subcontracts work with competent and qualified subcontractors and our project managers and superintendents are familiar with the installation of sprinkler systems and dry agent suppressant systems along with the required certifications, codes and other requirements.

Dry agent suppressant systems are a specialty trade. In fact, we are not aware of any plumbing contractors who self-perform the dry agent suppressant system with their own employees.

We have extensive experience with completing sprinkler systems and dry agent suppressant systems in science laboratories, computer rooms, libraries, offices, and other types of buildings and we are confident we can successfully complete the plumbing and fire protection systems in the new State Archives and State Record Center project.
<table>
<thead>
<tr>
<th>Project Name</th>
<th>Owner Name</th>
<th>Architect Name</th>
<th>Contract Amount Including COs</th>
<th>Completion Date</th>
</tr>
</thead>
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<tr>
<td>Solanco High Sch Activities Bldg Additions &amp; Renovations</td>
<td>Solanco School District</td>
<td>Frederick Ward Associates</td>
<td>$214,100.00</td>
<td>August 2019</td>
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<td>Plumbing</td>
<td>121 South Hess Street</td>
<td>5 South Main Street</td>
<td></td>
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<tr>
<td>Prime Contractor</td>
<td>Quarryville, PA 17566</td>
<td>Bel Air, MD 21014-0727</td>
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<td>State College Area High School New Construction Plumbing</td>
<td>State College Area School District</td>
<td>Crabtree, Rohrbaugh &amp; Associates Architects</td>
<td>$7,271,954.00</td>
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<td>Prime Contractor</td>
<td>240 Villa Crest Drive</td>
<td>401 East Winding Hill Road</td>
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<td>State College Area High School Radio Park Elementary School Additions &amp; Alterations Plumbing</td>
<td>State College Area School District</td>
<td>Crabtree, Rohrbaugh &amp; Associates Architects</td>
<td>$1,421,618.00</td>
<td>August 2019</td>
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<tr>
<td>Prime Contractor</td>
<td>240 Villa Crest Drive</td>
<td>401 East Winding Hill Road</td>
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<td>West Hanover Elementary School New Construction Plumbing</td>
<td>Central Dauphin School District</td>
<td>Crabtree, Rohrbaugh &amp; Associates Architects</td>
<td>$764,800.00</td>
<td>June 2019</td>
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<td>Prime Contractor</td>
<td>600 Rutherford Road</td>
<td>401 East Winding Hill Road</td>
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<td>West Hanover Elementary School West Valley HS Classroom &amp; Media Center Renovations Plumbing</td>
<td>Penn-Delco School District</td>
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<td>2821 Concord Road</td>
<td>214 North Duke Street</td>
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<td>WCU - Anderson Hall Renovations Plumbing</td>
<td>West Chester University</td>
<td>Blackney Hayes Architects</td>
<td>$731,662.00</td>
<td>January 2019</td>
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<td>Prime Contractor</td>
<td>201 Carter Drive</td>
<td>150 S. Independence Mall West, Suite 1200</td>
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<td>Thad Stevens New Tech Center New Construction Plumbing</td>
<td>Department of General Services</td>
<td>Greenfield Architects, Ltd.</td>
<td>$1,307,959.54</td>
<td>January 2019</td>
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<td>Prime Contractor</td>
<td>Arsenal Building</td>
<td>1853 William Penn Way</td>
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<td>Thad Stevens New Tech Center</td>
<td>1800 Herr Street</td>
<td>Lancaster, PA 17601</td>
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<td>Prime Contractor</td>
<td>Harrisburg, PA 17103</td>
<td>Ron Martzall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prime Contractor</td>
<td>(717) 786-8401</td>
<td>(717) 209-4042</td>
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## Completed Project Information

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<th>Project Name</th>
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<th>Architect Name</th>
<th>Contract Amount Including COs</th>
<th>Completion Date</th>
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<tbody>
<tr>
<td>Genesis Court Apartments Renovations Plumbing</td>
<td>Housing Authority of the County of Dauphin 501 Mohn Street Steelton, PA 17113 Leo Agresti, Executive Director (717) 939-9301</td>
<td>Michael L. Norris &amp; Associates, Inc. 171 Technology Drive Suite 300 Boalsburg, PA 16827 Michael Norris (814) 867-3823</td>
<td>$326,300.00</td>
<td>November 2018</td>
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<tr>
<td>Holland Middle School Additions &amp; Renovations Plumbing</td>
<td>Council Rock School District The Chancellor Center 30 N. Chancellor Street Newtown, PA 18940 Doug Taylor, Director of Operational Services (215) 944-1000</td>
<td>Schrader Group Architecture LLC 161 Leverington Ave. Suite 105 Philadelphia, PA 19127 Courtney Anspach, Project Manager (215) 482-7440</td>
<td>$2,549,241.00</td>
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<tr>
<td>Log College Middle School Renovations</td>
<td>Centennial School District 423 Centennial Road Warminster, PA 18974 (215) 441-6000</td>
<td>Barry Isett &amp; Assoc., Inc. - Phoenixville 1003 Egypt Road Phoenixville, PA 19460</td>
<td>$407,420.99</td>
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<td>PA Housing Finance Agency PH2 Additions &amp; Alterations Plumbing</td>
<td>Pennsylvania Housing Finance Agency 211 N. Front Street Harrisburg, PA 17101 Steve Moses, Facilities Engineer (717) 780-1817</td>
<td>Murray Associates Architects 1600 North Second Street Harrisburg, PA 17102 Benedict Dubbs, Architect (717) 234-2581</td>
<td>$445,083.00</td>
<td>August 2018</td>
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<td>Boyertown West Middle School Additions &amp; Renovations Plumbing</td>
<td>Boyertown Area School District 911 Montgomery Avenue Boyertown, PA 19512 Greg Miller (610) 367-6031</td>
<td>KCBA Architects 8 East Broad Street Hatfield, PA 19440-2401 Jay Clough (215) 368-5806</td>
<td>$976,233.36</td>
<td>August 2018</td>
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<td>DCCC - Downingtown Campus Renovations Plumbing</td>
<td>Delaware County Community College 901 S. Media Line Road Media, PA 19063</td>
<td>Marotta/Main Architects 214 North Duke Street Lancaster, PA 17602 Donald Main, Principal Architect (717) 393-3211</td>
<td>$493,454.00</td>
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<tr>
<td>BU-Lycoming Hall Bathrooms Renovations Plumbing</td>
<td>Bloomsburg University 400 East Second Street Bloomsburg, PA 17815 Diann Shamburg, Contract Specialist (570) 389-2796</td>
<td>The Palumbo Group 318 Penn Avenue Scranton, PA 18503 Avery Gretton (570) 961-2385</td>
<td>$371,200.00</td>
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<td>Architect Name</td>
<td>Contract Amount Including COs</td>
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<tr>
<td>York Co. Resource Recovery Ctr Renovations</td>
<td>York County Solid Waste and Refuse Authority 2700 Blackbridge Road York, PA 17406 Doug Jasit, Project Manager (717) 845-1066</td>
<td>Buchart-Horn, Inc. 445 West Phila. Street York, PA 17401-3383 Robert Cramer, (Rob) (717) 852-1400</td>
<td>$1,170,722.77</td>
<td>July 2018</td>
</tr>
<tr>
<td>Plumbing</td>
<td>York Academy New Upper Sch New Construction Plumbing</td>
<td>York Academy Foundation 32 W. North Street York, PA 17401</td>
<td>LSC Design, Inc. 320 N. George Street Suite 100 York, PA 17401</td>
<td>$643,243.00</td>
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<tr>
<td>Prime Contractor</td>
<td>Lampeter-Strasburg School District Renovations Plumbing</td>
<td>Glenn Davis, Bldgs &amp; Grounds Director (717) 801-3900</td>
<td>Archterra, PC 205 North Main Street Coopersburg, PA 18036 David Horn, President (610) 282-1398</td>
<td>$164,532.00</td>
</tr>
<tr>
<td>Plymouth Whitemarsh HS Additions &amp; Renovations Plumbing</td>
<td>Colonial School District 4118 Franklin Way Lafayette Hill, PA 19444 Joe Lally, Facilities Manager</td>
<td>Godshall Kane O'Rourke Architects, LLC 300 Brookside Ave. Building 18, Suite 150 Ambler, PA 19002 Joe Messmer, Project Manager (215) 646-2003</td>
<td>$3,081,253.00</td>
<td>July 2018</td>
</tr>
<tr>
<td>Pennwood Middle School Renovations Plumbing</td>
<td>Pennsbury School District 134 Yardley Ave., PO Box 338 Falsington, PA 19058 Daniel Rodgers, Business Administrator (215) 428-4115</td>
<td>USA Architects One South 3rd Street, Seventh Floor Easton, PA 18042 Bob Hayes (610) 559-6000</td>
<td>$1,935,953.00</td>
<td>June 2018</td>
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<tr>
<td>KU - Rothermel Hall Renovations Plumbing</td>
<td>Kutztown University 427 Baldy Road, PO Box 730 Kutztown, PA 19530</td>
<td>Spillman Farmer Architects 1720 Spillman Drive, Suite 200 Bethlehem, PA 18015 Tom Woods (610) 865-2621</td>
<td>$938,452.41</td>
<td>May 2018</td>
</tr>
<tr>
<td>Lehighton Area Elem Center New Construction Plumbing</td>
<td>Lehighton Area School District 1000 Union Street Lehighton, PA 18235 Jonathan (JJ) Cleaver, Superintendent (610) 377-4490</td>
<td>EI Associates 2001 North Front St., Bldg. 3 Harrisburg, PA 17102 Jack Berger (717) 233-4556</td>
<td>$1,730,935.00</td>
<td>May 2018</td>
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<td>Project Name</td>
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<td>West Chester Univ.-Wayne Hall Renovations</td>
<td>West Chester University</td>
<td>STV Architects</td>
<td>$1,154,200.00</td>
<td>December 2017</td>
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<tr>
<td>Plumbing</td>
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<td>2015 West Welsh Drive</td>
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<td><strong>Prime Contractor</strong></td>
<td>Valerie Flounders, Project Manager</td>
<td>Ted Rupert, Project Manager</td>
<td></td>
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<tr>
<td></td>
<td>(610) 436-2779</td>
<td>(610) 385-8269</td>
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<td>Springfield Twp Municipal Campus New Construction</td>
<td>Springfield Township</td>
<td>Daley + Jalboot Architects, Inc.</td>
<td>$1,097,627.40</td>
<td>October 2017</td>
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<td>Plumbing</td>
<td>1510 Paper Mill Road</td>
<td>2314 Market Street</td>
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<td><strong>Prime Contractor</strong></td>
<td>Donald Berger, Jr., Township Manager</td>
<td>Thomas Daley, Principal In Charge</td>
<td></td>
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<tr>
<td></td>
<td>(215) 836-7600</td>
<td>(215) 564-5222</td>
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<td>Sun Valley High School Renovations</td>
<td>Penn-Delco School District</td>
<td>Marotta/Main Architects</td>
<td>$296,743.00</td>
<td>August 2017</td>
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<td>Plumbing</td>
<td>2821 Concord Road</td>
<td>214 North Duke Street</td>
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<td><strong>Prime Contractor</strong></td>
<td>Brian Datte, Director of Facilities</td>
<td>Donald Main, Principal Architect</td>
<td></td>
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<tr>
<td></td>
<td>(610) 497-6300</td>
<td>(717) 393-3211</td>
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<td>J.E. Fritz Elem School Renovations</td>
<td>Conestoga Valley School District</td>
<td>Moore Engineering Company</td>
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<td>August 2017</td>
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<td>Plumbing</td>
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<td><strong>Prime Contractor</strong></td>
<td>Ken Johnson, Facilities Manager</td>
<td></td>
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<tr>
<td></td>
<td>(717) 397-2421</td>
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<td>Upper Moreland Middle School Renovations</td>
<td>Upper Moreland School District</td>
<td>KCBA Architects</td>
<td>$1,432,640.66</td>
<td>August 2017</td>
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<td>Plumbing</td>
<td>2900 Terwood Road</td>
<td>8 East Broad Street</td>
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<td><strong>Prime Contractor</strong></td>
<td>Willow Grove, PA 19090</td>
<td>Hatfield, PA 19440-2401</td>
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<td></td>
<td>Robert DeMarco, Facilities Director</td>
<td>Mark Marella, Project Manager</td>
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<td></td>
<td>(215) 830-1580</td>
<td>(215) 368-5806</td>
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<td>Quakertown Com. High Sch. Additions &amp; Alterations</td>
<td>Quakertown Community School District</td>
<td>The Architectural Studio</td>
<td>$4,468,344.00</td>
<td>August 2017</td>
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<td>Plumbing</td>
<td>100 Commerce Drive</td>
<td>22 South 2nd Street</td>
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<td><strong>Prime Contractor</strong></td>
<td>Quakertown, PA 18951</td>
<td>Third Floor</td>
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<td></td>
<td>Kelly Harper, Director of Facilities</td>
<td>Emmaus, PA 18049</td>
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<tr>
<td></td>
<td>(215) 529-2000</td>
<td>George Moore</td>
<td></td>
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<td></td>
<td></td>
<td>(610) 437-1737</td>
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<td>Alloway Creek Elem School Additions &amp; Alterations</td>
<td>Littlestown Area School District</td>
<td>Crabtree, Rohrbaugh &amp; Associates Architects</td>
<td>$565,051.00</td>
<td>August 2017</td>
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<td>Plumbing</td>
<td>162 Newark Street</td>
<td>401 East Winding Hill Road</td>
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<td><strong>Prime Contractor</strong></td>
<td>Littlestown, PA 17340</td>
<td>Mechanicsburg, PA 17055</td>
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<td>Littlestown, PA 17340</td>
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<td>Victor Trone, Facilities Manager</td>
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<tr>
<td></td>
<td>(717) 359-4146</td>
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<td>Project Name</td>
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<td>Contract Amount Including COs</td>
<td>Completion Date</td>
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<tr>
<td>Bensalem High School Additions &amp; Alterations Plumbing Prime Contractor</td>
<td>Bensalem Township School District 3000 Donallen Drive, Bensalem, PA 19020-1898 (215) 750-2800</td>
<td>EI Associates 2001 North Front St., Bldg. 3 Harrisburg, PA 17102 Arlan Hollinger (717) 233-4556</td>
<td>$5,925,871.00</td>
<td>August 2017</td>
</tr>
<tr>
<td>Doe Run Elementary School New Construction Plumbing Prime Contractor</td>
<td>Manheim Central School District 281 White Oak Road, Manheim, PA 17545 Galeon Brown, Director of Facilities (717) 665-3422</td>
<td>EI Associates 2001 North Front St., Bldg. 3 Harrisburg, PA 17102 (717) 233-4556</td>
<td>$1,624,082.00</td>
<td>July 2017</td>
</tr>
<tr>
<td>BU - Res.Hall/Bookstore New Construction Plumbing Prime Contractor</td>
<td>Bloomsburg University 400 East Second Street, Bloomsburg, PA 17815 Michael Herman (570) 389-2796</td>
<td>HKS Architects, Inc. 191 Peachtree Street, NE Suite 500 Atlanta, GA 30303 Charles Poropatic, VP &amp; Project Manager (404) 442-7878</td>
<td>$3,192,736.00</td>
<td>June 2017</td>
</tr>
<tr>
<td>Lehighton Area MS &amp; HS Additions &amp; Alterations Plumbing Prime Contractor</td>
<td>Lehighton Area School District 1000 Union Street, Lehighton, PA 18235 Jonathan (JJ) Cleaver, Superintendent (610) 377-4490</td>
<td>EI Associates 2001 North Front St., Bldg. 3 Harrisburg, PA 17102 Andrew Blaydon (717) 233-4556</td>
<td>$1,188,181.00</td>
<td>June 2017</td>
</tr>
<tr>
<td>KU - Deatrick Hall Bathrooms Renovations Plumbing Prime Contractor</td>
<td>Kutztown University 427 Baldy Road, PO Box 730 Kutztown, PA 19530 Chris Scott, Project Manager (610) 683-1562</td>
<td>Muhlenberg Greene Architects LTD 955 Berkshire Blvd. Suite 101 Wyomissing, PA 19610 John Hill, Principal (610) 376-4927</td>
<td>$1,062,226.33</td>
<td>May 2017</td>
</tr>
<tr>
<td>Nitschmann Middle School New Construction Plumbing Prime Contractor</td>
<td>Bethlehem Area School District 1516 Sycamore Street, Bethlehem, PA 18017 Mark Stein, Director of Facilities &amp; Operations (610) 861-0500</td>
<td>Breslin Ridyard Fadero Architects 1266 Union Blvd. Allentown, PA 18109 Dan Hersh, Project Manager (610) 437-9626</td>
<td>$1,846,259.90</td>
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<td>Project Name</td>
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<td>New Hallowell Elementary</td>
<td>Hatboro-Horsham School District</td>
<td>EI Associates</td>
<td>$1,519,722.00</td>
<td>April 2017</td>
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<td>New Construction Plumbing</td>
<td>229 Meetinghouse Road Horsham, PA 19044</td>
<td>2001 North Front St., Bldg. 3 Harrisburg, PA 17102</td>
<td>Ron Metzler, Senior Project Manager (717) 233-4556</td>
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<tr>
<td>Prime Contractor</td>
<td>Joe Crowe, Facilities Director (215) 420-5000</td>
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<tr>
<td>Iron Forge Elementary School Additions &amp; Renovations Plumbing</td>
<td>South Middleton School District</td>
<td>Crabtree, Rohrbaugh &amp; Associates Architects</td>
<td>$1,679,572.00</td>
<td>February 2017</td>
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<tr>
<td>Prime Contractor</td>
<td>4 Forge Road Boiling Springs, PA 17007</td>
<td>401 East Winding Hill Road Mechanicsburg, PA 17055</td>
<td>John Yarnall (717) 458-0272</td>
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<tr>
<td>PSU - Materials Research Lab Renovations Plumbing</td>
<td>Pennsylvania State University-Main Campus The 328 Building, Suite 325 University Park, PA 16802</td>
<td>PSU Design &amp; Construction 106 Physical Plant Building University Park, PA 16802</td>
<td>Kathy Poissant (814) 863-3346</td>
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<tr>
<td>Prime Contractor</td>
<td>Sean Walker, Project Manager (814) 867-5085</td>
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<tr>
<td>Prime Contractor</td>
<td>55 West Water Street Middletown, PA 17057-1467</td>
<td>401 East Winding Hill Road Mechanicsburg, PA 17055</td>
<td>Scott Cousin (717) 458-0272</td>
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<tr>
<td>Pequea Elem Sch Reno Additions &amp; Renovations Plumbing</td>
<td>Penn Manor School District</td>
<td>Crabtree, Rohrbaugh &amp; Associates Architects</td>
<td>$663,634.00</td>
<td>June 2016</td>
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<tr>
<td>Prime Contractor</td>
<td>2950 Charlestown Road Lancaster, PA 17603</td>
<td>401 East Winding Hill Road Mechanicsburg, PA 17055</td>
<td>Larry Levato, Sr. Project Manager (717) 458-0272</td>
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<td>Upper Merion Twp Rec Center Additions &amp; Renovations Plumbing</td>
<td>Upper Merion Township</td>
<td>Buell Kratzer Powell</td>
<td>$717,999.84</td>
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<tr>
<td>Prime Contractor</td>
<td>175 West Valley Forge Road King of Prussia, PA 19406</td>
<td>1525 Locust Street, 5th Floor Philadelphia, PA 19102</td>
<td>Joseph Powell (215) 557-6509</td>
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<td>Lower Bucks Technical School Additions &amp; Renovations Plumbing</td>
<td>Upper Bucks County Technical School</td>
<td>Godshall Kane O'Rourke Architects, LLC</td>
<td>$1,626,405.00</td>
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<td>Project Name</td>
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<td>Completion Date</td>
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<td>SCI-Camp Hill Steam Tunnel Renovations</td>
<td>Department of General Services</td>
<td>H.F. Lenz Company</td>
<td>$5,464,488.28</td>
<td>October 2015</td>
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<tr>
<td>HVAC</td>
<td>18th and Herr Streets</td>
<td>1407 Scalp Avenue</td>
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<td></td>
<td>Harrisburg, PA 17120</td>
<td>Johnstown, PA 15904</td>
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<tr>
<td>Prime Contractor</td>
<td>Dan Weinzierl, Director of Construction</td>
<td>Robert Stano</td>
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<tr>
<td></td>
<td>(717) 787-6330</td>
<td>(814) 269-9300</td>
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<tr>
<td>Forum &amp; Finance Bldg Restrns</td>
<td>Department of General Services</td>
<td>Chris Dawson Architect</td>
<td>$1,684,498.82</td>
<td>September 2015</td>
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<tr>
<td>Renovations</td>
<td>18th and Herr Streets</td>
<td>22 South Third Street, Suite 2D</td>
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<td>Plumbing</td>
<td>Harrisburg, PA 17120</td>
<td>Harrisburg, PA 17101</td>
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<td>Prime Contractor</td>
<td>Dan Weinzierl, Director of Construction</td>
<td>Chris Dawson</td>
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<tr>
<td></td>
<td>(717) 787-6330</td>
<td>(717) 805-5090</td>
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<tr>
<td>Haverford Twp S.D. - Toilet Rms</td>
<td>Haverford Twp School District</td>
<td>Chambers &amp; Associates</td>
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<td>September 2015</td>
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<td>Renovations</td>
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<td>Plumbing</td>
<td>Havertown, PA 19038</td>
<td>Manheim, PA 17545</td>
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<td>Prime Contractor</td>
<td>Bob Lester</td>
<td>Jeffrey D. Chambers</td>
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<tr>
<td></td>
<td>(610) 853-5939</td>
<td>(717) 665-0515</td>
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<tr>
<td>Goodnoe Elementary School</td>
<td>Council Rock School District</td>
<td>Schrader Group Architecture LLC</td>
<td>$948,580.16</td>
<td>August 2015</td>
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<td>Additions &amp; Alterations</td>
<td>The Chancellor Center</td>
<td>161 Leverington Ave.</td>
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<td>Plumbing</td>
<td>30 N. Chancellor Street</td>
<td>Suite 105</td>
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<td>Prime Contractor</td>
<td>Newtown, PA 18940</td>
<td>Philadelphia, PA 19127</td>
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<td></td>
<td>Doug Taylor, Supervisor of Operational Services</td>
<td>Bruce Bachle, Project Manager</td>
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<td></td>
<td>(215) 944-1000</td>
<td>(215) 482-7440</td>
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<td>Mowrey Hall - Shippensburg Univ</td>
<td>Shippensburg University</td>
<td>STV Architects</td>
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<td>Renovations</td>
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<td>Plumbing</td>
<td>Shippensburg, PA 17257</td>
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<td>Prime Contractor</td>
<td>Terry Starr, Project Manager</td>
<td>Ted Rupert, Project Manager</td>
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<td></td>
<td>(717) 477-1404</td>
<td>(610) 385-8269</td>
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<tr>
<td>Brownstown ES Sanitary</td>
<td>Conestoga Valley School District</td>
<td>Moore Engineering Company</td>
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<td>Renovations</td>
<td>2110 Horseshoe Road</td>
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<td>Lancaster, PA 17601</td>
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<td>Prime Contractor</td>
<td>John Fudrow, Supv Custodians-Maint-Transport</td>
<td>Michael Hunt</td>
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<td></td>
<td>(717) 397-2421</td>
<td>(717) 285-3141</td>
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<td>Hatfield Elementary School</td>
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<td>Additions &amp; Renovations</td>
<td>401 East Hancock Street</td>
<td>220 Baldwin Tower</td>
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<td>Plumbing</td>
<td>Lansdale, PA 19446</td>
<td>Eddystone, PA 19022</td>
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<tr>
<td>Prime Contractor</td>
<td>Don Schild</td>
<td>Peter Medica</td>
<td></td>
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<tr>
<td></td>
<td>(215) 368-0400</td>
<td>(610) 447-1200</td>
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<td>Project Name</td>
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<td>Architect Name</td>
<td>Contract Amount Including COs</td>
<td>Completion Date</td>
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<td>McLean Hall - Shippensburg Univ</td>
<td>Shippensburg University</td>
<td>STV Architects</td>
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<td>Plumbing</td>
<td>Shippensburg, PA 17257</td>
<td>Douglassville, PA 19518</td>
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<tr>
<td>Prime Contractor</td>
<td>Terry Starr, Project Manager (717) 477-1404</td>
<td>Ted Rupert, Project Manager (610) 385-8269</td>
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<td>Kutztown Univ.-Berks Hall/Tri-Co.</td>
<td>Kutztown University</td>
<td>Spillman Farmer Architects</td>
<td>$875,545.29</td>
<td>August 2015</td>
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<td>Renovations</td>
<td>427 Baldy Road, PO Box 730</td>
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<td>Plumbing</td>
<td>Kutztown, PA 19530</td>
<td>Bethlehem, PA 18015</td>
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<tr>
<td>Prime Contractor</td>
<td>Chris Scott, Project Manager (610) 683-1562</td>
<td>Brian Brandis (610) 865-2621</td>
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<tr>
<td>Columbia Hall - Bloomsburg Univ</td>
<td>Bloomsburg University</td>
<td>Muhlenberg Greene Architects LTD</td>
<td>$783,830.93</td>
<td>July 2015</td>
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<td>Renovations</td>
<td>400 East Second Street</td>
<td>955 Berkshire Blvd.</td>
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<tr>
<td>Plumbing</td>
<td>Bloomsburg, PA 17815</td>
<td>Suite 101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prime Contractor</td>
<td>Michael Herman (570) 389-2796</td>
<td>Wyomissing, PA 19610</td>
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<tr>
<td>Northampton Area Middle Sch</td>
<td>Northampton Area School District</td>
<td>KCBA Architects</td>
<td>$3,329,019.00</td>
<td>June 2015</td>
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<tr>
<td>New Construction</td>
<td>2014 Laubach Avenue</td>
<td>8 East Broad Street</td>
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<td>Plumbing</td>
<td>Northampton, PA 18067</td>
<td>Hatfield, PA 19440-2401</td>
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<tr>
<td>Prime Contractor</td>
<td>Joseph Kovalchik (610) 262-1150</td>
<td>Eric Gianelle (215) 368-5806</td>
<td></td>
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</tr>
<tr>
<td>Renaissance Acad Charter Sch</td>
<td>Renaissance Academy Charter School</td>
<td>KCBA Architects</td>
<td>$1,497,122.00</td>
<td>April 2015</td>
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<td>Additions &amp; Renovations</td>
<td>40 Pine Crest Street</td>
<td>8 East Broad Street</td>
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<tr>
<td>Plumbing</td>
<td>Phoenixville, PA 19460</td>
<td>Hatfield, PA 19440-2401</td>
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</tr>
<tr>
<td>Prime Contractor</td>
<td>Dr. Charles C. Crabb (610) 256-4125</td>
<td>Mark Marella, Project Manager (215) 368-5806</td>
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<tr>
<td>Baresville Elementary School</td>
<td>South Western School District</td>
<td>Crabtree, Rohrbaugh &amp; Associates Architects</td>
<td>$651,459.00</td>
<td>December 2014</td>
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<td>Additions &amp; Renovations</td>
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<td>Plumbing</td>
<td>Hanover, PA 17331-4213</td>
<td>Mechanicsburg, PA 17055</td>
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<tr>
<td>Prime Contractor</td>
<td>Mike Wildasin, Director of School Facilities (717) 632-2500</td>
<td>Christopher Barnett, Project Manager (717) 458-0272</td>
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<td>Claremont Nursing &amp; Rehab</td>
<td>County of Cumberland</td>
<td>Noelker and Hull Associates, Inc.</td>
<td>$291,588.00</td>
<td>December 2014</td>
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<td>Renovations</td>
<td>One Courthouse Square</td>
<td>30 West King Street</td>
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<td>Carlisle, PA 17013</td>
<td>Chambersburg, PA 17201</td>
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<tr>
<td>Prime Contractor</td>
<td>John Lopp, Director of Facilities Mgmt (888) 697-0371</td>
<td>Bobby Fike (717) 263-8464</td>
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<td>Project Name</td>
<td>Owner Name</td>
<td>Architect Name</td>
<td>Contract Amount Including COs</td>
<td>Completion Date</td>
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<td>Maple Manor Elem/Middle School Additions &amp; Renovations</td>
<td>Hazleton Area School District</td>
<td>Crabtree, Rohrbaugh &amp; Associates Architects</td>
<td>$1,719,360.00</td>
<td>December 2014</td>
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<td></td>
<td>1515 West 23rd Street, Hazle Township, PA 18202-1647</td>
<td>401 East Winding Hill Road, Mechanicsburg, PA 17055</td>
<td>(717) 458-0272</td>
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<tr>
<td>Prime Contractor</td>
<td>Anthony Ryba</td>
<td>Harry Pettoni, Project Manager</td>
<td></td>
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<td></td>
<td>(717) 258-1700</td>
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<td>East Bradford Twp Municipal Bldg New Construction</td>
<td>East Bradford Township</td>
<td>Masano Architects Group, Inc.</td>
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<td>October 2014</td>
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<td>Plumbing</td>
<td>666 Copeland School Road, West Chester, PA 19380-1822</td>
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<td>Prime Contractor</td>
<td>John P Carroll, Project Manager</td>
<td>Tom Masano</td>
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<td></td>
<td>(610) 436-6507</td>
<td>(610) 376-4699</td>
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<td>PA National Guard Armory</td>
<td>Department of General Services</td>
<td>Department of Military &amp; Veterans Affairs</td>
<td>$169,455.07</td>
<td>October 2014</td>
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<td>Renovations</td>
<td>18th and Herr Streets, Harrisburg, PA 17120</td>
<td>Bldg. 0-10 Chapel Road, Fort Indiantown Gap, Lebanon Co.</td>
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<td>Dan Weinzierl, Director of Construction</td>
<td>Daniel Conley, Project Manager</td>
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<td>Prime Contractor</td>
<td>(717) 787-6330</td>
<td>(717) 861-2345</td>
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<td>Cheltenham HS Hot Water Replacement Renovations</td>
<td>School District of Cheltenham Township</td>
<td>Snyder Hoffman Associates Inc</td>
<td>$2,061,157.00</td>
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<td>Plumbing</td>
<td>2000 Ashbourne Road, Elkins Park, PA 19027</td>
<td>1005 W. Lehigh Street, Bethlehem, PA 18018</td>
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<td>Prime Contractor</td>
<td>Ray Bavi, Ed.D, Dir. Of Support Services</td>
<td>Lanny Coffin, Construction Administrator</td>
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<td></td>
<td>(215) 881-6315</td>
<td>(610) 694-8020</td>
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<td>Well F Water Treatment Facility Renovisions &amp; Alterations</td>
<td>East Cocalico Township Authority</td>
<td>CDM Smith, Inc.</td>
<td>$196,301.00</td>
<td>September 2014</td>
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<td>Plumbing</td>
<td>102 Hill Road, Denver, PA 17517</td>
<td>280 Granite Run Drive #160, Lancaster, PA 17601</td>
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<td>Prime Contractor</td>
<td>Terry Reber, Administrator</td>
<td>Rachel Kirkham, Project Manager</td>
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<td>(717) 336-1731</td>
<td>(717) 560-7500</td>
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<td>Brecknock Elementary School Additions &amp; Renovations</td>
<td>Eastern Lancaster County School District</td>
<td>Crabtree, Rohrbaugh &amp; Associates Architects</td>
<td>$450,945.00</td>
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<td>669 East Main Street, PO Box 609, New Holland, PA 17557</td>
<td>401 East Winding Hill Road, Mechanicsburg, PA 17055</td>
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<tr>
<td>Prime Contractor</td>
<td>Neal Walsh, Director of Facilities</td>
<td>Glenn Miller</td>
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<td>(717) 354-1500</td>
<td>(717) 458-0272</td>
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<td>Contract Amount Including COs</td>
<td>Completion Date</td>
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<td>Landisville Education Center</td>
<td>Hempfield School District 200 Church Street</td>
<td>Crabtree, Rohrbaugh &amp; Associates Architects</td>
<td>$320,242.00</td>
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<td>New Construction</td>
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<td>Prime Contractor</td>
<td>Dan Forry, Dir. Of Enterprise &amp; Operations</td>
<td>Anthony Colestock, Project Manager</td>
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<td></td>
<td>(717) 898-5570</td>
<td>(717) 458-0272</td>
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<td>Jersey Shore Elementary School</td>
<td>Jersey Shore Area School District 175 A &amp; P Drive</td>
<td>Crabtree, Rohrbaugh &amp; Associates Architects</td>
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<td>Prime Contractor</td>
<td>Bruce Rogers, Director of Maintenance 570 398-5050</td>
<td>Brian Haines, Senior Project Manager</td>
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<td></td>
<td>(717) 398-5050</td>
<td>(717) 458-0272</td>
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<td>Lancaster Co. Career &amp; Tech Center</td>
<td>Lancaster County Career &amp; Technology Center</td>
<td>Godshall Kane O'Rourke Architects, LLC</td>
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<td>1730 Hans Herr Drive</td>
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<td>PO Box 527</td>
<td>Building 18, Suite 150</td>
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<td>Willow Street, PA 17584</td>
<td>Ambler, PA 19002</td>
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<td>Tim Pope, Facilities Manager 717 464-7050</td>
<td>Matthew Jones, Project Manager 215 646-2003</td>
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<td>(717) 464-7050</td>
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<td>North Brandywine Middle School</td>
<td>Coatesville Area School District 545 East Lincoln Highway</td>
<td>Gilbert Architects, Inc.</td>
<td>$138,100.00</td>
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<td>Renovations</td>
<td>Coatesville, PA 19320</td>
<td>626 N. Charlotte Street</td>
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<td>Lancaster, PA 17603</td>
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<td>Prime Contractor</td>
<td>William Androwick</td>
<td>Ken Johnson</td>
<td></td>
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<tr>
<td></td>
<td>(610) 466-2401</td>
<td>(717) 291-1077</td>
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<td>King's Highway E.S. &amp; Scott M.S.</td>
<td>Coatesville Area School District 545 East Lincoln Highway</td>
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<td>Renovations</td>
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<td>Plumbing</td>
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<td>Prime Contractor</td>
<td>William Androwick</td>
<td>Ken Johnson</td>
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<td></td>
<td>(610) 466-2401</td>
<td>(717) 291-1077</td>
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T-1B

Prime Contractor: Qualifications, Experience and Past Performance
APPENDIX E
PRIME CONTRACTOR QUALIFICATION STATEMENT

COVER SHEET

DGS Project Name __________________ New Construction State Archives & Record Center Annex __________________
DGS Project Number __________________ DGS C-0987-0001 Phase 1 __________________

Check One:
X Corporation,
__ Partnership,
__ Individual,
__ Joint Venture,
__ Other __________________

Name of Firm __________________ Jay R. Reynolds, Inc.
Address __________________ PO Box 326, One Brooks Avenue, Willow Street, PA 17584
Principal Office __________________ PO Box 326, One Brooks Avenue, Willow Street, PA 17584
Owner or Authorized Representative __________________ Wayne R. Reynolds, Vice President
SECTION 1 – INFORMATION ON FIRM

1.1 Background Information

a) How many years has the firm been in business? 47 years

b) How many years has the firm been doing business in proposed contract field? 47 years

Under what former names has the firm conducted business?
Jay R. Reynolds, Proprietor 4 years, 6 months

_________________________________________________________

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 November, 1976
   State of incorporation Pennsylvania
   President's name Jay R. Reynolds
   Vice President's name(s) Wayne R. Reynolds, Brian M. FitzGerald
   Secretary's name J. Ernest Lapp
   Treasurer's name June A. Reynolds

_e) If the firm is a partnership, provide the following information:
   Date of formation N/A
   Type of partnership
   Names of partners

f) If the firm is individually owned, provide the following information:
   Date of formation N/A
   Name of owner

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

2.1 General

a) Provide the annual construction volume in dollars completed by the firm in the past three years:
   - Year 2018 $15,000,000
   - Year 2017 $19,000,000
   - Year 2016 $15,000,000

b) Identify the percentage of work on similar projects the firm typically performs with its own work force 80%

c) List the categories of work that the firm normally performs with its own forces on similar projects.

2.2 Project Experience and References

Submit as Attachment 2 to this Qualifications Statement:

a) Suggested number of Sheets/Pages:
   - 3 sheets/(6 pages)

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

i. Name of project, type of project and location

ii. Description of the project and relevance of work to the Contract Work

iii. Contact information for an owner representative familiar with the firm’s work performed on this project. Include name, address, telephone number(s) and e-mail address.

iv. The original bid/proposal price and the final contract price. If the project is ongoing, project the final price and relation to proposal price. Contract value for which the firm was/is responsible.

v. The original date for project completion and the actual completion date. If the project is ongoing, project the completion date and relation to original schedule.

vi. As available, performance ratings of the work evaluated by owner or owner’s representative.

2.3 Contractor Safety Record

Submit as Attachment 3 to this Qualifications Statement the information specified herein and verify this information by providing copies of OSHA 300/200 Forms or appropriate documentation from insurance carriers, as applicable. The firm may submit written explanations to comment on or clarify its safety record.

a) Provide the firm’s Workers Compensation Experience Modification Rating for the past three years, beginning with the most recent year available:
   - Year 1: __________  ________
   - Year 2: __________  ________
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 X

3.2 Is the firm currently or has the firm been otherwise prohibited from doing business with any federal, state or local government agency or private entity?

   Yes ___ No X

3.3 Has the firm been denied prequalification (not including short listing), declared non-responsible, or otherwise declared ineligible to submit bids or proposals for work by any federal, state or local government agency or private entity?

   Yes ___ No X

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

   Yes ___ No X

3.5 Has the firm been assessed or required to pay liquidated damages in connection with work performed on any project?
3.6 Has the firm had any business or professional license, registration, certificate or certification suspended or revoked?
Yes ___ No __ X

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

3.8 Has the firm been denied bonding or insurance coverage or been discontinued by a surety or insurance company?
Yes ___ No __ X

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

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

3.10 Has the firm or its owners, officers, directors or managers been the subject of any criminal indictment or criminal investigation concerning any aspect of the firm's business?
Yes ___ No __ X

3.11 Has the firm been the subject to any bankruptcy proceeding?
Yes ___ No __ X

SECTION 4 - REQUIRED REPRESENTATIONS

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

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

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

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

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

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

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

4.8 The firm will ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin.
ATTACHMENT 1

Master Plumbers License good in any 3rd class city and other municipalities of less stature.

2019 License No: 138
Dept. of Economic Dev. & Neighborhood Revitalization
Bureau of Code Compliance & Inspection
Lancaster, Pennsylvania

This is to certify that JAY L. R. REYNOLDS,
is duly registered as MASTER PLUMBER in accordance with Chapter 215,
Article II of the Codified ordinances of the City of Lancaster,

Void after 12/31/2018
Signed and Sealed at Lancaster, PA

Building Code Official

Jay R. Reynolds, Inc.
Renovate John Miller Dickey Hall, Lincoln University
DGS Project No. 1108-48 Ph. 1
P:\Controller\Bidding Info\Attachments - Non Standard\2019-08-08 State Archives and Records Center\Att 1 - Licenses.doc
Page 1 of 1
Name of Project No. 1: New Residence Hall & Bookstore
Type of Project: Public Works Construction using multi-prime method
Location of Project: Bloomsburg University

Description: Work under this project consists of construction of a new residence hall and bookstore at the Bloomsburg University of PA. Work entails the construction of 7-story residence hall, approximately 162,000 square feet including ground floor dining, new bookstore and mechanical areas with floors 1 thru 6 dedicated to residences.

Relevance of Work to Project: The construction of the new 7-story Residence Hall and Bookstore for Bloomsburg University is relevant to the new State Archives & State Records Center project because both projects are new facilities and are multi-floor buildings. In addition, they both have tight sites with limited laydown area and congested streets surrounding the project. We are committed to working closely with the Owner to coordinate our deliveries and plumbing activities so we do not interfere with the Owner or surrounding area. In addition both projects were built using the multi-prime method where the fire protection is part of the Plumbing Contract and have time frames with fixed schedule requirements and liquidated damages.

Based on our experience on this project along with all the other projects we constructed with limited laydown area and congested sites, we are confident and believe that we are uniquely qualified to perform the plumbing construction on the new State Archives & State Records Center project.

Contact Information for Owner Representative:
Bloomsburg University
400 East 2nd Street, BMC Annex
Bloomsburg, PA 17815
Contact: Ed Gunshore
Phone: (570) 389-2796
E-mail: egunshore@bloomu.edu

Original Contract Amount: $2,967,800.00
Final Contract Amount: $3,192,736.00
Explanation of Difference: The contract was increased due to Owner requested design changes to the plumbing work.

Original Completion Date: 6/15/2017
Actual Completion Date: 6/15/2017
Explanation of Difference: N/A

Performance Ratings: Jay R. Reynolds, Inc. does not request project Owners to fill out evaluations or testimony on our performance, or request letters of recommendation. However, we have received unsolicited letters from Owners, Construction Managers, and Architects regarding our performance on projects (samples attached).
Name of Project No. 2: Construction of New 7-story Student Residence Hall
Type of Project: Public Works Construction using multi-prime method
Location of Project: Kutztown University

Description: The scope of the Project consists of the construction of a 256,000 SF 7-story Residence Hall on the Kutztown University Campus. The facility contains approximately 857 beds in a variety of one and two bed bedroom configurations along with several apartment style units. The structural system consisted of a plank and girder system.

Relevance of Work to Project: The construction of the new 7-story Student Housing Building for Kutztown University is relevant to the new State Archives and State Record Center project because both projects are new facilities and are multi-floor buildings. In addition, they both have tight sites with limited laydown area and congested streets surrounding the project. We are committed to working closely with the Owner to coordinate our deliveries and plumbing activities so we do not interfere with the Owner or surrounding area. In addition, both projects were built using the multi-prime method where the fire protection is part of the plumbing contract and have time frames with fixed schedule requirements and liquidated damages.

Based on our experience on this project along with all the other projects we constructed with limited laydown area and congested sites, we are confident and believe that we are uniquely qualified to perform the plumbing construction on the new State Archives and State Record Center project.

Contact Information for Owner Representative:
Kutztown University
P.O. Box 730
Kutztown, PA 19530
Contact: Terry Brown, Director of Facilities
Phone: (610) 683-1573
E-mail: tbrown@kutztown.edu

Original Contract Amount: $7,148,000.00
Final Contract Amount: $7,221,407.58
Explanation of Difference: The contract was increased due to the Owner’s request for a non-specified shower in the typical dorm rooms and other owner-requested design changes.

Original Completion Date: 8/8/2008
Actual Completion Date: 8/8/2008
Explanation of Difference: N/A

Performance Ratings: Jay R. Reynolds, Inc. does not request project Owners to fill out evaluations or testimony on our performance, or request letters of recommendation. However, we have received unsolicited letters from Owners, Construction Managers, and Architects regarding our performance on projects (samples attached).
Name of Project No. 3: Construction of New Technology Center for Thaddeus Stevens College of Technology

Type of Project: Public Works Construction using multi-prime method

Location of Project: Lancaster County, PA

Description: The scope of the project consists of the construction of a new Higher Education/Technical Training Facility, comprised of two (2) buildings and site development. Two (2) buildings, including but not limited to, instructional laboratory spaces, offices, classrooms, preparation and storage space, restrooms, mechanical/electrical/plumbing spaces and various support spaces and facilities.

Relevance of Work to Project: The construction of the two (2) new Technology Center Buildings for Thaddeus Stevens School of Technology is relevant to the new State Archives & State Records Center project because both projects were selected by DGS to be bid using the Best Value Method. In addition, both projects included the fire protection in the Plumbing Contract and they both have very extensive and complex dry agent suppressant systems. Furthermore, both projects are utilizing a project schedule with critical milestones and liquidated damages.

Based on our experience on this project along with all the other projects we have successfully completed in the past with dry agent suppressant systems, we are confident and believe that we are uniquely qualified to perform the plumbing construction on the new State Archives and State Record Center project.

Contact Information for Owner Representative:
Department of General Services – Pre-Construction Bureau
Arsenal Building, 1800 Herr Street
Harrisburg, PA 17103
Contact: Toni Dolan
Phone: (717) 787-6141
E-mail: tdolan@pa.gov

Original Contract Amount: $1,017,000.00

Final Contract Amount: $1,307,959.54

Explanation of Difference: The contract was increased due to Owner requested design changes to the plumbing work.

Original Completion Date: 1/1/2019

Actual Completion Date: 12/11/2018

Explanation of Difference: N/A

Performance Ratings: Jay R. Reynolds, Inc. does not request project Owners to fill out evaluations or testimony on our performance, or request letters of recommendation. However, we have received unsolicited letters from Owners, Construction Managers, and Architects regarding our performance on projects (samples attached).
From: Wesley L. Stiles [mailto:wls@ba-inc.com]
Sent: Monday, November 05, 2018 2:29 PM
To: Wesley L. Stiles <wls@ba-inc.com>; George E. Thompson <get@ba-inc.com>; Blaydon, Andrew <ABlaydon@rlps.com>
Subject: Dallastown Area School District - Loganville Springfield Elementary

All,
From: Brian M. FitzGerald
Sent: Wednesday, August 02, 2017 8:45 AM
To: John Dudash
Cc: Jeff Merritt; Brian Shaffer; Gunshore, Edwin; John Bailey; Tina Yinger; Wayne R. Reynolds; Jay R. Reynolds; John Mclaughlin
Subject: 2017-08-02 Bloomsburg University

From: John Dudash [mailto:jdudash@reynoldssolutions.com]
Sent: Wednesday, August 02, 2017 7:37 AM
To: Brian M. FitzGerald <fitzgerald@jrrinc.com>
Cc: Jeff Merritt <merritt@reynoldssolutions.com>; Brian Shaffer <bshaffer@reynoldssolutions.com>; Gunshore, Edwin <gunshore@bloom.edu>
Subject: Bloomsburg University

Brian

On Friday I am going to get the occupancy certificate for the new residence hall at Bloomsburg University, and will be proudly handing the building over to the university in time for the start of the fall semester. As you are aware, this was an extremely large project with a very tight schedule. On time completion would not have been possible without the hard work and cooperation that we got from John Bailey and Chad Busswood. JRRI was the one contractor on site that got out ahead of the schedule from day one, and never got behind. I could always count on Chad to have all work complete and ready for the numerous in wall and above ceiling inspections required to keep the project on time. Both John and Chad were able to deal with the constant changes to the documents and keep things moving forward. JRRI played a huge role in the successful outcome of this project.

I hope to have the opportunity to work with JRRI again in the near future.

John Dudash, CPC
Project Superintendent

Reynolds
Building Solutions
Construction Energy Restoration Commissioning
3300 North Third St. Harrisburg, PA 17110
Cell Phone: (717) 648-8170
www.reynoldssolutions.com

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Notice: This e-mail and any attached files are confidential, and intended solely for the use of the individual to whom it is addressed. If you receive this e-mail in error, please notify the sender immediately, and delete this e-mail from your system. If you are not the addressee, please be advised that any disclosing, copying, distributing or taking action on the contents of this e-mail is strictly prohibited.
Wayne / Randy

I wanted to share some pictures of the amazing job your team is doing at East Goshen ES!

The care and expertise that Jim / Nate and the crew are showing at this project is far beyond the norm! It is great working with you guys on this project.
--
Mike Gehris
Commercial Sales
Rich-Tomkins Company, Inc.
Email: mike@richtomkins.com
Cell: 267-804-1502
From: Wayne R. Reynolds

Sent: Thursday, June 14, 2018 1:43 PM

To: Nancy Minchoff

Cc: Tina Yinger

Subject: FW: Rothermel Hall Tour today

---

From: Scott, Christopher [mailto:scott@kutztown.edu]

Sent: Thursday, June 14, 2018 12:50 PM

To: Stambaugh, Ray <stambaugh@kutztown.edu>; 'mkhobbs@purcellgc.com' <mkhobbs@purcellgc.com>; Bob Mease <Bmease@irrinc.com>; Andrew Lawler <ALawler@westsidehammer.com>; Tom Krieger <tkrieger@myomechanical.com>; Salvatore Verrastro (SVerrastro@spillmanfarmer.com) <SVerrastro@spillmanfarmer.com>; Tom Woods <twooods@spillmanfarmer.com>; Chad Destine (derstine@lve.cc) <derstine@lve.cc>; Kevin Burns (burns@lve.cc) <burns@lve.cc>; 'John Benko' <benko@lve.cc>; Curt Wireman <cwireman@purcellgc.com>; Nathan Cook (JRR) <1300@irrincjob.com>; Duane Zimmerman <DZimmerman@westsidehammer.com>; Wayne Drager <wdrager@myomechanical.com>

Subject: Rothermel Hall Tour today

Hello All,
The tour of Rothermel Hall with President Dr. Hawkinson and the Council of Trustees went very well this morning. They were very impressed with the design, and the fine workmanship that clearly shows throughout the building, very nicely done!

Thank you again for all your hard work for KU,

Chris

---

Chris Scott | Associate Director/PM Deferred Maintenance, FPS Office
Kutztown University of Pennsylvania
427 Baldy Road | PO Box 730 | Kutztown Pa. 19530
Phone: 610-683-1562 | Cell: 215-651-2509 | E-Mail: scott@kutztown.edu
From: Stambaugh, Ray [mailto:stambaugh@kutztown.edu]
Sent: Thursday, May 11, 2017 11:11 AM
To: Brian M. FitzGerald <Bfitzgerald@irinc.com>
Cc: Scott, Christopher <scott@kutztown.edu>
Subject: Deatrick Hall

Brian, we are coming to the end [completion] of Deatrick hall and I would like to tell you what a pleasure it is working with Bob & Nate. It is over 3 years now that I have been working with Bob M. and it truly has been a pleasure. Throughout the job different situations arise [renovations] and I ALWAYS trusted Bob’s answers to the fullest, if Bob told me something I knew it was the truth.

That brings me to Nate Snook, when J R Reynolds 1st got Deatrick Hall naturally I was hoping for Chad Busswood to run the job. I was disappointed not to get Chad back but I was told Nate would be running the job and he was trained by Chad, just give him a chance. Well, I can only tell you that Nate is one of the finest young men that I’ve run across in a long time. I could always trust him to do the right thing and not cover up any questionable work, with that being said I’m hoping that Rothermel is favorable for you and I would like to put a special request in now. IF J R Reynolds gets Rothermel I really want Bob & Nate back on this project with me.
Good Afternoon:

Bob Lester and I reviewed the buildings today noting that the punch list items and the project is considered complete. I just wanted to note that the patches that were reworked in Chatham Park where the sinks were removed, look great! Thanks!

I certified you final Application for Payment you submitted and delivered it to the District for payment with all of the closeout attachments. I appreciate the attention to detail displayed by you and Nancy on behalf of JR Reynolds on getting these project closed out. You should give seminars to other contractors on how to be efficient!

On behalf of the District, we appreciate your efforts on this project and hope you will consider bidding projects for the District or released from our office for bidding in the future.

Thank you again!

jeff

Jeffrey D. Chambers, NCARB, AIA, ALEP, LEED AP BD+C

CHAMBERS & ASSOCIATES, INCORPORATED
ARCHITECTURE – PLANNING – DESIGN

35 SOUTH PENN STREET, MANHEIM, PA 17545-1729
P: 717.665.0515    Fax: 717.665.0518
jeff@chambersarch.com
www.chambersarch.com
From: Bob Mease
Sent: Tuesday, August 26, 2014 11:13 AM
To: Nancy Minchoff; Ginny Smith
Subject: Goodnoe - Great job

I just would like to thank the entire team for the incredible effort this summer at Goodnoe. You guys did an amazing job of putting this all together, working cooperatively and bringing this to the finish. Prior to starting this we all knew that taking a bigger piece of the Phasing would cause some stress, but I know I am very thankful for your effort.

This Wednesday we go for our Final Township Inspection, which should be a slam/dunk. Place looks great, thank again for everyone’s efforts.

Warren M. Gericke
Senior Project Manager
D’Huy Engineering Inc.
484-357-6463
www.dhuy.com

D’HUY Engineering, Inc.
A TRADITION OF EXCELLENCE
GIVEN THIS 26TH DAY OF AUGUST 2014

"IN APPRECIATION FOR THE GREAT CRAFTSMANSHIP AND PROFESSIONALISM YOU DEMONSTRATED THROUGHOUT THE RENOVATIONS OF HARRISBURG MILITARY POST BUILDING 1 AND THE HEADQUARTERS OF THE 28TH INFANTRY "IRON" DIVISION. YOUR ABILITY TO ADAPT TO UNEXPECTED CONDITIONS, SEARCH FOR ECONOMICAL ALTERNATIVES AND IMPLEMENT HIGH QUALITY SOLUTIONS, ALL HALLMARKS OF THE IRON DIVISION SOLDIER, REFLECTS YOUR PRIDE AND SKILL AS A TRADESMEN, AND BRINGS HONOR TO ALL THOSE WHO WILL GRACE THESE HALLOWED HALLS IN THE DEFENSE AND PRESERVATION OF FREEDOM AND THE AMERICAN WAY OF LIFE."

CHRISTOPHER KEPNER
COMMAND SERGEANT MAJOR,
PENNSYLVANIA ARMY NATIONAL GUARD
COMMAND SERGEANT MAJOR

JOHN L. GRONSKI
MAJOR GENERAL,
PENNSYLVANIA ARMY NATIONAL GUARD
COMMANDING
Dear Jay,

On behalf of Fulton Bank, I would like to congratulate your business on being recognized as one of Central Pennsylvania’s Business of the Year nominees.

As a thriving company, you are an inspiration and a leader in business excellence in our community. We truly value your business’s contributions and local commitment which makes Central Pennsylvania a great place to live and work.

Again, congratulations, and we wish you continued success in the future.

Sincerely,

Curtis J. Myers

One Penn Square, P.O. Box 4887, Lancaster, Pennsylvania 17604 • 717.291.2850
cmyers@fultonbank.com

Fulton Bank, N.A. Member FDIC.
Waynesboro Area School District  
210 Clayton Avenue  
Waynesboro, PA 17268  
717-762-1191

Jay R. Reynolds, Inc.  
One Brooks Avenue  
P.O. Box 326  
Willow Street, PA 17584  
Attn: Bill Nice

Dear Bill:

I just wanted to write this note to let you know that I was very satisfied with the work of Greg Boylan. He was very professional and courteous to myself and the staff and was very easy to work with. He offered his help on many occasions and always kept the concern of the district at the top.

Sincerely,

Jeff Adams  
Maintenance Supervisor
From: Thomas D. Rumsey [mailto:trumsey@peservices.org]
Sent: Thursday, April 08, 2010 6:12 PM
To: John Bailey
Subject: Pleasant Acres Nursing Home Project

John,

It's getting close to the end of the project here and I just wanted to say a few things, I don't know if it means much coming from me but I feel I must give credit where credit is due.

Mike Barley has been great all throughout this project. He deserves a lot of credit as he's been very good to work with, he handles himself well in the construction meetings, and the installs & coordination on Jay R. Reynolds behalf has been good. It's been a pleasure working with Mike and yourself throughout the duration of this project. When issues have come up, (which hasn't been often) we've all (You, Mike, and I) been able to come up with solutions without conflict and be able to keep the project on schedule.

So, it's been great working with You and Mike, thanks, and hopefully we'll get to work with you guys again down the road.

Thanks,
Tom Rumsey

PARAGON
Engineering Services

Mechanical - Electrical - Plumbing

Thomas D. Rumsey
Mechanical Designer

The Corporate Center LEED® GOLD
2201 South Queen Street
York, PA 17402
Direct Dial: 717.781.2256
To Whom it May Concern:

Between October 2007 and July 2009 Nate Arms provided field supervision services for Jay R. Reynolds plumbing at Weisenberg Elementary School for the Northwestern Lehigh School District. This four phase project consisted of complete renovations to an existing 34,000 sq. ft. school and concurrent construction of a two story 43,000 sq. ft. addition with a plumbing contract price of $1,001,100.00.

Throughout the entire scope of the project Nate demonstrated not only a strong understanding of the design documents, but was able to provide very useful input and modifications to produce a better product in a more timely fashion on multiple occasions. His coordination skills among the other prime contractors are extremely good, and he always completed his tasks on or ahead of schedule even if doing so meant working extra hours. His required paperwork and reports were always detailed and submitted per the requirements of the job. Likewise, Nate's rapport with the code officials and working knowledge of code requirements, made finalization of all the plumbing requirements easy for the design and engineering professionals.

I have no hesitation in recommending Nate for ANY job in the construction industry. There have been few occasions where I have encountered a plumbing contractor with as much job integrity or dedication.

If you have any questions please don't hesitate to contact me.

Sincerely,

Joe Klocek
Construction Site Manager
MKSD architects
June 27, 2008

Re: Panther Valley Middle School
Panther Valley School District
Carbon County, Pennsylvania
Plumbing Construction Contract

To Whom It May Concern:

As Site Superintendent for Jay R. Reynolds Inc., Larry Dombach was responsible for the plumbing scope of work on the new 76,000 square foot middle school, along with coordination among the other three Prime Contractors on site. Larry was easy to work with and responsive to changing project conditions. Under his supervision workmanship was performed in a professional manner.

We have established a good professional working relationship with Larry and would welcome working with him on future projects.

Very truly yours,

[Signature]

Janet M. Grazul, AIA
Senior Associate

JMG: jk
February 14, 2006

Mr. Brian Fitzgerald, Project Manager  
J. R. Reynolds, Inc.  
1 Brooks Avenue  
Willow Street, PA 17584

RE: Letter of Recommendation

Dear Brian,

I am writing in regards to the plumbing work your company performed on the $26 Million Catasauqua New High School Project, specifically that performed and coordinated by your foreman, Jason Wood. As the project manager for the Owner on this project, I worked very closely with Mr. Wood and his apprentice.

The work performed by Mr. Wood was always done in a professional and timely manner. The level of effort and detail put into the coordination drawings prepared by your company certainly simplified the installation and coordination process for all parties involved. Materials were also on site well in advance of when they were needed, avoiding any impacts to the project schedule. Mr. Wood worked very closely with our office and coordinated his work well with the other prime contractors on site.

As a project manager, I thought you would like to know when an employee represents your company in a positive and professional manner. I look forward to the opportunity of working with your company on another project, and would certainly recommend your company to other Owners, given the opportunity.

Sincerely,
ARROACTIV, INC.

Paul R. Caracciolo II

Paul R. Caracciolo II
President
### ATTACHMENT 3

a) Workers Compensation Experience Modification

<table>
<thead>
<tr>
<th>Year 1</th>
<th>2019</th>
<th>.979</th>
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</thead>
<tbody>
<tr>
<td>Year 2</td>
<td>2018</td>
<td>.921</td>
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<tr>
<td>Year 3</td>
<td>2017</td>
<td>.957</td>
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b) Total Lost Workday Incidence Rate (LWDIR)

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<th>Year 1</th>
<th>2018</th>
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</thead>
<tbody>
<tr>
<td>Year 2</td>
<td>2017</td>
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</tr>
<tr>
<td>Year 3</td>
<td>2016</td>
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c) Recordable Incidence Rate (RIR)

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<th>5.15</th>
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<tr>
<td>Year 3</td>
<td>2016</td>
<td>6.26</td>
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</table>
PA EXPERIENCE RATING MODIFICATION

File Number: 2422991  County: MONTGOMERY
Experience Mod: 0.979  Address: 900 HIGHLAND AVENUE
XREF:  
Issue Date: 12/17/2018  Effective Term: 01/01/2019 - 01/01/2020
Card Number: 1  
Governing Class Code: 0663  
Employer Name: JAY R REYNOLDS INC

Modification History
0.921  Effective Date
0.957  01/01/2018
0.767  01/01/2017
0.774  01/01/2016
0.767  01/01/2015

Governing Class Code | Rating Value | Description
--- | --- | ---
663 | 3.00 | PLUMBING
664 | 2.90 | HEATING OR VENTILATING
951 | .22 | SALESPERSON - OUTSIDE
953 | .10 | OFFICE
9046 | .22 | CONSTRUCTION CLASS PREMIUM CREDIT
# OSHA's Form 300 (Rev. 01/2004)
## Log of Work-Related Injuries and Illnesses

You must record information 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 1904.4 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
| (A) Case No. | (B) Employee’s Name | (C) Job Title (e.g., Welder) | (D) Date of injury or onset of illness (mo./day) | (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 burn from acetylene torch) |
|--------------|----------------------|------------------------------|-----------------------------------------------|---------------------------------------------------------------|
| 1            | Brian Lowell         | Plumber                      | 5-2                                           | Bensalem High School                                          | Bruised ribs on left side                                   |
| 2            | David Wilson         | Apprentice                    | 5-4                                           | State College High School                                    | Sprain to right foot                                        |
| 3            | Patrick Hete         | Supvl/Pbg                     | 6-11                                          | Upper Moreland Middle Sch                                    | Lacerations to chin                                        |
| 4            | Kenneth McGuire      | Supvl/Pbg                     | 11-28                                         | Holland Middle School                                         | Hernia                                                     |

### Describe the case

### Classify the case

**CHECK ONLY ONE box for each case based on the most serious outcome for that case:**

- **Death**
- **Days away from work**
- **Remained at work**
- **Job transfer or restriction**
- **Other recordable cases**
- **Away From Work (days)**
- **On job transfer or restriction (days)**

**Enter the number of days the injured or ill worker was:**

<table>
<thead>
<tr>
<th>(G)</th>
<th>(H)</th>
<th>(I)</th>
<th>(J)</th>
<th>(K)</th>
<th>(L)</th>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
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<td>28</td>
</tr>
</tbody>
</table>

**Check the "injury" column or choose one type of illness:****

<table>
<thead>
<tr>
<th>(M)</th>
<th>(N)</th>
<th>(O)</th>
<th>(P)</th>
<th>(Q)</th>
<th>(R)</th>
<th>(S)</th>
<th>(T)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Page totals

![](image.png)

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.
### OSHA’s Form 300 (Rev. 01/2004)

**Log of Work-Related Injuries and Illnesses**

You must record information 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 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.

#### Identifying the Person

<table>
<thead>
<tr>
<th>Case No.</th>
<th>Employee’s Name</th>
<th>Job Title (e.g., Welder)</th>
<th>Date of Injury or Onset of Illness (Month, Day, Year)</th>
<th>Where the Event Occurred (e.g., Loading dock north end)</th>
<th>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)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Barry Poppitt</td>
<td>Plumber</td>
<td>1-30</td>
<td>Nitschmann Middle School</td>
<td>Strain to right shoulder</td>
</tr>
<tr>
<td>2</td>
<td>Todd Lutz</td>
<td>Plumber</td>
<td>2-28</td>
<td>Pennwood Middle School</td>
<td>Exhaust from vent in eye</td>
</tr>
<tr>
<td>3</td>
<td>Larry Dombach</td>
<td>Plumber</td>
<td>3-31</td>
<td>Joe Run Elementary School</td>
<td>Left knee strain</td>
</tr>
<tr>
<td>4</td>
<td>David Charles Jr</td>
<td>Plumber</td>
<td>7-12</td>
<td>Pennwood Middle School</td>
<td>Laceration to head</td>
</tr>
</tbody>
</table>

#### Classifying the Case

- **Death**
- **Days away from work**
- **Job transfer or restriction**
- **Other recordable cases**
- **Away From Work (days)**
- **On job transfer or restriction (days)**

#### Enter the number of days the injured or ill worker was:

<table>
<thead>
<tr>
<th>Death</th>
<th>Days away from work</th>
<th>Job transfer or restriction</th>
<th>Other recordable cases</th>
<th>Away From Work (days)</th>
<th>On job transfer or restriction (days)</th>
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</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

#### Check the "Injury" column and choose one type of illness:

- Injury
- Skin Disorder
- Respiratory Condition
- Poisoning
- Hearing Loss
- All other diseases

<table>
<thead>
<tr>
<th>Injury</th>
<th>Skin Disorder</th>
<th>Respiratory Condition</th>
<th>Poisoning</th>
<th>Hearing Loss</th>
<th>All other diseases</th>
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</table>

#### Page totals

| 0 | 3 | 0 | 1 | 9 | 0 | 4 | 0 | 0 | 0 | 0 |

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

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Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instruction, 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 aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

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F:Human Resources\OSHA Form 300\2017 OSHA Form 300.xls
OSHA's Form 300 (Rev. 01/2004)
Log of Work-Related Injuries and Illnesses

You must record information 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 1904.1 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

<table>
<thead>
<tr>
<th>(A) Case No.</th>
<th>(B) Employee's Name</th>
<th>(C) Job Title (e.g., Welder)</th>
<th>(D) Date of Injury or onset of illness (mo./day)</th>
<th>(E) Where the event occurred (e.g., loading dock north end)</th>
<th>(F) Describe injury or illness, parts of body affected, and objects/substances that directly injured or made person ill (e.g., Second degree burn on right forearm from acetylene torch)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Karl Wilson</td>
<td>Supv.</td>
<td>2-6-18</td>
<td>Boyertown Middle School</td>
<td>Laceration - Right thumb</td>
</tr>
<tr>
<td></td>
<td>Bill Esawerth</td>
<td>Plumber</td>
<td>3-14-18</td>
<td>Rotherhem Hall</td>
<td>Foreign particle in left eye</td>
</tr>
<tr>
<td></td>
<td>Jarrett McGuire</td>
<td>Laborer</td>
<td>5-6-18</td>
<td>Lincoln Middle School</td>
<td>Laceration - Right lower leg</td>
</tr>
</tbody>
</table>

Classify the case

CHECK ONLY ONE box for each case based on the most serious outcome for that case:

- Death
- Days away from work
- Job transfer or restriction
- Other recordable cases
- Away From Work (days)
- On job transfer or restriction (days)
- Injury
- Skin Disorder
- Respiratory Condition
- Hearing Loss
- All other illnesses

<table>
<thead>
<tr>
<th>(A)</th>
<th>(B)</th>
<th>(C)</th>
<th>(D)</th>
<th>(E)</th>
<th>(F)</th>
<th>(G)</th>
<th>(H)</th>
<th>(I)</th>
<th>(J)</th>
<th>(K)</th>
<th>(L)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Karl Wilson</td>
<td>Supv.</td>
<td>2-6-18</td>
<td>Boyertown Middle School</td>
<td>Laceration - Right thumb</td>
<td>X</td>
<td>1</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Bill Esawerth</td>
<td>Plumber</td>
<td>3-14-18</td>
<td>Rotherhem Hall</td>
<td>Foreign particle in left eye</td>
<td>X</td>
<td>2</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Jarrett McGuire</td>
<td>Laborer</td>
<td>5-6-18</td>
<td>Lincoln Middle School</td>
<td>Laceration - Right lower leg</td>
<td>X</td>
<td>1</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page totals

| 0 | 3 | 0 | 0 | 4 | 0 | 3 | 0 | 0 | 0 |

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

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instruction, 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 aspects of this data collection, contact: U.S. Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

Form approved OMB no. 1218-0176

Attachment 3
Year 2018
U.S. Department of Labor
Occupational Safety and Health Administration

Establishment name
Jay R. Reynolds, Inc.
City Willow Street
State Pennsylvania

Page 1 of 1

(F:/Human Resources/OSHA Form 300/2018 OSHA Form 300.xls)
ATTACHMENT 4

Health or safety citations issued by federal or state agencies in the past 3 years.

None
T-1C

Designated Critical Work: Qualifications, Experience and Past Performance
T-1C  Designated Critical Work: Qualifications, Experience and Past Performance

Suggested number of pages: Established in Appendix F

In Section T-1C of the Technical Submittal, the Proposer shall submit a Designated Critical Work Qualification Statement (Appendix F) for the entity or entities that will perform the following bulleted items. A Designated Critical Work Qualification Statement must be submitted for each bulleted item, regardless of whether this Work is done by the Prime Contractor or one or more subcontractors. The entity performing the Work (prime, subcontractor, or supplier) is required to satisfy the applicable Specification qualification and submit a Qualification Statement Form. The Proposer may provide more than one entity/Qualification Statement for each bulleted item but the selected Prime Contractor shall enter subcontracts with ALL entities submitting Qualification Statements. If this information is not submitted with the Technical Submission, the Proposal will be rejected as non-responsive.

☐ General Construction (.1 contract)
  • Foundation Waterproofing
  • Roof Construction (type & scale)
  • Cast-In-Place and Exposed Concrete Work
  • Solar Shade
  • Air Barrier Installation

☐ HVAC Construction (.2 contract)
  • Testing, Adjusting and Balancing
  • Ductwork

☒ Plumbing Construction (.3 contract)
  • Fire Suppression

☐ Electrical Construction (.4 contract)
  • CCTV Security Surveillance Systems

☐ Fiber Optic Construction (.5 contract)
  • Cable Terminations and Testing
APPENDIX F
DESIGNATED CRITICAL WORK
QUALIFICATIONS STATEMENT

COVER SHEET

Proposer ________________________________

DGS Project Name ____________ DGS 987-1

DGS Project Number ____________ PA State Archives - Harrisburg

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. If this information is not submitted with the Technical Submission, the Proposal will be rejected as non-responsive.

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

General Contractor (.1 Contract)

_____ Foundation Waterproofing
_____ Roof Construction (type & scale)
_____ Cast-In-Place & Exposed Concrete Work
_____ Solar Shade
_____ Air Barrier Installation

HVAC Contractor (.2 Contract)

_____ Testing, Adjusting and Balancing
_____ Ductwork

Plumbing Contractor (.3 Contract)

X____ Fire Suppression

Electrical Contractor (.4 Contract)

_____ CCTV Security Surveillance Systems

Fiber Optic Contractor (.5 Contract)

_____ Cable Terminations and Testing
SECTION 1 – FIRM INFORMATION

1.1 Background Information

a) How many years has the firm been in business? 46 years

b) How many years has the firm been doing business in proposed contract field? 46 years

Under what former names has the firm conducted business?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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

National See attached licenses

________________________________________________________________________

________________________________________________________________________

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

Date of incorporation March 29, 1973

State of incorporation Ohio

President's name Stephen Comunale

Vice President's name(s) Charles Galosi - VP of Operations

Secretary's name Martha Comunale

Treasurer's name Martha Comunale

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 2018 $226,000,000
Year 2017 $220,000,000
Year 2016 $190,000,000

b) Identify the percentage of work on similar projects the firm typically performs with its own work force 97%

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 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: 2018 .53
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: 2018  .95
Year 2: 2017  1.19
Year 3: 2016  .60

*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: 2018  2.95
Year 2: 2017  3.68
Year 3: 2016  3.59

*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  X

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

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

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

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

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  X

*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  X

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

SECTION 4 - REQUIRED REPRESENTATIONS

In submitting this Qualifications Statement, along with the 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.
Registrations or license numbers of state where we are legally qualified to do business.

AL – 2142
AZ - ROC232628
CO - 602
DE – FSL-0103
FL – 917739-0001-2007
GA – CL 000245
IL - FSC 0062
IN – none req’d
IO - FP 048
KY – S-022E
LA – S0001267
MA - SC 007177
ME – 374
MD – SIII-0098
MI – AS-0392
MO – none req’d
NH - 110233
NJ – 47745
NV - G507
NY – none req’d
NC – 17663
OH – 53-77-1016
OK – 4490
PA – none req’d
RI - 0000398
SC – 1240
TN – 46687
TX – SCR-0591
VA – 2705060292
VT - I4-75104
WI - 854577
WV – WV013100
S.A. COMUNALE COMPANY, Inc.
Project Experiences and References

VII – Ohio University Alden Library Renovation Phase 1 - Athens, OH

VIII – Project consists of renovating the 2nd and 4th floors. Extending existing to include unprotected areas.

IX – Gutknecht Construction - 2280 Citygate Drive, Columbus, OH 43219. Phone: 614-532-5410. Contact Person: Mike Beadle 614-499-4504

X – Original/Final project price - $32,000.

S.A. COMUNALE COMPANY, Inc.
Project Experiences and References

VII – Hilliard Branch Library Early Enabling – 4500 Hickory Chase Way, Hilliard, OH 43026

VIII – Project was a renovation.

IX – Turner Construction Company – 262 Hanover Street, Columbus, OH 43215. Phone: 614-984-3000

X – Original project price - $3,600. Final project price - $4,350.

S.A. COMUNALE COMPANY, Inc.
Project Experiences and References

VII – Columbus Library – Dublin – 75 N. High St., Dublin, OH 43081

VIII – Wet System Type with 415 heads both concealed and upright.

IX – Turner Construction Company – 262 Hanover Street, Columbus, OH 43215. Phone: 614-984-3000

X – Original project price - $106,900. Final project price - $126,569.

OSHA's Form 300A (Rev. 01/2004)
Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete.

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

Number of Cases

<table>
<thead>
<tr>
<th>Total number of deaths</th>
<th>Total number of cases with days away from work</th>
<th>Total number of cases with job transfer or restriction</th>
<th>Total number of other recordable cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>4</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>(G)</td>
<td>(H)</td>
<td>(I)</td>
<td>(J)</td>
</tr>
</tbody>
</table>

Number of Days

<table>
<thead>
<tr>
<th>Total number of days away from work</th>
<th>Total number of days of job transfer or restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>143</td>
<td>0</td>
</tr>
<tr>
<td>(K)</td>
<td>(L)</td>
</tr>
</tbody>
</table>

Injury and Illness Types

<table>
<thead>
<tr>
<th>Total number of...</th>
<th>(1) Injury</th>
<th>(2) Skin Disorder</th>
<th>(3) Respiratory Condition</th>
<th>(4) Poisoning</th>
<th>(5) Hearing Loss</th>
<th>(6) All Other Illnesses</th>
</tr>
</thead>
<tbody>
<tr>
<td>(M)</td>
<td>24</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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

Public reporting burden for this collection of information is estimated to average 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 this collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspect of this data collection, contact: U.S. Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment Information

Your establishment name: S.A. Comunale Co. Inc.
Street: 2900 Newpark Dr
City: Barberton
State: OH
Zip: 44203

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

Standard Industrial Classification (SIC), if known (e.g., SIC 3715): 1 7 1 1
OR North American Industrial Classification (NAICS), if known (e.g., 336212):

Employment Information

Annual average number of employees: 771
Total hours worked by all employees last year: 1,376,678

Sign here

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

Stephen A. Comunale
CEO
Company executive

(330) 708-3040
Phone

Date: 10/7/2017
## OSHA's Form 300A (Rev. 01/2004)
### Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete.

Using the Log, count the individual entries made for each category. Then write the totals below. If the total is not the same as the Log, fill in the Log to correct the discrepancy.

<table>
<thead>
<tr>
<th>Number of Cases</th>
<th>Total number of deaths</th>
<th>Total number of cases with days away from work</th>
<th>Total number of cases with job transfer or restriction</th>
<th>Total number of other reportable cases</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td></td>
<td>30</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Days</th>
<th>Total number of days away from work</th>
<th>Total number of days of job transfer or restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>122</td>
<td>49</td>
</tr>
</tbody>
</table>

### Injury and Illness Types

<table>
<thead>
<tr>
<th>Total number of...</th>
<th>(0) Injury</th>
<th>(0) Skin Disorder</th>
<th>(0) Respiratory Condition</th>
<th>(0) All Other Illnesses</th>
</tr>
</thead>
<tbody>
<tr>
<td>(0) Injury</td>
<td>29</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>(0) Skin Disorder</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>(0) Respiratory Condition</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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

---

### Establishment Information

- **Year establishment name**: S.A. Company Co., Inc.
- **Establishment address**: 1234 Main Street
- **City**: Birmingham, State: AL
- **Postal Code**: 30565
- **Industry description**: Manufacturing
- **Standard Industrial Classification (SIC)**: 3710
- **North American Industry Classification (NAICS)**: 332212

### Employment Information

- **Annual average number of employees**: 450
- **Total hours worked by all employees last year**: 1,685,000

### Sign here

- **Signature**: [signature]
- **Title**: President & CEO
- **Phone**: 334-796-3545

---
OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

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

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

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

<table>
<thead>
<tr>
<th>Total number of deaths</th>
<th>Total number of cases with days away from work</th>
<th>Total number of cases with job transfer or restriction</th>
<th>Total number of other recordable cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>9</td>
<td>6</td>
<td>13</td>
</tr>
</tbody>
</table>

Number of Days

<table>
<thead>
<tr>
<th>Total number of days away from work</th>
<th>Total number of days of job transfer or restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>402</td>
<td>383</td>
</tr>
</tbody>
</table>

Injury and Illness Types

<table>
<thead>
<tr>
<th>Total number of ...</th>
<th>(M)</th>
<th>(N)</th>
<th>(O)</th>
<th>(P)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Injuries</td>
<td>28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skin disorders</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respiratory conditions</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Public reporting burden for this collection of information is estimated to average 30 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 aspect of this data collection, contact: U.S. Department of Labor, OSHA Office of Statistics, Room N-2440, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name: SA Comunale

Street: 2900 Newpark Dr

City: Barbados

State: OH

ZIP: 44203

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

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

1711

OR

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

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: 931

Total hours worked by all employees last year: 1,896,786

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.

Printed name: [Signature]

Title: [Title]

Phone: 530-706-3640

Date: 11/17/2019
Corrective Actions for OSHA Citations

7/26/2018- Fall Protection

**Standard Cited:** 29 CFR 1926.501 (b) (1)

**Synopsis of Citation:** Employer cited for employees utilizing what was perceived as a designated walking surface approximately 13’ from leading edge. OSHA cited Comunale for exposing a worker to a fall approximately 40’.

**Penalties:** $3,233.50

**Corrective Actions:** Training documentation, photos of working area, and retraining documentation was presented at an informal conference with OSHA. Workers at the project no long utilized the perceived walking area around the penthouse where work was being conducted. Rather, per the OSHA Compliance Officer, Comunale’s tradesmen were to crawl underneath pipe to avoid the fall exposure. Once the crossover bridge was complete over the pipe, Comunale utilized the bridge to access working area. Retraining was conducted for foreman and apprentice.
To: SA Comunale and its successors
2900 Newpark Drive
Barberton, OH 44203

Inspection Number: 1324662
Inspection Date(s): 06/22/2018 - 06/22/2018
Issuance Date: 07/26/2018

Inspection Site:
295 Rye Street
South Windsor, CT 06074

The violation(s) described in this Citation and Notification of Penalty is (are) alleged to have occurred on or about the day(s) the inspection was made unless otherwise indicated within the description given below.

This Citation and Notification of Penalty (this Citation) describes violations of the Occupational Safety and Health Act of 1970. The penalty(ies) listed herein is (are) based on these violations. You must abate the violations referred to in this Citation by the dates listed and pay the penalties proposed, unless within 15 working days (excluding weekends and Federal holidays) from your receipt of this Citation and Notification of Penalty you either call to schedule an informal conference (see paragraph below) or you mail a notice of contest to the U.S. Department of Labor Area Office at the address shown above. Please refer to the enclosed booklet (OSHA 3000) which outlines your rights and responsibilities and which should be read in conjunction with this form. Issuance of this Citation does not constitute a finding that a violation of the Act has occurred unless there is a failure to contest as provided for in the Act or, if contested, unless this Citation is affirmed by the Review Commission or a court.

Posting - The law requires that a copy of this Citation and Notification of Penalty be posted immediately in a prominent place at or near the location of the violation(s) cited herein, or, if it is not practicable because of the nature of the employer's operations, where it will be readily observable by all affected employees. This Citation must remain posted until the violation(s) cited herein has (have) been abated, or for 3 working days (excluding weekends and Federal holidays), whichever is longer.

Informal Conference - An informal conference is not required. However, if you wish to have such a conference you may request one with the Area Director during the 15 working day contest period by calling 860-240-3152. During such an informal conference you may present any evidence or views which you believe would support an adjustment to the citation(s) and/or penalty(ies).
If you are considering a request for an informal conference to discuss any issues related to this Citation and Notification of Penalty, you must take care to schedule it early enough to allow time to contest after the informal conference, should you decide to do so. Please keep in mind that a written letter of intent to contest must be submitted to the Area Director within 15 working days of your receipt of this Citation. The running of this contest period is not interrupted by an informal conference.

If you decide to request an informal conference, please complete, remove and post the Notice to Employees next to this Citation and Notification of Penalty as soon as the time, date, and place of the informal conference have been determined. Be sure to bring to the conference any and all supporting documentation of existing conditions as well as any abatement steps taken thus far. If conditions warrant, we can enter into an informal settlement agreement which amicably resolves this matter without litigation or contest.

**Right to Contest** — You have the right to contest this Citation and Notification of Penalty. You may contest all citation items or only individual items. You may also contest proposed penalties and/or abatement dates without contesting the underlying violations. Unless you inform the Area Director in writing that you intend to contest the citation(s) and/or proposed penalty(ies) within 15 working days after receipt, the citation(s) and the proposed penalty(ies) will become a final order of the Occupational Safety and Health Review Commission and may not be reviewed by any court or agency.

**Penalty Payment** — Penalties are due within 15 working days of receipt of this notification unless contested. (See the enclosed booklet and the additional information provided related to the Debt Collection Act of 1982.) Make your check or money order payable to “DOL-OSHA”. Please indicate the Inspection Number on the remittance. You can also make your payment electronically on www.pay.gov. On the left side of the pay.gov homepage, you will see an option to Search Public Forms. Type "OSHA" and click Go. From the results, click on OSHA Penalty Payment Form. The direct link is:

https://www.pay.gov/paygov/forms/formInstance.html?agencyFormId=53090334.

You will be required to enter your inspection number when making the payment. Payments can be made by credit card or Automated Clearing House (ACH) using your banking information. Payments of $25,000 or more require a Transaction ID, and also must be paid using ACH. If you require a Transaction ID, please contact the OSHA Debt Collection Team at (202) 693-2170.

OSHA does not agree to any restrictions or conditions or endorsements put on any check, money order, or electronic payment for less than the full amount due, and will process the payments as if these restrictions or conditions do not exist.

**Notification of Corrective Action** — For each violation which you do not contest, you must provide abatement certification to the Area Director of the OSHA office issuing the citation and identified above. This abatement certification is to be provided by letter within 10 calendar days after each abatement date. Abatement certification includes the date and method of abatement. If the citation indicates that the violation was corrected during the inspection, no abatement certification is required for that item. The abatement certification letter must be posted at the location where the violation appeared and the corrective action took place or employees must otherwise be effectively informed about abatement activities. A sample abatement certification letter is enclosed with this Citation. In addition, where the citation indicates that abatement documentation is necessary, evidence of the purchase or repair of equipment, photographs or video, receipts, training records, etc., verifying that abatement has occurred is required to be provided to the Area Director.

**Employer Discrimination Unlawful** — The law prohibits discrimination by an employer against an
An employee who believes that he/she has been discriminated against may file a complaint no later than 30 days after the discrimination occurred with the U.S. Department of Labor Area Office at the address shown above.

**Employer Rights and Responsibilities** – The enclosed booklet (OSHA 3000) outlines additional employer rights and responsibilities and should be read in conjunction with this notification.

**Notice to Employees** – The law gives an employee or his/her representative the opportunity to object to any abatement date set for a violation if he/she believes the date to be unreasonable. The contest must be mailed to the U.S. Department of Labor Area Office at the address shown above and postmarked within 15 working days (excluding weekends and Federal holidays) of the receipt by the employer of this Citation and Notification of Penalty.

**Inspection Activity Data** – You should be aware that OSHA publishes information on its inspection and citation activity on the Internet under the provisions of the Electronic Freedom of Information Act. The information related to these alleged violations will be posted when our system indicates that you have received this citation. You are encouraged to review the information concerning your establishment at www.osha.gov. If you have any dispute with the accuracy of the information displayed, please contact this office.
NOTICE TO EMPLOYEES OF INFORMAL CONFERENCE

An informal conference has been scheduled with OSHA to discuss the citation(s) issued on 07/26/2018. The conference will be held by telephone or at the OSHA office located at William Cotter Federal Building, 135 High Street, Suite 361, Hartford, CT 06103 on ____________ at ____________. Employees and/or representatives of employees have a right to attend an informal conference.
CERTIFICATION OF CORRECTIVE ACTION WORKSHEET

Company Name: SA Comunale
Inspection Site: 295 Rye Street, South Windsor, CT 06074
Issuance Date: 07/26/2018

List the specific method of correction for each item on this citation in this package that does not read “Corrected During Inspection” and return to: U.S. Department of Labor – Occupational Safety and Health Administration, William Cotter Federal Building, 135 High Street, Suite 361, Hartford, CT 06103

Citation Number _____ and Item Number _____ was corrected on ________________________________
By (Method of Abatement): ________________________________

Citation Number _____ and Item Number _____ was corrected on ________________________________
By (Method of Abatement): ________________________________

Citation Number _____ and Item Number _____ was corrected on ________________________________
By (Method of Abatement): ________________________________

Citation Number _____ and Item Number _____ was corrected on ________________________________
By (Method of Abatement): ________________________________

Citation Number _____ and Item Number _____ was corrected on ________________________________
By (Method of Abatement): ________________________________

Citation Number _____ and Item Number _____ was corrected on ________________________________
By (Method of Abatement): ________________________________

Citation Number _____ and Item Number _____ was corrected on ________________________________
By (Method of Abatement): ________________________________

I certify that the information contained in this document is accurate and that the affected employees and their representatives have been informed of the abatement.

____________________________________  ________________________________
Signature                          Date

Typed or Printed Name               Title

NOTE: 29 USC 666(g) whoever knowingly makes any false statements, representation or certification in any application, record, plan or other documents filed or required to be maintained pursuant to the Act shall, upon conviction, be punished by a fine of not more than $10,000 or by imprisonment of not more than 6 months or both.

POSTING: A copy of completed Corrective Action Worksheet should be posted for employee review.
Citation and Notification of Penalty

Company Name: SA Comunale
Inspection Site: 295 Rye Street, South Windsor, CT 06074

Citation 1 Item 1   Type of Violation: Serious

29 CFR 1926.501(b)(1): Each employee on a walking/working surface with an unprotected side or edge which was 6 feet (1.8 m) or more above a lower level was not protected from falling by the use of guardrail systems, safety net systems, or personal fall arrest systems.

On or about 06/22/2018 employees at the ALDI construction project were exposed to approximately 40' falls. Employees were installing fire sprinkler systems without fall protection.

Date By Which Violation Must be Abated:  
Corrected During Inspection  
Proposed Penalty:  

$6467.00

Dale Varney  
Area Director

See pages 1 through 4 of this Citation and Notification of Penalty for information on employer and employee rights and responsibilities.
INVOICE /
DEBT COLLECTION NOTICE

Company Name: SA Comunale
Inspection Site: 295 Rye Street, South Windsor, CT 06074
Issuance Date: 07/26/2018

Summary of Penalties for Inspection Number 1324662
Citation 1, Serious $6467.00
TOTAL PROPOSED PENALTIES $6467.00

To avoid additional charges, please remit payment promptly to this Area Office for the total amount of the uncontested penalties summarized above. Make your check or money order payable to: "DOL-OSHA". Please indicate OSHA's Inspection Number (indicated above) on the remittance. You can also make your payment electronically on www.pay.gov. On the left side of the pay.gov homepage, you will see an option to Search Public Forms. Type "OSHA" and click Go. From the results, click on OSHA Penalty Payment Form. The direct link is https://www.pay.gov/paygov/forms/formInstance.html?agencyFormId=53090334. You will be required to enter your inspection number when making the payment. Payments can be made by credit card or Automated Clearing House (ACH) using your banking information. Payments of $25,000 or more require a Transaction ID, and also must be paid using ACH. If you require a Transaction ID, please contact the OSHA Debt Collection Team at (202) 693-2170.

OSHA does not agree to any restrictions or conditions or endorsements put on any check, money order, or electronic payment for less than the full amount due, and will cash the check or money order as if these restrictions or conditions do not exist.

If a personal check is issued, it will be converted into an electronic fund transfer (EFT). This means that our bank will copy your check and use the account information on it to electronically debit your account for the amount of the check. The debit from your account will then usually occur within 24 hours and will be shown on your regular account statement. You will not receive your original check back. The bank will destroy your original check, but will keep a copy of it. If the EFT cannot be completed because of insufficient funds or closed account, the bank will attempt to make the transfer up to 2 times.
Pursuant to the Debt Collection Act of 1982 (Public Law 97-365) and regulations of the U.S. Department of Labor (29 CFR Part 20), the Occupational Safety and Health Administration is required to assess interest, delinquent charges, and administrative costs for the collection of delinquent penalty debts for violations of the Occupational Safety and Health Act.

**Interest:** Interest charges will be assessed at an annual rate determined by the Secretary of the Treasury on all penalty debt amounts not paid within one month (30 calendar days) of the date on which the debt amount becomes due and payable (penalty due date). The current interest rate is one percent (1%). Interest will accrue from the date on which the penalty amounts (as proposed or adjusted) become a final order of the Occupational Safety and Health Review Commission (that is, 15 working days from your receipt of the Citation and Notification of Penalty), unless you file a notice of contest. Interest charges will be waived if the full amount owed is paid within 30 calendar days of the final order.

**Delinquent Charges:** A debt is considered delinquent if it has not been paid within one month (30 calendar days) of the penalty due date or if a satisfactory payment arrangement has not been made. If the debt remains delinquent for more than 90 calendar days, a delinquent charge of six percent (6%) per annum will be assessed accruing from the date that the debt became delinquent.

**Administrative Costs:** Agencies of the Department of Labor are required to assess additional charges for the recovery of delinquent debts. These additional charges are administrative costs incurred by the Agency in its attempt to collect an unpaid debt. Administrative costs will be assessed for demand letters sent in an attempt to collect the unpaid debt.

Dale Varney
Area Director

7/30/18
Date
T-2A

Project Management Team
T-2A PROJECT MANAGEMENT TEAM

Jay R. Reynolds, Inc. and its experienced staff are uniquely qualified to successfully complete the proposed plumbing work at the new construction of the State Archives and Record Annex Center. Jay R. Reynolds, Inc.'s Team that we plan to utilize on the project is as follows.

Vice President: Wayne Reynolds
Wayne Reynolds as the Vice President of the company will oversee the legal documents of the project such as the contract, schedule of values and payment applications. Mr. Reynolds has been employed by Jay R. Reynolds, Inc. for 29 years and has been the Vice President for 23 years. He is a licensed Master plumber for the cities of Lancaster and Harrisburg, and he was the Project Manager on numerous high profile and complex projects. Please reference Mr. Reynolds’ résumé outlining his qualifications and additional work experience.

Senior Project Manager: Brian FitzGerald
Brian FitzGerald as the Senior Project Manager will be involved with reviewing project documents and correspondence and reviewing quality control and quality assurance for the project. Mr. FitzGerald has been employed by Jay R. Reynolds, Inc. for 28 years and has served as Vice President of Operations for 23 years. He is a licensed Master plumber for the cities of Lancaster and Harrisburg, and the state of Delaware. He was the Project Manager on numerous high profile and complex projects. Please reference Mr. FitzGerald's résumé outlining his qualifications and additional work experience.

Project and Quality Control Manager: Robert Mease
Robert Mease will be the Project and Quality Control Manager and designated primary point of contact. Mr. Mease will be responsible for the management of all labor and materials for the project, coordination between Jay R. Reynolds, Inc. and other prime contractors, reviewing quality control and quality assurance for the project and safety. Mr. Mease will be responsible for project correspondence between the Owner and their representatives. Mr. Mease has been employed by Jay R. Reynolds, Inc. for 41 years and has been a Project Manager for 34 years. He is a licensed Journeyman plumber for the City of Lancaster and Harrisburg and was the Project Manager on numerous high profile and complex projects. Mr. Mease has served as a Project Manager for Jay R. Reynolds, Inc. on 33 DGS projects including several projects at the Pennsylvania State Capitol Building where we were the lead contractor responsible for scheduling and coordinating numerous subcontractors and other prime contractors on the projects. Mr. Mease serves as the company’s Safety Director and has been the chairman of our Safety Committee since 1996. The Safety Committee meets quarterly to discuss and address safety issues and safety education for our workforce and subcontractors. Please reference Mr. Mease’s résumé outlining his qualifications and additional work experience.

Project Superintendent: John Hutchinson
John Hutchinson will be our on-site representative. He will be responsible for any field coordination between the different prime contractors, the Owner and the Owner's representatives. In addition, Mr. Hutchinson will be responsible for the direct supervision of Jay R. Reynolds, Inc.'s manpower, layout, installations, quality and safety. The Project Superintendent will also prepare all field correspondence and records. Mr. Hutchinson has been employed by Jay R. Reynolds, Inc. for 37 years and has been a Project Superintendent for 35 years. He is a licensed Journeyman plumber for the city of Lancaster and has extensive experience managing large and complex plumbing projects. Mr. Hutchinson has served as a project Superintendent for Jay R. Reynolds, Inc. on 11 DGS projects. Please reference Mr. Hutchinson's résumé outlining his qualifications and additional work experience.
AutoCAD Technician: Mike Moore
Mike Moore has been employed by Jay R. Reynolds, Inc. for 37 years and served as a Project Superintendent on numerous projects for Jay R. Reynolds, Inc. before becoming an AutoCAD Technician in 1996. He is a licensed Journeymen plumber for the City of Lancaster. Mr. Moore serves as a beta tester for AutoCAD which gives us the opportunity to communicate direct with AutoCAD regarding the latest software releases to remain on the cutting edge of technology. Mr. Moore will be responsible for preparing Jay R. Reynolds, Inc.'s AutoCAD layout sketch, installation sketches, coordination drawings and as-built drawings. Mr. Moore was Jay R. Reynolds Inc.'s AutoCAD Technician for high profile and complex projects such as the Boehm Science Building, Schmucker Science Center Phases 1 and 3, and Kutztown University Dixon Hall Student Center. Please reference Mr. Moore's résumé outlining his qualifications and additional work experience.

On-site Workforce: Jay R. Reynolds, Inc. will perform the majority of the work with our own workforce. We take great pride in the commitment of our employees to our company. The number of long time employees at Jay R. Reynolds, Inc. provides evidence of the dedication of our staff members. Jay R. Reynolds, Inc. recognizes that our employees are our greatest asset and we attempt to treat our employees with the highest respect and courtesy for the outstanding efforts they put forth on a daily basis. Jay R. Reynolds, Inc. strictly adheres to the policy of equal opportunity employment and hires individuals solely on the basis of their qualifications and ability to perform well in a chosen job. We are proud that a number of employees have encourage their family members to seek employment with the company. We currently have the following family relationships working for the company.

Husband and Wife (2)
Father and Son (6)
Father and Son-in-law (1)
Mother and Son (1)
Brothers (3)
Brother and Brother-in-law (1)

Based on the above, you can clearly see that Jay R. Reynolds, Inc.'s project management team has exceptional experience in managing and completing projects of similar scope and complexity. All the members of our project management team are licensed Journeyman or Master Plumbers and every member of our project team has been involved in previous DGS projects with limited laydown areas and congested sites. Jay R. Reynolds, Inc. believes our project management team is uniquely qualified for this project due to our 47 year work history on public works construction projects and our history of completing numerous projects for the Department of General Services in which seven were Best Value projects.

Please reference the attached Project Team Organization Chart.
### Summary of Qualifications

- Started in the plumbing trade in 1990
- Employed by Jay R. Reynolds, Inc. since 1990
- Estimator for Jay R. Reynolds, Inc. since 1993
- Completed a bona fide apprentice program in 1994
- Became a licensed journeyman plumber in 1994
- Project Manager for Jay R. Reynolds, Inc. since 1994
- Vice President for Jay R. Reynolds, Inc. since 1997
- Became a master plumber in 2005

### Professional Experience

**Vice President, Jay R. Reynolds, Inc.**

1997 – Present. Responsible for overseeing Jay R. Reynolds, Inc.'s construction projects, project managers, and purchasing department. Duties include reviewing contracts, construction plans, progress schedules, correspondence, project coordination, legal issues, procurement and productivity. Jay. R. Reynolds, Inc. has completed contracts in excess of $160,000,000 since 2010.

**Project Manager – Jay R. Reynolds, Inc.**

8/19/04 – 6/8/05. New Student Homes FY 04-05, Milton Hershey School, Hershey, PA, Mechanical Trades Construction – Contract Amount $3,225,000

4/30/03 – 4/28/05. Renovations & Alterations for Conrad Weiser Area School District, Heidelbert Township, Berks Co., PA, Plumbing Construction – Contract Amount $1,193,100

7/19/99 – 12/04/01. Alterations & Additions to Southern Middle School, Southern York County School District, Glen Rock, PA, Plumbing Construction – Contract Amount $846,400


11/26/97 – 1/31/99. Additions & Renovations to York County Prison, County of York, York, PA, Plumbing Construction – Contract Amount $1,709,000

7/14/94 – 12/17/98 – Served as Project Manager for 4 other projects during this time period valued at approximately $4,000,000.

**Estimator – Jay R. Reynolds, Inc.**


### Education

- 1990 - Graduated from Solanco Senior High School, Quarryville, PA
  General Courses, Honor Roll

- 1994 - Graduated from Associated Builders & Contractors Apprenticeship Program, Keystone Chapter, Manheim, PA

- 1990 – Present. Attended numerous continuing education courses and seminars in plumbing, heating, business management, estimating, project management, scheduling (certificates available upon request).

### Safety

- CPR, First Aid & AED
- Fall Protection
- OSHA Construction Safety & Health 10-Hour Training Course
- Excavation Safety
- Excavation Trenching & Shoring Safety
- Reasonable Suspicion Testing Training for Supervisors
- EPA/HUD Lead Safety Certification Training
- Boom & Scissor Lift Training
- Fork Lift Safety
- Respirator Evaluation
- Mold Prevention & Awareness Training

### Licenses

- Master Plumber, Lancaster, PA – License #307
- Master Plumber, Harrisburg, PA – License #870
- Master Plumber, Valley Twp. PA – License #MP09-009
- Master Plumber, Lower Moreland – License #17-019
- Master Plumber, Valley Twp. PA – License #MP09-009
- Master Plumber, Lower Moreland – License #17-019
### Summary of Qualifications

- Started in the plumbing trade in 1991
- Employed by Jay R. Reynolds, Inc. since 1991
- Estimator for Jay R. Reynolds, Inc. since 1993
- Completed a bona fide apprentice program in 1994
- Became a licensed Journeyman plumber in 1994
- Project Manager for Jay R. Reynolds, Inc. since 1994
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### Professional Experience

**Vice President – Jay R. Reynolds, Inc.**

1997 – Present. Responsible for overseeing Jay R. Reynolds, Inc.’s construction projects, project managers, and purchasing department. Duties include reviewing contracts, construction plans, progress schedules, correspondence, project coordination, legal issues, procurement and productivity. Jay R. Reynolds, Inc. has completed contracts in excess of $160,000,000 since 2010.

**Project Manager – Jay R. Reynolds, Inc.**

- **03/05/19 – Present.** Additions & Renovations to the Solanco High School Activities Building, Plumbing Construction, Solanco School District, Quarryville, PA – Contract Amount $214,100
- **07/17/18 – Present.** Additions & Renovations to Swift Middle School & Clermont Elementary School, Plumbing Construction, Solanco School District, Quarryville, PA – Contract Amount $444,400
- **09/29/09 – 4/02/10.** City Island Stadium Renovations, City of Harrisburg, Harrisburg, PA, Plumbing Construction – Contract Amount $963,473.00
- **07/31/08 – 07/17/2010.** Additions & Renovations at Dieruff High School, Allentown School District, Allentown, PA, Plumbing Construction – Contract Amount $1,447,000.00
- **08/25/06 – 08/08/08.** New Student Housing for Kutztown University, Kutztown, PA, Plumbing Construction – Contract Amount $7,148,000
- **10/18/94 – 7/21/09 –** Served as Project Manager for 19 other projects during this time period worth approximately $30,000,000.

### Education

- 1986 - Graduated from Bishop Meige High School, Kansas, KS
- 1990 - Graduated from Missouri State University, Springfield, Missouri, BA English
- 1994 - Graduated from Associated Builders & Contractors Apprenticeship Program, Keystone Chapter, Manheim, PA
- 1990 – Present. Attended numerous continuing education courses and seminars in plumbing, heating, business management, estimating, project management and scheduling (certificates available upon request).

### Safety

- CPR, First Aid & AED
- Fall Protection
- OSHA Construction Safety & Health 10-Hour Training Course
- Excavation Safety
- Excavation Trenching & Shoring Safety
- Reasonable Suspicion Testing Training for Supervisors
- 8 Hour Certified Renovator, Repair and Paint Course for Lead
- Boom & Scissor Lift Training
- Forklift Safety
- Respirator Evaluation
- Mold Prevention & Awareness Training

### Licenses

- **Master Plumber, Lancaster, PA – #306**
- **Master Plumber, Harrisburg, PA – #871**
- **Master Plumber, State of Delaware – #PL-0002574**
- **Master Plumber, Haverford Twp., PA – #45780-1**
- **Master Plumber, Upper Moreland Twp, PA – #11-7998**
- **Master Plumber, Penn Twp., PA – License #6245**
- **Master Plumber, Valley Township, PA – #P-18-0018**
- **Master Plumber, Northampton Twp., PA – #864**
ROBERT B. MEASE – Project & Quality Control Manager

Summary of Qualifications
Started in the plumbing trade in 1978.
Completed a bona fide apprentice program in 1982.
Became a licensed journeyman plumber in 1982.

Professional Experience
Project & Quality Control Manager – Jay R. Reynolds, Inc.

05/02/19 – Present. East Halls Renovations Phase 2A, Penn State University, Plumbing Construction, University Park, PA  Contract Amount $2,549,550

01/02/19 – Present. Upgrades & Additions to Loganville-Springfield Elementary School in York, PA, Plumbing Construction, Dallastown Area School District, Dallastown, PA  Contract Amount $1,357,200

10/03/18 – Present. New Elementary School for Allentown School District, Plumbing Construction, Allentown School District, Allentown, PA  Contract Amount $1,135,400

06/04/18 – Present. New West Hanover Elementary School, Plumbing Construction, Central Dauphin School District, Harrisburg, PA  Contract Amount $764,000

05/01/18 – 03/19/19. Log College Middle School Alterations, Plumbing Constructions, Centennial School District, Warminster, PA 18974  Contract Amount $398,300

02/20/18 – Present. Springfield Township High School Renovations & Additions Phase III, Plumbing Construction, School District of Springfield Township, Erdenheim, PA  Contract Amount $805,500

09/15/17 – Present. Anderson Hall Renovation, Plumbing Construction, West Chester University, West Chester, PA  Contract Amount $662,200

06/26/17 – 10/09/18. Rothermel Hall Life Cycle Renovations, Plumbing Construction, Kutztown University, Kutztown, PA  Contract Amount $914,600

11/10/92 – 02/08/19. Served as project manager for 75 other projects during this time period valued at approximately $73,000,000.

Project Estimator – Jay R. Reynolds, Inc.

Education
1978 - Graduated from Hempfield High School, Lancaster, PA
1982 - Graduated from Associated Builders & Contractors Apprenticeship Program, Keystone Chapter, Manheim, PA
1978 - Present. Attended numerous continuing education courses and seminars in plumbing, heating, business management, estimating, project management, and scheduling (certificates available upon request).

Safety
CPR, First Aid & AED
Fall Protection
OSHA Construction Safety & Health 10-Hour Training Course
Excavation Safety
Excavation Trenching & Shoring Safety
Reasonable Suspicion Testing Training for Supervisors
EPA/HUD Lead Safety Certification Training
Safety Council of Central PA, “Buy-In” to Safety
Fork Lift Safety
Respirator Evaluation
Mold Prevention & Awareness Training

Licenses
Journeyman Plumber, Lancaster, PA – License No. 742
Journeyman Plumber, Harrisburg, PA – License No. 1623
JOHN E. HUTCHINSON, SR. – Project Superintendent

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<tr>
<th>Summary of Qualifications</th>
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<tbody>
<tr>
<td>Started in the plumbing trade in 1971</td>
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<tr>
<td>Licensed journeyman plumber 1973</td>
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<tr>
<td>Employed by Jay R. Reynolds, Inc. since 1982</td>
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<td>Project Superintendent for Jay R. Reynolds, Inc. since 1984</td>
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<tr>
<th>Professional Experience</th>
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<tbody>
<tr>
<td>Project Superintendent</td>
</tr>
<tr>
<td>11/01/18 – Present. Replacement of Steam Piping to Kitchen #2 at SCI Camp Hill, HVAC Construction, PA Department of General Services, Cumberland County, PA - Contract Amount $3,304,400</td>
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<tr>
<td>09/15/17 – Present. Anderson Hall Renovation, Plumbing Construction, West Chester University, West Chester, PA - Contract Amount $662,200.00</td>
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<tr>
<td>10/04/16 – 12/12/17. Wayne Hall Building Renovation, Plumbing Construction, West Chester University, West Chester, PA - Contract Amount $1,113,700.00</td>
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<tr>
<td>11/18/13 – 10/28/15. Main Steam Tunnel Renovations, HVAC Construction, State Correctional Institution Camp Hill, PA - Contract Amount $4,275,000</td>
</tr>
<tr>
<td>3/20/12 – 7/25/13. Renovation &amp; Construction of a Math &amp; Science Center at Lock Haven University, Plumbing Construction, Department of General Services, Lock Haven, PA - Contract Amount $1,697,000</td>
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<tr>
<td>8/23/11 – 9/15/11. New Water Service for Glen Acres Elementary School, West Chester Area School District, West Chester, PA - Contract Amount $121,600.00</td>
</tr>
<tr>
<td>12/21/07 – 7/15/09. Reading Citadel Intermediate High School Additions and Renovations, Reading School District, Reading, PA, Plumbing Construction - Contract Amount $2,012,100</td>
</tr>
<tr>
<td>7/15/06 – 4/02/07. SCI – Graterford Plumbing/Heating Renovations, HVAC Construction, Department of General Services, Harrisburg, PA - Contract Amount $2,372,000</td>
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<tr>
<td>5/04/83 – 7/13/06. Served as Project Superintendent for 14 other projects during this time period valued at approximately $19,300,000.</td>
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<tr>
<th>Education</th>
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<tbody>
<tr>
<td>1968 Graduated from Lancaster Catholic High School</td>
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<td>1972 Graduated from Stevens Trade School (General Plumbing)</td>
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<td>OSHA Competent Person Training</td>
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<td>Excavation Safety</td>
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<td>Reasonable Suspicion Testing Training for Supervisors</td>
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<td>Boom &amp; Scissor Lift Training</td>
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<td>Rough Terrain Forklift Certified Operator Training</td>
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<tr>
<td>Respirator Evaluation</td>
</tr>
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</table>

<table>
<thead>
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<th>License</th>
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</thead>
<tbody>
<tr>
<td>Journeyman Plumber, Lancaster, PA – License No. 704</td>
</tr>
</tbody>
</table>
Michael Moore - AutoCAD Technician

Summary of Qualifications
Started in the plumbing trade in 1977.
Completed a bona fide apprentice program in 1977.
Became a licensed journeyman plumber in 1978.
AutoCAD Technician for Jay R. Reynolds, Inc. since 1996.

Professional Experience
Responsible for the preparation of detailed technical drawings for material takeoff, layout, and coordination to facilitate the purchasing and installation of plumbing systems and associated piping.

Current projects include:
- Penn State University East Halls, Phase 2A – Contract Amount $2,549,550.00
- New Uwchlan Hills Elementary School – Contract Amount $1,308,900.00
- New Penn Manor High School – Contract Amount $3,281,900.00
- Addition & Renovations to Lincoln University’s Dickey Hall – Contract Amount $797,300.00
- Addition & Renovations to Abington Senior H.S. – Contract Amount $4,766,500.00
- New St. Luke’s Hospital – Contract Amount $2,567,500.00

1996 - 2019. AutoCAD Technician for more than 150 projects valued at approximately $230,000,000.00

Project Superintendent – Jay R. Reynolds, Inc.
1986 - 1996 - Served as Project Superintendent on seven projects during this time period valued at approximately $4,760,000.00.

Education
1970 - Graduated from Manheim Central High School, Manheim, PA
1977 - Graduated from Thaddeus Stevens State Technical School for Plumbing Systems, Lancaster, PA

Previous Employment
1978 – 1979 Emco Mechanical, Lititz, PA
1979 – 1982 Atwood Mechanical, Lancaster, PA

Safety
CPR and First Aid
Fall Protection
OSHA Safety & Health
Excavation Safety

Licenses
Journeyman Plumber, Lancaster, PA – License No. 744
T-2B

Work Plan and Schedule
TAB T-2B WORK PLAN AND SCHEDULE

CRITICAL ISSUES FOR PLUMBING CONSTRUCTION

Coordinate With Other Primes

The construction of the new State Archives and Record Center will require constant coordination and sequencing with the Owner, Project Professionals, other Prime Contractors, Subcontractors and Suppliers. In order to create a solid foundation, all successful projects need a detailed schedule showing all activities including award, submittals, submittal approvals, fabrication, delivery, field installation, punch list, testing and training. We have reviewed the project drawings and specifications in detail and do not anticipate any weekend or overtime work in order to meet the 757-day duration of the project.

Because Jay R. Reynolds, Inc. typically works as a prime contractor and at times the lead contractor on public works construction projects, we are experienced with preparing and utilizing various schedule formats to plan and sequence the project activities. We have the capability to work with schedules prepared using the prominent scheduling software from Primavera, Microsoft Project and various other scheduling programs. We also prepare and submit bi-weekly progress schedules updates for our activities as a routine order of business.

With our experience being the lead contractor on previous projects along with our AutoCAD capabilities (Reference Tab T-2D for a full description of our abilities) we are confident we can coordinate the work with the Owner, Project Professionals and other prime contractors on the project. In fact, if the owner would like to utilize Building Information Modeling (BIM) for the project, we have the ability to produce BIM drawings.

Please reference the attached sample schedule cover letter and preliminary plumbing schedule that shows the plumbing activities, durations, predecessors and successors broken down by floor level and area. If awarded the project, Jay R. Reynolds, Inc. will develop a schedule that corresponds with the project schedule developed by the General Contractor.

Coordinate Wet Pipe Sprinkler System with Architectural Finishes

Over our 47-year history, we have successfully completed hundreds of projects with sprinkler systems in our contract and many of those projects had a clean agent fire extinguishing system.

On public works projects, sprinkler systems and the clean agent fire extinguishing systems often fall under the plumbing contractor’s scope of work. We have developed relationships with numerous contractors that specialize in this work. Jay R. Reynolds, Inc. only subcontracts work with competent and qualified subcontractors and our project managers and superintendents are familiar with the installation of sprinkler systems and clean agent fire extinguishing systems along with the required certificates, codes and other requirements.

Furthermore we have extensive experience with completing sprinkler systems and clean agent systems in all types of buildings such as laboratories, testing labs, universities, schools and other types of large, complex buildings and we are confident we can successfully complete the plumbing and fire protection systems in the new State Archives and Record Center Annex.

The installation process of a wet pipe sprinkler system is the same as installing a plumbing system. The plumbing systems are below the finished floor, in almost every wall and above the ceilings throughout the entire building. Since our plumbing piping systems along with the wet pipe sprinkler system are integral to
the General Contractor's work which includes the architectural finishes, our employees are trained on how to read all the architectural, structural, HVAC, and electrical drawings. Since our employees are trained on how to read all the contract documents, they can allow for the different finishes while they are doing their rough-ins.

Based on our vast experience on hundreds of public works projects with wet pipe sprinkler systems and clean agent systems, we are confident we can successfully coordinate the installation of the plumbing piping systems and the wet pipe sprinkler system in the new State Archives and Record Center Annex.

CRITICAL MATERIALS, EQUIPMENT AND LONG LEAD ITEMS

The majority of the materials on the project are standard materials, readily available at our normal wholesalers. The materials will be ordered after receiving notice to proceed and in sufficient time to allow for delivery to the project prior to their installation date.

However, the following are long lead items and have approximate lead times of 2-4 weeks after approval of the shop drawings.

- (GWH-1A) Gas Fired Water Heater
- (GWH-1B) Gas Fired Water Heater
- WS-1 Water Softener
- OWS-1 Oil/Water Separator

Jay R. Reynolds, Inc. will assure the long lead items are reflected in the project schedule. Once we know the delivery date we can coordinate it with the other prime contractors on the project to make sure it does not cause a negative impact on the progress of the job.

Jay R. Reynolds, Inc. does not foresee these long lead items being an issue on this project since it has a 757 calendar day duration. Even on projects with short time frames, Jay R. Reynolds, Inc. rarely experiences issues with deliveries because we prepare an itemized take-off of all the materials required for the project and purchase everything required for the project as soon as possible and then we release the materials in accordance with the project schedule. Plus, our long standing relationship with our suppliers enables us to expedite or hold up deliveries in the event of project acceleration or delays. Suppliers cater to you when you are an organized contractor that plans their work way in advance so that delivery dates don't become an issue. Plus they typically put you in the front of the line when you have a long history of continuously paying your bills on time.

We also have the capability to have items delivered to our prefab shop, assembled and stored until the job progresses to the point when it is ready for installation. This process expedites on-site installation time and eliminates the amount of laydown area required on the project site.

This is the ideal project for prefabrication due to the typical toilet rooms. We will also prefab the DWV and water lines in order to expedite the plumbing in wall rough-ins.

CONSTRUCTION CHALLENGES, PROPOSED SOLUTION

Jay R. Reynolds, Inc. work is guided by a system of checks and balances that we use to improve our organization and procedures. Please reference the list of different approaches Jay R. Reynolds, Inc. takes when typical situations occur on projects. We conduct in house pre-construction kick-off meeting with Jay R. Reynolds, Inc. project team leaders to communicate information, ideas and concerns of the estimating and AutoCAD teams to the Project Manager and Superintendent. We also utilize a peer review system for project correspondence, submittal review and schedule updates in order to eliminate mistakes and
miscommunications. In addition we maintain a list of “Job Problems to Avoid” and we review applicable potential issues at the start of each project in an attempt to prevent common job problems from occurring on our projects. Under Tab T-2D Quality Control Plan you will find a sample agenda for our kick-off meetings and you will see under the bulleted items the task to identify complex or unusual aspects of the project and a task to review the common job problems to avoid along with many other tasks we do prior to starting work on the project site.

SITE OPERATIONS, LOGISTICS, JOBSITE CONTROLS AND PRACTICES

Jay R. Reynolds, Inc. does not consider a job complete until the end of the warranty period. Towards the end of a project, contractors typically start to neglect their current jobs and move onto their new projects. When this happens, Owner's find it challenging to get punch list work completed, training of their employees completed, as-built drawings, operation and maintenance manuals submitted and other close-out paperwork finalized.

We have a series of procedures we do as the job progresses to ensure that at the completion of the project, our O&M manuals and as-built drawings are prepared and training is provided to the Owner, etc. For example, part of our Purchase Order Terms and Conditions state that payment will not be provided to the supplier until we receive written O&M manual instructions from the manufacturer; and for major equipment purchases that require training, we agree to a lump sum amount of money we withhold from a supplier until training is provided to the Owner. These Terms and Conditions are included in our quote request to the suppliers so when they quote the specific items they can quote it based on our Terms & Conditions.

These are just a couple of the procedures we have in place to ensure contract compliance from Notice to Proceed through the warranty period. These steps are critical on this project because of the complex nature of working on a multi-level and fully occupied project site.

Based on our scheduling capability, past performance, and ability to plan our work and then work our plan, Jay R. Reynolds, Inc is confident we can successfully perform the plumbing construction at the new State Archives and Record Center Annex.

INFORMATION TECHNOLOGY SOLUTIONS AND DOCUMENT CONTROL

Always on the cutting edge of technology, Jay R. Reynolds, Inc. is constantly upgrading our computer systems and network structure. Our most recent computer upgrade was in the second quarter of 2019. A high-end PC is located at every desk and they are running Windows 10 and Microsoft Office 2013 products along with various other software. These PCs provide access to a multitude of services, including internet access and e-mail. The Avaya IP Office Voice Over IP phone system enhances the overall communications of the company. Our CAD designers use AutoCAD MEP 2018, paired with special in-house integration coding to draw intelligent 3-D piping. Timberline Estimating was upgraded in September 2018, and is the backbone of the estimating department, while Vista by Viewpoint is the support system for the accounting department. Historical job cost and purchasing data is available online. The entire company benefits from a number of custom programmed databases and reports that deliver business-critical information in seconds over the high-speed gigabit network within the building. The 25-user network is driven by six Dell PowerEdge servers running Windows Server 2008 R2 and Windows Server 2012, VMWare ESXi 5.5, Exchange 2010, and SQL Server 2012. The company’s valuable data is protected by Veeam’s latest Backup and Replication, and Symantec Backup Exec. With the addition of the aforementioned software our disaster recovery time which was measured in hours is now measured in minutes. A hardware accelerated firewall protects the network and routes high speed cable internet, along with a dedicated T1-line for phone service and redundancy.
In addition to the home office, Jay R. Reynolds, Inc. also deploys a computer or iPad with broadband internet access and a printer/scanner to every job site. This has exponentially increased the speed and effectiveness of the communication between the job superintendent and the home office which in turn allows Jay R. Reynolds, Inc. to work more efficiently.

Project tracking and reporting for schedules, change orders, RFIs, etc. are tracked in a custom designed Access database. In addition, many of the projects Jay R. Reynolds, Inc. is involved in utilize their own job specific tracking and reporting software such as e-Builder (which is being used on this project) Constructware, ProjectMates, Newforma, Procore, PlanGrid, AEC-Sync, Primavera, Microsoft Scheduler, etc. Jay R. Reynolds, Inc. frequently works with these programs along with a variety of other programs. We have the capability to adapt to the Owner's specific requirements for tracking RFIs, change orders, schedules, etc.

**SCHEDULE NARRATIVE DESCRIBES CHALLENGES, PROPOSED SOLUTIONS AND CRITICAL PATH**

The new State Archives and Record Center project will require constant coordination and sequencing with the Owner, Project Professionals, other Prime Contractors and Subcontractors. In order to create a solid foundation, all successful projects need a detailed schedule showing all activities including award, submittals, submittal approvals, fabrication, delivery, field installation, testing, and closeout. We have reviewed the project drawings and specifications in detail and do not anticipate any weekend or overtime work in order to meet the 757 calendar day duration for the project.

Please reference the sample schedule cover letter and preliminary plumbing schedule we prepared for the project showing the plumbing activities, durations, predecessors and successors broken down by area. If awarded the project, Jay R. Reynolds, Inc. will develop a schedule that corresponds with the project schedule developed by the General Contractor.

Because Jay R. Reynolds, Inc. typically works as a prime contractor and at times the lead contractor on public works construction projects, we are experienced with preparing and utilizing various schedule formats to plan and sequence the project activities. We have the capability to work with schedules prepared using the prominent scheduling software from Primavera, Microsoft Project and various other scheduling programs.

Jay R. Reynolds, Inc. has sufficient manpower available for the project. We do a detailed take-off so we know the total hours required for the entire project; or if needed, we can break it down into the hours and material required for a smaller work area. We evaluated the total hours required for the project and compared it to the 757 calendar day duration and determined that we have sufficient manpower for the project. In addition, the majority of the materials on the project are standard materials, readily available at our normal wholesalers. The materials will be ordered after receiving notice to proceed and in sufficient time to allow for delivery to the project prior to their installation date.

Jay R. Reynolds, Inc. will also prefabricate portions of the plumbing system. This is the ideal project for prefabrication due to the typical toilet rooms on each floor. We will also prefab DWV and water lines in order to expedite the plumbing in wall rough-ins which will minimize on-site installation times. With our prefab capabilities, we are confident that we can meet any reasonable milestone dates.

Therefore, Jay R. Reynolds, Inc. will proceed expeditiously with adequate forces to achieve the completion dates. Please reference the following list of different approaches Jay R. Reynolds, Inc. takes to maintain the project schedule and assure that critical milestones are met.
SOLUTIONS TO TYPICAL JOB ISSUES

Schedule Slippage
- Reduce float.
- Parallel activities, rather than sequential to extent possible without creating interferences.
- Request contractor that caused the delay to work overtime to make up for lost time.
- Request acceleration of the work to get back on schedule.

Unforeseen Conditions
- Must be accessed quickly, owner/engineer architect must provide prompt direction. i.e.: sink hole – issue remedial measure quickly, have the contractors work in different areas and mitigate delay.
- Material shortage – propose substitute materials.

Design Errors and Omissions
- Owner’s need to acknowledge that design errors and omissions do occur. When a no-cost solution is not available, the using agency must be involved in order to direct the designer to quickly and accurately correct an error or omission with the Owner’s ultimate needs and requirements in mind.

Avoiding and Handling Project Difficulties
- Jay R. Reynolds, Inc. maintains a list of “Job Problems to Avoid” and we review applicable potential issues at the start of each project in an attempt to prevent common job problems from occurring on our projects.
- We monitor the predecessor activities to the plumbing activities and provide written notice to the owner and their representatives of delays to the schedule. In the early stages of a project before most of the trade contractors are active on site, it is critical that the owner and their representatives monitor and enforce progress on schedule activities because the other trades aren’t around to complain about lost time on the schedule. Delays to early schedule activities like site excavation, foundations, masonry, steel erection and roofing can and often do cause jobs to go south.
- Early delays can create a ripple effect that often grows into a tidal wave later during the rough-in and finish phase of the project when there are fifty activities compressed, out of sequence, stacked, etc. For example, a reputable general contractor on one of our jobs said he received a $500,000 better price on the site excavation but they told him it would take four months longer than scheduled. The general contractor said “I just could not turn down that $500,000 buyout.” The $500,000 the general contractor saved caused the owner and the following trades to all lose time and significantly more than $500,000. Job problems and delays need to be faced and dealt with promptly. When delays are concealed for appearance sake, they return to haunt the project later in the form of missed completion dates and cost overruns.
- In summary, Jay R. Reynolds, Inc.’s approach is to be proactive and vocal with regard to job problems and delays which ultimately benefits the owner, the contractors and the project.

Methodology/Philosophy Regarding RFIs
- RFIs are sent when there are questions or omissions of needed information, elevation problem, utility tie in problem, etc.
- We send RFIs on a form and keep a log to track the status. We copy other contractors the RFI and the response if the RFI involves them.
- An RFI Log should be kept by the project architect or construction manager and attached to the job meeting minutes. The RFI log should be reviewed at each job meeting and delinquent items followed up.
Cost Controls/Change Orders
- Time and material change orders, daily records kept and signed by owner's representatives.
- Change orders usually result from an RFI response. Time is saved if designer can provide a clear change order scope of work when returning the RFIs.
- Track the status of change order proposals at job meetings.
- We often try to propose solutions when submitting an RFI in order to expedite a solution. The prompt issuance of proposal requests, reviews and approvals is critical.

Construction Cost Savings
- Jay R. Reynolds, Inc. has a long history of making cost saving recommendations to project owners and professionals. When we identify significant cost savings potential via an alternate installation or material, we will contact the project engineer to review the cost savings idea. If there is no overriding design rationale for the more expensive installation or material, we will prepare a credit cost breakdown for submission and consideration by the project professional and owner. On past projects, we have offered credits to change from cast iron pipe and fittings to Schedule 40 PVC/DWV pipe and fittings; copper tube and fittings to galvanized grooved steel pipe and fittings; extra heavy no hub couplings to standard no hub couplings, etc. We discover many cost saving ideas at the beginning of a project during the preparation of our AutoCAD layout sketches.
SAMPLE SCHEDULE LETTER

August 22, 2019

Department of General Services
3rd Floor Arsenal Building
1800 Herr Street
Harrisburg, PA 17103

Project: DGS C-0987-0001.3 Phase 1
New Construction State Archives & Record Center Annex
Harrisburg, Dauphin County, PA

SUBJ: Preliminary Schedule Input for Plumbing Construction

Attention: Scheduler

We have prepared the attached list of plumbing and sprinkler activities (arranged by floor and area) with their durations, predecessors and successors. Each plumbing activity should be identified in the project schedule with the applicable predecessor and successor activities in order to establish the logical sequence of trade activities.

As required by Specification Section 001310 and in order to be utilized as a successful tool for scheduling, planning and monitoring the work, the construction schedule needs to contain sufficient detail and be organized by the project floor and area.

In addition, all of the applicable mechanical systems below ground and above ceiling for plumbing, heating, duct work, sprinkler, electrical and communication are installed in layers. Each system must be installed in a sequential manner. The coordination of the sequence is important to identify the time frames required for each system’s installation and testing. In addition, the layout of the overhead MEP systems cannot begin until coordination drawings have been completed and signed off.

With consideration of the foregoing comments, please incorporate the attached plumbing schedule activities and durations into the project construction schedule.

Should you have any questions or need any additional information, please do not hesitate to contact this office.

Respectfully,
JAY R. REYNOLDS, INC.
<table>
<thead>
<tr>
<th>Plumbing Activities</th>
<th>Duration</th>
<th>Predecessor Activities</th>
<th>Successor Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST FLOOR</strong></td>
<td></td>
<td></td>
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<tr>
<td>Underground plumbing</td>
<td>38</td>
<td>Footer and foundation walls installed to grade and backfilled.</td>
<td>Stone subgrade/slab on grade</td>
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<td>Floor slab &amp; wall layout</td>
<td>Interior CMU walls, stud walls</td>
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<tr>
<td>Overhead DWV</td>
<td>21</td>
<td>Overhead structure. Floor slabs. Approved HVAC Coordination drawings.</td>
<td>Ceiling grid</td>
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<tr>
<td>Overhead domestic water</td>
<td>63</td>
<td>Overhead structure. Floor slabs. Approved HVAC Coordination drawings.</td>
<td>Plumbing pipe covering</td>
</tr>
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<td>Overhead gas piping</td>
<td>10</td>
<td>Overhead structure. Floor slabs. Approved HVAC Coordination drawings.</td>
<td>Ceiling grid</td>
</tr>
<tr>
<td>Overhead sprinkler piping</td>
<td>18</td>
<td>Overhead structure. Floor slabs. Approved HVAC Coordination drawings.</td>
<td>Ceiling grid</td>
</tr>
<tr>
<td>Plumbing pipe covering</td>
<td>12</td>
<td>Overhead domestic water &amp; building enclosed.</td>
<td>Ceiling grid</td>
</tr>
<tr>
<td>Sprinkler heads and drops</td>
<td>4</td>
<td>Ceiling grid</td>
<td>Ceiling tile</td>
</tr>
<tr>
<td>Plumbing fixtures</td>
<td>16</td>
<td>Ceiling, wall &amp; floor finishes, new casework and countertops installed.</td>
<td>Punch out</td>
</tr>
<tr>
<td><strong>SECOND FLOOR</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plbg RI in walls &amp; chases</td>
<td>3</td>
<td>Floor slab &amp; wall layout</td>
<td>Interior CMU walls, stud walls</td>
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<td>Ceiling grid</td>
</tr>
<tr>
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<td>Overhead domestic water &amp; building enclosed.</td>
<td>Ceiling grid</td>
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<tr>
<td>Sprinkler heads and drops</td>
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<td>Ceiling tile</td>
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<tr>
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<td>17</td>
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<td>Punch out</td>
</tr>
<tr>
<td><strong>THIRD FLOOR</strong></td>
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<td></td>
</tr>
<tr>
<td>Plbg RI in walls &amp; chases</td>
<td>3</td>
<td>Floor slab &amp; wall layout</td>
<td>Interior CMU walls, stud walls</td>
</tr>
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<td>Ceiling grid</td>
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<td>Ceiling grid</td>
</tr>
<tr>
<td>Plumbing pipe covering</td>
<td>7</td>
<td>Overhead domestic water &amp; building enclosed.</td>
<td>Ceiling grid</td>
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<tr>
<td>Sprinkler heads and drops</td>
<td>4</td>
<td>Ceiling grid</td>
<td>Ceiling tile</td>
</tr>
<tr>
<td>Plumbing fixtures</td>
<td>28</td>
<td>Ceiling, wall &amp; floor finishes, new casework and countertops installed.</td>
<td>Punch out</td>
</tr>
<tr>
<td>Plumbing Activities</td>
<td>Duration*</td>
<td>Predecessor Activities</td>
<td>Successor Activities</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------</td>
<td>------------------------</td>
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<td>Final Grading</td>
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<td>Site gas</td>
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<td>Rough Grading, Approved Shop Drawings for Generator</td>
<td>Final Grading, Emergency Generator</td>
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</tbody>
</table>

Activities with duration exceeding the specification requirements will be broken down into smaller areas that correspond with the General Contractor's schedule areas or reduced as necessary.
T-2C

Safety Plan
T-2C SAFETY PLAN

Jay R. Reynolds, Inc. is dedicated to providing a safe work environment for our employees, subcontractors and other tradesmen on the project. Jay R. Reynolds, Inc. established its written safety program in 1972 and we have continued to refine and update the program as conditions and standards change. We also have a Safety Committee comprised of two principals of the company, our Safety Director, the Safety Secretary, all Project Managers, and Purchaser. We also rotate in our Field Superintendents for the meetings. The Safety Committee meets a minimum of four times a year and they review and update one or two chapters of our Safety Program. This procedure assures that our Safety Manual is up-to-date with all current standards. Attached is a copy of our current Safety Program’s Table of Contents. A complete copy of our written Safety Program is available upon request.

Jay R. Reynolds, Inc. takes great pride in their safety program and we constantly promote safety to our employees, subcontractors and other tradesmen on the projects. Our exemplary 47-year safe work history and our average work comp modifier of .952 over the last three years are evidence of the efforts Jay R. Reynolds, Inc. puts forth promoting a safety first attitude.

Since 2014 Jay R. Reynolds, Inc. has had 34 OSHA inspections and we are proud to say we have not received any citations or warnings on any of them. This is a true testament of how seriously we take safety and how affective our safety plan/program is.

Jay R. Reynolds, Inc.’s Statement of Safety Policy states the following:

Safety is everyone’s responsibility. It is the desire of the Company to help provide a safe working environment for all employees. To accomplish this, management will provide reasonable safeguards to help insure safe working conditions and support the safe and efficient development of all work activities.

The need also exists for recognizing that no job is so important and no order is so urgent that we cannot take time to perform our work safely.

Employees are expected to use the safety equipment provided. Rules of conduct and rules of safety shall be observed.

The joint cooperation of employees and management in observance of this policy will help provide safe working conditions, help reduce work related accidents and will be to the mutual advantage of all. Therefore, we ask your cooperation and support to help make all our jobs safe.

Jay R. Reynolds, Inc. also has weekly Tool Box talks on all our jobsites and has an annual Safety Meeting for our employees.

Jay R. Reynolds, Inc. recognizes this is a high profile and complex project. However, our current safety program and safe work practices take into account the safety hazards routinely encountered on large public works construction sites. However, if a new safety issue is identified on this project, Jay R. Reynolds, Inc. has the ability to adopt the changes into our policy and ensure they will be adhered to.

The requirements under this Tab are identical to the requirements under Tab T-3C Work Force Safety; therefore, please reference Tab T-3C Workforce Safety for our training programs and/or safety certifications.
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- SDS Request Letter (Sample)
- Lead Action Plan
- Lead Abatement Procedures for Renovators
- Mold
Chapter 5 – Personal Protective and Life Saving Equipment
Requirements for PPE
Eye and Face Protection
Foot, Hand, Head, Hearing Protection
Blood and Body Fluids Cleanup Procedures

Chapter 6 – Fire Protection and Prevention
Fire Protection & Fire Prevention
Flammable and Combustible Liquids
Fire Extinguishers
Hot Work Permit

Chapter 7 – Signs, Signals and Barricades
Signs, Signals and Barricades
Hand Signals for Cranes

Chapter 8 – Material Handling, Storage, Use and Disposal
General Requirements Material Handling, Storage, Use, and Disposal
Transfer Station Rules
LCSWMA Large Appliance Disposal Rules

Chapter 9 – Hand and Power Tools
Tool General Requirements
Hand Tools
Power Tools
Liquid Fuel Tools

Chapter 10 – Welding and Cutting
Welding and Cutting

Chapter 11 – Electrical
Electrical General Requirements
What is a GFCI?
Lockout/Tag-Out Program

Chapter 12 – Scaffolding
Scaffolding
Aerial Lifts
Scissor Lifts
Aerial & Scissor Lift Daily Inspection Checklist

Chapter 13 – Fall Protection/Prevention
Fall Protection/Prevention
Ladder Safety Tips
Body Harness and Lanyard Inspection Report
Written Rescue Plan for Suspended Workers
Chapter 14 – Cranes and Hoisting
Cranes and Hoisting

Chapter 15 – Motor Vehicles and Equipment Safety
Motor Vehicles & Equipment Safety
Safe Driving Practices for Employees
Safe Winter Driving
Work Zone Traffic Safety
Transporting Cargo Safely
Vehicle Accident Review
Shop Vehicle Checklist
Box Truck Checklist
Forklift Safety

Chapter 16 – Excavation
Excavation Requirements
Excavation Decision Flow Chart
Soil Analysis Checklist
Sloping and Benching
Excavation Definitions
OSHA Do Not Enter an Unprotected Trench Poster
OSHA Working Safely in Trenches

Chapter 17 – Demolition
Demolition
Demolition Safety Tips

Chapter 18 – Ladders and Stairways
Ladders and Stairways
OSHA Rules for Ladders and Stairways
Glossary

Chapter 19 – Respiratory Protection
Respiratory Protection
OSHA Quick Card Respirators
Small Entity Compliance Guide (Respiratory Hazards)
Mandatory Evaluation Questionnaire
OSHA Standard on Air Contaminants
References for the OSHA Respiratory Protection Standard

Chapter 20 – Respirable Crystalline Silica
Respirable Crystalline Silica

Chapter 21 – Drug and Alcohol Policy
Drug and Alcohol Policy

Chapter 22 – Workplace Violence Policy
Workplace Violence Policy
T-2D

Quality Control Plan
T-2D QUALITY CONTROL PLAN

Quality assurance and quality control are integral to every procedure and aspect of our business. A quality finished product requires a commitment to managing the process from start to finish. Jay R. Reynolds, Inc. thoroughly reviews the contract drawings and product quality to assure compliance with the Owner’s specifications and requirements. We promptly communicate any questions, concerns or problems to the Owner’s representatives.

The project’s specific quality control and quality assurance plan will include the following components:

1. In-house project preconstruction kickoff meeting with our key personnel. (Reference attached agenda.)
2. Bi-weekly progress schedule updates (reference attached sample).
3. In-house review of the project’s progress at monthly intervals and at the completion of each phase.
4. Procedure for submittal review and checking.
5. Procedure for testing and certification and commissioning of plumbing equipment and systems.
6. Project closeout evaluation.

Jay R. Reynolds, Inc.’s quality control and quality assurance program starts long before mobilization on site. Prior to starting work on site, Jay R. Reynolds, Inc. draws all the plumbing systems in their entirety using our custom intelligent 3-D AutoCAD piping program. During this process, Jay R. Reynolds, Inc. identifies many design and coordination issues that may affect the project schedule and the completion. As a result of this process, we can submit RFIs while there is sufficient time for them to be answered before they become a crisis during the construction process. From our AutoCAD drawings, we develop the project coordination drawings, schedules, installation drawings and as-built drawings. Once our 3-D AutoCAD drawings are completed, they are distributed to our field personnel for their use as an installation guide. These detailed 3-D AutoCAD sketches list the material requirements for each sketch area. We go through this pre-planning so we can guarantee our work is installed in a sequential, efficient manner consistent with the project specifications, drawings and schedule. Please reference the attached copy of a typical AutoCAD plan overview and detailed isometric drawing.

Once the project starts, Jay R. Reynolds, Inc. prepares bi-weekly updates that are based on the project schedule. The updates show the scheduled activities along with the start dates, finish dates, actual start dates, percent complete, actual completion dates and comment lines for each activity on the schedule. Preparing this bi-weekly update ensures timely and accurate communication between Jay R. Reynolds, Inc. and the Owner and their representatives for all scheduling issues on the project. Please reference a copy of a bi-weekly update used on a previous project.

Jay R. Reynolds, Inc.’s work process is guided by a system of checks and balances that we use to improve our organization and procedures. Attached are a few of Jay R. Reynolds, Inc.’s checklists that we utilize throughout the normal course of business. In addition, Jay R. Reynolds, Inc. utilizes a peer review system for project correspondence, submittal review and schedule updates in order to eliminate mistakes and miscommunications.

Project tracking and reporting for schedules, change orders, RFIs, etc. are tracked in a custom designed Access database. In addition, many of the projects Jay R. Reynolds, Inc. is involved in utilize their own job specific tracking and reporting software such as e-Build (which will be used on this project) Constructware, ProjectMates, Newforma, AEC-Sync, Primavera, Microsoft Scheduler, etc. Jay R. Reynolds, Inc. frequently works with these programs along with a variety of other programs. We have the capability to adapt to the Owner’s specific requirements for tracking RFIs, change orders, schedules, etc.
Jay R. Reynolds, Inc. maintains a list of "Job Problems to Avoid" and we review applicable potential issues at the start of each project in an attempt to prevent common job problems from occurring on our projects.

In reference to coordination with other prime contractors and steps to resolve differences with other primes, please reference the attached list of different approaches Jay R. Reynolds, Inc. takes when typical situations occur on projects.
COORDINATION WITH OTHER PRIMES AND STEPS TO RESOLVE DIFFERENCES

A.) Schedule Slippage – Solutions
1.) Reduce Float
2.) Parallel activities, rather than sequential to extent possible without creating interferences.
3.) Request contractor that caused the delay to work overtime to make up for lost time.
4.) Request acceleration of the work to get back on schedule.

B.) Unforeseen Conditions
1.) Must be accessed quickly, owner/engineer architect must provide prompt direction. i.e., Sink hole – issue remedial measure quickly, have the contractors work in different areas and mitigate delay.
2.) Material Shortage – Propose substitute materials.

C.) Design Errors and Omissions
1.) Owner’s need to acknowledge when a design error and omission has occurred. When a no cost solution is not available, the using agency must be involved in order to direct the designer to quickly and accurately correct an error or omission with the Owner’s ultimate needs and requirements in mind.

D.) Cost Controls/Change Orders
1.) Time and material change orders, daily records kept and signed by owner’s Representatives.
2.) Change orders usually result from an RFI response. Time is saved if designer can provide a clear change order scope of work when returning the RFIs.
3.) Track the status of change order proposals at job meetings.
4.) We often try to propose solutions when submitting an RFI in order to expedite a solution. The prompt issuance of proposal requests, reviews and approvals is critical.

E.) Methodology/Philosophy Regarding RFIs
1.) RFIs are sent when there are questions or omissions of needed information, elevation problem, utility tie in problem, etc.
2.) We send RFIs on a form and keep a log to track the status. We copy other contractors the RFI and the response if the RFI involves them. An RFI Log should be kept by the construction manager and attached to the job meeting minutes. The RFI log should be reviewed at each job meeting and delinquent items followed up.
PRECONSTRUCTION KICKOFF MEETING
SAMPLE AGENDA
Agenda

Preconstruction Kick-off Meeting

Meeting Called By: Bob Mease
Date: 8/22/2016
Project: #1290 Deatrick Hall, Kutztown University

Attendance: Bob Mease, Nate Snook, Brian FitzGerald and Wayne Reynolds

Please bring: Completed Agenda (copy for all attendees), plans, specs, bid, bid notes, preconstruction notes, Superintendent’s notebook. The Superintendent will need copies of the following items: current Share the Knowledge, Common Job Problems to Avoid spreadsheets, Field Requisitions, Superintendent Skills and ‘Band of Brothers’ article.

Agenda topics

- Explain the purpose and goal of the meeting: Review JRRI’s bid plan for completing the project in budget and on time. Identify complex or unusual aspects of the project. Discuss the most productive means and methods for executing project work activities. Listen to feedback and ideas from the project superintendent.
- Review the bid, bid notes.
- Discuss the construction contract, accepted alternates, unit prices, allowances, general and supplemental conditions, notice provisions, litigation.
- Discuss project start date, phasing plan, schedule, completion dates and manpower requirements.
- Review project subcontracts.
- Review the project manager’s preconstruction notes based on the general specification requirements, Summary of Work, Division 22 specifications, other applicable specifications and drawing notes. Check to see if the “Administration of Contract - Project Info & Requirements” form was filled out. Check Progress on “Administration of Contract – Checklist”.
- Review applicable project plans, submit RFIs if there are questions about the work. Do the drawings indicate rough-in in accordance with the applicable ADA standards?
- Review Autocad sketches if complete. Conference call or bring in the A-cad Tech to review the job.
- Review prefab plan.
- Discuss potential safety issues and precautions. Review “What to do when OSHA arrives on site” (copy in Superintendent’s notebook under “Safety Inspection” Tab). Does Superintendent have current certification in OSHA 10 hour training, EPA Lead Safety for Renovators, First Aide, All-terrain forklift, firestop, etc.? If not, schedule courses. Address the safety poster (no smoking ban postings), safety manual, MSDS, first aide kit and PPE?
- If we have a DGS job, the superintendent will need a DOT recognized drug and alcohol course for supers.
- The work being performed determines the Prevailing Wage rate. Review L&I’s list of laborer’s work.
- Review Superintendent’s notebook, current list of “Share the Knowledge” items and “Common Job Problems to Avoid”.
- Review Project Superintendent Skills and ‘Band of Brothers’ article on leadership.
- Review procedures for receiving materials. Review field requisitions.
- Review installation control sheets and progress/productivity reports and accountability (when put in charge take charge). Communicate productivity requirements to your crew based on the hours per sketch.
- Pull and order tools and consumables that will be needed for the project. Calibrate lasers and air monitors.
- As soon as we know we are the low bidder, Wayne will get the Dodge plans, specs, and addendums and save to X:\AutoCad\Jrr_Acad-dwg\Jrr-Job#\Dodge. If Dodge plans are not available, Wayne will scan in a clean set of the applicable plans, specifications and addenda once they are received from the Professionals. Only applicable to contract we bid – IE plumbing plans, plumbing specs
- Bid plans and specs get scanned in color to F:\Contract Administration\Jobs – Active\Job # and Name\03 TAKE-OFF. Bid plans consist of drawings that were used for take-off. Specifications consist of Notice to Bidders, Scope of Work, Plumbing Specifications and any other applicable sections with the Addenda posted.

Save Completed Agenda to PF-3
SAMPLE BI-WEEKLY PROGRESS SCHEDULE
CHECKLIST AND UPDATE
WEEKLY UPDATE OF PROGRESS SCHEDULE CHECKLIST

JOB # ____________________

CHECKED BY: ____________________ DATE: ____________________

☐ ☐ Have all activities been completed and updated in accordance with the late start and late finish dates?

☐ ☐ If activities were not started or finished in accordance with the late dates, has a legend been attached explaining why the activities were unable to start?

☐ ☐ Is the update start and finish period noted?

☐ ☐ Is the correct update number noted?

☐ ☐ If the schedule being updated is not an approved schedule, has this been noted on the legend?

☐ ☐ Is the update being copied to the Owner?

☐ ☐ If there are any changes to the late start dates, durations and logic, have the changes been noted in a letter or on the legend?

___ ___ (Initial)

CC: Progress Chart section in Project Manager's procedure book
### Project: Doe Run Elementary School

**PLUMBING CONSTRUCTION**

**JAY R. REYNOLDS, INC.**

**WEEK ENDING: 03-25-17**

**NTP Date:** May 4, 2016

**Substantial Comp. Date:** July 7, 2017

**Progress Report Based on Baseline Schedule Dated 07-20-16**

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### AREA C - FIRST FLOOR GYMNASIUM

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**PROJECT:**
Doe Run Elementary School

**PLUMBING CONSTRUCTION**
JAY R. REYNOLDS, INC.

**WEEK ENDING: 03-25-17**

**NTP Date:** May 4, 2016
**Substantial Comp. Date:** July 7, 2017

**Progress Report Based on Baseline Schedule Dated 07-20-16**

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**AREA C - FIRST FLOOR CAFETERIA & KITCHEN AREA**

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Prepared by: John Bailey
2017-03-25 WE Prog Sch.xlsx
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<td>85.</td>
<td>Plumbing Fixtures - Casework</td>
<td>D1430</td>
<td>20-Jul-16</td>
<td>18-May-17</td>
<td>25-May-17</td>
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<td>86.</td>
<td>Sprinkler Drops &amp; Heads</td>
<td>D1420</td>
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<td>22-May-17</td>
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<td>Plumbing Fixtures - Restrooms</td>
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<td>17-May-17</td>
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**Area D - Second Floor**

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<td>Area B &amp; C Underground Plumbing is not available to complete until Area C Basement walls are backfilled.</td>
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<td>Area C Underground Plumbing is not available to complete until Area C Basement walls are backfilled.</td>
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<td>Area C Underground Plumbing is not available to complete until Area C Basement walls are backfilled.</td>
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<td>Area A First Floor OH Rain Water will follow installation of roof drains by GC.</td>
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<td>Area A Second Floor Pipe Covering cannot be completed until building is dried in.</td>
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<td>Area A Pipe Covering cannot be completed until building is dried in.</td>
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<td>Area A Pipe Covering cannot be completed until building is dried in.</td>
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<td></td>
<td>12/24/16</td>
<td>Area A Pipe Covering cannot be completed until building is dried in. Water still setting in around Penthouses.</td>
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<td>01/07/17</td>
<td>Area A Pipe Covering cannot be completed until building is dried in. Water still setting in around Penthouses.</td>
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<td>01/28/17</td>
<td>Area A Pipe Covering cannot be completed until building is dried in. Water still setting in around Penthouses.</td>
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<td>Area A Pipe Covering cannot be completed until building is dried in. Water still setting in around Penthouses.</td>
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<td>5.</td>
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<td>Sprinkler Rough-in Area A was originally scheduled for December. Sprinkler drawings could not be submitted for approval until Area C coordination was complete.</td>
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<td>Sprinkler Rough-in Gym will follow Area A sprinkler rough-in.</td>
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<td>7.</td>
<td>11/12/16</td>
<td>Area C Second Floor In Wall Rough-ins are not available to start until S.O.D. is poured and walls are laid out.</td>
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<td>8.</td>
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<td>9.</td>
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<td>Area C Overhead DWV cannot start until in wall rough-ins are complete.</td>
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<td>Area C Overhead DWV cannot start until in wall rough-ins are complete and the mason is out of the area.</td>
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<td>10.</td>
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<td>Area C - Gym plumbing rough-ins at stage are not available to complete until stage coordination is complete.</td>
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<td>Area C - Gym plumbing rough-ins at stage are not available to complete until stage coordination is complete.</td>
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<td>Area C - Stage coordination is complete. Water lines will follow CMU walls.</td>
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<td>Area C - Gym Pipe Covering will follow pipe installation at stage - see Remark #10.</td>
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<td>Second Floor C Overhead Plumbing Systems are not available to start until the mason moves out of the area.</td>
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<td>14.</td>
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<td>The sequence for Sprinkler Rough-ins on the updated schedule has change dramatically from the baseline schedule. Sprinkler will continue in Area B, then move to Area C followed by Area D.</td>
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<td>The sequence for Sprinkler Rough-ins on the updated schedule has change dramatically from the baseline schedule. Sprinkler will continue in Area B, then move to Area C followed by Area D.</td>
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<td>The sequence for Sprinkler Rough-ins on the updated schedule has change dramatically from the baseline schedule. Sprinkler will continue in Area B, then move to Area C followed by Area D.</td>
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<td>Area A Plumbing Fixtures Casework are not available to start until casework sinks are installed by the General Contractor.</td>
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<td>Area A Plumbing Fixtures Casework are not available to start until casework sinks are installed by the General Contractor.</td>
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<td>Area A Plumbing Fixtures Casework are not available to start until casework sinks are installed by the General Contractor.</td>
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<td>02/25/17</td>
<td>Sprinkler Rough-in Area B Second Floor is complete except for monitor area which is a pending RFI. Direction given on 2/23/17.</td>
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</tr>
<tr>
<td>18.</td>
<td>03/11/17</td>
<td>Area A Sprinkler Heads &amp; Drops will start after water is turned into building. Water is needed for final testing of sprinkler system.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>03/25/17</td>
<td>Area A Sprinkler Heads &amp; Drops will follow terrazzo flooring on the first floor.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>19.</td>
<td>03/25/17</td>
<td>Area A 2nd Floor Sprinkler Heads did not start on time due to terrazzo flooring blocking access.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>20.</td>
<td>03/25/17</td>
<td>Area A 2nd Floor Plumbing Fixtures - Casework is not available to start until sinks are set by the GC.</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

cc: PF-9A, F-10B, Foreman w/c, Scan  
Fred Kendall, Abacus (fkendall@comcast.net)  
David Noss, eci (dsn@eciConstruction.us)  
Jesse Smith, eci (jms@eciConstruction.us)  
Brian Imler, eci (brian.imler@eciConstruction.us)
SAMPLE PROJECT TRACKING FOR
CHANGE ORDERS AND RFI’S
### Doe Run Elementary School

<table>
<thead>
<tr>
<th>Link</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Step Footing for Sanitary</td>
</tr>
<tr>
<td>002</td>
<td>P-41 Sump Pit</td>
</tr>
<tr>
<td>003</td>
<td>Kitchen Waste in Basement</td>
</tr>
<tr>
<td>004</td>
<td>Shift P-47 Sink to Allow Room for HVAC Risers</td>
</tr>
<tr>
<td>005</td>
<td>Add Gas to Generator</td>
</tr>
<tr>
<td>006</td>
<td>Venting Classroom Sinks</td>
</tr>
<tr>
<td>007</td>
<td>Wall Box for Concealed Flush Valves</td>
</tr>
<tr>
<td>008</td>
<td>Water Closet in Toilet D101B</td>
</tr>
<tr>
<td>009</td>
<td>Coordination of Site Gas</td>
</tr>
<tr>
<td>010</td>
<td>Sanitary Sleeve Lower Than Requested</td>
</tr>
<tr>
<td>011</td>
<td>Add Floor Sink at Disposal</td>
</tr>
<tr>
<td>012</td>
<td>Basement Slab Will Be (-12'-0&quot;)</td>
</tr>
<tr>
<td>013</td>
<td>Floor Sinks Into Steel</td>
</tr>
<tr>
<td>014</td>
<td>Concealed Flush Valves on Urinals</td>
</tr>
<tr>
<td>015</td>
<td>Chase for Rain Water too Small</td>
</tr>
<tr>
<td>016</td>
<td>Conflict with Exterior Hydrants &amp; Steel</td>
</tr>
<tr>
<td>017</td>
<td>Flip Fixtures in Toilet B110H</td>
</tr>
<tr>
<td>018</td>
<td>Corridor Ceiling in A &amp; D</td>
</tr>
<tr>
<td>019</td>
<td>Urinal Mounting Heights</td>
</tr>
<tr>
<td>020</td>
<td>P-6 Mounting Height</td>
</tr>
<tr>
<td>021</td>
<td>P-5 Mounting Height</td>
</tr>
<tr>
<td>022</td>
<td>Revised Kitchen Layout</td>
</tr>
<tr>
<td>023</td>
<td>Water Cooler in Cafeteria</td>
</tr>
<tr>
<td>024</td>
<td>Storm Duct Conflict in B105</td>
</tr>
<tr>
<td>025</td>
<td>Overflow Storm in B116</td>
</tr>
<tr>
<td>026</td>
<td>6&quot; Storm in 8&quot; Wall</td>
</tr>
<tr>
<td>027</td>
<td>GC to Provide Roof Drains Based on Size Indicated on Plbg Dwgs</td>
</tr>
<tr>
<td>028</td>
<td>Corridors Lowered to 8'-4&quot; in A &amp; D</td>
</tr>
<tr>
<td>029</td>
<td>Plumbing Chase @ Changing Rooms</td>
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<tr>
<td>030</td>
<td>Rough-in Heights P-7 Water Coolers</td>
</tr>
<tr>
<td>031</td>
<td>Not Enough Room for Lavatory Carriers in B107/B207</td>
</tr>
<tr>
<td>032</td>
<td>Dimension Bust in C113</td>
</tr>
<tr>
<td>033</td>
<td>Output for Water/Gas Meters</td>
</tr>
<tr>
<td>034</td>
<td>Owner Added Valves on Water Mains</td>
</tr>
<tr>
<td>035</td>
<td>Overflow Roof Drains Area C</td>
</tr>
<tr>
<td>036</td>
<td>Rework Ugrd Plbg for Elevator Revision (T&amp;M)</td>
</tr>
<tr>
<td>037</td>
<td>Add Washer/Dryer Hookup in Locker Room C119</td>
</tr>
<tr>
<td>038</td>
<td>Rainwater Riser Moved to D126</td>
</tr>
<tr>
<td>039</td>
<td>FDC Moved to Wall (no cost)</td>
</tr>
<tr>
<td>040</td>
<td>Repair Broken Stub-ups</td>
</tr>
<tr>
<td>041</td>
<td>Sprinkler in Skylight in Media Center (PFP)</td>
</tr>
<tr>
<td>042</td>
<td>Sprinkler at Stair Towers (PFP)</td>
</tr>
<tr>
<td>043</td>
<td>Roof Hydrant for Vegetative Roof</td>
</tr>
<tr>
<td>044</td>
<td>Hose Cabinets at Stage</td>
</tr>
</tbody>
</table>
SAMPLE INSPECTION & TEST CERTIFICATE
DATE: ________________________

PROJECT: Doe Run Elementary School  
281 Doe Run Road  
Manheim, PA 17545  
Owner: Manheim Central School District  
Contract #3 - Plumbing Construction

PROCEDURE: Upon completion of work, inspection and test shall be made by the Contractor’s representative and witnessed by the local Plumbing Inspector and an Owner’s representative as required by the Contract Documents.

All defects shall be corrected prior to signing this Certificate.

<table>
<thead>
<tr>
<th>Systems or Systems Inspected</th>
<th>Location</th>
<th>Drawing Referenced</th>
<th>Tested at PSI</th>
<th>Length of Test</th>
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<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

The plumbing rough-in has been inspected and tested as stated above.

Approved by Contractor  ___________________________ Title __________________ Date ____________

Approved by Plumbing Inspector  ___________________________ Title __________________ Date ____________

Approved by Owner’s Representative  ___________________________ Title __________________ Date ____________

Approved by Others  ___________________________ Title __________________ Date ____________

cc: PF-12, F-11, Scan
SAMPLE CHECK LISTS
Date: _______________________________  
Project: _______________________________  
Safety Supervisor/Project Superintendent: _______________________________  
Name of Individual Completing this Form: _______________________________  
Signature of Individual Completing this Form: _______________________________

INDICATE EITHER: A = Acceptable; U = Unacceptable; C = Corrected Unacceptable Condition; N/A = Not Applicable

**Administrative Requirements**

OSHA and other jobsite warning posters posted.  
Emergency phone numbers posted in a location known by all employees.  
Emergency evacuation map posted near work area (typically in the office trailer).  
Safety meetings (toolbox talks) held regularly.  
Company Safety Program available.  
Job personnel informed of accident procedure.  
Safety equipment shall be charged to cost code 105.  
Time spent on safety inspections, safety reviews and safety mtgs (Tool Box Talks) shall be charged to cost code 105.

**General Safety and Health**

Employees instructed in the recognition and avoidance of unsafe conditions and the applicable regulations.  
Employees instructed in the use and handling of chemicals and harmful substances.  
Employees required to enter confined spaces are instructed and necessary precautions taken.  
General housekeeping is neat and orderly.  
Regular disposal of waste and trash.  
Scrap lumber with protruding nails and other debris kept clear from work areas, passageways and stairs.  
Employees are required to wear personal protective equipment when exposed to hazardous conditions.  
Lockout/tagout is being used for appropriate tasks.  
Rebar caps used.

**Medical Services, First Aid, Sanitation**

Employee trained in first aid on the jobsite.  
First aid supplies accessible on the jobsite.  
Potable drinking water and adequate toilet facilities available at the jobsite and clean.

**Hazard Communication**

Employer has written Hazard Communication Program available on site.  
Complete list of hazardous chemicals used on site (SDS sheets) available at a central location.  
All hazardous chemicals are labeled, tagged or marked including identity and hazard warning.

**Personal Protective Equipment**

Hard hats worn at all times where there is a possible danger of head injury.  
Eye and face protection available and worn as required.  
Hand and foot protection used/worn as required.  
Employees protected against the effects of noise exposure.

**Fire Protection and Prevention**

Firefighting equipment readily available, accessible (not blocked) + inspected.  
Visually inspect all portable fire extinguishers monthly, confirm the gauge is on green, then initial & date the monthly inspection record on the back of the card attached to the fire extinguisher.  
All flammable and combustible liquids stored and handled in approved containers (OSHA metal safety gas cans).

**Signs, Signals and Barricades**

Signs, symbols and accident prevention tags are being utilized as required.

**Material Storage, Handling, Disposal**

Materials are stacked in a secure manner to prevent sliding, falling, or collapse.  
Aisles and passageways are kept clear and in good repair.  
Rigging equipment, slings, etc. are sized to handle the load capacity they are being used to lift.  
Slings used for lifting are absent of deterioration.

**Tools, Hand and Power**

Hand and power tools are maintained in a safe condition. Damaged tools are repaired or replaced promptly.  
Power tools are properly guarded.  
Electric power tools are properly grounded or double insulated.
### Welding and Cutting

When transporting or storing compressed gas cylinders, cylinders are secured, upright and caps in place.

Torches & hoses are inspected for leaks at the beginning of each shift.

Oxygen/acylene torch units have flashback arrestors.

Employees are instructed in the safe means of welding, soldering, brazing and cutting.

Suitable eye protective equipment used during welding, soldering, brazing and cutting operations.

Suitable fire extinguishing equipment immediately available in work area and ready for use.

Containers or hollow structures which have contained toxic or flammable substances are cleaned, vented and tested before welding, cutting, or heating.

Area adequately vented to remove fumes and smoke and keep concentration within safe limits.

### Electrical

All electrical equipment is free from recognized hazards that may cause death or serious harm.

Sufficient working space provided to permit safe operation and maintenance of electrical equipment.

Live electrical parts are guarded against electrical contact.

Ground fault circuit interrupters (GFCI's) used for all portable electrical tools.

Outlet devices correctly matched to the load being served.

Light bulbs for illumination are protected against breakage.

Flexible cords passing thru doorways or other pinch points must be protected.

All pull boxes, junction boxes, and fittings have covers and covers are installed.

Electrical panels are labeled appropriately and knockouts are in place.

Electrical cords inspected and taken out of service when worn, frayed, or missing prong.

### Fall Protection, Ladders and Scaffolding

Defective ladders - broken or missing rungs or steps, broken or split side rails- withdrawn from service.

Stairs or ladders provided for access points greater than 19" high.

Extension ladders extend 3' beyond landing. Required railing around landing.

Step ladders used in the open position.

Scaffolds, guardrails, and toeboards are in compliance with OSHA regulations.

100% fall protection in place above 6 feet in height, full body harness + lanyard used.

Inspect harnesses & lanyards prior to each use and twice per year.

Perimeter protection in place prior to entering elevated work areas.

### Floor and Wall Openings

Floor and wall openings properly covered or guarded with standing railings and toeboards.

### Cranes, Lifts, Hoists and Elevators

Barricades around swing radius of crane.

Harnesses and lanyards attached to the boom or basket when employees are working from an aerial lift.

Employees operating lifts are trained on equipment.

Hoists in good condition and load rated.

### Motor Vehicles, Mechanized Equipment

Vehicles equipped with an audible warning device, back up alarm.

Vehicle seat belts are being used.

### Excavations

PA 1 Call made prior to excavation work.

All underground utility installations have been located.

Access ladders or ramps located every 25' in trenches more than 4' deep.

Employees exposed to vehicular traffic to wear warning vests made of reflectorized or high visibility material.

Barricades around unattended excavations, holes, pits, etc.

Testing and controls used to prevent hazardous atmospheres.

Excavations and other materials kept at least two feet away from edge of excavation.

Excavations inspected daily and after any hazard increasing occurrence.

Employees in excavations 5' deep or more or with potential for cave in are protected by adequate systems.

### Silica

Engineered control methods utilized to control exposure to silica dust

### Comments:

---

cc: PF-9C, email jobsite if prepared by PM, Safety Crono, SC

R:\Contract Administration\Administrative Assistants\MASTER\FORMS\Safety Conformance Review Form 8-7-18.xlsx

Revised 10/03/2017
PROJECT CLOSEOUT EVALUATION MEETING
SAMPLE AGENDA
Project Closeout Evaluation Meeting

Meeting Called By: Project Manager: Bob Mease
Project: Bathroom Renovations Forum & Finance Buildings Job #1260
Attendance: Charles Raffensberger, Bob Mease, Brian FitzGerald and Wayne Reynolds
PM Please bring: Plans, specs., bid, AutoCad sketches, Project Manager’s notebook,
current Share the Knowledge spreadsheet, WIP Report, Job Cost Detail
Report, Project Closeout Evaluation form, Common Job Problems to
Avoid from, job’s tool spreadsheet, calculator

Agenda topics

• Explain the purpose and goal of the meeting: Review JRRI’s execution of the project. Review the performance of the other parties involved in the project. Identify problems and successes of the project. Listen to feedback and ideas from the project superintendent. Learn from the past and improve the process for the future.
• Review applicable project plans and AutoCad sketches.
• Review, discuss and fill out the Project Closeout Evaluation form.
• Review loss of materials and tools (fraud and embezzlement policy).
• Review current list of “Share the Knowledge” items and make additions and improvements.
• Review the “Common Job Problems to Avoid” sheet and make additions and improvements.
• Review tool spread sheet.

Save Completed Agenda to PF-3
AUTOCAD PLAN OVERVIEW AND
DETAILED ISOMETRIC DRAWING SAMPLES
T-3A

Staffing Resources
By preparing an itemized take-off, Jay R. Reynolds, Inc. can calculate the actual man hours required to complete the project in total or by a variety of other work breakdown structures. Based on our itemized take-off and the preliminary schedule, we can determine how many workers will be required for the project in total or for various project areas.

Jay R. Reynolds, Inc. has the required manpower readily available to perform the work. We take great pride in the commitment of our employees to our company. The number of long time employees at Jay R. Reynolds, Inc. provides evidence of the dedication of our staff members. Jay R. Reynolds, Inc. recognizes that our employees are our greatest asset and we attempt to treat our employees with the highest respect and courtesy for the outstanding efforts they put forth on a daily basis. Jay R. Reynolds, Inc. is proud that a number of employees have encouraged their family members to seek employment with the company. We currently have the following family relationships working for the company.

- Husband and Wife (2)
- Father and Son (6)
- Father and Son-in-law (1)
- Mother and Son (1)
- Brothers (3)
- Brother and Brother-in-law (1)

The following is a list of our current employees, their position and how long they have been employed by Jay R. Reynolds, Inc. A review of the following list should provide additional evidence of our staff’s experience level, loyalty and ability to do the job.

When Jay R. Reynolds, Inc. does have positions available for field employees, the positions are quickly filled from a waiting list of qualified applicants who are eager to make the highest wages available in the industry and who want to be part of an exceptional team.
<table>
<thead>
<tr>
<th>Full Name</th>
<th>Years Employed</th>
<th>Position</th>
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<tbody>
<tr>
<td>Randall L. Armstrong</td>
<td>29</td>
<td>Estimator</td>
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<tr>
<td>John F. Bailey</td>
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<td>Project Manager</td>
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<tr>
<td>Michael E. Barley</td>
<td>18</td>
<td>Foreman</td>
</tr>
<tr>
<td>David R. Barnes</td>
<td>1</td>
<td>IT Manager</td>
</tr>
<tr>
<td>Patricia A. Barnett</td>
<td>6</td>
<td>Admin. Assistant</td>
</tr>
<tr>
<td>Nicholas J. Baughman</td>
<td>4</td>
<td>Laborer</td>
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<tr>
<td>Michael Robert Beech</td>
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<td>Plumber</td>
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<tr>
<td>M. Thomas Bell</td>
<td>30</td>
<td>Foreman</td>
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<tr>
<td>Daniel R. Bond</td>
<td>11</td>
<td>Foreman</td>
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<tr>
<td>Nicholas Jared Boos</td>
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<td>Laborer</td>
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<td>Keith E. Brown</td>
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<tr>
<td>Chad E. Busswood</td>
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<td>Skyler L. Busswood</td>
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<tr>
<td>David W. Charles, III</td>
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<td>David W. Charles, Jr</td>
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<tr>
<td>Ryan Neely Costarella</td>
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<tr>
<td>Christopher J. Costigan</td>
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<tr>
<td>Justin Taylor Dashem</td>
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<tr>
<td>Sandra L. Derr</td>
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<td>Admin. Assistant</td>
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<tr>
<td>Kyle T. Doman</td>
<td>2</td>
<td>Laborer</td>
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<tr>
<td>Larry L. Dombach</td>
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<tr>
<td>William L. Eiswerth</td>
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<td>John Robert Elliott</td>
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<td>Thorpe W. Ellis, Jr</td>
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<tr>
<td>Brian M. FitzGerald</td>
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<td>Vice-President</td>
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<tr>
<td>Benjamin John France</td>
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<tr>
<td>Robert Gillichbauer</td>
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<td>Pre-fab</td>
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<tr>
<td>Hans S. Groff</td>
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<tr>
<td>Carl Martin Grubb</td>
<td>1</td>
<td>Apprentice</td>
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<tr>
<td>Gregory Phillip Harnish</td>
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<tr>
<td>Levi Joseph Hicks</td>
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<tr>
<td>Michael W. Hook, II</td>
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<tr>
<td>John E. Hutchinson, Sr</td>
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<td>Jennifer L. Imhoff</td>
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<td>Admin. Assistant</td>
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<td>Brandon R. Kauffman</td>
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<tr>
<td>James T. Keck</td>
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<td>Project Manager</td>
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<td>Stephen M. Keck</td>
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<tr>
<td>Charles E R Kinard</td>
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<tr>
<td>Joel T. Krallinger</td>
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<td>J. Ernest Lapp</td>
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<td>Controller</td>
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<td>Dennis D. Lavoie, Sr</td>
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<td>Brian J. Lovett</td>
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<td>Plumber</td>
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<tr>
<td>Ithan D. Mason</td>
<td>16</td>
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</table>
## JAY R. REYNOLDS, INC.

### Employees' Years of Service

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Years Employed</th>
<th>Position</th>
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<tbody>
<tr>
<td>Jarett M. McGuire</td>
<td>1</td>
<td>Laborer</td>
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<tr>
<td>Joel Tyler McGuire</td>
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<td>Laborer</td>
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<tr>
<td>Kenneth K. McGuire</td>
<td>21</td>
<td>Foreman</td>
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<tr>
<td>John J. McLaughlin</td>
<td>29</td>
<td>Autocad</td>
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<tr>
<td>Deborah L. Mease</td>
<td>17</td>
<td>Admin. Assistant</td>
</tr>
<tr>
<td>Robert B. Mease</td>
<td>41</td>
<td>Project Manager</td>
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<tr>
<td>Catherine Milanak</td>
<td>17</td>
<td>Admin. Assistant</td>
</tr>
<tr>
<td>Joshua C. Miller</td>
<td>17</td>
<td>Plumber</td>
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<tr>
<td>Michael L. Miller</td>
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<td>Plumber</td>
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<tr>
<td>Nancy R. Minchoff</td>
<td>28</td>
<td>Admin. Assistant</td>
</tr>
<tr>
<td>Michael L. Moore</td>
<td>37</td>
<td>Autocad</td>
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<tr>
<td>Jason Scott Murray</td>
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<td>Plumber</td>
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<tr>
<td>William D. Nice</td>
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<td>Project Manager</td>
</tr>
<tr>
<td>Ross E. O'Steen</td>
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<td>Plumber</td>
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<tr>
<td>Ricky Ortiz</td>
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<td>Apprentice</td>
</tr>
<tr>
<td>Christopher M. Peuler</td>
<td>8</td>
<td>Purchaser</td>
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<tr>
<td>Nathan Michael Plummer</td>
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<td>Apprentice</td>
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<td>Cole R. Reynolds</td>
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<td>Jay R. Reynolds</td>
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<td>Wayne R. Reynolds</td>
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<td>Virginia M. Smith</td>
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<td>Nathan C. Snook</td>
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<td>Rob W. Weaver</td>
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<td>Derk Alan Welch</td>
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<td>David R. Wilson, Jr</td>
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<td>Tina M. Yinger</td>
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<td>Gregory Michael Zanowiak</td>
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<td>Ricky L. Zimmerman</td>
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T-3B

Skill Training
T-3B SKILL TRAINING

Public works construction projects require competent and first-class workmen and mechanics, meaning those who are duly skilled in their respective branches of labor.

Plumbers who have completed a bona fide Apprenticeship Program will be recognized as competent workmen. Employees hired by Jay R. Reynolds, Inc. are required to complete a bona fide Apprenticeship Program that conforms to the requirements of the State and Federal government.

Jay R. Reynolds, Inc. has a Federal and State approved bona fide Apprenticeship Program. We use the National Association of Plumbing, Heating & Cooling Contractors (NAPHCC) 4-year course study program. In addition to the course work, the program also requires apprentices to complete 8,000 hours of on the job training under the supervision of a licensed journeyman or master plumber. The Apprenticeship Program takes approximately four years to complete.

In addition to our bona fide Apprenticeship Program, we rotate field employees in to the office for advanced training. This office time is live, on-the-job-training with direct supervision. As an example, the employee may receive live training on material take-off for jobs we are bidding. In six months, the employee can see and do as much work in his head and on paper as he would experience in nearly a lifetime of working in the field. The employee learns how to quickly get around plans and specifications. He learns how to read and understand the specifications and plans for foundations, structural, architectural, roof, casework, mechanical, electrical, room finishes, etc. This type of training builds depth to our company and sets one up for a chance to move into other positions. This type of training helps take the burden off the job superintendents, the estimators, purchasing and project managers because people are cross trained. We are training people in all aspects of shop/office work. Our employees who come into the office and don’t know how to type are paid to practice typing with a typing program for half an hour a day until they can type 40 words per minute. During the in-house training, our employees gain a familiarity with our AutoCAD program. They learn how these drawings are used to verify the bid take-off, procure materials, prepare coordination drawings, time cards, schedules and as-builds. This process is ongoing and builds depth, commitment and team spirit at all levels.

We also continue to educate and train our employees by having them attend additional training classes such as:

- Competent Person Training
- Excavation Safety
- Confined Space Entry
- Rooftop Perimeter Safety
- Scissor Lift Training
- Fork List Training
- EPA Lead Safety Training
- Dept. of Transportation Drug & Alcohol Training
- Back Injury Prevention
- Fitness & Wellness
- CPR/First Aid
- OSHA 10-hour Course
- OSHA 30-hour Course

All of Jay R. Reynolds, Inc.’s superintendents and mechanics hold journeyman or master plumber licenses.

Our commitment to training and safety distinguishes Jay R. Reynolds, Inc. from many of our competitors. Our competition knows how well our personnel are trained and they aggressively recruit our people. We are fortunate to have so many loyal employees who choose to stay with our team.
T-3C

Workforce Safety
T-3C WORKFORCE SAFETY

Jay R. Reynolds, Inc. is dedicated to providing a safe work environment for our employees, subcontractors and other tradesmen on the project. We consider working safely to be our top priority. We established our written safety program in 1972 and have continued to refine and update the program as conditions and standards change. Our exemplary 47-year safe work history and our average work comp modifier of .952 over the last three years is evidence of the efforts Jay R. Reynolds, Inc. puts forth promoting a safety first attitude.

Part of our employee orientation process involves the review of our written safety program and safety DVDs. This procedure ensures that our employees are aware of our safety requirements before they step foot on a project.

We are continuously sending our employees to safety courses such as trench excavation, fall protection, and we also provide the 10-hour OSHA course to all our employees every five years. It was last provided in March, 2018. In addition to the 10-hour OSHA course we provide for all our employees, many of our key personnel also have the 30-hour OSHA course.

Jay R. Reynolds, Inc. provides CPR and first aid training for all of their employees every two years. It was last provided in February, 2019. In addition, we purchased a defibrillator and provided training for all employees on the proper use of a defibrillator.

Jay R. Reynolds, Inc. has a drug and alcohol policy which complies with the Drug Free Workplace Act of 1988. (Reference Chapter 20 of our Safety Program under Tab 2C.) Public Contracts often require pre-employment drug and alcohol testing plus random job site drug and alcohol testing. All our employees are required to comply with these testing requirements.

The organizations we typically use for our training are: (1) Murray Risk Management; (2) Livengood Safety Training; (3) United Rentals Safety Training; (4) High Environmental Health & Safety Consulting; (5) Lifeloc Technologies; and (6) American Heart Association

In addition to outside training, Jay R. Reynolds, Inc. also has weekly Tool Box Talks on all our jobsites (reference sample attached) and has an Annual Safety Meeting for our employees. At our annual safety meetings we bring in a guest speaker to address a variety of safety issues. Our project managers and superintendents are also active in the presentations at the Annual Safety Meetings. Each year we select one or more superintendent or project manager to research a safety topic and prepare a presentation for the meeting. We have found that by doing this, the employee benefits from what he learns doing the research on the safety topic and the presentations hit home with our other employees because the information is coming from a peer. In addition, if you heckle the presenter, you will likely be nominated to give a safety talk at the next meeting.

At the conclusion of our Annual Safety Meeting, Jay R. Reynolds, Inc. gives out safety awards to field employees without any lost time accidents during the year.

OSHA cards, CPR/First Aid cards and a copy of our Drug and Alcohol Policy are available upon request.

Jay R. Reynolds, Inc. complies with these programs and provides safety training as part of our routine order of business. Therefore, all these programs will be used in the performance of this project.

Please refer to Tab T-2C for information on Jay R. Reynolds, Inc.'s written safety program.

Please refer to Tab T-3B for additional safety courses our employees attend.
WEEKLY TOOLBOX TALK

Date: 7/12/2019
Project: 1285 State College Area High School
Superintendent: Thorpe W. Ellis, Jr
Subject: Portable Step Ladders - Safety DO’s and DO NOT’s

The undersigned employees confirm that:
• They have read the above referenced Toolbox Talk
• They have attended a Safety Meeting conducted by the Project Superintendent for the purpose of discussing the contents of the Toolbox Talk
• They will wear proper clothing and work boots while on the jobsite (provided by the employee)
• They will inspect their work area for safety hazards and will immediately notify the Project Superintendent of any safety concern
• They have been provided with the safety equipment necessary to perform assigned work in accordance with OSHA safety standards and will utilize safety equipment as required by the jobsite conditions and the work. Please reference the following list of common safety equipment:
  - Hard Hat
  - Respirator
  - Safety Glasses
  - Gloves
  - Face Shield
  - Ground Fault Circuit Interrupter (GFCI)
  - Ear Plugs
  - Harness and Lanyard
  - Dust Mask
  - 1st Aid Kit

If anyone on the jobsite is in need of any of the above listed safety equipment or other safety equipment not identified on the list in order to safely perform assigned tasks, contact the Project Manager immediately.

SIGNATURE      PRINT NAME          DATE
-----------------------         ---------
Thorpe Ellis, Jr.          7-15-19
David Wilson              7-15-19
J.S. Shi-K                7-15-19
Mike Miller               7-15-19
Justin Doschom            7-15-19
William Eiswirth          7-15-19

Note to Superintendent: Please return this form with signature(s) to the office.
Time for this meeting is charged to Cost Code 905.

cc: PF-9C
   R:\Accounting\Payroll\Safety news letters
   R:\URREI\Custom\Reports\Payroll Reports\Toolbox Talk.rpt

Revised: 7/31/2017