

APPENDIX C

COMPANY PROFILE

1. General Information

Company Name: Clark Contractors, Inc. SAP #148457

Street Address: 145 Clark Building Road, Suite 7

PO Box / Rural Route: _____

City: Bedford

State: Pennsylvania

Postal Code: 15522

County: Bedford

Telephone: (814) 623-9400 Fax: (814) 623-3391

Website: https://www.clarkcontractorinc.com

Number of Years as a Contractor: 68

2. Is the Company Office Administering the Contract within the Region Boundary?

Yes Other

Street Address: 145 Clark Building Road, Suite 7

PO Box / Rural Route: _____

City: Bedford

State: Pennsylvania

3. Number of Years the Company Office Administering the Contract Above Has Been Staffed and Operational: 68 Years

4. Does the Company Have Experience Working with the Commonwealth: Yes No

If yes, # of Years Experience with the Commonwealth: 28

5. Does the Company Have Experience with Job Order Contracting: Yes No

If yes, # of Years Experience with Job Order Contracting: 13

6. Attach an Additional Sheet(s) Describing the Firm and Its Services. Is the Additional Information Attached? Yes No

7. Attach a Letter from the Proposer's Insurance Carrier, on the Insurance Company's Letterhead, Stating the Proposer's Experience Modification Rate (EMR) for the Past Three Calendar Years. Is the EMR Letter Attached? Yes No

8. Description of the Work the Proponent Intends to Self-Perform: (Attach an additional sheet as necessary)

Clark Contractors, Inc. intends to Self-Perform the following services: Excavation, Concrete, Metals, Woods & Plastics, Doors, Specialties, Plumbing and Electrical.

9. Description of the Work the Proponent Intends to Subcontract: (Attach an additional sheet as necessary)

Clark Contractors, Inc. intends to Subcontract the following services: Thermal & Moisture, Windows, Finishes, HVAC, Electrical and Communications.

10. Under what other or former names has your organization operated?

<u>Paul A. Clark</u>	<u>1951 - 1982</u>
<u>Paul & Richard Clark</u>	<u>1982 - 1999</u>
<u>Clark Contractors, Inc.</u>	<u>1999 - Present</u>



FOR RELEASE:
June 3, 2019

NEWS RELEASE

MEDIA CONTACT:
[YOUR MEDIA CONTACT HERE]

**Clark Contractors Inc. and Stephen C. Richards are recognized with the
Award of Merit for Outstanding Principles
and Practices in Job Order Contracting**

Fort Indiantown Gap, Pennsylvania - Clark Contractors Inc. and Stephen C. Richards has been recognized as a 2018 Award of Merit Winner in the Harry H. Mellon Awards in Job Order Contracting for Outstanding Principles and Practices in its involvement in the Apache Village Heating, Cooling, Domestic Hot and Cold-Water System Failure Project with Department of Military and Veteran Affairs.

The DMVA was looking for a permanent solution to stabilize and repair the deteriorated hot/cold closed loop system that fed water for cooling, heating as well as domestic hot and cold water supplying multiple building systems. Job Order Contracting was chosen because of the program's flexibility and rapid response. Clark Contractors Inc. and Stephen C. Richards was able to ensure that base operations and readiness was maintained, while quickly identifying and recommending an alternative and efficient solution to the agency's initial emergency reaction plan.

Job Order Contracting is a competitively bid procurement process used by building and infrastructure owners to save money by fast-tracking repair and alteration projects based on locally priced construction tasks and competitively awarded contracts. Since its invention in 1982, Job Order Contracting has developed into a popular solution for public agencies, such as municipalities, school districts, colleges and universities, transit systems and public housing authorities, to manage and expedite many construction projects.

The Harry H. Mellon Award of Excellence in Job Order Contracting is named for the inventor of the procurement process and is the highest honor in the industry. Award of Merit finalists are announced each year, with one of them going on to win the Harry H. Mellon Award of Excellence in Job Order Contracting. A panel of industry experts chose the finalists and winner from among the projects submitted based on adherence to Job Order Contracting principles, innovation, complexity, special circumstances and overall time and cost savings. Clark Contractors Inc. and Stephen C. Richards provided: revised work scope, all layout and drawing design concepts, product research, specifications and submittal documentation, project scheduling and coordination, demolition, excavation, gas/ domestic water/ sanitary/storm water utilities, plumbing and HVAC installation.

Since 2007, this award has recognized the facility owners, managers and contractors who perform the essential, yet often thankless, repair, alteration and maintenance work that is the core of the Job Order Contracting system, in an efficient and effective manner. The awards are sponsored by Gordian, the creator Job Order Contracting and several related construction-procurement systems. Gordian is the Job Order Contracting Industry Expert, and as such, advances the discipline through innovation, education and recognition.



A General Construction Company for Pennsylvania

Welcome to Clark Contractors

For three generations we've built our reputation around quality, job-planning, organization, technical knowledge and hard work.

We provide a comprehensive range of construction services for [retail properties](#), banking & insurance buildings, healthcare and medical facilities, [industrial facilities](#), warehouses, [manufacturing](#) plants, and more.

Whatever the needs of your business, we can ensure they are met throughout the [construction process](#). Contact us today with details of your upcoming project to learn how Clark Contractors can work for you.

Since 1951 Clark Contractors, Inc. has performed [commercial and industrial work](#) for a wide range of clients throughout the central/western PA and northern Maryland area. As a family-owned business for three generations, we're committed to completing projects with the excellence that our clients have come to expect. These important factors have led to thousands of successfully completed projects. Our expertise extends to retail storefronts, banking and insurance buildings, healthcare clinics, warehouses, manufacturing facilities and more. Contact us with the details of your upcoming project to learn more about how Clark Contractors can help.

Our Construction Management Team



Our **construction management** team is composed of some of the region's most experienced estimators, project managers, safety coordinators and job site supervisors. Together we work to orchestrate a smooth and stress-free project for each owner, from the initial bidding and planning phases to the timely completion of the work. We are experienced in construction management in the following fields: commercial buildings, industrial facilities and institutional projects.

Aside from project management and site work, we can also provide concrete, HVAC, wood, plastic, plumbing, electrical, masonry and other work. In short, we cover everything you need to see your project through to completion.

The Keys to Success for Your Project



Some of our key components for successful construction management include owner integration, coordination meetings, quick turnaround of documentation and a relentless approach for customer satisfaction. With deep roots in the central PA area, we believe in treating our customers like the neighbors they are – by delivering excellent service every step of the way, we help area businesses grow and promote the overall economical growth of our region.

Keeping You on Schedule and on Budget, Anywhere in Pennsylvania

It has always been our second nature to complete projects on schedule and on budget. Owners can rely upon us to provide the necessary tools and knowledge to make their projects stay within budget and stay on time. Technology has led to great breakthroughs for recent calibrations. Clark Contractors is committed to keeping up with technology by implementing new software and providing training to its employees to keep them current and beyond the average.

Construction Management in PA and MD



Effective management is the key to any successful construction project.

Clark Contractors is a full-service construction management contractor serving western PA and featuring a team of experienced, capable professionals who will work hard to ensure your project goes as smoothly and seamlessly as possible from start to finish.

We have extensive construction management expertise in commercial buildings, industrial facilities and institutional projects of all types in Pittsburgh, Bedford and throughout central and western PA and northern MD.

Our Professional Construction Management Team

Our professional construction management team consists of project managers, job site coordinators, estimators and safety coordinators, all of whom are experts in their specialties.

By working together, our staff delivers a wide range of integrated construction management services consisting of critical components including owner integration, coordination meetings, quick documentation turnaround and a sincere commitment to achieving our goal of total customer satisfaction.

We Provide Our Staff With the Tools and Training They Need

Our professional construction management team benefits from the latest technology, including advanced software that enables more accurate, efficient project calibrations.

They also participate in ongoing training to keep up with the latest construction management developments.

The combination of technical knowledge, job planning, organization and old-fashioned hard work results in high-quality construction management services that are unrivaled within our operating territory.

We're Known for Completing Projects on Time and on Budget

Completing projects on schedule and on budget is second nature to Clark Contractors.

The skill and experience of our professional construction management team play a vital role in anticipating any issues that could lead to costly delays. We recognize that even a brief work stoppage could have serious implications for our clients in terms of additional project costs and lost productivity.

Through careful planning and close attention to every detail, we can ensure your project remains on track and that all critical deadlines are met. By handling all the “heavy lifting” for you, you’ll be able to place your full focus on running your business.

Superior Commercial and Industrial Work for More Than 60 Years

Based in Bedford, PA, Clark Contractors has been delivering timely, reliable construction management services to commercial and industrial companies across the region since 1951.

Our portfolio includes thousands of successfully completed projects including hospitals, manufacturing plants, retail stores, hotels, airport hangars, parking garages and more.

As a third-generation family-owned and operated construction contractor, we treat every client with the same high level of courtesy and respect, regardless of the size of the company or scope of the project.

Contact Us to Learn More About Our Construction Management Services

Don't settle for second best when it comes to something as important to the success of your business as the construction of your facilities. Discover why our full-service construction management company is the top choice for businesses in Bedford, Pittsburgh and throughout western PA and beyond.

Contact us to learn more about our comprehensive suite of construction management services today. We provide a no-obligation estimate for any of our services.

Commercial Concrete Services – Pennsylvania



Finding the right commercial concrete contractor in Bedford, PA or anywhere else in the western or central PA region can be a challenge. You need to be sure the company has the experience and expertise to handle your type of concrete project.

It is important that the concrete contractor has established a solid reputation for performing high-quality work, while adhering to tight construction project time frames.

The good news for central and western PA business owners is that there is a concrete contractor in the region that meets these high standards, while offering so much more.

Clark Contractors is a full-service concrete contractor serving Bedford, Harrisburg, Johnstown, Somerset and other locations in central and western PA.

Let our experience and professionalism guide you through your next major commercial or industrial project.

Our Extensive Project Portfolio Speaks for Itself

You can also evaluate concrete contractors based on their track record. In the past, we have provided commercial concrete services on a number of major projects for clients such as the Union Hotel in Everett, First United Bank and Trust, and the Bedford County Airport.

Industrial Concrete Services in PA



Industrial Concrete Services in Pittsburgh and Beyond

Concrete is the foundation of many industrial buildings, but it takes an experienced, capable concrete contractor with a proven track record of success to ensure the job is done on time and on budget.

If you're looking for a contractor for an upcoming project that has a history of delivering on important jobs, make Clark Contractors your first call.

We are a local and family-owned business serving clients in Pittsburgh, York and throughout western/central PA.

Let our expertise with commercial construction projects guide you through the design and build processes — contact Clark Contractors today to learn more about how we can help you.

Expert Industrial Facility Contractors

Whether you operate a manufacturing plant, distribution center, food processing operation, storage facility, waste water treatment plant or any other type of industrial facility, you need specialized industrial concrete services that can meet your unique construction requirements.

Over the course of more than six decades in business, Clark Contractors has developed the ability to anticipate the needs of our industrial customers and tailor our industrial concrete services accordingly.

We work closely with you and your team to deliver the best possible solution for your company.

Concrete Foundations Contractor In PA



At Clark Contractors, concrete has been a cornerstone of our business since 1951.

We offer a wide range of top-quality commercial concrete services that companies in Pittsburgh and throughout western PA have come to rely on for their building/construction needs.

Our services include fast, dependable installation of concrete slab foundations for just about any type of commercial or industrial facility including retail stores, hospitals, manufacturing plants, office complexes and distribution centers.

Western PA's Concrete Slab Foundation Experts

Our more than 60 years as western PA concrete foundation contractors has helped us determine the right way to install a concrete slab. Because of the region's colder climate, it is imperative to install a deeper foundation to protect against the detrimental effects of frost heave.

We also take into account the size, use and location of the facility when determining the most appropriate foundation for your structure.

For instance, a high-rise building requires deeper footings and additional reinforcement to accommodate the heavier load. In addition, we can install concrete pads, which are concrete slab foundations designed to support structures other than in-ground buildings.

Concrete Replacement & Repair in PA



Concrete is a solid, durable construction material that is an essential component in building foundations, walls, sidewalks, walkways, decks, bridges and a host of other structures.

However, the presence of conditions such as unstable soil or exposure to harsh chemicals can hasten a concrete structure's degradation.

Even the most well-built concrete component could develop cracks or simply begin to show signs of wear and tear as it ages.

Concrete floors that must continuously accommodate heavy loads can weaken over time and may eventually need to be replaced.

Expert Concrete Foundation Repair in Western PA

The good news is that if you own a commercial establishment in Bedford, Pittsburgh or anywhere else in western PA, efficient, reliable concrete foundation repair service is just a phone call away.

Bedford, PA-based Clark Contractors has been providing superior concrete solutions since 1951. You could say that concrete has been the "foundation" of our business for more than 60 years!

The time to act is when you first notice the signs of cracking in a concrete wall, floor, walkway or other structure.

Our team of certified ACI Concrete Flatwork Technicians can quickly diagnose the issue and recommend the most appropriate concrete foundation repair technique for the job.

Depending on the nature and extent of the damage this could entail concrete leveling, a relatively simple, low-cost solution.

Extensive concrete foundation repair jobs may require more complex procedures such as driving steel push piers into the ground and attaching them to the foundation to provide stabilization, or installing carbon fiber strapping to reinforce buckling concrete walls.

Commercial Excavation in PA



Commercial Excavation Services for Western PA and Beyond

No industrial or commercial construction project can move forward without moving some earth. This requires the services of an experienced, capable excavation contractor who can take on the challenge of breaking ground in all types of conditions.

If you need commercial excavation services in Harrisburg, Altoona, Cumberland or anywhere else in central/western PA and northern Maryland, make Clark Contractors your first call.

We can provide excavation for companies in cities such as Bedford, Altoona and Harrisburg, PA, Cumberland, MD and beyond.

Our Experienced Excavation Contractors Are the Best in the Region

Clark Contractors' commercial excavating services can help you quickly break ground on your next commercial or industrial building.

Our team is uniquely qualified to prepare sites for construction and can complete the job on schedule and on budget.

We hire the best people, train them well and provide them with all the tools and equipment they need to complete the job quickly and efficiently.

A Comprehensive Commercial Excavation Services

Depending on factors such as the condition of the land, the time of the year and size and scope of the construction project, it may require any number of tasks to complete an excavation job.

We offer a variety of earthwork and commercial excavation services, including clearing brush, stripping and backfilling topsoil, preparing foundations for construction and more.

Our state-of-the-art equipment fleet includes hydraulic excavators, backhoes and other types of heavy machinery that can handle even the most challenging digging conditions.

All work is performed with the highest commitment to safety and environmental stewardship.

Providing Commercial Excavation to the Region Since 1951

Experience is a critical factor when evaluating and selecting an excavation contractor in western PA or northern MD. Headquartered in Bedford, PA, Clark Contractors has been a trusted source for commercial excavation services since 1951. For over 60 years, we have been breaking ground on projects throughout the region, proudly serving clients in a wide variety of industries including hospitality, healthcare, manufacturing/warehousing and many others.

View Our Project Gallery Online

At Clark Contractors, no commercial excavation job is too big or too small.

Previous clients have included First United Bank and Trust, the Union Hotel in Everett, PA and JGL's Weber Lane Facility in Bedford. We can provide commercial excavation services for healthcare clinics, hotels, warehouses, manufacturing plants, and almost any other commercial or industrial building.

Visit our [project gallery](#) page to see just a few of the recent excavations and builds we have been involved with.

An Insightful Approach to Commercial Excavation

Clark Contractors brings a whole-project mentality to every commercial excavation we complete.

Because we offer complete project management and site construction services, we understand the needs of a commercial build better than other contractors who focus exclusively on excavations.

For a large building or facility with special needs, completing a commercial excavation can be a delicate task — ensuring proper drainage and access to utilities requires advanced planning and a skilled team that knows the complete requirements of your project.

We'll Get the Job Done on Time and on Budget

At Clark Contractors, we always keep in mind the importance of meeting deadlines in any construction project.

Providing timely, quality excavation services for Bedford, PA clients has been one of the cores of our business from the very beginning.

We're proud of our solid reputation as conscientious excavation contractors in western PA and beyond who complete projects on time and on budget.

You won't have to worry about costly delays or overruns that could derail your project and prevent you from meeting your construction objectives.

A Family Business for Three Generations

As with many of our clients, family is a cornerstone of our business. Since 1951, Clark Contractors has been owned and operated by three generations of the Clark family.

We understand the significance of family values when it comes to the way we treat our many loyal clients who have stayed with us over the years.

We view every client as a member of our extended family, which means we will always treat you with courtesy and respect.

Contact the Best Excavation Contractors in Western PA

Don't take chances with something as important to the success of your commercial construction project as your choice of an excavation contractor.

To find out more about how we can help you, contact Clark Contractors today. We will also be happy to provide a no-obligation estimate for any of our excavation contractor services in western or central PA and northern MD.

Commercial and Industrial Masonry Services



Clark Contractors Inc. has been performing commercial masonry for more than 60 years. In that time we've developed a reputation for the skill of our craftsmen and our ability to provide a fast turnaround, even on complex projects.

We understand that, as a business, rapid completion and accurate job costing are essential – that's why we go out of our way to ensure your budgets are respected and deadlines are met.

It's this commitment to the success of our customers that has led us to become one of the leading commercial masonry contractors serving western and central Pennsylvania and northern Maryland.

Our Team

Our team has experience in a variety of projects, including retaining walls, structural foundations, bearing walls, structural openings, fire partitions, curtains, walls, veneers, precast cultured stone and various specialties. From stucco and brickwork to concrete and granite, we can do it all – we have extensive experience working with a wide range of materials.

Because of our long history and deep knowledge of commercial builds, we can meet the specific masonry needs of your business, whether you're a bank, healthcare facility, retail storefront or manufacturing facility.

Contact our offices today to discuss the details of your project with one of our skilled estimators or project management specialists.

Metals and Metal Building in PA



Steel Building Construction Contracting

Are you planning to build or expand an industrial or commercial facility but are having difficulty determining which type of building materials to use? Many companies in western PA are selecting metal — specifically structural steel construction — as the method for meeting their building requirements.

However, it takes an experienced, knowledgeable metal building contractor to ensure the work is done properly and in a timely manner.

Clark Contractors, a family business for more than 60 years, offers expert metal building design and construction services throughout western/central PA and northern Maryland.

Call us for all your steel building construction needs in Pittsburgh, State College, Hagerstown and beyond. Our team of metal building construction experts in Bedford, Pittsburgh and beyond can help you with all aspects of the construction process, ensuring your build stays on budget and sticks to a strict schedule.

Contact our office today to discuss your western PA structural steel construction needs, and find out how we can help you.

Why Build With Steel?

Steel can be preferable to traditional construction materials for a number of industrial and commercial applications. Some of the advantages of metal building construction include:

- **Cost:** Keeping costs under control is a key consideration in any commercial/industrial building project. Steel is much cheaper than wood and brick, making it a cost-effective choice for large industrial spaces or any other commercial construction where economy is desired. Steel building components are also easy to repair or replace, which means a building's lifespan can be extended almost indefinitely.
- **Speed:** Most construction projects have tight deadlines that must be met in order to avoid costly overruns. Steel buildings employ modular components to expedite construction and reduce building costs. Because the individual components of a modular steel building arrive at the job site with the bulk of the construction work done, a build can be completed in as little as a few weeks.
- **Efficiency:** Protecting the environment is paramount in today's eco-friendly building processes. Steel is a surprisingly green choice for building commercial spaces. Steel building components are made primarily of recycled materials and can be outfitted with cool roofs and high efficiency insulation, keeping your monthly utility costs low. Thus, steel building construction for your western PA company can be a smart choice in terms of protecting the environment and reducing your company's long-term operating costs.
- **Expansion:** Have you outgrown your current manufacturing plant, distribution center or other type of commercial/industrial building? Another benefit of building with steel is the simplicity of expanding your facilities. Unlike traditional buildings, modular metal constructions can be added to easily — you have a better chance of avoiding an extensive renovation project. As your business grows and requires more floor space, rather than going through the expense and hassle of moving, you can simply expand your existing facility.

Who Uses Metal Construction Buildings?

Examples of structural steel construction can be seen throughout the region.

Many businesses in western PA use steel construction buildings as their primary or secondary facility. You'll find modular metal building components in warehouses and distribution centers, storage facilities, manufacturing plants and more.

We encourage you to view our online project portfolio to view several samples of our numerous steel building construction projects.

Office Building Renovations in PA



Have you outgrown your existing office space and need to expand? Has the time come to modernize your outdated office building to enhance its functionality and make it more attractive to potential tenants?

Whatever is creating the need for your office renovations in western PA, Clark Contractors can handle the entire job from start to finish.

We're a leading office renovation contractor proudly serving business owners in Pittsburgh, Bedford and across the entire region.

A professional office renovation by our expert team can provide the cost-effective alternative to a brand-new construction — and that can have a positive impact on your business's bottom line.

Expert Planning for Your Office Building Renovation

Whether office space or entire office building renovations are in order, careful planning is the key to a successful project outcome. It is important to not only evaluate your present needs, but also what you expect your needs to be five to 10 years down the road.

Our team of experienced office renovation professionals will take the time to gain understanding of your current and future space and functional requirements to help you develop the best office design for your unique situation.

In cases involving office building renovations where several companies occupy the facility, we will work to develop a coordinated plan that includes input from the building owner and all tenants that will be impacted by the project.

If necessary, we can create a detailed “responsibility matrix” that clearly outlines the roles and obligations of involved parties.

Wood & Plastics Construction Contracting



Clark Contractors, Inc. performs carpentry with its own forces and with applicable associated subcontractors if needed.

Relying on a combined experience of 60 plus years, we can assess the specific needs of your project and determine the best course of action for a cost-effective, quick and accurate build.

Based in Bedford, PA, we are available to provide wood and plastic services to commercial clients throughout central/western Pennsylvania and northern Maryland.

To find out more about what we can do for you, contact us today.

The Clark Contractors Team

Our team has tackled all types of carpentry projects, including complete wood frame buildings ranging from one to four stories, renovations, roofing projects, interior woodwork, architectural millwork, rough framing and post and beam.

We can work specifically on the individual components of your build or provide overall project management services that will streamline the process from start to finish.

Whatever you need us for, you can be sure we will approach the job with the same commitment to quality and outstanding customer service we've been known for since 1951.

Roofing & Insulation Contractors In PA



Roofing installation and exterior barriers are essential for most commercial facilities, not only to keep out the elements, but also to reduce monthly utility costs.

Investing in high quality heat and moisture protection can ensure the comfort of your staff and your customers, improve the efficiency and accuracy of your workflow and increase the service life of your essential equipment.

To get all these benefits, however, you need the support of a team who is highly experienced and properly trained in commercial roofing and insulation. That's where Clark Contractors, Inc. can help.

The Clark Contractors, Inc. Difference

Over the years, we have tackled many different types of projects, including complete re-roofs, new roof installations, fascia, and gutters – this experience allows us to coordinate better with our subcontractors and expedite the build process during this crucial stage.

Skilled Contractors Who Know Roofing

Some of the key components to our success include our vast network of experienced and certified roofing subcontractors, each of whom shares our commitment to a fine finished product.

We have developed many strong relationships with some of the best subcontractors in the area and can ensure you select the right team for your specific roofing and other thermal/moisture protection products.

Both our subcontractor partners and our in-house roofing experts share a vast knowledge of EPDM roofing, modified systems, ballast systems, shingles, TPO, sprayed membrane air barriers and foundation waterproofing systems. This gives us a unique advantage in the fact that we can move quickly, safely and with precision to complete your project without flaws.

Commercial Door & Window Installation



Doors and windows are an important part of any commercial construction project – when in the planning stages for a new industrial building, don't overlook the benefits of choosing a contractor with experience in door and window installation.

Properly integrating your business needs into the selection and installation of your doors and windows can ensure the finished project delivers the best value for your money. It also ensures your workflow is streamlined while keeping your staff and customers comfortable.

The Clark Contractors, Inc. Advantage

Clark Contractors provides carpentry with its own forces and applicable associated subcontractors if needed.

Relying on a combined experience of 60 plus years, our team can tackle any carpentry project, including complete wood frame buildings one to four stories, renovations, window replacement projects, interior woodwork and rough framing.

We can help you set up a system that will deliver consistent value on a month-to-month basis, keeping your utility costs low without sacrificing comfort and functionality.

Our Expert Carpentry Team Does It Right the First Time

Some of our key components to success have been our experienced carpenters, training techniques for new carpenters, ownership of our own millwork facility, commitment to a fine finish product and retention of skilled carpentry techniques.

Relying on extensive experience from completed carpentry projects give us a unique advantage when installing doors, windows and other components – we can move quickly, safely and with precision to complete your project without flaws.

Commercial Building Finishes in PA



Clark Contractors, Inc. can complete a wide range of finishes with associated experienced subcontractors if needed.

Relying on a combined experience of more than 60 years, our team has successfully tackled projects of all kinds, including complete wood frame buildings ranging from one to four stories, renovations, interior woodwork, architectural millwork, fire restorations and interior fit outs.

Contact our team today with the details of your project and find out how we can help you!

Get the Job Done Right the First Time

Our commitment to success includes hiring experienced carpenters and providing extensive training in order to quickly bring new staff members up to the high standards we demand and our clients expect.

We own our own millwork facility, which allows us to quickly turn around custom moldings, cabinetry, doors and other finishing components.

For every job we take on, our team is committed to a fine finished product through the use of skilled carpentry techniques.

Finish Your Facility With Clark Contractors

Whether you need a team to handle all aspects of the construction process or simply the finishing work, Clark Contractors has the experience to get the job done quickly and cost-effectively.

We work quickly, safely and with precision to complete your project without flaws.

Commercial Electrical Installations



Commercial electrical work can be time-consuming and expensive, particularly when a building has not been properly prepared to accommodate the needs of your business.

As specialists in all aspects of the build process, Clark Contractors, Inc. can ensure the final electrical work on your new facility is completed in a timely, cost-effective manner.

60+ Years of Electrical Expertise

Clark Contractors performs electrical construction with applicable associated experienced subcontractors.

Relying on a combined experience of 60 plus years, our team has tackled a variety of electrical projects, including new installations of electrical gear systems, generators, complete re-lamping of facilities, underground service installation, parking lot lighting, energy management and communications.

We have previously overseen builds of healthcare, manufacturing and warehouse spaces, and we understand the unique power needs of these and other specialized facilities.

Whether you're building a new facility from scratch or retrofitting an existing space, let our expertise help you every step of the way.

Trust Your Next Electrical Installation to Clark Contractors

Some of our key components to success include the use of experienced certified subcontractors, training techniques, searching and finding the best applicable companies to fit the product.

Heating, Ventilation and Air Conditioning in PA



Installing a heating, ventilation and air conditioning system in a new commercial structure or retrofitting an existing facility can be a complicated process.

You need to be sure your new HVAC system will provide adequate heating and cooling for your facility, while also operating in the most efficient manner to minimize your energy costs.

Clark Contractors is an experienced heating, ventilation and air conditioning contractor in western PA you can count on to get the job done.

We can provide the best HVAC solution at the right price for companies in Bedford, Erie and throughout the entire region.

A Trusted HVAC Construction Contractor for More Than 60 Years

Established in 1951 and headquartered in Bedford, PA, Clark Contractors is a family-owned and operated company that has developed a stellar reputation for performing top-quality work and completing projects on time and on budget.

Our professional team of HVAC construction contractors can handle projects of any type, size and scope. Our list of successfully completed HVAC installation projects in the western PA regions encompasses everything from hospital and other healthcare facilities to retail stores, hotels, schools, office buildings and much more.

We provide expert installation of all types of HVAC products and systems including:

- Geothermal systems
- Roof top air handling units
- Boilers
- Water heaters
- HVAC ductwork
- Automatic temperature controls and associated venting and piping

Commercial & Industrial Plumbing Contractors



As a full-service commercial construction contractor, Clark Contractors can take care of all your building's Plumbing needs.

Whether you're looking to retrofit an older facility or install a complete system in a new construction, we can provide everything you need from a single vendor.

A family business based in Bedford, PA, we serve clients throughout central/western Pennsylvania and northern Maryland.

Clark Contractors self performs and relies on applicable associated experienced subcontractors we needed. Relying on over 60 years of construction experience, our team has tackled many types of plumbing projects, including new installations of water & sewer, pumps, water heaters, gas lines, air lines, and associated venting and piping.

We excel at meeting the plumbing needs of a wide range of clients, from healthcare facilities to hotels and other hospitality industry operators.

Commercial Plumbing Made Easy

One of the key components to our success has been the quality and professionalism of our crews and the subcontractors we deal with.

With certified on staff plumbers and large network of trusted partners, we can be the best company to fit your project.

We can also coordinate the build process to avoid delays and ensure your plumbing system components get installed to the high standards we demand – and our clients expect.



Regional Office of
**KEYSTONE INSURERS
GROUP**

Sept. 16, 2019

REFERENCE: Clark Contractors, Inc.
Workers Compensation – Experience Rating

To Whom It May Concern:

The following represents the Experience Modification Rating for the past 3 years as requested:

Effective date	Experience Mod Rating Factor
04/22/18	.765
04/22/17	.955
04/22/16	.924

Regards,

REED, WERTZ & ROADMAN, INC.

A handwritten signature in cursive script that reads 'Donna Pennel'.

Donna Pennel
Commercial Account Manager

APPENDIX D

COMPARABLE CONSTRUCTION EXPERIENCE

PROJECTS EQUAL TO OR LESS THAN \$50,000

Submit a Separate Form for Each Project. Maximum of (4) Projects in Each Dollar Range Will be Evaluated

1) Proposer's Name: Clark Contractors, Inc.

2) Agency/Client Name: Department of Human Services

3) Project Name: Reading State Office Building - Electrical Upgrades

4) Project Number: ER-DHS-020-EL 5) Project Value: \$19,180.68

6) Project Address: 625 Cherry St. 7) County: Berks

Reading, PA 19602

8) **Achieved or Anticipated Final Acceptance after January 1, 2016** Yes No

9) **Company Role:** Sub JOC Contractor Prime JOC Contractor Multi-Prime JOC Contractor

10) **Agency:** The Commonwealth Public Agency within PA Other: _____

11) **Location:** Within the Region Being Proposed Other: SET

12) **Project Includes the Following Elements:**

General Construction HVAC Electrical Plumbing

13) **Attach an Additional Sheet(s) Describing the Project's Scope of Work. Is the Additional Information Attached?**

Yes No

14) **Client Reference for Construction:** (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Reference's contact: Name Philip Duffy **Title** Building Administrator

Telephone: _____ Email Address: _____

15) **Description of Any Problems or Major Issues Encountered During the Project (If Any) and What Was Done to Resolve:** *(Attach Additional Information As Necessary)*

None

DGS A-2019-0001-JOC-NET-K-4

Project Scope of Work

Project: Department of Human Services Reading State Office Building Hearing Room Electrical Upgrades

Demo of existing electrical circuitry, fixtures and fire alarm. Installation of new electrical wiring, conduit, receptacles, switches, motion sensors and fire alarm components. Programming of the new fire alarm system.

APPENDIX D COMPARABLE CONSTRUCTION EXPERIENCE

PROJECTS EQUAL TO OR LESS THAN \$50,000

Submit a Separate Form for Each Project. Maximum of (4) Projects in Each Dollar Range Will be Evaluated

1) Proposer's Name: Clark Contractors, Inc.

2) Agency/Client Name: Department of Human Services

3) Project Name: Clark Summit Niagara Upgrades

4) Project Number: ER-DHS-042-EL 5) Project Value: \$26,684.00

6) Project Address: 1451 Hillside Drive 7) County: Lackawanna

Clark Summit, PA 18411

8) Achieved or Anticipated Final Acceptance after January 1, 2016 Yes No

9) Company Role: Sub JOC Contractor Prime JOC Contractor Multi-Prime JOC Contractor

10) Agency: The Commonwealth Public Agency within PA Other: _____

11) Location: Within the Region Being Proposed Other: _____

12) Project Includes the Following Elements:

General Construction HVAC Electrical Plumbing

13) Attach an Additional Sheet(s) Describing the Project's Scope of Work. Is the Additional Information Attached?

Yes No

14) Client Reference for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Reference's contact: Name Thomas Carachilo Title Facilities Maintenance

Telephone: _____ Email Address: _____

15) Description of Any Problems or Major Issues Encountered During the Project (If Any) and What Was Done to Resolve: (Attach Additional Information As Necessary)

None

DGS A-2019-0001-JOC-NET-K-4

Project Scope of Work:

Project: Department of Human Services Clark Summit Niagara Upgrade

Installation of a new Niagara N4 software install build will be latest version. License workstation and rebuild graphics to operate on the new Niagara N4 platform. Existing JACE Network Controllers shall have AX revisions verified for proper communication with the New N4 Web Supervisor.

DGS A-2019-0001-JOC-NET-K-4

Project Scope of Work:

Project: Department of Corrections SCI Phoenix Electrical Outlets for Laundry Trucks

Installation of (10) electrical receptacles, conduit, wiring, photocell, switches, guide rail, treated lumber, lights for the Laundry Truck engine block heaters.

DGS A-2019-0001-JOC-NET-K-4

Project Scope of Work:

Project: Department of Military and Veteran Affairs Repairs to Substation at Spring City

Clean and repair Sides A and Side B of double-ended switch lineup. Including Vacuum and wiping down of air switch. Cleaning of the cables. Grease all the movable joints. Check the terminations and retighten any that are loose. Inspect the metal housing for leaks. Inspect and wipe down transformer. Inspect and clean PT cables. Inspect and replace lightning arrestors. Inspect and clean all secondary switches.

APPENDIX E

COMPARABLE CONSTRUCTION EXPERIENCE

PROJECTS BETWEEN \$50,000 AND \$150,000

Submit a Separate Form for Each Project. Maximum of (4) Projects in Each Dollar Range Will be Evaluated

1) Proposer's Name: Clark Contractors, Inc.

2) Agency/Client Name: Department of Corrections

3) Project Name: SCI Waymart Sally Port Motor & Controls

4) Project Number: ER-DOC-067-EL 5) Project Value: \$ 74,466.52

6) Project Address: Route 6 Box 256 7) County: Wayne

Waymart, PA 18422

8) **Achieved or Anticipated Final Acceptance after January 1, 2016** Yes No

9) **Company Role:** Sub JOC Contractor Prime JOC Contractor Multi-Prime JOC Contractor

10) **Agency:** The Commonwealth Public Agency Within Pennsylvania: Other: _____

11) **Location:** Within the Region Being Proposed Other: _____

12) **Project Includes the Following Elements:**
 General Construction HVAC Electrical Plumbing

13) **Attach an Additional Sheet(s) Describing the Project's Scope of Work. Is the Additional Information Attached?**
 Yes No

14) **Client Reference for Construction:** (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Reference's contact: Name Norm Mlinikowski Title Director

Telephone: _____ Email Address: _____

15) **Description of Any Problems or Major Issues Encountered During the Project (If Any) and What Was Done to Resolve:** *(Attach Additional Information As Necessary)*

None

DGS A-2019-0001-JOC-NET-K-4

Project Scope of Work

Project: SCI Waymart Sallyport Motor and Controls

Remove (1) existing "J" vehicle locking system and replace with new PLUS vehicle locking system. Disconnect the existing electrical power and control wiring from the existing gate locking system motor and controller. Removal of existing gate panel, razor wire, overhead beam and locking column. Install a new 4" OC short motor box post to support the PLUS motor box. Install new junction box, new wiring, connect new wiring to gate operator terminal strip. Furnish and install the new PLUS locking system overhead beam, chain tube, motor box and new gate panel. Reinstall razor wire on overhead beam.

APPENDIX E

COMPARABLE CONSTRUCTION EXPERIENCE

PROJECTS BETWEEN \$50,000 AND \$150,000

Submit a Separate Form for Each Project. Maximum of (4) Projects in Each Dollar Range Will be Evaluated

1) Proposer's Name: Clark Contractors, Inc.

2) Agency/Client Name: Department of Human Services

3) Project Name: White Haven Center Transfer Switch

4) Project Number: ER-DHS-023-EL 5) Project Value: \$ 103,880.00

6) Project Address: 827 Oley Valley Rd. 7) County: Luzerne

White Haven, PA 18661

8) **Achieved or Anticipated Final Acceptance after January 1, 2016** Yes No

9) Company Role: Sub JOC Contractor Prime JOC Contractor Multi-Prime JOC Contractor

10) Agency: The Commonwealth Public Agency Within Pennsylvania: Other: _____

11) Location: Within the Region Being Proposed Other: _____

12) Project Includes the Following Elements:
 General Construction HVAC Electrical Plumbing

13) Attach an Additional Sheet(s) Describing the Project's Scope of Work. Is the Additional Information Attached?
 Yes No

14) Client Reference for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Reference's contact: Name John Hudacek Title Electrical Engineer

Telephone: _____ Email Address: _____

15) Description of Any Problems or Major Issues Encountered During the Project (If Any) and What Was Done to Resolve: *(Attach Additional Information As Necessary)*

None

DGS A-2019-0001-JOC-NET-K-4

Project Scope of Work

Project: White Haven Center Replace Automatic Transfer Switch

Replacement of oil switches with 5 KV automatic transfer switch. Remove the existing oil switch. Installation of a new GE/Zenith transfer switch. Install and terminate new 15KV cable from 2 existing source switches to new transfer switch and from transfer switch to 1 indoor transformer. Extend the housekeeping pad for new switch. Perform the high potential testing on all new cable. Program the new transfer switch and perform transfer test for the facility.

APPENDIX E

COMPARABLE CONSTRUCTION EXPERIENCE

PROJECTS BETWEEN \$50,000 AND \$150,000

Submit a Separate Form for Each Project. Maximum of (4) Projects in Each Dollar Range Will be Evaluated

1) Proposer's Name: Clark Contractors, Inc.

2) Agency/Client Name: Pennsylvania Historical & Museum Commission

3) Project Name: Anthracite Heritage Museum Exterior Lighting

4) Project Number: ER-PHMC-015-EL 5) Project Value: \$ 84,516.69

6) Project Address: RD 1 Bald Mountain Rd. 7) County: Lackawanna

Scranton, PA 18504

8) Achieved or Anticipated Final Acceptance after January 1, 2016 Yes No

9) Company Role: Sub JOC Contractor Prime JOC Contractor Multi-Prime JOC Contractor

10) Agency: The Commonwealth Public Agency Within Pennsylvania: Other: _____

11) Location: Within the Region Being Proposed Other: _____

12) Project Includes the Following Elements:
 General Construction HVAC Electrical Plumbing

13:) Attach an Additional Sheet(s) Describing the Project's Scope of Work. Is the Additional Information Attached?
 Yes No

14) Client Reference for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Reference's contact: Name Rick Rolinski Title Construction Specialist

Telephone: _____ Email Address: _____

15) Description of Any Problems or Major Issues Encountered During the Project (If Any) and What Was Done to Resolve: (Attach Additional Information As Necessary)

None

DGS A-2019-0001-JOC-NET-K-4

Project Scope of Work

Project: Anthracite Heritage Museum Exterior Lighting

Demo of the existing light bases and poles. Removal of existing sidewalks. Excavate for installation of wire and conduit. Install new light bases and set new poles with new light fixtures. Install new wall packs. Form and pour new sidewalks. Backfill trenching and seed and mulched area of disturbance.

APPENDIX E

COMPARABLE CONSTRUCTION EXPERIENCE

PROJECTS BETWEEN \$50,000 AND \$150,000

Submit a Separate Form for Each Project. Maximum of (4) Projects in Each Dollar Range Will be Evaluated

1) Proposer's Name: Clark Contractors, Inc.

2) Agency/Client Name: Pennsylvania Historical & Museum Commission

3) Project Name: Scranton Iron Furnace New Site Lighting

4) Project Number: ER-PHMC-011-EL 5) Project Value: \$ 135,102.31

6) Project Address: 159 Cedar Ave. 7) County: Lackawanna

Scranton, PA 18505

8) **Achieved or Anticipated Final Acceptance after January 1, 2016** Yes No

9) Company Role: Sub JOC Contractor Prime JOC Contractor Multi-Prime JOC Contractor

10) Agency: The Commonwealth Public Agency Within Pennsylvania: Other: _____

11) Location: Within the Region Being Proposed Other: _____

12) Project Includes the Following Elements:
 General Construction HVAC Electrical Plumbing

13:) Attach an Additional Sheet(s) Describing the Project's Scope of Work. Is the Additional Information Attached?
 Yes No

14) Client Reference for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Reference's contact: Name Rick Rolinski Title Construction Specialist

Telephone: _____ Email Address: _____

15) Description of Any Problems or Major Issues Encountered During the Project (If Any) and What Was Done to Resolve: (Attach Additional Information As Necessary)

None

DGS A-2019-0001-JOC-NET-K-4

Project Scope of Work

Project: Scranton Iron Furnace New Site Lighting

New site lighting on building and along walk ways at the Historic Scranton Iron Furnace. Work included installation of 2-type A fixtures, install 5- type B fixtures, install 4-type C fixtures. Install new outlet boxes at existing concrete bases and at each end of iron furnaces. Install 2-type D fixtures, install new pole base and circuit. Install 1-type E fixture at the sign and install 2-type F fixtures at existing canopy. Provide photocell controls. Install new concrete light bases. Trench for new conduits Restoration of all disturbed areas with seeding and mulching.

DGS A-2019-0001-JOC-NET-K-4

Project Scope of Work

Project: Reading State Office Building Security Upgrades

Installation of New CCTV and Access Control Equipment. Installation of (10 new Cisco 24-port POE network switch. Install (4) Axis vandal resistant 5-megapixel dome cameras. The new cameras will be connected to the new network switch. Install (2) exterior-rated Axis vandal resistant 5-megapixel dome cameras. Install (4) exterior-rated Axis vandal resistant 8-megapixel panoramic dome cameras. They will provide 270^o coverage. Install (2) Pelco 55" display monitors. Issue (10) Verint camera licenses and (10) Verint PSIM license. Install new lock power supply and power distribution equipment. Install new card access devices including card reader, electromagnetic lock with door switches, motion sensors and Pneumatic exit buttons.

DGS A-2019-0001-JOC-NET-K-4

Project Scope of Work

Project: SCI Retreat High Voltage Switch Replacement

Install (4) new 40-foot Class 1 Utility poles. Install 2 fused, 900 amp, 15KV pole mounted Air Break Switches, 2 non-fused, 900 amp, pole mounted Air Break Switches. Install ground grids and switching platforms for each switch. Splice into existing medium voltage feeds extended to new switches. Re-termination of cable with new outdoor Class 3 terminations for line and load of all switches.

DGS A-2019-0001-JOC-NET-K-4

Project Scope of Work

Project: PA Turnpike Lehigh Tunnel Fans

Reconditioning of Jetfoil Fans in the tunnel. Work included removal of (10) fans and the replacement of domes on both the intake side and the discharge sides of the fans. Structural steel on the units mounting channel weldment replace to include hot dipped galvanizing and 316SS fasteners. (6) of the (10) fan units needed rewinds to them.

APPENDIX F

COMPARABLE CONSTRUCTION EXPERIENCE

PROJECTS BETWEEN \$150,000 AND \$400,000

Submit a Separate Form for Each Project. Maximum of (4) Projects in Each Dollar Range Will be Evaluated

1) Proposer's Name: Clark Contractors, Inc.

2) Agency/Client Name: Pennsylvania Department of Transportation

3) Project Name: New Lighting Media

4) Project Number: ER-DOT-028-EL 5) Project Value: \$ 261,561.72

6) Project Address: 7000 Geerdes Blvd. 7) County: Delaware

King of Prussia, PA 19406

8) **Achieved or Anticipated Final Acceptance after January 1, 2016** Yes No

9) **Company Role:** Sub JOC Contractor Prime JOC Contractor Multi-Prime JOC Contractor

10) **Agency:** The Commonwealth Public Agency within PA Other: ___

11) **Location:** Within the Region Being Proposed Other: SET

12) **Project Includes the Following Elements**

General Construction HVAC Electrical Plumbing

13) **Attach an Additional Sheet(s) Describing the Project's Scope of Work. Is the Additional Information Attached?**

Yes No

14) **Client Reference for Construction:** (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Reference's contact: Name Frank Blasick **Title** Facilities Manager

Telephone: _____ Email Address: _____

15) **Description of Any Problems or Major Issues Encountered During the Project (If Any) and What Was Done to Resolve:** (Attach Additional Information As Necessary)

None

DGS A-2019-0001-JOC-NET-K-4

Project Scope of Work

Project: PA Department of Transportation FM7289 Replace Emergency Exterior Wall Pack Lights

Removed the existing emergency lighting throughout the building and dispose. Installed new interior and exterior emergency lighting. Installed interior and exterior LED lighting. Installed new LED site lighting and new poles.

APPENDIX G

KEY PERSONNEL

PROJECT MANAGER

Submit a Separate Form for Each Project Manager Proposed. Maximum of (2) Project Managers Will be Evaluated

1) Proposer's Name: Clark Contractors, Inc.

2) Project Manager's Name: Brent Fletcher

3) # of Years with the Firm: 15

4) Does the Project Manager Reside in the Region Being Proposed?

Yes, Within the Region Being Proposed No, Other

5) Experience: (Check ALL boxes that apply)

General Construction HVAC Electrical Plumbing

6) # of Years Experience with Trade(s) Checked Above: 15

7) Is the Project Manager being Proposed as Key Personnel on Another Job Order Contract?

Yes No If Yes, Identify Which Contracts: DGS A-2019-0001-JOC-SET-K-3
DGS A-2019-0001-JOC-SWT-K-3

8) # of Years Experience with the Commonwealth: 15

DGS A-2019-0001-JOC-CAP-K-3

DGS A-2019-0001-JOC-CSE-K-3

DGS A-2019-0001-JOC-CSW-K-3

DGS A-2019-0001-JOC-NWT-K-3

9) ATTACH RESUME Yes

10) Client Reference #1 for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Reference's contact: Name Douglas Hatcher Title PA DGS- Director of E & R Mgt.

Telephone: _____ Email Address: _____

11) Client Reference #2 for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Reference's contact: Name Nick Clark Title PA DGS - Chief of Mechanical Division

Telephone: _____ Email Address: _____

APPENDIX G
KEY PERSONNEL
PROJECT MANAGER

Submit a Separate Form for Each Project Manager Proposed. Maximum of (2) Project Managers Will be Evaluated

1) Proposer's Name: Clark Contractors, Inc.

2) Project Manager's Name: Wayne Eisel

3) # of Years with the Firm: 16

4) Does the Project Manager Reside in the Region Being Proposed?

Yes, Within the Region Being Proposed No, Other

5) Experience: (Check **ALL** boxes that apply)

General Construction HVAC Electrical Plumbing

6) # of Years Experience with Trade(s) Checked Above: 16

7) Is the Project Manager being Proposed as Key Personnel on Another Job Order Contract?

Yes No If Yes, Identify Which Contracts: DGS A-2019-0001-JOC-SET-K-2
DGS A-2019-0001-JOC-NWT-K-1
DGS A-2019-0001-JOC-SWT-K-1

8) # of Years Experience with the Commonwealth: 16

9) ATTACH RESUME Yes

10) **Client Reference #1 for Construction:** (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Reference's contact: Name Joe Lauver Title PA Historical & Museum-Chief of Architecture

Telephone: _____ Email Address: _____

11) **Client Reference #2 for Construction:** (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Reference's contact: Name Rick Rolinski Title PA Historical & Museum-Construction Specialist

Telephone: _____ Email Address: _____

EDUCATION

1994 Pennsylvania State University
BS Industrial Engineering
State College, PA

1988 Altoona Area High School
Altoona, PA

WORK HISTORY

2003- Project Manager/Estimator
Clark Contractors, Inc.
Bedford, PA

2005- JOC LSAP Estimator/Project Manager USPS
Clark Contractors, Inc.
Bedford, PA

2003- IQC/JOC PA Dept of Transportation & PA Turnpike Commission
Clark Contractors, Inc.
Project Scheduler

NOTABLE PROJECTS

2019	PA Turnpike-JD Eckman Cashless Tolling	\$625,000.00
2019	DGS JOC Gino Merli TV Upgrades	\$52,782.00
2018	Anderson House Historical Upgrades to a Museum	\$724,982.00
2018	PA Turnpike-Golden Triangle Cashless Tolling	\$676,124.00

APPENDIX H
KEY PERSONNEL
GENERAL FIELD SUPERINTENDENT

Submit a Separate Form for Each Field Superintendent Proposed. Maximum of (3) Field Superintendents Will be Evaluated

1) Proposer's Name: Clark Contractors, Inc.

2) General Field Superintendent's Name: Robert Feeney

3) # of Years with the Firm: 2

4) Does the General Field Superintendent Reside in the Region Being Proposed?

Yes, Within the Region Being Proposed No, Other

5) Experience: (Check ALL boxes that apply)

General Construction HVAC Electrical Plumbing

6) # of Years Experience with Trade Checked Above: 26

7) # of Years Experience with the Commonwealth: 11

8) Is the General Field Superintendent being Proposed as Key Personnel on Another Job Order Contract?

Yes No If Yes, Identify Which Contracts: DGS A-2019-0001-JOC-SWT-K-2
DGS A-2019-0001-JOC-CSW-K-2
DGS A-2019-0001-JOC-CSE-K-2

9) **ATTACH RESUME** Yes

10) **Client Reference #1 for Construction:** (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Reference's contact: Name Vince Buser Title PA Turnpike Engineering Project Manager

Telephone: _____ Email Address: _____

11) **Client Reference #2 for Construction:** (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Reference's contact: Name Chris David P.E. Title PA Turnpike Senior Engineer

Telephone: _____ Email Address: _____

Robert Feeney

EDUCATION

Souderton High School	Graduated 1980
North Montgomery Co. Technical School	Graduated 1983
PA Electrical Apprentice	1 Year
Union Electrical Apprentice	4 Years

WORK EXPERIENCE

2018-Present	Clark Contractors, Inc. Electrical Superintendent
2014-2018	R&S Electric Electrical Superintendent

PROJECT EXPERIENCE

2019	DGS JOC SCI Chester Upgrade Camera System	\$316,380.00
2019	DGS JOC FM7176 Pike Co. RSR 62 Tank Installation	\$140,438.00
2019	JOC PA Turnpike Commission Pocono Dust Collector	\$56,274.00
2018	DGS JOC FITG Fire Suppression	\$370,816.00
2018	JOC PA Turnpike Commission 576 Salt Storage Facility	\$277,731.00

APPENDIX H
KEY PERSONNEL
GENERAL FIELD SUPERINTENDENT

Submit a Separate Form for Each Field Superintendent Proposed. Maximum of (3) Field Superintendents Will be Evaluated

1) Proposer's Name: Clark Contractors, Inc.

2) General Field Superintendent's Name: Harry Shaffer

3) # of Years with the Firm: 12

4) Does the General Field Superintendent Reside in the Region Being Proposed?

Yes, Within the Region Being Proposed No, Other

5) Experience: (Check **ALL** boxes that apply)

General Construction HVAC Electrical Plumbing

6) # of Years Experience with Trade Checked Above: 12

7) # of Years Experience with the Commonwealth: 12

8) Is the General Field Superintendent being Proposed as Key Personnel on Another Job Order Contract?

Yes No If Yes, Identify Which Contracts: DGS A-2019-0001-JOC-CSE-K-1

DGS A-2019-0001-JOC-SET-K-2

DGS A-2019-0001-JOC-CAP-K-2

9) **ATTACH RESUME** Yes

10) **Client Reference #1 for Construction:** (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Reference's contact: Name Vince Spagna Title PA Turnpike - Eastern Regional Facilities Supervisor

Telephone: _____ Email Address: _____

11) **Client Reference #2 for Construction:** (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Reference's contact: Name Jim Leiby Title PA Turnpike - Eastern Regional Facilities Analyst

Telephone: _____ Email Address: _____

APPENDIX H
KEY PERSONNEL
GENERAL FIELD SUPERINTENDENT

Submit a Separate Form for Each Field Superintendent Proposed. Maximum of (3) Field Superintendents Will be Evaluated

1) Proposer's Name: Clark Contractors, Inc.

2) General Field Superintendent's Name: Rick Zimmerman

3) # of Years with the Firm: 21

4) Does the General Field Superintendent Reside in the Region Being Proposed?

Yes, Within the Region Being Proposed No, Other

5) Experience: (Check ALL boxes that apply)

General Construction HVAC Electrical Plumbing

6) # of Years Experience with Trade Checked Above: 21

7) # of Years Experience with the Commonwealth: 21

8) Is the General Field Superintendent being Proposed as Key Personnel on Another Job Order Contract?

Yes No If Yes, Identify Which Contracts: DGS A-2019-0001-JOC-NWT-K-2

DGS A-2019-0001-JOC-SWT-K-2

DGS A-2019-0001-JOC-CSW-K-2

9) **ATTACH RESUME** Yes

10) **Client Reference #1 for Construction:** (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Reference's contact: Name Bobby Bowlin Title PA DMVA - Chief of Engineering

Telephone: _____ Email Address: _____

11) **Client Reference #2 for Construction:** (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Reference's contact: Name Stephen Rockey Title Milton School District - Facilities Maintenance

Telephone: _____ Email Address: _____

Rick Zimmerman

EDUCATION

Northern Bedford High School

Graduated 1997

Work History

2009-Present

Clark Contractors, Inc.

Construction Superintendent

1998-2009

Clark Contractors, Inc.

Carpenter

PROJECT EXPERIENCE

2019

KPN JOC Milton Baugher Elementary School
Sewer line replacement interior of building
\$335,590.00

2019

PA Turnpike Commission JOC
D3 Mezzanine at York and Lancaster
\$343,942.00

2018

DGS JOC Fort Indiantown Gap
Kitchen Hood Fire Suppression
\$111,757.00

2018

DGS JOC PA State Police
Troop L Evidence Room
\$128,825.87

2018

DGS JOC Human Services
Wernersville Bldg 18 Foundations
\$106,409.00

2018

DGS JOC State Police Troop L
Emergency Sanitary Sewer
\$267,624.00



145 Clark Building Road • Suite 7 • Bedford, PA 15522
Phone: 814.623.9400 • Fax: 814.623.3391

Narrative describing how key personnel will administer the contract across more than one region:

Clark seeks to match key personnel to projects that are happening at different rates and stages and place key personnel on similar projects that they have previously completed for efficiency purposes. This allows the key personnel to work on projects while other projects have down time waiting for design, long lead materials, approvals, etc.



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Narrative of the Proposer's Staffing Plan;

Administering the contract:

Clark immediately assigns a project manager to a project once its created and transmitted thru Gordian. The PM is responsible for attending the job scope, collecting information, documents and reaching out to subcontractors for pricing. The PM then provides his assembled info to one of Clarks' high experienced JOC estimators that in turn quickly prepares and transmits the estimate to the agency. Once the agency approves, the PM proceeds with required agency clearances, submittals, schedules and preparation for the work. Clark's office manager prepares bi weekly reports for DGS that shows current status of all projects and proposed completion dates. Clarks' office manager also tracks SB and DBE participation and reviews weekly for compliance and forwards information to the DISBO department on requested dates.

Providing high quality services & construction to the agencies

To provide "first rate service" Clark takes an "urgent" hand-on approach to the agencies requests and we stay one step ahead, so the agency is not waiting on a proposal or submissions to slow down the project. The quality of construction is handled by first assigning one of Clark's highly trained superintendents, second finding and procuring subcontractors that are skilled in their work type and have solid backgrounds and finally being diligent about quality control programs which includes testing, oversight, material control, cleaning, etc.

In the Event Additional Staff is Required

Based on the projections that are put forth in the RFP, our current staff meets or exceeds the amount of work which we are proposing for. In the event the program expectations expand, we would: A.) Procure new project managers through a large pool of candidates that we keep in our revolving data base. B.) Evaluate and promote craftsman to superintendents. C.) Hire more craftsmen from our large pool of candidates that we keep in our revolving data base. Also, since the DGS contract is only roughly 10% of Clarks' volume we can move PMs and superintendents from other contracts to this contract if need be.



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Understanding the JOC Procurement System

1. An overview of this JOC procurement system.

Clark Contractors, Inc. has been continually using the JOC Procurement System with PA State and Federal Agencies for the past 12 plus years. Through our experience we understand all aspects of the JOC Procurement System.

2. The procedure the Using Agency will use to order work.

Clark being a current DGS JOC holder of (8) contracts is versed and proficient with agency procedures. Clark Contractor's also performs multiple projects per year for DGS. We are very familiar with the DGS & agency process that will be used.

3. The Proposer's process for preparing designs and accurate Job Order Price Proposals.

Clark reaches out to small business design firms for preparing designs. These firms are experienced in their field and are also DGS certified small businesses. Our accuracy for preparing Job Order Proposals is obtained through 6 highly skilled and previously trained JOC Estimators with over 1,000 plus JOC proposals submitted to date.

4. The Proposer's plan regarding the proposed methods for determining the costs of subcontracts, as well as proposed methods for selecting and awarding subcontracts, which shall include Small Businesses and Small Diverse Businesses.

We determine the cost of subcontracting based off of multiple subcontracting prices. We select and award subcontracts based on pricing, experience, safety and diversified business characteristics. Part of this selection will be to meet or exceed the Small Business and Small Diverse Business goals.

5. Keys to success.

Clark Contractors, Inc. has three factors that have driven us and are the keys to our success. 1.) Accuracy of JOC proposal on first round. 2.) Our willingness to work with the agency on time schedule. 3.) Implementation and the quality of our work.

6. Any other information deem relevant and important.

Clark Contractors Inc. has been awarded approximately 30+ JOC Contracts in the past decade and has exceeded over \$20 million dollars in contract values. We have had all our contract options renewed without question and have been asked to perform other contractors' areas in the past.

APPENDIX J

Small Diverse Business and Veteran Business Enterprise

Participation Summary Sheet

Small Diverse Business (SDB) and Veteran Business Enterprise (VBE)

Participation Summary Sheet

The Issuing Office and BDISBO have set the following statewide SDB and VBE Participation Goals for this RFP. This is a significant programmatic change from the SDB and SB Participation program contained in prior best value solicitations issued by the Commonwealth. Bidders/Offerors now must agree to meet the SDB and VBE Participation Goals in full or demonstrate they have made Good Faith Efforts to meet both Goals. Important information regarding this new program is set forth in Part 3 of the RFP and the Attachments listed below.

	SDB Participation Goal	VBE Participation Goal
General Contracting - .1	8.2%	0.0%
HVAC - .2	9.0%	0.0%
Plumbing - .3	17.5%	0.0%
Electrical - .4	20.2%	0.0%

* The Issuing Office and BDISBO will re-assess the SDB and VBE Participation Goals after the second year of the Contract Term. The Issuing Office and BDISBO may lower any of the SDB Participation Goals, but will not increase any SDB Participation Goal. Because the VBE Participation Goals have been set at 0.0% for all disciplines for this RFP, Proposers are not required to submit a VBE Participation Submittal with their Proposal. However, the Issuing Office may set VBE Participation Goals after the second year of the Contract Term

Attachments:

- SDB-1 Instructions for completing SDB Participation Submittal and SDB Listing
- SDB-2 SDB Participation Submittal
- SDB-3 SDB Listing
- SDB-4 Guidance for Documenting Good Faith Efforts to meet the SDB Participation goal
- SDB-5 Good Faith Efforts Documentation to Support Waiver Request of SDB Participation Go

APPENDIX K

SDB-1 INSTRUCTIONS FOR COMPLETING THE SMALL DIVERSE BUSINESS (SDB) PARTICIPATION SUBMITTAL.

PLEASE READ BEFORE COMPLETING THESE DOCUMENTS

The following instructions include details for completing the SDB Participation Submittal which Bidders or Offerors must submit in order to be considered responsive.

This form also includes instructions for completing the SDB Listing, which Bidders or Offerors must submit for any portion of the SDB participation goal the Bidder or Offeror commits to meeting.

Bidder/Offeror shall attempt to achieve the SDB participation goal set forth in the SDB and VBE Participation Summary Sheet for the Discipline being submitted. Bidder/Offeror agrees to exercise Good Faith Efforts to carry out the requirements set forth in these Instructions.

A Bidder/Offeror's failure to meet the SDB participation goal in full or obtain an approved Good Faith Efforts waiver for any unmet portion of the SDB participation goal will result in the rejection of the Bid or Proposal as nonresponsive.

- I. **SDB Participation Goal:** The SDB participation goal is set forth in the SDB and VBE Participation Summary Sheet. The Bidder/Offeror is encouraged to use a diverse group of subcontractors and suppliers from the SDB classifications to meet the SDB participation goal.
- II. **SDB Eligibility:**
 1. **Finding SDB firms:** The directory of **DGS-verified** SDB firms can be accessed from the DGS Supplier Search directory at: <http://www.dgs.internet.state.pa.us/suppliersearch>.
 2. **Only SDBs verified by DGS** and as defined herein may be counted for purposes of achieving the SDB participation goal. In order to be counted for purposes of achieving the SDB participation goal, the SDB firm, including an SDB prime, **must be DGS-verified for the subcontracting services, materials or supplies that it is committed to perform.**
 - a. **SDB prime bidders or offerors.** An SDB prime firm whose SDB verification is pending or incomplete as of the bid or proposal due date and time may not satisfy the SDB participation goal through its own performance. **A self-certified SB prime that does not have its SDB verification as of the bid or proposal due date and time cannot satisfy the SDB participation goal through its own performance.**
 - b. **SDB subcontractors (construction contractors and designers), manufacturers, or suppliers.** To receive credit toward meeting the SDB participation goal, the SDB subcontractor, manufacturer, or supplier must be a DGS-verified SDB as of the date the work to be completed by the SDB has commenced. **A self-certified SB subcontractor, manufacturer, or supplier that does not have its SDB verification as of the date the work to be completed by the subcontractor, manufacturer, or supplier has commenced cannot be used to satisfy the SDB participation goal.**

SDB-1
INSTRUCTIONS FOR COMPLETING THE SMALL DIVERSE BUSINESS (SDB)
PARTICIPATION SUBMITTAL.

3. **SDB Requirements:** To be considered an SDB, a firm must be a **DGS-verified** small minority business enterprise (MBE), woman business enterprise (WBE), LGBT business enterprise (LGBTBE), Disability-owned business enterprise (DOBE), or other small business as approved by DGS, that is owned and controlled by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantages.

Additional information on the DGS verification process can be found at:

<https://www.dgs.pa.gov/Small%20Diverse%20Business%20Program/Pages/default.aspx>

4. **Dually verified firms.** If a DGS-verified SDB is dually verified as a VBE, the firm may receive credit towards both the SDB participation goal and any VBE participation goal set for the project after the second year of the Contract Term, as set forth on the SDB and VBE Participation Summary Sheet.

Example: The SDB participation goal is separate and independent from the VBE participation goal. Therefore, an SDB firm also verified as a VBE may be used towards fulfilling both the SDB participation goal and the VBE participation goal. However, an SDB firm verified as both a WBE and MBE may not be double counted toward satisfying the SDB participation goal.

5. **Participation by SDB firms as prime bidders/offers or subcontractors.** A Bidder/Offeror that qualifies as an SDB and submits a bid or proposal as a prime contractor is not prohibited from being included as a subcontractor in separate proposals submitted by other Bidders/Offerors. An SDB may be included as a subcontractor with as many prime contractors as it chooses in separate bids or proposals.
6. **Questions about SDB verification.** Questions regarding the SDB program, including questions about the self-certification and verification processes can be directed to:

Department of General Services
Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)
Room 611, North Office Building
Harrisburg, PA 17125
Phone: (717) 783-3119
Fax: (717) 787-7052
Email: RA-BDISBOVerification@pa.gov
Website: www.dgs.pa.gov

III. Guidelines Regarding SDB Prime Contractor Self-Performance.

SDB-1
INSTRUCTIONS FOR COMPLETING THE SMALL DIVERSE BUSINESS (SDB)
PARTICIPATION SUBMITTAL.

1. An SDB firm participating as a prime bidder or offeror on a procurement may receive credit towards the SDB Participation goal established for the procurement through their own self-performance.

Example: A solicitation has a 15% SDB participation goal and a 4% VBE participation goal. An SDB prime offeror self-performing only 10% of the work on the contract (if permitted by the solicitation documents) must still satisfy the remaining 5% SDB participation goal and the total 4% VBE participation goal through subcontracting or must request a Good Faith Efforts Waiver for the unmet SDB and VBE participation goals.

2. For an SDB prime bidder or offeror to receive credit for self-performance, the SDB prime bidder or offeror must be a **DGS-verified** SDB as of the solicitation due date and time and must list itself in the **SDB Listing**.
3. The SDB prime bidder or offeror must also include the classification category (MBE, WBE, LGBTBE, and/or DOBE) under which it is self-performing and include information regarding the work it will self-perform. For any portion of the SDB participation goal not met through the SDB prime bidder or offeror's self-performance, the SDB bidder or offeror must also identify on the **SDB Listing** the portion of the SDB participation goal that will be performed by SDB subcontractors, manufacturers, or suppliers it will use to meet the unmet portion of the goal or must request a Good Faith Efforts waiver.

IV. Calculating SDB participation during compliance. BDISBO will credit the selected offeror for SDB participation as follows:

1. **SDB subcontractors.** An SDB subcontractor (which includes a SDB Retained (design) Professional), through its own employees, shall perform at least 50% of the amount of the subcontract. 100% of the total subcontract amount shall be counted towards the SDB participation goal, unless the SDB subcontractor is performing one of the functions listed in paragraphs 2-4 below.
2. **SDB manufacturers.** An SDB manufacturer is a firm that operates or maintains a factory or establishment that produces, on the premises, the materials, supplies, articles or equipment required under the contract and of the general character described by the specifications. 100% of the total cost of the materials or supplies purchased from the SDB manufacturer shall be counted towards the SDB participation goal.
3. **SDB stocking suppliers.** An SDB stocking supplier is a firm that owns, operates or maintains a store, warehouse or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the contract are bought, kept in stock and regularly sold or leased to the public in the usual course of business. 60% of the total cost of the materials or supplies purchased from the SDB stocking supplier shall be counted towards the SDB participation goal.

SDB-1
INSTRUCTIONS FOR COMPLETING THE SMALL DIVERSE BUSINESS (SDB)
PARTICIPATION SUBMITTAL.

Example for illustrative purposes of applying the 60% rule:

Overall contract value: \$2,000,000

Total value of supplies: \$100,000

Apply 60% Rule: \$100,000 x 60% = \$60,000

Divide 60% Rule result by contract value: \$60,000/\$2,000,000 = 3%

In this example, 3% would be counted towards the SDB participation goal for the SDB supplier.

4. **SDB nonstocking suppliers.** An SDB nonstocking supplier is credited at only the amount of the fee or commission charged by the SDB nonstocking supplier for assistance in the procurement of the materials and supplies, provided that the fees or commissions are reasonable and not excessive as compared with fees customarily allowed for similar services, and with the understanding that under no circumstances shall the credit for an SDB nonstocking supplier exceed 10 percent of the purchase order cost. A nonstocking supplier does not carry inventory but orders materials from a manufacturer, manufacturer's representative, or a stocking supplier. In order for a nonstocking supplier to receive credit, it must perform a useful business function by engaging in meaningful work (i.e., negotiating price; AND determining quality and quantity; AND ordering materials; AND paying for the materials) and the fee or commission must be provided with the purchase order and the Utilization Report. Industry practices and other relevant factors will be considered.

V. Document Submittal Errors.

1. **Fatal errors.** The following errors will result in rejection of a bid or proposal as non-responsive:
 - a. Failure to submit a completed **SDB Participation Submittal**;
 - b. Failure to submit an **SDB Listing**, unless the bidder or offer is seeking a complete Good Faith Efforts waiver;
 - c. Failure to submit a **Good Faith Efforts waiver request** when not agreeing to meet, in full, the SDB participation goal.
2. **Potentially curable errors.** The Issuing Office and BDISBO will provide Bidders or Offerors 72 hours to provide clarifications or to correct errors not listed as fatal errors above. In the event that the additionally submitted information does not adequately clarify or address the curable error, the bid or proposal will be rejected. **Bidders or Offerors are not permitted to make material changes during clarifications and corrections in order to meet the SDB Participation Goal.**
3. **Separate SDB Participation Submittals for each Discipline and Region.** If an offeror is submitting Proposals for multiple Regions and Disciplines, the Offeror must complete and submit a separate **SDB Participation Submittal** and accompanying required documentation for EACH Discipline and Region for which it is submitting a proposal. Each separate **SDB Participation Submittal** and accompanying required documentation must be labeled to identify the corresponding Discipline and Region. Failure to submit an **SDB Participation Submittal** and accompanying required documentation for each Discipline and Region will result in the rejection of the bid or proposal for each Discipline and Region for which an **SDB Participation Submittal** was not submitted.

SDB-2
SDB PARTICIPATION SUBMITTAL

Offeror: Clark Contractors, Inc.
Discipline: Electrical
Region: NET

CHECK ONE, AND ONLY ONE, BOX. FAILURE TO SUBMIT A COMPLETED SDB PARTICIPATION SUBMITTAL WILL RESULT IN REJECTION OF YOUR BID/PROPOSAL.

- | | | |
|---|--|---|
| <p><input checked="" type="checkbox"/> I agree to meet the SDB participation goal in full.</p> <p>I have completed and am submitting with my bid or proposal an SDB Listing, which is required in order to be considered for award.</p> | <p><input type="checkbox"/> I am requesting a partial waiver of the SDB participation goal.</p> <p>After making good faith outreach efforts as more fully described in the Guidance for Documenting Good Faith Efforts to Meet the SDB Participation Goal, I am unable to achieve the total SDB participation goal for this solicitation and am requesting a partial waiver of the SDB participation goal.</p> <p>I have completed and am submitting with my bid or proposal both of the following, which are required in order to be considered for award:</p> <ol style="list-style-type: none">1. an SDB Listing for that portion of the SDB participation goal for which I intend to meet; AND2. a Good Faith Efforts Waiver Request for any portion of the SDB participation goals that I do not intend to meet. | <p><input type="checkbox"/> I am requesting a full waiver of the SDB participation goal.</p> <p>After making good faith outreach efforts as more fully described in the Guidance for Documenting Good Faith Efforts to Meet the SDB Participation Goal, I am unable to achieve any part of the SDB participation goal for this solicitation and am requesting a full waiver of the SDB participation goal.</p> <p>I have completed and am submitting with my bid or proposal a Good Faith Efforts Waiver Request for the complete SDB participation goal, which is required in order to be considered for award.</p> |
|---|--|---|

NOTE: SDB primes who are submitting as bidders or offerors must complete an **SDB Listing** identifying any self-performance towards the SDB participation goal.

**SDB-3
SDB LISTING**

Bidder/Offeror to complete the following:

Amount of SDB participation goal to be met through the use of SDB subcontractors, suppliers, or manufacturers: Bidders/offerors are not required to identify the specific SDB subcontractors, suppliers, or manufacturers within this SDB Listing, but must identify the total percentage (%) of work to be performed by SDB subcontractors, suppliers, or manufacturers. However, the selected bidder/offeror must submit Utilization Reports identifying the SDB subcontractors, suppliers, or manufacturers used to meet the portion of the SDB participation goal listed below. To receive credit toward meeting the SDB participation goal, the SDB subcontractor, manufacturer, or supplier must be a DGS-verified SDB as of the date the work to be completed by the SDB has commenced.

Percentage of work to be performed by SDB subcontractors, suppliers, or manufacturers:

 20.2 %

If the Prime Bidder/Offeror is a DGS-verified SDB, complete the following:

SAP Vendor Number (6-digit number): _____

SDB Verification Number (located on DGS SDB verification):

Type of SDB: MBE

WBE

LGBTBE

DOBE

Description of Work to be Performed (Statement of Work/Specification reference):

Percentage of work to be self-performed by SDB bidder/offeror: _____ %

SDB-4
GUIDANCE FOR DOCUMENTING GOOD FAITH EFFORTS TO MEET THE SMALL DIVERSE BUSINESS (SDB) PARTICIPATION GOAL

SDB-4
GUIDANCE FOR DOCUMENTING GOOD FAITH EFFORTS TO MEET THE SMALL DIVERSE BUSINESS (SDB) PARTICIPATION GOAL

In order to show that the Bidder/Offeror has made Good Faith Efforts to meet the SDB participation goal on a solicitation, the Offeror must either (1) agree to meet the SDB participation goal and document its commitments for participation of SDB firms, or (2) when it does not agree to meet the SDB participation goal, submit a Good Faith Efforts waiver request as set forth in Section IV below and the Good Faith Efforts Documentation to Support Waiver Request of SDB Participation Goal.

I. Definitions

SDB participation goal – “SDB participation goal” refers to the SDB participation goal set for a procurement for MBE, WBE, LGBTBE, and DOBE utilization.

Good Faith Efforts - The “Good Faith Efforts” requirement means that when requesting a waiver, the Offeror must demonstrate that it took all necessary and reasonable steps to achieve the SDB participation goal. Those steps are considered necessary and reasonable when their scope, intensity, and relevance could reasonably be expected to obtain sufficient SDB participation, even if those steps were not fully successful. The Issuing Agency and Department of General Services’ Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO) will determine whether or not the Offeror that requests a “Good Faith Efforts” waiver made adequate Good Faith Efforts by considering the quality, quantity, and intensity of the Offeror’s efforts. Mere *pro forma* efforts are not Good Faith Efforts to meet the SDB participation requirements. The determination concerning the sufficiency of the Offeror’s Good Faith Efforts is subjective; meeting quantitative formulas is not required.

Identified Items of Work – all of the items of work the Offeror identified as possible items of work for performance by SDBs and should include all reasonably identifiable work opportunities.

Identified SDBs– all of the SDBs the Offeror identified as available to perform the Identified Items of Work and should include all DGS-verified SDBs that are reasonably identifiable.

Offeror – for purposes of this **Good Faith Efforts Documentation to Support Waiver Request**, the term “Offeror” includes any entity responding to a solicitation, including invitations for bids, requests for proposals, and other types of best value solicitations.

SDB – “SDB” refers to Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Disability-Owned Business Enterprises (DOBE), and LGBT-Owned Business Enterprises (LGBTBE) verified by BDISBO.

II. Types of Actions Agency and BDISBO will Consider

The following are types of actions the procuring agency and BDISBO will consider as part of the Offeror’s Good Faith Efforts when the Offeror does not agree to meet, in full or in part, the SDB participation goal. This list is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases.

A. Identify Proposal Items as Anticipated Scopes of Work for SDBs

1. Anticipated Scopes of Work

SDB-4
GUIDANCE FOR DOCUMENTING GOOD FAITH EFFORTS TO MEET THE SMALL DIVERSE BUSINESS (SDB) PARTICIPATION GOAL

SDB-4
GUIDANCE FOR DOCUMENTING GOOD FAITH EFFORTS TO MEET THE SMALL DIVERSE BUSINESS (SDB) PARTICIPATION GOAL

- (a) Offerors should reasonably identify sufficient anticipated scopes of work to be performed by SDBs. These anticipated scopes of work should include SDB subcontracting opportunities in addition to the provision of supplies.
- (b) Where appropriate, Offerors should break out anticipated scopes of work into economically feasible units to facilitate SDB participation, rather than perform these work items with their own forces. **The ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the Offeror of the responsibility to make Good Faith Efforts to meet the SDB participation goal.**

B. Identify SDBs to Solicit

- 1. Identified SDBs
 - (a) Offerors should reasonably identify SDBs that are available to perform the Anticipated Scopes of Work.
 - (b) Any SDBs identified as available by the Offeror should be certified to perform the Anticipated Scopes of Work.

C. Solicit SDBs

- 1. Solicit all Identified SDBs for all Anticipated Scopes of Work by providing written notice. The Offeror should:
 - (a) provide the written solicitation to the Identified SDBs at least 10 calendar days prior to Bid or Proposal due date to allow sufficient time for the Identified SDB to respond;
 - (b) send the written solicitation by first-class mail, facsimile, or e-mail using contact information in the BDISBO Directory, unless the Offeror has a valid basis for using different contact information; and
 - (c) provide adequate information about the Anticipated Scopes of Work to assist Identified SDBs in responding. (This information may be provided by including hard copies in the written solicitation or by electronic means as described in C.3 below.)
- 2. "All" Identified SDBs includes any SDB Firms the Offeror identifies as potentially available to perform the Anticipated Scopes of Work, but it does not include Identified SDBs who are no longer certified to perform the work as of the date the Offeror provides written solicitations.
- 3. "Electronic Means" includes, for example, information provided *via* a website or file transfer protocol (FTP) site containing the plans, specifications, and other requirements of the contract. If an interested SDB cannot access the information provided by electronic means, the Offeror must make the information available in a manner that is accessible to the interested SDB.

SDB-4
GUIDANCE FOR DOCUMENTING GOOD FAITH EFFORTS TO MEET THE SMALL DIVERSE BUSINESS (SDB) PARTICIPATION GOAL

SDB-4
GUIDANCE FOR DOCUMENTING GOOD FAITH EFFORTS TO MEET THE SMALL DIVERSE BUSINESS (SDB) PARTICIPATION GOAL

4. Follow up on initial written solicitations by contacting Identified SDBs to determine their interest in the Anticipated Scopes of Work. The follow up contact may be made:
 - (a) by telephone using the contact information in BDISBO's Directory, unless the Offeror has a valid basis for using different contact information; or
 - (b) in writing *via* a method that differs from the method used for the initial written solicitation.
5. In addition to the written solicitation set forth in C.1 and the follow up set forth in C.4, use all other reasonable and available means to solicit the interest of Identified SDBs certified to perform the anticipated scopes of work. Examples of other means include:
 - (a) attending any Supplier Forums, or Pre-Proposal or Pre-Bid conferences at which SDBs could be informed of contracting and subcontracting opportunities; and
 - (b) if recommended by the procurement, advertising with or effectively using the services of at least two diversity-focused entities or media, including trade associations, minority/women/disability/LGBT community organizations, minority/women/disability/LGBT contractors' groups, and local, state, and federal minority/women/disability/LGBT business assistance offices.

D. Evaluate/negotiate with SDBs

Offerors must evaluate/negotiate in good faith with interested SDBs.

1. Evidence of evaluation/negotiation includes but is not limited to the following:
 - (a) the names, addresses, and telephone numbers of SDBs that were considered as potentially available to perform the Anticipated Scopes of Work;
 - (b) a description of the information provided regarding the plans and specifications for the Anticipated Scopes of Work and the means used to provide that information;
 - (c) efforts to divide Anticipated Scopes of Work into small tasks or quantities;
 - (d) efforts to identify the interest and availability of SDBs to perform the Anticipated Scopes of Work; and
 - (e) efforts to investigate the capability of SDBs to perform the Anticipated Scopes of Work.
2. Additional costs incurred in finding and using SDBs are not sufficient justification for the Offeror's failure to meet the SDB participation goal, as long as such costs are reasonable.
3. The Offeror may not use its price for self-performing work as a basis for rejecting an SDB.

The Offeror shall not reject an SDB as unqualified without sound justification based on a thorough investigation of the firm's capabilities. For each SDB that is rejected as unqualified

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the Offeror must provide a written detailed statement outlining the justification for this conclusion.

- (a) The factors to take into consideration when assessing the capabilities of an SDB include, but are not limited to the following: financial capability, physical capacity to perform, available personnel and equipment, existing workload, experience performing the type of work, conduct and performance in previous contracts, and ability to meet reasonable contract requirements. Offerors may request the same information required by Appendices C-H of the RFP to evaluate/negotiate with SDBs.
- (b) The SDB's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of SDBs in the efforts to meet the SDB participation goal.

E. Assisting Interested SDBs

When appropriate under the circumstances, the procuring agency and BDISBO will consider whether the Offeror made reasonable efforts to assist interested SDBs in obtaining:

- 1. The bonding, lines of credit, or insurance required by the procuring agency or the Offeror; and
- 2. Necessary equipment, supplies, materials, or related assistance or services.

III. Other Considerations

In making a determination of Good Faith Efforts, the procuring agency and BDISBO may consider engineering estimates, catalogue prices, general market availability and availability of certified SDBs in the area in which the work is to be performed; offers or costs substantiating significant variances between SDB and non-SDB costs of participation and their impact on the overall cost of the contract to the Commonwealth; and any other relevant factors.

The procuring agency and BDISBO may consider whether the Offeror decided to self-perform subcontract work with its own forces. The procuring agency and BDISBO also may consider the performance of other Offerors in meeting the SDB participation goal. For example, when one Offeror fails to meet the SDB participation goal, but others meet it, this raises the question of whether, with additional reasonable efforts, the Offeror could have met the SDB participation goal. An Offeror's ability to meet or exceed the average SDB participation obtained by other Offerors, when viewed in conjunction with other factors, could be evidence of the Offeror having made Good Faith Efforts.

IV. Documenting Good Faith Efforts

At a minimum, the Offeror seeking a Good Faith Efforts waiver of the SDB participation goal or a portion thereof must provide written documentation of its Good Faith Efforts along with its bid or proposal, which may include the following:

A. Anticipated Scopes of Work (complete SDB 5, Part 1 – Identified Items of Work Offeror Made Available to SDBs)

SDB-4
**GUIDANCE FOR DOCUMENTING GOOD FAITH EFFORTS TO MEET THE SMALL
DIVERSE BUSINESS (SDB) PARTICIPATION GOAL**

SDB-4
**GUIDANCE FOR DOCUMENTING GOOD FAITH EFFORTS TO MEET THE SMALL
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A detailed statement of the efforts made to select anticipated scopes of work proposed to be performed by SDBs in order to increase the likelihood of achieving the SDB participation goal.

B. Outreach/Solicitation/Evaluation/Negotiation

1. A detailed statement of the efforts made to contact, evaluate, and negotiate with SDBs including:
 - (a) the names, addresses, and telephone numbers of the SDBs who were contacted, with the dates and manner of contacts (letter, fax, e-mail, telephone, etc.) (**complete SDB 5, Part 2 – Identified SDB Firms and Records of Solicitations. Include letters, fax cover sheets, e-mails, etc. documenting solicitations**); and
 - (b) a description of the information provided to SDBs regarding the anticipated scopes of work to be performed and the means used to provide that information.
2. The record of the Offeror's compliance with the outreach efforts set forth in **SDB 5, Part 3 - Outreach Efforts Compliance Statement**.

C. Rejected SDBs (complete SDB 5, Part 4 - Additional Information Regarding Rejected SDBs)

1. For each SDB that the Offeror concludes is not acceptable or qualified, a detailed statement of the reasons for the Offeror's conclusion, including the steps taken to verify the capabilities of the SDB and non-SDB firms who perform similar work.

D. Unavailable SDBs (complete SDB 5, Part 5 – SDB Subcontractor Unavailability Certificate)

1. **For each SDB that the Offeror contacted but found to be unavailable, submit an SDB Subcontractor Unavailability Certificate** or other form of communication signed by the SDB, an email from the SDB indicating the SDB is unavailable, or a statement from the Offeror that the SDB refused to sign the SDB Subcontractor Unavailability Certificate or failed to respond.

E. Other Documentation

1. Submit any other documentation requested by BDISBO or the Procuring Agency to ascertain the Offeror's Good Faith Efforts.
2. Submit any other documentation the Offeror believes will help BDISBO or the Procuring Agency ascertain its Good Faith Efforts.

SDB-5
GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST OF
SDB PARTICIPATION GOAL

SDB-5
GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST OF SDB PARTICIPATION GOAL

Project Description:	NA
Commonwealth Agency Name:	
Solicitation #:	
Solicitation Due Date and Time:	

Bidder/Offeror Company Name:	
Bidder/Offeror Contact Name:	
Bidder/Offeror Contact Email:	
Bidder/Offeror Contact Phone Number:	

Part 1 – Anticipated Scopes of Work Offeror Made Available to SDBs

Identify the anticipated scopes of work that the Offeror made available to SDBs, including subcontracting, manufacturing, and the provision of supplies. This includes, where appropriate, those items the Offeror identified and subdivided into economically feasible units to facilitate the SDB participation. It is the Offeror’s responsibility to demonstrate that the total percentage of the anticipated scopes of work identified for SDB participation met or exceeded the SDB participation goal set for the procurement.

Anticipated Scopes of Work	Does Offeror normally self-perform this work?	Was this work made available to SDB Firms? If not, explain why.
NA		
	___ yes ___ no	___ yes ___ no
	___ yes ___ no	___ yes ___ no
	___ yes ___ no	___ yes ___ no
	___ yes ___ no	___ yes ___ no
	___ yes ___ no	___ yes ___ no

Attach additional sheets if necessary.

SDB-5
GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST OF
SDB PARTICIPATION GOAL

Unavailability Certificate signed by the SDB or a statement from the Offeror that the SDB refused to sign

SDB-5
GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST OF SDB PARTICIPATION GOAL

Part 2 – Identified SDBs and Record of Solicitations

Identify the SDBs solicited to demonstrate interest to perform the Anticipated Scopes of Work made available for SDB participation. Include the name of the SDB solicited, anticipated scopes of work for which the Offeror solicited interest, date and manner of initial and follow-up, whether the SDB provided a response, and whether the SDB will be used toward meeting the SDB participation goal.

Note: Copies of all written solicitations and documentation of follow-up calls to SDBs must be attached to this form. For each Identified SDB listed below that Offeror is not using to meet the SDB participation goal, Offeror should submit an SDB Subcontractor Unavailability Certificate signed by the SDB or a statement from the Offeror that the SDB refused to sign the SDB Subcontractor Unavailability Certificate.

Name of Identified SDB and Classification	Describe Anticipated Scope of Work Solicited	Initial Solicitation Date & Method	Follow-up Solicitation Date & Method	Details for Follow-up Calls	SDB interested in Anticipated Scope of Work?	Will SDB be Used?	Reason SDB Rejected
SDB Name: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGBTBE <input type="checkbox"/> DOBE	NA	Date: <input type="checkbox"/> mail <input type="checkbox"/> email <input type="checkbox"/> fax	Date: <input type="checkbox"/> mail <input type="checkbox"/> email <input type="checkbox"/> fax	Date and Time of Call: Spoke with: Left Message:	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Used other SDB <input type="checkbox"/> Used non-SDB <input type="checkbox"/> <u>Self performing</u>
SDB Name: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGBTBE <input type="checkbox"/> DOBE		Date: <input type="checkbox"/> mail <input type="checkbox"/> email <input type="checkbox"/> fax	Date: <input type="checkbox"/> mail <input type="checkbox"/> email <input type="checkbox"/> fax	Date and Time of Call: Spoke with: Left Message:	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Used other SDB <input type="checkbox"/> Used non-SDB <input type="checkbox"/> <u>Self performing</u>

Attach additional sheets as necessary.

SDB-5
GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST OF
SDB PARTICIPATION GOAL

SDB-5
GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST OF
SDB PARTICIPATION GOAL

Part 3 – SDB Outreach Compliance Statement

- 1. List the Anticipated Scopes of Work (subcontracting opportunities) for the solicitation along with specific work categories:**

NA

- 2. Attach to this form copies of written solicitations (with Bid or Proposal instructions) used to solicit Identified SDBs for these anticipated scopes of work.**

- 3. Offeror made the following attempts to personally contact the Identified SDBs:**

NA

- 4. Bonding Requirements (Please Check One):**

This project does not involve bonding requirements.

Offeror assisted Identified SDBs to fulfill or seek waiver of bonding requirements.
(DESCRIBE EFFORTS):

NA

- 5. Pre-Bid/Proposal Conference or Supplier Forum (Please Check One):**

_____ Offeror did attend the pre-Bid/Proposal conference or Supplier Forum

_____ No pre-Bid/Proposal conference or Supplier Forum was held

_____ Offeror did not attend the pre-Bid/Proposal conference or Supplier Forum

SDB-5
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Part 4 – Additional Information Regarding Rejected SDBs

This form must be completed if Part 2 indicates that an SDB was rejected because the Offeror will use a non-SDB or will self-perform the Anticipated Scopes of Work. List the Anticipated Scopes of Work, indicate whether the work will be performed by a non-SDB or will be self-performed, and if applicable, state the name of the non-SDB firm.

Describe Anticipated Scope of Work not being performed by SDBs	Self-performing or using non-SDB (provide name of non-SDB if applicable)	Reason why SDB was not used for anticipated scope of work along with brief explanation
NA	<input type="checkbox"/> self-performing <input type="checkbox"/> using Non-SDB Name: _____	<input type="checkbox"/> price <input type="checkbox"/> capabilities <input type="checkbox"/> other
	<input type="checkbox"/> self-performing <input type="checkbox"/> using Non-SDB Name: _____	<input type="checkbox"/> price <input type="checkbox"/> capabilities <input type="checkbox"/> other
	<input type="checkbox"/> self-performing <input type="checkbox"/> using Non-SDB Name: _____	<input type="checkbox"/> price <input type="checkbox"/> capabilities <input type="checkbox"/> other
	<input type="checkbox"/> self-performing <input type="checkbox"/> using Non-SDB Name: _____	<input type="checkbox"/> price <input type="checkbox"/> capabilities <input type="checkbox"/> other
	<input type="checkbox"/> self-performing <input type="checkbox"/> using Non-SDB Name: _____	<input type="checkbox"/> price <input type="checkbox"/> capabilities <input type="checkbox"/> other

Attach additional sheets as necessary.

Part 3 – SDB Outreach Compliance Statement

- List the Identified Items of Work (subcontracting opportunities) for the solicitation along with specific work categories:**

 NA

SDB-5
GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST OF
SDB PARTICIPATION GOAL

SDB-5
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Part 5 – SDB Subcontractor Unavailability Certificate

1. It is hereby certified that the firm of NA
(Name of SDB)

located at _____
(Number) (Street)

(City) (State) (Zip) was offered an opportunity to provide

_____ on Solicitation No. _____
(anticipated scope of work)

by _____
(Name of Prime Contractor's Firm)

2. _____ (SDB), is unavailable for the anticipated scope of work
for this project for the following reason(s):

(Signature of SDB's Representative) (Title) (Date)

(DGS SDB Certification #) (Telephone #)

3. If the SDB does not complete this form, the prime contractor must complete the following:

To the best of my knowledge and belief, the above-listed SDB is either unavailable for the anticipated
scope of work for this project or did not provide a quote or response.

(Signature of Prime Contractor) (Title) (Date)

End of Part 6

APPENDIX I COST SUBMISSION FORM

The Proposer shall set forth Adjustment Factors in legible figures in the respective space provided. Failure to submit all Adjustment Factors will result in the Proposal being deemed non-responsive. The JOC Contractor shall perform the Tasks required by each individual Job Order using the following Adjustment Factors:

PROPOSER: Clark Contractors, Inc.

	Adjustment Factor Name	Adjustment Factor Bid	X Multiplier	= Total
1.	Adjustment Factor for Normal Working Hours	<u>1.42</u>	X 0.30	= <u>0.43</u>
2.	Adjustment Factor for Other Than Normal Working Hours	<u>1.42</u>	X 0.10	= <u>0.14</u>
3.	Emergency	<u>1.42</u>	X 0.15	= <u>0.21</u>
4.	Secured Facility	<u>1.42</u>	X 0.10	= <u>0.14</u>
5.	Emergency in Secured Facility	<u>1.42</u>	X 0.15	= <u>0.21</u>
6.	Adjustment Factor for Non Pre-priced Tasks	<u>1.12</u>	X 0.10	= <u>0.11</u>
7.	Adjustment Factor for Design Work	<u>1.12</u>	X 0.10	= <u>0.11</u>
8.	Add all the Total amounts in the right column. The Sum of these Total amounts is the Final Proposed Price.			= <u>1.35</u>