1. Agenda 10 12 2020

   Documents:

   AGENDA 10 12 2020.PDF

2. Council Packet 10 12 2020

   Documents:

   COUNCIL PACKET 10 12 20.PDF

AGENDA

CITY OF WESTMINSTER
Mayor and Common Council Meeting
Monday, October 12, 2020 at 7 pm
https://www.facebook.com/westminstermd/

1. CALL TO ORDER

2. APPROVAL OF MINUTES

A) Mayor and Common Council Meeting of September 28, 2020

3. PRESENTATIONS

A) Mayoral Proclamation – Respiratory Care Week

B) Quarterly Progress Report – Mid-Atlantic Gigabit Innovation Collaboratory (MAGIC) – Graham Dodge, MAGIC Executive Director

4. PUBLIC HEARING

A) Proposed Ordinance No. 926, amending Chapter 164, “Zoning and Subdivision of Land”, of the Westminster City Code, Article XIII, “PD-4 Planned Development – 4 Zone”, Section 164-82, “Open Space” and Article XXIV, “Subdivision Regulations”, Section 164-197.1, “Residential Cluster Subdivision” to replace “City Park Board” with “Director of Recreation and Parks” – Mr. Depo

5. CONSENT CALENDAR

A) Approval – Public Works Agreement No. A-1139 and Associated Documents for the 7-Eleven Re-development Project – Mr. Glass

6. REPORT FROM THE MAYOR

7. COVID-19 PANDEMIC UPDATE

8. REPORTS FROM STANDING COMMITTEES

A) Arts Council

B) Economic and Community Development Committee

C) Finance Committee

D) Personnel Committee

E) Public Safety Committee

F) Public Works Committee

G) Recreation and Parks Committee

9. COUNCIL COMMENTS AND DISCUSSION

10. BIDS

A) Award of Contract – Inflow and Infiltration Phase 3 Project – Mr. Glass

B) Award of Contract – Storm Drain Pipes Upgrade Project – Mr. Glass

C) Approval – Purchase of Police Cruiser – Chief Ledwell

11. ORDINANCES & RESOLUTIONS

A) Adoption – Ordinance No. 926, amending Chapter 164, "Zoning and Subdivision of Land", of the Westminster City Code, Article XIII, "PD-4 Planned Development – 4 Zone", Section 164-82, "Open Space" and Article XXIV, "Subdivision Regulations", Section 164-197.1, "Residential Cluster Subdivision" to replace "City Park Board" with "Director of Recreation and Parks" – Mr. Depo

12. UNFINISHED BUSINESS

13. NEW BUSINESS

A) Common Council Confirmation of Mayor's Nominee for Director of Human Resources – Mayor Dominick

B) Vote to go into a Closed Session

14. DEPARTMENTAL REPORTS

15. CITIZEN COMMENTS

16. ADJOURNMENT

17. CLOSED SESSION

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MINUTES

CITY OF WESTMINSTER
Mayor and Common Council Meeting
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CALL TO ORDER

Elected Officials Present: Councilmember Chiavacci, Councilmember Dayhoff, Mayor Dominick, Councilmember Gilbert, and President Pecoraro.

Staff Present: Director of Finance Colston, Director of Community Planning and Development Depo, Director of Public Works Glass, Comprehensive Planner Gray, Director of Recreation and Parks Gruber, Technical Support Analyst Holmes, Police Chief Ledwell, City Administrator Matthews, and City Clerk Visocsky.

Guests: Kate Fisher and Monica Schmitt of the Carroll County Beekeepers Association.

APPROVAL OF MINUTES

President Pecoraro requested a motion to approve the minutes of the Mayor and Common Council Meeting of September 14, 2020.

Councilmember Chiavacci moved, seconded by Councilmember Gilbert, to approve the minutes of September 14, 2020.

VOTE

AYES: President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, and Councilmember Gilbert.
NAYS: None.

PRESENTATION

Bee City USA Program

Kate Fisher and Monica Schmitt of the Carroll County Beekeepers Association provided the Mayor and Common Council with a presentation outlining the benefits of the City becoming a Bee City, USA. A copy of their presentation is attached to these minutes and incorporated herein by reference.

Councilmember Chiavacci thanked Ms. Fisher and Ms. Schmitt for their presentation. He commented that he and his colleagues were enthusiastic and anticipated the City moving forward with becoming a Bee City. Councilmember Dayhoff added that the Bee City designation would align with Westminster's status as a Tree City USA.

President Pecoraro expressed his appreciation to Ms. Fisher and Ms. Schmitt, adding that the Mayor and Common Council would have further discussion of the matter in the near future.

CONSENT CALENDAR

President Pecoraro requested a motion to approve the Consent Calendar that consisted of one item – the August 2020 Departmental Operating Reports.

Councilmember Gilbert moved, seconded by Councilmember Dayhoff, to approve the Consent Calendar.

VOTE
AYES: President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, and Councilmember Gilbert.
NAYS: None.

REPORT FROM THE MAYOR
Mayor Dominick announced that Trick-or-Treating would take place as usual on October 31, 2020 despite the COVID-19 pandemic. He noted that this was an outdoor activity, and encouraged community members to be creative and considerate of the protocols set in the Executive Order placed by the Governor.

COVID-19 PANDEMIC UPDATE
None.

REPORTS FROM STANDING COMMITTEES
There were no reports from the following Standing Committees: Arts Council, Economic and Community Development, Public Safety, Public Works, and Recreation and Parks.

President Pecoraro, on behalf of the Finance Committee, welcomed Lydia Colston, the City's new Finance Director, to her first Mayor and Common Council meeting.

Councilmember Gilbert, on behalf of the Personnel Committee, reported that the Committee was working with Mayor Dominick to finalize the recruitment process for the position of Director of Human Resources.

COUNCIL COMMENTS AND DISCUSSION
Councilmember Gilbert shared with her colleagues that Westminster at Midnight, COVID Edition would get underway on November 5, 2020. In conjunction with the event, Downtown businesses are encouraged to remain open until 8 pm the first Thursday and Friday of every month, continuing into calendar year 2021. Event details would be provided on the Downtown Westminster and Business to Business Facebook pages. Councilmember Gilbert expressed her appreciation to Tiombe Paige, Brooke Hagerty, and Susan Nardyz, all of whom were instrumental in developing a new approach to this event in light of the COVID-19 pandemic.

BIDS
Cranberry Reservoir Water Quality Study
Mr. Glass stated that the FY 2021 Capital Projects Water Fund included funding in the amount of $250,000 for "New Water Sources." He informed the Mayor and Common Council that one of the requirements associated with the City's water re-use pilot project was a water quality study for the Cranberry reservoir to determine the effect of blending the highly-treated re-use water with reservoir feed water. The Maryland Department of the Environment (MDE) included this requirement in response to a technical memorandum submitted during an earlier discussion of the water re-use initiative.

Mr. Glass stated that he worked with WATEK Engineering, the City's technical consultant for the water re-use pilot project, to research and identify two credentialed firms to perform the water quality study. A summary of the two proposals was included in the agenda packet.

Mr. Glass recommended that the Mayor and Common Council accept the proposal of Dr. Ciaran Harman of John Hopkins University in the amount of $35,802 for the Cranberry Reservoir Study and authorize the Mayor's execution of the associated contract. He noted that the proposal submitted by Dr. Harman included the extensive water quality component requested by MDE.

President Pecoraro requested clarification on the higher fee quoted by Dr. Harman, inquiring if it was more on point with MDE's study requirements. Mr. Glass responded affirmatively, stating that Dr. Harman's proposal included more expansive services not included in the other proposal.

Councilmember Chiavacci moved, seconded by Councilmember Dayhoff, to accept the proposal of Dr. Harman of John Hopkins University in the amount of $35,802 for the Cranberry Reservoir Study, and authorize the Mayor's execution of the associated contract.

VOTE
AYES: President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, and Councilmember Gilbert.
NAYS: None.

Approval of Sole Source Procurement of Mitel Phone System Replacement
Mr. Holmes, on behalf of Director of Technology Services Davidson, informed the Mayor and Common Council that the FY 2021 budget allocated funding in the amount of $25,000 for the replacement/upgrade of the City's current Mitel phone system. After speaking with several providers, staff found one that would allow the City to use its existing Mitel licenses and handsets while converting the City's phone servers to a cloud-hosted VOIP system.

Mr. Holmes stated that VOIP Networks was the only provider that allowed the use of the City's existing Mitel software and hardware. Therefore, competitive bidding was not a viable option. Westminster's procurement code allows for a sole source procurement in such a circumstance.

Mr. Holmes stated that Technology staff recommended that the Mayor and Common Council approve the sole source procurement of the replacement Mitel phone system from VOIP Networks in the amount of $11,950.

Councilmember Chiavacci commented on the amount of money being saved by the City going with VOIP Networks. He shared that his company used a cloud-based system and liked the features that it provides. Given Mayor Dominick's experience in technology matters, Councilmember Chiavacci asked for his opinion on the VOIP Networks solution. Mayor Dominick replied that the VOIP Networks approach offered a safe and viable option that would provide the City with greater flexibility and functionality than its current system. He shared that his company had a cloud-based system as well, which allowed phones to utilize alternate Internet connections when the primary one was unavailable.

Councilmember Gilbert moved, seconded by Councilmember Chiavacci, to approve the sole source procurement of the replacement Mitel phone system form VOIP Networks in the amount of $11,950.

VOTE
AYES: President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, and Councilmember Gilbert.
NAYS: None.

ORDINANCES & RESOLUTIONS
Ordinance No. 927
Mr. Gray informed the Mayor and Common Council that the Historic District Commission was in the process of reviewing and updating its Rules of Order and Procedure. On July 1, 2020, the Commission approved a version of the Rules of Order and Procedure that would require amendments to City Code Article IXA, Section 164-51.3, "Creation and composition of Historic District Commission; appointment and terms of members; vacancies" in order to be effective.

Mr. Gray stated that Commission wished to make to modify the Commission's membership in its Rules of Order and Procedure to consist of five regular members and one alternate. The Zoning Ordinance currently provided for seven regular members.

Mr. Gray then outlined several other Code changes that would be required to align with the Commission's desired Rules of Order and Procedure. The Commission proposed that the Mayor and Common Council:

- Reduce the number of Commission members who must be residents of the City from four to three;

- Allow non-resident Commission members to include commercial leaseholders maintaining a physical business presence within the City; currently only owners of real property may be non-resident Commission members;

- Delete the Commission's right to accept and use gifts; and,

- Add alternate Commission member obligations.

Mr. Gray recommended that the Mayor and Common Council introduce proposed Ordinance No. 927, an Ordinance amending Chapter 164, "Zoning", of the Code of the City of Westminster, Article IXA, "Historic District Zone", Section 164-51.3, Creation and Composition of Historic District Commission; Appointment and Term of Members; Vacancies," To Alter the Terms and Composition of the Historic District Commission and to Modify Its Powers. Following its introduction, the ordinance would be referred to the Planning and Zoning Commission for its review and recommendation to the Mayor and Common Council.

Mayor Dominick asked if the proposed ordinance was driven by the Commission. Mr. Gray replied that the Commission requested that staff bring forward Ordinance No. 927 after reviewing its Rules of Order and Procedure. The Commission recommended the Rules be changed to allow it to have five members and one alternate.

Mayor Dominick then requested more detailed information concerning the Commission's request to change its membership composition. Mr. Gray replied that the Commission has six members currently, with one vacancy. Mr. Depo noted that the Commission has had a vacancy for quite some time; therefore, reducing the number of members made sense. He added that expanding non-resident Commission members to include commercial leaseholders would be valuable to the Commission.

Mayor Dominick asked how many Commission members were non-residents. Mr. Gray replied that there was currently one member who was a non-resident. Mr. Depo clarified that the ordinance limits the number of non-resident members serving on the Commission, but the Mayor could still appoint as many resident members as desired.

Councilmember Gilbert suggested adding an attendance standard/requirement, as this appeared to have been an issue in the past. Councilmember Chiavacci stated that any attendance standard should be applied equally to all City boards and commissions, not just the Historic District Commission. He added that those serving on boards and commissions were volunteering their time to the community, and that the City already experienced difficulty in filling vacancies. Mayor Dominick noted that members on boards and commissions could, and have been, replaced due to attendance issues.

President Pecoraro asked Mr. Gray if other City boards and commissions had Rules of Order and Procedure. Mr. Gray replied that the Board of Zoning Appeals and Planning and Zoning Commission

currently had their own Rules of Order and Procedure; the Tree Commission was currently working on implementing its own.

President Pecoraro reminded the Mayor and Common Council that the proposed ordinance was for introduction only. Once the elected body received its recommendation from the Planning and Zoning Commission, the ordinance could be amended as the Mayor and Common Council deemed appropriate.

Councilmember Chiavacci moved, seconded by Councilmember Gilbert, to introduce Ordinance No. 927 and refer it to the Planning and Zoning Commission for its review and recommendation to the Mayor and Common Council.

VOTE
AYES: President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, and Councilmember Gilbert.
NAYS: None.

Resolution No. 20-09
Ms. Matthews informed the Mayor and Common Council that Maryland law required political subdivisions in the State to designate a person to serve as the jurisdiction's resident agent upon whom process, notice, and subpoenas to custodians of public records may be served under certain circumstances. She recommended that the Mayor and Common Council adopt Resolution No. 20-09, appointing City Clerk Shannon Visocsky as the City's resident agent and authorizing the City Administrator to sign and file with the State Department of Assessments and Taxation all papers necessary to effectuate this appointment.

President Pecoraro requested a motion to approve Resolution No. 20-09, Appointing a Resident Agent for All Purposes for Which Such Agent is Required by the Provisions of the Maryland Annotated Code, Local Government Article §1-1301.

Councilmember Chiavacci moved, seconded by Councilmember Gilbert, to approve Resolution No. 20-09, appointing Ms. Visocsky as the City's Resident Agent.

VOTE
AYES: President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, and Councilmember Gilbert.
NAYS: None.

UNFINISHED BUSINESS
None.

NEW BUSINESS
Westminster Tree Commission Member
Mayor Dominick requested approval to reappointment Richard L. Wilbur to the Westminster Tree Commission. Mr. Wilbur had served the Commission since 1998, and had done an admirable job. Mr. Wilbur's term would expire on September 28, 2023.

Councilmember Dayhoff complimented for Mr. Wilbur for his work on the Commission.

Councilmember Chiavacci moved, seconded by Councilmember Dayhoff, to approve the reappointment of Richard L. Wilbur to the Westminster Tree Commission.

VOTE
AYES: President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, and Councilmember Gilbert.
NAYS: None.

Warner Construction Change Order No. 12
Ms. Matthews informed the Mayor and Common Council that unforeseen conditions had arisen during construction that needed to be addressed through execution of Change Order No. 12 to the contact between the City and Warner Construction. Change Order No 12 included the following:

- The original contract design called for re-use of the existing trench drains; however, during construction, it was realized that doing so was not feasible. Two new trench drains are necessary to connect the storm drains that serve the roof to the new trench drains along the parking lot curb.

- Sidewalk revisions are required to fix sidewalk and planter bricks disturbed by a water main break several weeks ago.

- It was necessary to install a flat drywall finish along the existing reinforced concrete wall, which was discovered to have a large belly protruding out into Seminar 018, preventing the installation of the scheduled hat channels. Steel stud framing was constructed along the entire face of this wall.

Ms. Matthews recommended the City authorize Warner Construction to perform the work discussed above through the approval and execution of Change Order No. 12 in the amount of $9,187.72.

President Pecoraro requested that Ms. Matthews provide the elected officials with the total dollar amount in change orders thus far. Councilmember Dayhoff also requested line items of each change order that was approved and not approved. Ms. Matthews replied that she would gather this information and provide it to the Mayor and Common Council.

Councilmember Chiavacci moved, seconded by Councilmember Gilbert, to approve Change Order No. 12.

VOTE
AYES: President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, and Councilmember Gilbert.
NAYS: None.

DEPARTMENTAL REPORTS
Finance Department
Ms. Colston reported that her first two weeks of employment at the City consisted of getting situated and working with former Director of Finance Tammy Palmer to provide requested documentation to the auditors. She commented that staff had been wonderful in helping her as she learned her way around the office.

Community Planning and Zoning Department
On behalf of Mr. Depo, Mr. Gray reported that the Board of Zoning Appeals was scheduled to meet on October 6, 2020, to consider a request for modification to the Special Exception Case #20-02 pertaining to the proposed Valvoline Service Center at the corner of Gorsuch Road and Baltimore Boulevard. The Board will also review the possible granting of a Special Exception for 221 Alymer Court to allow a daycare facility for eight children. On October 8, 2020, the Planning and Zoning Commission would meet to consider approval of the 2019 Carroll County Planning Annual Report and to review and provide a recommendation to the Mayor and Common Council regarding proposed Ordinance No. 927. Mr.

Gray concluded his report by encouraging community residents to complete their 2020 Census, if they had not already done so.

President Pecoraro asked Mr. Gray if consideration of the entryway for Valvoline Services would be addressed, as the location of the same was concerning. Mr. Gray replied that he would be sure to share the concern with the Board of Zoning Appeals.

Councilmember Dayhoff asked that a copy of demolition permits be provided to the Mayor and Common Council, as this was the practice in the past. Mr. Gray replied he would share the request with Mr. Depo.

Technology Services
Mr. Holmes reported that Technology Services completed the onboarding process for the Managed Detection and Response System with SHI International Corp. and Artic Wolf. City staff is now receiving the benefit of a 24/7 staff security operation center.

Westminster Police Department
Chief Ledwell reported that the National Night Out videos would be posted during the week of October 5, 2020, in collaboration with the Carroll County Sheriff's Department. He also reported that four of the new police officers would complete their field training and begin solo duties and patrol by the end of the week.

Chief Ledwell then reported that there would be position transfers within the Police Department effective October 13, 2020. The transfer of positions would include filling a vacant position in the Downtown Outreach Unit and a detective vacancy. He shared that sworn staff met with Rise Up Community Center members to collaborate on fun activities and events that would involve WPD and youth at the Center.

CITIZEN COMMENTS
President Pecoraro read a comment submitted by Mack Trimble, 800 South Burning Tree Drive, sharing his concerns regarding certain City elected officials, as well as his support and respect for Councilmember Dayhoff.

President Pecoraro then read a comment submitted by Don Rowe, Executive Director of The Arc Carroll County, thanking the Mayor and Common Council for recognizing Direct Support Professionals Week through a Mayoral Proclamation.

ADJOURNMENT
President Pecoraro adjourned the meeting at 8:05 pm

Respectfully Submitted,

Shannon Visocsky, City Clerk

Full audio version is available on www.westminstermd.gov

Mayoral Proclamation

Respiratory Care Week
October 25-31, 2020

Whereas, the City of Westminster has long been concerned with the health of its citizens; and,

Whereas, lung diseases, known collectively as chronic obstructive pulmonary diseases, are the fourth leading cause of death in the United States; and,

Whereas, respiratory therapist care is recognized as one of the most vital and progressive segments of our country's healthcare delivery system; and,

Whereas, respiratory therapy includes managing ventilators in the ICU, performing pulmonary function tests to diagnose lung disease, and delivering respiratory care throughout hospitals, emergency departments, and homecare settings; and,

Whereas, respiratory care during the current COVID-19 pandemic is paramount to the health of our community; and,

Whereas, during October, respiratory therapists, pulmonologists, health care advocates, and other professionals from around the world will be raising awareness of respiratory health issues through special screenings and other activities.

NOW, THEREFORE, I, Joe Dominick, Mayor of City of Westminster, in conjunction with the Common Council, do hereby proclaim October 25-31, 2020 as Respiratory Care Week in the City of Westminster.

BE IT FURTHER PROCLAIMED that all residents are encouraged to join the Mayor and Common Council in commemorating this observance by thanking the respiratory therapists who work for healthcare companies in and around Westminster.

Adopted on this 12th Day of October, 2020

Joe Dominick
Mayor

Presentation – MAGIC Quarterly Report

To: Mayor and Common Council

From: Barbara B. Matthews, City Administrator

Date: October 7, 2020

Re: MAGIC Presentation

Background

The FY 2021 budget includes $80,000 in grant funding to support the activities of the Mid-Atlantic Gigabit Innovation Collaboratory (MAGIC). The grant agreement between the City of Westminster and MAGIC outlines the terms and conditions associated with the funding.

Exhibit A of the grant agreement sets forth program measures to keep the City apprised of MAGIC's progress in attaining certain goals related to its mission of promoting a culture of technology in Westminster and Carroll County. The agreement calls for MAGIC to report publicly to the Mayor and Common Council on a quarterly basis on its progress in meeting these program measures.

On October 12, 2020, Graham Dodge, Executive Director for MAGIC, will provide the progress report for the first quarter of FY 2021.

Recommendation

Staff recommends that the Mayor and Common Council receive Mr. Dodge's presentation and ask questions as desired.

Attachments

- FY 2021 YTD Program Measures Provided by Mr. Dodge
- FY 2021 Grant Agreement between the City and MAGIC

cc: Lydia Colston, Director of Finance

EXHIBIT A

Mid-Atlantic Gigabit Innovation Collaboratory
Program Measures

Measurement/Activity	Q1	Q2	Q3	Q4	Total
Number of sponsors participating in special events	1				
Event sponsor revenue received	$1,250				
Stakeholder revenue generated	$0				
Number of grant applications submitted	5				
Number of grant applications awarded	2				
Grant funding (single year) awarded	$30k				
Grant funding (multi-year) awarded	$25k (x3)				
Number of volunteers from venture capitalists, startups, and tech companies	8				
Number of outreach meetings held with Westminster-based business CEOs	6				
Number of outreach meetings held with business CEOS outside the City of Westminster	5				
Jobs placed/facilitated within the City of Westminster	3				
Jobs placed/facilitated outside the City of Westminster	0				
Number of conferences/events attended or hosted	1				
Number of conferences/business events attended at which the Westminster Fiber Network was promoted	1				
Coverage in local and regional news publications	5				

CITY OF WESTMINSTER GRANT AGREEMENT
FISCAL YEAR 2021

Grantee: Mid-Atlantic Gigabit Innovation Laboratory
P.O. Box 517
Westminster, Maryland 21158
ATTN: Tyler Sturgill, Treasurer

The Mayor and Council of Westminster, Maryland has authorized a grant of funds to the above-named Grantee for Fiscal Year 2021 in the amount of $80,000.00. This grant (hereinafter the "Grant") is administered by the Westminster City Administrator. Any questions concerning this grant are to be addressed to the City Administrator.

The Grant, and the disbursement of grant funds (hereinafter the "Grant Funds") to Grantee, is subject to the following conditions:

1. Grantee agrees to utilize the grant funds to create and nurture a tech entrepreneur ecosystem in Carroll County; to reach, teach, and train entrepreneurial talent to populate the tech ecosystem; and to accelerate the development of new technologies, particularly involving gigabit broadband (hereinafter the "Grant Services"). The goal of these activities is to develop a culture of technology entrepreneurialism focused on Westminster, and to attract innovators, companies, and investors to a growing pool of tech talent in Westminster and Carroll County. Any changes or modifications to these Grant Services must receive prior written approval from the Westminster City Administrator.

2. The City of Westminster will disburse the Grant Funds to Grantee during Fiscal Year 2021 (July 1, 2020 – June 30, 2021) in an amount not to exceed $80,000.00. The City agrees to make four installment payments in the amount of $20,000.00 each, to be paid in the months of July, October, January, and April.

3. Grantee shall report publicly to the Mayor and Common Council on a quarterly basis, describing progress in meeting the program measures outlined in Exhibit A.

4. Grantee will submit a written final report by August 31, 2021, describing progress in meeting the program measures outlined in Exhibit A.

5. Grantee shall provide the City with a copy of its financial statements at the end of the Grantee's current fiscal year. Grantee shall further provide the City with any additional documents and information that the City may request. Grantee shall also make available to the City, upon request, its internal policies, practices, books, and records relating to the provision of the Grant Services and the use of Grant Funds.

6. In its discretion, the City may appoint a member of the Common Council to serve as a non-voting liaison to the Grantee's Board of Directors.

7. Grantee shall perform the Grant Services as an independent contractor and shall not be considered an agent of the City, nor shall any of the employees or agents of Grantee be considered sub-agents of the City.

8. Grantee shall not discriminate against any person in employment or in the provision of the Grant Services because of race, creed, color, sex, national origin, ancestry, marital status, handicap, sexual orientation, or age.

9. Grantee shall, at Grantee's expense, be responsible for obtaining all necessary licenses and/or approvals and for complying with any applicable federal, state, and municipal laws, codes, and regulations in connection with the performance of the Grant Services.

10. Grantee shall not assign or transfer the Grant, Grant Funds, or the obligation to perform the Grant Services, except as expressly authorized by the City Administrator.

11. It is agreed that Grantee shall indemnify and hold harmless the City, its officers, agents, and employees from any and all suits, actions, claims, damages, and costs of every nature and description to which the City many be subjected by reason of injury to person or property resulting from Grantee's conduct or negligence or that of its agents, employees, or subcontractors in the performance of its duties under this Grant. Grantee shall be responsible for all damage to persons or property, which occurs or is a result of its conduct and shall take proper safety and health precautions to protect all employees and members of the general public. Grantee shall be responsible for claims of liability, loss or damage which may be attributable in whole or in part to its negligence or misconduct, excepting however such claims or damages as may be attributable to the direct or willful negligence of the City, its officers, agents, or employees.

12. The City shall have access to and the right to examine any financial records of Grantee. Grantee shall retain records pertaining to the Grant for at least five (5) years or such longer time as may be required by the City and shall contact the City before disposing of the records.

13. Grantee is responsible for insuring that Grant Funds are properly used in connection with the provision of Grant Services. The City reserves the right to demand repayment of any Grant Funds misappropriated to other purposes. If repayment is not made within ten (10) business days of such demand, the City may issue a lien against the Grantee's property and/or take such other actions as permitted by law.

14. All exhibits attached to this Grant are incorporated herein and made a part hereof. This Grant, including the exhibits attached, constitutes the entire agreement between the City and the Grantee, and the parties shall not be bound by any prior negotiation, representations or promises, not contained herein. This Grant is executed in the State of Maryland and shall be governed by Maryland law. The Grantee, by execution of this Grant, consents to the jurisdiction of the Maryland state courts with respect to any dispute arising out of this Agreement and further consents to venue in Carroll County, Maryland. If any provision of this Grant is held illegal or unenforceable in a judicial proceeding, such provision shall be severed and shall be inoperative, and the remainder of this Grant shall remain operative and binding on the parties.

By signing below, Grantee hereby acknowledges, accepts, and agrees to abide by the foregoing grant conditions. The Grant shall automatically be revoked and terminated if any of the foregoing conditions are altered or modified without the express written approval of the City Administrator or her designee.

By: _____ (authorized Grantee representative signature)

Tyler L. Sturgill (name and title must be printed under signature)

07/21/2020 (date of agreement execution)

By: _____
Barbara B. Matthews, City Administrator

07/14/2020 (date of agreement execution)

EXHIBIT A

Mid-Atlantic Gigabit Innovation Collaboratory
Program Measures

Measurement/Activity	**Q1**	**Q2**	**Q3**	**Q4**	**Total**
Number of sponsors participating in special events					
Event sponsor revenue received					
Stakeholder revenue generated					
Number of grant applications submitted					
Number of grant applications awarded					
Grant funding (single year) awarded					
Grant funding (multi-year) awarded					
Number of volunteers from venture capitalists, startups, and tech companies					
Number of outreach meetings held with Westminster-based business CEOs					
Number of outreach meetings held with business CEOS outside the City of Westminster					
Jobs placed/facilitated within the City of Westminster					
Jobs placed/facilitated outside the City of Westminster					
Number of conferences/events attended or hosted					
Number of conferences/business events attended at which the Westminster Fiber Network was promoted					
Coverage in local and regional news publications					

To: Mayor and Common Council

From: Mark A. Depo, Director of Community Planning & Development

Date: October 5, 2020

Re: Proposed Ordinance No. 926, amending Chapter 164, "Zoning and Subdivision of Land", of the Westminster City Code, Article XIII, "PD-4 Planned Development – 4 Zone", Section 164-82, "Open Space" and Article XXIV, "Subdivision Regulations", Section 164-197.1, "Residential Cluster Subdivision" to replace "City Park Board" with "Director of Recreation and Parks".

The Department of Community Planning and Development staff is requesting that the Mayor and Common Council review and act on proposed Ordinance No. 926.

BACKGROUND

Pursuant to the City of Westminster Zoning Ordinance ("Zoning Ordinance") Article XIII, PD-4 Planned Development – 4 Zone ("PD-4"), Section 164-82.C., "*In determining the type and location of common open space, the* [Planning and Zoning] *Commission, in consultation with the City Parks Board, shall review the area's needs for parks and recreational sites in the area. Open space required in a PD-4 Zone project shall have access to a street by a fee simple right-of-way or easement and be located so as to be reasonably accessible from all dwellings within the PD-4 Zone project. In all instances, a minimum of 50% of the recreational land shall be suitable for dry-ground active recreational uses*." [*Emphasis added*]

Pursuant to Zoning Ordinance Article XXIV, Residential Cluster Subdivision, Section 164-197.1.E.(2), "*In determining the type and location of common open space, the* [Planning and Zoning] *Commission, in consultation with the City Parks Board, shall review the area's needs for parks and recreational sites in the area. Open space required in a cluster subdivision project shall have access to a street by a fee simple right-of-way or easement and be located so as to be reasonably accessible from all dwellings within the cluster subdivision project. In all instances, a minimum of 50% of the recreational open space shall be suitable for dry-ground active recreational uses, as determined by the Commission*." [*Emphasis added*]

The requirement for the Planning and Zoning Commission ("Commission") to consult with the City Parks Board regarding open space in the PD-4 zoning district was initially established with the adoption of the 1979 City of Westminster Zoning Ordinance, under Section 21-21(h)(3), now Section 164-82.C. The Residential Cluster Subdivision option, along with the requirement for the Commission to consult with the City Parks Board regarding open space in a residential cluster subdivision, was initially established with the adoption of Ordinance No. 664 by the Mayor and Common Council on July 9, 2001. The Zoning Ordinance does not require the Commission to consult with the City Parks Board regarding open space requirements for any other zoning district of the Zoning Ordinance. On June 11, 2007, the Mayor and Common Council adopted Ordinance No. 765 renaming the "Parks Board" to the "Recreation and Parks Advisory Board".

On August 10, 2020, the Mayor and Common Council introduce proposed Ordinance No. 926, and referred the ordinance to the Commission for its review and recommendation. On August 27, 2020, proposed

Ordinance No. 926 was presented to the Commission for its review and recommendation. The Commission forwarded a positive recommendation, recommending that the Mayor and Common Council approve Ordinance No. 926. No revisions to the proposed Ordinance No. 926, as introduced to the Mayor and Common Council on August 10, 2020, were proposed by the Commission or City staff.

The Mayor and Common Council public hearing for proposed Ordinance No. 926 was duly advertised in the *Carroll County Times* on September 27, 2020 and October 4, 2020.

PROPOSED AMENDMENT

During the review of a recently submitted Site Development Plan proposing development in the PD-4 zoning district, it was discovered that the City Parks Board (Recreation and Parks Advisory Board) is no longer active. As opposed to reestablishing the Recreation and Parks Advisory Board, City Staff recommends that the Director of Recreation and Parks provide input regarding the need, type, and location of open space for PD-4 and Residential Cluster Subdivision developments to the Commission. The Director of Recreation and Parks is qualified to provide input regarding the City's current and future recreation needs and has knowledge of recreational regulations, requirements, and practices.

PROCESS

Pursuant to Section 164-177.A., Text Amendments, "*An application for an amendment of the text of this chapter may be filed by an interested party or any officer, department, board, commission or bureau of the City*." Text amendments filed by any interested party or any officer, department, board, commission, or bureau of the City must first be approved via introduction to the Mayor and Common Council. Upon introduction and formal referral by the Mayor and Common Council, the Commission will hold a public meeting to review the proposed text amendment and make recommendations to the Mayor and Common Council, pursuant to the provisions of Zoning Ordinance Article XXIII. Pursuant to Zoning Ordinance Section 164-187 E., members of the Mayor and Common Council may not engage in *ex parte* or private communication regarding the proposal or the proposed ordinance.

RECOMMENDATION

Staff recommends that the Mayor and Common Council adopt proposed Ordinance No. 926, as recommended by the Planning and Zoning Commission for approval on August 27, 2020 and as provided in Attachment 1 of this report.

ATTACHMENT

1. Proposed Ordinance No. 926 for Adoption

cc: Barbara B. Matthews, City Administrator
Elissa D. Levan, City Attorney

Sponsored by: Joe Dominick, Mayor
Gregory Pecoraro, Council President

EMERGENCY ORDINANCE NO. 926

AN ORDINANCE AMENDING CHAPTER 164, "ZONING", OF THE CODE OF THE CITY OF WESTMINSTER, ARTICLE XIII, "PD-4 PLANNED DEVELOPMENT – 4 ZONE", SECTION 164-82, "OPEN SPACE", AND ARTICLE XXIV, "SUBDIVISION REGULATIONS", SECTION 164-197.1, "RESIDENTIAL CLUSTER SUBDIVISION", TO REPLACE REFERENCES TO THE "PARKS BOARD" WITH REFERENCES TO THE "DIRECTOR OF RECREATION AND PARKS"

WHEREAS, pursuant to the Local Government Article of the Annotated Code of Maryland, § 5-213, the Mayor and Common Council of Westminster, Maryland (the "City") has the authority to provide reasonable zoning regulations subject to the referendum of the voters at regular or special elections; and

WHEREAS, pursuant to Sections 11 through 18 of the City Charter, the City has, for the purpose of promoting the health, security, general welfare and morals of the community, the authority to divide the City into zoning districts and to regulate therein the erection, construction, reconstruction, alteration, repair or use of buildings, structures or land, in accordance with a comprehensive plan and for enumerated purposes, which include the control and direction of municipal expansion and development, provided that such regulations are to be made with reasonable consideration of the character of the districts and their peculiar suitabilities for particular uses, and with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the City; and

WHEREAS, pursuant to the aforestated authority and the additional authority contained in Md. Code Annotated, Land Use Article, Division 1, "Single Jurisdiction Planning and Zoning", Title 4, "Zoning" (formerly, Md. Code Ann., Art. 66B, § 4.01 et seq.), the City has enacted Chapter 164, "Zoning", of the City Code; and

WHEREAS, pursuant to Chapter 164, § 164-183, the City's Planning Commission is charged with reviewing proposed amendments to the text of that chapter and submitting a report and recommendation to the Mayor and Common Council with respect to such proposed amendments; and

WHEREAS on or about August 27, 2020, the Planning Commission considered a proposal from the Common Council to amend the zoning ordinance to replace certain references to the "City Parks Board" with references to the Director of Parks and Recreation; and

WHEREAS, an amendment to the text of Chapter 164 of the City Code to incorporate the proposal was introduced before the Mayor and Common Council at a regular meeting on or about August 10, 2019 and a public hearing relating to the aforementioned amendment was held, as required by Section 18 of the City Charter and § 164-186.1 of the City Code; and

WHEREAS, the Mayor and Common Council deem it appropriate to make the amendments set forth herein in the interests of the efficient operation of government and administration of the City's Zoning Ordinance; and

WHEREAS, by unanimous vote of the members of the Common Council, this Ordinance is declared to be an emergency so as to warrant waiving the requirement of Section 41 of the Council's Rules of Procedure that ten days elapse between adoption and the effective date of the ordinance.

Section 1. NOW THEREFORE BE IT ENACTED AND ORDAINED by the Mayor and Common Council of Westminster, that Chapter 164, "Zoning", of the Westminster City Code, Article XIII, "PD-4 Planned Development – 4 Zone", Section 164-82, "Open Space", be and hereby is amended as follows:

§ 164-82. Open space.

In order that open space and sites for public use may be properly located and preserved as the community develops and in order that the cost of providing the open space and recreation sites necessary to serve the additional families brought into the community by residential developments may be most equitably apportioned on the basis of the additional need created by residential development, the following provisions are established:

* * *

C. In determining the type and location of common open space, the Commission, in consultation with the ~~City Parks Board~~DIRECTOR OF RECREATION AND PARKS, shall review the area's needs for parks and recreational sites in the area. Open space required in a PD-4 Zone project shall have access to a street by a fee simple right-of-way or easement and be located so as to be reasonably accessible from all dwellings within the PD-4 Zone project. In all instances, a minimum of 50% of the recreational land shall be for dry-ground active recreational uses.

* * *

Section 2. BE IT FURTHER ENACTED AND ORDAINED by the Mayor and Common Council of Westminster, that Chapter 164, "Zoning", of the Westminster City Code, Article XXIV, "Subdivision Regulations", Section 164-197.1, "Residential Cluster Subdivision", be and hereby is amended as follows:

§ 164-197.1. Residential cluster subdivision.

* * *

E. Open space.

* * *

2. In determining the type and location of common open space, the Commission, in consultation with the ~~City Parks Board~~DIRECTOR OF RECREATION AND PARKS, shall review the area's needs for parks and recreational sites in the area. Open space required in a cluster subdivision project shall have access to a street by a fee simple right-of-

way or easement and be located so as to be reasonably accessible from all dwellings within the cluster subdivision project. In all instances, a minimum of 50% of the recreational open space shall be suitable for dry-ground active recreational uses, as determined by the Commission.

* * *

Section 3. BE IT FURTHER ORDAINED BY THE MAYOR AND COMMON COUNCIL OF WESTMINSTER that this Ordinance shall apply to all pending matters as to which the Planning Commission has not yet made a final decision as of the effective date of this Emergency Ordinance.

Section 4. BE IT FURTHER ORDAINED BY THE MAYOR AND COMMON COUNCIL OF WESTMINSTER that this Ordinance shall take effect immediately upon its signature by the Mayor, provided that it is posted after adoption for not less than two weeks in some conspicuous location in the City Hall and recorded in a book provided for that purpose.

INTRODUCED this _____ day of August, 2020

_____
Shannon Visocsky, City Clerk

ADOPTED this _____ day of October, 2020

_____
Shannon Visocsky, City Clerk

APPROVED this _____ day of October, 2020

_____
Joe Dominick, Mayor

APPROVED AS TO FORM AND LEGAL SUFFICIENCY
this ____ day of October, 2020:

_____
Elissa D. Levan, City Attorney

UNDERLINED SMALL CAPS	:	Indicate matter added to existing law.
~~Strikethrough~~	:	Indicate matter deleted from existing law.
*** Asterisks	:	Indicate matter retained in existing law but omitted herein

To: Mayor and Common Council

From: Jeffery D. Glass, Director of Public Works

Date: October 5, 2020

Re: Approval – 7-Eleven Public Works Agreement No. A-1139, including the associated SWM Deed of Easement and Maintenance Agreement

Background

On June 11, 2020, the Planning and Zoning Commission approved the Site Development Plan for the 7-Eleven redevelopment project. The applicant and the City have finalized the Public Works Agreement and the associated Stormwater Management (SWM) Deed of Easement and Maintenance Agreement.

The City Attorney has reviewed and approved all documents submitted by the applicant.

After passage by the Common Council and approval via signature by the Mayor, the SWM Deed of Easement will be recorded in the land records of Carroll County. The Public Works Agreement will be kept on file in the City Clerk's Office.

Recommendation

Staff recommends approval of Public Works Agreement No. A-1139 and the associated SWM Deed of Easement and Maintenance Agreement for the 7-Eleven redevelopment project.

Attachments

- Public Works Agreement No. A-1139
- Stormwater Management (SWM) Deed of Easement and Maintenance Agreement

cc: Barbara B. Matthews, City Administrator
Elissa D. Levan, City Attorney

PUBLIC WORKS AGREEMENT

CITY OF WESTMINSTER, MARYLAND

AGREEMENT NO. A – 1139

APPLICATION FOR THE DEMOLITION AND RECONSTRUCTION OF

7-ELEVEN

Project: 7-Eleven

Location: 353 Baltimore Blvd. Westminster MD 21157
Tax Map 105, Block 20, Parcel 2765 ID # 07-027508

Owner Getty Properties Corp~~oration~~
Two Jericho Plaza Suite 110
Jericho, NY 11753

Developer: 7-Eleven
Brianne Wilson
3200 Hackberry Road
Irving, TX 75063

THIS AGREEMENT is made this ____ day of August 2020, by and among The Mayor and Common Council of Westminster (hereinafter "the City"), a municipal corporation of the State of Maryland, 7-Eleven (hereinafter, "the Developer"), with its principle place of business located at the above referenced address in Texas, Getty Properties Corp. a corporation (hereinafter "the Owner"), with its principal place of business at the above-referenced address in New York.

WHEREAS, the Owner owns a certain parcel of land, zoned "B-Business" situated within the corporate boundaries of the City at 353 Baltimore Blvd., comprising 0.818 Acres, and is demolishing an existing building located thereon and,

WHEREAS, the Developer, with the consent of the Owner, has proposed to construct a new building (hereinafter, "the Project") in accordance with the provisions set forth in Article VIII of the City Zoning Ordinance; and,

WHEREAS, the City's Planning and Zoning Commission approved the Site Development Plan for the Project on June 11, 2020; and,

WHEREAS, prior to the issuance of any building permits for the Project, the City requires that evidence of financial responsibility in the form of a performance bond, irrevocable letter of credit or cash bond be furnished by the Developer to guarantee completion those site improvements shown, or to be shown, on the final approved construction plans and/or such off-site improvements as may be required by the City, in order to protect the City and the residents thereof from the costs of failure to complete in the required manner the necessary public improvements; and,

WHEREAS, it is the purpose of this Agreement to set forth the terms and conditions for the completion of all required site improvements for the work listed below according to the approved plans and specifications attached: landscaping, Water service connection and stormwater management, and digital as-built plans prepared to City specifications.

NOW, THEREFORE, in consideration of the premises and of the mutual undertakings, agreements and covenants herein expressed, the parties hereto agree as follows:

1. The Developer has prepared construction plans, specifications, and descriptions the Project pursuant to its approved Site Development Plan, and, with the consent of the Owner, has submitted them to the City for its review and approval. These plans and specifications, prepared by Bohler Engineering, were approved by the City Planning and Zoning Commission on June 11, 2020 and are incorporated herein by reference. The Developer agrees to complete the Landscaping, Water

Service Connection and Storm Water Management as shown on, and in compliance with, said plans. The Developer agrees to furnish "as-built" construction drawings tying into U.S.G.S. datum to the City for its future reference at the Developer's expense in a digital format as determined by the City.

2. The Developer shall furnish, prior to permit issuance, standard corporate performance and payment bonds in a form approved by the City, or irrevocable letters of credit or a cash deposit, in the amount of 110% of the full contract price for the construction cost of the landscaping, water service connection, stormwater management and digital as-built plans prepared to City specifications, and other required facilities and contracts as a guarantee for the satisfactory and timely completion of said work. The City may, in its discretion, permit the bond, irrevocable letter of credit or cash deposit to be reduced in proportion to the amount of the said work completed, at 50% and 80% of completion. If an irrevocable letter of credit is posted by the Developer, it shall contain the following language in addition to any and all other language and requirements deemed appropriate by the City:

> It is a condition of this Irrevocable Letter of Credit that it shall be deemed automatically extended without amendment for one (1) year from the present or any future expiration date unless sixty (60) days prior to such expiration date you are notified by registered letter that the City of Westminster elects to release this Letter of Credit for any such additional period.

3. In the event the Developer fails to construct the improvements described herein in accordance with the approved plans and specifications, or fails to convey the right-of-way for public facilities therein, and/or required easements, or fails to commence appropriate and effective corrective action within the time periods set forth in Paragraph 4 hereof after written notification by the City of non-compliance with any pertinent requirements during the construction of said improvements, or otherwise fails to perform its obligations under this Agreement, the City shall have the right to

call or draw upon the security posted pursuant to Paragraph 2 hereof. The City shall have the right to refuse to accept or to maintain said public improvements until the same are fully completed by the Developer, or at its option, to accept and record deeds for the easements and/or rights-of-way described by plats and enter into and upon the same for the purpose of constructing or repairing the required improvements.

4. In the event of default by the Developer in performance of its obligations under this Agreement, the City shall give notice in writing to the Developer and to the issuer of the security posted pursuant to Paragraph 2 hereof, and to Bank of America, N.A., One Bryant Park, 34th Floor, New York, NY 10036, Attention: Melissa McCormack, of such default. Subject to the last sentence of this Paragraph, in the event that such default has not been cured by the Developer within fifteen (15) days after receipt of such written notice, the City shall give the Surety written notification of said default, and the Surety shall, within thirty (30) days of such notice, elect in writing: (a) to complete the required public improvements in conformance with the original plans and specifications within such reasonable period as the City may specify; or (b) indemnify the City against loss or expense arising out of failure of the Developer to complete said improvements as required by the terms of this Agreement. If Surety fails to take the required corrective action within thirty (30) days of the foregoing election, any construction or conveyance privileges granted to the Developer for the improvements guaranteed by this Agreement may be suspended by the City pending completion of the required improvements. Notwithstanding the foregoing, so long as the Developer has commenced to cure and is diligently proceeding to cure a non-monetary default, the time period within which such default may be cured shall be extended in the City's discretion for such period as may be reasonably necessary to complete the cure in the exercise of due diligence.

5. The City, in addition to any recovery under the guarantee or security, shall nevertheless have the right to maintain an action against the Developer for such additional costs or damages as may be incurred to complete the required improvements herein described in accordance with the applicable plans and specifications.

6. In the event that the approved Plans and Specifications referred to in paragraph 1, or any condition(s) of approval, require the conveyance of any land or interest in land to a governmental entity, then all right, title and interest in and to all drainage and utility easements, public streets and public roadways, and all public improvements located therein, including but not limited to, water mains, sewer mains, storm drain lines, storm water management facilities, and all related accessories and appurtenances of any of the foregoing are to be conveyed by the Developer or its successors or assigns to the City when completed to the City's satisfaction and, in the event all or any part of the Project is transferred to another person or entity prior to acceptance of conveyance of said facilities to the City, the Developer must reserve said facilities to itself for conveyance to the City or must require its successors or assigns, by deed restriction or other method satisfactory to the City, to convey the facilities to the City when completed to the City's satisfaction.

7. The Developer shall reimburse the City for all costs incurred by the City in connection with the inspection of those facilities to be taken over by the City, the construction cost for work performed by request of the Developer by letter, and the fees of consultants, including legal, engineering and other appropriate professionals, employed by the City to review contract documents, perform tests and observe construction of items to be conveyed to the City. The Developer will be assessed a fee of 4.5% as set by law in Resolution 20-04, Section B(3)[1]., of the value of those public works and related improvements for construction inspection by the City

for this project. The Developer agrees to pay this fee prior to the release of signed Mylars for construction.

8. The Developer shall incorporate sediment and erosion control facilities, if required, as approved by the City and the Soil Conservation District, in the development of the Project and shall construct and maintain said facilities until such time as the City and the Soil Conservation District notify the Developer in writing that those facilities are no longer required, at which time those facilities no longer required shall be removed and the land returned to a condition acceptable to the City by the Developer. The Developer shall post with Carroll County a performance bond, irrevocable letter of credit or cash deposit to include an amount sufficient to cover the cost of erosion and sedimentation control facilities.

9. The Developer, upon application for building permits, shall make payment to the City for all water and sanitary sewerage special benefit assessment and related charges resulting from the approved plans and specifications pertaining to the project in accordance with Sections 124-13 and 160-8 of the Charter and Code of Laws and the Utility Fee Ordinance . The Developer shall install all water service laterals resulting from the approved plats, plans and specifications, pertaining to the Developer's property. For each lateral that is extended as part of the initial contract by the Developer, the Developer shall be exempted from the normal connection charges that would ordinarily be imposed by the City in accordance with Sections 124-17 and 160-7 of the Charter and Code of Laws and the Utility Fee Ordinance; however, the Developer shall pay the invoiced cost of all required water meters, which the City will furnish for installation by the Developer accordance with Sections 124-17 and 160-7 of the Charter and Code of Laws and the Utility Fee Ordinance.

10. The Developer, upon application for building permits, shall make payment to the City when required for all Special Capital Benefit Assessment and related charges in accordance with the Schedule contained in Section 133-3 of the Charter and Code of Laws and the General Fee Ordinance.

11. The Developer acknowledges that the City has entered into a Consent Order dated April 3, 2007; with the Maryland Department of the Environment and that the City has subsequently adopted a Water and Sewer Allocation Policy. The City will provide water and sewerage service to the Project in accordance with said Water and Sewer Allocation Policy and any amendments thereto, together with the City's laws and regulations relating to such water service and sewer service, and the Developer accepts and agrees to the terms of said Water and Sewer Allocation Policy, and amendments thereto.

12. Any contractor engaged by the Developer for the performance of any work in connection with any facilities intended hereunder to be accepted by the City shall be subject to the City's approval, and said contractors shall be subject to any prequalification standards that may be in existence, adopted, or hereafter adopted or modified as being in the best interests of the City. The City shall have the right to review all contractors and awards for such work.

13. Should the Developer not begin construction of the Project within two (2) years of date of execution of this Agreement, this Agreement shall expire and a new Agreement shall be executed incorporating any changes, increased guarantees, or conditions as may be required by the City.

14. The Developer has submitted to the City, for informational purposes only, exterior design elevations and samples of exterior building materials.

15. The Developer shall abide by all City and/or County codes in effect relating to the work. In case of conflict between Codes, the City will direct which shall apply.

16. The Owner/Developer shall be entitled to, and the City shall not deny, use and occupancy permits for the building unit shown on the record plats or part thereof, provided all other building requirements are met and provided the Developer is not in default of any other provision of this Agreement.

17. The Developer shall assign an English-speaking Project superintendent, who must be on site at all times while work is progressing and who will be responsible for coordination of all work and provide liaison with City representatives. The Developer shall notify the City of the name of such superintendent in writing.

18. The Developer shall hold the City harmless and defend and indemnify it from any and all claims arising from the operations of the Developer, its employees, contractors, subcontractors, and agents.

19. The Developer shall provide a maintenance bond prior to acceptance by the City of any public facilities in the amount of ten percent (10%) of the construction cost of said facilities. The bond must be executed by Surety satisfactory to the City and shall be effective for a one-year guarantee period. It is understood and agreed that in the event the Developer fails to re-execute, correct or repair any work performed in connection with said public improvements that may be found within the one-year maintenance period to be improper or imperfect as a result of substandard material or workmanship or failure of materials or workmanship, or otherwise fails to fulfill the terms of the plans and specifications, and the Developer fails or is unable to commence to correct and diligently complete such work after 30 days' notice from the City, then in that event the City may purchase materials, tools and equipment, employ labor, and/or let a contract as required to perform the necessary corrective work covered in the guarantee. All costs and expense incurred thereby by the City shall be charged against the maintenance bond. In addition to any recovery under the bond,

the City shall also have the right to initiate and maintain an action against the Developer for such additional costs as may be incurred in order to complete the required improvements herein described in accordance with the applicable plans and specifications.

20. This Agreement and the Developer's rights and obligations hereunder, may be assigned or transferred by the Developer only any person, firm or corporation having financial standing reasonably sufficient to fulfill the obligations of the Developer under this Agreement, and only upon the written consent of the City, not to be unreasonably withheld, conditioned or delayed, except that no such consent shall be required to a mortgage lender taking title to the Project via foreclosure or deed or conveyance in lieu of foreclosure. Upon written approval by the City of such assignment or transfer and the execution of a replacement Public Works Agreement by the transferee or assignee, the Developer shall have no further liability or obligation there under other than that which may have existed prior to the effective date of the assignment or transfer.

21. The City retains the absolute right to withhold its approval both of building and of use and occupancy permits for the Project if the Developer fails to perform the requirements specified in this Agreement including, but not limited to, payment of all applicable invoices, maintenance of surety and other related requirements, or fails to protect the health, safety and welfare of the City and its residents as determined by the City.

22. This document constitutes the entire Agreement between parties. This Agreement may only be modified or changed in writing and signed between the parties, it being expressly understood that no verbal notices or agreements shall be effective to alter the terms hereof.

23. The Developer agrees to incorporate on the Site Development Plan landscaping as required by the City and related review agencies and approved by the City. All landscaping including design, installation, guarantees and release of Surety, shall conform to the requirements of the

City's adopted Landscape Manual and any subsequent amendments. Surety in the amount of 110% of the cost of the landscaping and related work shall be provided to the City prior to release of a building permit.

24. The Developer shall complete its work hereunder in accordance with the approved plans and conditions as determined by the Director of Community Planning and Development.

25. Upon completion of the Project and prior to issuance of use occupancy permits, the Developer and the City shall enter into and record among the Land Records of Carroll County a Stormwater Management Easement and Maintenance Agreement if determined to be necessary by the City, which agreement shall provide for the perpetual maintenance of storm water management facilities and appurtenant devices to be constructed in accordance with all applicable requirements of Chapter 136 of the Westminster City Code entitled "Stormwater Management". The Developer may assign or transfer its rights and obligation under the aforementioned Stormwater Management Inspection and Maintenance Agreement to any person, firm or corporation of financial standing reasonably sufficient to fulfill its obligations upon the City's written approval. Prior to such assignment or transfer, the City shall review and approve all documents to effect the assignment or transfer prior to issuing its written approval.

26. The Owner warrants and represents that it has consented to the Developer undertaking the obligations set forth herein and that such undertakings do not conflict with any obligation that the Developer bears to the Owner with respect to the project or property. The Owner agrees to cooperate fully in any obligation undertaken by the Developer pursuant to this agreement relating to the conveyance to public utilities and to execute promptly upon the City's request any deeds or easement documents necessary to accomplish the same, as contemplated by Paragraph 6, and , in the event of any default by the Developer, or its successors or assigns, of its obligations with

respect to the perpetual maintenance of the stormwater management facilities as set forth in Paragraph 24, to undertake those obligations.

IN WITNESS WHEREOF, the City, the Developer and the Owner have caused this instrument to be duly executed by their respective officers hereunto duly authorized and have placed it under seal.

WITNESS ~~ATTEST~~:

Victoria Baar

7-Eleven

By : _____(Seal)
Robin Bryant, Assistant Secretary

ATTEST:

Joshua Dicker, Secretary

Getty Properties Corpo~~ration~~.

By : _____(Seal)
Mark Olear, Executive Vice President

ATTEST:

_____
Shannon Visocsky, City Clerk

THE MAYOR AND COMMON COUNCIL OF WESTMINSTER

By: _____(Seal)
Joe Dominick, Mayor

Recommended for Approval:

_____
Mark Depo, Director
Community Planning and Development

Recommended for Approval:

_____
Jeffery D. Glass, Director
Public Works

Approved as to form and legal sufficiency
this _____day of _____, 20___.

_____
Elissa D. Levan, City Attorney

STATE OF ~~MARYLAND~~ NEW YORK
COUNTY OF NASSAU

On this 1ST day of October, 2020, before me, a Notary Public of the State of New York ~~Maryland~~, in and for ~~Carroll~~ Nassau County aforesaid, the undersigned officer, personally appeared, Mark Olear, who acknowledged his or herself to be Exec Vice President of Getty Properties Corp~~oration~~, being authorized to do so, executed and acknowledged the foregoing instrument on behalf of said corporation in his capacity therein stated.

In witness whereof I hereunto set my hand and Official Seal.

Ela Li
Notary Public

ELENA LOKIS
Notary Public, State of New York
No. 02LO6315154
Qualified in Nassau County
Commission Expires November 17, 2022

My Commission expires _____

Notary Public

My Commission expires _____

DEED OF STORM WATER MANAGEMENT EASEMENT
AND MAINTENANCE AGREEMENT
(Private Storm Water Management Facilities)

This Deed of Storm Water Management Easement and Maintenance Agreement, made this ____ day of _____, 20_____ by and between Getty Properties Corp~~oration~~, a Delaware ~~New York~~ Corporation (Grantor); and **THE MAYOR AND COMMON COUNCIL OF WESTMINSTER**, a Municipal Corporation of the State of Maryland (Grantee).

WHEREAS, the within Grantor is the owner of a certain lot, tract or parcel of land situate, lying and being in the Seventh (7th) Election District of Carroll County, Maryland, and being known and designated as Parcel 2765 among the Plat Records of Carroll County in Plat Book No. 662, Folio 268 which said parcel is being redeveloped pursuant to Site Development Plan S-19-0007 (Site Plan), (hereinafter referred to as the "Plat"); and

WHEREAS, Parcel 2765 will contain certain storm water management facilities; and

WHEREAS, as a condition of approval of said Site Plan, Grantor is conveying the following described easements to Grantee.

NOW THEREFORE, THIS DEED OF EASEMENT, WITNESSETH, That for and in consideration of the sum of Zero Dollars ($0.00), and other good and valuable considerations, the receipt of which is hereby acknowledged, the said Getty Properties Corporation, a New York corporation, does hereby grant and convey unto the said THE MAYOR AND COMMON COUNCIL OF WESTMINSTER, a Municipal Corporation organized and existing under the laws of the State of Maryland, its successors and assigns, in perpetuity, an easement over any storm water management facilities located on Parcel 2765 recorded among the Plat Records of Carroll County in Plat Book No. 662, Folio 268 to maintain said facilities in accordance with approved storm water management plans prepared by Bohler Engineering and approved by the City of

Westminster on or about June 11, 2020 (which plans are part of the Site Plan and are incorporated herein by reference); said easement being for the purpose of allowing Grantee, its successors and assigns, and its authorized representatives, access to and ingress from the closest public right of way reasonably suitable for the purpose to any storm water management facilities located on said lot for the purpose of maintaining, repairing, replacing and/or relocating same provided said activities shall be conducted in a manner that does not unreasonably interfere with the lawful improvements located on the lot; and, provided however that the obligation to maintain, repair and replace said private storm water management facilities remains with owner of the lot on which said private storm water management facility is located and this Deed of Easement is not intended to create any obligation to act on the part of Grantee.

The easements hereby granted extend over and across portions of all that property owned by Grantor by virtue of a Deed dated January 2, 2014 and recorded among the Land Records of Carroll County in Liber 662, folio 268, etc.

TO HAVE AND TO HOLD the right and privilege of the use of the easement areas above described and mentioned and hereby intended to be conveyed together with the rights, privileges, appurtenances and advantages thereto belonging or appertaining, unto and to the proper use and benefit of the said THE MAYOR AND COMMON COUNCIL OF WESTMINSTER its successors and assigns, in perpetuity. THE GRANTOR reserves the right to use the property for any purpose not inconsistent with the easement conveyed herein.

THE PARTIES hereto certify that there was no actual monetary consideration for the transfer of the hereinabove described property.

AND THE SAID GRANTOR hereby covenants that it will execute such further assurances of the same as may be requisite.

THE RECITALS are incorporated herein.

WITNESS the hands and seals of the within Grantor.

NO TITLE EXAMINATION

Getty Properties Corp~~oration~~,
a ~~New York~~ Corporation
Delaware

_____ BY: Mark Olear (seal)
~~WITNESS~~ Executive Vice president

_____
WITNESS

STATE OF ~~MARYLAND~~ NEW YORK
TO WIT:
COUNTY OF ~~CARROLL~~ NASSAU

ON THIS, the 1ST day of October, 2020, before me, a Notary Public, the undersigned officer, personally appeared Mark Olear who acknowledged himself to be the Authorized Person of Getty Properties Corp~~oration~~, a ~~New York~~ Delaware Corporation, and that he/~~she,~~ as such Authorized Person, being authorized so to do, executed the same for the purposes therein contained, and further certified that the actual consideration was Zero Dollars ($0.00).

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

_____ (seal)
Notary Public

ELENA LOKIS
Notary Public, State of New York
No. 02LO6315154
Qualified in Nassau County
Commission Expires November 17, 2022

My Commission expires_____.

ACCEPTED:
THE MAYOR AND COMMON COUNCIL OF WESTMINSTER, Grantee

_____ _____ (seal)
_____, CLERK JOE DOMINICK, MAYOR

I certify that I am duly authorized to practice law in the State of Maryland, and that this instrument has been prepared by me or under my supervision.

_____ _____

City Attorney DATE

PERFORMANCE BOND

Bond No. 022228800

KNOW ALL MEN BY THESE PRESENTS:

That 7-Eleven, Inc. **(Name)** **Principal, and the** Liberty Mutual Insurance Company **(Surety Company)**

ADDRESS: 175 Berkeley Street, Boston, MA,

ZIP CODE: 02116, **PHONE:** (610) 832-8240

U.S.A. as Surety, are held and firmly bound unto City of Westminster, Maryland, as Obligee, in the amount of $ Two Hundred Sixty Six Thousand Six*** **for the payment whereof Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.**

***Hundred Seventy and 80/100 ($266,670.80) Dollars

WHEREAS, the Principal has made application to City of Westminster, Maryland, for a permit to construct PWA No. A-1139 for Stormwater, Water and Landscape Improvements for 7-Eleven Store #24347 located at 353 Baltimore Blvd, Westminster, MD 21157 - ground up gas prototype, County Site Development Plan No. S-19-0007

WHEREAS, the City of Westminster, Maryland will grant a permit for such construction, said permit containing certain terms and conditions that must be complied with to satisfy our obligation under this performance bond.

NOW, THE CONDITION OF THE FOREGOING OBLIGATION is such that if the above bounden principal shall in all respects comply with the terms and obligations thereunder and shall well and truly and in a manner satisfactory to the SHA complete the work and save harmless the City of Westminster, Maryland from any expense incurred through the failure of said Principal to comply with the terms and conditions of same permit, or from any damages growing out of the negligence of the said Principal, or his, theirs, or it's agents or employees, then the above obligation shall become void and of none effect, otherwise to remain in full force and virtue of law.

Signed and sealed this 30th **day of** September, 2020.

As to Principal: 7-Eleven, Inc.

David Seltzer, VP & Treasurer **(SEAL)**

As to Surety: Liberty Mutual Insurance Company

Kelly A. Westbrook, Attorney-In-Fact

Rev. 7/04

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: **8200743**

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Robbi Morales, Don E. Cornell, Sophinie Hunter, Tina McEwan, Tonie Petranek, Ricardo J. Reyna, Joshua Saunders, Kelly A. Westbrook

all of the city of Dallas state of TX each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 19th day of March, 2019.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: David M. Carey, Assistant Secretary

State of PENNSYLVANIA
County of MONTGOMERY ss

On this 19th day of March, 2019 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.

COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 28, 2021
Member, Pennsylvania Association of Notaries

By: Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS: Section 12. Power of Attorney.
Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts: Section 5. Surety Bonds and Undertakings.
Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 30th day of September, 2020.

By: Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

LMS-12873 LMIC OCIC WAIC Multi Co_062018

To: Mayor and Common Council

From: Jeffery D. Glass, Director of Public Works

Date: October 1, 2020

Re: Award of Contract – Phase 3 Inflow and Infiltration Project

Background

The FY 2021 Sewer Fund budget includes funding for Phase 3 of the Inflow and Infiltration Project. The project consists of replacement and repair of a major interceptor pipeline in the Spring Mills area between Gist Road and Route 27.

The work was bid as a design/build project; under this approach, a single firm will be responsible for both the project design and construction. The Request for Bids was issued on July 23, 2020, with bids due on September 9, 2020. Six bids were received, and are summarized below:

Firm	Total Price
Guyer Brothers Inc.	$1,601,898
Snyder Environmental Services Inc.	$1,906,137
Mid-Atlantic Utilities Inc.	$1,912,815
Conewago Enterprises Inc.	$2,185,308
Spiniello Companies	$2,618,375
Comer Construction Inc.	$2,619,236

City staff has evaluated references and the bid from Guyer Brothers Inc. in the total amount of $1,601,898 and finds it to be acceptable with regard to the City's needs.

Project Funding

The FY 2021 budget for this project is $1,600,000. This work will not be completed by June 30, 2021; as a result, any budget shortfall can be addressed during the FY 2022 budget process.

Recommendation

Staff recommends that the Mayor and Common Council accept the unit prices bid by Guyer Brothers Inc. of New Enterprise, Pennsylvania and execute a contract in the amount of $1,601,898 for the Phase 3 Inflow and Infiltration Design/Build Project as further described in the attached quote, and authorize the Mayor's execution of the associated contract.

Attachment

- Bid submitted by Guyer Brothers Inc.

cc: Barbara B. Matthews, City Administrator
Lydia Colston, Director of Finance

GUYER BROTHERS INC.
UTILITY CONSTRUCTION

September 9, 2020

City of Westminster
56 West Main Street
Suite 1
Westminster, MD 21157

RE: Inflow and Infiltration Rehabilitation Project Phase 3 (Design/Build)

Dear Selection Committee:

Guyer Brothers, Inc. is pleased to present the City of Westminster with a proposal to provide design/build services for the Inflow and Infiltration Rehabilitation Project. Guyer Brothers is an utility contractor who has been in business for more than 20 years and has completed water and wastewater utility projects throughout Maryland and Pennsylvania.

Our proposal includes the engineering services required for this project to be provided by The EADS Group, Inc. The EADS Group, Inc. has been in business for more than 60 years and has served over 100 municipal and authority clients throughout Pennsylvania. The EADS Group, Inc. is familiar with MDE requirements and has completed several projects throughout Western Maryland.

Guyer Brothers, Inc. and The EADS Group, Inc. are very familiar with one another and have successfully worked together on several past projects. Should you have any questions on our qualifications or need additional information, please feel free to contact our office at 814-766-3774 or email at kevin@guyerbrothers.com

Respectfully,

Kevin Guyer, Vice President

1481 Salemville Road, New Enterprise, PA 16664 • 814.766.3774
www.GuyerBrothers.com

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A. Bid Form

B. Schedule of Values

C. Attachment to Schedule of Values

D. Phased Project Work Schedule
   D1. Condensed Phased Project Work Schedule

E. Experience Record Form

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H. Equal Opportunity Employer Form

I. Affidavit of Non-Collusion and Non-Conviction

J. W-9 Form

K. Bid Bond

L. Health and Safety Manual

BID FORM
RFB #21-03/CONTRACT #S-10-12
INFLOW & INFILTRATION REHABILITATION PROJECT
PHASE 3 (DESIGN-BUILD)

The Bidder declares that it has carefully examined and understands the specifications, form of Contract, and the Contract drawings; that it has made such careful examination as is necessary to become informed as to the character and extent of the work required; and that it agrees, if the proposal is accepted, to Contract with the City of Westminster, in the form of Contract hereto attached, to do the required work in the manner set forth in the specifications and as shown by the Contract drawings.

The Bidder proposes to furnish all materials and labor, requisite and proper, and to provide all necessary machinery, tools, apparatus, and means for performing the work, and the doing of all the above-mentioned work, in the manner set forth, described, and shown in the specifications and on the Contract drawings and within the time shown on the proposal for the following lump sums and/or unit prices: See Attached Price Bid Schedule Sheets 1 - 2.

All work shown on the Contract drawings and included in the specifications to make a complete and workable installation is to be paid for under the total prices Bid for the various items of work AND THAT THE ABSENCE FROM THE PROPOSAL FORM OF SPECIFIC BID ITEMS FOR ANY WORK SHOWN ON THE CONTRACT DRAWINGS OR INCLUDED IN THE SPECIFICATIONS, HAS BEEN INTERPRETED AS MEANING THAT THE COST OF ANY SUCH WORK CONTEMPLATED BY THE CONTRACT DRAWINGS AND THE SPECIFICATIONS MUST BE AND HAS BEEN INCLUDED IN THE TOTAL PRICES BID.

The Bidder must sign here, and the Bidder's address must be given. In the case of firms, the firm's name must be signed and subscribed to by at least one member. In the case of corporations, the corporate name must be signed by some authorized officer or agent thereof, who shall also subscribe its name and office. The seal of the corporation shall be affixed and duly attested by its secretary or other authorized officer.

Guyer Brothers Inc.
Bidder, Firm, or Corporate Name

1481 Salamuik Rd
Address New Enterprise, PA 16664

By Shawn Guyer (SEAL)
Bidder, Firm Member

Signature

ATTEST:

Title Vice-President

9-9-2020
Date

PRICE BID SCHEDULE

Revision 2

DESIGN/BUILD of Sewer Line Replacement Between MHs 13-01-1971 and 13-19-1971

CONTRACTOR will provide all equipment, materials and labor required to complete the project at the prices outlined below:

ITEM (SCOPE TASK INDICATED NUMERICALLY)	ESTIMATED QUANTITY	BID COST PER UNIT	EXTENDED PRICE
PLANNING AND DESIGN PHASE			
1. Organize and Attend the Project Startup Meeting	LUMP SUM (1)	4,500.00	4,500.00
2. Survey	LUMP SUM (1)	10,000.00	10,000.00
3. Design according to the Project Scope of Work and City Standards (providing 75% and 100% submittals of the Project Specifications and Drawings)	LUMP SUM (1)	28,000.00	28,000.00
4. Site Controls (including development of SEC Drawings)	LUMP SUM (1)	3,800.00	3,800.00
5. Obtaining Permits from the State and County Regulatory Agencies	LUMP SUM (1)	14,000.00	14,000.00
6. Engineering Support During Construction Phase	LUMP Sum (1)	36,000.00	36,000.00
7. As- Builts (see requirements in the Attachment #1)	LUMP SUM (1)	3,500.00	3,500.00
8. Easement acquisition process	LUMP SUM (1)	15,000.00	15,000.00
CONSTRUCTION PHASE			
1A. Mobilization	LUMP SUM (1)	90,500.00	90,500.00
1B. Clearing and mulching of Easement	PER SQ. YD./ 12,000 ASSUMED	11.00	132,000.00
1C. Stabilized Construction Entrances	EA/ ASSUMED 6	3,200.00	19,200.00
1D. Installation of silt fence	PER LINEAR FOOT/ 4000 LF ASSUMED	15.00	60,000.00
1E. Construction of 24" PVC SDR 35 Sewer Main (excavation all depths including all incidental works)	PER LINEAR FOOT/ 5236 LF ASSUMED	148.75	778,855.00
1F. Installation of Sanitary Sewer Manholes (Including all incidental works)	EA/ ASSUMED 18	12,151.00	218,718.00
1G. Installation of manhole connectors	EA/ASSUMED 2	4,000.00	8,000.00
1H. Abandonment of the existing 24" sewer line and manholes with flowable fill	Per C. Y./	300.00	300.00
1 J. Site Restoration and Final Cleanup	LS	68,900.00	68,900.00
1K. Rock Excavation (definition of rock excavation should be in the Project Specifications)	C. Y. /assumed 100 C.Y.	60.00	6,000.00
1L. Borrow backfill	C.Y./assumed 250 C.Y.	32.00	8,000.00
1M. Concrete Encasement of pipe with all incidentals	C.Y./assumed 45 C.Y.	225.00	10,125.00

1N. For Utility Stream Crossing, As Specified, Complete in Place including DIP pipe and all incidentals	LF/ 100	272.00	27,200.00
1O. Rip-Rap (installed Complete in place)	SY/ 300	29.00	8,700.00
1P Imbricated Rip-Rap (installed Complete in place)	SY/ 300	112.00	33,600.00
1R. Trench Restoration in paved area of Gist Rd. per Carroll County Standard Specifications	Sq. YD/ 100	110.00	11,000.00
1S. Over excavation including #2 stone backfill and placement	C. YD/ 100	60.00	6,000.00
SUBTOTAL FOR PLANNING & DESIGN PHASE: ROWS 1 THROUGH ~~X~~ 3			$ 114,300.00
SUBTOTAL FOR CONSTRUCTION PHASE: ROWS 1A THROUGH 1~~X~~) S			$ 1,487,098.00
TOTAL BID (DESIGN AND CONSTRUCTION)			$ 1,601,398.00
COMPANY: Guyer Brothers Inc.			
CONTACT: Kevin Guyer	**PHONE:** 814.766.3774		
SIGNATURE:	**DATE:** 9.9.2020		

NOTE: It is understood unit quantities and prices shown are for bid evaluation only. Actual work executed will be measured and paid for based upon the work actually performed and the associated unit prices for said work. Should changes from the requirements (estimates) of the contract result in an increase or decrease in the quantity of work performed. CONTRACTOR shall accept payment in full based on the accepted Unit Prices.

City of Westminster
Addendum #1
RFB # 21-03

Minutes Pre-Bid Meeting for Phase 3 Sewer I&I, August 12, 2020 at 10:00 a.m.

1. City of Westminster officials attending: Jeff Glass, John Dick, Mike Matov, Mike Zechman, Cory Stouffer, Steve Owens, Ralph McElhinney

2. Bidders attending: Refer to attached sign-in sheets

3. Bids are due on September 9, 2020, no later than 2:00pm local time. Bid forms being submitted in response to the solicitation must be delivered as original signed documents, within a sealed envelope, to the City of Westminster Administrative Offices located at 56 West Main Street, Suite 1, Westminster, Maryland. Electronic transmission of Bids will **not** be accepted through the State of Maryland eMMA-electronic bid website.

4. Bidders must use the bid forms provided. All pricing must be provided including the base bid, unit prices, and alternate prices.

5. The total base bid must include the unit prices enumerated on the bid form in the total lump sum base bid figure.

6. Bids must be accompanied by an executed Bid Bond in the amount of 10%.

7. Contract time for completion is June 30, 2021, with $150.00 per consecutive calendar day as liquidated damages.

8. Award will be based on understanding of RFB, completeness of bid package, total bid price, bidder qualification, references, bid work schedule.

9. Any bid addenda will be posted on the City website at http://www.westminstermd.gov/bids.aspx.

10. Prospective bidders who have questions regarding this Request for Bids should email their questions to Bids.Phase3II@westgov.com. The closing time for submission of questions is 4:30 p.m. on August 24, 2020. All questions and the associated answers will be posted on the City website at http://www.westminstermd.gov/bids.aspx.

11. To receive notification that information regarding this Request for Proposals has been posted to the City website, bidders are encouraged to register with the City by providing their firm name, name of firm representative, and email address for the firm's point of contact to MMatov@westgov.com

12. Bid bond is 10%

13. A second addendum will be issued with more questions and answers.

Specifications Changes/Additions:

1. Replace Price Bid Schedule (Pages 12 and 13) with Revised Price Bid Schedule (attached).
2. Add Address Layout Document (attached).
3. Add City Standard Details-Sewer (attached).

Questions Submitted by Bidders:

1. Question: Has the City notified property owners?
   Answer: Yes

2. Question: If the stream is to be relocated, how is the stream to be restored?
   Answer: This will be dictated by design and permits by MDE.

3. Question: How will the cost of moving or restoration of stream be shown on bid?
   Answer: A Revised Price Bid is included in this addendum.

4. Question: Does the stream crossing need to be concrete encased?
   Answer: It's likely, but the design portion of project will dictate it.

5. Question: Are construction easements expected?
   Answer: This will be determined by engineering firm.

6. Question: Is video available of the existing line conditions?
   Answer: Yes, the City has provided a URL to all attendees.

7. Question: Is a liner considered as an acceptable solution for the job?
   Answer: Yes, but some parts of the line are too bad for liner.

8. Question: Are there GIS layouts of adjoining properties to the sewer line?
   Answer: Yes, attached in this addendum, titled Address Layout.

9. Question: Are the total flows for sewer line available to size bypass pumping?
   Answer: Yes, they are provided in this addendum.

10. Question: Getting 14 construction easements will delay past 6/30 deadline.
    Answer: Any delays caused by such events will confirmed and new date will be agreed on.

11. Question: Is there prevailing wage rate?
    Answer: No

12. Question: Is boring expected on both ends of line to crossroads?
    Answer: No, only the RT. 27 end of the line.

13. Question: Does the City have a dump site for use of job?
    Answer: No.

14. Question: There is a soil classification conflict in specs and bid form.
    Answer: A Revised Price Bid is included in this addendum.

15. Question: can ex. Can the line be removed and new put in same place?
    Answer: This will be determined by the engineering and design.

16. Question: Are 45 degree vertical bends allowed?
    Answer: They are not desired, but can be discussed in design phase, an outside drop is preferred.

17. Question: Is the layout area on-site or adjacent properties and will the City help with acquiring?
    Answer: There are none on-site and we can help with possible sites.

18. Question: Does City expect blasting is needed?
    Answer: We do not know, there is a section in the specifications just in case it's needed.

19. Question: Does the City have standard manholes?
    Answer: See attached document titled City Standard Details-Sewer in this addendum.

20. Question: Is geotechnical needed?
    Answer: No, it will be dealt with during construction.

21. Question: Can dirt be taken out and put back in?
    Answer: Yes, no slop and line item has been added for base in Revised Price Bid Schedule.

22. Question: Is there a local tax?
    Answer: There is no City sales tax, only Maryland State.

23. Question: Will bids be combined from different firms?
    Answer: No, complete bid is design and construction as a team.

24. Question: Is permit time to be shown in bid?
    Answer: Yes.

25. Question: Is easement surveying covered in this bid?
    Answer: Yes, for any surveying.

26. Question: Is a link for inspection video available?
    Answer: The link has been provided to all in attendance at the Pre-bid Meeting.

27. Question: Is there a weight on criteria for awarding the bid?
    Answer: No.

28. Question: What is the liquidated damages amount?
    Answer: $150 a day.

29. Question: What manhole size is to be used?
    Answer: This will be determined by engineer and design.

30. Question: Is the contractor responsible for the site the entire time?
    Answer: Yes, responsibility starts at mobilization and ends at project completion.

31. Question: What's expected for site restoration?
    Answer: Leave open and grubbing removed with typical grass replacement.

Questions Submitted by Bidders After Pre-Bid Meeting:

32. Question: Are there any scoring systems or other factors that will permit award based on "Best Value" rather than simply awarding to the lowest bid pricing received? Please confirm the method of award for this project.
    Answer: There is no formal scoring system. The City will act at its best interests (See Instruction to Bidders Paragraph 6.)

33. Question: Traditionally, the intent of a Design/Build project is to make a "Best Value" project award that protects the project owner from unnecessary and frivolous change order requests. While there are bid items provided, the inherent nature of a "Design/Build" project is to include all work required to complete the project as presented. For example, if a temporary access road is needed through the right-of-way to construct the project, the installation/removal costs associated should be included regardless of the presence of a bid item for each specific task. Please confirm the owner's intent for this project is to have a complete and "turn-key" price for a "complete" project based on the project parameters set by the bid documents.
    Answer: Confirmed.

34. Question: There are several locations in the specifications that indicate the owner's ability to award all or a portion of the project at their discretion. This language could imply the potential for an award of the design phase to one TEAM and the construction phase to another TEAM simply based on the lowest

bid pricing received. Please confirm this project will only be awarded as a single contract for both design and construction to the selected Design/Build TEAM.

Answer: Confirmed that the design and construction of the project will be awarded to the selected Design/Build Team.

35. Question: The required bid submission includes a "Phased Project Work Schedule". Clearly each TEAM must be responsible for developing and assigning the amount of time they need to complete the design deliverables for each permit application, easement, plan submission, etc. as well as the construction efforts themselves. Unfortunately, there are several radicals and unknowns with regard to the award process as well as the various permit applications and review times for each agency. If all schedules submitted by competing TEAMS do not use the same criteria for the review/approval of each step in the design process, it will be impossible to make any reasonable comparison to the completion dates illustrated on each. Additionally, considering the current challenges at hand due to COVID, there are no guarantees with regard to what we have seen as a "normal" review/response time on previous projects for each of these efforts. It would extremely beneficial to the owner's review and ability to make an award recommendation if there were some additional information provided to establish/outline the scheduling parameters everyone uses. Please provide the dates and/or number of calendar days that each bidder should incorporate into their schedule as a baseline for the various agency interactions outlined below:

    a. *Anticipated Project NTP?
    Answer: 10 days after signing Agreement with the City

    b. *MDE Construction Permit (from time of permit application)?
    Answer: 180 days

    c. *MDE/USACE Stream Impact Permitting (from time of permit application)?
    Answer: Same package

    d. *Carroll County Erosion & Sediment Control Permitting (from time of plan submission)?
    Answer: 45 days

    e. *Easement/right-of-way acquisitions (from project NTP)?
    Answer: 120 days from 100% ready easement plots and Legal documents.

    f. *City of Westminster plan reviews (from time of submission)?
    Answer: 15 days

36. Question: Our research to date has identified the stream impacts will have a Use-IV designation which prohibits work between March 1 and May 31 inclusive

of any year. As discussed at the pre-bid meeting, the easement acquisition and permitting efforts alone on this project will likely take much longer than anyone anticipates. The sum of the design, permitting, easements and stream restrictions make it quite clear that a June 30, 2021 completion date as stated in the sample agreement is not possible. Please consider simply removing the stated completion date from the solicitation and allow each bidder to state their own completion date, which can be used by the owner to score proposals during the award process.

Answer: The City understands that the project can't be complete by June 30, 2021.

37. Question: Based on the above information and some opinions presented at the pre-bid meeting, it should be clear that the June 30, 2021 completion date is not reasonable or possible. Additional clarification is needed with regard to the pre-bid liquidated damages discussion or all bidders will be forced to include them within their bid pricing. Please consider establishment of revised contract language that would start liquidated damages based on the completion date illustrated on the awarded D/B TEAM's bid schedule.

    Answer: Liquidated damaged will stay but will be based on accepted by the both parties and noted in the contract completion date.

38. Question: A significant concern regarding the stream impacts and permitting process, is our inability to anticipate the permit requirements that will be issued at this time. There is a chance that simple culvert crossings and rip-rap bank protection is all that will be needed but there is also potential for other types of mitigation such as vegetation planting (live stakes) and/or imbricated rip-rap which could significantly drive up the cost of this work. Please provide the type of stream crossings and level of stream restoration efforts that each bidder should include in the bid pricing submitted. To assure all bidders are pricing the same scope of work, we strongly suggest that a set of parameters/assumptions are set at this time to assure bid pricing is comparable and consistent. We believe the most efficient way to convey this information would be to extract the appropriate details from MDE's detail manual to set these parameters.

    Answer: Please see the link below: https://mde.maryland.gov/programs/Water/StormwaterManagementProgram/Pages/2011_ESC_details.aspx. Stream/ culvert crossings and rip-rap details should be provided by Engineer in the B/D Team and approved by the MDE. The City provided line items in the Price Bid Schedule which should cover these works.

39. Question: Will geotechnical investigations, soil borings and/or a project specific geotechnical report be required as part of the design efforts on this project?

    Answer: No. This is unnecessary.

40. Question: Please provide the available flow data for the existing 24" line. Has this line ever been under surcharge conditions during high flow conditions or experienced flow that was ever enough to push off any frame and covers on the existing manholes? What is the low/average/max flow data on record and at what location was this information gathered?

Answer: Average total flow for 3 months 696,000 gal/day.

41. Question: Conversations during the pre-bid meeting eluded to the fact that the contractor should be prepared/equipped to perform sewer bypass pumping operations should the construction activities cause damage or collapse of the existing line. Please provide an outline of the bypass pumping capabilities (GPM capacity, standby pump(s) and number of manhole runs at one time) that must be on site during the construction efforts and included in all bid pricing.

Answer: It will be contractor's responsibility to determine.

42. Question: It was implied at the pre-bid meeting that the contractor may be required to take over responsibility for the maintenance/repair of the existing 24" main. One statement was made that the responsibility period may begin at project award which seems a bit unreasonable considering the contractor will not mobilize to the site until after the design is completed. If the intent of this provision would be to protect the owner from damages due to contractor negligence, it would seem more practical to start the responsibility for maintenance (point repairs) upon mobilization for construction. Please confirm if the contractor will be responsible for maintenance/repair of the existing 24" line and at what milestone(s) during the project this period will begin/end.

Answer: Contractor is responsible for the condition of the existing 24" sewer line from beginning construction activities on the project through project substantial completion.

43. Question: It is customary to use ductile iron piping at stream crossings, jack and bore locations, road crossings and when in excess of a certain depth on some sewer installations. Should we anticipate the need for any ductile iron piping installations on this project? If so, should we assume these installations will be required for the entire run between manholes?

Answer: Ductile iron should be anticipated at stream crossing and jack and bore location.

44. Question: Please confirm the minimum number of locations all bidders should anticipate the need for jack & bore installations of the new 24" piping. Based on the drawings provided for the existing piping, the Rt. 27 crossing is the only location where steel casing is currently present. Should we assume that all crossings other than Rt. 27 will be permitted as "open-cut" crossings?

Answer: Just Rt. 27 crossing. Line Item for this work is provided in the Bid Price Schedule.

45. Question: Please confirm that any mill/overlay requirements associated with open-cut roadway crossings should be anticipated and included in the bid pricing submitted.
    Answer: Trench restoration in the open cut of the Gist Rd is included in the Revised Price Bid Schedule.

46. Question: Does the owner have a spoils area for excess excavated material disposal?
    Answer: No.

47. The bid description for item 1E – 24" PVC SDR 35 indicates "unclassified excavation" which would imply that rock excavation encountered would be incidental and not payable. This appears to be in conflict with item 1K – Rock Excavation which seems to imply that excavation on the project is "classified" which would make any rock encountered payable and not incidental. Please confirm that all rock encountered/removed during the installation of the new 24" piping/appurtenances will be measured and paid under item 1K – Rock Excavation.
    Answer: The word "unclassified" has been removed from 1E on the Revised Price Bid Schedule.

48. Is this project grant funded?
    Answer: No.

49. Question: Is there a wage decision or any prevailing wage requirements that must be met on this project?
    Answer: No.

50. Question: Are there any specific minority and/or good faith effort requirements on this project with regard to subcontracting?
    Answer: There is no MBE/ WBE requirement for this project.

51. Question: In some jurisdictions, sewer manhole covers in right-of-way locations are installed 12"-18" above grade for ease of access and to minimize silt/sediment/water from entering the cover during wet conditions. Should bid pricing be based on frame and covers within the right-of way locations being flush with grade or above grade?
    Answer: Frame and Covers should be flush with grade.

52. Question: The pre-bid description of the project outlined the new piping shall be a parallel alignment with the same number of manholes at the same line and grade as the existing line that currently exists. Additional pre-bid conversations indicated the possible presence of vertical bends and/or drop connections which may require adjustments to line & grade. Please confirm the minimum/maximum grade that will be permitted on the new 24" piping.
    Answer: This will be determined by the Engineer.

53. Question: Are drop manholes permitted on this project? If so, please confirm the owner's preference with regard to inside/outside drop connections.
    Answer: Standard outside drop is preferred.

54. Question: How many existing sewer house connections and/or manhole connections that are not shown on the as-built drawings provided are present within the proposed work area. This information will help bidders identify additional manhole penetrations or wye branch connections that must be accounted for as well as potential conflicts with regard to line/grade adjustments. In the case of sewer house connections, are bidders required to replace to the cleanout or simply reconnect to any sewer house connections encountered?
    Answer: The City does not have information on not shown sewer house connections.

55. Question: The existing drawings show several locations with "stone cradles" which may imply poor soils for piping subgrade. The pre-bid conversations on this topic seems to push toward a contingent bid item for both over-excavation/refill due to unsuitable subgrade as well as removal/replacement of unsuitable excavated material with off-site borrow backfill. Please confirm that contingent items will be created to address these conditions.
    Answer: This has been addressed in a new line item in the Revised Price Bid Schedule.

56. Question: SC05-A indicates the owner will acquire easements/rights-of-way/written permission to enter private property needed for the construction on this project. The drawings provided in the bid package show a right-of-way that is 20' wide which appears to be centered on the existing piping. Considering the overall disturbance, depth of excavation and construction equipment required for the piping/structure installations on this project; it will be very difficult to manage within the existing right-of-way shown. Additionally, it's presumed that we will need to install, protect and maintain temporary bypass piping within the right-of-way to handle sewer flows to permit the piping installations. Are there additional construction easements or access agreements in place with the property owners

adjacent to this project? If so, please provide this information at your earliest convenience.

Answer: The City does not have agreements with the owners of adjacent properties.

57. Question: Please clarify the efforts each Design/Build TEAM should include in their proposal pricing with regard to the number of easements, plats, right-of-way acquisitions, title opinions, etc. anticipated for this project. It would be reasonable to assume that the Design/Build TEAM should be responsible for all field surveys and development of easement/right-of-way plats which will be turned over to the project owner for the negotiation/acquisition of each. To help identify the cost each bidder should include in their proposal, please identify the party responsible (Owner or B/D TEAM) for each of the following items normally associated with the easement acquisition process:

    a. *Field surveys of subject properties?
       Answer: Build/Design Team

    b. *Development of easement/right-of-way plats?
       Answer: Build/Design Team

    c. *Title opinion letters of subject properties?
       Answer: Build/Design Team

    d. *Drafting easement documents and language?
       Answer: City

    e. *Negotiations with property owner of each subject property?
       Answer: City

    f. *Payments to private property owner for easement acquisition?
       Answer: City

    g. *Final recording of easements?
       Answer: City

58. Question: If a bid item for the easement efforts is desired, we would suggest a lump sum item for the project rather than pricing per each as the efforts from one property to the next will vary drastically.

    Answer: This has been added to the Revised Price Bid Schedule.

59. Question: Please confirm the project owner will provide a project staging area which will be acquired and paid for as part of the easement/right-of-way acquisition process.

Answer: The City does not have a staging area at close proximity to the project.

60. Question: It was conveyed at the pre-bid meeting that all bidders should assume that a portion of the additional easement/right-of-way acquired may be revertible and not permanent. As a result, please confirm how bidders should approach clearing/grubbing and removal/disposal of trees, brush, chippings, etc. Will these items need to be removed and disposed off-site?
    Answer: Chipped wood could be spread and remain on the site. All other debris to be removed.

61. Question: SC-38 indicates that explosives will be permitted. It appears that the consensus at the pre-bid meeting was that explosives would be prohibited when considering the close proximity to the existing sewer line. To assure pricing provided is consistent and accurate, please confirm that no explosives are permitted on this project and all rock removal shall be performed by mechanical means with a hydraulic breaker.
    Answer: Confirmed

62. Question: Does the City of Westminster have an engineer they work with on a regular basis?
    Answer: The City works with few engineering firms on regular basis but it is a Bidder responsibility to solicit engineering services for this project.

63. Question: With this being phase 3, who provided design/engineering services on the first 2 phases?
    Answer: GHD, Inc provided engineering services for first two phase of the project.

64. Question: Are there any union contract requirements or estimated values?
    Answer: No.

REVISED PRICE BID SCHEDULE

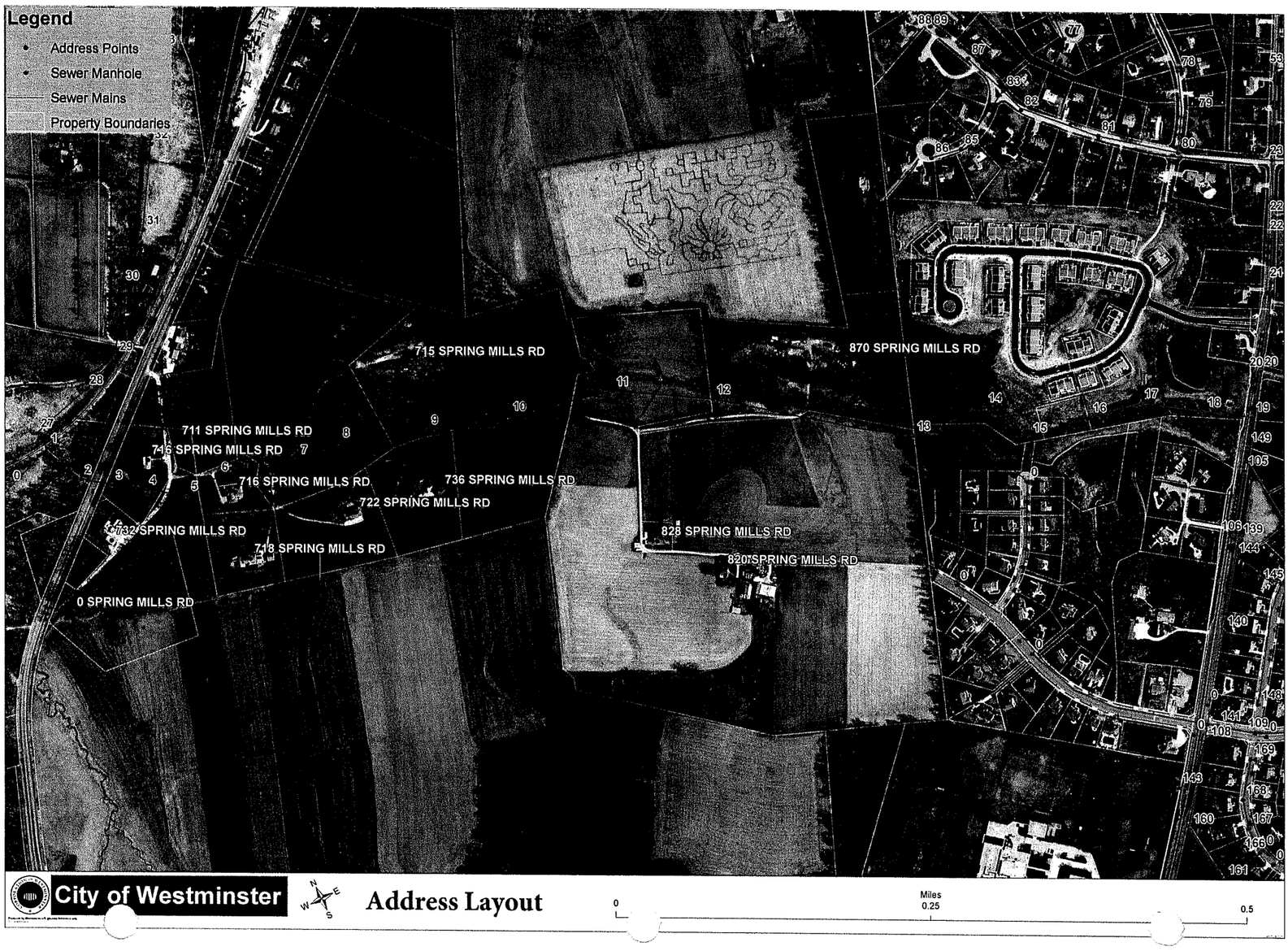
DESIGN/BUILD of Sewer Line Replacement
Between MHs 13-01-1971 and 13-19-1971

CONTRACTOR will provide all equipment, materials and labor required to complete the project at the prices outlined below:

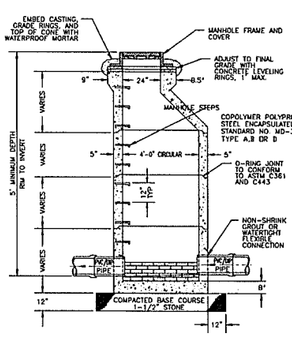
ITEM (SCOPE TASK INDICATED NUMERICALLY)	ESTIMATED QUANTITY	BID COST PER UNIT	EXTENDED PRICE
PLANNING AND DESIGN PHASE			
1. Organize and Attend the Project Startup Meeting	LUMP SUM (1)		
2. Survey	LUMP SUM (1)		
3. Design according to the Project Scope of Work and City Standards (providing 75% and 100% submittals of the Project Specifications and Drawings)	LUMP SUM (1)		
4. Site Controls (including development of SEC Drawings)	LUMP SUM (1)		
5. Obtaining Permits from the State and County Regulatory Agencies	LUMP SUM (1)		
6. Engineering Support During Construction Phase	LUMP Sum (1)		
7. As- Builts (see requirements in the Attachment #1)	LUMP SUM (1)		
8. Easement acquisition process	LUMP SUM (1)		
CONSTRUCTION PHASE			
1A. Mobilization	LUMP SUM (1)		
1B. Clearing and mulching of Easement	PER SQ. YD./ 12,000 ASSUMED		
1C. Stabilized Construction Entrances	EA/ ASSUMED 6		
1D. Installation of silt fence	PER LINEAR FOOT/ 4000 LF ASSUMED		
1E. Construction of 24" PVC SDR 35 Sewer Main (excavation all depths including all incidental works)	PER LINEAR FOOT/ 5236 LF ASSUMED		
1F. Installation of Sanitary Sewer Manholes (Including all incidental works)	EA/ ASSUMED 18		
1G. Installation of manhole connectors	EA/ASSUMED 2		
1H. Abandonment of the existing 24" sewer line and manholes with flowable fill	Per C. Y./		
1 J. Site Restoration and Final Cleanup	LS		
1K. Rock Excavation (definition of rock excavation should be in the Project Specifications)	C. Y. /assumed 100 C.Y.		
1L. Borrow backfill	C.Y./assumed 250 C.Y.		
1M. Concrete Encasement of pipe with all incidentals	C.Y./assumed 45 C.Y.		
1N. For Utility Stream Crossing, As Specified, Complete in Place including DIP pipe and all incidentals	LF/ 100		

1O. Rip-Rap (installed Complete in place)	SY/ 300		
1P Imbricated Rip-Rap (installed Complete in place)	SY/ 300		
1P. For Jack and Bore Crossing, as Specified, Complete in Place DIP pipe and all incidentals	LF/ 50		
1R. Trench Restoration in paved area of Gist Rd. per Carroll County Standard Specifications	Sq. YD/ 100		
1S. Overexcavation including #2 stone backfill and placement	C. YD/ 100		
SUBTOTAL FOR PLANNING & DESIGN PHASE: ROWS 1 THROUGH 7			$
SUBTOTAL FOR CONSTRUCTION PHASE: ROWS 1A THROUGH 1K)			$
TOTAL BID (DESIGN AND CONSTRUCTION)			$
COMPANY:			
CONTACT:	**PHONE:**		
SIGNATURE:	**DATE:**		

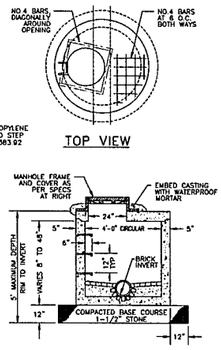
NOTE: It is understood unit quantities and prices shown are for bid evaluation only. Actual work executed will be measured and paid for based upon the work actually performed and the associated unit prices for said work. Should changes from the requirements (estimates) of the contract result in an increase or decrease in the quantity of work performed, CONTRACTOR shall accept payment in full based on the accepted Unit Prices.


Legend
Address Points
Sewer Manhole
Sewer Mains
Property Boundaries
715 SPRING MILLS RD
870 SPRING MILLS RD
711 SPRING MILLS RD
746 SPRING MILLS RD
716 SPRING MILLS RD
736 SPRING MILLS RD
722 SPRING MILLS RD
732 SPRING MILLS RD
718 SPRING MILLS RD
825 SPRING MILLS RD
820 SPRING MILLS RD
0 SPRING MILLS RD
City of Westminster
Address Layout
Miles
0
0.25
0.5

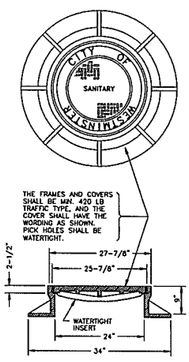
City Standard Details-Sewer



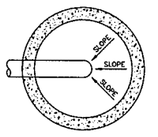
STANDARD MANHOLE TYPE 1



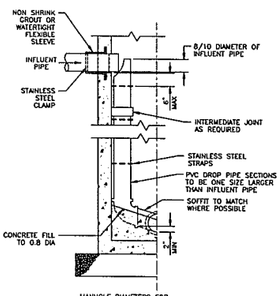
SHALLOW MANHOLE TYPE 2



MANHOLE FRAME & COVER



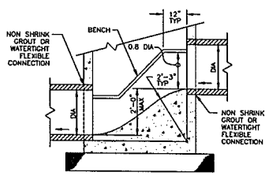
INVERT AT TERMINAL MANHOLE



MANHOLE DIAMETERS FOR MULTIPLE DROP CONNECTIONS

INFLUENT PIPE DIA.	NO. OF CONNECTIONS 1	2	3
8"-8"	4'-0"	5'-0"	5'-0"
10"-15"	5'-0"	5'-0"	6'-0"
18"-24"	5'-0"	5'-0"	7'-0"
27"-30"	5'-0"	7'-0"	10'-0"

INSIDE DROP CONNECTION

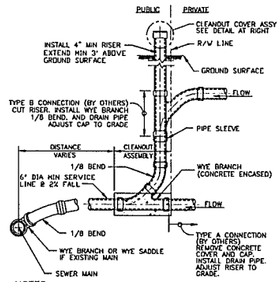


MANHOLE CHUTE

MANHOLE NOTES:

1. PRECAST CONCRETE MANHOLE SECTIONS SHALL BE MANUFACTURED IN ACCORDANCE WITH A.S.T.M. DESIGNATION C 478 LATEST REQUIREMENTS.
2. ALL INVERTS OF MANHOLES TO BE BRICKED TO GRADE, SMOOTH AND EVEN FINISH.
3. ALL OPENINGS FOR PIPES IN PRECAST MANHOLES WITHOUT FLEXIBLE CONNECTIONS SHALL BE CAST, WITH KEY, FOR GROUTING OF PIPES.

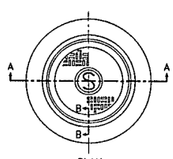
PRECAST CONCRETE MANHOLES



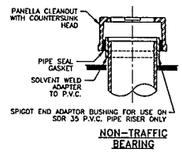
NOTES:

1. MATERIAL TO BE SDR 35 P.V.C. OR D.I.P. ALL JOINTS TO BE PUSH ON RUBBER GASKET JOINTS.
2. CLEANOUT STUB TO BE LEFT 3' ABOVE SURFACE FOR UNIMPROVED LOTS AND PROVIDED WITH A PANNELLA CLEANOUT CAP.
3. FOR CLEANOUTS SUBJECT TO AIR TESTS, CONTRACTOR TO PLACE WEIGHT ON RISER OR RESTRAIN RISER TO Y-BRANCH.
4. THE INSTALLATION OF THE STANDARD CLEANOUTS SHALL CONFORM TO BOTH THE CITY OF WESTMINSTER AND THE STATE OF MARYLAND SPECIFICATIONS.

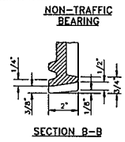
STANDARD CONNECTION



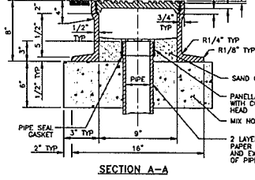
PLAN



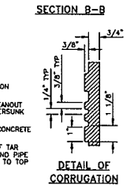
NON-TRAFFIC BEARING



SECTION B-B



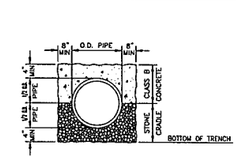
SECTION A-A



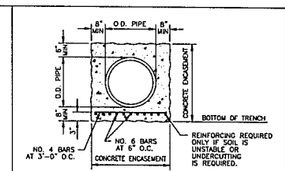
DETAIL OF CORRUGATION

TRAFFIC BEARING CLEANOUT COVER ASSEMBLY

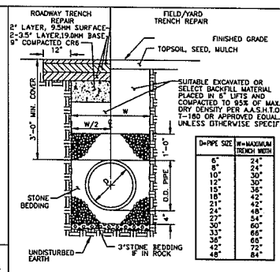
SEWER HOUSE CONNECTION (SHC)



CONCRETE ARCH PROTECTION

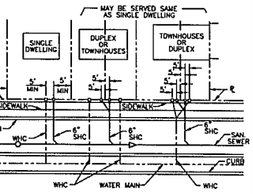


CONCRETE ENCASEMENT

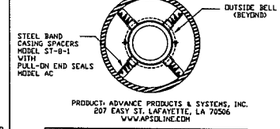


D=PIPE SIZE	W=MAXIMUM TRENCH WIDTH
6"	24"
8"	24"
10"	30"
12"	30"
15"	36"
18"	42"
21"	48"
24"	54"
27"	60"
30"	60"
33"	66"
36"	66"
42"	72"
48"	84"

TRENCH DETAIL



TYPICAL METHODS FOR SERVICE



PRODUCT: ADVANCE PRODUCTS & SYSTEMS, INC.
207 EASY ST. LAFAYETTE, LA 70506
WWW.APSOLINE.COM

CASING DIAMETER	MAX. LENGTH	INSTALLATION METHOD
UP TO 36"	175'	BORING
30" TO 60"	200'	JACKING
48" AND UP	NO MAX.	TUNNELING

CASING SHOULD NORMALLY BE 6" TO 8" LARGER THAN THE MAX. O.D. OF THE CARRIER PIPE BELLS

SLEEVE & CARRIER PIPE INSTALLATION

GENERAL NOTES:

1. ALL CONCRETE CONSTRUCTION SHOWN ON THESE STANDARD DETAILS SHALL USE 3000 P.S.I. SHA MIX NO. 2 CONCRETE UNLESS OTHERWISE SPECIFIED ON THESE PLANS.
2. THE MINIMUM ACCEPTABLE SIZE FOR SEWER SERVICE PIPE SHALL BE 6" DIAMETER, CONSTRUCTED ON A 2% RISE FROM THE MAIN. LARGER SIZES SHALL BE INSTALLED WHERE SPECIFICALLY CALLED OUT IN THE PLANS.
3. SEWER MAINS AND APPURTENANCES ARE SUBJECT TO INSPECTION AND TESTING IN ACCORDANCE WITH THE STANDARD PROCEDURES OF THE CITY OF WESTMINSTER AND THEIR INSPECTORS IN THE FIELD.
4. MINIMUM VERTICAL CLEARANCE AT CROSSINGS BETWEEN SEWER LINES WITH OTHER UTILITIES SHALL BE 12". WATER SHALL CROSS ABOVE SANITARY SEWER. MINIMUM LATERAL CLEARANCE FROM UTILITY POLES, INLETS, CURB AND GUTTER, MANHOLES, AND OTHER MISCELLANEOUS STRUCTURES SHALL BE 36". ALL CLEARANCES SHALL BE MEASURED FROM OUTSIDE TO OUTSIDE EDGES.

DATE	REVISION	BY
3/13	REVISED NOTES, SHA MIX, PAVEMENT THICKNESS, STEEL BAND	MAP

CORPORATION OF WESTMINSTER

STANDARD SEWER CONSTRUCTION DETAILS

CITY OF WESTMINSTER CARROLL COUNTY, MARYLAND

SHEET: ____ OF: ____
DATE: ____
SCALE: NTS NONE

City of Westminster, Maryland
[Project Name]
[Bid/RFP Number]

Pre-bid meeting: [date] at [time]
[Location]

Name & Title	Company Name & Address	Phone Number	Email Address
JUSTIN SCHRUEFER PROJECT MANAGER	11011 MCCORMICK RD HUNT VALLEY, MD 21031 BRAUNER BUILDERS	443-934-[illegible]	justinschrueefer@brownerbuilders.com
Kevin Guyer Over	1481 Salemville Rd. New Enterprise, PA 16664	814 766 3774	kevin guyer@guyerbrothers.com
MARK CLITES BOB JENKINS	MID-ATLANTIC UTILITIES INC P.O. BOX 700 BOILING SPRINGS, PA 17007	717-258-1644 717-418-5111 (CELL)	MARKC@MAUTILITIES.COM
MICHAEL BEZANSON DEPARTMENT MANAGER	PRIME AE GROUP 5521 RESEARCH PARK DRIVE BALTIMORE MD 21228	443-632-5958	MBEZANSON@PRIMEENG.COM
JOE BURNS VICE PRESIDENT	PRIME AE GROUP 5521 RESEARCH PARK DRIVE BALTIMORE, MD 21228	410-654-3790	jburns@primeeng.com
Josiah Hanks Estimator	Stellar May Contracting 1512 Edgewood Rd Aberdeen MD 21001	443-414-9931	josiah.hanks@stellarmay.com
David Berkhimer Sr. Proj. Manager	Brauner Builders, Inc. 11011 McCormick Rd, Ste 300 Hunt Valley, MD 21031	443-895-1350	dberkhimer@brownerbuilders.com

City of Westminster, Maryland
[Project Name]
[Bid/RFP Number]

Pre-bid meeting: [date] at [time]
[Location]

Name & Title	Company Name & Address	Phone Number	Email Address
David J. Kerr Sr. Managing Eng	Barton & Loguidice 116 Defense Hwy Suite 309 Annapolis MD 21401	410-353-8195	dKerr@bartonandLoguidice.com
Steve Tarallo Sr. Project Mgr.	Barton & Loguidice 116 Defense Hwy, Suite 309 Annapolis, MD 21401	804-426-8356	starallo@bartonandloguidice.com
Chris Billak Senior Project Manager	Spiniello Companies 3500 E Biddle Street Baltimore MD 21218	443-250-6038	cbillak@spiniellco.com
Brice Foxwell Sr. Vice President	George, Miles & Buhr, LLC 954 Ridgebrook Rd, [redacted] 230 Sparks, MD 21157	(410) 329-5005	bfoxwell@gmbnd.com
Brian Meyer Environmental PM	Conewago Enterprises, Inc 660 Edgegrove Rd Hanover, PA 17331	430-1113 717-[redacted]	bmeyer@conewago.com
Matt Scarff Estimator	Comer Construction, Inc. 2100 Slade Lane Forest Hill, MD 21050	410-879-6094	mscarff@comerconstruction.com
Rodger Bulkins Estimator	Comer Construction, Inc 2100 Slade Lane Forest Hill, MD 21050	410-879-6094	rbulkins@comerconstruction.com

City of Westminster, Maryland
[Project Name]
[Bid/RFP Number]

Pre-bid meeting: [date] at [time]
[Location]

Name & Title	Company Name & Address	Phone Number	Email Address
Steve Pickel Project Manager	JMT 40 Wight Ave Hunt Valley, MD 21030	(410) 316-2496	spickel@jmt.com
Cassie Hays Marketing/BD Coordinator	5 S. Main St. Bel Air, MD 21014	410-838-7900	chays@fredward.com
Eric Held Charles Manner + Assoc	1164 Cedar Way Westminster, MD	410.635-3255	Eric.Held@comcast.net
JOHN ROMAN THE EADS GROUP, INC	50 N MECHANIC STREET CUMBERLAND MD 21502	301-777-7878	jroman@eadsgroup.com
Brandon Duriez Project Manager Snyder Environmental Services	270 Industrial Blvd Kearneysville, WV 25430	681-242-8427	bduriez@snyderenv.com

City of Westminster
Addendum #2
Inflow & Infiltration Rehabilitation Project Phase 3 (Design-Build)
RFB # 21-03

Questions Submitted by Bidders:

1. Question: Survey work will require private property access. Will the County provide access agreements from the property owners?
   Answer: No.

2. Question: Will an updated bid schedule be provided including an item for easements or should the easement time be included in the survey line item?
   Answer: See addendum 1

3. Question: Will soil amendments (stabilization) and importing of backfill be included as a line item on an updated bid schedule in the event the existing soils are not suitable?
   Answer: See Addendum 1

4. Question: Has the City identified the environmental permits required for this project? If so, please provide a list of permits with agency.
   Answer: See addendum 1

5. Question: Will the D-B team be penalized for project delays due to extended permit review time from the regulatory agencies?
   Answer: See addendum 1

6. Question: What is the stream classification?
   Answer: Engineer responsibility

7. Question: What stream restoration measures is the City anticipating for the project?
   Answer: See addendum 1

8. Question: Can the City provide utility assets in a GIS file for preliminary mapping purposes?
   Answer: The City will provide what it has to the awarded bidder.

9. Question: Has the City acquired a staging area for the project?
   Answer: See addendum 1

10. Question: What are average dry weather flows and wet weather flows for the project?
    Answer: See addendum 1

11. Question: Did the City perform any geotechnical investigation or soil borings for this project? If so, please provide.
    Answer: See addendum 1

12. Question: If no geotechnical investigation was performed, should it be included in this project?
    Answer: See addendum 1

13. Question: Can the City provide a set of drawings (PDF) from the last built sewer phase to ensure understanding of drawing detail and City's drawings expectation?
    Answer: Yes, see attached drawing.

14. Question: Has the County reviewed and approved the project that will run through their Water Resource Protection Area next to Gist Rd?
    Answer: No

15. Question: Will the sewer easement be restored to existing condition (trees) or replanted with grass? How about the temporary construction easement?
    Answer: See addendum 1

16. Question: Should the bid include wetland delineation and forest stand delineation?
    Answer: Any wetland delineation and forest will be contractor's responsibility.

17. Question: How will replanting be handled if a Forest Conservation Plan is required?
    Answer: Reforestation will be planted in an alternate location.

18. Question: It appears that CCTV Inspection Reports are provided for the Series 18 pipe sections only. Please provide the CCTV Inspection Reports for the Series 13 and Series 17 pipe sections for review.
    Answer: This work is only on Series 13 and that is what is posted on the FTP site.

19. Question: Please provide the current average and peak flow rates.
    Answer: See addendum 1

20. Question: Are there existing stream crossing permits available for review?
    Answer: No

21. Question: Are there existing easements in place for the existing interceptor installed, and if so, can those be made available for review?
    Answer: Yes, they are in the drawings in the RFB.

22. Question: Do the as-builts requested need to be surveyed and drawn in CAD or are hand drawn as-builts acceptable?

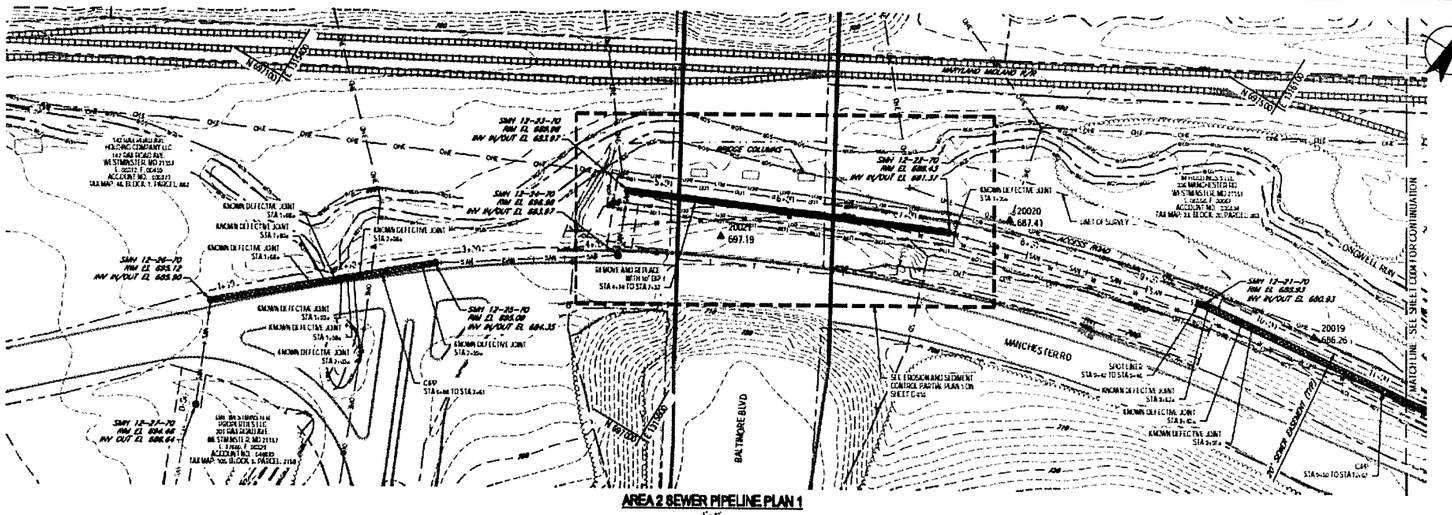
Answer: Yes, on surveyed and CAD format.

23. Question: As the engineering firm, is it acceptable to submit a proposal with two different contractors?
    Answer: Multiple bids from the same bidder will not be accepted.

24. Question: Would the City accept a proposal that uses trenchless methods for rehabilitation of the existing interceptor instead of open cutting a new alignment?
    Answer: The method will be up to the Engineering firm.

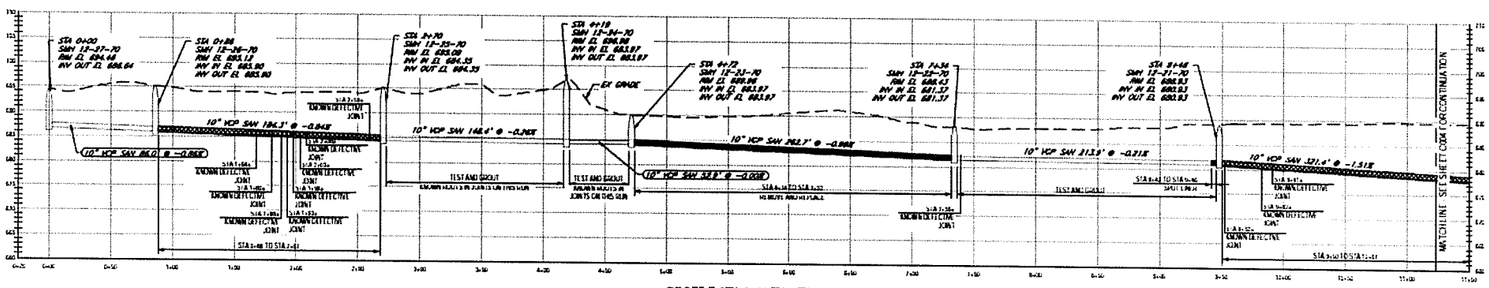
25. Question: If compensatory mitigation of permanent wetland impacts is necessary, is the Design-Builder responsible for providing on- or off-site compensatory mitigation?
    Answer: Yes

26. Question: Is the Design-Builder responsible for any post-construction monitoring of wetland and/or stream impacts?
    Answer: Not beyond the one-year maintenance bond.



AREA 2 SEWER PIPELINE PLAN 1

1" = 40'



PROFILE STA 0+00 TO STA 11+00

1" = 40' HORIZ
1" = 10' VERT

NOTES:

1. CONTRACTOR ACCESS SHALL BE LIMITED TO THOSE EXISTING EASEMENTS AND CONTRACTOR OBTAIN DITEMPORARY ACCESS ESTABLISHED WITHIN THE LIMIT OF WORK

REHABILITATION ACTION

- CIPP
- REMOVE AND REPLACE
- SPOT LINER

PROFESSIONAL CERTIFICATION: I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND. LICENSE NO. 27804, EXPIRATION DATE: 12/07/2020

No	Revision	Drawn	Job Manager	Project Director	Date
0	FOR BID	CTF	DJK	KBG	11/18

Plot Date: 19 November 2018 - 4:04 PM Plotted by: Christopher Lawson CAD File No. G:\0001\0086\CAD\Drawings\Phase 0086-14380-C003.dwg

VERTICAL 1" = 10' AT ORIGINAL SIZE 0 5 10 15 20

HORIZONTAL 1" = 40' AT ORIGINAL SIZE 0 20 40 60 80

11-8-18

GHD Inc.
14701 Mulford Boulevard, Suite 320, Bowie MD 20715 USA
T 1 240 208 8010 F 1 240 208 8011
E bowmd@ghd.com W www.ghd.com

Drawn: CTF	Designer: JLM
Drafting Check: JFM	Design Check: DJK
Approved (Project Director): VMM	
Date: 11/18	
Scale: 1" = 40'	This Drawing shall not be used for Construction unless signed and sealed for construction

Client: CITY OF WESTMINSTER
Project: SEWER INFLOW INFILTRATION REHAB PROJECT PH II
Title: AREA 2 SEWER PIPELINE PLAN AND PROFILE 1

Original Size: Arch D Drawing No: 86-14380-C003 Sheet 5 of 16 Rev: 0

City of Westminster

Addendum #3

Inflow & Infiltration Rehabilitation Project Phase 3 (Design-Build)

RFB # 21-03

Specifications changes:

1. Manhole 13-19-71 in Gist road will not be replaced. New line will tie into existing connection point.
2. Jack and bore under Route 27 has been removed from scope of project. New 24" line will connect to existing dip line that passes through existing jack and bore under Route 27.
3. New price bid schedule attached with jack and bore removed. (Revision 2)

PRICE BID SCHEDULE

Revision 2

DESIGN/BUILD of Sewer Line Replacement Between MHs 13-01-1971 and 13-19-1971

CONTRACTOR will provide all equipment, materials and labor required to complete the project at the prices outlined below:

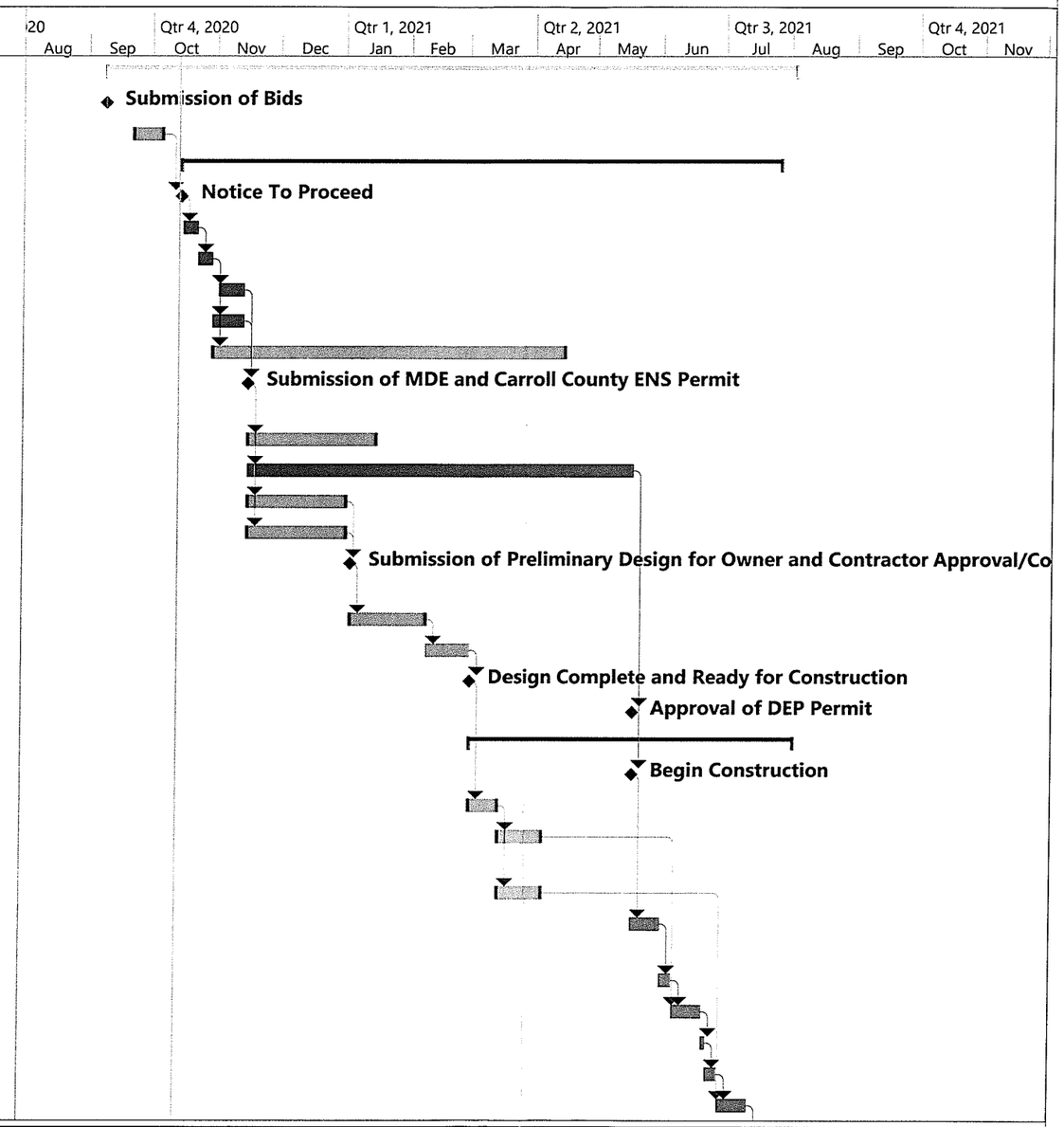
ITEM (SCOPE TASK INDICATED NUMERICALLY)	ESTIMATED QUANTITY	BID COST PER UNIT	EXTENDED PRICE
PLANNING AND DESIGN PHASE			
1. Organize and Attend the Project Startup Meeting	LUMP SUM (1)		
2. Survey	LUMP SUM (1)		
3. Design according to the Project Scope of Work and City Standards (providing 75% and 100% submittals of the Project Specifications and Drawings)	LUMP SUM (1)		
4. Site Controls (including development of SEC Drawings)	LUMP SUM (1)		
5. Obtaining Permits from the State and County Regulatory Agencies	LUMP SUM (1)		
6. Engineering Support During Construction Phase	LUMP Sum (1)		
7. As- Builts (see requirements in the Attachment #1)	LUMP SUM (1)		
8. Easement acquisition process	LUMP SUM (1)		
CONSTRUCTION PHASE			
1A. Mobilization	LUMP SUM (1)		
1B. Clearing and mulching of Easement	PER SQ. YD./ 12,000 ASSUMED		
1C. Stabilized Construction Entrances	EA/ ASSUMED 6		
1D. Installation of silt fence	PER LINEAR FOOT/ 4000 LF ASSUMED		
1E. Construction of 24" PVC SDR 35 Sewer Main (excavation all depths including all incidental works)	PER LINEAR FOOT/ 5236 LF ASSUMED		
1F. Installation of Sanitary Sewer Manholes (Including all incidental works)	EA/ ASSUMED 18		
1G. Installation of manhole connectors	EA/ASSUMED 2		
1H. Abandonment of the existing 24" sewer line and manholes with flowable fill	Per C. Y./		
1 J. Site Restoration and Final Cleanup	LS		
1K. Rock Excavation (definition of rock excavation should be in the Project Specifications)	C. Y. /assumed 100 C.Y.		
1L. Borrow backfill	C.Y./assumed 250 C.Y.		
1M. Concrete Encasement of pipe with all incidentals	C.Y./assumed 45 C.Y.		

1N. For Utility Stream Crossing, As Specified. Complete in Place including DIP pipe and all incidentals	LF/ 100		
1O. Rip-Rap (installed Complete in place)	SY/ 300		
1P Imbricated Rip-Rap (installed Complete in place)	SY/ 300		
1R. Trench Restoration in paved area of Gist Rd. per Carroll County Standard Specifications	Sq. YD/ 100		
1S. Over excavation including #2 stone backfill and placement	C. YD/ 100		
SUBTOTAL FOR PLANNING & DESIGN PHASE: ROWS 1 THROUGH 7			$
SUBTOTAL FOR CONSTRUCTION PHASE: ROWS 1A THROUGH 1K)			$
TOTAL BID (DESIGN AND CONSTRUCTION)			$
COMPANY:			
CONTACT:	**PHONE:**		
SIGNATURE:	**DATE:**		

NOTE: It is understood unit quantities and prices shown are for bid evaluation only. Actual work executed will be measured and paid for based upon the work actually performed and the associated unit prices for said work. Should changes from the requirements (estimates) of the contract result in an increase or decrease in the quantity of work performed, CONTRACTOR shall accept payment in full based on the accepted Unit Prices.

Inflow and Infiltration Rehabilitation Project Ph.3
Preliminary Schedule

ID	Task Name	Duration	Start	Finish	Predecessors	Successors
0	**Guyer Brothers Inc Preliminary Schedule_ Inflov**	**234 days**	**Wed 9/9/20**	**Tue 8/3/21**		
1	Submission of Bids	0 days	Wed 9/9/20	Wed 9/9/20		
2	Signing of Contract Agreement	10 days	Tue 9/22/20	Mon 10/5/20		4
3	**Design and Permitting**	**203 days**	**Thu 10/15/20**	**Mon 7/26/21**		
4	Notice To Proceed	0 days	Thu 10/15/20	Thu 10/15/20	2	5
5	Preliminary Field Survey	5 days	Fri 10/16/20	Thu 10/22/20	4	6
6	Wetland Delineation	5 days	Fri 10/23/20	Thu 10/29/20	5	7,8,9
7	DEP Permit Application	10 days	Mon 11/2/20	Fri 11/13/20	6	10
8	Preliminary Design	11 days	Fri 10/30/20	Fri 11/13/20	6	10
9	Easement/ Right of Way Acquisitions	120 days	Fri 10/30/20	Thu 4/15/21	6	
10	Submission of MDE and Carroll County ENS Permit	0 days	Mon 11/16/20	Mon 11/16/20	7,8	13,14,12,11
11	Carroll County ENS Control Permitting	45 days	Mon 11/16/20	Fri 1/15/21	10	
12	MDE Construction Permit Approval	132 days	Mon 11/16/20	Tue 5/18/21	10	19,21
13	Preliminary Project File Design	35 days	Mon 11/16/20	Fri 1/1/21	10	15
14	Preliminary Contract Documents Preparation	35 days	Mon 11/16/20	Fri 1/1/21	10	15
15	Submission of Preliminary Design for Owner and Contractor Approval/Collaboration	0 days	Mon 1/4/21	Mon 1/4/21	13,14	16
16	Final Design	26 days	Mon 1/4/21	Mon 2/8/21	15	17
17	City of Westminster Plan Review	15 days	Tue 2/9/21	Mon 3/1/21	16	18
18	Design Complete and Ready for Construction	0 days	Tue 3/2/21	Tue 3/2/21	17	22
19	Approval of DEP Permit	0 days	Wed 5/19/21	Wed 5/19/21	12	
20	**Construction**	**110 days**	**Tue 3/2/21**	**Tue 8/3/21**		
21	Begin Construction	0 days	Wed 5/19/21	Wed 5/19/21	12	25
22	Submittal Submission and Review	10 days	Tue 3/2/21	Mon 3/15/21	18	23,24
23	Precast Manhole Procurement and Construction	15 days	Tue 3/16/21	Mon 4/5/21	22	27
24	Thermoform PVC Liner Procurement	15 days	Tue 3/16/21	Mon 4/5/21	22	30
25	Clearing and Grubbing and Installation of ENS Controls	10 days	Wed 5/19/21	Tue 6/1/21	21	26
26	Set up of Bypass Pumping	4 days	Wed 6/2/21	Mon 6/7/21	25	27
27	Replacement of Manholes	10 days	Tue 6/8/21	Mon 6/21/21	26,23	28
28	Installation of Spot Repairs	2 days	Tue 6/22/21	Wed 6/23/21	27	29
29	Sewer Jetting and Prelining CCTV Inspection	4 days	Thu 6/24/21	Tue 6/29/21	28	30
30	Sewer Main Lining	10 days	Wed 6/30/21	Tue 7/13/21	29,24	31

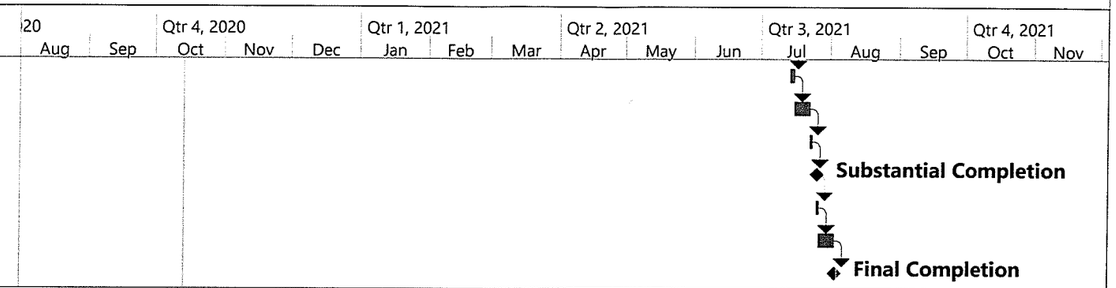


Project: Guyer Brothers Inc Prel
Date: Tue 9/8/20

Task		Inactive Task		Manual Summary Rollup		External Milestone		Manual Progress	
Split		Inactive Milestone		Manual Summary		Deadline			
Milestone		Inactive Summary		Start-only		Critical			
Summary		Manual Task		Finish-only		Critical Split			
Project Summary		Duration-only		External Tasks		Progress			

Inflow and Infiltration Rehabilitation Project Ph.3
Preliminary Schedule

ID	Task Name	Duration	Start	Finish	Predecessors	Successors
31	Removal of By-pass Pumping	2 days	Wed 7/14/21	Thu 7/15/21	30	32
32	Final Restoration	5 days	Fri 7/16/21	Thu 7/22/21	31	33
33	Removal of ENS Controls	1 day	Fri 7/23/21	Fri 7/23/21	32	34
34	Substantial Completion	0 days	Mon 7/26/21	Mon 7/26/21	33	35
35	Substantial Completion Walkthrough	1 day	Mon 7/26/21	Mon 7/26/21	34	36
36	Completion of Punchlist Items	5 days	Tue 7/27/21	Mon 8/2/21	35	37
37	Final Completion	0 days	Tue 8/3/21	Tue 8/3/21	36	

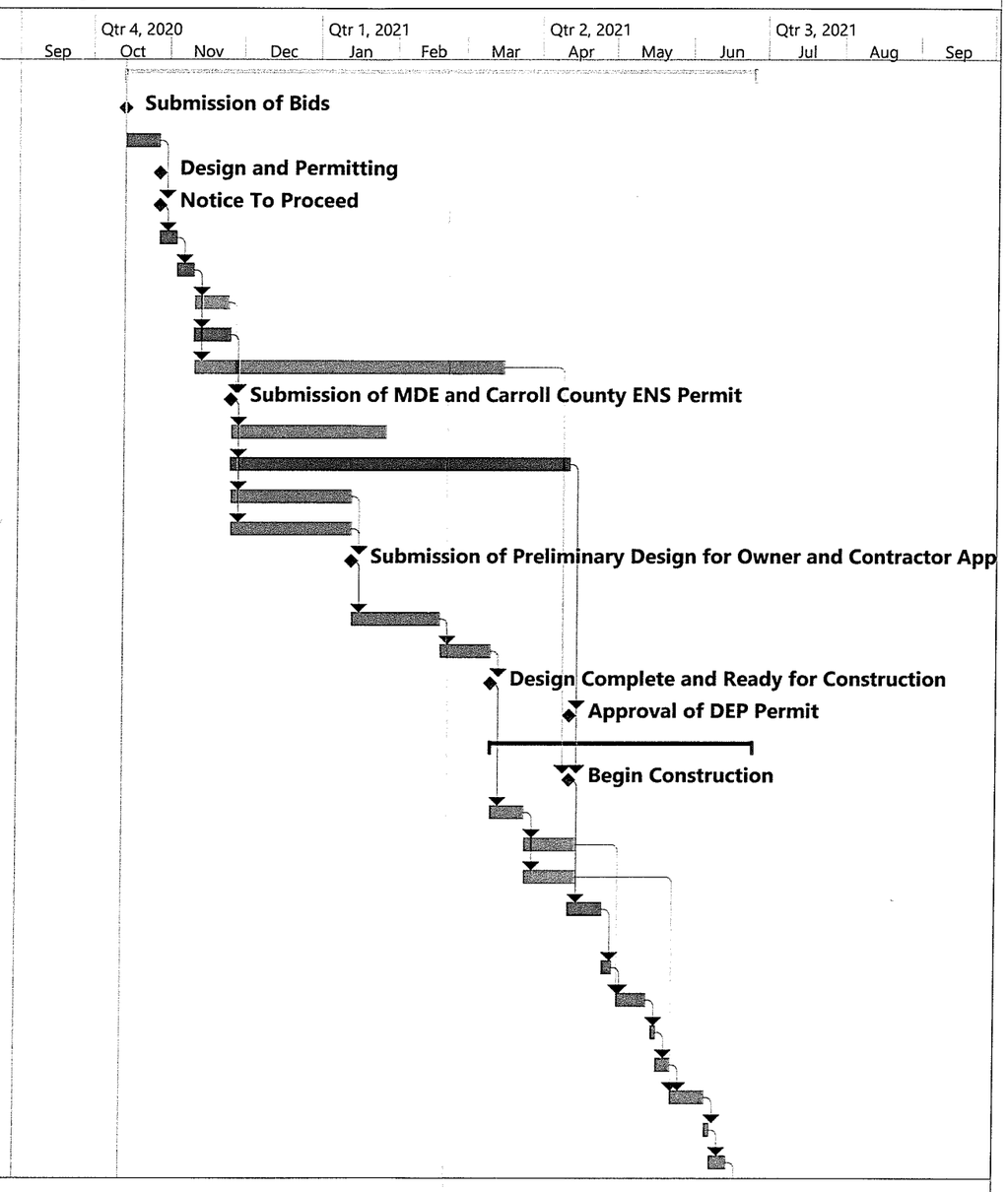


Project: Guyer Brothers Inc Prel
Date: Tue 9/8/20

Task		Inactive Task		Manual Summary Rollup		External Milestone		Manual Progress	
Split		Inactive Milestone		Manual Summary		Deadline			
Milestone		Inactive Summary		Start-only		Critical			
Summary		Manual Task		Finish-only		Critical Split			
Project Summary		Duration-only		External Tasks		Progress			

Inflow and Infiltration Rehabilitation Project Ph.3-Preliminary Schedule
If Wetland Delineation Determines Wetland Impact is Less Than 5000SF the Following Schedule Shall Be Used

ID	Task Name	Duration	Start	Finish	Predecessors	Successors
0	**Guyer Brothers Inc Preliminary Schedule_ Inflow and**	**183 days**	**Wed 10/14/20**	**Fri 6/25/21**		
1	Submission of Bids	0 days	Wed 10/14/20	Wed 10/14/20		
2	Signing of Contract Agreement	10 days	Wed 10/14/20	Tue 10/27/20		4
3	**Design and Permitting**	**0 days**	**Tue 10/27/20**	**Tue 10/27/20**		
4	Notice To Proceed	0 days	Tue 10/27/20	Tue 10/27/20	2	5
5	Preliminary Field Survey	5 days	Wed 10/28/20	Tue 11/3/20	4	6
6	Wetland Delineation	5 days	Wed 11/4/20	Tue 11/10/20	5	7,8,9
7	DEP Permit Application	10 days	Wed 11/11/20	Tue 11/24/20	6	10
8	Preliminary Design	11 days	Wed 11/11/20	Wed 11/25/20	6	10
9	Easement/ Right of Way Acquisitions	90 days	Wed 11/11/20	Tue 3/16/21	6	21
10	Submission of MDE and Carroll County ENS Permit	0 days	Wed 11/25/20	Wed 11/25/20	7,8	13,14,12,11
11	Carroll County ENS Control Permitting	45 days	Thu 11/26/20	Wed 1/27/21	10	
12	MDE Construction Permit Approval	98 days	Thu 11/26/20	Mon 4/12/21	10	19,21
13	Preliminary Project File Design	35 days	Thu 11/26/20	Wed 1/13/21	10	15
14	Preliminary Contract Documents Preparation	35 days	Thu 11/26/20	Wed 1/13/21	10	15
15	Submission of Preliminary Design for Owner and Contractor Approval/Collaboration	0 days	Wed 1/13/21	Wed 1/13/21	13,14	16
16	Final Design	26 days	Thu 1/14/21	Thu 2/18/21	15	17
17	City of Westminster Plan Review	15 days	Fri 2/19/21	Thu 3/11/21	16	18
18	Design Complete and Ready for Construction	0 days	Thu 3/11/21	Thu 3/11/21	17	22
19	Approval of DEP Permit	0 days	Mon 4/12/21	Mon 4/12/21	12	
20	**Construction**	**76 days**	**Fri 3/12/21**	**Fri 6/25/21**		
21	Begin Construction	0 days	Mon 4/12/21	Mon 4/12/21	12,9	25
22	Submittal Submission and Review	10 days	Fri 3/12/21	Thu 3/25/21	18	23,24
23	Precast Manhole Procurement and Construction	15 days	Fri 3/26/21	Thu 4/15/21	22	27
24	Thermoform PVC Liner Procurement	15 days	Fri 3/26/21	Thu 4/15/21	22	30
25	Clearing and Grubbing and Installation of ENS Controls	10 days	Tue 4/13/21	Mon 4/26/21	21	26
26	Set up of Bypass Pumping	4 days	Tue 4/27/21	Fri 4/30/21	25	27
27	Replacement of Manholes	10 days	Mon 5/3/21	Fri 5/14/21	26,23	28
28	Installation of Spot Repairs	2 days	Mon 5/17/21	Tue 5/18/21	27	29
29	Sewer Jetting and Prelining CCTV Inspection	4 days	Wed 5/19/21	Mon 5/24/21	28	30
30	Sewer Main Lining	10 days	Tue 5/25/21	Mon 6/7/21	29,24	31
31	Removal of By-pass Pumping	2 days	Tue 6/8/21	Wed 6/9/21	30	32
32	Final Restoration	5 days	Thu 6/10/21	Wed 6/16/21	31	33

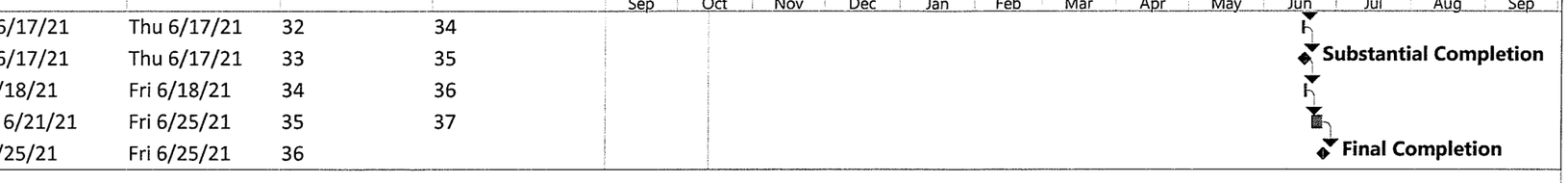


Project: Guyer Brothers Inc Prel
Date: Wed 9/9/20

Task		Inactive Task		Manual Summary Rollup		External Milestone		Manual Progress	
Split		Inactive Milestone		Manual Summary		Deadline			
Milestone		Inactive Summary		Start-only		Critical			
Summary		Manual Task		Finish-only		Critical Split			
Project Summary		Duration-only		External Tasks		Progress			

Inflow and Infiltration Rehabilitation Project Ph.3-Preliminary Schedule
If Wetland Delineation Determines Wetland Impact is Less Than 5000SF the Following Schedule Shall Be Used

	Task Name	Duration	Start	Finish	Predecessors	Successors
33	Removal of ENS Controls	1 day	Thu 6/17/21	Thu 6/17/21	32	34
34	Substantial Completion	0 days	Thu 6/17/21	Thu 6/17/21	33	35
35	Substantial Completion Walkthrough	1 day	Fri 6/18/21	Fri 6/18/21	34	36
36	Completion of Punchlist Items	5 days	Mon 6/21/21	Fri 6/25/21	35	37
37	Final Completion	0 days	Fri 6/25/21	Fri 6/25/21	36	



Project: Guyer Brothers Inc Prel
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Task		Inactive Task		Manual Summary Rollup		External Milestone		Manual Progress	
Split		Inactive Milestone		Manual Summary		Deadline			
Milestone		Inactive Summary		Start-only		Critical			
Summary		Manual Task		Finish-only		Critical Split			
Project Summary		Duration-only		External Tasks		Progress			

EXPERIENCE RECORD

Complete the following Experience Record and attach the same to the Bid, covering work performed similar in size and scope to that which is the subject of the request for bids during the past five (5) years.

Name of Project	Date Started	Date Finished	Amount of Contract
See Attached			

(We are) (I am) presently working on the following projects:

See Attached

EXPERIENCE RECORD (Cont.)

Have you ever defaulted on a construction project? Yes_____ No X

If yes, give Name of Owner, Name of Bonding Company and circumstance:

_____

_____

_____

_____

_____

_____

_____

_____

Guyer Brothers Inc.
Contractor

By: [signature]

Title: Vice-Pres

Date: 9. 9. 2020

FULL TIME SUPERINTENDENTS

- **SHAWN GUYER**
  - **25 years of experience**
  - **WORK HISTORY**

Guyer Brothers, Inc. 1999-Present
Project Foreman, superintendent
1481 Salemville Road
New Enterprise, PA 16664

Kukurin Inc, 1998-1997
Mainline Operator on sewer & water line projects
1169 PA-286
Export, PA 15632
Phone: (724) 325-2136

D&M Contracting 1997-1994
Equipment Operator on pipe crews
1868 Lions Club Road
New Alexandria, PA 15670
Phone: (724) 668-7778

- **KEVIN GUYER**
  - **25 years of experience**
  - **WORK HISTORY**

Guyer Brothers, Inc. 1999-Present
Supervisor
1481 Salemville Road
New Enterprise, PA 16664

Danville Drilling 1997-1999
Operator/Foreman on tunneling & highway boring projects
40 Pepper Hills
Danville, PA 17821
Phone: (570) 275-0167

D&M Contracting Inc. 1997-1996
Laborer, Pipe layer on sewer & waterline projects
1868 Lions Club Rd
New Alexandria, PA 15670
Phone: (724) 668-7778

Ryan Construction 1996-1993
Laborer, Carpenter on Ag Industrial Buildings

- **KURTIS HORTON**

  - **26 years of experience**

  - **WORK HISTORY**

    Guyer Brothers, Inc. 2000-Present
    Superintendent- 1 year
    Operator/Foreman- 13 years
    Pipe Layer- 4 years
    1481 Salemville Road
    New Enterprise, PA 16664

    Gordon De Lozier Inc. 1999-1998
    Pipelayer, laborer on sewer & waterline projects & bridge work
    136 S Montgomery Street
    Hollidaysburg, PA 16648
    Phone: (814) 695-6841

    Deblin Inc. 1998-1992
    Laborer, concrete finisher, carpenter on bridge construction
    4913 Gettysburg Road
    Mechanicsburg
    PA 17055-4816
    Phone: (717) 691-9750

CONFIDENTIAL CONTRACTOR'S PRE –QUALIFICATION INFORMATION

Project information for which Pre-Qualification is requested.

Project No: Inflow and Infiltration Rehabilitation Project Phase 3 – RFB # 21-03/Contract # S-10-12

Owner: City of Westminster

Date: September 9, 2020

NAME OF PROSPECTIVE CONTRACTOR: Guyer Brothers, Inc.
Address: 1481 Salemville Road
New Enterprise, Pa 16664
Phone: 814-766-3774
Fax: 814-766-3425
Tax ID#: 25-1825378
D&B #: 83-072-0004

Penn DOT Prequalification Number: 001996

State of Incorporation: Pennsylvania **Date of Incorporation:** December, 1999

PA Contractor License Number- PA127679 **Maryland Contractor License Number-** 01101347

Names of Owners- Officers-Duties and Construction Experience

Name	Title	Duties	Years of Experience
Shawn Guyer (177-60-5376)	President	Shop & Field	28 Years
Kevin Guyer (177-60-5354)	Vice-President Sec. /Treas.	Administrative	20 Years

Major Equipment:
2012 –340 Volvo Track Excavator
2005-290 Volvo Track Excavator
2012 305 Volvo Track Excavator
2008-235 Volvo Track Excavator
2005-160 Volvo- Track Excavator
2013-145 Hyundai- Track Excavator
1989-D66 Komatsu Track Loader
1999-214 JCB- Rubber Tired Backhoe
2007- L70 Volvo Rubber Tired Loader (2)
2006-430 CAT Rubber Tired Backhoe
2008 MOXY 31t Artic Truck
2016 Volvo L70 Loader
1998-Case 95 XT Skid Steer
Marooka 2200 Track Truck (2)
Tri-axle dump truck (6)
Single-axle dump truck (2)
2003 22x40 Vermeer Directional Drill
2012 Volvo 88 Track Excavator
2005 John Deere 650H Dozer
2013 CAT 299 Skid Steer

Sewer
Name of Project: Sanitary Sewer Replacement
Location: Johnstown, PA –Cambria County
Owner: Highland Sewer and Water Authority
Engineer: The EADS Group
Contact Person: Scott Rugh
Telephone No: 814-445-6551
Project Description: Approx. 12,000 LF of sewer line with new 8", 12", 15" and 18" diameter sewer line and appurtenances.
Contract Amount: $2,289,667.00
Start Date: 6-27-2012
Project Completion: 11/30/2012

Water
Name of Project: Milburn Dam Breach and Raw Waterline Conversion/Interconnection
Location: Bedford, PA – Bedford County
Owner: Bedford Borough Water Authority
Engineer: The EADS Group
Contact Person: Aaron Keirn
Telephone No: 814-944-5035
Project Description: Approx. 760 LF of C900 PVC Waterline, Internal Cleaning (pigging) of 12" PVC Raw Waterline.
Contract Amount: $220,830.00
Start Date: 9-17-2012
Project Completion: December 2012

Water
Name of Project: RT. 30B/Fairgrounds Waterline Replacement Project
Location: Bedford, PA – Bedford County
Owner: Bedford Borough Water Authority
Engineer: The EADS Group
Contact Person: Aaron Keirn
Telephone No: 814-944-5035
Project Description: Approx. 5,320 LF of 12" and 16" C900 PVC Raw Waterline, Internal Cleaning (pigging) of 12" Raw Waterline
Contract Amount: $1,148,531.50
Start Date: 10-1-2012
Project Completion: June 2013

Water
Name of Project: Whiskey Run Water System Interconnection Project
Location: Lock Haven, PA – Clinton County
Owner: Suburban Lock Haven Water Authority
Engineer: Herbert, Rowland & Grubic
Contact Person: David Swisher
Telephone No: 814-238-7117
Project Description: Approx. 17,500 L.F. of 6" HDPE water main installed via directional drilling, service line connections, and installation of all other appurtenances.
Contract Amount: $1,005,377.00
Start Date: 7-9-2012
Project Completion: November 15, 2012

Sewer
Name of Project: Frederick County Landfill Leachate Sewer
Location: Frederick County, Maryland
Owner: Board of County Commissioners of Frederick County, Maryland
Engineer: Dewberry
Contact Person: Mark Williams
Telephone No: 301-600-1825
Project Description: Approx. 1 mile of 24" Sanitary Sewer main from existing Frederick County Landfill Leachate Treatment Plant Outfall at Bush Creek.
Contract Amount: $2,646,950.00
Start Date: 9-17-2012
Project Completion: April/2013

Sewer
Name of Project: JRA Sewer Contract 1
Location: Johnstown, PA – Cambria County
Owner: Johnstown Redevelopment Authority
Engineer: The EADS Group, Johnstown, PA
Contact Person: Kyle Fritz
Telephone No: 814-535-5388
Project Description: Approx. 7,600 LF of 8" PVC Gravity Sewer, 3,400 LF of 6" PVC Sewer Lateral and 51 manholes.
Contract Amount: $2,181,406.25
Start Date: 3/14/2013
Project Completion: 8/20/2013

Sewer
Name of Project: Clarion Wastewater System
Location: Clarion County, PA
Owner: Pennsylvania American Water
Contact: Jed Fiscus, PE
Phone Number: 814-226-9083
Engineer: URS Corporation
Contact: Evan Andrews, PE
Project Description: Site Work, excavation and pipe installation for proposed wastewater overflow tank construction.
Contract Amount: $796,618.00
Start Date: 9/4/2013
Project Completion: Summer of 2014

Sewer
Name of Project: 13-03 Collection System Construction
Location: Houtzdale, PA – Clearfield County
Owner: Woodward Township Sewer and Water Authority
Engineer: Herbert, Rowland and Grubic
Contact Person: David Swisher
Telephone No: 814-238-7117
Project Description: Approx. 37,000 LF of 8" PVC Gravity Sewer, manholes, approx. 2,200 LF of 2" and 3" forcemain
Contract Amount: $2,809,701.50
Start Date: 9/9/2013
Project Completion: Summer of 2014

Sewer
Name of Project: Lewis Township Wastewater Project – Contract A
Location: Turbotville, PA – Northumberland County
Owner: Lewis Township Supervisors
Engineer: Pysher and Associates
Contact Person: Todd Pysher
Telephone No: 570-547-6122
Project Description: Construction of new gravity wastewater collection and conveyance system that will serve approx. 59 existing single-family residential dwellings
Contract Amount: $1,147,551.95
Start Date: 3/11/2013
Project Completion: Spring of 2014

Sewer
Name of Project: Lewis Township Wastewater Project – Contract D
Location: Turbotville, PA – Northumberland County
Owner: Lewis Township Supervisors
Engineer: Pysher and Associates
Contact Person: Todd Pysher
Telephone No: 570-547-6122
Project Description: Construction of new gravity wastewater collection and conveyance system that will serve approx. 59 existing single-family residential dwellings
Contract Amount: $100,175.50
Start Date: 3/11/2013
Project Completion: Spring of 2014

Sewer
Name of Project: 2011-S-03 - Sewerlines
Location: Confluence, PA – Somerset County
Owner: Ursina Borough
Engineer: The EADS Group, Somerset, PA
Contact Person: Josh Kalp
Telephone No: 814-445-6551
Project Description: Approx. 19,300 LF of 8" Sewer, 1,500 LF of 4" forcemain
Contract Amount: $1,678,052.35
Start Date: February 2014
Project Completion: July 2014

Sewer and Water
Name of Project: Flight 93 Memorial Project
Location: Shanksville, PA – Somerset County
Owner: National Park Service
General Contractor: All Phase Solutions, Inc
Contact Person: James Neff
Telephone No. – 814-502-0789
Project Description: 6,000 feet of water mains, 4,000 feet of sewer mains, 1,000 feet of directional drilling, chlorination building and water storage tanks. Sewage sand mound system.
Contract Amount: $1,483,000.00
Start Date: March 2014
Project Completion: June 2014

Water
Name of Project: Camp Pleasant Pumping Station: Contract 1 General Construction
Location: Pleasantville, Bedford County, PA
Owner: Chestnut Ridge Area Joint Municipal Authority
Engineer: CET Engineering Services
Contact: Andrew Glitzer
Telephone No. – 814-643-8260
Project Description: Install 4,000' of 8" HDPE Forcemain via Directional Drilling. Excavate existing 8" gravity line & install bypass pumping.
Contract Amount: $287,267.00
Start Date: April 2012
Project Completion: August 2012

Sewer
Name of Project: 2015 Sewer Rehabilitation Project
Location: Johnstown, Cambria County, PA
Owner: Highland Sewer and Water Authority
Engineer: The EADS Group
Contact: Ben Faas
Telephone No. – 814-445-6551
Project Description: Rehab of existing 8", 10" and 12" Sewers in Geistown Borough and Richland Township.
Contract Amount: $952,535.41
Start Date: May 2015
Project Completion: October 2015

Sewer
Name of Project: Martindale Sewer Extension and Borough Sanitary/Storm Water Separation Project – Contract 2015-S-2
Location: Portage, PA
Owner: Portage Area Sewer Authority
Engineer: The EADS Group
Contact: Kyle Fritz
Telephone No. – 814-944-5035
Project Description: Installation of approx. 30,300 LF of 8" PVC Gravity Sewer, 4,200 LF of 4" PVC Sewer Lateral.
Contract Amount: $3,268,921.87
Start Date: May 2015
Project Completion: Spring 2016

Sewer
Name of Project: Town of Thurmont Sewer System I&I Reduction Project – Phase III
Location: Thurmont, MD
Owner: Town of Thurmont
Engineer: Passaro Engineering, LLC
Contact: Stacy Passaro
Telephone No. - 301-829-5163
Project Description: Approx. 5,900 LF of 6" – 16" sewer replacement. Along with paving and concrete restoration and included stream restoration.
Contract Amount: $2,177,681.00
Start Date: July 2015
Project Completion: October 2016

Sewer
Name of Project: Bush Creek Interceptor
Location: Frederick, MD
Owner: Board of County Commissioners of Frederick County Maryland
Engineer: Frederick County Division of Utilities and Solid Waste Management
Contact: Mark Williams
Telephone No. - 301-600-9000
Project Description: Installation of approx. 1,700 LF of 18" ductile iron pipe, 7 manholes and tunneling of 94 LF of 30" steel casing.
Contract Amount: $787,333.00
Start Date: February 2015
Project Completion: March 2015

Sewer
Name of Project: Repair Sanitary Sewer System
Location: Johnstown, Cambria County, PA – Hiram G. Andrews Center
Owner: Department of General Services
Engineer: KCI Technologies
Contact: Curtis Miller
Telephone No. - 412.855.7183
Project Description: Replacement of 6" clay sanitary sewer pipe with 6" PVC pipe, some sanitary sewer manhole repair, new precast manhole installation, and the lining of some sanitary sewer system segments.
Contract Amount: $1,455,853.50
Start Date: April 2016
Project Completion: August 2016

Sewer
Name of Project: Sanitary Sewer Improvements Lick Run Sewershed Wet Weather Flow Strategy
Location: Baldwin, PA
Owner: Borough of Baldwin
Engineer: Lennon, Smith, Souleret Engineering, Inc.
Contact: Jason Stanton
Telephone No - (412) 264-4400
Project Description: Replacement of approx. 8,500 linear feet of existing gravity sewer with larger diameter sewer (10 inch through 24 inch), manholes, reconnection of all building service sewers
Contract Amount: $2,434,792.25
Start Date: August 2016
Project Completion: January 2017

Sewer
Name of Project: Spring Run Interceptor Replacement
Location: Cumberland County, PA
Owner: Upper Allen Township
Engineer: GHD
Contact: Melissa Smith
Telephone No. - 717 541 0622
Project Description: Replacement of approx. 3,500 linear feet of existing and new sewer.
Contract Amount: $642,046.45
Start Date: August 2016
Project Completion: December 2016

Sewer
Name of Project: Fayetteville Interceptor Upgrade
Location: Franklin County, PA
Owner: Greene Township Municipal Authority
Engineer: Gannett Fleming
Contact: Brian Kauffman
Telephone No. - 717.763.7211
Project Description: Replacement of approx. 14,500 linear feet of existing main interceptor with a new 24 inch sanitary sewer interceptor including manholes, site restoration, stream crossings and state highway crossing.
Contract Amount: $2,529,359.90
Start Date: May 2017
Project Completion: December 2017

Water
Name of Project: Center Mills Water Distribution Main Replacement – Phase IV
Location: Adams County, PA
Owner: Possum Valley Municipal Authority
Engineer: KPI Technology
Contact: Craig Zack
Telephone No - 717-339-0612
Project Description:
Contract Amount: $255,040.00
Start Date: May 2017
Project Completion: December 2017

Water
Name of Project: 2017 Water Main Replacement
Location: Adams County, PA
Owner: Arendtsville Borough
Engineer: KPI Technology
Contact: Craig Zack
Telephone No. - 717-339-0612
Project Description:
Contract Amount: $420,000.00
Start Date: May 2017
Project Completion: July 2017

Sewer
Thermoform PVC Liner project
Name of Project: Little Conemaugh Stream Rehab
Location: Portage, Cambria County, PA
Owner: Portage Area Sewer Authority
Engineer: The EADS Group
Contact: Kyle Fritz
Telephone No. – 814-944-5035
Project Description: The installation of R-8 riprap choked with R-6 riprap along approximately 490 linear feet of the Little Conemaugh River located in Portage Borough, Cambria County, Pennsylvania. Additionally, approximately 680 linear feet of 18-inch Thermoform PVC Liner.
Contract Amount: $111,464.00
Start Date: April 2018
Completion Date: August 2018

Sewer
Thermoform PVC Liner project
Name of Project: Hollidaysburg School
Location: Hollidaysburg, PA
Owner: Hollidaysburg School District
Engineer: The EADS Group
Contact: Aaron Keirn
Telephone No. – 814-944-5035
Project Description: Sanitary Sewer Project – Thermoform PVC Liner
Contract Amount: $158,000.00
Start Date: April 2018
Completion Date: August 2018

Water
Name of Project: East John Street Water Line Replacement Project
Location: Bedford, PA
Owner: Bedford Borough Water Authority
Engineer: The EADS Group
Contact: Aaron Keirn
Telephone No. – 814-944-5035
Project Description: The installation of approx. 2,245 LF of 12" water line, service lines, appurtenances, and related work
Contract Amount: $408,121.26
Start Date: June 2018
Completion Date: September 2018

Sewer
Name of Project: Mulberry Street Sanitary Sewer Extension
Location: Centre County, PA
Owner: Mid-Centre County Authority
Engineer: Herbert, Rowland and Grubic
Contact: Benjamin Burns
Telephone No. – 814-238-7117
Project Description: The project includes the extension of a lower pressure sanitary sewer system 1,210 LF of 2" HDPE, including stream crossing and the installation of five residential grinder pump units
Contract Amount: $143,028.00
Start Date: June 2018
Completion Date: October 2018

Sewer
Thermoform PVC Liner Project
Name of Project: South Crooked Creek Sewer Rehab
Location: Huntingdon County, PA
Owner: Smithfield Township
Engineer: Herbert, Rowland and Grubic
Contact: Jason Fralick
Telephone No- 814-238-7117
Project Description: The project consists of approx. 85LF of sewer main and 130 LF of lateral pipe, rehab of approx. 2,600 LF of sewer main.
Contract Amount: $424,708.00
Start Date: August 2018
Completion Date: October 2018

Sewer
Name of Project: Manhole 12 to Manhole 13
Location: Milesburg, PA
Owner: Mid-Centre County Authority
Engineer: Herbert, Rowland and Grubic
Contact: Benjamin Burns
Telephone No. 814-238-7117
Project Description: Install SDR 35 Pipe, Pavement base repair
Contract Amount: $116,982.50
Start Date: October 2018
Completion Date: November 2018

Sewer
Name of Project: Maple Hollow Backlot Sanitary Sewer Replacement Project
Location: Duncansville, PA
Owner: Allegheny Township Sewer and Water Authority
Engineer: Stiffler, McGraw and Associates
Contact: Scott McEldowney
Telephone No. – 814-696-6280
Project Description: The project consists of approx. 935 LF of 8" gravity sewer main, manholes, laterals and all other necessary appurtenances.
Contract Amount: $85,422.50
Start Date: November 2018
Completion Date:

Sewer
Name of Project: Center Street Utility Improvement Project
Location: Somerset, PA
Owner: Redevelopment Authority of Somerset County
Engineer: Appalachian Engineering
Contact: Chadd Sines
Telephone No. – 814-634-7192
Project Description: Bids are invited on the following work: installation of approximately 1,410 L.F. of 6" ductile iron waterline; approximately 29 service connections; one (1) fire hydrant; 15 gate valves and boxes; 40 L.F. of HDPE 12" gravity storm sewer; and 100 L.F. of SDR 35 8" sanitary sewer and one (1) manhole.
Contract Amount: $245,404.00
Start Date: November 2018
Completion Date: April 2019

Sewer and Water
Name of Project: SR147 Northumberland
Location: Northumberland, PA
Owner: PennDot
Prime Contractor: New Enterprise Stone and Lime Co.
Contact: Joe Whitcomb
Telephone No. – 570-524-2251
Project Description: Project is a multi-year PennDot street scape project and required the relocation and replacement of approx. 1,200' of 6" - 12" water main and replacing 1,000' of 6" – 15" sewer main.
Contract Amount: $837,000.00
Start Date: July 2017
Completion Date:

Sewer and Water
Name of Project: Area IV Sanitary Sewer and Water Project
Location: Bedford, PA
Owner: Bedford Township Municipal Authority
Engineer: Sitffler, McGraw and Associates
Contact: Scott McEldowney
Telephone No. 814-696-6280
Project Description: The sanitary sewer and water ext. consists of the installation of approx. 20,700 LF of 10", 8", 6" 4" and 2" ductile iron water main, fire hydrant assemblies, air release assemblies, blow-off valves, related service connections and appurtenances. The sanitary sewer phase of this project includes the installation of approx. 9,000 LF of 8" gravity sanitary sewer main, 8,125 LF of 4" force main, 1,100 LF of 2" and 740 LF of 1 ½" lower pressure sewer main, manholes, laterals and low pressure service connections, stream crossings, borings, pump station and all necessary appurtenances.
Contract Amount: $3,308,834.50
Start Date: November 2017
Completion Date: August

Sewer
Name of Project: Forcemain Relocation
Location: Swatara Township and Jonestown Borough, Lebanon County, PA
Owner: Northern Lebanon County Authority
Engineer: KPI Technology
Contact: Craig Zack
Telephone No. 717-339-0612
Project Description: The work includes trenching and installation of approx. 1,350 LF of 6" ductile iron sanitary sewer force main, including all fittings, valves and appurtenances.
Contract Amount: $199,856.00
Start Date: February 2019
Completion Date: August 2019

Sewer
Name of Project: Old Bedford Village Pump Station Replacement Project
Location: Bedford, PA
Owner: Bedford Township Municipal Authority
Engineer: Stiffler, McGraw and Associates
Contact: Brian Shura
Telephone No. 814-696-6280
Project Description: Major work involves the demolition of the existing pump station and valve manhole, the construction of a 10' x 10' precast concrete wet well to house two new submersible pumps and aeration equipment, and the construction of 12' x 8' precast concrete valve/meter vault to house a flow meter, various valve work and the necessary piping.
Contract Amount: $534,403.00
Start Date: June 2019
Completion Date:

Water
Name of Project: Pleasant Valley Road Waterline Extension
Location: Fayette County, PA
Owner: Pleasant Valley Water Authority
Engineer: The EADS Group
Contact: Josh Kalp
Telephone No. – 814-445-6551
Project Description: Approx. 3,525 LF of 8" waterline, 2,415 LF of 6" waterline, 2,160 LF of 2" waterline, 6 fire hydrants.
Contract Amount: $538,948.75
Start Date: February 2019
Completion Date: June 2019

Sewer
Name of Project: Carbon Area Sanitary Sewer Extension
Location: Greensburg, PA
Owner: Municipal Authority of Westmoreland County
Engineer: Gibson-Thomas Engineering
Contact: Diane Dominick
Telephone No. 724-539-8562
Project Description: Installing approx. 8,650 LF of 8" sewer.
Contract Amount: $899,436.00
Start Date: April 2019
Completion Date: August 2019

Sewer
Name of Project: Houck Manor Sanitary Sewer Extension Project
Location: West Hanover Township, PA
Owner: West Hanover Township Water and Sewer Authority
Engineer: HRG
Contact: Justin Bates
Telephone No. 717.564.1121
Project Description: Installation of approx. 6,500 LF of low pressure sewer main piping within the Houck Manor Subdivision.
Contract Amount: $552,250.00
Start Date: July 2019
Completion Date:

Water
Name of Project: 2019 Waterline Replacement Project
Location: Bedford Borough, PA
Owner: Municipal Authority of the Borough of Bedford
Engineer: Stiffler, McGraw and Associates
Contact: Timothy Cooper
Telephone No. 814-696-6280
Project Description: Approx. 3,790 LF of water main, valves, services hydrants along with the necessary appurtenances.
Contract Amount: $624,038.00
Start Date: April 2019
Completion Date: August 2019

Water
Name of Project: Wells Tannery Water System Improvements
Location: Wells Tannery, PA
Owner: Fulton County Commissioners
Engineer: CES Engineering LLC
Contact: Lee Zeger
Telephone No. 814-644-6621
Project Description: Demolition, replacement, and water main upgrades to the existing water distribution system for Wells Tannery.
Contract Amount: $806,445.00
Start Date: June 2019
Completion Date: December 2019

Water
Name of Project: 2019 Water System Improvements Project
Location: Adams Township, Croyle Township, Southfork Borough and Summerhill Township, Cambria County, PA
Owner: Highland Sewer and Water Authority
Engineer: The EADS Group
Contact: Jeff Najjar
Telephone No. 814-445-6551
Project Description: Installation of approx. 9,960 LF of 4", 6" and 10" waterline and associated appurtenances, and the installation of 124 water service connections for residential and commercial customers.
Contract Amount: $1,191,174.00
Start Date: June 2019
Completion Date:

Sewer
Name of Project: Meadow Street Sanitary Sewer Replacement
Location: Tyrone, PA
Owner: Borough of Tyrone
Engineer: GHD
Contact: Kevin Nester
Telephone No. 814-643-8260
Project Description: Installation of approx. 318 LF of 6" Sewer, 337 LF of 8" sewer.
Contract Amount: $147,750.00
Start Date:
Completion Date: December 2019

Sewer and water
Name of Project: Cessna Heights Sanitary Sewer and Water Extension
Location: Bedford, PA
Owner: Bedford County Board of Commissioners
Engineer: Stiffler, McGraw and Associates
Contact: Timothy Cooper
Telephone No. 814-696-6280
Project Description: Installation of approx. 1,250 LF of 6" DIP water main, hydrant, air release, service lines and appurtenances. The sanitary sewer phase includes the installation of approx. 900 LF of 8" gravity sewer, manholes, laterals, 180 LF of 1 1/2"' low pressure sewer main, LPS services and appurtenances.
Contract Amount: $267,000.00
Start Date: October 2019
Completion Date: December 2019

Sewer
Name of Project: Cold Stream/Trout Run Dam Removal
Location: Philipsburg, PA
Owner: PA American Water
Engineer: PA American Water
Contact: Kurt Staller
Telephone No. 717-550-1525
Project Description: Dam Demolition
Contract Amount: $203,750.00
Start Date: August 2019
Completion Date: September 2019

Sewer
Name of Project: Rutter's Store #87
Location: Duncansville, PA
Owner: Rutter's
General Contractor: Curry Excavating
Contact: Jim Mostic
Telephone No. 814-695-0056
Project Description: Storm Sewer, Sanitary Sewer, Water service and Mobilization
Contract Amount: $382,000.00
Start Date: September 2019
Completion Date: September 2019

Sewer

Name of Project: Meadow Street Sanitary Sewer Replacement
Location: Tyrone, PA
Owner: Borough of Tyrone
Engineer: GHD
Contact: Kevin Nester
Telephone No. 814-643-8260
Project Description: Installation of approx. 318 LF of 6" Sewer, 337 LF of 8" sewer.
Contract Amount: $147,750.00
Start Date:
Completion Date: December 2019

Sewer
Name of Project: Sewage Collection System
Location: Bald Eagle
Owner: DCNR
Engineer: DCNR
Contact: Gair Terrette
Telephone No. 814-486-5637
Project Description: 150' LF of sanitary sewer lateral, 8" sanitary sewer spot repair, 25,000 LF of sewage collection system CCTV inspection.
Contract Amount: $153,100.00
Start Date: December 2019
Completion Date: July 2020

Sewer
Name of Project: North Division Street Sewer
Location: Mount Union, PA
Owner: Mount Union Municipal Authority
Engineer: Gannett Fleming
Contact: Joe Strauch
Telephone No. 717.763.7212
Project Description: 300' LF of mainline and 3 laterals.
Contract Amount: $54,544.00
Start Date: November 2019
Completion Date: November 2019

Sewer (work on hand)
Name of Project: Greene Knolls Interceptor Upgrade
Location: Fayetteville, PA
Owner: Greene Township Municipal Authority
Engineer: Gannett Fleming
Contact: Joe Strauch
Telephone No. 717.763.7212
Project Description: Approx 7,400 LF of existing main interceptor with a new sanitary sewer interceptor including manholes, site restoration and a state highway crossing.
Contract Amount: $1,895,615.91
Start Date: December 2019
Completion Date:
Sewer

Name of Project: White Deer Run Force main and Pump Station
Location: Allenwood, PA
Owner: White Deer Run LLC
Engineer: S&ME Inc.
Contact: Gary Heusser Jr.
Telephone No. 423-954-1055
Project Description: Approx. 150 LF of Forix block retaining wall, 300 SY asphalt pad parking lot, Existing wastewater treatment plant demolition, 3,500 LF of 3" force main, 1,000 LF of 8" gravity, and sanitary sewer pumping station.
Contract Amount: $1,490,000.00
Start Date: December 2019
Completion Date: June 2020

Sewer
Name of Project: Route 15 Sanitary Sewer
Location: Montgomery, PA
Owner: West Branch Regional Authority
Engineer: Larson Design Group
Contact: Joe Pfirman
Telephone No. 570-323-6603
Project Description: Approx. 4,600 LF of 8" PVC sanitary sewer, 14 precast manholes, 2 stream crossings with casing pipe, 2 bored road crossings with casing pipe.
Contract Amount: $855,612.77
Start Date: April 2020
Completion Date: June 2020

Sewer (work on hand)
Name of Project: Front and Court Street Sanitary Sewer Replacement
Location: Sunbury, PA
Owner: Municipal Authority of the City of Sunbury
Engineer: Uni-Tec Consulting Engineers
Contact: Garrett Stoy
Telephone No. 814-238-8223
Project Description: The Contract involves the replacement of sanitary sewer by Sanitary Sewer Pipe Lining (Cured-in- Place). The project includes approximately 85 LF of sewer main lining and 1 manhole. There is also a repair of the main line prior to lining.
Contract Amount: $110,099.00
Start Date: May 2020
Completion Date:

Pursuant to information for prospective Bidders/Contractors for above mentioned proposed project, the undersigned is submitting the information as required with the understanding that it is for confidential use only to assist in determining the qualifications of this organization to perform the type and magnitude of work included; and further, guarantee the truth and accuracy of all statements herein made. We will accept your determination of qualifications without prejudice. Any bonding company, bank, sub-contractor, supplier or any other persons, firms, or corporations with whom we have done business, or who we have extended any credit to us are hereby authorized to furnish you with any information you may request concerning our organization including, but not limited to, information concerning performance on previous work or credit standing with any of them. We hereby release any and all such parties from any legal responsibility whatsoever of having furnished such information to you.

Guyer Brothers, Inc.

By: _____ Date: 9-9-2020

Kevin Guyer Vice President

QUALITY MANAGEMENT SYSTEM CERTIFICATION

In 2004, EADS demonstrated effective implementation of a quality management system and received ISO 9001 certification. This certification provides evidence to customers, suppliers, employees, and their community of EADS' commitment to producing a quality product (service) and providing customer satisfaction. ISO 9001 is process-based; certification recognizes organizations that can link business objectives with operating effectiveness. Companies that achieve Quality Management System certification to ISO 9001 have demonstrated effective implementation of documentation and records management, top management's commitment to their customers, establishment of clear policy, good planning and implementation, good resource management, efficient process control, measurement and analysis.

CERTIFICATE OF REGISTRATION

SRI Quality System Registrar

ANAB ACCREDITED

Having been audited in accordance with requirements of

ISO 9001:2015 – ANSI/ISO/ASQ Q9001-2015

SRI Quality System Registrar, 300 Northpointe Circle, Seven Fields, Pennsylvania, 16046, USA, hereby grants to:

The EADS Group, Inc.

Registration of the management system at its locations:

1125 Eighth Avenue, Altoona, Pennsylvania, 16602, USA
450 Aberdeen Drive, Somerset, Pennsylvania, 15501, USA
11045 Parker Drive, North Huntingdon, Pennsylvania, 15642, USA
15392 Route 322, Clarion, Pennsylvania, 16214, USA
50 N. Mechanic St., Cumberland, Maryland, 21502, USA
227 Franklin Street, Suite 300, Johnstown, Pennsylvania, 15901, USA
147 East Market St., Lewistown, Pennsylvania, 17044, USA
337 Third St., Ste. 1, Beaver, Pennsylvania, 15009, USA
250 Scott Ave., Unit #03, Morgantown, West Virginia, 26508, USA

The conditions for maintaining this certificate of registration are set forth in the SRI registration agreements R20.3 and R20.4. Further clarifications regarding the scope of this certificate and the applicability of ISO 9001:2015 requirements may be obtained by consulting the organization.

Scopes of ISO 9001:2015 registration:	"Engineering, architecture, and environmental consulting services" at Altoona, Somerset, North Huntingdon, Clarion, Cumberland, Johnstown, Lewistown, Beaver and Morgantown.
Initial SRI Registration dates:	November 5, 2004 at Altoona, Somerset, North Huntingdon, Clarion, and Cumberland November 4, 2007 at Johnstown November 2, 2013 at Lewistown November 2, 2019 at Beaver and Morgantown
Current registration period:	November 2, 2019 through November 1, 2022

Signed for SRI: _____
Christopher R. Lake, President & COO

ISO 9001:2015 SRI CERTIFIED

Release Date: November 2, 2019
Certificate Number: 020045
Registration Number: 2491-00

THE EADS GROUP

FIRM OVERVIEW

Quality Service with Integrity

Board of Directors:

- Thomas M. Reilly, P.E.
  President and CEO
- Craig L. Weaver, P.E.
- David M. Yahner, P.E.
- Janet L. Helsel, CPSM
- Gregory L. Elliott, RLA
- Stephen M. Sewalk, P.E.

The EADS Group is a Corporation Registered in:

- Pennsylvania
- Maryland
- New Jersey
- Ohio
- Texas
- Virginia
- West Virginia
- Alabama
- Arkansas
- Kentucky
- Louisiana
- Mississippi

Office Locations:

- Altoona, PA
- Beaver, PA
- Clarion, PA
- Cumberland, MD
- Johnstown, PA
- Lewistown, PA
- Morgantown, WV
- Pittsburgh, PA
- Somerset, PA

QUICK FACTS

- **Est. 1955**
- **Over $27 Million in revenue in 2018**
- **ISO 9001 Certified**
- **Employee-owned and managed**
- **Over 250 employees**

MISSION

The Mission of The EADS Group is to provide our clients quality service with integrity, the success of which is measured by their level of satisfaction. By maintaining a climate of integrity, innovation, and constant improvement, we ensure our technical staff the opportunity for personal growth while creating a working partnership with our clients.

BACKGROUND

For over 60 years, The EADS Group has been satisfying the planning, engineering, environmental, architectural and related needs of federal, state and private clients in our community.

Extensive knowledge and expertise is represented in over 250 professionals in the following office locations - Altoona, Beaver, Clarion, Johnstown, Lewistown, Pittsburgh and Somerset, PA; Cumberland, MD and Morgantown, WV. Our professional team is made up of: Professional Engineers, Certified Planners; Registered Landscape Architects, Registered Land Surveyors, Professional Geologists, Registered Architects, Environmental Specialists, Construction Inspectors, Photogrammetrists, and highly skilled technical personnel. We offer the resources of many talented individuals with literally hundreds of successful projects to their credit.

PEOPLE

The key to our organization is people. The loyalty, dedication and longevity of our staff ensure that The EADS Group can provide continuity and professionalism to all assignments. Our personnel are educated, trained and experienced in their chosen disciplines, specifically to provide quality service to our clients. They are flexible. Each project, large or small, becomes the responsibility of a project manager and a specially selected team.

COMMITMENT

To you, our customer. To our community. To ourselves. To quality. We are committed. As an employee-owned company, each member of the EADS Team is invested and dedicated to providing only the highest quality of work. Exemplifying our commitment to quality is our ISO 9001 certification. Our process-based quality management system puts customer satisfaction in the foreground of all our daily operations and ensures the successful completion of your project.

THE EADS GROUP

TECHNICAL EXPERIENCE

The EADS Group, Inc. (EADS) has been serving various counties, municipalities and municipal authorities for over 60 years. We currently serve over 70 municipal retainer clients. We've served 13 municipalities for more than 25 years with some retainers dating to the early 1950's. We represent a broad range of clients with populations ranging from several hundred to over 50,000 persons.

EADS offers in-house expertise in the fields of water systems, wastewater systems, stormwater systems, flood control, site development, surveying, GIS systems, bridges, roads, buildings (both structural and architectural), electrical and environmental.

Our staff is experienced in representing county and municipal clients. We know the sources of state and federal funding for county and municipal projects and their regulations and requirements. We have assisted in the preparation of ordinances and rules and regulations governing county and municipal facilities.

During our 60+ years of client representation we've seen a wide variety of issues. The following summarizes some of the major activities we've performed:

WATER SYSTEMS

- Feasibility Studies
- Sources of Supply
- Dams and Reservoirs
- Treatment Plants
- Pumping Systems
- Transmission and Distribution Systems
- Hydrant Testing
- System Modeling and Analysis
- Rate Studies
- Tapping Fee Calculations
- Rules and Regulations
- Permitting
- Sludge Treatment and Disposal

SURVEYING SERVICES

- Utility Routing Surveys
- Property and Topographic Surveys
- GPS Location of Points for Use in GIS Systems (Either Survey or Mapping Grade)
- Construction Stake Out
- Right-of-Way Surveys

THE EADS GROUP

CONSTRUCTION ADMINISTRATION

- Shop Drawings and Submissions
- Contractor's Monthly Payment Requests
- Requisitions and Periodic Payment Requests
- Grant and Loan Agency Administration
- Periodic Site Visits
- Resident Project Representation (Inspection)
- Substantial and Final Completion Inspections
- Record Drawings
- Project Closeout Paperwork

ENVIRONMENTAL

- Environmental Impact Assessments for Federal, State and Local Municipality funded projects
- Prepare / conduct Public Meetings/Plans Displays
- Prepare / conduct Natural Resource Agency Pre-Ap field views
- Wetland Identification and Delineation
- Wetland Mitigation Design/Construction Inspection/Monitoring
- Discharge Permitting Preparation
- Corps Section 404 Waterways Permitting
- Phase I Environmental Site Assessments
- Asbestos and Lead Studies
- Natural Resources and Habitat Analysis
- Threatened and Endangered Species Coordination

STREET REHABILITATION

- Municipal Street Condition Evaluation
- Prioritizing and Ranking Reports
- Milling and Paving Contracts
- Recycling and Reuse of Milled Pavements
- Sub-Base Stabilization
- Sub Drains
- Weight Limit Analysis
- Preventative Maintenance Programs

Customer Service and Quality Assurance

Customer Service: During the construction phase, there will be a representative on site dedicated to the coordination of the project between the City, the Contractor and the customers. They will notify customers in advance of construction in their area, at time of service renewal and will be available if there are any complaints.

Quality Assurance: The Design will be completed by The EADS Group and EADS has a Quality Management System in place. They are ISO 9001 rated, see attached Certificate of Registration. The project will be designed and review to these standards.

REFERENCES

The Firm shall furnish a representative list of three (3) references involving work as specified herein. Failure to submit the required information with the Proposal may be cause for rejection of the Proposal.

The City may make such investigation, as it deems necessary to determine the ability of the Firm to furnish the services, and the Firm shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any proposal if the evidence submitted by or investigation of such Firm fails to satisfy the City that such Firm is properly qualified to carry out the obligations of the contract and deliver the service herein.

Client Name: Town of Thurmont
Address: 615 East main St. Thurmont, MD 21788
Contact Person: Randy Eyler Phone: 301-271-7352
Email: r.eylerthurmontwwtp@verizon.net Contract Value: 2,177,681.00
Dates of Service: July 2015 - october 2016

Client Name: Greene Township Municipal Authority
Address: 4112 Sunset Pike Chambersburg, PA 17202
Contact Person: Dwayne Delgrande Phone: 717-263-5324
Email: ddelgrande@greenetownshipma.com Contract Value: 1,853,924.39
Dates of Service: December 2019 - September 2020

Client Name: Frederick County, MD
Address: 12 East Church Street Frederick, MD 21701
Contact Person: Mark Williams Phone: 301-600-1466
Email: mwilliams@frederickcountymd.gov Contract Value: See Attached
Dates of Service: Multiple - See Attached

Mark Williams
Frederick County, MD
References

Name of Project: Frederick County Landfill Leachate Sewer
Location: Frederick County, Maryland
Owner: Board of County Commissioners of Frederick County, Maryland
Engineer: Dewberry
Contact Person: Mark Williams
Telephone No: 301-600-1825
Project Description: Approx. 1 mile of 24" Sanitary Sewer main from existing Frederick County Landfill Leachate Treatment Plant Outfall at Bush Creek.
Contract Amount: $2,646,950.00
Start Date: 9-17-2012
Project Completion: April/2013

Name of Project: Bush Creek Interceptor
Location: Frederick, MD
Owner: Board of County Commissioners of Frederick County Maryland
Engineer: Frederick County Division of Utilities and Solid Waste Management
Contact: Mark Williams
Project Description: Installation of approx. 1,700 LF of 18" ductile iron pipe, 7 manholes and tunneling of 94 LF of 30" steel casing.
Contract Amount: $787,333.00
Start Date: February 2015
Project Completion: March 2015

Name of Project: New Market WWTP Effluent Outfall Extension
Location: New Market, Frederick County, MD
Owner: County of Frederick
Contact Person: Tim Kepp and Mark Williams with County
Phone: 301-600-1069
Project Description: 5,210 LF of 15" and 16" Effluent Outfall Line, Highway Borings, Railroad Boring, manholes & restoration.
Contract Amount: $1,974,017.00
Start Date: 9/15/07
Projected Completion Date: 12/30/0

Name of Project: Summerfield Sewer Pump Station Elimination and Sewer Extension
Location: Frederick, MD
Owner: Frederick County, MD
Engineer: Frederick County Division of Utilities and Solid Waste Management
Contact: Mark Williams
Project Description: Installation of approx. 700 LF of 8" SDR 35 PVC Sewer
Contract Amount: $285,638.25
Start Date: July 2020
Project Completion: August 2020

CITY OF WESTMINSTER, MARYLAND

VENDOR RESPONSIBILITY FORM

1. Summarize briefly your experience in providing the commodities or service outlined in the attached specifications:

See Attached

2. List the name and address of one bank or other institution that can provide the City with an adequate credit reference:

Somerset Trust Company
151 W. Main St. Somerset, PA 15501

3. State of Maryland General Contractor License No.: 01101347

4. Have you ever refused to sign a contract at your original bid price? Yes _____ No X

5. Have you ever defaulted on a contract? Yes _____ No X

Federal I.D. #
25-1825378

Telephone #:
814-766-3774

Name of Bidder: Guyer Brothers Inc.
Address: 1481 Salemville Rd
New Enterprise, PA 16664

By: [signature]
Signature

Kevin Guyer Vice-Pres.
Typed Name and Title

BIDDER: Guyer Brothers Inc.

CITY OF WESTMINSTER, MARYLAND

Equal Opportunity Employer

I HEREBY AFFIRM THAT THIS COMPANY DOES NOT DISCRIMINATE IN ANY MANNER AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF AGE, RACE, NATIONAL ORIGIN OR ETHNICITY, SEX, PREGNANCY, GENDER IDENTITY, FAMILY STATUS, CREED OR RELIGION.

Bidder: Guyer Brothers Inc.
Type/Print Name of Firm

Address: 1481 Salemville Rd

City/State: New Enterprise, PA 16664
Zip Code

By: [signature]
Signature of Person Authorized to Sign Bid

Kevin Guyer Vice-Pres.
Type/Print Name and Title of Person
Authorized to Sign Bid

CITY OF WESTMINSTER, MARYLAND
AFFIDVAVIT OF NON-COLLUSION AND NON-CONVICTION

The bidder represents, and it is a condition of the acceptance of this bid, that the bidder has not been a party with other bidders to any agreement to bid a fixed or uniform price or to manipulate the outcome of the competitive bidding process in any way. The bidder also represents that none of its officers, directors, partners, or employees who are directly involved in obtaining or performing contracts with any public bodies has:

(1) been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any state or of the federal government;

(2) been convicted under a State or federal law or statute of any offense enumerated in Md. Code Ann., State Fin. and Proc. §16-203; or

(3) been found civilly liable under a State or federal antitrust statute as provided in Md. Code Ann., State Fin. and Proc., §16-203.

The Contractor warrants that it has not been debarred or suspended under Md. Code Ann., State Fin., and Proc., Title 16 Subtitle 3 and that it shall not knowingly enter into a contract with a public body under which a person or business debarred or suspended under Md. Code Ann., State Fin., and Proc., Title 16, Subtitle 3 will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

The Bidder/Offeror and/or any person signing on its behalf acknowledges that all documents, information and data submitted in its Bid/Proposal shall be treated as public information unless otherwise indicated.

ATTEST/WITNESS

Teva Canly

Guyer Brothers Inc.
Name of Bidder-Type/Print

By: [signature]
Signature of Person Authorized to Sign

Kevin Guyer Vice-Pres.
Name and Title of Signatory (Type or Print)

STATE OF PA

COUNTY OF Bedford, TO WIT:

On this 9th day of September 20 20 before the undersigned officer, personally appeared Kevin R. Guyer, known to me or satisfactorily proven to be the person whose name is subscribed on the foregoing instrument for the purposes therein contained.

Traci L. Guyer
Notary Public

My Commission Expires: 1-12-2024

Commonwealth of Pennsylvania - Notary Seal
Traci L. Guyer, Notary Public
Bedford County
My commission expires January 12, 2024
Commission number 1064479
Member, Pennsylvania Association of Notaries

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Guyer Brothers Inc

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☑ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
1481 Salemville Road

Requester's name and address (optional)

6 City, state, and ZIP code
New Enterprise, PA 16664

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number
2 5 – 1 8 2 5 3 7 8

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Date ▶ 9-9-2020

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

JOBSITE SAFETY & HEALTH MANUAL

Guyer Brothers Inc.

1481 Salemville Road
New Enterprise, PA 16664

Prepared by:

LSCI®

Lancaster Safety Consulting, Inc.
100 Bradford Road, Suite 100
Wexford, PA 15090
(888) 403-6026
www.LancasterSafety.com

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JOBSITE SAFETY & HEALTH MANUAL

Guyer Brothers Inc.

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TAB 1: SAFETY & HEALTH RESPONSIBILITIES, POLICIES, & PROCEDURES

1.1 POLICY STATEMENT

It is Guyer Brothers' belief that our employees are our most important asset and the preservation of employee Safety and Health must remain a constant consideration in every phase of our business. We will provide the resources necessary to manage, control, or eliminate all safety and health hazards.

All employees are responsible for working safely and productively, as well as recognition and awareness of hazards in their work areas. Employees are also responsible for following safe work practices, including the use of Personal Protective Equipment (PPE) where necessary.

It is our belief that any safety and health program must have total employee involvement.

Therefore, this program has management's highest priority, support, and participation.

PRODUCTION IS NOT SO URGENT THAT WE CANNOT TAKE TIME TO PERFORM OUR WORK SAFELY.

_____

Guyer Brothers President

1.2 EMPLOYEE RESPONSIBILITIES

Although OSHA does not cite employees for violations of their responsibilities, each employee "shall comply with all occupational safety and health standards and all rules, regulations, and orders issued under the Act" that are applicable. Employee responsibilities and rights in states with their own occupational safety and health programs are generally the same as for workers in states covered by Federal OSHA. An employee should do the following:

- Read the OSHA Poster at the jobsite.
- Comply with all applicable OSHA standards.
- Follow all lawful employer safety and health rules and regulations, and wear or use prescribed protective equipment while working.
- Report hazardous conditions to the foreman.
- Report any job-related injury or illness to the employer, and seek treatment promptly.
- Exercise rights under the Act in a responsible manner.

♦ Employee Responsibilities Acknowledgement

I have read and understand my responsibilities under the OSHA standards and Guyer Brothers' policies and procedures and agree to abide by them. I have also had the duties of the position which I have accepted explained to me, and I understand the requirements of the position. I understand that any violation of the above policies is reason for disciplinary action up to and including termination.

_____

Employee Name (Print)

_____ _____

Employee Signature Date

1.3 GOAL

Safety begins at the top and progresses downward throughout the company. The primary goal of Guyer Brothers is to continue operating a profitable business while protecting employees from workplace-related injuries, illness, or harm. This can be achieved in part by delegating responsibility and accountability to all involved in this company's operation as follows:

- **Responsibility**: Having to answer for activities and results.
- **Accountability**: The actions taken by management to insure the performance of responsibilities.

In other words, to reach our goal of a safe workplace everyone needs to take responsibility and be held accountable.

Benefits of achieving our goals are:

- Minimizing of injuries and accidents
- Minimizing the loss of property and equipment
- Elimination of potential fatalities
- Elimination of potential permanent disabilities
- Elimination of potential OSHA citations and fines
- Reductions in workers' compensation costs
- Reductions in operating costs
- Having the best Safety and Health conditions possible in the workplace.

1.4 MANAGEMENT COMMITMENT

The management of Guyer Brothers is committed to the company's safety policy, and providing direction and motivation by:

- Appointing a Safety Coordinator.
- Establishing company safety goals and objectives.
- Developing and implementing written Safety and Health programs.
- Ensuring total commitment to our Safety and Health programs.
- Facilitating employees' safety training.
- Establishing responsibilities for management and employees to follow.
- Ensuring that management and employees are held accountable for performance of their safety responsibilities.
- Establishing and enforcing disciplinary procedures for employees violating safety rules.
- Reviewing the Safety and Health program annually, and revising or updating as needed.

1.5 ASSIGNMENT OF RESPONSIBILITY

SAFETY COORDINATOR

Guyer Brothers has designated: _____ as Safety Coordinator. The Safety Coordinator's office and cell phone numbers are:

Office: _____ **Cell:** _____

It is the duty of the Safety Coordinator to assist the foreman and all other levels of Management in the initiation, education, and execution of an effective safety program including the following:

- Introducing the safety program to new employees.
- Following up on recommendations, suggestions, etc., made at toolbox talks (safety meetings). All topics of safety concerns must be documented accordingly.
- Assisting personnel in the execution of standard policies.
- Conducting safety inspections on a periodic basis.
- Addressing all hazards or potential hazards as needed.
- Performing accident investigations and preparing accident reports.
- Maintaining adequate stock of first aid supplies and other safety equipment to insure their immediate availability.
- Making sure there is an adequate number of qualified first aid certified people on the work site.
- Becoming thoroughly familiar with OSHA regulations and local and state safety codes.
- Defining the responsibilities for safety and health of all subordinates and holding each person accountable for their results through the formal appraisal system and where necessary, disciplinary procedures.
- Emphasizing to employees that accidents create unnecessary personal and financial losses.

FOREMEN

The supervisors are responsible for establishing an operating atmosphere that ensures that safety and health is managed in the same manner and with the same emphasis as production, cost, and quality control.

- Regularly emphasizing that accident and health hazard exposure prevention are not only moral responsibilities, but also a condition of employment.
- Identifying operational oversights that could contribute to accidents which often result in injuries and property damage.
- Participating in safety and health related activities, including routinely attending safety meetings, reviews of the facility, and correcting employee behavior that can result in accidents and injuries.
- Spending time with each person hired to explain the hazards and safety policies relating to his/her particular work.
- Ensuring that initial orientation of "new hires" is carried out by the Safety Coordinator.
- Making sure that, if a "Competent Person" is required, one is present to oversee operations and instruct employees when necessary.
- Never short-cut safety for expediency, nor allow workers to do so.

- Enforcing safety rules consistently, and following company's discipline and enforcement procedures.
- Conducting a daily, jobsite safety inspection and correcting noted safety violations.

EMPLOYEES

It is the duty of each and every employee to know the safety rules, and conduct his work in compliance with these rules. Disregard of the safety and health rules shall be grounds for disciplinary action up to and including termination. It is also the duty of each employee to make full use of the safeguards provided for their protection. Every employee must receive an orientation when hired and receive a copy of the Company Safety and Health Program. Employee responsibilities include the following:

- Reading, understanding and following safety and health rules and procedures.
- Signing the Policies and Procedures Acknowledgement (see form above).
- Wearing Personal Protective Equipment (PPE) at all times when working in areas where there is a possible danger of injury.
- Wearing suitable work clothes as determined by the foreman.
- Performing all tasks safely as directed by their foreman.
- Reporting ALL injuries, no matter how slight to their foreman immediately, and seeking treatment promptly.
- Knowing the location of first aid, firefighting equipment, SDS log, and other safety devices.
- Attending any and all required safety and health meetings.
- Not performing potentially hazardous tasks, or using any hazardous material until properly trained, and following all safety procedures when performing those tasks.
- Stopping and asking questions if ever in doubt about the safety of any operation

1.6 PROJECT SAFETY & HEALTH COORDINATION

General/Prime Contractor Responsibilities – The prime or general contractor on a jobsite must ensure that procedures are in place to ensure that all subcontractors and/or other employers provide adequate protection from hazards for their employees. In addition, subcontractors must be monitored in order to determine conformance with the jobsite safety plan.

According to OSHA, factors that affect how frequently and closely a prime or general contractor must inspect the jobsite to meet its standard of reasonable care include the following:

- The scale of the project.
- The nature and pace of the work, including the frequency with which the number or types of hazards change as the work progresses.
- How much the prime or general contractor knows both about the safety history and safety practices of the employer it controls and about that employer's level of expertise.
- More frequent inspections are normally needed if the prime or general contractor knows that the subcontractor has a history of non-compliance. Greater inspection frequency may also be needed, especially at the beginning of the project, if the prime or general contractor had never before worked with this subcontractor and does not know its compliance history.
- Less frequent inspections may be appropriate where the prime or general contractor sees strong indications that the subcontractor has implemented effective safety and health efforts. The most important indicator of an effective safety and health effort by the subcontractor is a consistently high level of compliance.

Other indicators include the use of an effective, graduated system of enforcement for non-compliance with safety and health requirements coupled with regular jobsite safety meetings and safety training.

At a minimum, Guyer Brothers may require that other employers under their control identify, provide, and/or implement the following:

- a health & safety program, including written procedures for controlling job-related hazardous operations such as cranes, scaffolding, trenches, confined space, hot work, explosives, hazardous materials, leading edges, etc.
- a Safety Coordinator and Competent Person
- a project safety analysis for the job
- list of work activities requiring planning, design, inspection, or supervision by an engineer, competent person, or other professional
- documentation for required health & safety training
- signed independent contractor agreement
- hazardous chemicals to which jobsite workers may be exposed to while in the workplace along with SDSs, measures to minimize the possibility of exposure, and procedures to follow if workers are exposed
- an emergency response plan
- other documentation such as permits, hazard reports, inspections, uncorrected hazards, accident/incident/near miss reports, etc.

Use the independent contractor agreement on the following page to document subcontractor responsibility for OSHA compliance.

♦ Subcontractor Prequalification Form

Company Information	
Legal Company Name	
Address:	
City, State, Zip	
Federal ID #	
Contact Person	
Telephone	
Fax	
Email	

Safety Performance Statistics

	Year to Date	Last year _____	2 years ago _____	3 years ago _____
Experience Modification Rating (EMR)				
Average number of employees				
Hours worked				
# of Recordable cases				
(G) # of deaths				
(H) # of cases with days away from work				
(I) # cases with job transfer or restriction				
(J) # other recordable cases				
(K) # of days away from work				
(L) # days on job transfer or restriction				
3-year TRIR		(Total # of cases for all 3 years) x 200,000 / Total number of employee hours for all 3 years		

Safety Questionnaire

Does your company have a written safety program? If yes, please attach as PDF or .doc file	☐ Yes ☐No
Does your company perform safety training for all employees? If yes, is documentation available?	☐ Yes ☐No ☐ Yes ☐No
Does your company have a new hire orientation process for all new hires?	☐ Yes ☐No
Do you hold safety meetings? If yes, how frequently?	☐ Yes ☐No _____

OSHA Inspections

Have you had an OSHA inspection in the past 5 years? If yes, were citations issued?	☐ Yes ☐No ☐ Yes ☐No

Please provide any additional details regarding citations issued, inspection numbers, etc.

Safety Program Overview

Please provide any additional information that is pertinent to your safety program below or attach additional documentation.

Certification

Name:	
Signature:	
Title	
Date	

♦ Subcontractor Agreement

_____(Company Name)_____ hereby acknowledges that they are a subcontractor of Guyer Brothers, and therefore agrees to comply with all local, state, and federal laws and regulations, along with policies and procedures that have been established by Guyer Brothers.

It is further understood that in the event of an OSHA site inspection, as related to the work that is being performed, it is the responsibility of _____(Company Name)_____ to immediately correct any safety violations and/or pay any fines that may be levied by OSHA for safety violations.

Agreed by (Print): _____

Signature: _____ Date: _____

1.7 EMERGENCY PLANNING

The purpose of an Emergency Action Plan (EAP) is to facilitate and organize employer and employee actions during workplace emergencies. Before starting a job, site-specific emergency procedures covering the items listed below need to be established and communicated to employees. Please also refer to Guyer Brothers' master Emergency Action Plan & Fire Safety program for additional information.

- Evacuation procedures and emergency escape route assignments.
- Procedures to be followed by employees who remain to operate critical operations before they evacuate.
- Procedures to account for all employees after an emergency evacuation have been completed.
- Rescue and medical duties for those employees who are to perform them.
- Means of reporting fires and other emergencies.
- Names or job titles of persons who can be contacted for further information or explanation of duties under the plan.

Before implementing the site EAP, a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees will be designated and trained. The plan will be reviewed with each employee covered by the plan at the following times:

- Initially when the plan is developed or upon initial assignment.
- Whenever the employee's responsibilities or designated actions under the plan change.
- Whenever the plan is changed.
- The plan will be kept at the worksite and made available for employee review

For small jobsites sites, the following plan has been established. A more detailed plain will be established for larger jobsites. Contact the Safety Coordinator for further information or explanation of duties under the plan.

For those employers with 10 or fewer employees the emergency action plan may be communicated orally to employees and the employer need not maintain a written plan. For more information regarding the company's EAP, please refer to the written Fire Safety & Emergency Action Plan program binder, which includes a copy of the OSHA standards.

It is Guyer Brothers Inc.'s responsibility to review their jobsites to address all potential emergency situations.

FIRE:

The person who discovers the fire should immediately:

- Shout "fire, fire, fire" to alert others of the situation.
- If trained and authorized, attempt to extinguish the fire with appropriate equipment if it can be done without personal risk.
- If possible, Shut off the generator/temporary power source on the way out if possible, otherwise evacuate the jobsite immediately.

- Dial 911 on a cell phone, report the location of the emergency and provide directions to the responders. Remain at the meeting area unless instructed otherwise. The foreman is to account for all employees after emergency evacuation has been completed and assign duties as necessary.

TORNADO:

When a warning is issued by sirens or other means, seek shelter inside. Stay away from outside walls and windows, duck to protect head and neck. Consider the following locations:

- Small interior rooms on the lowest floor and without windows,
- Hallways on the lowest floor away from doors and windows, and
- Rooms constructed with reinforced concrete, brick, or block with no windows.
- Do not stay in a mobile job trailer or vehicle during a tornado.

If you are caught outside during a tornado and there is no adequate shelter immediately available--

- Avoid areas with many trees.
- Crouch for protection beside a strong structure or lie flat in a ditch or low-lying area
- Protect your head with an object or with your arms.

If you're in a vehicle, try to drive to the closest sturdy shelter.

- If the tornado is visible, far away, and the traffic is light, you may be able to drive out of its path by moving at right angles to the tornado. Seek shelter in a sturdy building, or underground if possible.
- If flying debris occurs while you are driving, pull over and park.
    - If you can safely get noticeably lower than the level of the roadway, leave your car and lie in that area, covering your head with your hands.
    - Stay in the car with the seat belt on. Put your head down below the windows; cover your head with your hands and a blanket, coat, or another cushion if possible.
- Avoid seeking shelter under bridges, which can create deadly traffic hazards while offering little protection against flying debris.

Remain sheltered until the tornado threat is announced to be over.

HURRICANE:

Once a hurricane watch has been issued:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Moor any boats securely, or move to a safe place if time allows.
- Continue to monitor local TV and radio stations for instructions.
- Move early out of low-lying areas or from the coast, at the request of officials.
- If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings.
- Collect drinking water in appropriate containers.

Once a hurricane warning has been issued:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Leave areas that might be affected by storm tide or stream flooding.

During a hurricane:

- Remain indoors and consider the following:
  - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and
  - Rooms constructed with reinforced concrete, brick, or block with no windows.

EARTHQUAKE:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

FLOOD:

- Be ready to evacuate as directed designated official.
- Follow the recommended primary or secondary evacuation routes.
- If outdoors:
  - Climb to high ground and stay there.
  - Avoid walking or driving through flood water.
  - If car stalls, abandon it immediately and climb to a higher ground.

BLIZZARD:

If indoors:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
  - Close off unneeded rooms or areas.
  - Stuff towels or rags in cracks under doors.
  - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

If outdoors:

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
  - Prepare a lean-to, wind break, or snow cave for protection from the wind.
  - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
  - Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
  - Turn on the dome light at night when running the engine.
  - Tie a colored cloth to your antenna or door.
  - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

MEDICAL:

1. Contact the appropriate medical emergency phone number (see Emergency Contact list). Provide the following information:
    a. Nature of emergency
    b. Location (address, jobsite, building, etc.)
    c. Caller's name and phone number
2. Do not move the victim unless absolutely necessary.
3. Alert personnel who have been trained in Frist Aid (see First Aid section) on the jobsite to provide assistance prior to the arrival of the professional medics.

SPILL PREVENTION & RESPONSE

Chemicals whether liquid, solid, or gas can spill or leak and be harmful to both personnel and the environment. All chemical substances must be stored in proper containers (preferably closed) and not exposed to storm water. Areas where chemicals may be used or stored must be maintained using good housekeeping best management practices. This includes, but is not limited to, clean and organized storage, labeling, and secondary containment where necessary. A proper spill kit will be maintained in an easily accessible area and will contain the appropriate supplies for materials that may be spilled.

In the event of a spill or chemical release, the following procedures will be initiated:

- Once discovered, all employees must leave the area immediately and notify their supervisor.
- Consult the SDS for the spilled or leaking material to identify potential hazards, protective equipment required, and correct procedures for clean-up.
- Shut off ignition sources, flames, spark producing or heat producing equipment, and provide adequate ventilation.
- If the spill or leak is too big to handle with available equipment, an emergency response team should be notified.

♦ Emergency Information

THIS FORM IS TO BE FILLED OUT BEFORE THE START OF EACH NEW JOB.

JOBSITE INFORMATION	
Jobsite Name	
Address	
Subdivision (if applicable)	
Directions to Jobsite	
Job Phone Contact	
EMERGENCY CONTACT NUMBERS/DIRECTIONS	
Fire Department	
EMS	
Ambulance Service	
Nearest Hospital	
Address	
Directions to Hospital	

1.8 FIRST AID

Before a job starts, Guyer Brothers will ensure that arrangements are in place to render prompt first aid treatment for injured employees either by providing for the availability of a trained first aid provider at the worksite or by ensuring that emergency treatment services are within reasonable proximity of the worksite. First aid refers to medical attention that is usually administered immediately after the injury occurs and at the location where it occurred. It often consists of a one-time, short-term treatment and requires little technology or training to administer. First aid can include the following:

- Cleaning minor cuts, scrapes, or scratches
- Treating a minor burn
- Applying bandages and dressings
- The use of non-prescription medicine
- Draining blisters
- Removing debris from the eyes
- Massage
- The use of hot/cold therapy
- Drinking fluids to relieve heat stress

If medical attention is not available within 4 minutes, then a person who holds a valid certificate in first aid training from the American Red Cross or equivalent must be available on the jobsite at all times. The following employees have been designated as having adequate training to render first aid in the event that medical attention is not immediately available:

Proper equipment for prompt transportation of the injured person to a physician or hospital shall be provided. In the event that the victim is not able to be moved safely, contact the local ambulance service. Please refer to the Emergency Information page of this manual for local ambulance services and emergency contact information.

First aid kits on the jobsite will be kept in a weatherproof container with individual sealed packages for each type of item that has been determined to be appropriate for the environment in which they are to be used. First aid kits will be checked weekly by the jobsite foreman to assure that they are properly stocked and are available at the following locations:

- *Jobsite trucks*

At minimum, each first aid kit will contain the following:

Item	Size	Minimum Quantity
Absorbent compress	32 in^2	1
Adhesive bandages	1x3 inches	16
Adhesive tape	5 yards	1 roll
Antiseptic	0.5 g (0.14 fl oz.)	10 packets
Burn treatment	0.5 g (0.14 fl oz)	6 applications
Medical exam gloves	N/A	2 pair
Sterile pads	3x3 inches	4
Triangular bandage	40x40x56 inches	1
Bloodborne pathogens kit		1

Whenever employees may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body will be provided for immediate emergency use.

1.9 STOP WORK AUTHORITY

As part of our health & safety policy, it is the responsibility of every employee performing work for Guyer Brothers to exercise this Stop Work Authority Policy whenever any person in the work area is at risk of injury. Guyer Brothers strives to provide a culture where this Stop Work Authority program is exercised freely.

Key elements of this program include:

- Employees will receive Stop Work Authority training before initial assignment. Training will be documented including the employee's name, the dates of training, and the subject.
- Employees have the authority and obligation to stop any task or operation where concerns or questions regarding the control of health & safety may exist.
- Employees are responsible to initiate a Stop Work intervention when warranted and management is responsible to create a culture where Stop Work Authority is exercised freely
- Employees will not face any form of retribution or intimidation directed at any individual or company for exercising their right to issue a stop work authority.
- This Stop Work Authority program will be executed in a positive manner.

The following procedure must be initiated whenever an unsafe condition is identified:

- The Stop Work Intervention will be initiated and coordinated through the supervisor
- All affected personnel and supervision will be notified of the Stop Work Issue
- Once work has been stopped, no work may resume until all stop work issues and concerns have been adequately addressed.
- Work may resume only when it has been deemed safe to continue
- After the Stop Work Intervention has been initiated and closed, a follow-up will be completed to assess the effectiveness of the program.

Stop Work Issuance Documentation

- A Stop Work Issuance document will be completed to document the circumstances leading to the Stop Work Intervention.
- Stop Work reports will be reviewed by supervision in order to measure participation, determine quality of interventions and follow-up, trend common issues, identify opportunities for improvement, and facilitate sharing of learning

♦ Stop Work Report

Section 1: Stop Work Issuance			
Location of operation		Date / time	
Supervisor		Phone	
Individual initiating stop work			
Individual performing work			
Work operation or condition (include names of individuals performing work)			
Hazard (as stated by individual initiating stop work)			
Additional observations			

Section 2: Date / Time Informed			
Supervisor		Directorate ESH coordinator	
Building / area manager		Associate laboratory director	
Division / department head		Chief safety officer	
Facility manager			

Section 3: Follow-up Action

Section 4: Restart Concurrence			
Supervisor		Date	
Owner Client		Date	

Section 5: Restart Authorization			
General		Date	

Section 6: Restart Release			
Owner Client		Date	

1.10 OSHA MULTI-EMPLOYER WORKSITE POLICY

On multi-employer worksites, more than one employer may be citable for a hazardous condition that violates an OSHA standard. The following explains how OSHA views multi-employer worksites.

- **THE CREATING EMPLOYER:** The employer that caused the hazardous condition that violates an OSHA standard. Employers must not create conditions that violate OSHA standards. Any employer that does so is citable, even if the only employees exposed are those of other employers at the site.
- **THE EXPOSING EMPLOYER:** The employer whose own employees are exposed to the hazard. Exposure could be observed by an inspector or unobserved (but determined through witness statements or other evidence). In addition, citations may be issued when the possibility exists that an employee could be exposed to a hazard because of work patterns, past circumstances, or anticipated work requirements.
- **THE CORRECTING EMPLOYER:** An employer who is engaged in a common undertaking as the exposing employer, and is responsible for correcting the hazard. This usually occurs where an employer is given the responsibility of installing and/or maintaining particular safety/health equipment or devices. The correcting employer must exercise reasonable care in preventing and discovering violations and meet its obligations of correcting the hazard
- **THE CONTROLLING EMPLOYER:** An employer who has general supervisory authority over the worksite, and has the power to correct safety and health violations or require others to correct them. Control can be established by contract or, in the absence of explicit contractual provisions, by the exercise of control in practice. A controlling employer must exercise reasonable care to prevent and detect violations on the site. The extent of the measures that a controlling employer must implement to satisfy this duty of reasonable care is less than what is required of an employer with respect to protecting its own employees. This means that the controlling employer is not normally required to inspect for hazards as frequently or to have the same level of knowledge of the applicable standards or of trade expertise as the employer it has hired.

If the employer falls into one of these categories, they have obligations with respect to OSHA requirements. OSHA inspectors must determine if employer actions are sufficient to meet those obligations. The extent of the actions required of employers varies based on which category applies. Note that the extent of the measures that a controlling employer must take to satisfy its duty to exercise reasonable care to prevent and detect violations is less than what is required of an employer with respect to protecting their own employees.

1.11 OSHA INSPECTION GUIDELINES

SUPERVISOR:

- Ask to see the OSHA inspector(s) official government identification
- Contact the appropriate Company official immediately
- Name of the authorized Company official: _____
  - Office phone: _____ Extension: _____
  - Cell phone: _____
- Ask the OSHA inspector(s) to wait until the representative above has been reached.
- **Note**: "The inspection shall not be delayed unreasonably to await the arrival of the employer representative. This delay should not exceed one hour." (*OSHA Field Inspection Reference Manual*, Section 6, Chapter II, A 2.b. (2))

COMPANY REPRESENTATIVE:

- Contact Lancaster Safety Consulting Inc. at (888) 403-6026 if you desire. A Lancaster Safety consultant can speak with the OSHA official(s) by phone for the purpose of providing an overview of your occupational health and safety program.
- After meeting the OSHA official(s), an opening conference (sit-down meeting) shall be held. The OSHA official(s) should explain the basis of the inspection, (Accident investigation, complaint, referral, follow-up, or planned local/national emphasis program). You should be advised if the inspection is partial or complete. The opening conference is an important opportunity for the employer to demonstrate the company's "Good Faith" efforts to provide a safe workplace. Discuss safety policies and practices with the compliance officer(s). Present the safety manuals. Emphasize the worker training verification logs, and your new hire training procedures. You should also present OSHA 300 logs, safety committee paperwork, and any other written materials that demonstrate your company's "Good Faith" efforts to comply with the applicable OSHA standards.
- Upon completion of the opening conference, accompany the OSHA inspector(s) on a walk-through inspection of your facility. (Advise the inspector(s) on any areas of your facility that have been predetermined as "trade secret" areas, if applicable). During this walk-through, the inspector(s) will advise you of potential health and safety violations. If possible, take immediate, corrective action to correct hazards while the inspector(s) are present. NOTE: The inspector(s) have the right to interview workers.
- After the walk-through, a closing conference shall be held. The inspector(s) will provide an overview of their findings, and advise you if citations are likely to be issued. (No citations are issued on the same day of an OSHA inspection. OSHA has up to 6-months to issue citations.) The closing conference provides the employer with another opportunity to demonstrate "good faith". Take notes on the inspector(s) closing comments.
- Contact Lancaster Safety Consulting, Inc. at **(888) 403-6026** upon conclusion of the inspection.

TAB 2: JOBSITE HAZARD PREVENTION

2.1 HAZARD IDENTIFICATION

A critical element of any effective safety and health program is a comprehensive worksite analysis that identifies current and potential hazards. This includes a thorough baseline survey to identify unsafe acts and conditions; a job hazard analysis; a self-inspection program, including a system for reporting identified hazards; accident and incident investigation; and analysis of injuries and illnesses.

In addition, OSHA requires that all employers must instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to their work environment to control or eliminate any hazards or other exposure to illness or injury. It is important that Guyer Brothers review each jobsite scope to identify all hazards associated with the work to be performed. This should be completed prior to starting each job.

It is necessary to consider certain general guidelines for assessing the foot, head, eye and face, and hand hazard situations that exist in an occupational or educational operation or process, and to match the protective devices to the particular hazard. It should be the responsibility of the Safety Coordinator to exercise common sense and appropriate expertise to accomplish these tasks. In order to assess the need for PPE and other controls, a survey of the jobsite should be performed. The purpose of the survey is to identify sources of hazards to workers and co-workers. At a minimum, consideration should be given to the following basic hazard categories.

- Impact
- Penetration
- Compression (roll-over)
- Chemical
- Heat
- Harmful dust
- Light (optical) radiation

During the survey the Safety Coordinator should observe:

- sources of motion; i.e., machinery or processes where any movement of tools, machine elements or particles could exist, or movement of personnel that could result in collision with stationary objects;
- sources of high temperatures that could result in burns, eye injury or ignition of protective equipment, etc.;
- types of chemical exposures;
- sources of harmful dust;
- sources of light radiation, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights, etc.;
- sources of falling objects or potential for dropping objects;
- sources of sharp objects which might pierce the feet or cut the hands;
- sources of rolling or pinching objects which could crush the feet;
- layout of workplace and location of co-workers; and (j) any electrical hazards.

In addition, injury/accident data should be reviewed to help identify problem areas.

♦ Jobsite Inspection Checklist

Project Name:	Inspected by:	
Project Location:	Date of Inspection:	
Manual Material Handling	**Yes**	**No**
Are mechanical devices being used in place of manual handling of material?		
Are ropes, slings, chains, hook, cables, and chokers in good condition?		
Proper staging of materials to minimize lifting and carrying?		
Rigging equipment inspected regularly and in good condition?		
Is the handling of bagged material limited to 50 lbs?		
Are carrying handles being used when a single worker is carrying sheeted materials?		
Housekeeping: Slips, Trips and Falls	**Yes**	**No**
Are walking and working surfaces clear and free of debris?		
Are waste and trash containers provided, and used?		
Is there regular removal of waste and trash from the containers?		
Does each worker clean up after themselves?		
Is adequate temporary lighting provided?		
Fire Protection and Prevention	**Yes**	**No**
Are all flammable liquid containers clearly identified?		
Are all flammable liquid containers UL of FM listed?		
Have proper storage practices for flammables been observed?		
Are extinguishers readily accessible and serviced regularly?		
Are hydrants clear and accessible for fire department personnel?		
Have gas cylinders been chained upright with valve caps securely fastened?		
Has there been proper segregation between flammable gasses?		
Proper labeling of full and empty cylinders?		
Are temporary heaters located at a safe distance from combustibles?		
Is ventilation adequate for temporary heaters?		
Electrical	**Yes**	**No**
Are all switch gear, panels, and devices that are energized marked and/or guarded?		
Lockout devices available/used on circuits that could become energized while being worked?		
Are all temporary circuits properly guarded and grounded?		
Are extension cords in continuous lengths without splice?		
Are GFCI's and/or Assured Equipment Grounding Conductor Program being used?		
If temporary lighting is provided, are bulbs protected against accidental breakage?		
Are working surfaces clear of cords so as not to create a tripping hazard?		
Are there a sufficient number of temporary outlets on the job site?		
Any visual signs of outlet overloading?		
Hazard Communication	**Yes**	**No**
Are safety data sheets available on the jobsite?		
Are all containers appropriately labeled with their contents and hazard warnings?		
Have all employees been trained on the specific chemicals in the workplace?		

Barricading	Yes	No
Are floor openings planked and secured or barricaded?		
Are direction signs used to inform the public of upcoming construction work?		
Is the sidewalk protection effective?		
Is a flag person provided to direct traffic when needed?		
Has the person been trained on how to direct traffic and the public?		
Are open excavations, road drop offs, manholes, uneven surfaces barricaded?		
Ladders	**Yes**	**No**
Is the proper ladder for the job being used?		
Are ladders in good condition (no missing or broken rungs)?		
Are there safety shoes/cleats on the bottom of ladders? Are they needed?		
Are non-conductive ladders available for use around live wiring?		
Are ladders tied-off at top or otherwise secured?		
Do side rails extend 36 inches above top of landing?		
Rungs or cleats uniformly spaced 10 - 14 inches apart?		
Are step ladders fully open when in use?		
Personal Protective Equipment	**Yes**	**No**
Is hearing protection available for personnel that may be exposed to noisy conditions?		
Is respiratory protection available to personnel and being used when conditions require them?		
Are safety harnesses, lifelines and shock absorbing lanyards available and being used?		
Are personnel using gloves when handling sharp or rough material?		
Where required, rubber gloves with protectors-insulators being used.		
Is lifesaving equipment available for work over or near water?		
Medical	**Yes**	**No**
Are first-aid kits available and properly stocked?		
Are all emergency phone numbers posted?		
Are employees aware of the address of the site/ capable of giving directions to emergency crew?		
Is anyone trained in first aid and CPR?		
Floor, Wall Openings, Stairways	**Yes**	**No**
Floor and roof openings guarded by guardrails and toe boards or a secured cover.		
Open-sided floors/platforms 6 feet or higher guarded are with railing and toe boards.		
Are stairs with four or more risers equipped with standard hand rail protection.		
Runways four feet or more above ground properly guarded.		
Anchor posts and framing capable of withstanding 200lb load in any direction.		
Tools: Hand and Power	**Yes**	**No**
Are tools free of any obvious physical damage?		
Are tools inspected for frayed or damaged cords?		
Are tools and cords properly grounded (ground pins are in good condition?		
Are double insulated tools in use and in good condition?		
Are the handles on all tools in good condition (not bent, splintered or broken)?		
Are all hoses on air or hydraulic tools in good condition?		
Are all shields and guards in place on the tools and in good condition?		
Operator qualified and instructed to use powder actuated tools?		

Welding and Cutting	Yes	No
• Are non-combustible enclosures, (screens/shields) provided and used when welding?		
• Welding goggles, gloves, and clothing being used by welder?		
• Inspection for fire hazards after welding stops?		
• Are gas cylinder, hoses, regulators, torches, torch tips and welding carts, in good condition?		

Hoist, Cranes and Derricks	Yes	No
• Are cables and sheaves checked?		
• Are slings, hooks, eyelets, chokes inspected?		
• Are load capacities posted in cab?		
• Are power lines at a safe distance?		
• Do cranes have proper barricades around swing radius?		
• Are crane inspection logs with crane?		

Excavation/Trenching	Yes	No
• Have utility companies been notified of proposed excavation work?		
• Are all tools, equipment, and shoring materials readily available prior to job start up?		
• Are overhead utility lines noted and precautions taken to avoid contact with equipment?		
• Is the spoil pile at least two feet from the edge of the excavation?		
• Is the excavation inspected daily or more frequently when conditions could affect the soil?		
• If needed, are barricades, stop logs, properly placed?		
• Has soil classification been made by a competent person?		
• Are excavations five feet or deeper correctly sloped, benched, shored or is a trench box used?		
• Is a ladder or other means of egress provided in trenches or excavations six feet or deeper?		
• When ladders are used, do they extend three feet above the surface and are they secured?		
• Are shoring and shielding systems inspected daily by a competent person?		
• Is the trench backfilled as soon a work is completed?		

Confined Space	Yes	No
• Are all confined spaces properly labeled whether they should not be entered, permit required, or non-permit required along with proper barriers?		
• Do you have a competent person onsite during entry?		
• Have the rescue services been notified that a confined space entry is about to be made or do you have your own trained rescue team?		
• Is atmospheric testing complete and the space is properly ventilated?		
• Do all the entrants have proper training and knowledge of known hazards (oxygen deficiency, chemical inhalation etc.), including the signs of symptoms and results of exposure.		
• Are all entrants wearing the proper protective equipment?		
• If the confined space is deeper than 5 feet, is the retrieval equipment being utilized? (fall arrest harness, lanyards, and tripods)		

• Is the confined space entry permit completed, signed off on, and posted?		
• Is the atmosphere in the space being continually monitored?		

2.2 CONTROL OF HAZARDS

Where feasible, workplace hazards are prevented by effective design of the jobsite and/or supervision of the job. Where it is not feasible to eliminate such hazards, they must be controlled to prevent unsafe and unhealthy exposure. Once a potential hazard is recognized, the elimination or control must be done in a timely manner. These procedures include measures such as the following:

- Maintaining all extension cords and equipment in good working order.
- Ensuring all guards and safety devices are in place and working.
- Periodically inspecting the worksite for safety hazards.
- Establishing a medical program that provides applicable first aid to the site, as well as nearby physician and emergency phone numbers.
- Addressing any and all safety hazards with employees.
- In addition, Guyer Brothers must address the hazards noted in the jobsite specific hazard assessment (see above)

Pinch Points - To avoid these pinch point injuries, appropriate attire should be worn while at work.

- Pants and sleeves should not be too long or too loose.
- Shirts should be fitted or tucked in.
- Avoid wearing loose and dangling jewelry.
- Tie back long hair and tuck braids and ponytails behind you or into your clothing.
- Wear the appropriate, well-fitting gloves for your job.

Before starting a task, take the time to plan out your actions and decide on the necessary steps to work safely. Give your work your full attention. Don't joke around, daydream, or try to multi-task on the job – most accidents occur when workers are distracted. Read and follow warning signs posted on equipment.

Moving Parts - Machinery can pose a hazard with moving parts, conveyors, rollers and rotating shafts. NEVER reach into a moving machine. Properly maintain and always use the machine and tool guards provided with your equipment; they act as barriers between the moving parts and your body. Don't reach around, under or through a guard and always report missing or broken barriers to your supervisor. Turn equipment off and use lockout/tag out procedures before adjusting, clearing a jam, repairing, or servicing a machine.

Caught/crush hazards are not limited to machinery. Vehicles, powered doors, and forklifts can pose a crush hazard unless they have been blocked or tagged out. Never place your body under or between powered equipment unless it is de-energized. Doors, file drawers, and heavy crates can pinch fingers and toes. Take care where you place your fingers. Test the weight before lifting, carrying, and placing boxes; an awkward or heavy load can slip and pinch your hands or feet. Get help or use tools to move large and/or heavy items.

Struck-by - Other workers can avoid danger from moving equipment by staying alert, out of the way, and by never walking under, alongside moving equipment or near power take offs.

2.3 PERSONAL PROTECTIVE EQUIPMENT

PPE for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact."

Workers must use personal protective equipment (PPE) where necessary. However, personal protective equipment is not a substitute for taking all other safety measures. Workers still need to avoid hazards using administrative and engineering controls. Provided below is a summary of jobsite PPE requirements. For further details, see the company's written personal protective equipment program. This program includes a copy of the OSHA Personal Protective Equipment standards (29 CFR 1926 Subpart E).

Refer to the PPE Hazard Assessment

HEAD PROTECTION

- Workers must wear hard hats when overhead, falling, or flying hazards exist or when danger of electrical shock is present.
- Inspect hard hats routinely for dents, cracks, or deterioration.
- If a hard hat has taken a heavy blow or electrical shock, you must replace it even when you detect no visible damage.
- Maintain hard hats in good condition, do not drill, clean with strong detergents or solvents, paint, or store them in extreme temperatures.

EYE AND FACE PROTECTION

- Workers must wear safety glasses or face shields for welding, cutting, nailing (including pneumatic), or when working with concrete and/or harmful chemicals.
- Eye and face protectors are designed for particular hazards so be sure to select the type to match the hazard.
- Replace poorly fitting or damaged safety glasses.

FOOT PROTECTION

- Shoes or boots with slip-resistant and puncture-resistant soles should be worn while on jobsites (to prevent slipping and puncture wounds).
- Safety-toed shoes are recommended to prevent crushed toes when working with heavy rolling equipment or falling objects.

HAND PROTECTION

- High-quality gloves can prevent injury.
- Gloves should fit snugly.
- Glove gauntlets should be taped for working with fiberglass materials.
- Workers should always wear the right gloves for the job (for example, heavy-duty rubber for concrete work, welding gloves for welding).

FALL PROTECTION

- Use a safety harness system for fall protection.
- Use body belts only as positioning devices—not for fall protection.

SAFETY VESTS

- Hi-visibility safety vests must be used when in high-traffic areas or when working around heavy equipment.

2.4 FIRE PREVENTION

Fire prevention is an important part of protecting employees and company assets. Fire hazards must be controlled to prevent unsafe conditions. Once a potential hazard is recognized, it must be eliminated or controlled in a timely manner. At a minimum, the following fire prevention requirements must be met for each site:

- One conspicuously located 2A fire extinguisher (or equivalent) for every floor.
- One 2A conspicuously located fire extinguisher (or equivalent) for every 3000 ft^2.
- No obstructions or combustible materials piled in the exits.

The objective of Guyer Brothers Inc.'s fire prevention plan is to prevent a fire from occurring in a workplace. It describes the fuel sources (hazardous or other materials) on-site that could initiate or contribute to the spread of a fire, as well as the building systems, such as fixed fire extinguishing systems and alarm systems in place to control the ignition or spread of a fire.

For further details, see the company's written personal Fire Safety program. This program includes a copy of the OSHA standards covering standards covering fire protection and prevention.

- Keep jobsites free from accumulation of combustible materials or weeds.
- Locate generators and internal combustion engines located away from combustible materials.
- Store no more than 25-gallons of combustible liquids on site at any one time.
- Provide fire extinguishers near all welding, soldering, or other sources of ignition.
- Keep fire extinguishers easy to see and reach in case of an emergency.
- Maintain a conspicuously located Class B fire extinguisher for each location more than 5-gallons of flammable liquids or gas are stored.
- Provide a minimum of one fire extinguisher per floor. Fire extinguishers should be located within 100 feet of employees for each 3,000 square feet of floor space.
- Don't store flammable or combustible materials in areas used for stairways or exits.
- Avoid spraying of paint, solvents, or other types of flammable materials in rooms with poor ventilation. Build-up of fumes and vapors can cause explosions or fires.
- Store gasoline and other flammable liquids in a safety can outdoors or in an approved storage facility.
- Don't store LP gas tanks inside buildings or enclosed spaces.
- Keep temporary heaters at least 6 feet away from any LP gas container.
- Ensure that leaks or spills of flammable or combustible materials are cleaned up promptly.
- Secure all LP & other gas containers to prevent tip-over.

Classes of Fire

Fires are classified based on the types of fuel (combustibles) that are involved in the fire. The type of fire extinguisher that can be used to fight a fire is dependent on the types of combustibles involved. An ABC fire extinguisher is available at the LSCI office and in the 4th floor hallway near the elevators.

CLASS A - combustibles include common combustible materials (wood, paper, cloth, rubber, and plastics) that can act as fuel and are found in non-specialized areas such as offices. Water, multi-purpose dry chemical (ABC), and halon 1211 are approved fire extinguishing agents for Class A combustibles.

CLASS B - Class B combustibles include flammable and combustible liquids (oils, greases, tars, oil-based paints, and lacquers), flammable gases, and flammable aerosols.

Water should *not be* used to extinguish Class B fires caused by flammable liquids. Water can cause the burning liquid to spread, making the fire worse. To extinguish a fire caused by flammable liquids, exclude the air around the burning liquid. The following fire-extinguishing agents can be used on for Class B combustibles: carbon dioxide & multi-purpose dry chemical (ABC).

CLASS C - Class C fires involve electrical equipment, such as appliances, wiring, circuit breakers and outlets. Never use water to extinguish class C fires since the risk of electrical shock is far too great!

Class D - Class D fires involve combustible metals, such as magnesium, titanium, potassium, and sodium.

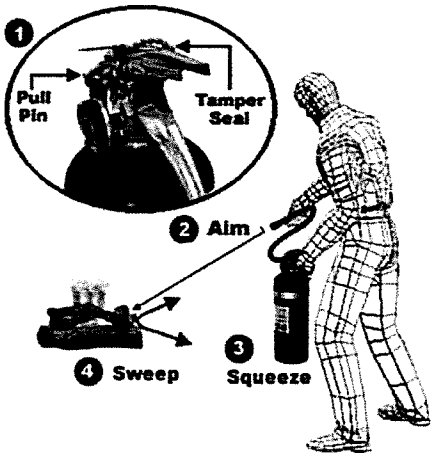
Fire Extinguishers

DO NOT attempt to fight a fire in the following situations:

- You have *ANY DOUBT* that you can extinguisher the fire safely
- The fire is spreading beyond the place where it started
- The fire could spread between you and the nearest fire exit (*ALWAYS* keep your back to the nearest fire exit!)
- You do not have an adequate number of fire extinguishers
- A flammable liquid is burning and not physically contained

When using a fire extinguisher to facilitate safe exit, use the P-A-S-S Method:

1. **PULL**... Pull the pin. This will also break the tamper seal.
2. **AIM**... Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire. Note: Do not touch the plastic discharge horn on CO2 extinguishers, it gets very cold and may damage skin.
3. **SQUEEZE**... Squeeze the handle to release the extinguishing agent.
4. **SWEEP**... Sweep from side to side at the base of the fire until it appears to be out. Watch the area. If the fire re-ignites, repeat steps 2 - 4.



2.5 HOUSEKEEPING & SITE ACCESS

Good housekeeping in the workplace is more than an attempt to keep things looking presentable. It's also an important safety issue. OSHA requires that housekeeping for all jobsites during the course of construction, alteration, or repairs. A messy workplace is not only annoying and inefficient; it creates a number of potential safety hazards:

- Tripping and falling over equipment that doesn't belong on the floor, such as machines, tools, cords, hoses, scrap, and boxes.
- Getting hit by or bumping into objects: For instance, tools left perched on the edge of a roof, shelf or table, or a drawer that's left open.
- Punctures and splinters from sharp tools left lying around, or from rough pieces of wood or other sharp objects.
- Serious electrical hazards such as cords left near heat or water.
- Fire hazards, including flammable liquids or scrap left near ignition sources; dust or lint on machinery; or materials blocking fire exits or equipment.
- Chemical exposure or spills when chemical containers are left open.
- Chemical reactions from open chemical container contents exposed to other chemicals, water, or air.
- Potential fatalities if obstacles inhibit an emergency evacuation
- Potential injuries from falling objects.

The best way to prevent these dangers is assign a specific storage place for each item, and then insist that every item be kept in its assigned place whenever it is not in use.

Some basic housekeeping requirements include the following:

- Assign a specific storage place for each item, and then insist that every item be kept in its assigned place whenever it is not in use.
- Form and scrap lumber with protruding nails, and all other debris must be kept cleared from work areas, passageways, and stairs, in and around buildings or other structures.
- Keep all walkways and stairways clear of trash/debris and other materials such as tools and supplies to prevent tripping.
- Keep boxes, scrap lumber and other materials picked up. Put them in a dumpster or trash/debris area to prevent fire and tripping hazards.
- Provide enough light for workers to see and to prevent accidents.
- Containers should be provided for the collection and separation of waste, trash, oily and used rags, and other refuse.
- Containers used for garbage and other oily, flammable, or hazardous wastes, such as caustics, acids, harmful dusts, etc. must be equipped with covers.
- All garbage and other waste should be disposed of at frequent and regular intervals.

WASTE MANAGEMENT

Before starring work on a job, all project wastes, trash, and/or scrap must be taken into consideration. The waste that will be generated must be estimated and the need for containers and waste removal, if necessary, can be determined.

Waste materials must be properly stored and handled to minimize the potential for an accident or injury due to excessive clutter, the potential for a spill, or impact to the environment. During outdoor actives, receptacles must be covered to prevent dispersion of waste materials and to control potential runoff.

Before a job, employees must be instructed on the proper disposal method for wastes, including general instruction on disposal of non-hazardous wastes, trash or scrap metals. If wastes generated are classified as hazardous, employees must be trained to ensure proper disposal.

To minimize environmental impact, recycling is encouraged. All recyclable wastes should be segregated to ensure opportunities for reuse or recycling.

2.6 STAIRWAYS AND LADDERS

Stairways and ladders are pretty uncomplicated devices. But, unfortunately, they cause more than their share of accidents. These accidents happen when people select the wrong ladder for the job, don't inspect it before using it, or get careless about how they use it. The basics of stairway and ladder safety are a combination of a little bit of knowledge and a lot of common sense.

OSHA is quite specific about design, inspection, and use of stairways and ladders. Regulations covering these areas are covered under 29 CFR 1926 Subpart X. These regulations describe everything from how far apart ladder rungs should be (1 foot) to specific "do's and don'ts" when you're working on stairways and ladders. You don't have to be concerned about design, but you should know what to look for to determine if stairways and ladders are safe to use.

Provided below is a summary of safety items covering safe stairway and ladder use.

- Install permanent or temporary guardrails on stairs before stairs are used for general access between levels to prevent someone from falling or stepping off edges.
- Do not store materials on stairways that are used for general access between levels.
- Keep hazardous projections such as protruding nails, large splinters, etc. out of the stairs, treads or handrails
- Report and correct any slippery conditions on stairways before they are used.
- Keep manufactured and job-made ladders in good condition and free of defects.
- Inspect ladders before use for broken rungs or other defects so falls don't happen. Discard or repair defective ladders.
- Secure ladders near the top or at the bottom to prevent them from slipping and causing falls.
- When you can't tie the ladder off, be sure the ladder is on a stable and level surface so it cannot be knocked over or the bottom of it kicked out.
- Place ladders at the proper angle (1 foot out from the base for every 4 feet of vertical rise).
- Extend ladders at least 3 feet (3 rungs) above the landing to provide a handhold or for balance when getting on and off the ladder from other surfaces.
- Do not set up a ladder near passageways or high traffic areas where it could be knocked over.
- Use ladders only for what they were made and not as a platform, runway, or as scaffold planks.
- Always face the ladder and maintain 3 points of contact when climbing a ladder.

2.7 FALL PROTECTION IN CONSTRUCTION

Though it's obvious that anyone who works high above the ground runs the risk of falling, a surprising number of workers seem to think it can't happen to them. This is a particular problem in construction, where several workers die each day from falls and many more are injured.

The workers at a specific site may change from day to day, and each site may have workers and equipment from more than one company. In addition, construction work often takes place outdoors, where weather can add to the hazards.

FLOOR AND WALL OPENINGS

- Install guardrails around openings in floors and across openings in walls when the fall distance is 6 feet or more. Be sure the top rails can withstand a 200-lb load.
- Construct guardrails with a top rail approximately 42 inches high with a mid-rail about half that high at 21 inches.
- Install toe boards when other workers are to be below the work area.
- Cover floor openings larger than 2x2 inches with material to safely support the working load.

ALTERNATIVES

- Use other fall protection systems such as slide guards, roof anchors or alternative safe work practices when a guardrail system cannot be used.
- Wear proper slip-resistant shoes or footwear to lessen slipping hazards.
- Train workers in safe work practices before performing work on foundation walls, roofs, trusses or before they perform exterior wall erections and floor installations.

REINFORCING STEEL (REBAR)

- All protruding reinforcing steel, onto and into which employees could fall, shall be guarded to eliminate the hazard of impalement.
    - Guard all protruding ends of steel rebar with rebar caps or wooden troughs, or
    - Bend rebar so exposed ends are no longer upright.
    - When employees are working at any height above exposed rebar, fall protection/ prevention is the first line of defense against impalement.

AERIAL LIFTS

- Only trained persons are permitted to operate an aerial lift.
- Lift controls must be tested daily before using the lift, to ensure that they are in good working condition.
- Never belt-off to an adjacent pole, structure or equipment while working from an aerial lift.
- Always stand firmly on the floor of the basket, do not sit or climb on the edge of the basket, or use planks, ladders or other devices for a work position.
- Fall protection equipment must be worn and attached to the boom or basket when working from an aerial lift.
- Boom and basket load limits specified by the manufacturer must not be exceeded.
- Brakes and positioning outriggers, when used, must be set on pads or a solid surface.
- Install wheel chocks before using an aerial lift on an incline.
- Control functions must be plainly marked.

WORKING ABOVE OR ADJACENT TO WATER

When working over or adjacent to water, all jobsites shall adhere to the following guidelines:

- Employees working over or near water, where the danger of drowning exists, shall be provided with U.S. Coast Guard-approved life jackets or buoyant work vests.
    - When continuous fall protection is used (without exception) to prevent employees from falling into the water, the drowning hazard has effectively been removed, and life jackets or buoyant work vest are not needed.
    - Prior to and after each use, the buoyant work vests or life preservers shall be inspected for defects which would alter their strength or buoyancy. Defective units shall not be used.
- Ring buoys with at least 90 feet of line shall be provided and readily available for emergency rescue operations. The distance between ring buoys shall not exceed 200 feet.
- At least one lifesaving skiff shall be immediately available at locations where employees are working over or adjacent to water.
    - The lifesaving skiff needs to be located on the side of the river that is nearest to the construction being performed.
    - Those who are to operate the lifesaving skiff must have an understanding as to how the boat operates. Allen Rose will communicate this to the employees.
    - The lifesaving skiff shall be inspected regularly to assure proper function of the lifesaving skiff in the event the lifesaving skiff is needed.
- The use of safety nets as fall protection during marine construction activities usually will not eliminate the drowning hazard. In many cases (such as in bridge construction) there is a risk that materials heavy enough to damage the nets may fall. In such cases the personal flotation device, ring buoys, and lifesaving skiffs are still required.
- Employees working over or near water must be adequately trained in their responsibilities and the safe work practices associated with this task. Training will be provided prior to performing job duties requiring work near water, conducted annually, and maintained in a centralized location.
- A pre-task plan is required to be completed and signed by all members of the crew that may be working over or near water before the work may begin.
- Employees who will be performing work over or near water, where the danger of drowning exists, are not permitted to work alone at any time.
- Working under the influence of alcohol or illegal drugs may impair an employee's ability to make good judgment, therefore is the use of these substances are strictly prohibited
- Personal weapons such as firearms, pocket knives, tasers, etc. are strictly prohibited from the job site.

2.8 FALL PROTECTION SYSTEMS WHEN WORKING FROM HEIGHTS

All fall protection equipment and systems will meet the requirements of applicable ANSI, ASTM, or OSHA requirements. The requirements for specific fall protection systems are outlined below.

GUARDRAIL SYSTEMS

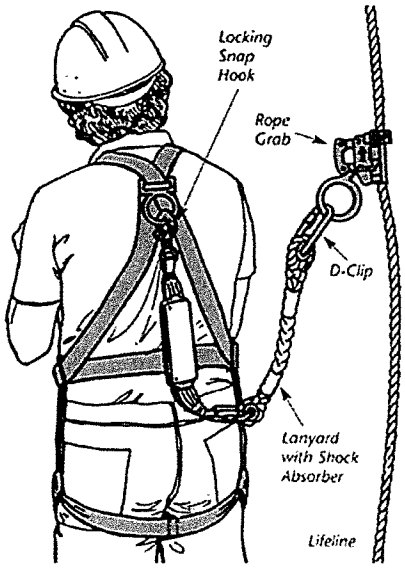
- Top rail 42 inches above the walking/working level.
- Mid-rail (or suitable alternative) 21 inches above walking/working level.
- Ability to withstand a force of at least 200 pounds in any outward or downward direction.
- Surfaced as to prevent injury from puncture, laceration, or snagging of clothing.
- Designed so as not to constitute a projection hazard.
- Inspected at regular intervals.

SAFETY NET SYSTEMS

- Installed as close as practicable under the walking/working surface, but in not more than 30 feet (9.1 meters) below such level.
- Extend outward from outermost projection of the work surface.
- Installed with sufficient clearance under them to prevent contact with the surface due to impact on the net.
- Capable of absorbing an impact force equal to that produced by the drop test specified in OSHA's fall protection standard.
- Inspected at least weekly for wear, damage, and/or deterioration defective components removed.
- Mesh opening not to exceed 36 square inches (230 square centimeters) nor be longer than 6 inches (15 centimeters) on any side.

PERSONAL FALL ARREST SYSTEMS

A personal fall arrest system is one option of protection that OSHA requires for workers on construction sites who are exposed to vertical drops of 6 feet or more.



- Connectors, D-rings, snap-hooks, lanyards, lifelines and anchorage are designed, constructed and installed according to specifications addressed in OSHA's fall protection standard.
- Limit maximum arresting force on an employee to 900 pounds when used with a body belt (as a positioning device), 1,800 pounds when used with a body harness.
- Rigged such that employees can neither free fall more than 6 feet (1.8 meters) nor contact any lower level.
- Bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet (1.07 meters); and
- Have sufficient strength to withstand twice the potential impact energy of a person who is free falling a distance of 6 feet (1.8 meters) or the free fall distance permitted by the system, whichever is less.

- The anchorage connector must be attached to a suitable and strong attachment point
- Body belts and related components may be used only for employee positioning and not for fall protection.
- Personal fall arrest systems and components subject to impact loading shall be removed from service until inspected and approved for use by the Competent Person.
- In the event of a fall, employees will be promptly rescued.
- Personal fall arrest systems and their components must be inspected prior to each use for wear, damage and/or deterioration with defective components removed.
- Never attach to a guardrail systems.
- Components of a fall arrest system must be used only for employee fall protection or positioning and not to hoist materials.

HARNESS INSPECTION

- Belts and rings:
  - For harness inspections begin at one end, hold the body side of the belt toward you, grasping the belt with your hands six to eight inches apart. Bend the belt in an inverted "U." Watch for frayed edges, broken fibers, pulled stitches, cuts or chemical damage. Check D-rings and D-ring metal wear pads for distortion, cracks, breaks, and rough or sharp edges. The D-ring bar should be at a 90 degree angle with the long axis of the belt and should pivot freely.
  - Attachments of buckles and D-rings should be given special attention. Note any unusual wear, frayed or cut fibers, or distortion of the buckles. Rivets should be tight and un-removable with fingers. Body side rivet base and outside rivets should be flat against the material. Bent rivets will fail under stress.
  - Inspect frayed or broken strands. Broken webbing strands generally appear as tufts on the webbing surface. Any broken, cut or burnt stitches will be readily seen.
- Tongue Buckle:
  - Buckle tongues should be free of distortion in shape and motion. They should overlap the buckle frame and move freely back and forth in their socket. Rollers should turn freely on the frame. Check for distortion or sharp edges.
- Friction Buckle:
  - Inspect the buckle for distortion. The outer bar or center bars must be straight. Pay special attention to corners and attachment points of the center bar.

LANYARD INSPECTION

When inspecting lanyards, begin at one end and work to the opposite end. Slowly rotate the lanyard so that the entire circumference is checked. Spliced ends require particular attention. Hardware should be examined under procedures detailed below.

- **HARDWARE**
  - *Snaps*: Inspect closely for hook and eye distortion, cracks, corrosion, or pitted surfaces. The keeper or latch should seat into the nose without binding and should not be distorted or obstructed. The keeper spring should exert sufficient force to firmly close the keeper. Keeper rocks must provide the keeper from opening when the keeper closes.

- *Thimbles*: The thimble (protective plastic sleeve) must be firmly seated in the eye of the splice, and the splice should have no loose or cut strands. The edges of the thimble should be free of sharp edges, distortion, or cracks.

- Lanyards
  - *Steel Lanyards*: While rotating a steel lanyard, watch for cuts, frayed areas, or unusual wear patterns on the wire. The use of steel lanyards for fall protection without a shock-absorbing device is not recommended.
  - *Web Lanyard*: While bending webbing over a piece of pipe, observe each side of the webbed lanyard. This will reveal any cuts or breaks. Due to the limited elasticity of the web lanyard, fall protection without the use of a shock absorber is not recommended.
  - *Rope Lanyard*: Rotation of the rope lanyard while inspecting from end to end will bring to light any fuzzy, worn, broken or cut fibers. Weakened areas from extreme loads will appear as a noticeable change in original diameter. The rope diameter should be uniform throughout, following a short break-in period. When a rope lanyard is used for fall protection, a shock-absorbing system should be included.
- Shock-Absorbing Packs
  - The outer portion of the shock-absorbing pack should be examined for burn holes and tears. Stitching on areas where the pack is sewn to the D-ring, belt or lanyard should be examined for loose strands, rips and deterioration.

Visual Indication of Damage to Webbing and Rope Lanyards

- Heat - In excessive heat, nylon becomes brittle and has a shriveled brownish appearance. Fibers will break when flexed and should not be used above 180 degrees Fahrenheit.
- Chemical - Change in color usually appears as a brownish smear or smudge. Transverse cracks appear when belt is bent over tight. This causes a loss of elasticity in the belt.
- Ultraviolet Rays - Do not store webbing and rope lanyards in direct sunlight, because ultraviolet rays can reduce the strength of some material.
- Molten Metal or Flame - Webbing and rope strands may be fused together by molten metal or flame. Watch for hard, shiny spots or a hard and brittle feel. Webbing will not support combustion, nylon will.
- Paint and Solvents - Paint will penetrate and dry, restricting movements of fibers. Drying agents and solvents in some paints will appear as chemical damage.

Cleaning of Equipment

Basic care for fall protection safety equipment will prolong and endure the life of the equipment and contribute toward the performance of its vital safety function. Proper storage and maintenance after use is as important as cleaning the equipment of dirt, corrosives or contaminants. The storage area should be clean, dry and free of exposure to fumes or corrosive elements.

- **Nylon and Polyester** - Wipe off all surface dirt with a sponge dampened in plain water. Squeeze the sponge dry. Dip the sponge in a mild solution of water and commercial soap or detergent. Work up a thick lather with a vigorous back and forth motion. Then wipe the belt dry with a clean cloth. Hang freely to dry but away from excessive heat.

- **DRYING** - Harness, belts and other equipment should be dried thoroughly without exposure to heat, steam or long periods of sunlight. System consists of:
    - Anchorage Connector
    - Shock Absorbing Lanyard
    - Full Body Harness

POSITIONING DEVICE SYSTEMS

- Rigged such that an employee cannot fall more than 2 feet (.9 meters).
- Secured to an anchorage capable of supporting at least twice the potential impact load of an employee's fall or 3,000 pounds, whichever is greater.
- Connectors, D-rings, and snap-hooks are designed, constructed, and installed according to specifications addressed in OSHA's fall protection standard.
- Inspected prior to each use to wear, damage and/or deterioration with defective components removed.

WARNING LINE SYSTEMS

- Erected around all sides of the roof work area.
- Erected not less than 6 feet (1.8 meters) from roof edge when mechanical equipment is not being used.
- Points of access, materials handling areas, storage areas and hoisting areas shall be connected to work area by an access path formed by two warning lines.
- Consist of ropes, wires or chains and supporting stanchions erected according to OSHA's fall protection standard.
- No employee allowed in area between roof edge and warning line without fall protection or dedicated safety monitor.
- Mechanical equipment on roofs used or stored only in areas where employees are protected by a warning line system, guardrail system or personal fall arrest system.

CONTROLLED ACCESS ZONES

- Defined by a control line or other means that restricts access and flagged at 6-foot intervals for visibility.
- Control line to have a minimum breaking strength of 200 pounds.
- All employees working in a CAZ must comply promptly with fall hazard warnings from safety monitors.

SAFETY MONITORING SYSTEMS

- Before using a safety monitoring system, a company official must be notified.
- A Competent Person will be designated to monitor the safety of other employees.
- The Competent Person must not have any other responsibilities that could draw attention away from the safety monitoring duties. Duties include:
    - Recognizing fall hazards
    - Warn employees working under unsafe conditions or performing unsafe acts
    - Remain on same working surface and within visual sighting distance of employees
    - Remain close enough to employees communicate orally

- Shall not have other responsibilities that could draw attention away from safety monitoring duties

COVERS

- Secured when installed so as to prevent accidental displacement by wind, equipment, or employees
- Capable of supporting at least twice the maximum load to which it is exposed (i.e., vehicles, equipment, workers)

Color-coded or marked with the work "HOLE" or "COVER" to provide warning of the hazard

♦ Fall Protection Checklist

Construction work six or more feet high requires:

- ❑ Walking/working surfaces approved to hold workers safely
- ❑ Employees trained to recognize fall hazards and use protective systems
- ❑ Fall protection systems for workers
- ❑ Procedures to prevent objects from falling.

Standard fall protection systems:

1. Guardrails:

- ❑ Constructed at least 42 inches in height
- ❑ Mid-rails and screens are located where there is no wall higher than 21 inches
- ❑ Able to withstand force of at least 200 pounds
- ❑ Construction materials that can't puncture skin or snag clothes
- ❑ No steel or plastic bands for top or middle rails.

2. Safety nets:

- ❑ 30 feet or less below elevated walking/working surface
- ❑ Strong rope border, with mesh openings smaller than 36 inches-square or 6 inches per side
- ❑ Strength certified or tested by dropping a 400 pound, 30-inch diameter bag of sand
- ❑ Inspected weekly for wear, damage, and deterioration
- ❑ Removed from use if not in top condition.

3. Personal fall arrest system:

- ❑ Body harness or belt connected to fixed anchor by lanyard, lifeline, or deceleration device.
- ❑ Prevent contact with lower level and more than six feet of free fall.
- ❑ Positioning device style used on elevated vertical surface work.
- ❑ Not used to hoist materials.
- ❑ Inspected before use. Not used if inspection reveals:
    - ❑ Cuts, tears, abrasions, deterioration, undue stretching
    - ❑ Mold
    - ❑ Distorted hooks, faulty hook springs
    - ❑ Nonfunctioning parts
    - ❑ Loose or damaged mountings
    - ❑ Tongues that don't fit shoulder of buckles
    - ❑ Contact with fire, acid, or other corrosives
    - ❑ Alterations or additions that limit effectiveness.
- ❑ Self-locking, self-closing connectors preferred
- ❑ Anchor can support at least 5,000 pounds per attached employee
- ❑ Can't connect to platform supports or suspension points, guardrails, or hoists
- ❑ Avoid connecting to rough or sharp edge; tie off to "H" or "I" beam only with webbing lanyard or lifeline with wire core
- ❑ Must not connect with one-and-one sliding hitch knot; avoid any hitch knot
- ❑ Use only when rescue system is in place.

Acceptable fall protection for special defined situations:

1. Warning line system:

- ❑ Lines placed at least six feet from and all around roof edge
- ❑ Used only with guardrail, safety net, and/or personal fall arrest systems or safety monitoring system.

2. Controlled access zone:

- ❑ Area with unprotected edge set off by rope, wire, or tape lines
- ❑ Entry by authorized personnel only
- ❑ Lines run length of unprotected edge, at least 6 feet in (10 feet for overhand bricklaying) and connected to guardrail or wall at ends.

3. Safety monitoring system:

- ❑ Used when the three standard protections are not feasible or would create greater hazard and/or with warning line system
- ❑ Places monitor on elevated surface with workers, close enough to be heard
- ❑ Monitor identifies hazards and warns workers.

4. Hole covers:

- ❑ Identified by name or color.
- ❑ Secure enough not to move accidentally.
- ❑ Strong enough for twice the weight they might have to hold.

5. Fall protection plan:

- ❑ Site-specific, written by competent employer-authorized person
- ❑ Last-resort option for leading edges, precast concrete erection, or residential construction
- ❑ Explains why the three standard protections are not feasible or could create greater hazard
- ❑ Explains procedures/equipment to reduce or eliminate fall hazard
- ❑ Creates controlled access zones; names employees who can enter
- ❑ Explains when and how safety monitoring system will be used.

6. Roof work

- ❑ Safe access and egress paths have been established.
- ❑ Ladders are tied off and properly secured
- ❑ The risk for falling objects has been assessed.
- ❑ Any overhead obstructions have been identified.
- ❑ Existing overhead services crossing or adjacent to the work area have been considered.
- ❑ Ducts or air outlets on the roof have been considered and any hazards from fumes have been mitigated.
- ❑ Barriers/ edge protection are in place to prevent people/materials from falling.
- ❑ If necessary, guard rails & toe boards/anchorage points are provided for safety harnesses to prevent falls over the edge of the roof.
- ❑ Necessary PPE is available and is being worn by employees.

  Note PPE in use:

  _____

  _____

General fall prevention precautions:

- ❑ Wear sturdy shoes with nonskid soles and buckles, snaps, or short laces.
- ❑ Avoid long, loose pants.
- ❑ Walk slowly, don't run.
- ❑ Watch where you're going
- ❑ Clean up all spills promptly.
- ❑ Take special care on wet or icy surfaces.
- ❑ Carry no more materials than you can see over.
- ❑ Keep only needed materials on aboveground work areas.
- ❑ Keep materials as far away from the edge as possible.
- ❑ Dispose of trash regularly and properly.
- ❑ Stay away from edges.
- ❑ Obey all verbal warnings, signs, and barriers.
- ❑ All protruding reinforcing steel, onto and into which employees could fall, shall be guarded to eliminate the hazard of impalement.
- ❑ Weather conditions are appropriate (no rain, snow, ice, etc.)

Protection from falling objects:

- ❑ Wear hard hat when objects might fall from above.
- ❑ Install guardrails, screens, or toeboards at least 3 1/2 inches high, plus screen or panel if nearby materials are taller than toeboard, OR
- ❑ Install canopy that will not collapse or be penetrated by falling objects, and place objects where they can't accidentally go over edge, OR
- ❑ Install barricades in area where objects could fall, keep employees out of barricaded area, and place overhead objects where they can't accidentally go over edge.
- ❑ Place only stable and self-supporting objects near roof edge.
- ❑ Store mortar and masonry equipment at least four feet from edge.
- ❑ Remove mortar scrap regularly.
- ❑ Keep roofing materials at least six feet from edge if there are no guardrails.

2.10 JOB HAZARD ANALYSIS

Hazards analysis can get pretty sophisticated and go into much detail. Where the potential hazards are significant and the possibility for trouble is quite real, such detail may well be essential. However, for many processes and operations — both real and proposed — a solid look at the operation or plans by a variety of affected people may be sufficient. The easiest and possibly most effective method is using the step-by-step process of the Job Hazard Analysis (JHA), which is sometimes referred to as a Job Safety Analysis (JSA).

Job Hazard Analysis (JHA) is based on the following ideas:

- A specific job or work assignment can be separated into a series of relatively simple steps.
- Hazards associated with each step can be identified.
- Solutions can be developed to control each hazard.

Job Hazard Analysis is a relatively simple process that involves the following four basic steps:

- Select the job to be analyzed. In performing JSA, the term "job" is used to describe a single task or operation workers do as part of their occupation; it is a definite sequence of steps or separate activities that lead to the completion of a work goal.
- Separate the job into its basic steps.
- Identify the hazards associated with each step.
- Control each hazard.

Through this process, responsible officials can determine the safest, most efficient manner of performing a given job. JHA systematically carries out the basic strategy of accident prevention: The recognition, evaluation, and control of hazards.

Once a JHA has been developed, it is prepared in chart form, listing the basic job steps and the corresponding hazards and safe procedures for each step. A completed JHA chart can then be used as a training guide for employees; it provides a logical introduction to the work, its associated hazards, and the proper and safe procedures to be followed.

For experienced workers, a JHA chart is reviewed periodically to maintain a safety-awareness on the job and to keep abreast of current safety procedures. Review is also useful for employees who have been assigned new or infrequent tasks.

♦ Job Hazard Analysis Form

Job task: _____ **Date:**

Job location: _____ **Prepared by:** _____

Supervisor: _____ **Reviewed by:** _____

Required and/or recommended personal protective equipment: **Approved by:**

☐ Hard hat ☐ Safety Glasses ☐ Steel toed boots ☐ High-vis vest ☐ Fall arrest harness

☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____

Sequence of basic job steps *Beware of being too detailed. Record only the information needed to describe each job action. Rule of thumb, no more than 10 steps/tasks being evaluated.*	**Potential accidents or hazards** *Hazard Classification Categories: struck by/against; caught in/between; slip, trip, or fall; overexertion; ergonomic (awkward Postures, excessive Force, vibration, repetitive motion)*	**Recommended safe job procedure** *Hazard Control Categories: Engineer out (new way to do, change physical conductions or work procedures, adjust/modify/replace work station components/tools, decrease performance frequency); personal protective equipment (PPE); training; improve housekeeping*

♦ Risk Analysis Form

Project #:	Client Name:	Project Location:
Date of JSA:	Contractor:	Sub-Contractor:
Date of Work:	Project JSA Name:	

HAZARD RISK RATING

Z kdw#dln#kh#frqvlghuhg#lq#kdcdug#dqdo|vlv#dqg#rffxuulqj#B#Frqvlghu#kdw#kdsshq#lq#sdvw#sduedeo#frqvlqxhqfh#dqg#hdfk#z kdw#xqvdihw#wr#kdsshq#dqg#z kdw#dfwlrqv#kdyh#wdnhq#wr#uhgxfh#lwv#ulvnv#B	Z kdw#dfwlrqv#kdyh#wdnhq#wr#uhgxfh#lwv#ulvnv#frqvlqxhqfh#dqg#Vwdwh#rffxuulqj#	4: Wdnh#Vwhs#4#fdwhjrulh#dqg#vhdfnlqj#frqqhfwlrqv# 51Wdnh#Vwhs#5#dwwdfnlqj#dqg#hdfnlqj#frqqhfwlrqv# 61Xvh#kdh#dqg#frqvlghu#khdh#kdh#ehdwlqj#vhfxuvlwlhv#dqg#hdwlqj#dqg#dwwhqwlrqv# K#B#Kljk#V#B#Vhulrxv#P #B#P hgldp #D#B#Drz #

H{wuhp h#	P xoslsoh#dwwdfnv#qr# shup dqhqw#dqdoqrv#	Dqp rvv#	Iv#h{shfwhg#xqrffxu#g# p rv#Flfxp vwdqfhv#		Insignificant	Minor	Major	Critical	Extreme
Fulwlfdo#	Vlqjoh#dwwdfn|#qr# shup dqhqw#dqdoq|#	Fhuwdlq#							
P dqq#	P hglfdo#wdnhq hqw#qr#uhrv# wp h#dqdo	#	Olnhq	#	Z lo#sureded	#rffxu#dwwdfn# rqfh#					
P lqqr#	Ilw#lq#wdnhq hqw#	Srvvleoh#	Hyhqwp ljk#rffxu#wp rp h# wp h#						
Iqvwjqlilfdqw#	Iqfqhqw#qr#hdu#p lv#qqr# wdnhq hqw#	Xqdnhq|2Udh	Hyhqw#qrwh{shfwhg#xqrffxu#qr#rqq|#qqh{fhswlqqdo# flfxp vwdqfhv#	Ohhdqqg#	Almost Certain	M	S	H	H	H
						Likely	M	M	S	H	H
						Possible	L	M	M	S	S
						Unlikely/ Rare	L	L	M	M	S

Process/Activity	Job/Task Hazard Sub Category	Hazardous Element (List the hazards relating to the work)	Hazard Risk Rating (prior to control)	Controls (List the controls to manage each of the hazards)	Hazard Risk Rating (After Controls)	Comments and/or Assigned to

2.11 HAZARD COMMUNICATION

Chemicals pose a wide range of health hazards (such as irritation, sensitization, and carcinogenicity) and physical hazards (such as flammability, corrosion, and reactivity). In order to ensure that the hazards associated with chemicals are conveyed to employers and employees, OSHA requires chemical manufacturers and importers to evaluate the hazards of the chemicals they produce or import and to provide information about them through labels on shipped containers and detailed safety data sheets.

Written Program

Construction processes and other operations performed at the various Guyer Brothers jobsites sometimes require the use of hazardous materials and/or chemicals. Guyer Brothers has developed a written Hazard Communication Program that describes how the criteria for labels and other forms of warning, safety data sheets, and employee information and training are addressed. A copy of this program will be kept in the main office and will be made available for review by any employee, upon request.

Safety Data Sheets (SDS)

SDSs must be retained for each hazardous chemical used in the workplace. The SDS log will be maintained in an organized fashion and will be readily available to employees and is maintained in the trucks at the jobsite. If a new chemical is used at the jobsite, the site foreman will ensure that the SDS is received from the distributor and appropriately filed.

The site foreman must provide other contractors, temporary workers, and/or employees of other employers on the jobsite who may be exposed to hazardous chemicals used by Guyer Brothers with the following information:

- Location of onsite SDS for each hazardous chemical that they may be exposed to while working
- Precautionary measures that need to be taken to protect employees during normal operating conditions in foreseeable emergencies
- The labeling system used
- Procedures to follow if they are exposed

In addition, each contractor or sub-contractor must provide any information concerning chemical hazards the sub-contractor is bringing into the workplace, and vice versa.

Chemical Labeling

Each container of a hazardous chemical that is used in or around the work area must be properly labeled, tagged, or marked with a product identifier; signal word; hazard statement(s); pictogram(s); precautionary statement(s); and the name, address, and telephone number of the chemical manufacturer, importer, or other responsible party. The labels must be prominently displayed, and in English, although other languages may also be included, if necessary.

It is the responsibility of the site foreman to verify that each container of hazardous chemicals in the workplace is appropriately labeled. Worn and torn labels must be replaced. It is the responsibility of employees to report inappropriate labels or the need to replace them to the foreman. Labels are not to be defaced or removed.

Alternative Labeling Systems

For hazardous chemical containers that have no labels from the manufacturer (usually secondary containers that are used when contents from a manufacturer's container are poured into another container), the site foreman will assure that labels that provide the required information are affixed to the container.

Alternative labeling systems such as the National Fire Protection Association (NFPA) 704 Hazard Rating and the Hazardous Material Information System (HMIS III) may be used to convey the hazards associated with chemicals in workplace containers. After June 1, 2016, the information supplied on these labels must be consistent with the revised HCS, e.g., no conflicting hazard warnings or pictograms.

Emergency Response to Hazardous Substances

For construction companies not normally involved in hazardous waste cleanups:
If any substance of unknown origin is found, company policy is to LEAVE IT ALONE!
Immediately evacuate the area, and contact the nearest hazardous material response team.
Do not allow employees on site until declared safe by the response team.

Hazardous Material Identification System and Labeling System

The Hazardous Material Identification System (HMIS III) provides a format for hazard determinations, complies with the OSHA Hazard Communication Standard, and simplifies the employee training and information process. This system was developed by the paint manufacturers (National Paint and Coatings Association) to address situations more common to their environment than those encountered by firefighters.

The HMIS provides clear, recognizable information to employees by standardizing the presentation of chemical information. This is accomplished by using color codes corresponding to the hazards of a product, assigning numeric ratings to indicate the degree of severity of health effects, flammability, and stability/reactivity hazards, along with providing alphabetical codes to designate appropriate personal protective equipment (PPE) employees should use while handling the material.

Hazard severity is indicated by a numerical rating that ranges from zero (0), indicating a minimal hazard, to four (4), indicating a severe hazard. The information is arranged using a color bar system as follows. A blue bar at the top provides health information, a red bar at second from the top indicates flammability, a yellow or orange bar second from the bottom physical properties or instability/reactivity, and a white bar at the bottom addresses personal protective equipment.

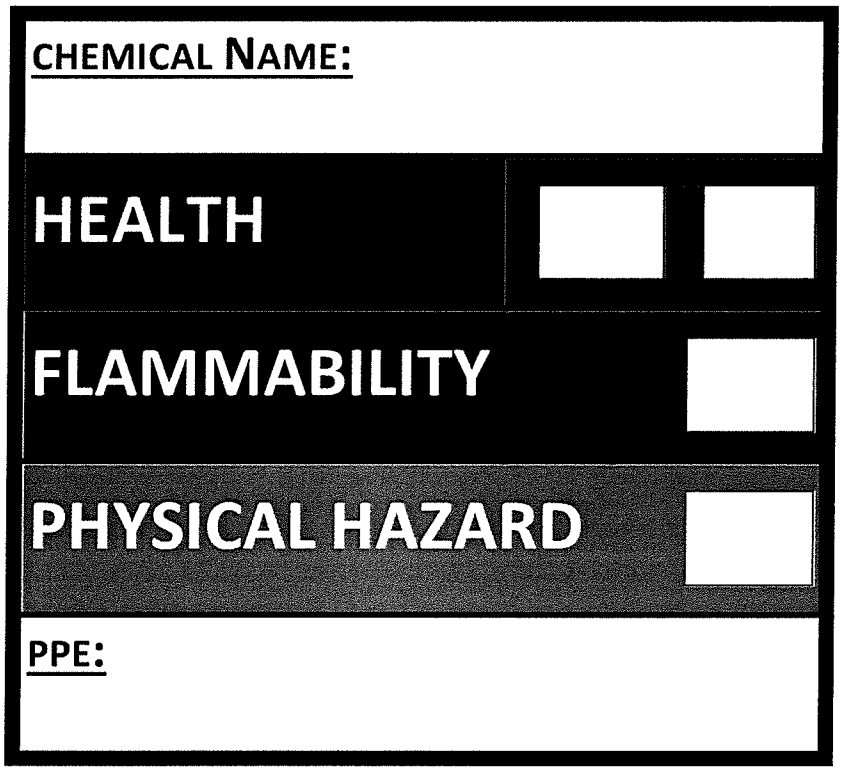
With this system, the white section is used to indicate what level of protective equipment is required. Instead of a hazard ranking, a level of protection is indicated by a letter, with each letter specifying a different level of protection. A wide variety of icons include the physical hazards, target organs, as well as the continued use of icons for PPE.

All alternative labeling must meet the GHS labeling standards.

A sample HCS label is located below:

HEALTH HAZARD 1 Carcinogen 2 Mutagenicity 3 Reproductive Toxicity 4 Respiratory Sensitizer 5 Target Organ Toxicity 6 Aspiration Toxicity	**FLAME** 1 Flammables 2 Pyrophorics 3 Self-Heating 4 Emits Flammable Gas 5 Self-Reactives 6 Organic Peroxides	**EXCLAMATION MARK** 1 Irritant (skin and eye) 2 Skin Sensitizer 3 Acute Toxicity 4 Narcotic Effects 5 Respiratory Tract Irritant 6 Hazardous to Ozone Layer (Non-Mandatory)
GAS CYLINDER Gases Under Pressure	**CORROSION** 1 Skin Corrosion/Burns 2 Eye Damage 3 Corrosive to Metals	**EXPLODING BOMB** 1 Explosives 2 Self-Reactives 3 Organic Peroxides
FLAME OVER CIRCLE 1. Oxidizers	**ENVIRONMENT** (Non-Mandatory) 1 Aquatic Toxicity	**SKULL & CROSSBONES** 1 Acute Toxicity (fatal or toxic)

- **HMIS LABEL & KEY**



HMIS Label - Health

The health section conveys the health hazards of the material. In the latest version of the HMIS label, the blue health bar has two spaces, one for an asterisk and one for a numeric rating.

If present the asterisk signifies a chronic health hazard, meaning that long term exposure to the material could cause a health problem such as emphysema or kidney damage.

The numeric ratings for the HMIS system are as follows.

4 - Life Threatening – Major or permanent damage may result from single or repeated overexposures.
3 - Major injury likely unless prompt action is taken and medical treatment is given.
2 - Temporary or minor injury may occur.
1 - Irritation or minor reversible injury may occur.
0 - No significant risk to health.

HMIS Label - Flammability

OSHA defines a flammable liquid as "any liquid having a flash point below 100 °F. (37.8 °C.), except any mixture having components with flash points of 100 °F. (37.8 °C.) or higher, the total of which make up 99 percent or more of the total volume of the mixture. Flammable liquids shall be known as Class I liquids." A flammable material can be a solid, liquid or gas.

The numeric ratings for the HMIS system are as follows.

4 - Flammable gases or very volatile flammable liquids with flash points below 73 °F, and boiling points below 100 °F. Materials may ignite spontaneously with air. (Class IA).
3 - Materials capable of ignition under almost all normal temperature conditions. Includes flammable liquids with flash points below 73 °F and boiling points above 100° F, as well as liquids with flash points between 73° F and 100° F. (Classes IB & IC).
2 - Materials which must be moderately heated or exposed to high ambient temperatures before ignition will occur. Includes liquids having a flash point at or above 100° F but below 200° F. (Classes II & IIIA).
1 - Materials that must be preheated before ignition will occur. Includes liquids, solids, and semi-solids having a flash point above 200° F. (Class IIIB).
0 - Materials that will not burn.

HMIS Label - Physical Hazard (HMIS® III)

These hazards are assessed using the OSHA criterion of physical hazard. Seven such hazard classes are recognized:

- Water Reactive
- Explosives
- Pyrophoric materials
- Oxidizers
- Organic Peroxides
- Compressed gases
- Unstable Reactives

The numeric ratings for the HMIS system are as follows.

4 - Materials which are readily capable of explosive water reaction, detonation or explosive decomposition, polymerization, or self-reaction at normal temperature and pressure.
3 - Materials that may form explosive mixtures with water and are capable of detonation or explosive reaction in the presence of a strong initiating source. Materials may polymerize, decompose, self-react, or undergo other chemical change at normal temperature and pressure with moderate risk of explosion.
2 - Materials that are unstable and may undergo violent chemical changes at normal temperature and pressure with low risk for explosion. Materials may react violently with water or form peroxides upon exposure to air.
1 - Materials that are normally stable but can become unstable (self-react) at high temperatures and pressures. Materials may react non-violently with water or undergo hazardous polymerization in the absence of inhibitors.
0 - Materials that are normally stable, even under fire conditions, and will not react with water, polymerize, decompose, condense, or self-react. Non-explosives.

HMIS Label - Reactivity or Stability (HMIS I & 2 - Now Obsolete)

"Reactive or Unstable" means a chemical which in the pure state, or as produced or transported, will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shocks, pressure or temperature. The numeric ratings for the HMIS system are as follows.

4 - Materials which in themselves are readily capable of detonation or of explosive decomposition or explosive reaction at normal temperatures and pressures. This degree should include materials that are sensitive to mechanical or localized thermal shock at normal temperatures and pressures.

3 - Materials which in themselves are capable of detonation or of explosive reaction but which require a strong initiating source or which must be heated under confinement before initiation. This degree should include materials which are sensitive to thermal or mechanical shock at elevated temperatures and pressures or which react explosively with water without requiring heat or confinement.

2 - Materials which in themselves are normally unstable and readily undergo violent chemical change but do not detonate. This degree should include materials which can undergo chemical change with rapid release of energy at normal temperatures and pressures or which can undergo violent chemical change at elevated temperatures and pressures. It should also include those materials which may react violently with water or which may form potentially explosive mixtures with water.

1 - Materials which in themselves are normally stable, but which can become unstable at elevated temperatures and pressures or which may react with water with some release of energy but not violently.

0 - Materials which in themselves are normally stable, even under fire exposure conditions, and which are not reactive with water.

HMIS Label – Personal Protection

A	=	Safety glasses
B	=	Safety glasses, gloves
C	=	Safety glasses, gloves, chemical apron
D	=	Face shield, gloves, chemical apron
E	=	Safety glasses, gloves, dust respirator
F	=	Safety glasses, gloves, chemical apron, dust respirator
G	=	Safety glasses, gloves, vapor respirator
H	=	Splash goggles, gloves, chemical apron, vapor respirator
I	=	Safety glasses, gloves, dust and vapor respirator
J	=	Splash goggles, gloves, chemical apron, dust and vapor respirator
K	=	Air line hood or mask, gloves, full chemical suit, boots
X	=	Ask foreman

Note: before using any respirator contact EH&S for assistance.

2.12 CONFINED SPACES

Fatalities and injuries constantly occur among construction workers who, during the course of their jobs, are required to enter confined spaces. In some circumstances, these workers are exposed to multiple hazards, any of which may cause bodily injury, illness, or death. Newspaper and magazine articles abound with stories of workers injured and killed from a variety of atmospheric factors and physical agents. Throughout the construction jobsite, contractors and workers encounter both inherent and induced hazards within confined workspaces.

CLASSIFICATIONS OF CONFINED SPACES

A confined space is defined as any location that has limited openings for entry and egress, is not intended for continuous employee occupancy, and is so enclosed that natural ventilation may not reduce air contaminants to levels below the threshold limit value (TLV).

Confined spaces are classified as "Non-Permit" or "Permit-Required," depending on hazardous conditions. According to OSHA, "Non-permit confined space" means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

OSHA defines "Permit-required confined space (permit space)" as a confined space that has one or more of the following characteristics:

- Contains or has a potential to contain a hazardous atmosphere;
- Contains a material that has the potential for engulfing an entrant;
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- Contains any other recognized serious safety or health hazard.

TYPES OF HAZARDS

INHERENT HAZARDS

Inherent hazards, such as electrical, thermal, chemical, mechanical, etc., are associated with specific types of equipment and the interactions among them. Examples include high voltage (shock or corona discharge and the resulting burns), radiation generated by equipment, defective design, omission of protective features (no provision for grounding non-current-carrying conductive parts), high or low temperatures, high noise levels, and high-pressure vessels and lines (rupturing with resultant release of fragments, fluids, gases, etc.). Inherent hazards usually cannot be eliminated without degrading the system or equipment, or without making them inoperative. Therefore, emphasis must be placed on hazard control methods.

INDUCED HAZARDS

Induced hazards arise and are induced from a multitude of incorrect decisions and actions that occur during the actual construction process. Some examples are: omission of protective features, physical arrangements that may cause unintentional worker contact with electrical energy sources, oxygen-deficient atmospheres created at the bottom of pits or shafts, lack of safety factors in structural strength, and flammable atmospheres.

Entry into confined spaces without proper precautions could result in injury, impairment, or death due to:

- An atmosphere that is flammable or explosive;
- Lack of sufficient oxygen to support life;
- Contact with or inhalation of toxic materials; or
- General safety or work area hazards such as steam or high pressure materials.

COMPETENT PERSON

Guyer Brothers has designated, the foreman to identify existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees. The foreman will have authorization to take prompt corrective measures to eliminate them. Before work begins at a worksite, the competent person must identify all confined spaces.

Other duties will include reevaluating a confined space when there are changes in the use or configuration that might increase the hazards to entrants as well as reclassifying a non-permit required confined space to a permit-required confined space when necessary.

JOBSITE PROVISIONS FOR MULTI-EMPLOYER

Before entry operations begin, the host employer must provide the following information, if it has it, to the controlling contractor:

- The location of each known permit space;
- The hazards or potential hazards in each space or the reason it is a permit space; and
- Any precautions that the host employer or any previous controlling contractor or entry employer implemented for the protection of employees in the permit space.

Before entry operations begin, the controlling contractor must:

- Obtain the host employer's information about the permit space hazards and previous entry operations; and
- Provide the following information to each entity entering a permit space and any other entity at the worksite whose activities could foreseeably result in a hazard in the permit space:
- The information received from the host employer;
- Any additional information the controlling contractor has about the subjects; and
- The precautions that the host employer, controlling contractor, or other entry employers implemented for the protection of employees in the permit spaces.

Before entry operations begin, each entry employer must:

- Obtain all of the controlling contractor's information regarding permit space hazards and entry operations; and

- Inform the controlling contractor of the permit space program that the entry employer will follow, including any hazards likely to be confronted or created in each permit space.

The controlling contractor and entry employer(s) must coordinate entry operations when:

- More than one entity performs permit space entry at the same time; or
- Permit space entry is performed at the same time that any activities that could foreseeably result in a hazard in the permit space are performed.

After entry operations:

- The controlling contractor must debrief each entity that entered a permit space regarding the permit space program followed and any hazards confronted or created in the permit space(s) during entry operations;
- The entry employer must inform the controlling contractor in a timely manner of the permit space program followed and of any hazards confronted or created in the permit space(s) during entry operations; and the controlling contractor must apprise the host employer of the information exchanged with the entry entities pursuant to this subparagraph.
- Unless a host employer or controlling contractor has or will have employees in a confined space, it is not required to enter any confined space to collect the information.
- If there is no controlling contractor present at the worksite, the requirements for, and role of, controlling contactors in §1926.1203 must be fulfilled by the host employer or other employer who arranges to have employees of another employer perform work that involves permit space entry.

Air Monitoring

Before an employee enters the space, the internal atmosphere must be tested, with a calibrated direct-reading instrument, for oxygen content, for flammable gases and vapors, and for potential toxic air contaminants, in that order. Any employee who enters the space, or that employee's authorized representative, must be provided an opportunity to observe the pre-testing information.

No hazardous atmosphere is permitted within the space whenever any employee is inside the space.

The atmosphere within the space must be continuously monitored unless the entry employer can demonstrate that equipment for continuous monitoring is not commercially available or periodic monitoring is sufficient. If continuous monitoring is used, the employer must ensure that the monitoring equipment has an alarm that will notify all entrants if a specified atmospheric threshold is achieved, or that an employee will check the monitor with sufficient frequency to ensure that entrants have adequate time to escape. If continuous monitoring is not used, periodic monitoring is required. All monitoring must ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere. Any employee who enters the space, or that employee's authorized representative, must be provided with an opportunity to observe the required testing.

Provide an early-warning system that continuously monitors for non-isolated engulfment hazards. The system must alert authorized entrants and attendants in sufficient time for the authorized entrants to safely exit the space.

ENTRY PERMITS

Before entry is authorized, each entry employer must document the completion of measures by preparing an entry permit.

The entry supervisor identified on the permit must sign the entry permit to authorize the confined space entry.

The completed permit must be made available at the time of the entry to all authorized entrants or their authorized representatives, by posting it at the entry portal so that the entrants can confirm that pre-entry preparations have been completed.

The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit.

The entry permit form documents compliance with this section and authorizes entry to a permit space must identify:

- The permit space to be entered;
- The purpose of the entry;
- The date and the authorized duration of the entry permit;
- The authorized entrants within the permit space, by name or by such other means (for example, through the use of rosters or tracking systems) as will enable the attendant to determine quickly and accurately, for the duration of the permit, which authorized entrants are inside the permit space;
- Means of detecting an increase in atmospheric hazard levels in the event the ventilation system stops working;
- Each person, by name, currently serving as an attendant;
- The individual, by name, currently serving as entry supervisor, and the signature or initials of each entry supervisor who authorizes entry;
- The hazards of the permit space to be entered;
- The measures used to isolate the permit space and to eliminate or control permit space hazards before entry;
- The acceptable entry conditions;
- The results of tests and monitoring performed, accompanied by the names or initials of the testers and by an indication of when the tests were performed;
- The rescue and emergency services that can be summoned and the means (such as the equipment to use and the numbers to call) for summoning those services;
- The communication procedures used by authorized entrants and attendants to maintain contact during the entry;
- Equipment, such as personal protective equipment, testing equipment, communications equipment, alarm systems, and rescue equipment;
- Any other information necessary, given the circumstances of the particular confined space, to ensure employee safety; and
- Any additional permits, such as for hot work, that have been issued to authorize work in the permit space.

The entry supervisor must terminate entry and take the following action when any of the following apply:

- Cancel the entry permit when the entry operations covered by the entry permit have been completed; or
- Suspend or cancel the entry permit and fully reassess the space before allowing reentry when a condition that is not allowed under the entry permit arises in or near the permit space and that condition is temporary in nature and does not change the configuration of the space or create any new hazards within it; and
- Cancel the entry permit when a condition that is not allowed under the entry permit arises in or near the permit space and that condition is not covered.

Types of Confined Spaces

Following are examples of confined workspaces in construction which contain both inherent and induced hazards.

Manholes - Throughout the construction site, manholes are commonplace. As means of entry into and exit from vaults, tanks, pits, and so forth, manholes perform a necessary function. However, these confined spaces may present serious hazards which could cause injuries and fatalities. A variety of hazards are associated with manholes. To begin with, the manhole could be a dangerous trap into which the worker could fall. Often covers are removed and not replaced, or else they are not provided in the first place.

Confined Space within a Confined Space - By the very nature of construction, situations are created which illustrate one of the most hazardous confined spaces of all--a confined space within a confined space. This situation appears as tanks within pits, pipe assemblies or vessels within pits, etc.

In this situation, not only do the potential hazards associated with the outer confined space require testing, monitoring, and control, but those of the inner space also require similar procedures. Often, only the outer space is evaluated. When workers enter the inner space, they are faced with potentially hazardous conditions. A good example of a confined space within a confined space is a vessel with a nitrogen purge inside a filtering water access pit. Workers entering the pit and/or the vessel should do so only after both spaces have been evaluated and proper control measures established.

Hazards in One Space Entering another Space - During an examination of confined spaces in construction, one often encounters situations which are not always easy to evaluate or control. For instance, a room or area which classifies as a confined space may be relatively safe for work. However, access passages from other areas outside or adjacent to the room could, at some point, allow the transfer of hazardous agents into the "safe" one. One such instance would be a pipe coming through a wall into a containment room. Welding fumes and other toxic materials generated in one room may easily travel through the pipe into another area, causing it to change from a safe to an unsafe workplace. A serious problem with a situation such as this is that workers working in the "safe" area are not aware of the hazards leaking into their area. Thus, they are not prepared to take action to avoid or control it.

TRAINING

All employees required to enter into confined or enclosed spaces must be instructed as to the nature of the hazards involved, the necessary precautions to be taken, and in the use of protective and emergency equipment required. Employers should comply with any specific regulations that apply to work in dangerous or potentially dangerous areas.

Training must be provided to each affected employee:

- In both a language and vocabulary that the employee can understand;
- Before the employee is first assigned duties under this standard;
- Before there is a change in assigned duties;
- Whenever there is a change in permit space entry operations that presents a hazard about which an employee has not previously been trained; and
- Whenever there is any evidence of a deviation from the permit space entry procedures required by paragraph §1926.1204(c) of this standard or there are inadequacies in the employee's knowledge or use of these procedures.

♦ Confined Space Entry Permit

GENERAL INFORMATION

Confined space ID#_____

Confined Space Location: _____

Purpose of entry: _____

_____

Date: _____ Time: _____ to _____

This entry permit is valid only for the date and time specified.

Additional Permits (Check only those that apply):	Yes	No
Hot Work	☐	☐
Lockout/Tagout	☐	☐
Line Breaking	☐	☐
Other (Specify)_____	☐	☐

PERSONNEL

Entry Supervisor: _____

Attendant(s): _____

Entrant(s)	Time in:	Time out:
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Only Designated Personnel are authorized to enter permit spaces

PROCEDURES/EQUIPMENT

Procedures/Equipment (check all that apply)	Yes	No
Isolation		
Lockout/Tagout	☐	☐
Double block and bleed	☐	☐
Blanking and Blinding	☐	☐
Line breaking/misalignment		
Inerting (specify) _____	☐	☐
Ventilation		
Continuous forced air ventilation	☐	☐
Local exhaust ventilation	☐	☐
Air Monitoring		
Initial	☐	☐
Periodic (i.e. 15 minute intervals)	☐	☐
Continuous	☐	☐
Respirator Protection (specify)	☐	☐
_____		
Personal Protective/Rescue Equipment		
Tripod with Mechanical Equipment	☐	☐
Full Body Harness	☐	☐
Portable Lighting	☐	☐

HAZARDS

Hazards (check all that apply)	Yes	No
Mechanical	☐	☐
Electrical	☐	☐
Engulfment	☐	☐
Configuration (entrapment)	☐	☐
Atmospheric	☐	☐
Oxygen deficient	☐	☐
Oxygen Enrichment	☐	☐
Explosive (gas/vapor)	☐	☐
Explosive (dust)	☐	☐
Hydrogen Sulfide	☐	☐
Carbon Monoxide	☐	☐
Other (i.e. Radiation, Noise, Toxics)		
_____	☐	☐
_____	☐	☐

EMERGENCY SERVICES

Provided by:

Name:_____

Telephone Number:_____

Method of Summoning (Check all that apply)	Yes	No
Radio	☐	☐
Telephone (Specify)	☐	☐
Other (Specify)	☐	☐
Verification of Emergency Services – Initials	☐	☐

COMMUNICATION

Attendant/Entrant (check all that apply)	Yes	No
Visual	☐	☐
Radio	☐	☐
Other (specify)	☐	☐

AIR MONITORING

Contaminant	*Acceptable Exposure Level*	*Time*	*Reading*	*Time*	*Reading*	*Time*	*Reading*
Oxygen 19.5-23.5%							
Explosive (gas/vapor) <10% LFL							
Explosive (dust) < LFL (5 ft. visibility)							
Hydrogen Sulfide 10 ppm							
Carbon Monoxide 25 ppm							

*Record calibration check on the back of this form

Air monitoring conducted by: _____

AUTHORIZATION

Entry Authorized by:

Name:_____ Date:_____

Signature: _____ Date:_____

Post Entry Permit at Entrance to Permit Space

CANCELLATION

Entry Cancelled by:

Name: _____ Date: _____

Signature: _____ Date: _____

Return completed Entry Permit to Appropriate Authority

2.13 EXCAVATIONS AND TRENCHING

Cave-ins are perhaps the most feared trenching hazard. But other potentially fatal hazards exist, including asphyxiation due to lack of oxygen in a confined space, inhalation of toxic fumes, drowning, etc. Electrocution or explosions can occur when workers contact underground utilities.

OSHA requires that workers in trenches and excavations be protected, and that safety and health programs address the variety of hazards they face. The following hazards cause the most trenching and excavation injuries:

- No protective system
- Failure to inspect trenches and excavations
- Unsafe spoil pile placement
- Unsafe access and/or egress

Provided below are suggested practices for safe excavation and trenching operations. For further details, refer to the OSHA standards covering excavation (29 CFR 1926, Subpart P).

GENERAL

- Find the location of all underground utilities by contacting the local utility locating service before digging. Call 811 or 1-800-242-1776. The location of underground installations shall be determined before excavation.
- Keep workers away from digging equipment and never allow workers in an excavation when equipment is in use.
- Keep workers from getting between equipment in use and other obstacles and machinery that can cause crushing hazards.
- Keep equipment and the excavated dirt (spoils pile) back 2 feet from the edge of the excavation.
- Have a competent person conduct daily inspections and correct any hazards before workers enter a trench or excavation.
- Provide workers a way to get into and out of a trench or excavation that is 4 feet or more in depth, such as ladders and ramps. They must be within 25 feet of the worker.
- For excavations and utility trenches over 5 feet deep, use shoring, shields (trench boxes), benching, or slope back the sides. Unless soil analysis has been completed, the earth's slope must be at least 1½ feet horizontal to 1 vertical.
- Keep water out of trenches with a pump or drainage system, and inspect the area for soil movement and potential cave-ins.
- Keep drivers in the cab and workers away from dump trucks when dirt and other debris are being loaded into them. Don't allow workers under any load and train them to stay clear of the backs of vehicles.

SOIL CLASSIFICATIONS:

SOIL classifications must be determined by testing and protective systems designed according to soil classifications. Each soil and rock deposit at an excavation site must be classified by your competent person as stable rock, Type A, Type B, or Type C soil. Examples of the different soil types are:

- ***Stable rock*** - Natural solid mineral material that can be excavated with vertical sides and will remain intact while exposed.
- ***Type A*** - Examples include clay, silty clay, sand clay, clay loam, and sometimes silty clay loam and sandy clay loam.
- ***Type B*** - Examples include silt, silt loam, sandy loam and sometime silty clay loam and sandy clay loam.
- ***Type C*** - Examples include granular soils like gravel, sand, loamy sand, submerged soil, and soil from which water is freely seeping, and submerged rock that is not stable.

FOUNDATIONS

- After the foundation walls are constructed, take special precautions to prevent injury from cave-ins in the area between the excavation wall and the foundation wall.
- The depth of the foundation/basement trench cannot exceed 7½ feet deep unless you provide other cave-in protection.
- Keep the horizontal width of the foundation trench at least 2 feet wide. Make sure no work activity vibrates the soil while workers are in the trench.
- Plan the foundation trench work to minimize the number of workers in the trench and the length of time they spend there.
- Inspect the trench regularly for changes in the stability of the earth (water, cracks, vibrations, spoils pile). Stop work if any potential for cave-in develops and fix the problem before work starts again.

♦ Trench Inspection & Entry Authorization Form

LOCATION:	**DATE:**
WEATHER CONDITIONS:	
TIME OF INSPECTION(S):	**APPROX. TEMP.:**
CREW LEADER:	**Foreman:**

DIMENSIONS:	**DEPTH =**		
	TOP =	W	L
	BOTTOM =	W	L

SOIL TYPE:	**TESTED:**
❑ Solid rock (most stable)	❑ Yes
❑ Average soil	❑ No
❑ Fill material	
❑ Loose sand	

Yes	No	**HAZARDOUS CONDITIONS**
❑	❑	..... Saturated soil / standing or seeping water
❑	❑	..... Cracked or fissured wall(s)
❑	❑	..... Bulging wall(s)
❑	❑	..... Floor heaving
❑	❑	..... Frozen soil
❑	❑	..... Super-imposed loads
❑	❑	..... Vibration
❑	❑	..... Depth greater than 10'

PROTECTION METHODS:

(Walls MUST be vertical—NO voids)

SHORING

- ❑ Timber
- ❑ Pneumatic
- ❑ Hydraulic
- ❑ Screw Jacks
- ❑ Trench Shield

UNEVEN, IRREGULAR WALLS

- ❑ Trench Box

Sloping: 1:1 (45°) 1 ½:1 (34°)

Yes	No	**PLACEMENT OF SPOILS & EQUIPMENT**
❑	❑	..... Spoils at least 2 feet from edge of trench
❑	❑	..... Equipment at least 2 feet from edge
❑	❑	..... Backhoe at end of trench
❑	❑	..... Compressor, etc. at remote location

LADDER LOCATION

❑	❑	..... Located in protected area
❑	❑	..... Within 25 feet of safe travel
❑	❑	..... Secured
❑	❑	..... Extends 36 inches above the landing
❑	❑	..... Leads to safe landing

Yes	No	**ENVIRONMENTAL CONDITIONS:**
❑	❑	Gas detector used?
❑	❑	Confined space permit issued?

Yes	No	**OTHER:**
❑	❑	Shoring equipment inspected prior to use?
❑	❑	Is trench SAFE to enter?

COMMENTS:

Work Order #

NOTE

All unsafe conditions must be corrected prior to trench entry. If any hazardous conditions are observed, the trench must be immediately evacuated and no one allowed to enter until corrective action has been taken.

Excavation Entry Authorized by:

Foreman

TAB 3: HAZARD AWARENESS

3.1 EXTREME WEATHER CONDITIONS – HEAT & COLD

Heat Related Weather Conditions

When the body is unable to cool itself by sweating, several heat-induced illnesses can occur, and can result in death. High temperature and humidity, direct sun or heat, limited air movement, physical exertion, poor physical condition, certain medications, inadequate tolerance for hot workplaces, and insufficient water intake can all lead to heat stress.

Heat stroke is the most serious heat related disorder and occurs when the body's temperature regulation fails and body temperature rises to critical levels. It is a medical emergency that may result in death. If a person shows signs of possible heat stroke, professional medical treatment should be obtained immediately.

The primary signs and symptoms of heat stroke are:

- Dry, hot skin with no sweating.
- Mental confusion or losing consciousness.
- Seizures or convulsions

Heat Exhaustion is a result of the combination of excessive heat and dehydration. Signs and symptoms of heat exhaustion include:

- Headaches, dizziness, lightheadedness or fainting.
- Weakness and moist skin.
- Mood changes such as irritability or confusion.
- Upset stomach or vomiting

Heat Cramps are usually caused by performing hard physical labor in a hot environment

- Thirst cannot be relied on as a guide for the need for water, drink water every 15-20 minutes
- Studies have shown that drinking carbohydrate-electrolyte replacement liquids is effective in recovery

Heat Rashes are the most common problem in hot environments where the skin is persistently wetted by un-evaporated sweat.

- Heat rash looks like a red cluster of bumps or small blisters.
- It is more likely to occur on the neck and upper chest, in the groin, under the breasts, and in elbow creased.
- The best treatment is to provide a cooler, less humid environment and keep the affected area dry.

PREVENTION

Water coolers are provided for drinking water only and shall be periodically cleaned and sanitized to eliminate any build-up, prevent growth of bacteria and keep the water safe to drink. Water coolers shall be periodically cleaned with a simple solution of soap and water. Use a sponge to wash it, getting into all of the crevices. After washing, rinse and dry the cooler.

Do not store sodas, drinking bottles, or anything else in the water cooler. Your hands carry germs and bacteria that will be transferred into the drinking water when retrieving bottles and cans from inside the water cooler.

Caution: Employees under doctor orders limiting their intake of fluids and employees on low-salt diets should consult with their doctor before drinking a sports beverage or taking salt tablets.

Tips for preventing heat illness include:

- Adjust work schedules to provide workers with a rest from the heat
- Postpone nonessential tasks
- Provide cool rest areas as well as shade and water for workers
- Wear proper protective clothing
- Ensure workers are drinking enough water to stay hydrated
- Allow workers time to acclimate to the hot environment
- Educate workers and supervisors to recognize heat illness and how to prevent it
- Know signs/symptoms of heat-related illnesses; monitor yourself and coworkers.
- Allow yourself to become acclimatized to hot weather
- Block out direct sun or other heat sources.
- Use cooling fans/air-conditioning and rest regularly
- Drink lots of water; ½ your body weight in oz (i.e. – if you weight 150 lbs drink 75 oz of water.)
- Wear lightweight, light colored, loose-fitting clothes (do not remove your shirt).
- Avoid alcohol, caffeinated drinks, or heavy meals

First Aid For Heat Illness:

- Call 911 (or local emergency number) at once.
- While waiting for help to arrive:
    - Move the worker to a cool, shaded area.
    - Loosen or remove heavy clothing.
    - Provide cool drinking water.
    - Fan and mist the person with water.

Cold Related Weather Conditions

More people are dying from hypothermia in the United States, a new government report shows, raising fresh worries for a nation that has been pounded by a steady succession of winter storms this year.

Workers who are exposed to extreme cold while working in harsh environments can be at risk of cold stress or other occupational illness and injuries such as:

- Hypothermia
- Frostbite
- Trench Foot

Hypothermia is a condition in which the body uses up its stored energy and can no longer produce heat. A core temperature of the body is less than 95 degrees Fahrenheit.
It often occurs after prolonged exposure to cold temperature or if the person becomes chilled from rain, sweat, or submersion in cold water.

The primary signs and symptoms of hypothermia are:

- Early symptoms include: shivering, fatigue, loss of coordination, confusion & disorientation.
- Late symptoms include: no shivering, blue skin, dilated pupils, and loss of consciousness

Frost bite is an injury to the body caused by freezing of the skin and underlying tissues.

The primary signs and symptoms of frostbite are:

- Reddened skin develops gray/white patches
- Numbness in the affected part
- Feels firm or hard
- Blisters may occur in the affect part.

What NOT To Do for Frostbite:

- Do not rub the affected area to warm it because this action can cause more damage.
- Do not apply snow/water.
- Do not break blisters.
- Do not try to rewarm the frostbitten area before getting medical help; for example, do not place in warm water. If a frostbitten area is rewarmed and gets frozen again, more tissue damage will occur. It is safer for the frostbitten area to be rewarmed by medical professionals.

Immersion/Trench Foot is caused by prolonged exposure to wet and cold temperatures, and may occur at temperatures as high as 60 degrees Fahrenheit if the feet are constantly wet. Injury occurs because wet feet lose heat 25-times faster than dry feet.

The primary signs and symptoms of hypothermia:

- Redness of the skin, swelling, numbness, & blisters.

PREVENTION

1. Listen to the weather forecast
2. Plan ahead
3. Dress for cold related environments.
4. Seek shelter
5. Stay dry.
6. Keep active
7. Be aware.

EFFECTS ON THE WORKSITE

- Take time throughout the day, every day, to walk through the jobsite and look for hazards created by snow and ice.
- Ensure to take time snow-clearing equipment, de-icing equipment, heating systems, winterized vehicles and cold-weather clothing
- Carefully remove icicles, especially if temperatures are beginning to warm. If this isn't possible, rope off the area under the icicles until they are no longer a hazard.

First Aid For Cold related Injuries

- Call 911 immediately in an emergency; otherwise seek medical assistance as soon as possible.
- Move the person to a warm, dry area.
- Remove wet clothes and replace with dry clothes, cover the body (including the head and neck) with layers of blankets; and with a vapor barrier (e.g. tarp, garbage bag). Do not cover the face.
- If medical help is more than 30 minutes away:
- Give warm sweetened drinks if alert (no alcohol), to help increase the body temperature. Never try to give a drink to an unconscious person.
- Place warm bottles or hot packs in armpits, sides of chest, and groin. Call 911 for additional rewarming instructions.
- Give CPR if the worker is found unconscious.

3.2 OUTDOOR SAFETY

INTRODUCTION

Outdoor workers are exposed to many types of hazards that depend on their type of work, geographic region, season and duration of time that they are outside. Employees who are exposed to outdoor hazards will be trained about the hazards, including hazard identification and recommendations for preventing and controlling their exposure.

Potential outdoor hazards may include: snake bites, mosquitoes, fire ants, bees, ticks, spiders, and poisonous plants

Personal Protective Equipment

Selecting the proper personal protective equipment is a crucial part of protecting yourself against potential hazards. PPE should be selected based off of what you could be exposed to. Some suggestions include: Heat Protection, Gloves, Leather boots, & Light colored, long sleeve pants and shirt.

Depending on the types of conditions that you're working in, also remember to follow these tips:

- Keep clothing tucked in
- Avoid wearing colognes or perfumes
- Wear insect repellant containing DEET
- Expose as little skin as possible
- Conduct an all-over body check when you leave the area.

ILLNESSES FROM MOSQUITO BITES:

- Encephalitis
  - Inflammation of the brain
  - Can cause flu-like symptoms such as fever and severe headache
- West Nile Virus
- Zika Virus

STINGING INSECTS

FIRE ANTS

Fire ant venom is toxic and can be life threatening If a swarm is disturbed, a person can be stung as many as 5,000 times within a few seconds Nests can be found under buildings, utility boxes, field mounds and piles of dirt. DO NOT attempt to remove a colony yourself. Call an exterminator.

BEE STINGS

The most common bees are the yellow jacket and the honey bee. Yellow jackets sting repeatedly while honey bee stings remain in your skin. If you are stung while on the jobsite, it is important to notify an employee of the company. Seek shelter immediately if there is a swarm of bees. The following tips should be utilized for prevention and response:

- Look out for swarms
- Keep food and drinks in vehicles
- Avoid hollow trees and branches
- If attacked, seek shelter immediately
- Notify a co-workers and call 911

TICKS

Ticks are mostly active in the months of May-July. In order to protect yourself from coming into contact with ticks, high grass areas should be avoided and clothes should be treated with permethrin. Further protection should include using repellent with at least 20% DEET and conducting a full body check when returning from infested areas. Coming in contact with ticks can cause:

Lyme Disease

- Red bulls-eye skin rash
- Flu-like symptoms: headache, fatigue
- Can result in a heart abnormalities, nervous system damage and joint disorders
- Can last years after exposure
- Also carried by deer, mice, black bears, raccoons, squirrels and foxes

Rocky Mountain Spotted Fever

- Flu-like symptoms
- Mental confusion
- Potentially fatal
-

SPIDERS

The two most dangerous types of spiders are the Black Widow and Brown Recluse. Black Widow bites are 15 times more poisonous than that of a rattlesnake. Symptoms of this bite include heavy abdominal pain which can last up to 48 hours. A bite from a Brown Recluse can result in body tissue damage.

VENOMOUS SNAKES:

- Northern Copperheads
- Timber Rattlesnake
- Eastern Massasauga

RODENTS AND VIRUSES:

HANTAVIRUSES

Hantavirus is the result from exposure to rodent droppings which can result in respiratory failure. If droppings or nesting material are swept into the air, the virus is able to be breathed in. Farm workers, Animal Lab workers and Construction workers are the most frequently exposed. Symptoms of Hantavirus include flu-like fever, chills and aches. If droppings are found:

- Drench droppings with a 1:10 water to bleach ratio and pick up with a damp towel
- Use latex/vinyl gloves and a HEPA filter air purifying respirator

POISONOUS PLANTS:

POISON IVY is the most commonly found urushiol plant and has many different species ranging in a variety of habitats. It typically has three shiny green leaves; however, leaves may be red in the fall.

POISON OAK can be found in a variety of soils and contains three leaves, similar to that of poison ivy.

POISON SUMAC is most commonly found in swamps and bogs where soil is acidic and wet. It contains 7-13 leaves arranged in pairs.

Poison Ivy

Poison Oak

Poison Sumac

Additional Facts:

- Urushiol poisonings are the single most common Worker's Comp. Claim in the US
- The most common way to avoid is the folk saying "Leaflets three, let it be."
- Poison Sumac is the only plant without three leaves. It can have up to 13 leaflets, usually in an odd number.
- Wearing long sleeves and pants can usually help avoid the common rash symptoms. Tools and clothing can remain contaminated for years.
- Wash rigorously with cold water and soap

First Aid Procedures:

The following first aid procedures shall be followed if employees are to come in contact with any of the following hazards:

Mosquito Bites	Bee Stings	Fire Ants
• Watch for flu-like symptoms • If symptoms persist, seek medical attention	• Watch for reactions such as Anaphylactic Shock • Never squeeze stingers • Remove stingers horizontally with a knife • Wash with soap and water • Apply ice •	• Watch for blisters. If breathing becomes difficult, call 911
Ticks	**Spiders**	**Snake Bites**
• If a tick is found, remove it with tweezers; not your fingers • Do not twist the ticks body, pull straight out • Do not use a match • Watch for symptoms of Lyme Disease	• Watch for symptoms such as red swollen areas • If you experience high blood pressure, seek medical attention	• Use a belt/rope to constrict the poison • Do not raise the wound - keep below your heart • Get to a hospital immediately

3.3 DRIVING SAFETY

According to the Bureau of Labor Statistics' *National Census of Fatal Occupational Injuries*, roadway incidents accounted for 57% of the fatal work injury total for 2014. That number is 57 percent of the annual number of fatalities from occupational injuries. The following Driving Safety rules and procedures have been established.

SAFETY RULES:

- Only authorized employees may drive a motor vehicle in the course and scope of work or operate a company-owned vehicle.
- Drivers must have a valid and current license to operate the vehicle.
- Operating a vehicle while under the influence of alcohol, illegal drugs, or certain medications that may impair driving skills is prohibited.
- Seatbelts must be worn by all vehicle occupants at all times whenever a vehicle is in motion.
- Authorized drivers must follow safe driving practices including, but not limited to:
    - Practice defensive driving techniques
    - Do not use any electronic equipment that my cause distraction
    - Obey all posted traffic and speed limit signs
    - Maintain a safe distance between vehicles at all times
    - Report all traffic violations and accidents to supervisors
- All collisions and traffic violations that have occurred while driving on company duties must be reported.
- All vehicles used for company business must be fit for purpose and maintained in a safe working order.
- Loads must be secure and shall not exceed the manufacturer's specifications and legal limits for the vehicle.

DEFENSIVE DRIVING TECHNIQUES

Following the rules of the road can help you concentrate on what you should be doing...driving. Stay out of the other vehicle's blind spot and avoid tailgating. Instead, keep a safe distance from other drivers by maintaining a safety cushion of driving space between your vehicle and those around you. As an extra precaution, know the condition of the weather and road and drive only as fast as those conditions allow.

Be cautious by staying alert and expecting the unexpected. Watch out for and anticipate other drivers, pedestrians or children on or near the road. Safe drivers scan constantly for hazards, predicting how they may be affected by a hazard and pre-determining how to avoid or reduce them.

The ever-changing variable of the road and other vehicles can make drivers instantly vulnerable to accidents. If drivers don't practice these safe practices on the road, they might personally discover why vehicle deaths and serious injuries now total more than all the wartime wounded and fatalities since 1776. Be aware of the following items while driving:

- Know and observe all traffic rules and regulations
- Constantly be alert for the illegal acts and driving errors of other drivers. Make timely adjustments in your own driving so that these illegal acts and errors will not involve you in an accident.

- Know your vehicle and be aware of special hazards presented by abnormal, unusual, or changing conditions.
- Be aware of the rules of right of way and be willing to yield to the right of way to the other driver whenever necessary

The following outlines general principles of defensive driving:

- **See the hazard**—when driving, think about what is going to happen or what might happen as far ahead of encountering a situation as possible. You should never assume everything will be "all right."
- **Understand the defense**—specific situations require specific ways of handling. Become familiar with the unusual conditions which you may face and learn them well so that you can apply them when the need arises.
- **Act in time**—once you've noted a hazard and understand the defense against it, act! Never take a "wait and see" attitude.

Taking these three steps and keeping good driving techniques in mind, you'll learn to "give in" a little; to tailor your driving behavior to the unexpected actions of other drivers and pedestrians; the unpredictable and ever changing factors of light, weather, road, and traffic conditions; and the mechanical condition of your vehicle.

3.4 TOOLS AND EQUIPMENT

Hand and power tools are a common part of our everyday lives and are present in nearly every industry. These tools help us to easily perform tasks that otherwise would be difficult or impossible. However, these simple tools can be hazardous and have the potential for causing severe injuries when used or maintained improperly. Special attention toward hand and power tool safety is necessary in order to reduce or eliminate these hazards.

Hand and power tools are addressed in specific standards for the construction industry. General OSHA requirements state that all hand and power tools and similar equipment, whether furnished by the employer or the employee, be maintained in a safe condition. They establish standards for guarding, personal protective equipment, and switches. Specific standards apply to hand tools; power-operated hand tools; abrasive wheels and tools; woodworking tools; jacks; air receivers; and mechanical power-transmission apparatus. The items below summarize safe practices for use of hand and power tools.

- Maintain all hand tools and equipment in a safe condition and check them regularly for defects. Identify broken or damaged tools and equipment by tagging or locking the controls until they can be repaired or disposed of.
- Follow the manufacturer's requirements for safe use of all tools.
- Use double insulated tools, or ensure that the tools are grounded.
- Equip all power saws (circular, skill, table, etc.) with blade guards.
- Make sure guards are in place before using power saws. Don't use power saws with the guard tied or wedged open.
- Turn off saws before leaving them unattended.
- Raise or lower tools by their handles, not by their cords.
- Don't use wrenches when the jaws are sprung to the point of slippage. Replace them.
- Don't use impact tools with mushroomed heads. Replace them.
- Keep wooden handles free of splinters or cracks and be sure the handles stay tight in the tool.
- Workers using powder-activated tools must receive proper training prior to using the tools.
- Always be sure that hose connections are secure when using pneumatic tools.
- Never leave cartridges for pneumatic or powder-actuated tools unattended. Keep equipment in a safe place, according to the manufacturer's instructions.
- Employees using hand and power tools and exposed to the hazard of falling, flying, abrasive, and splashing objects, or exposed to harmful dust, fumes, mists vapors, or gases will be provided with particular PPE necessary to protect them from the hazard.

HAND TOOLS

Hand tools are non-powered. They include anything from axes to wrenches. The greatest hazards posed by hand tools result from misuse and improper maintenance.

Some examples of misused hand tools:

- Using a screwdriver as a chisel may cause the tip of the screwdriver to break and fly, hitting the user or other employees.
- If a wooden handle on a tool such as a hammer or an axe is loose, splintered, or cracked, the head of the tool may fly off and strike the user or another worker.

- A wrench must not be used if its jaws are sprung, because it might slip.
- Impact tools such as chisels, wedges, or drift pins are unsafe if they have mushroomed heads. The heads might shatter on impact, sending sharp fragments flying.

Saw blades, knives, or other tools are to be directed away from aisle areas and other employees working in close proximity. Knives and scissors must be kept sharp. Dull tools can be more hazardous than sharp ones.

Around flammable substances, sparks produced by iron and steel hand tools can be a dangerous ignition source. Where this hazard exists, spark-resistant tools made from brass, plastic, aluminum, or wood will be provided for safety.

Pneumatic Power Tools

Pneumatic tools are powered by compressed air; they include chippers, drills, hammers, and sanders. There are several dangers encountered in the use of pneumatic tools. The main hazard is the danger of getting hit by one of the tool's attachments, or some kind of fastener the worker is using with the tool. Noise is another hazard associated with pneumatic tools. Refer to the Guyer Brothers Hearing Conservation Program for more information regarding hearing protection.

Pneumatic tools that shoot nails, rivets, or staples, and operate at more than 100 pounds per square inch (psi), must be equipped with a special device to keep fasteners from being ejected unless the muzzle is pressed against the work surface. Eye protection is required and face protection is recommended for employees working with pneumatic tools. Noise is another hazard. Working with noisy tools such as jackhammers requires proper, effective use of ear protection.

When using pneumatic tools, employees must check to see that they are fastened securely to the hose by a positive means to prevent them from becoming disconnected. A short wire or positive locking device attaching the air hose to the tool will serve as an added safeguard.

Airless spray guns which atomize paints and fluids at high pressures (1,000 psi or more) must be equipped with automatic or visual manual safety devices which will prevent pulling the trigger until the safety device is manually released.

If an air hose is more than one–half inch in diameter, a safety excess flow valve must be installed at the source of the air supply to shut off the air automatically in case the hose breaks. In general, the same precautions should be taken with an air hose that are recommended for electric cords, since the hose is subject to the same kind of damage or accidental striking and presents tripping hazards. The manufacturer's safe operating pressure for hoses, pipes, valves, filters, and other fittings shall not be exceeded. In addition, the use of hoses for hoisting or lowering is not permitted.

A safety clip or retainer must be installed to prevent attachments, such as chisels on a chipping hammer, from being unintentionally shot from the barrel. Screens must be set up to protect nearby workers from being struck by flying fragments around chippers, riveting guns, staplers, or air drills.

Compressed air guns should never be pointed toward anyone. The user should never "dead–end" it against him or herself or anyone else. Compressed air shall not be used to blow dirt, debris, or similar material off of your clothing, unless reduced to less than 30 psi. If using less than 30 psi for cleaning

purposes, effective chip guarding and personal protective equipment meeting the requirements of 29 CFR 1926, Subpart E must be used.

Heavy jackhammers can cause fatigue and strains; heavy rubber grips reduce these effects by providing a secure handhold. Workers operating a jackhammer must wear safety glasses and safety shoes, which protect against injury if the hammer slips of falls. A face shield should also be used.

Electric Tools

Employees using electric tools must be aware of several dangers; the most serious is the possibility of electrocution. Among the chief hazards of electric–powered tools are burns and slight shocks which can lead to injuries or even heart failure. Under certain conditions, even a small amount of current can result in fibrillation of the heart and eventual death. A shock also can cause the user to fall off a ladder or another elevated work surface.

To protect the user from shock, tools must either have a three–wire cord and be grounded, be double insulated, or be powered by a low–voltage isolation transformer. Three–wire cords contain two current–carrying conductors and a grounding conductor. One end of the grounding conductor connects to the tool's metal housing. The other end is grounded through a prong on the plug. Anytime an adapter is used to accommodate a two–hole receptacle, the adapter wire must be attached to a known ground. The third prong should never be removed from the plug.

Double insulation is more convenient. The user and the tools are protected in two ways: by normal insulation on the wires inside, and by a housing that cannot conduct electricity to the operator in the event of a malfunction.

The following general practices should be followed when using electric tools:

- Electric tools should be operated within their design limitations.
- Gloves and safety footwear are recommended during use of electric tools.
- When not in use tools should be stored in a dry place.
- Electric tools should not be used in damp or wet locations.
- Work areas should be well lighted.

Abrasive Wheels

Abrasive wheels are power tools used to grind, cut, polish, and buff materials and surfaces. There are different types of wheels, depending upon their uses, but they all have one thing in common: hazards are involved. Refer to 29 CFR 1910.215.215 for exact language and specific details about abrasive wheels.

The tasks abrasive wheels are used for involve the hazards of flying particles. As the wheels begin spin material is applied against them to achieve the desired results, whether it is to grind, cut, polish, or buff. There is also a risk that, while the wheel is spinning at high speeds, it could fly apart.

Before an abrasive wheel is mounted, it should be inspected closely and ring tested to be sure that it is free from cracks or defects. To test, wheels should be tapped gently with a light non–metallic implement. If they sound cracked or dead, they could fly apart in operation and so must not be used. A sound and undamaged wheel will give a clear metallic tone or "ring."

To prevent the wheel from cracking, the user should be sure it fits freely on the spindle. The spindle nut must be tightened enough to hold the wheel in place, but not tight enough to distort the flange. Follow the manufacturer's recommendations. Care must be taken to assure that the spindle wheel will not exceed the abrasive wheel specifications.

Due to the possibility of a wheel disintegrating (exploding) during start–up, the employee should never stand directly in front of the wheel as it accelerates to full operating speed.

In addition, when using a powered grinder:

- Always use eye protection.
- Turn off the power when not in use.
- Never clamp a hand–held grinder in a vise.

To help prevent injuries, closely inspect the wheels to ensure they have not been damaged. Do not mount a wheel if there are signs of damage or defects. The spindle speed of the machine must be checked before mounting the wheel to be certain that it does not exceed the maximum operating speed marked on the wheel. Use only wheels marked with the type of wheel and maximum speed in revolutions per minute. Always select the right wheel for the job. A wheel is dangerous when used for work for which it was not designed.

Abrasive wheels need to be handled and stored carefully; avoid dropping or bumping them. Transport wheels in containers designed to provide support for the wheels if they are too heavy to carry by hand. When storing abrasive wheels, do not allow other items, such as tools, to be piled on top. Place them in racks or bins with dividers for different types of wheels. This will help with quick and safe identification. Place straight or tapered wheels on end in a cradle or chocked position to prevent them from rolling.

Never store wheels near excessive heat or cold, in contact with oil or moisture, or in drawers with loose tools. This may cause them to bump together and may cause the wheels to crack. Follow the manufacturer's instructions for length of time a wheel should be stored and how to store thin wheels.

Maintain grinding machines in good working condition. Make sure that only qualified employees provide maintenance on grinding machines.

Abrasive wheels greater than 2 inches can only be used on machines with safety guards. Because of the hazards involved, safety guards must be installed and located so as to be between the operator and the wheel during use. Adjustment of the guard must be done so pieces of an accidentally broken wheel will be deflected away from the operator. The top half of the wheel should be enclosed at all times.

GUARDING

Hazardous moving parts of a power tool need to be safeguarded. For example, belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains, or other reciprocating, rotating, or moving parts of equipment must be guarded if such parts are exposed to contact by employees.

Guards, as necessary, should be provided to protect the operator and others from the following:

- Point of operation
- In-running nip points
- Rotating parts, and
- Flying chips and sparks.

Safety guards must never be removed when a tool is being used. For example, portable circular saws must be equipped with guards. An upper guard must cover the entire blade of the saw. A retractable lower guard must cover the teeth of the saw, except when it makes contact with the work material. The lower guard must automatically return to the covering position when the tool is withdrawn from the work.

When power tools are designed to accommodate guards, they will be equipped with such guards at all times when in use. All power saws (circular, skill, table, etc.) will be equipped with blade guards. Ensure that guards are in place before using a piece of equipment that is equipped with guards. Do not use power saws with the guard tied or wedged open.

Portable grinding tools need to be equipped with safety guards to protect workers, not only from the moving wheel surface, but also from flying fragments in case of breakage.

Guarding shall meet the requirements set forth in ANSI B15.1. Guards may not be manipulated in such a way that will compromise its integrity or the protection in which intended.

3.5 SILICA AWARENESS

Silica is a term which refers broadly to the mineral compound silicon dioxide (SiO_2). Silica can be crystalline or amorphous. Crystalline silica is significantly more hazardous to employees than amorphous silica.

Crystalline silica is the basic component of sand, quartz, and granite rock. In addition to causing the disabling and irreversible lung disease known as silicosis, crystalline silica has been classified as a human carcinogen by the International Agency for Research on Cancer (IARC). Crystalline silica is an important industrial material and occupational exposure occurs across a broad range of industries.

Processes associated historically with high rates of silicosis include sandblasting, sand-casting foundry operations, mining, tunneling, and granite cutting. The term "silica" refers specifically to crystalline silica.

OCCUPATIONAL EXPOSURE TO SILICA

More than one million U.S. workers are exposed to crystalline silica. The National Institute of Occupational Safety and Health (NIOSH) estimates that, of these one million exposed workers, approximately 59,000 will eventually develop silicosis. Each year, more than 250 American workers die of silicosis.

Workers may be exposed to crystalline silica in a variety of industries, including:

- Construction
- Mining
- Foundry work
- Stone cutting
- Ceramics, clay, and pottery work
- Glass manufacturing
- Shipyards
- Manufacturing

SILICA IN SANDBLASTING OPERATIONS

In general industry, the most severe exposures to crystalline silica result from sandblasting, which is used to clean sand and irregularities from foundry castings; finish tombstones; etch or frost glass; or remove paint, oils, rust, or dirt from objects before painting or other treatment. Crystalline silica is also used in the electronics industry and in manufacturing abrasives, paints, soaps, and glass. Of the more than 1 million U.S. workers who are exposed to crystalline silica, 100,000 are sandblasters.

In the construction industry, sandblasting to remove paint and rust from stone buildings, metal bridges, tanks, and other surfaces causes the most severe exposures. Other jobs that can produce crystalline silica dust include jack hammering, concrete mixing, drilling, brick and concrete cutting, or tunneling.

HEALTH EFFECTS

Occupational exposure to crystalline silica dust has long been known to produce pulmonary silicosis, a disabling, nonreversible, incurable lung disease caused by the inhalation of respirable crystalline silica particles. Additionally, there is evidence that exposure to crystalline silica-containing dusts causes or is associated with the following conditions: lung cancer, tuberculosis, chronic obstructive pulmonary disease

(including emphysema and bronchitis), autoimmune diseases or immunologic disorders, chronic renal disease, and subclinical renal changes. Smoking adds to the damage.

Silicosis was considered to be the most serious occupational hazard during the 1930's when federal, state, and professional efforts started to focus attention on prevention strategies.

Once the microscopic particles are deposited in the lungs, they cause tissue damage and lead to the formation of fibrosis (scar tissue). This scarring decreases the lungs' ability to extract oxygen from the air. Smoking adds to the damage. There are three types of silicosis:

- Chronic silicosis: Usually occurs after 10 or more years of exposure to crystalline silica at low levels. This is the most common type of silicosis. Symptoms may not appear in the early stages of chronic silicosis. In fact, chronic silicosis may go undetected for 15 to 20 years after exposure. Eventually, silicosis can result in respiratory failure and death.
- Accelerated silicosis: Results from exposure to higher levels of crystalline silica and occurs 5 to 10 years after exposure. Inflammation, scarring, and symptoms progress faster in accelerated silicosis than in chronic silicosis.
- Acute silicosis: Can occur after only weeks or months of exposure to very high levels of crystalline silica. Death occurs within months. The lungs become very inflamed and may fill with fluid, causing severe shortness of breath and low blood oxygen levels. Acute silicosis may develop after short periods of overexposure

As silicosis progresses, symptoms may include:

- Shortness of breath
- Severe cough
- Weakness
- Occasional bluish skin at ear lobes or lips
- Fatigue
- Loss of appetite

Because the body's ability to fight infections may be weakened by silica in the lungs, other illnesses (such as tuberculosis) may result and can cause:

- Fever
- Weight loss
- Night sweats
- Chest pains
- Respiratory failure

These symptoms can become worse over time, leading to death.

Reducing Exposure

Employers can make a commitment to prevent silicosis at the worksite. Air monitoring test results help employers make decisions on engineering controls, work practices, PPE, and the need for a medical surveillance program. Exposures to airborne concentrations of Silica must be kept below the permissible exposure limits shown in 29 CFR 1910.1000 Table Z-3. If employees are overexposed, employers need to

reduce exposure levels through the use of engineering controls and provide appropriate respiratory protection while the controls are being installed or repaired.

Examples of controls include exhaust ventilation and dust collection systems, blast cleaning machines & cabinets, blasting rooms, water sprays, wet drilling, enclosed cabs for operators, drill platform skirts, substitution of less hazardous materials for abrasive blasting, using vacuums with high-efficiency particulate air (HEPA) filters, and wet sweeping of work areas. Personal protective equipment such as gloves, coveralls, and eye protection should also be used to control exposure.

Workers are responsible for the following:

- Using engineering controls properly
- following safe work practices
- Participating in air monitoring and training programs
- Using the appropriate type of respirator when necessary
- Washing hands and face before eating, drinking, etc.
- Eating, drinking, etc. Only in areas where there is no crystalline silica dust;
- If possible, wearing disposable or washable work clothes and change into clean clothing before leaving the worksite.

Signs warning workers of hazardous work areas will be posted. These signs will contain the hazards and specify any personal protective equipment that is required.

Medical Monitoring

If employees will be exposed to crystalline silica, a medical monitoring program will be implemented. This program will consist of medical examinations at the following intervals:

- Before job placement
- At least every 3 years thereafter
- More frequently for employees who are at risk of acute or accelerated silicosis.

Exams will include at least the following items:

- A medical & occupational history to collect data on worker exposure
- Chest X-rays
- Pulmonary function testing
- Annual evaluation for tuberculosis

TRAINING

Workers must be trained about the jobs that present a silica hazard, crystalline silica's health effects, engineering and work practice controls to reduce exposures, the importance of maintenance and good housekeeping, the proper type and fitting of respirators (according to the facility's written respiratory protection program), Hazcom, and the proper use and care of personal protective equipment at least annually.

Employees required to handle or use poisons, caustics, and other harmful substances shall be instructed regarding the safe handling and use, and be made aware of the potential hazards, personal hygiene, and personal measures required.

Training for employees who operate sandblasting, abrasive blasting, and hydro blasting equipment; and employees who work in close proximity to these operations will be trained before performing these operations, and at least annually.

3.6 COMPRESSED GAS AWARENESS

Hazards associated with compressed gases include oxygen displacement, fires, explosions, and toxic gas exposures, as well as the physical hazards associated with high pressure systems. Special storage, use, and handling precautions are necessary in order to control these hazards

Compressed gas is defined as:

- A material or mixture in a container with an absolute pressure of 40 psi (pounds per square inch) at 70 °F.
- A material or mixture in a container with an absolute pressure exceeding 104 psi at 130 °F
- A liquid material having a vapor pressure exceeding 40 psi absolute at 100 °F.

Absolute pressure is the pressure reading on the gauge plus local atmospheric pressure (14.7 psi at sea level).

COMPRESSED GAS HAZARDS

Gases may be hazardous because they are:

- Under high pressure: When a high-pressure cylinder accidentally ruptures or when a valve assembly breaks off, rocketing can occur. If the pressure of the contents increases enough, it can drive the cylinder, turning it into a missile that can blast its way right through a concrete wall.
- Flammable: Flammable gases catch fire easily and burn quickly. Hydrogen, acetylene, ethylene, propane, and natural gas are some examples. If you were to add flammability to a compression hazard, you would have some extremely dangerous materials.
- Asphyxiant (inert): Inert gases displace oxygen for breathing and can lead to suffocation of the exposed employee.
- Oxidizing: Oxidizing gases can explode violently when they react with organic and combustible materials. It is important that containers of oxidizing gases or oxygen and associated equipment be free of oils, greases, and other hydrocarbon-based materials. In addition, clothing which has been exposed to an oxygen-rich atmosphere is a fire hazard.
- Corrosive: Corrosive gases attack tissue and other materials. Employees should be aware that they will be required to wear special PPE and a self-contained breathing apparatus when handling these gases. Eyewashes and emergency showers must be available. Point out their location.
- Toxic or highly toxic: Poison (toxic) gases such as arsine, diborane, methyl bromide, nitric oxide, nitrogen dioxide, phosgene, and phosphine can only be handled by specially trained personnel. Workers must be fully aware of the potential hazards involved and must wear the appropriate PPE to handle them.
- Cryogenic (extremely cold): A cryogenic liquid has a boiling point colder than -150 degrees Fahrenheit at 14.7 psia. Besides causing frostbite or burning the skin on contact, such a liquid has an asphyxiation hazard associated with it, too. Cryogenic liquids require a higher level of PPE than other substances contained in pressurized tanks.

STORAGE, MAINTENANCE, & HANDLING

Employees must be trained on the proper use, handling and storage of compressed gas cylinders. The following is a list of recommendations for storage, maintenance, and handling of compressed gas cylinders:

- Make sure the contents of the compressed gas cylinder are clearly stenciled or stamped on the cylinder or on a durable label.
- Do not identify a gas cylinder by the manufacturer's color code.
- Never use cylinders with missing or unreadable labels.
- Visually inspect all cylinders for damage before use.
- Be familiar with the properties and hazards of the gas in the cylinder before using.
- Wear appropriate protective eyewear when handling or using compressed gases.
- Use the proper regulator for each gas cylinder.
- Do not tamper with or attempt to repair a gas cylinder regulator.
- Never lubricate, modify, or force cylinder valves.
- Open valves slowly using only wrenches or tools provided by the cylinder supplier directing the cylinder opening away from people.
- Check for leaks around the valve and handle using a soap solution, "snoop" liquid, or an electronic leak detector.
- Leaking cylinders should be moved to an isolated, well ventilated area, away from ignition sources. Soapy water should be used to detect leaks. If the leak is at the junction of the cylinder valve and cylinder, do not try to repair it. Contact the supplier and ask for response instructions.
- Close valves and relieve pressure on cylinder regulators when cylinders are not in use. Label empty cylinders "EMPTY" or "MT" and date the tag; treat in the same manner that you would if it were full.
- Always attach valve safety caps when storing or moving cylinders.
- Transport cylinders in a vertical secured position with an approved cart with a safety chain; never move or roll gas cylinders by hand.
- Securely attach all gas cylinders (empty or full) to a wall or laboratory bench with a clamp or chain, or secure in a metal base in an upright position.
- Store cylinders by gas type, separating oxidizing gases from flammable gases by either 20 feet or a 30-minute firewall that is 5 feet high.
- Store gas cylinders in cool, dry, well-ventilated areas away from incompatible materials and ignition sources.
- Do not subject any part of a cylinder to a temperature higher than 125 °F or below 50 °F.
- Store empty cylinders separately from full cylinders.
- When a cylinder cap cannot be removed by hand, cylinder shall be tagged "Do Not Use" and returned to the designated storage area for return to vendor.
- Hoses and connections should be inspected regularly for damage. Hoses should be stored in cool areas and protected from damage.
- Cylinders must be equipped with the correct regulators. Regulators and cylinder valves should be inspected for grease, oil, dirt and solvents.

RESOURCES

With so many compressed gas hazards, OSHA developed general compressed gas regulations as well as gas-specific regulations to eliminate and prevent injury and illness associated with compressed gases, regardless of content or packaging (cylinder, portable tank, or standing tank). General compressed gas requirements are outlined in 29 CFR 1910.101, and are summarized below:

- Each compressed gas cylinder under the employer's control must be maintained in a safe condition as determined by a visual inspection
- The in-plant handling, storage, and utilization of all compressed gases in cylinders, portable tanks, rail tank cars, or motor vehicle cargo tanks shall be in accordance with Compressed Gas Association Pamphlet P-1-1965, which is incorporated by reference as specified in Sec. 1910.6.
- Compressed gas cylinders, portable tanks, and cargo tanks shall have pressure relief devices installed and maintained in accordance with Compressed Gas Association Pamphlets S-1.1-1963 and 1965 addenda and S-1.2-1963, which is incorporated by reference as specified in Sec. 1910.6.

3.7 VACUUM TRUCKS

Vacuum truck owners and operators, as well as facility personnel, should be aware of the numerous potential hazards associated with vacuum truck operations in petroleum facilities, including but not limited to: sources of ignition, flammable atmospheres, potential hazards associated with the surrounding area, toxic vapors and their PEL's and STEL's, additional hazards such as slips and falls, spills and releases, fires and explosions, and accidents within the facility or on the highway.

Before beginning operations, vacuum truck operators shall obtain any required permits and inspect vacuum trucks, equipment, and loading/off loading sites to assure safe operations.

The areas where vacuum trucks will operate must be free of hydrocarbon vapors in the flammable range. The areas where the vacuum truck operator and others work without respirators must also be at or below air -contaminant PEL's/STEL's. If there is any question whether the area is vapor-or toxic gas- free, atmospheric testing shall be performed by a qualified person using properly calibrated and adjusted detectors. Testing shall be conducted prior to starting any operations, and if necessary, during operations, including but not limited to the following: When operations in the area are subject to change such as automatic pump start-up or product receipt into, or transfer out of, a tank located in the vicinity of the transfer operations; when off-loading; when atmospheric conditions change such as wind direction, when an emergency situation, such as product release, occurs in within the facility that may affect atmospheric conditions in the transfer area.

Vacuum hose constructed of conductive material or thick walled hose with imbedded conductive wiring, shall be used when transferring flammable and combustible liquids when the potential for a flammable atmosphere exists in the area of operations. Conductive hose shall provide suitable electrical conductance less than or equal to 1 mega ohm per 100 feet (as determined by the hose manufacturer). Thin walled metallic spiral-wound conductive hoses should not be used because of the potential for electrical discharge through the thin plastic that covers the metal spiral.

The complete vacuum transfer system needs to be bonded so that there is a continuous conductive path from the vacuum truck through the hose and nozzle to the tank or source container and grounded to dissipate stray currents to earth (ground). Prior to starting transfer operations, vacuum truck need to be grounded directly to the earth or bonded to another object that is inherently grounded (due to proper contact with the earth) such as a large storage tank or underground piping. A safe and proper ground to earth may be achieved by connecting to any properly grounded object including but not limited to any one or more of the following examples: a metal frame of a building, tank, or equipment that is grounded. An existing facility grounding system such as that installed at a loading rack. Fire hydrants metal light posts, or underground metal piping with at least 10' of contact with earth. A corrosion free metal ground rod of suitable length and diameter (approximately 9' long and 5/8-in. diameter), driven 8' into the earth (or to the water table, if less).

Under normal conditions, the absence of oxygen minimizes the risk of ignition in a vacuum truck. However, operating rotary lobe blowers and vacuum pumps at high speeds creates high air movement and high vacuum levels, resulting in high discharge air temperatures and high discharge vapor concentrations that can present potentially ignitable conditions.

A number of methods can be used by vacuum truck operators to safely vent vacuum pump exhaust vapors, including but not limited to the following: Operators can prevent dieseling by locating the vacuum truck upwind of vapor sources and by extending the vacuum pump discharge away from the diesel engine air intake; vapors may be returned to the source container using conductive and closed connections; vapors may be vented into the atmosphere to a safe location using a safety venturi; Vacuum truck operators may provide vertical exhaust stacks, extending approximately 12' above the vacuum truck (or higher if necessary), to dissipate the vapors before they reach ignition sources or other potential hazards and personnel; Vacuum truck operators may attach a length of exhaust hose to the vacuum exhaust that is long enough to reach an area that is free from potential hazards, sources of ignition, and personnel. The hose should be preferably extended 50' downwind of the truck and away from the source of the liquids.

Vacuum truck personnel working in petroleum facilities shall be: trained in the safe operation of the vacuum equipment; familiar hazards of the petroleum products, by-products, wastes and materials being transferred, aware of relevant government and facility safety procedures and emergency response requirements; MSDS; appropriate PPE; all personnel shall leave the vacuum truck cab during loading and off-loading operations; when transferring flammable liquids or hazardous materials, vacuum truck operators shall remain positioned between the vacuum truck and the source or receiving tank, vessel, or container and within 25' of the vacuum truck throughout the duration. Vacuum truck operators shall monitor the transfer operation and be ready to quickly close the product valve and stop the pump in the event of a blocked line or release of material through a broken hose or connection; smoking, or any other source of ignition, shall not be permitted within at least 100' (depending on local procedures and atmospheric conditions) of the truck, the discharge of the vacuum pump, or any other vapor source.

Vacuum truck operators shall be trained and properly licensed in accordance with applicable regulations: Vacuum trucks shall not enter into tank dike area until such areas have been checked/monitored and rendered safe: Vacuum trucks cargo tanks shall be depressurized: Vacuum truck operators must be aware of the effect of speeds, turns and the changing center of gravity: Vacuum truck operators shall maintain proper distances when operating vacuum trucks inside facilities with restricted clearances.

3.8 VEHICLES AND MOBILE EQUIPMENT

If vehicle safety practices are not observed, employees risk being pinned between construction vehicles and walls, struck by swinging backhoes, crushed beneath overturned vehicles, or other similar accidents. In addition, work near public roadways present the risk being struck by trucks or cars.

Provided below are suggested practices for operations involving vehicles and mobile equipment. For further details, refer to the OSHA standards covering motor vehicles and mechanized equipment.

- Only authorized employees are allowed to operate mobile equipment.
- Employees must be instructed to stay clear of backing and turning vehicles and equipment with rotating cabs.
- All off-road equipment used on site must be equipped with rollover protection (ROPS) (Figure 21).
- Back-up alarms for equipment with limited rear view or use someone to help guide them back must be maintained.
- Conduct pre-shift inspections on the assigned equipment to verify that the equipment is in working order.
- Be sure that all vehicles have fully operational braking systems, brake lights, and a working backup alarm.
- Use seat belts when transporting workers in motor and construction vehicles.
- Maintain at least a 10-foot clearance from overhead power lines when operating equipment.
- Block up the raised bed when inspecting or repairing dump trucks.
- Know the rated capacity of the crane and use accordingly.
- Ensure the stability of the crane.
- Use a tag line to control materials moved by a crane.
- Verify experience or provide training to crane and heavy equipment operators.
- Passengers are not permitted to ride on equipment unless the equipped to accommodate passengers.
- The equipment operator shall use access provided to get on and off equipment.
- If the mobile equipment does not have an enclosed cab, eye protection must be used when in operation.
- Vehicles and mobile equipment must only be used in the manner in which it was designated and intended for.
- Before fueling, the operator of a gasoline or diesel vehicle must shut off the engine and shall see that the nozzle of the filling hose makes contact with the filling neck of the tank. No one shall be on the vehicle during fueling operations except as specifically required by design. There shall be no smoking or open flames in the immediate area during fueling operation.

3.9 HAND-SIGNALING CONTROL

The primary function of traffic control procedures is to move vehicles and pedestrians safely and expeditiously through or around temporary traffic control zones while protecting on- site workers and equipment.

QUALIFICATIONS FOR FLAGGERS

Because flaggers are responsible for public safety and make the greatest number of public contacts of all highway workers, they should have the following minimum qualifications:

- Sense of responsibility for the safety of the public and workers
- Training in safe traffic control practices
- Average intelligence
- Good physical condition, including sight and hearing
- Mental alertness and the ability to react in an emergency
- Courteous but firm manner
- Neat appearance

HIGH-VISIBILITY CLOTHING

For daytime work, the flagger's vest, shirt, or jacket shall be orange, yellow, strong yellow green or fluorescent versions of these colors. For nighttime work, similar outside garments shall be retro-reflective. The retro-reflective material shall be orange, yellow, white, silver, strong yellow-green, or a fluorescent version of one of these colors and shall be visible at a minimum distance of 1,000 feet. The retro-reflective clothing shall be designed to identify clearly the wearer as a person and be visible through the full range of body motions.

Uniformed law enforcement officers may be used as flaggers in some locations, such as an urban intersection, where enforcement of traffic movements is important. Uniformed law enforcement officers may also be used on freeways where traffic is channeled around work sites and it is necessary to assure that advisory and regulatory speeds are being enforced. For nighttime work and in low-visibility situations, a retro-reflective garment as described above should be worn.

HAND-SIGNALING DEVICES

Hand-signaling devices, such as STOP/SLOW paddles, lights, and red flags are used to control traffic through temporary traffic control zones. The STOP/SLOW paddle, which gives drivers more positive guidance than red flags, should be the primary hand-signaling device. The standard STOP/SLOW sign paddle shall be 18 inches, square with letters at least 6 inches high. A rigid handle should be provided. This combination sign should be fabricated from light semi-rigid material, and shall have an octagonal shape. The background of the STOP face shall be red with white letters and border. To improve conspicuity, the STOP/SLOW paddles may be supplemented by one or two symmetrically positioned alternately flashing white high-intensity lamps on each side. The background of the SLOW face shall be orange with black letters and border. When used at night, the STOP/SLOW paddle shall be retro-reflectorized in the same manner as signs.

Flag use should be limited to emergency situations and at low-speed and/or low-volume locations which can best be controlled by a single flagger. Flags used for signaling shall be a minimum of 24 inches square, made of a good grade of red material, and securely fastened to a staff about 3 feet long. The free edge should be weighted so the flag will hang vertically, even in heavy winds. When used at night, flags shall be retro-reflective red.

HAND-SIGNALING PROCEDURES

STOP/SLOW paddle and flag use are illustrated in the figure on the next page. The following methods of signaling with STOP/SLOW paddles should be used:

- To Stop Traffic-The flagger shall face traffic and extend the STOP sign paddle in a stationary position with the arm extended horizontally away from the body. The free arm should be raised with the palm toward approaching traffic.
- To Direct Stopped Traffic to Proceed-The flagger shall face traffic with the SLOW paddle held in a stationary position with the arm extended horizontally away from the body. The flagger should motion with the free hand for traffic to proceed.
- To Alert or Slow Traffic-The flagger shall face traffic with the SLOW sign paddle held in a stationary position with the arm extended horizontally away from the body. The flagger may motion up and down with the free hand, palm down, indicating that the vehicle should slow down.

The following methods of signaling with a flag should be used:

- To Stop Traffic-The flagger shall face traffic and extend the flag staff horizontally across the traffic lane in a stationary position, so that the full area of the flag is visible hanging below the staff. The free arm should be raised with the palm toward approaching traffic.
- To Direct Stopped Traffic to Proceed. The flagger shall face traffic with the flag and arm lowered from view of the driver. With the free hand, the flagger should motion traffic to proceed. Flags shall not be used to signal traffic to proceed.
- To Alert or Slow Traffic. The flagger shall face traffic and slowly wave the flag in a sweeping motion of the extended arm from shoulder level to straight down, without raising the arm above a horizontal position.

FLAGGER STATIONS

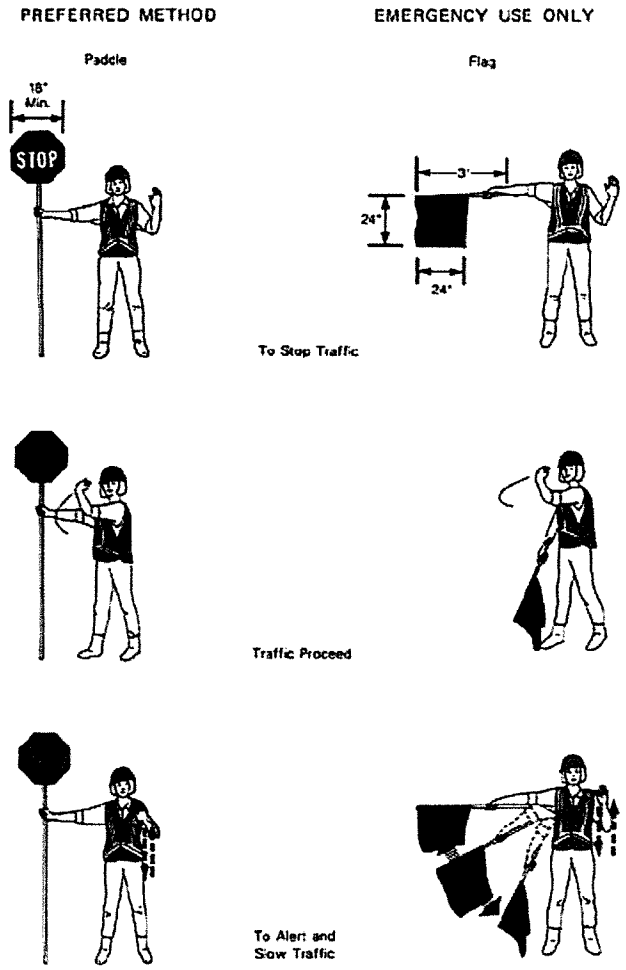
Flagger stations shall be located far enough ahead of the work space so that approaching traffic has sufficient distance to stop before entering the work space. Table VI-1 in the Manual on Universal Traffic Control Devices (Guidelines for Length of Longitudinal Buffer Space), may be used for locating flagger stations in advance of the work space. This distance is related to approach speeds, friction factors, and pavement and tire conditions. These distances may be increased for downgrades.

The flagger should stand either on the shoulder adjacent to the traffic being controlled or in the barricaded lane. At a "spot" obstruction, a position may have to be taken on the shoulder opposite the barricaded section to operate effectively. A flagger should stand only in the lane being used by moving traffic after traffic has stopped, and the flagger needs to be visible to other traffic or to communicate with drivers. Because of the various roadway geometrics, flaggers should be clearly visible to approaching traffic at all times. For this reason, the flagger should stand alone.

Other workers should not be permitted to congregate around the flagger station. The flagger should be stationed far enough ahead of the work force to warn them (for example with horns, whistles etc.) of approaching danger, such as vehicles out of control.

Flagger stations should be visible far enough ahead to permit all vehicles to stop. Table VI-1 in the Manual on Universal Traffic Control Devices (Guidelines for Length of Longitudinal Buffer Space), may be used in selecting the location of flaggers. This distance is related to approach speeds, friction factors, and pavement and tire conditions. These distances may be increased for downgrades. These distances are calculated in a manner similar to those calculated in the first paragraph of 6E-6. Flagger stations should be preceded by proper advance warning signs. Under certain geometric and traffic situations, more than one flagger station may be required for each direction of traffic. At night, flagger stations should be illuminated.

At two-way, unusually low-volume and/or unusually low- speed short lane closings where adequate sight distance is available for the safe handling of traffic, the use of one flagger may be sufficient.



USE OF HAND SIGNLALING DEVICES BY FLAGGER

3.10 ELECTRICAL SAFETY

Electrical current exposes workers to a serious, widespread occupational hazard; practically all members of the workforce are exposed to electrical energy during the performance of their daily duties, and electrocutions occur to workers in various job categories. Many workers are unaware of the potential electrical hazards present in their work environment, which makes them more vulnerable to the danger of electrocution.

Electrical injuries consist of four main types: electrocution (fatal), electric shock, burns, and falls caused as a result of contact with electrical energy.

Safety and health programs must address electrical incidents and the variety of ways electricity becomes a hazard. In general, OSHA requires that employees not work near any part of an electrical power circuit unless protected. The following hazards are the most frequent cause of electrical injuries:

- Contact with power lines
- Lack of Ground-Fault Protection
- Path to Ground Missing or Discontinuous
- Equipment Not Used in Manner Prescribed
- Improper Use of Extension and Flexible Cords

Provided below is a summary of jobsite safety practices that will help guide Guyer Brothers in avoiding common electrical hazards. For exact language and specific details Occupational Safety and Health Administration's (OSHA) Electrical Safety Standards for the Construction Industry refer to 29 CFR 1926 Subpart K.

- Prohibit work on new and existing energized (hot) electrical circuits until all power is shut off and a positive Lockout/Tagout System is in place.
- Don't use frayed or worn electrical cords or cables.
- Use only 3-wire type extension cords designed for hard or junior hard service. (Look for any of the following letters imprinted on the casing: S, ST, SO, STO, SJ, SJT, SJO, SJTO.)
- Maintain all electrical tools and equipment in safe condition and check regularly for defects.
- Remove broken or damaged tools and equipment from the jobsite.
- Protect all temporary power (including extension cords) with ground fault circuit interrupters (GFCIs). Plug into a GFCI-protected temporary power pole, a GFCI protected generator, or use a GFCI extension cord to protect against shocks (Figure 22).
- Don't bypass any protective system or device designed to protect employees from contact with electrical current.
- Locate and identify overhead electrical power lines. Make sure that ladders, scaffolds, equipment or materials never come within 10 feet of electrical power lines.

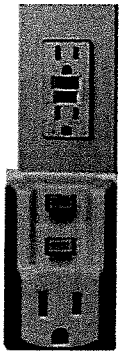
3.11 GROUND-FAULT CIRCUIT INTERRUPTERS (GFCI)

Guyer Brothers uses Ground Fault Circuit Interrupters whenever feasible. A ground-fault occurs when there is a break in the low-resistance grounding path from a tool or electrical system. The electrical current may then take an alternative path to the ground through the user, resulting in serious injuries or death. The ground-fault circuit interrupter, or GFCI, is a fast-acting circuit breaker designed to shut off electric power in the event of a ground-fault within as little as 1/40 of a second. It works by comparing the amount of current going to and returning from equipment along the circuit conductors. When the amount going differs from the amount returning by approximately 5milliamperes, the GFCI interrupts the current.

The GFCI is rated to trip quickly enough to prevent an electrical incident. If it is properly installed and maintained, this will happen as soon as the faulty tool is plugged in. If the grounding conductor is not intact or of low-impedance, the GFCI may not trip until a person provides a path. In this case, the person will receive a shock, but the GFCI should trip so quickly that the shock will not be harmful.

The GFCI will not protect you from line contact hazards (i.e. a person holding two "hot" wires, a hot and a neutral wire in each hand, or contacting an overhead power line). However, it protects against the most common form of electrical shock hazard, the ground-fault. It also protects against fires, overheating, and destruction of wire insulation.

Because GFCIs are so complex, they require testing on a regular basis. Test permanently wired devices monthly, and portable-type GFCIs before each use. All GFCIs have a built-in test circuit, with test and reset buttons, that triggers an artificial ground-fault to verify protection. Ground-fault protection, such as GFCIs provide, is required by OSHA in *addition* to (not as a substitute for) general grounding requirements.



RECEPTACLE TYPE: The Receptacle Type incorporates a GFCI device within one or more receptacle outlets. Such devices are becoming popular because of their low cost.

PORTABLE: Portable Type GFCIs come in several styles, all designed for easy transport. Some are designed to plug into existing non-GFCI outlets, or connect with a cord and plug arrangement. The portable type also incorporates a no-voltage release device that will disconnect power to the outlets if any supply conductor is open. Units approved for outdoor use will be in enclosures suitable for the environment. If exposed to rain, they must be listed as waterproof.

CORD-CONNECTED: The Cord-Connected Type of GFCI is an attachment plug incorporating the GFCI module. It protects the cord and any equipment attached to the cord. The attachment plug has a non-standard appearance with test and reset buttons. Like the portable type, it incorporates a no-voltage release device that will disconnect power to the load if any supply conductor is open.

3.13 ERGONOMICS & MANUAL LIFTING

Ergonomic injury risk factors include forceful movements, repetitive motions, awkward postures, and lack of rest. Rest periods give the body time to recover from work; break time exercises and stretches strengthen the body. Workers should think of themselves as Industrial Athletes; athletes wouldn't participate in a sport without proper rest and warm-up, so use the same preparation on the job.

Breaks - Pay attention to signs of discomfort and fatigue on the job; these are warning signs from your body. As muscles tire during a work task, slouching can lead to poor posture, sloppy, uncontrolled movements, and injuries. Rest breaks mean recovery for the body. During a job task, take micro-breaks lasting 10-15 seconds every ten minutes. Take periodic mini-breaks lasting 3-5 minutes. These short breaks give the body a rest, reduce discomfort, and improve your performance.

Rest Periods - Alternate your work activities and postures throughout the day. Rotating tasks may seem inefficient, but the rest and use of different muscle groups increases energy and maintains productivity. For example, if you are a landscaper, don't trim all of the shrubs, sweep up the trimmings, and then leaf-blow the whole area; work in sections and trim, sweep, and leaf-blow in alternating tasks. If you work at a single workstation and job task all day, move into different postures while you work: first standing, then standing with one foot resting on a stool, then sitting.

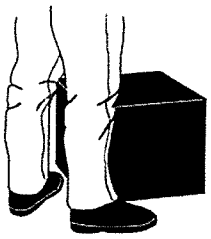
Stretches - Stretches help you to warm-up before work and relax during breaks; they increase flexibility and boost blood flow and oxygen to muscles. Perform stretches slowly and gently; avoid extreme postures and stop stretching if you feel pain or discomfort. Physical and Occupational Therapists are the most qualified individuals to generate a specific stretching and warm-up program.

Proper Lifting Techniques - There are a wide variety of injuries that can happen to the back. Some injuries are serious enough to require surgery. Some injuries lead to permanent disability. Any back injury can limit all of your activities, both on and off of the job. By using the correct lifting posture, you can avoid back injury.

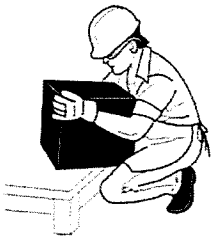
The basic rules of good lifting are:

- Size up the load before you lift. Test by lifting one of the corners or pushing. If it's heavy or feels too clumsy, get a mechanical aid or help from another worker. When in doubt, don't lift alone.
- Bend the knees. Note that this item is the single, most important aspect of lifting.
- Place your feet close to the object and center yourself over the load.
- Get a good handhold.
- Lift straight up, smoothly, and let your legs do the work, not your back.
- Do not twist or turn your body once you have made the lift.
- Make sure beforehand that you have a clear path to carry the load.
- Set the load down properly.
- Always push, not pull, the object when it's on a cart or dolly.
- If it's a long load, get some help.
- Split the load into several smaller ones when you can.

Safe Lifting Techniques



1. Stand close to the load with feet spread apart about shoulder width, with one foot slightly in front of the other for balance.



2. Squat down bending at the knees (not your waist). Tuck your chin while keeping your back as vertical as possible.

3. Get a firm grasp of the object before beginning the lift.

4. Begin slowly lifting with your LEGS by straightening them. Never twist your body during this step.

5. Once the lift is complete, keep the object as close to the body as possible. As the load's center of gravity moves away from the body, there is a dramatic increase in stress to the lumbar region of the back.

TAB 4: SAFETY MEETINGS & TRAININGS

4.1 SAFETY MEETINGS

Safety meetings are an important part of jobsite safety. They are an opportunity for employees and their supervisor to discuss specific hazards encountered at the jobsite and how best to address them.

Meetings will focus on situations faced by the workers in the current work environment. Prior to each shift, supervisors should address the hazards that will face the workers on the particular jobsite. Individual workers should be encouraged to provide input on their observations of hazards that exist or will be encountered during the shift that is about to begin.

Effective safety meetings should incorporate the following:

- Discuss safety policies and procedures with management and making recommendations for improvements.
- Review accident investigation reports on all accidents and "near-misses".
- Identify unsafe conditions and work practices and making recommendations for corrections.
- Discuss problems that have arisen or that are anticipated shall be discussed along with any other safety and health topics.

The meeting should be kept a valuable educational experience by:

- Keep the discussion flowing and on-topic
- Start and stop the meetings on time
- Use illustrated material and demonstrations to make the point
- Discuss each topic thoroughly
- Review accidents, injuries, property losses, and near misses
- Evaluate accidents, injuries, property losses, and near misses for trends and similar causes to initiate corrective actions.

Safety meetings may also incorporate various training topics in the form of toolbox talks which are brief discussions regarding areas of safety applicable to a particular task or jobsite. Tool box talks that include subject matter applicable to construction are included in the training section of this document.

Each safety meeting will be documented on the form on the following page.

♦ Safety Meeting Minutes

Jobsite: _____ Date: _____

Supervisor: _____

Topics Discussed:

_____
_____
_____
_____
_____

Action Items:

_____
_____
_____
_____
_____

Meeting Attended by (print name):	Signature:

4.2 TRAINING & EDUCATION

Training is an essential component of an effective safety and health program addressing the responsibilities of both management and employees at the site. Training is most effective when incorporated into other education on performance requirements and job practices.

Training programs should be provided as follows:

- Initially when the safety and health plan is developed
- For all new employees before beginning work
- When new equipment, materials, or processes are introduced
- When procedures have been updated or revised
- When experiences/operations show that employee performance must be improved
- At least annually

Besides the standard training, employees should also be trained in the recognition of hazards – be able to look at an operation and identify unsafe acts and conditions. A list of typical hazards employees should be able to recognize may include:

- **Fall hazards** - falls from- floors, roofs and roof openings, ladders (straight and step), scaffolds, wall openings, tripping, trenches, steel erection, stairs, chairs
- **Electrical hazards** - appliances, damaged cords, outlets, overloads, overhead high voltage, extension cords, portable tools (broken casing or damaged wiring), grounding, metal boxes, switches, ground fault circuit interrupters(gfci)
- **Caught between** – cave-ins, unguarded machinery, equipment, confined spaces
- **Struck by** – vehicles, machinery, flying/falling objects, concrete/masonry walls
- **Housekeeping issues** - exits, walkways, floors, trash, storage of materials (hazardous and non-hazardous), protruding nails, exits (blocked), trips/slips, stairs, un-even flooring, electrical cords, icy walkways, etc.
- **Fire hazards** - oily-dirty rags, combustibles, fuel gas cylinders, exits (blocked)
- **Health hazards** - silicosis, asbestos, loss of hearing, eye injury due to flying objects, chemical exposures, poison ivy, stagnant water

Employees trained in the recognition and reporting of hazards and supervisors trained in the correction of hazards will substantially reduce the likelihood of a serious injury.

4.3 NEW HIRE ORIENTATION

Whenever a new employee comes on board, there is a period of t raining and learning in which the new employee learns about the company's safety and health programs, emergency action plans, fire protection policy, and any other safety-related issues that the employee must know.

This is also an opportunity to influence the new employee on the safety culture of the company, and positively influence that employee to keep safety always in mind.

The employee orientation will be started during the employee's first day on his or her new job. The tool pusher or another qualified company representative will conduct the new hire orientation. The entire orientation program may be broken up over a period of a few days, but when it is complete, employees should know the following safety information:

- The organization's safety objectives and goals.
- The function of the corporate safety committee.
- What employees should do if they are injured on the job.
- The procedures for reporting accidents, near-miss incidents, hazards, injuries, and illness.
- What to do in case of an emergency.
- The facility's use of warning signs and tags.
- OSHA's recordkeeping requirements and employee access to exposure and medical records.
- The safety rules and safe procedures that apply to their jobs (especially for tasks with OSHA-required training).

As part of the new hire orientation process, the following topics, at minimum, will be covered:

- OSHA's Employee Responsibilities
- Personal Protective Equipment
- Hazard Communication
- Emergency Evacuation & Fire Safety
- Bloodborne Pathogens

TAB 5: TOOLBOX TALKS

- Insert Toolbox Talks

TAB 6: INJURY & ILLNESS REPORTING & PREVENTION

6.1 ACCIDENT & INCIDENT INVESTIGATION

Thorough accident investigations will help to determine why accidents occur, where they happen, and any trends that might be developing. Such identification is critical to preventing and controlling hazards and potential accidents. All incidents will be investigated to the appropriate level with regards to incident severity using a root cause analysis process or other similar method.

When an incident occurs, the following sequence of reporting events will be followed:

1. If medical attention is required, call 911 or alert the first responder
2. Alert the supervisor on site
3. Alert all personnel necessary to control further loss
4. Report all fatalities to OSHA within 8 hours of the incident.
5. Report all work-related inpatient hospitalizations, amputations, or losses of an eye to OSHA within 24 hours of the incident.
6. If working at another company's location, report all incidents to the owner client within 24 hours of the incident.

After an incident has occurred, proper actions must be taken to prevent further loss. Proper equipment to assist in conducting an incident investigation will be available to persons responsible for conducting the investigation.

Individual responsibilities for incident investigation must be assigned prior to the occurrence of an incident. Personnel are trained in their roles and responsibilities for incident response and investigation techniques. Employees who are assigned the role of first responder must be trained and qualified in first aid techniques to control the degree of loss during the immediate post-incident phase.

SUPERVISORS

- Provide first aid, call for emergency medical care if required.
- If further medical treatment is required, arrange to have an employer representative accompany the injured employee to the medical facility.
- Secure area, equipment and personnel from injury and further damage.
- Contact Safety Coordinator.

SAFETY COORDINATOR

- Investigate, identify, and document all of the evidence involved with the incident. Collect, preserve, and secure all facts, employee and witness statements; take pictures and physical measurements of incident site and equipment involved.
- Complete an incident investigation report form (see following pages), a detailed narrative, and the necessary workers' compensation paperwork within 24 hours whenever possible.
- Ensure that corrective action to prevent a recurrence is taken, assign responsibilities for corrective actions, and track the corrective actions to closure.
- Discuss incident, where appropriate, in safety and other employee meetings with the intent to prevent a recurrence.
- Discuss incident with the supervisor and other management.

- If the injury warrants time away from work, insure that the absence is authorized by a physician and that you maintain contact with your employee while he/she remains off work.
- Monitor status of employee(s) off work, maintain contact with employee and encourage return to work even if restrictions are imposed by the physician.
- When injured employee(s) return to work they should not be allowed to return to work without "return to work" release forms from the physician. Review the release carefully and ensure that you can accommodate the restrictions, and that the employee follows the restrictions indicated by the physician.

Documentation of the incident is an important step in preventing future occurrences. Gathering facts, witness statements, and taking photos and sketches of the accident site provides a solid base to begin the review process. Once all documentation is gathered and the accident report has been written, management will assess the results, and place any necessary changes to processes into effect to prevent a reoccurrence of similar events. Any lessons learned and changes to processes will be communicated to employees.

6.2 NEAR MISS REPORTING

A near miss is similar to an accident; however, a near miss does not result in an injury or property damage. No matter how trivial they are, near misses should be reported to the supervisor in the same manner as accidents are reported. Reporting near misses in a timely manner can help to determine how to prevent a recurrence that could result in a serious injury.

Nothing is learned from unreported near misses. Hazards, causes and contributing factors are lost if not reported. Employees who don't take the time to report near misses they experience may not learn from them and neither will others who were not involved. The fact that many near misses come within inches of being disabling injury accidents makes failing to report them all the more serious.

Reasons that employees typically do not report near misses:

- Fear of supervisor's disapproval
- Production time
- Desire to not have the near miss documented on the employee's records
- Embarrassment from coworkers' ridicule or sarcasm
- Failure to understand the importance of near miss reporting
- Inability to recognize the damage that could have resulted

Important questions to ask when investigating a near miss include:

- What are the circumstances surrounding the near miss?
- Is there a safety rule covering the situation?
- If so, did the person involved know the rule?
- Were any safety devices or PPE/clothing not used or used incorrectly?
- Have there been other near misses of the same type?
- Was the employee aware of the hazard?
- Did the employee know the safe and proper procedure?

Taking the opportunity to report near misses can mean a much safer and healthier work environment for you and your coworkers and can also mean going home as you came in, in one piece! Employees are required as part of their job duties to report all near misses to their supervisor.

♦ Accident/Incident/Near Miss Report & Investigation Form

1. This form must be used to report any accident, incident, or near miss that has occurred at the workplace. A separate form must be completed by each party involved.
2. The form should be completed by the person involved and immediately forwarded to the supervisor for review and action.
3. The supervisor will complete this form if the involved party is not able to do so.

Incident Details

Location:	**Date of incident:**
Reported by:	**Time of incident:**

Description of Incident:

What was the activity at the time of incident? Be specific. Examples: "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"
Explain how the incident occurred and what object directly harmed the employee (if applicable). Examples: "When ladder slipped on wet floor, worker fell 20 feet to a concrete floor"; "Worker was sprayed with chlorine when gasket broke during replacement".
Other Relevant Information (attach photos, sketch of incident scene, etc.):

**** If no parties were injured, proceed to page 3. ****

Injured Person

Name:	Title:	
Address:	Hire Date (Company):	
City, State	Hire Date (Current position)	
Phone:	Supervisor:	
Employee Classification: ❑ Full Time ❑ Part Time ❑ Contract ❑ Temporary		

Description of Injury:

Nature of Injury/Injured Part of Body:

❑ Bruising ❑ Dislocation ❑ Strain/Sprain ❑ Scratch/Abrasion ❑ Internal

❑ Fracture ❑Foreign Body ❑ Laceration/Cut ❑ Burn/Scald ❑ Chemical Reaction

❑ Amputation ❑ Death ❑ Other (describe): _____

Treatment Provided:

❑ First Aid - If First Aid was provided, please indicate the treatment performed:

- non-prescription medications at nonprescription strength
- tetanus immunizations
- cleaning, flushing, or soaking wounds on the skin surface
- wound coverings
- hot or cold therapy
- using totally non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.
- using finger guards;
- using massages;
- using eye patches;
- drinking fluids to relieve heat stress drilling a fingernail or toenail to relieve pressure, or draining fluids from blisters;
- temporary immobilization devices while transporting an accident victim (splints, slings, neck collars, or back boards).
- simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye;
- irrigation, tweezers, cotton swab or other simple means to remove splinters or foreign material from areas other than the eye;

❑ Other treatment, please describe:

❑ Emergency Room ❑ Physician's Office ❑ Hospitalization	**Treating Physician/Facility:**	
	Address	

Root Cause Analysis (check all that apply)

Conditions:	Work Practices	Disciplinary Infraction:
☐ Unsafe Conditions ☐ Poor work area design or layout ☐ Congested work area ☐ Hazardous substances ☐ Fire or explosion hazard ☐ Inadequate ventilation ☐ Slippery conditions ☐ Excessive noise ☐ Improper material storage ☐ Improper loading or placement	☐ Improper work technique ☐ Improper PPE or PPE not used ☐ Hazards not identified ☐ Guards not used ☐ Improper lifting ☐ Poor housekeeping ☐ Servicing machinery in motion ☐ Inadequate workplace inspection ☐ Improper tool or equipment ☐ Improper maintenance ☐ Defective tools/equipment	☐ Lack of written procedures or policies ☐ Operating without authority ☐ Safety rules not enforced ☐ Safety rule violation ☐ Operating at improper speeds ☐ Horseplay ☐ Drug or alcohol use ☐ Unsafe act of others ☐ By-passing safety devices ☐ Unsafe Acts
Planning & Training ☐ PPE unavailable ☐ Failure to warn or secure ☐ Inadequate job planning ☐ Inadequate guarding of hazards ☐ Inadequate equipment ☐ Unsafe design or construction ☐ Insufficient lighting ☐ Inadequate fall protection	☐ Poor process design Insufficient worker training ☐ Insufficient foreman training ☐ Insufficient knowledge of job Management Deficiencies ☐ Inadequate supervision ☐ Inadequate hiring practices Unrealistic scheduling ☐ Unnecessary haste	Other: ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____

Corrective Actions

Contributing Factor	Corrective Action	Responsible Party	Completion Date

Lessons Learned

Management Review

Initial Report Completed by:	
Printed Name:	Date:
Signature:	Job Title:
Management Review:	
Printed Name:	Date:
Signature:	Job Title:
Final Review:	
I certify that all Corrective Actions have been completed.	
Printed Name:	Date:
Signature:	Job Title:

6.3 Employee Access to Medical Records

The purpose of this program is to provide employees with information of their right to access relevant exposure records to toxic substances or harmful physical agents in their workplace. Under OSHA's standard, Access to Employee Exposure and Medical Records (1910.1020) all employees have the right to obtain these records to prevent or identify potential occupational illnesses. Employees have the right to obtain exposure records as follows:

- A current or former employee who is or may have been exposed to toxic substances or harmful physical agents.
- An employee who was assigned or transferred to work involving toxic substances or harmful physical agents.
- The legal representative of a deceased or legally incapacitated employee who was or may have been exposed to toxic substances or harmful physical agents.
- Designated employee representatives may access employee medical or exposure records and analyses created from those records only in very specific circumstances. Designated employee representatives include any individual or organization to whom an employee has given written authorization to exercise a right of access

Types Of Exposures

- Metals and dusts, such as lead, cadmium, and silica.
- Biological agents, such as bacteria, viruses, and fungi.
- Physical stress, such as noise, heat, cold, vibration, repetitive motion, and ionizing and non-ionizing radiation.

Definitions

Access - The right and opportunity to examine and copy

Designated Representative - Any individual or organization to whom an employee gives written authorization to exercise a right of access. For the purposes of access to employee exposure records and analyses using exposure or medical records, a recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written employee authorization.

Employee Exposure Record - May contain any of the following:

- Monitoring results of workplace air or measurements of toxic substances or harmful physical agents in the workplace, including personal, area, grab, wipe, or other forms of sampling results.
- Biological monitoring results, such as blood and urine test results.
- Material safety data sheets (MSDSs) containing information about a substance's hazards to human health.

Employee Medical Record:

- Medical and employment questionnaires or histories.
- Results of medical examinations and laboratory tests.
- Medical opinions, diagnoses, progress notes, and recommendations.
- Descriptions of treatments and prescriptions.
- Employee medical complaints.

EMPLOYER RESPONSIBILITIES

- Preserve and maintain accurate medical and exposure records for each employee.3
- Inform workers of the existence, location, and availability of those medical and exposure records.
- Provide information regarding the standard to all employees and where records are available
- Provide records to employees or designated representatives
- Maintain employee records for the duration of employment, plus 30 years
- Exemptions from keeping records:
    - Physical specimens, such as blood and urine samples
    - Records concerning health insurance claims if they are (1) maintained separately from your medical program and its records, and (2) not accessible by employee name or other personal identifier (e.g., social security number or home address).
    - Records created only for use in litigation that are privileged from discovery.
    - Records created as part of voluntary employee assistance programs, such as records for alcohol and drug abuse or personal counseling, if they are maintained separately from your medical program and its records.
    - Trade secret information involving manufacturing processes or a percentage of a chemical substance in a mixture, as long as you inform health professionals and employees and their designated representatives that you have deleted that information from medical and exposure records. If the exclusion of the trade secret information substantially impairs the evaluation of when and where the exposure occurred, however, you must provide alternative information to the employee consistent with the requirements of 29 CFR Part 1910.1020.

6.4 OSHA Reporting & Recordkeeping

OSHA Emergency Reporting

All incidents must be reported to an appointed company official immediately.

Company Official: _____

Office: _____ Cell: _____

Depending on the nature and severity of the incident, the company official will ensure that the necessary actions are taken (outlined below).

Type of Incident	Reporting/Recordkeeping	Time Frame
• Fatality (On the job death)	Report to OSHA @ 1-800-321-OSHA (6742)	Within 8 hours of the incident
• Work-related inpatient hospitalization • Amputations • Loss of an eye	Report to OSHA @ 1-800-321-OSHA (6742)	Within 24 hours of the incident
• All incidents	Conduct an accident investigation	Immediately
• OSHA-recordable injuries/illnesses (as outlined below)	Complete OSHA 301 (or equivalent) Enter a log entry on OSHA Form 300.	Within 7 days of the injury or illness

OSHA Recordkeeping

OSHA recordkeeping is required for any employer with 11 or more employees at any time within the year. If an injury or accident should ever occur, it must be reported to the supervisor as soon as possible. An OSHA 300 log entry and summary report (OSHA 301 form or equivalent) must be maintained for every recordable injury and illness. The entry should be completed within 7 days after the injury or illness has occurred.

An OSHA recordable injury or illness is defined as an injury resulting in loss of consciousness, days away from work, days of restricted work, or medical treatment beyond first aid. First Aid includes:

- Tetanus shots
- Applying Band-Aids or butterfly bandages
- Cleaning, flushing or soaking wounds
- Applying Ace bandages and wraps
- Taking non-prescription drugs at non-prescription strength (aspirin, Tylenol, etc.)
- Drilling fingernails/toenails
- Eye patches, eye flushing and foreign body removal from eye with Q-tips
- Finger guards
- Hot or cold packs
- Drinking fluids for heat stress
- Removing of a splinter (other than from the eye)

An annual summary of recordable injuries and illnesses (OSHA 300A) must be posted at a conspicuous location in the workplace from February 1 to April 30 and contain the following information: calendar year, company name, establishment name, establishment address, certifying signature of the highest ranking company official, title, and date. If no injury or illness occurred in the year, zeroes must be entered on the total line.

The OSHA logs should be evaluated by the employer to determine trends or patterns in injuries in order to appropriately address hazards and implement prevention strategies. OSHA recordkeeping forms must be maintained for a period of 5 years.

Note: The OSHA 300 and 301 logs must be kept confidential.

6.5 OSHA POSTER

OSHA®
Occupational Safety and Health Administration

Job Safety and Health
IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

FREE ASSISTANCE to identify and correct hazards is available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

Contact OSHA. We can help.

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

- OSHA Recordkeeping Packet

TAB 7: DISCIPLINE & ENFORCEMENT

7.1 SAFETY RULES AND PROCEDURES

The following safety rules & procedures have been set forth by Guyer Brothers as minimum guidelines. If a situation arises that there is not a pre-established rule, the employee is expected to take all precautions and measures available to them to act in a safe manner.

General:

- Follow all safety rules
- Always wear all prescribed personal protective equipment
- Utilize safety guards on power tools. Do not remove guards
- Enter confined spaces or trenches only when trained and when instructed to
- Do not use damaged cords.
- Stay 10 feet away from power lines
- Only qualified trained personnel are permitted to operate machinery or equipment.
- Report all accidents, incidents, and near misses immediately to the supervisor
- Use chemicals properly and obey all hazard warnings
- All hand and power tools and similar equipment must be maintained in a safe condition; replace broken or damaged tools.
- Keep the workplace clean and orderly; promptly remove trash.
- Read and follow all warning signs
- Manufacturer's specifications, limitations, & instructions shall be followed.
- Do not remove or deface warning labels or signage

Training & Work procedures:

- Do not attempt to undertake a job until you have received training on all potential hazards associated with the job and the methods/procedures necessary to protect yourself
- Particular attention should be given to new employees and to employees moving to new jobs or doing non-routine tasks.
- No employee is required to work under conditions which are unsanitary, dangerous or hazardous to their health.
- All employees shall be trained on every potential hazard that they could be exposed to and how to protect themselves.

Postings:

- All OSHA posters shall be posted in a visible location.
- Emergency numbers shall be posted and reviewed with employees

Construction equipment:

All equipment left unattended at night, adjacent to a highway in normal use, or adjacent to construction areas where work is in progress, shall have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, to identify the location of the equipment.

- No construction loads shall be placed on a concrete structure or portion of a concrete structure unless the employer determines, based on information received from a person who is qualified in structural design, that the structure or portion of the structure is capable of supporting the loads.
- A stairway or ladder shall be provided at all personnel points of access where there is a break in elevation of 19 inches or more, and no ramp, runway, sloped embankment, or personnel hoist is provided.

Housekeeping:

- All places of employment shall be kept clean, the floor of every workroom shall be maintained, so far as practicable, in a dry condition; standing water shall be removed. Where wet processes are used, drainage shall be maintained and false floors, platforms, mats or other dry standing places or appropriate waterproof footgear shall be provided.
- To facilitate cleaning, every floor, working place, and passageway shall be kept free from protruding nails, splinters, loose boards, and holes and openings.
- All floor openings, open sided floor and wall openings shall be guarded by a standard railings and toe boards or cover.
- All materials stored in tiers shall be stacked, racked, blocked, interlocked, or otherwise secured to prevent sliding, falling or collapse.

7.2 DISCIPLINARY POLICY

Guyer Brothers' disciplinary policy is comprised of a corrective action process aimed to document and correct undesirable employee behavior, including violations of safety rules. The safety coordinator, supervisors, and management are responsible for enforcement of this disciplinary policy.

Major elements of this policy include:

- Physical inspections by company officials indicating violations showing overall lack of commitment to company safety goals shall be under the same level of disciplinary actions.
- Constructive criticism/instruction by the supervisor to educate and inform employees of appropriate safety performance and behavior.
- Correcting employee's negative behavior to the extent required.
- Informing the employee that continued violation of company safety policies may result in termination.
- Written documentation of disciplinary warnings and corrective action taken.

Safety violations include, but are not limited to:

- Not following safety procedures, guidelines or rules
- Horse play
- Failure to wear selected PPE
- Abuse of selected PPE

Depending on the facts and circumstances involved with each situation, the company may choose any corrective action including immediate termination. However, in most circumstances the following steps will be followed:

1. ***Verbal Warning*** informally documented (note to project or supervisor file), by a supervisor or safety coordinator for minor infractions of company safety rules. A supervisor or safety coordinator must inform the employee what safety rule or policy was violated and how to correct the problem.
2. ***Written Warning***, documented in employee's file. Repeated minor infractions or a more substantial safety infraction requires issuance of a written warning. Every attempt should be made to re-educate the employee on the desired performance. The employee should acknowledge the warning by signing the document before it is placed in their personnel file.
3. ***Suspension*** for three (3) working days. If employee fails to appropriately respond or management determines the infraction is sufficiently serious.
4. ***Termination*** for repeated or serious safety infractions.

♦ Disciplinary Action Form

Employee Name: Employee Job Title: _____

_____

Supervisor Name: _____ Today's Date: _____

Date/Time of Incident:	**Location:**
Description of incident:	
Witnesses if any:	
Policy/Policies violated:	
Disciplinary action to be taken:	
Consequence(s) if employee repeats this offense:	
If the employee has offered an explanation of his/her conduct, detail explanation here:	

I have read the above, and I understand the consequences if I repeat my offense.

_____ _____

Signature of Employee Date

_____ _____

Signature of Supervisor Date

To: Mayor and Common Council

From: Jeffery D. Glass, Director of Public Works

Date: October 1, 2020

Re: Award of Contract – Storm Drain Pipes Upgrade Project

Background
The FY 2021 Capital Projects Fund budget includes funding for the Storm Drain Pipes Upgrade Project. The project consists of lining storm drain pipes at Cranberry Road and Business Parkway South.

The Request for Bids was issued on August 19, 2020, with bids due on September 30, 2020. Five bids were received and are summarized below:

Firm	Total Price
Mr. Rehab. Inc.	$89,157
Standard Pipe Services	$99,280
Insituform Tech LLC.	$107,984
Pleasants Construction	$136,776
Am-Liner East Inc.	$155,000

City staff has reviewed and evaluated references and the bid from Mr. Rehab Inc. in the total amount of $89,157 and finds it to be acceptable with regard to the City's needs.

Project Funding
The FY 2021 budget includes funding in the amount of $250,000 for this project.

Recommendation
Staff recommends that the Mayor and Common Council accept the unit prices bid by Mr. Rehab Inc. of New Mechanicsburg, Pennsylvania and execute a contract in the amount of $89,157 for the Storm Drain Pipes Upgrade Project, as further described in the attached quote, and authorize the Mayor's execution of the associated contract.

Attachment
- Bid submitted by Mr. Rehab Inc.

cc: Barbara B. Matthews, City Administrator
Lydia Colston, Director of Finance

PROPOSAL

STORM DRAIN PIPES UPGRADE RFB #21-05 (BUSINESS PARKWAY AND CRANBERRY ROAD)

FOR

THE CITY OF WESTMINSTER

WESTMINSTER, MARYLAND

SEPTEMBER 23, 2020

MR. REHAB, LLC
Three Long Lane, Mechanicsburg, PA 17050
(717) 697-1242

BID FORM
RFB #21-05/CONTRACT #R-287-C
STORM DRAIN PIPES UPGRADE
(BUSINESS PARKWAY AND CRANBERRY ROAD)

The Bidder declares that it has carefully examined and understands the specifications and form of Contract; that it has made such careful examination as is necessary to become informed as to the character and extent of the work required; and that it agrees, if the proposal is accepted, to Contract with the City of Westminster, in the form of Contract hereto attached, to do the required work in the manner set forth in the specifications.

The Bidder proposes to furnish all materials and labor, requisite and proper, and to provide all necessary machinery, tools, apparatus, and means for performing the work, and the doing of all the above-mentioned work, in the manner set forth, described, and shown in the specifications and within the time shown on the proposal for the following lump sums and/or unit prices: See Attached Schedule of Values.

All work included in the specifications to make a complete and workable installation is to be paid for under the total prices Bid for the various items of work AND THAT THE ABSENCE FROM THE PROPOSAL FORM OF SPECIFIC BID ITEMS FOR ANY WORK INCLUDED IN THE SPECIFICATIONS, HAS BEEN INTERPRETED AS MEANING THAT THE COST OF ANY SUCH WORK CONTEMPLATED BY THE SPECIFICATIONS MUST BE AND HAS BEEN INCLUDED IN THE TOTAL PRICES BID.

The Bidder must sign here, and the Bidder's address must be given. In the case of firms, the firm's name must be signed and subscribed to by at least one member. In the case of corporations, the corporate name must be signed by some authorized officer or agent thereof, who shall also subscribe its name and office. The seal of the corporation shall be affixed and duly attested by its secretary or other authorized officer.

Mr. Rehab, LLC
Bidder, Firm, or Corporate Name

Three Long Lane, Mechanicsburg, PA 17050
Address

By James A. Clark, President (SEAL)
Bidder, Firm Member

Signature

ATTEST: Karen Losch
Karen Losch
Title Adm. Manager

Date September 22, 2020

Schedule of Values

Unit Prices:

Bidder shall insert unit prices in the space provided under the column titled "Unit Price" and insert the calculated value of the "Total Price" by multiplying the proposed unit price by the quantity stated.

The stipulated, lump sum bid price stated above **includes** the following Unit costs:

Item Numbers	Approximate Quantities*	Description of Items	Unit Price Dollars.Cents	Amounts Dollars.Cents
1	Lump Sum	Mobilization and Demobilization	$9,600.00	$9,600.00
2	335 LF	CIPP Lining of 36" corrugated metal pipe - Business Pkwy S**	$183.00/LF	$61,305.00
3	78 LF	CIPP Lining of 48" RCCP pipe-Cranberry Road**	$234.00/LF	$18,252.00

TOTAL PROJECT BID PRICE $ $89,157.00

***All quantities are for bid purpose only.**

****CIPP lining includes: Cleaning, TV Inspection, Lining, Curing and Testing, Final TV Inspection of completed work, Final Cleanup.**

EXPERIENCE RECORD

Complete the following Experience Record and attach the same to the Bid, covering work performed similar in size and scope to that which is the subject of the request for bids during the past five (5) years.

Name of Project	Date Started	Date Finished	Amount of Contract
SEE ATTACHED			

(We are) ~~(I am~~) presently working on the following projects:

SEE ATTACHED

EXPERIENCE RECORD (Cont.)

Have you ever defaulted on a construction project? Yes_____ No ✓

If yes, give Name of Owner, Name of Bonding Company and circumstance:

_____

_____

_____

_____

_____

_____

_____

_____

Mr. Rehab LLC
Contractor

By: _____
James A. Clark

Title: President

Date: September 22, 2020

REFERENCES

The Firm shall furnish a representative list of three (3) references involving work as specified herein. Failure to submit the required information with the Proposal may be cause for rejection of the Proposal.

The City may make such investigation, as it deems necessary to determine the ability of the Firm to furnish the services, and the Firm shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any proposal if the evidence submitted by or investigation of such Firm fails to satisfy the City that such Firm is properly qualified to carry out the obligations of the contract and deliver the service herein.

Client Name: SEE ATTACHED

Address: _____

Contact Person: _____ Phone: _____

Email: _____ Contract Value: _____

Dates of Service: _____

Client Name: _____

Address: _____

Contact Person: _____ Phone: _____

Email: _____ Contract Value: _____

Dates of Service: _____

Client Name: _____

Address: _____

Contact Person: _____ Phone: _____

Email: _____ Contract Value: _____

Dates of Service: _____

CITY OF WESTMINSTER, MARYLAND

VENDOR RESPONSIBILITY FORM

1. Summarize briefly your experience in providing the commodities or service outlined in the attached specifications:

Please see the attached.

2. List the name and address of one bank or other institution that can provide the City with an adequate credit reference:

Key Bank - 1211 SW Fifth Avenue, Suite 505, Portland, Oregon 97204

Contact: Nancy Peters - 503-790-7825

3. State of Maryland General Contractor License No.: 3745348

4. Have you ever refused to sign a contract at your original bid price? Yes _____ No ✓

5. Have you ever defaulted on a contract? Yes _____ No ✓

Federal I.D. #

82-3593325

Name of Bidder: Mr. Rehab LLC

Address: Three Long Lane

Mechanicsburg, PA 17050

Telephone #:

717-697-1242

By: _____
Signature

James A. Clark, President
Typed Name and Title

BIDDER: Mr. Rehab LLC

CITY OF WESTMINSTER, MARYLAND

Equal Opportunity Employer

I HEREBY AFFIRM THAT THIS COMPANY DOES NOT DISCRIMINATE IN ANY MANNER AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF AGE, RACE, NATIONAL ORIGIN OR ETHNICITY, SEX, PREGNANCY, GENDER IDENTITY, FAMILY STATUS, CREED OR RELIGION.

Bidder: Mr. Rehab LLC
Type/Print Name of Firm

Address: Three Long Lane

City/State: Mechanicsburg, PA 17050
Zip Code

By: _____
Signature of Person Authorized to Sign Bid

James A. Clark, President
Type/Print Name and Title of Person Authorized to Sign Bid

CITY OF WESTMINSTER, MARYLAND
AFFIDVAVIT OF NON-COLLUSION AND NON-CONVICTION

The bidder represents, and it is a condition of the acceptance of this bid, that the bidder has not been a party with other bidders to any agreement to bid a fixed or uniform price or to manipulate the outcome of the competitive bidding process in any way. The bidder also represents that none of its officers, directors, partners, or employees who are directly involved in obtaining or performing contracts with any public bodies has:

(1) been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any state or of the federal government;

(2) been convicted under a State or federal law or statute of any offense enumerated in Md. Code Ann., State Fin. and Proc. §16-203; or

(3) been found civilly liable under a State or federal antitrust statute as provided in Md. Code Ann., State Fin. and Proc., §16-203.

The Contractor warrants that it has not been debarred or suspended under Md. Code Ann., State Fin., and Proc., Title 16 Subtitle 3 and that it shall not knowingly enter into a contract with a public body under which a person or business debarred or suspended under Md. Code Ann., State Fin., and Proc., Title 16, Subtitle 3 will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

The Bidder/Offeror and/or any person signing on its behalf acknowledges that all documents, information and data submitted in its Bid/Proposal shall be treated as public information unless otherwise indicated.

ATTEST/WITNESS

Karen Losch
Karen Losch, Adm. Mgr.

Mr. Rehab LLC
Name of Bidder-Type/Print

By: _____
Signature of Person Authorized to Sign

James A. Clark, President
Name and Title of Signatory (Type or Print)

STATE OF Pennsylvania

COUNTY OF Cumberland, TO WIT:

On this 22nd day of September 2020, before the undersigned officer, personally appeared _____, known to me or satisfactorily proven to be the person whose name is subscribed on the foregoing instrument for the purposes therein contained.

Karen L. Losch
Notary Public

My Commission Expires: July 15, 2024

Karen L. Losch

Commonwealth of Pennsylvania - Notary Seal
Karen L. Losch, Notary Public
Cumberland County
My commission expires July 15, 2024
Commission number 1097912
Member, Pennsylvania Association of Notaries

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Mr. Rehab, LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☑ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
Three Long Lane

Requester's name and address (optional)

6 City, state, and ZIP code
Mechanicsburg, PA 17050

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
☐☐☐ - ☐☐ - ☐☐☐☐

or

Employer identification number
8 2 - 3 5 9 3 3 2 5

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Date ▶ September 22, 2020

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

BID BOND

BOND NO._____

BID REQUEST NO._____

KNOW ALL PERSONS BY THESE PRESENTS, That we, Mr. Rehab LLC hereinafter called the Principal, as Principal, and of Travelers Casualty and Surety Company of America a Corporation duly organized and existing under the laws of the State of Connecticut and authorized to do business in the State of Maryland, hereinafter called the Surety, as Surety, are held and firmly bound unto, the Mayor and Common Council of Westminster, hereinafter called the Obligee, in the sum of Ten Percent of Bid Amount Dollars ($ 10% of bid) good and lawful money of the United States of America, to be paid upon demand of the Obligee, for payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH THAT,
Whereas, the Principal has submitted to the Obligee a Bid for furnishing all labor, materials, equipment and incidentals thereto necessary for work generally described as:

This Bid Bond shall be governed by and construed in accordance with the laws of the State of Maryland and any reference herein to Principal or Surety in the singular shall include all entities in the plural who or which are signatories under the Principal or Surety heading below.

NOW, THEREFORE, if the Obligee shall accept the Bid of the Principal and the Principal shall enter into a written agreement with the Obligee in accordance with the terms, conditions and price(s) set forth therein, and furnish such insurance and give such bond or bonds as may be specified in the Bidding or Contract Documents with good and sufficient surety for the faithful performance of such Agreement and for the prompt payment of labor and materials furnished in the prosecution thereof, then this obligation shall become null and void; otherwise, it shall remain in full force and effect; and the Surety shall, upon failure of the Principal to comply with any or all of the foregoing requirements immediately pay to the Obligee, upon demand, the amount hereof in good and lawful money of the United States of America, not as a penalty, but as liquidated damages.

Provided, however, that the Surety shall not be liable to the Obligee on this bond for any amount in excess of the principal amount hereof.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its Bond shall in no way be impaired or affected by any extension of the time within which the owner may accept such proposal, and said Surety hereby waives notice of any such extension.

IN TESTIMONY WHEREOF, the Principal and Surety have caused these presents to be duly signed and sealed this 23rd day of September, 2020.

Principal

By _____ (Seal)

James A. Clark, President
Official Title

Travelers Casualty and Surety Company of America
Surety

By _____
Attorney-in-Fact Leonard E. Callahan

By _____
Maryland Agent Steven T. Johnson

(Accompany this bond with Attorney-in-Fact's authority from Surety Company certified to include the date of the bond)

TRAVELERS	Travelers Casualty and Surety Company of America Travelers Casualty and Surety Company St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **LEONARD E CALLAHAN** of **TIMONIUM**, **Maryland**, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **17th** day of **January, 2019.**

State of Connecticut

City of Hartford ss.

By: _____
Robert L. Raney, Senior Vice President

On this the **17th** day of **January, 2019**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2021**

_____
Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **23rd** day of **September**, **2020**.

_____
Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney-in-Fact and the details of the bond to which this Power of Attorney is attached.

Completed Pipelining Projects - Mr. Rehab, LLC

CLIENT / LOCATION	ENGINEER/ CONTRACTOR	CONTACT INFORMATION	CLIENT CONTACT	CONTACT PHONE NUMBER	EMAIL	PROJECT DESCRIPTION	PIPE SIZE (INCHES)	LENGTH INSTALLED (LF)	BILLING VALUE	Dates Work Performed
City of Lebanon	Steckbeck Engineering & Surveying, Inc.-V			717-272-7110	srights@steckbeck.net	CIP Lining Installation	8	5,707	$ 234,937.97	9/19/2018, 10/2018 &
City of Lancaster East Orange Street Lining	N/A	1220 New Danville Pike Lancaster, PA 17603	Bryan Harner	717-291-4873	bharner@cityoflancasterpa.com	CIP Lining Installation	8, 12 & 15	1485	$ 74,183.73	7/2018 to 1/2019
City of Lancaster Emeral Street Lining	N/A	1220 New Danville Pike Lancaster, PA 17603	Bryan Harner	717-291-4873	bharner@cityoflancasterpa.com	CIP Lining Installation	8	1,242	$ 65,838.00	6/22/2018 & 11/2018
Mt. Gretna Clean and TV	Neidigh, Ed			717-419-9191		CIP Lining Installation	6 & 8	932	$ 59,433.80	6/2018 & 9/26/2018
York Township	N/A	190 Oak Road Dallastown, PA 17313	Gary Milbrand P.E.	717-741-3861		CIP Lining Installation	8"	5,050	$ 131,173.60	6/1/2010 to 12/2010
2018 Swatara CIPP Lining	Swatara Township Authority			717-566-3361		CIP Lining Installation	8	17,112	$ 734,799.00	4/1/2018 to 8/31/2018
Derry Township	Herbert, Rowland & Grubic, Inc.	369 East Park Drive Harrisburg, PA 17112	Justin Medinsky	717-564-1121	mhackman@hrg-inc.com	CIP Lining Installation	6, 8, 10, 15, 24 & 36	2,814	$ 250,023.86	3/1/2018 to 6/30/2018
Anne Arundel County, MD East Shore Drive	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9136		CIP Lining Installation	18 & 24	255	$ 28,155.00	March-19
Anne Arundel County, MD 602 Upton Scott Way Lining	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9130		CIP Lining Installation	15	88	$ 16,056.00	March-19
Anne Arundel County, MD Macmillian Court Lining	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9136		CIP Lining Installation	15	104	$ 18,200.00	March-19
Anne Arundel County, MD Crofton Highlands #2	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9136		CIP Lining Installation	24	71	$ 21,655.00	March-19
Milton, DE	Tidewater Environmental Services, Inc.			302-218-1426	ajones@tuiwater.com	CIP Lining Installation	8	1478	$ 81,088.11	March-19
Anne Arundel County, MD Chandler Pt	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9136		CIP Lining Installation	18	590	$ 56,168.00	February-19
Anne Arundel County, MD Rivera Heights	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9136		CIP Lining Installation	24	67	$ 23,182.00	February-19
Anne Arundel County, MD 510 Maple Ridge Lane	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9136		CIP Lining Installation	21	178	$ 33,224.00	February-19
Anne Arundel County, MD Benfield Road	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9136		CIP Lining Installation	24	371	$ 75,640.30	February-19
Anne Arundel County, MD 1505 Chase Hill Drive	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9130		CIP Lining Installation	30	57	$ 25,536.00	February-19
Anne Arundel County, MD St Stephens Estate	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9130		CIP Lining Installation	27	67	$ 21,604.15	February-19
Anne Arundel County, MD Quiterfield Farms #2 Stirrup	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9136		CIP Lining Installation	15	327	$ 36,297.00	February-19
Town of Emmitsburg Main Street Lining	N/A			301-600-6300	dfissel@emmitsburgmd.gov	CIP Lining Installation	8 & 10	2036	$ 80,233.20	February-19
City of Lancaster, PA South President Avenue Lining	N/A	1220 New Danville Pike Lancaster, PA 17603	Bryan Harner	717-291-4873	bharner@cityoflancasterpa.com	CIP Lining Installation	8	1118	$ 51,129.46	February-19
City of Lancaster, PA Chesapeake	N/A	1220 New Danville Pike Lancaster, PA 17603	Bryan Harner	717-293-5546	bharner@cityoflancasterpa.com	CIP Lining Installation	36	266	$ 70,114.00	February-19
Lower Swatara Township Municipal Authority	Herbert, Rowland & Grubic, Inc.	369 East Park Drive Harrisburg, PA 17112	Justin Bates	717-564-1121	jfox@hrg-inc.com	CIP Lining Installation	10	342	$ 34,447.86	February-19
Greencastle Borough	N/A			717-597-3225		CIP Lining Installation	8	1653	$ 63,991.75	February-19
City of Lancaster, PA S. Franklin Street	N/A	1220 New Danville Pike Lancaster, PA 17603	Bryan Harner	717-291-4873	bharner@cityoflancasterpa.com	CIP Lining Installation	24	482	$ 70,960.00	February-19
City of Lancaster, PA St. Joseph Street 36 Lining	N/A	1220 New Danville Pike Lancaster, PA 17603	Bryan Harner	717-291-4873	bharner@cityoflancasterpa.com	CIP Lining Installation	36	370	$ 74,550.00	February-19
City of Lancaster, PA South Christian Street Lining	N/A	1220 New Danville Pike Lancaster, PA 17603	Bryan Harner	717-291-4873	bharner@cityoflancasterpa.com	CIP Lining Installation	15 & 18	290	$ 35,499.80	February-19
City of Lancaster, PA Alley G Lining	N/A	1220 New Danville Pike Lancaster, PA 17603	Bryan Harner	717-291-4873	bharner@cityoflancasterpa.com	CIP Lining Installation	15	294	$ 22,591.88	January-19
City of Lancaster, PA S Duke Lining	N/A	1220 New Danville Pike Lancaster, PA 17603	Bryan Harner	717-291-4873	bharner@cityoflancasterpa.com	CIP Lining Installation	18	870	$ 83,912.00	January-19
City of Lancaster, PA Clay Street	N/A	1220 New Danville Pike Lancaster, PA 17603	Bryan Harner	717-291-4873	bharner@cityoflancasterpa.com	CIP Lining Installation	24	521	$ 73,093.25	January-19
City of Lancaster, PA N Plum Street Lining	N/A	1220 New Danville Pike Lancaster, PA 17603	Bryan Harner	717-291-4873	bharner@cityoflancasterpa.com	CIP Lining Installation	24	390	$ 48,120.00	January-19
Lower Moreland Twp., PA	N/A			215-947-3100		CIP Lining Installation	8	983	$ 48,854.55	January-19
Akron Borough, PA	N/A				dguers@akron-pa.com	CIP Lining Installation	8	1166	$ 42,989.10	January-19
West Goshen Townhip, PA Contract 18	Herbert, Rowland & Grubic, Inc.	369 East Park Drive Harrisburg, PA 17112	Corey Salmon	717-564-1121	csalmon@hrg-inc.com	CIP Lining Installation	8	560	$ 36,878.58	January-19
Hampden Township, PA 2018 Sanitary Sewer Rehab	N/A	230 Sporting Hill Road Mechanicsburg, PA 17050	Jeremy Miller	717) 761-7963	JMiller@hampdentownship.us	CIP Lining Installation	8, 15 &24	9019	$ 893,801.99	December-18
Borough of Lititz West Second Street Lining	N/A			629-6178	garyrynier@dejazzd.com	CIP Lining Installation	8	619	$ 73,040.40	December-18

Completed Pipelining Projects - Mr. Rehab, LLC

CLIENT / LOCATION	ENGINEER/ CONTRACTOR	CONTACT INFORMATION	CLIENT CONTACT	CONTACT PHONE NUMBER	EMAIL	PROJECT DESCRIPTION	PIPE SIZE (INCHES)	LENGTH INSTALLED (LF)	BILLING VALUE	Dates Work Performed
Borough of Fleetwood, PA	N/A					CIP Lining Installation	8	2178	$ 21,655.00	December-18
Columbia Borough Heisey Mechanical	N/A			717-449-0926		CIP Lining Installation	21	217	$ 32,574.00	December-18
New Freedom Lining	Gannett Fleming, Inc.	209 Senate Avenue		717-763-7211 x 2514		CIP Lining Installation	30	122	$ 21,604.15	December-18
Elizabethtown Borough N Market St. Lining 8	N/A			717-367-1700		CIP Lining Installation	8	357	$ 73,940.30	December-18
York Township Baldsmere,Sutton,Franklin	N/A			717-741-3513	g.milbrand@yorktownship.com	CIP Lining Installation	8 & 12	3748	$ 16,593.75	November-18
Borough of Lewistown Municipal Authority	N/A			717-994-4365		CIP Lining Installation	6	598	$ 53,356.32	November-18
Manheim Area Water Sewer Authority Ferdinand and Snyder Lining	N/A			717-655-2737		CIP Lining Installation	15	255	$ 3,258.26	November-18
City of Lancaster, PA	N/A	1220 New Danville Pike Lancaster, PA 17603	Bryan Harner	717-291-4873	bharner@cityoflancasterpa.com	CIP Lining Installation	8	311	$ 8,619.96	November-18
City of Lancaster, PA Janet Aveue Lining	N/A	1220 New Danville Pike Lancaster, PA 17603	Bryan Harner	717-291-4873	bharner@cityoflancasterpa.com	CIP Lining Installation	8, 10 & 12	950	$ 16,719.75	November-18
Anne Arundel County, MD 157 Longfellow Drive	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9130		CIP Lining Installation	30	61	$ 25,925.00	October-18
Anne Arundel County, MD Brook Bridge 1	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9130		CIP Lining Installation	15	96	$ 16,464.00	October-18
Anne Arundel County, MD Eatons Landing Lining	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9130		CIP Lining Installation	36	84	$ 29,410.00	October-18
Anne Arundel County, MD Ross Back Road	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9130		CIP Lining Installation	18 & 22	124	$ 31,530.00	October-18
Anne Arundel County, MD Bladen	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9136		CIP Lining Installation	24	46	$ 18,170.00	October-18
Anne Arundel County, MD Crofton Highlands 2086	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9136		CIP Lining Installation	21	64	$ 18,867.20	October-18
Anne Arundel County, MD Redbridge	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9136		CIP Lining Installation	24	43	$ 22,575.00	October-18
City of Hagerstown Rehab 2018	N/A			301-739-8577 X681	mmohler@hagerstownmd.org	CIP Lining Installation	8, 10 & 12	4812	$ 653,950.05	October-18
Conshohocken Borough Authority	Ebert Engineering, Inc.			610-584-6701		CIP Lining Installation	20 & 22	3512	$ 396,498.46	October-18
City of Annapolis 6th Street	N/A			443-336-5812		CIP Lining Installation	15	30	$ 14,900.00	October-18
Chestnut Street Apts.	Delaware County Regional Water Qual Auth			610-876-5523	centronej@delcora.org	CIP Lining Installation	8	844	$ 37,671.60	October-18
Ridings Way	West Manchester Twp. [East Berlin Road]			(717) 792-3505		CIP Lining Installation	36	1257	$ 245,965.00	October-18
Middletown, MD Main Street	N/A			301-371-6171 ext. 21		CIP Lining Installation	6	314	$ 32,483.50	October-18
St. Patrick Parish Lining 11	N/A				smellen@saintpatrickchurch.org	CIP Lining Installation	11	97	$ 11,170.00	October-18
City of Annapolis Annapolis, MD	N/A	161 Duke of Gloucester St Annapolis, MD 21401	Brian Snyder	443-336-5812		CIP Lining Installation	15	30	$ 14,900.00	October-18
Walnut Villas Condo	PMI			717-730-4141		CIP Lining Installation	10	1197	$ 116,922.45	September-18
Rehab 2018	Hagerstown, City of			301-739-8577 X681	mmohler@hagerstownmd.org	CIP Lining Installation	8,10 & 12	4812	$ 653,950.50	September-18
Lining	Mosaic Construction, LLC Design Construction	425 Huehl Road, Unit 15B Northbrook, IL 60062		847-504-0177		CIP Lining Installation	8	152	$ 19,288.00	September-18
Lining 0f 8	Bel Air, Town of					CIP Lining Installation	6 & 8	4,667	$ 215,325.31	September-18
Eddington Ave. Lining	Swatara Township					CIP Lining Installation	36	87	$ 24,160.01	September-18
Highland Estates Lining	UMH Properties, Inc.			484-560-3529		CIP Lining Installation	8	501	$ 22,415.00	August-18
Anne Arundel County, MD Brock Bridge 2	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9130		CIP Lining Installation	15	65	$ 13,325.00	August-18
Anne Arundel County, MD St. Stevens Estate #2	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9130		CIP Lining Installation	18	46	$ 17,388.00	August-18
Anne Arundel County, MD Carvel and Harwood Lining	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9130		CIP Lining Installation	12	75	$ 13,950.00	August-18
Anne Arundel County, MD Ridge Forest #1	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9130		CIP Lining Installation	15	49	$ 18,375.00	August-18
Reline Storm Drain	Bloomsburg University of PA			570-389-4312	dshambur@bloomu.edu	CIP Lining Installation	24	231	$ 62,825.00	August-18
City of Lancaster Fulton Steet Lining	N/A	1220 New Danville Pike Lancaster, PA 17603	Bryan Harner	717-291-4873	bharner@cityoflancasterpa.com	CIP Lining Installation	10	468	$ 27,113.00	July-18

Completed Pipelining Projects - Mr. Rehab, LLC

CLIENT / LOCATION	ENGINEER/ CONTRACTOR	CONTACT INFORMATION	CLIENT CONTACT	CONTACT PHONE NUMBER	EMAIL	PROJECT DESCRIPTION	PIPE SIZE (INCHES)	LENGTH INSTALLED (LF)	BILLING VALUE	Dates Work Performed
Mont Alto Borough Walnut Street Lining	N/A			717-749-5808		CIP Lining Installation	8	1,915	$ 74,470.25	July-18
City of Lancaster Water Street Linig	N/A	1220 New Danville Pike Lancaster, PA 17603	Bryan Harner	717-293-5546	bharner@cityoflancasterpa.com	CIP Lining Installation	8	250	$ 10,912.50	July-18
City of Lancaster W Frederick Street Lining	N/A	1220 New Danville Pike Lancaster, PA 17603	Bryan Harner	717-291-4873	bharner@cityoflancasterpa.com	CIP Lining Installation	8	505	$ 20,581.75	July-18
Clean,CCTV, CIP	Kessi, Al			443-324-7669		CIP Lining Installation	12 & 18	43	$ 18,795.00	July-18
Camp Hill	Farhat Excavating, LLC					CIP Lining Installation	8	3,875	$ 180,252.90	July-18
City of Lancaster Lining	WEXCON, Inc.	1220 New Danville Pike Lancaster, PA 17603	Bryan Harner	610-488-7420	bharner@cityoflancasterpa.com	CIP Lining Installation	8	306	$ 21,568.00	June-18
City of Lancaster Meadowbrook Rd Lining	N/A	1220 New Danville Pike Lancaster, PA 17603	Bryan Harner	717-291-4873	bharner@cityoflancasterpa.com	CIP Lining Installation	8	2,346	$ 82,183.50	June-18
City of Lancaster Maple Avenue Lining	N/A	1220 New Danville Pike Lancaster, PA 17603	Bryan Harner	717-291-4873	bharner@cityoflancasterpa.com	CIP Lining Installation	12	829	$ 41,292.00	June-18
Lining	Millersville Borough WWTP			717-872-5323	lmcmullen@millersvilleborough.org	CIP Lining Installation	8	91	$ 11,382.00	June-18
Cushmore Road Lining	Upper Southampton Municipal Authority			215-364-1390		CIP Lining Installation	8 &12	3,811	$ 687,988.70	June-18
Valley Road Lining	Lancaster, City of			717-291-4873	bharner@cityoflancasterpa.com	CIP Lining Installation	8	1,326	$ 46,413.50	June-18
Quarry Lane Lining	Lancaster, City of			717-291-4873	bharner@cityoflancasterpa.com	CIP Lining Installation	8	1,774	$ 62,802.20	June-18
Anne Arundel County, MD 2104 Chuptank Ave Lining	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9136		CIP Lining Installation	30	219	$ 50,662.50	May-18
Anne Arundel County, MD Finnegan Lining	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9136		CIP Lining Installation	24	200	$ 35,600.00	May-18
Hoffer Properties	N/A	4479 Chambers Hill Road Harrisburg, PA 17111	Bob Waldhausen	717-652-5000		CIP Lining Installation	24 & 30	882	$ 173,360.00	May-18
Middletown, MD	ARRO Consulting, Inc.	31 West Main Street Middletown, MD 21769	JR Hawkins	301-371-6171	rhawkins@ci.middletown.md.us	CIP Lining Installation	8 & 6	1,197	$ 117,969.74	May-18
Hershey Entertainment Football Stadiium Lining	N/A			717-534-3845		CIP Lining Installation	10 & 12	395	$ 31,918.75	April-18
Allegeny County, MD Braddock Run	Excavating Associates, Inc.		Larry Weigle			CIP Lining Installation	8	1,776	$ 149,526.89	April-18
6th Street Duncannon Lining	Rogele, Inc			717-564-0478		CIP Lining Installation	8	209	$ 23,617.00	April-18
Borough of Mechanicsburg	HRG, Inc.	369 East Park Drive Harrisburg, PA 17112	Justing Medinsky	717-564-1121	jmendinsky@hrg-inc.com	CIP Lining Installation	8 & 10	4,097	$ 321,026.90	April-18
Pipe Lining	Larksville Borough Sewer Authority			717-731-1579		CIP Lining Installation	12	216	$ 18,120.00	April-18
West Gramby Street Lining	Manheim Area Water Sewer Authority			717-655-2737		CIP Lining Installation	10	565	$ 21,842.25	March-18
Anne Arundel County, MD Bodkin and Park Point Repairs	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9136		CIP Lining Installation	27	22	$ 27,609.20	March-18
Anne Arundel County, MD Rutland Road Lining	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9136		CIP Lining Installation	24	72	$ 19,152.00	March-18
Lebanon Police Dept	French's, LLC			717-269-6208		CIP Lining Installation	12	306	$ 19,898.00	March-18
Anne Arundel County, MD Maryland City Lining	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9136		CIP Lining Installation	20 & 24	686	$ 72,780.00	February-18
Anne Arundel County, MD Fairfax Ave. Lining	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9136		CIP Lining Installation	18	206	$ 28,016.00	February-18
York, PA - Hamilton Ave	Clearview Excavation	20 Commerce Drive Glenrock, PA 17327	Dan Fielder	717-817-7811	dan@cvexcavation.com	CIP Lining Installation	36	89	$ 25,365.00	December-17
York Academy - Hamilton	Kinsley Construction Inc.	PO Box 2886 York, PA 17405	Jim Shaffer	717-815-7736		CIP Lining Installation	18	30	$ 12,950.00	December-17
Gettysburg Municipal Authority - N. Stratton to East Water	N/A	PO Box 3307 Gettysburg, PA 17325	Mark Guise	717-334-6738 ext. 225	mguise@gettysburgma.com	CIP Lining Installation	12	1,048	$ 60,728.00	December-17
I-295 Lining Project	Mumford and Miller	1005 Industrial Dr Middletown, DE 19709	T. Willits	302-378-7736	twillits@mumfordand miller.com	CIP Lining Installation	24"-30"	908	$ 279,010.00	November-17
City of Lancaster - Park City	N/A	1220 New Danville Pike Lancaster, PA 17603	Bryan Harner	717-291-4873	bharner@cityoflancasterpa.com	CIP Lining Installation	15	279	$ 31,248.00	November-17
White Deer Township	HRG, Inc.	776 Bull Run Crossing, Suite 200 Lewisburg, PA 17837	Josh Satterson	570-524-6744	jsatteson@hrg-inc.com	CIP Lining Installation	8	399	$ 127,309.66	November-17
Maidencreek Township Authority	Systems Design Engineering, Inc.	1032 James Drive, Leesport, PA 19533	Matthew J. Peleschak, PE	610-916-8500	m.peleschak@sdei.net	CIP Lining Installation	8	4,956	$ 649,882.67	October-17
Lower Allen Township Authority		120 Limekiln Road New Cumberland, PA 17070	Brian Kauffman	717-774-0610		CIP Lining Installation	8	462	$ 21,944.00	October-17

Completed Pipelining Projects - Mr. Rehab, LLC

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Borough of Lewistown Muncipal Authority		Washington Ave. Ext. Lewistown, PA 17044		717-994-4365		CIP Lining Installation	6 & 8	1,477	$ 117,663.50	October-17
Chambersburg, Pa - McKinley Street	N/A	100 South Second Street Chambersburg, Pa 17201	Elwood Sord	717-261-3233		CIP Lining Installation	12	297	$ 24,244.50	October-17
Glatfelter Paper	N/A	228 South Main Street Spring Grove, PA 17362	Dan Fuhrman	717-225-4711		CIP Lining Installation	20	149	$ 37,567.00	September-17
Railroad Ave	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9136		CIP Lining Installation	20	93	$ 22,320.00	September-17
Borough of Lititz	N/A	7 South Broad Street Lititz, PA 17543	Todd Kauffman	717-626-2476	tkauffman@lititzborough.org	CIP Lining Installation	8	2,938	$ 124,016.00	September-17
Hershey Chocolate U.S.A.- West Plant	N/A	1033 Old West Chocolate Ave Hershey, PA 17033-0819	David Rothermel	717-534-8408		CIP Lining Installation	4		$ 12,250.00	September-17
Elizabethtown Borough - Lime and Market Streets	N/A	600 S. Hanover St. Elizabethtown, PA 17022	N/A	717-367-6666		CIP Lining Installation	8	1,195	$ 92,826.50	September-17
Maryland Department of General Services	N/A	301 W. Preston Street Baltimore, MD 21201	Thomas Lequire	410-767-3453	thomas.lequire@maryland.gov	CIP Lining Installation		300	$ 31,556.00	August-17
Lower Moreland Township	N/A	640 Red Lion Road Huntingdon Valley, PA 19006	Tom Kehler	215-947-3100	tkehler@lower-moreland.org	CIP Lining Installation	8	772	$ 40,521.00	August-17
Hampden Township, Cumberland County, PA	N/A	230 South Sporting Hill Road Mechanicsburg, PA 17055	Jeremy Miller	717-443-3560		CIP Lining Installation	8	17,042	$ 1,724,223.00	July-17
Royersford	Gambone Group	1030 W. Germantown Pike Fairview Village, PA 19403		610-636-6133		CIP Lining Installation	4 & 6	63	$ 13,065.00	July-17
Edwardsville Borough - Lloyd's Lane	N/A	85 Hoblak St. Edwardsville, PA 18704	Lenny Lengle	570-288-7362	dpwedw@gmail.com	CIP Lining Installation	8	285	$ 22,636.00	July-17
Borough of Mercersburg	N/A	113 South Main Street Mercersburg, PA 17236	Derek Stoy	717-328-3116 ext. 10	dstoy.mercerburgborough@comcast.net	CIP Lining Installation		1,201	$ 51,187.50	June-17
Kimber Road	Strohecker, Inc.	1595 Skinners Turn Road Owings, Maryland 20736	James Strohecker, President	410-257-9136		CIP Lining Installation	24	536	$ 88,280.00	May-17
Wye Mills South	Strohecker, Inc.	1595 Skinners Turn Road Owings, Maryland 20736	James Strohecker, President	410-257-9136		CIP Lining Installation	15	350	$ 35,000.00	May-17
Chambersburg Boro: W. King Street	N/A	100 South Second Street Chambersburg, PA 17201	Elwood Sord	717-709-2289		CIP Lining Installation	20	274	$ 66,401.02	May-17
Bellefonte Boro WWTP	N/A	236 W. Lamb Street Bellefonte, PA 16823		814-353-2627		CIP Lining Installation	6 & 10	630	$ 32,022.25	May-17
Allegany County Commissioners: Braddock Run	N/A	701 KellyRoad Suite 300 Cumberland, MD 21502	Mark Yoder	301-777-5942	myoder@alleganygov.org	CIP Lining Installation	6, 8, 10	1,287	$ 377,827.27	May-17
Dover Township, York County, PA		2480 West Canal Street Dover, PA 17315	Chris Hamme	717-292-3634	chamme@dowvertownship.org	CIP Lining Installation	15, 18, 24 & 36	944	$ 80,822.40	May-17
Lehigh	J.D Eckman, Inc.	141 Lower Valley Road P.O. Box 160 Atglen, PA 19310		610-593-5143		CIP Lining Installation	18	189	$ 27,452.25	April-17
Loysville	Entech Engineering, Inc	315 Clay Road Lititz, PA 17543		610-373-6667	tlester@entecheng.com	CIP Lining Installation	8	775	$ 98,420.00	April-17
City of Hagerstown	N/A	425 East Baltimore Street Hagerstown, MD 21740-6105	Matthew J Mohler	301-739-8577 X681	mmohler@hagerstownmd.org	CIP Lining Installation	8, 15, 21, 24, & 27	7,111	$ 570,811.45	April-17
Swatara Township Authority Dauphin County, PA - Lining 2017	N/A	8675 Paxton Street Hummelstown, Pa 17036	N/A	717-566-3361		CIP Lining Installation	8	9,784	$ 414,792.00	April-17
Borough of Carlisle	Herbert, Rowland & Grubic, Inc.	369 East Park Drive Harrisburg, PA 17112	Josh Fox	717-564-1121	jfox@hrg-inc.com	CIP Lining Installation	15 & 18	2,897	$ 191,790.60	April-17
Mechanicsburg	Herbert, Rowland & Grubic, Inc.	369 East Park Drive Harrisburg, PA 17112	Justin Medinsky	717-564-1121	mhackman@hrg-inc.com	CIP Lining Installation	8	1,570	$ 103,389.00	March-17
Windlestrae, L.P	Gambone Group	1030 W. Germantown Pike Fairview Village, PA 19403		610-636-6133		CIP Lining Installation	8	3,337	$ 117,868.00	March-17
City of Lebanon	Steckbeck Engineering & Surveying, Inc.	Wastewater Treatment Facility 2321 Ridgeview Rd Lebanon, PA 17042		717-272-7110	srights@steckbeck.net	CIP Lining Installation	6, 8, 10 & 12	6,828	$ 277,574.14	March-17

Completed Pipelining Projects - Mr. Rehab, LLC

CLIENT / LOCATION	ENGINEER/ CONTRACTOR	CONTACT INFORMATION	CLIENT CONTACT	CONTACT PHONE NUMBER	EMAIL	PROJECT DESCRIPTION	PIPE SIZE (INCHES)	LENGTH INSTALLED (LF)	BILLING VALUE	Dates Work Performed
Steckbeck Engineering & Surveying, Inc.- V:774.007 - City of Lebanon		Wastewater Treatment Facility 2321 Ridgeview Rd Lebanon, PA 17042		717-272-7110	srights@steckbeck.net				$ 468,670.94	March-17
Borough of Jim Thorpe	Entech Engineering, Inc.	201 Penn Street, PO Box 32 Reading, PA 19603		610-373-6667		CIP Lining Installation	8 & 10	2,709	$ 360,672.20	March-17
Harford County, Maryland	N/A	220 South Main Street Bel Air, MD 21014		410-638-3300		CIP Lining Installation	15	423	$ 58,815.00	February-17
Ft. McHenry Tunnel Repairs	Arica Consulting & Contracting, LLC	0305 Guilford Road Jessup, MD 20794	Jamie Hill	301-498-4441		CIP Lining Installation	4	140	$ 27,870.00	February-17
Phirne Road	Strohecker, Inc.	1595 Skinners Turn Road Owings, Maryland 20736	James Strohecker, President	410-257-9136		CIP Lining Installation	30	274	$ 45,758.00	February-17
Greenholly Drive	Strohecker, Inc.	1595 Skinners Turn Road Owings, Maryland 20736	Richard Larrimore	410-257-9136		CIP Lining Installation	42	57	$ 32,850.00	February-17
Wilkes Barre, Pa	A.R. Popple Construction, Inc.	Anthony Popple 190 Mundy Street Wilkes Barre, Pa 18702	Anthony Popple	570-825-7025	arpoppleinc@verizon.net	CIP Lining Installation	21	250	$ 36,300.00	February-17
Leesburg, VA	N/A	1385 Russel Branch Pkwy Lessburg, VA 20175	N/A	703-737-7591		CIP Lining Installation	10, 14	189	$ 29,336.50	February-17
Reynoldsville, Pa	Roman Excavating, Inc	11135 Sykesville Road Reynoldsville, Pa 15851	Dave Roman	814-603-3278		CIP Lining Installation	8	445	$ 23,165.00	February-17
Dubois	Roman Excavating	1135 Reynoldsville Sykesville Road Reynoldsville, PA 15851	Dave Roman	814-894-5628	daveroman@verizon.net	CIP Lining Installation	8	445	$ 23,165.00	February-17
Town of Leesburg, VA: Treatment Plant Lining		1385 Russel Branch Pkwy Leesburg, VA 20175		703-737-7591		CIP Lining Installation	10,14	189	$ 65,636.50	February-17
Middletown, MD	N/A	31 West Main Street Middletown, MD 21769	Paul Pearl	301-371-6171 ext. 21		CIP Lining Installation	N/A	773	$ 38,928.50	January-17
Owings, MD	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	James Strohecker	410-257-9136		CIP Lining Installation	24	105	$ 27,090.00	January-17
Independent Dialysis Foundation Baltimore, MD	N/A	840 Hollins Street Baltimore, MD 21201	Tom McCracken	443-813-1602		CIP Lining Installation	N/A	74	$ 20,130.00	January-17
Cougach Federal Solutions, Inc. Greenbelt, MD	CFSI-GSFC	8800 Greenbelt Road Bldg #4, Room 135 Greenbelt, MD 20771	Ralph Smith	301-286-4180		CIP Lining Installation	N/A	N/A	$ 54,560.00	January-17
The Crest of Hershey HOA Cumberland County, PA	Franklin A. Bream Landscaping	31 West Locust Street Mechanicsburg, Pa 17055	Franklin A. Bream	717-588-4250		CIP Lining Installation	15	67	$ 14,204.00	January-17
Owings, MD	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9136		CIP Lining Installation	24	40	$ 16,400.00	January-17
Owings, MD	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9136		CIP Lining Installation	36	40	$ 25,820.00	January-17
Owings, MD	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9136		CIP Lining Installation	24	92	$ 29,150.00	January-17
Emmitsburg, MD	Omni Corporation/FEMA Facility	16825 S. Seton Ave Emmitsburg, MD 21727	Anthony Helfrick	301-447-1529		CIP Lining Installation	N/A	N/A	$ 10,200.00	January-17
Nazareth, Pa	R-III Construction, Inc.	600 Creamery Road Nazereth, Pa 18064	N/A	610-759-5100		CIP Lining Installation	8	158	$ 24,570.00	January-17
Owings, MD	Strohecker, Inc.	1595 Skinners Turn Road Owings, MD 20736	James Strohecker	410-257-9136		CIP Lining Installation	30	351	$ 56,460.00	January-17
Owings, MD	Strohecker, Inc.	Richard Larrimore 1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9136		CIP Lining Installation	24	40	$ 26,500.00	January-17
Steelton Borough	Michael F. Ronca & Sons, Inc.					CIP Lining Installation	8	158	$ 24,570.00	January-17
Haddon Heights, NJ	Pennoni Associates, Inc.	515 Frove St Suite 1B Haddon Heights, NJ 08035	N/A	856-547-0505		CIP Lining Installation	N/A	50	$ 19,850.00	December-16
City of Annapolis Annapolis, MD	N/A	209 Chinquapin Round Road Annapolis, MD 21401	Joe Hanna	443-336-5812		CIP Lining Installation	N/A	93	$ 14,880.00	December-16
York Township	N/A	190 Oak Road Dallastown, PA 17313	Gary Milbrand P.E.	717-741-3861		CIP Lining Installation	8	2,522	$ 78,773.20	December-16
Chambersburg, Pa	N/A	100 South Second Street Chambersburg, Pa 17201	E. Sord	717-261-3233		CIP Lining Installation	8, 10	673	$ 65,850.05	December-16

Completed Pipelining Projects - Mr. Rehab, LLC

CLIENT / LOCATION	ENGINEER/ CONTRACTOR	CONTACT INFORMATION	CLIENT CONTACT	CONTACT PHONE NUMBER	EMAIL	PROJECT DESCRIPTION	PIPE SIZE (INCHES)	LENGTH INSTALLED (LF)	BILLING VALUE	Dates Work Performed
Lititz Borough	N/A	7 South Broad Street Lititz, PA 17543	T. Kauffman	717-626-2044		CIP Lining Installation	N/A	2,914	$ 158,905.00	December-16
Greenbelt, MD	CFSI-GSFC	Bldg 4, Room 135 8800 Greenbelt Road Greenbelt, MD 20771	Ralph Smith	301-286-4180		CIP Lining Installation	N/A	N/A	$ 164,842.00	December-16
Elizabethtown Borough	N/A	600 S. Hanover St. Elizabethtown, PA 17022	N/A	717-367-6666		CIP Lining Installation	10, 12, 15	865	$ 51,488.00	December-16
State College, Pa	HRI, Inc (State College)	1750 West College Ave State College, Pa 16804	C. Girven	814-238-5072		CIP Lining Installation	8, 18	907, -284	$ 5,206.00	December-16
Owings, MD	Strohecker, Inc.	Strohecker, Inc. Richard Larrimore 1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9136		CIP Lining Installation	36	86	$ 36,000.00	December-16
Owings, MD	Strohecker, Inc.	Strohecker, Inc. Richard Larrimore 1595 Skinners Turn Road Owings, MD 20736	Richard Larrimore	410-257-9136		CIP Lining Installation	36	100	$ 36,600.00	December-16
Owings, MD	Strohecker, Inc.	Strohecker, Inc. James Strohecker, President 1595 Skinners Turn Road Owings, MD 20736	James Strohecker	410-257-9136		CIP Lining Installation	15	160	$ 22,400.00	December-16
City of Lebanon Authority Lebanon, Pa	N/A	2321 Ridgeview Rd Lebanon, PA 17042	N/A	717-272-2841		CIP Lining Installation	6	1,559	$ 67,731.27	December-16
Reading, Pa	SSM Group	1047 North Park Road Reading, PA 19610	Kevin Conrad	610-621-2000		CIP Lining Installation	8	N/A	$ 128,076.06	November-16
Haddon Heights, NJ	Penoni Associates	515 Grove Street Suite 1B Haddon Heights, NJ 08035	K. Shine	856-547-0505		CIP Lining Installation	N/A	389	$ 23,135.95	November-16
Altoona Water Authority Altoona, Pa	N/A	900 Chestnut Ave Altoona, Pa 16601	John Swope	814-949-2222		CIP Lining Installation	8, 10, 12, 15, 24	9,045	$ 288,090.20	November-16
Nestle Waters of North America Briningsville, Pa	N/A	405 Nestle Way Briningsville, Pa 18031	Mike Price	570-573-2046		CIP Lining Installation	N/A	178	$ 28,500.00	November-16
Owings, MD	Strohecker, Inc.	1595 Skinners Turn Road Owings, Maryland 20736	James Strohecker	410-257-9136		CIP Lining Installation	N/A	132	$ 24,075.00	November-16
Morgantown, Pa	UMH Properties, Inc.	150 Clay Street, Suite 450 Morgantown, WV 26501	Jeffrey Yorick	304-291-3380		CIP Lining Installation	N/A	357	$ 28,425.00	November-16
Borough of Lewistown Lewistown, PA	N/A	2 East Third Street Lewistown, Pa 17044	Don Dippery	717-994-4365		CIP Lining Installation	N/A	165	$ 24,988.86	November-16
Reading, Pa	SSM Group	1047 North Park Road Reading, PA 19610	Kevin Conrad	610-621-2000		CIP Lining Installation	N/A	668	$ 78,562.77	October-16
Swatara Township Authority Dauphin County, PA	N/A	8675 Paxton Street Hummelstown, Pa 17036	N/A	717-566-3361		CIP Lining Installation	N/A	3,358	$ 140,776.00	October-16
Lewistown, PA	N/A	2 East Third Street Lewistown, Pa 17044	Don Dippery	717-994-4365		CIP Lining Installation	8, 10	529	$ 21,388.67	October-16
Lower Paxton Township Authority Harrisburg, PA	N/A	425 Prince Street Suite 200 Harrisburg, Pa 17109	B. Weaver	717-657-5615		CIP Lining Installation	N/A	N/a	$ 5,950.00	October-16
Uwchlan Township	Gannett Fleming, Inc.	P.O. Box 80794 Valley Forge, Pa 19484	N/A	610-650-8101		CIP Lining Installation	N/A	307	$ 19,300.00	October-16
State College, Pa	HRI, Inc (State College)	1750 West College Ave State College, Pa 16804	C. Girven	814-238-5072		CIP Lining Installation	8, 18, 24	4,791	$ 272,495.05	October-16

Completed Pipelining Projects - Mr. Rehab, LLC

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Harrisburg, Pa	Stoehmann Line Haul	4000 Paxton Street Harrisburg, Pa 17111	Arthur Parr	610-906-2409		CIP Lining Installation	N/A	N/A	$ 4,125.00	September-16
Harrisburg, Pa	Herbert, Rowland & Grubic, Inc.	369 East Park Drive Harrisburg, Pa 17112	Josh Fox	717-564-1121	jfox@hrg-inc.com	CIP Lining Installation	30	N/A	$ 56,091.39	September-16
York Township	James R. Holley and Associates	18 South George Street York, Pa 17401	Mark Clark	717-846-4373		CIP Lining Installation	N/A	137	$ 11,860.00	September-16
Spring Township	Sinking Spring Borough	3940 Penn Ave Sinking Spring, Pa 19608	Bryce Zohner	610-678-7223		CIP Lining Installation	N/A	345	$ 14,556.65	September-16
Wyomissing Borough	N/A	22 Reading Blvd Wyomissing, Pa 19610	N/A	610-376-7481		CIP Lining Installation	N/A	78	$ 12,392.85	September-16
Nestle Waters of North America Briningsville, Pa	N/A	405 Nestle Way Briningsville, Pa 18031	Mike Price	570-573-2046		CIP Lining Installation	6	92	$ 31,420.00	September-16
Ecol-O-Pacl Systems Pittsburgh, Pa	Glenn Engineering and Assoc. LTD	8315 Tanglewood Road Pittsburgh, Pa 15237	Rober Zischku	412-824-5672		CIP Lining Installation	N/A	110	$ 24,860.00	September-16
State College, Pa	HRI, Inc (State College)	1750 West College Ave State College, Pa 16804	C. Girven	814-238-5072		CIP Lining Installation	8, 18, 24	6,202	$ 206,494.02	September-16
York Township	RecOil, Inc.	280 N. East Street York, Pa 17403	Mark Neff	717-324-3589		CIP Lining Installation	18	253	$ 26,017.40	September-16
Anne Rundel County MD	Strohecker, Inc.	Strohecker, Inc. James Strohecker, President 1595 Skinners Turn Road Owings, Maryland 20736	James Strohecker	410-257-9136		CIP Lining Installation	8	593	$ 26,665.00	August-16
Downingtown, Pa	Utilities Inc.	1201 Sawmill Road Downingtown, Pa 19335	M. Backer	610-269-1137		CIP Lining Installation	8	1,442	$ 53,336.80	August-16
Jackson Township, Lebanon County, PA	A.H. Moyer, Inc.	820 Lincoln Ave Meyerstown, Pa 17067	Dustin Dauber	717-295-4975		CIP Lining Installation	8	194	$ 10,670.00	August-16
Anne Rundel County MD	Strohecker, Inc.	1595 Skinners Turn Road Owings, Maryland	James Strohecker	410-257-9136		CIP Lining Installation	26.5	144	$ 31,680.00	August-16
Anne Rundel County MD	Strohecker, Inc.	1595 Skinners Turn Road Owings, Maryland	James Strohecker	410-257-9136		CIP Lining Installation	18	200	$ 26,500.00	August-16
Anne Rundel County MD	Strohecker, Inc.	1595 Skinners Turn Road Owings, Maryland	James Strohecker	410-257-9136		CIP Lining Installation	15	162	$ 25,110.00	August-16

Completed Pipelining Projects - Mr. Rehab, LLC

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Berks County, Pa	ARRO Consulting, Inc.	50 Berkshire Court, Suite 209 Wyomissing, PA 19610	John Hart	610-374-5285		CIP Lining Installation	4, 10, 18	1,557	$ 104,012.65	August-16
Shrewsbury Borough Shrewsbury, Pa	N/A	35 West Railroad Street Shrewsbury , Pa 17361	Brian Sweitzer	717-235-1427		CIP Lining Installation	4, 6, 8	382	$ 38,186.00	August-16
Lower Allen Township Authority New Cumberland, Pa	N/A	120 Limekiln Road New Cumberland, Pa	Dave Ramsey	717-774-0610		CIP Lining Installation	10	75	$ 13,590.00	August-16
Danville, Pa	Anrich, Inc.	1271 South Gulph Road Wayne, Pa 19087	N/A	610-519-0670		CIP Lining Installation	12, 15, 24	1,348	$ 149,842.34	July-16
Swatara Township Authority Dauphin County, PA	N/A	8675 Paxton Street Hummelstown, Pa 17036	N/A	717-566-3361		CIP Lining Installation	8	738	$ 14,132.70	July-16
Hempfield Township	Gibson Thomas Engineering, Co. Inc.	1004 Ligonier Street Latrobe, PA 15650	N/A	724-539-8562		CIP Lining Installation	8	7,171	$ 160,988.95	July-16
Jessup, MD	Arica Consulting & Contracting, LLC	10305 Guilford Road Jessup, MD 20794	Jamie Hill	301-498-4441		CIP Lining Installation	N/A	N/A	$ 63,250.00	July-16
New Bloomfield Borough Perry County, Pa	N/A	P.O. Box 144 New Bloomfield, PA 17068	Damon Hartman	717-582-8507		CIP Lining Installation	8	1,482	$ 24,601.20	July-16
PA American Caoatesville	PA American Water	100 Cheshire Court Coatesville, PA 19320 Suite 104	James Kelly	610-384-2872		CIP Lining Installation	8	68	$ 14,122.00	July-16
Palmyra, Pa	Seltzers Smokehouse Meats	230 N. College St Palmyra, Pa 17078	N/A	717-838-6336		CIP Lining Installation	N/A	6,845	$ 6,845.00	June-16
Lancaster County, PA	HRG, East Lampeter Township	2250 Old Philadelphia Pike Lancaster, Pa 17602	M. Hackman	717-564-1121		CIP Lining Installation	21	593	$ 59,794.25	June-16
York Township	Buchart-Horn, Inc.	445 West Philadelphia St. York, PA 17404	Paul E. Gross, P.E.	717-852-1384		CIP Lining Installation	6	219	$ 8,179.00	June-16
Pipersville, Pa	Worth & Company, Inc	6263 Kellers Church Road Pipersville, Pa 18947	N/A	267-362-1100		CIP Lining Installation	12, 24	N/A	$ 96,900.00	June-16
Hempfield Township	Gibson Thomas Engineering, Co. Inc.	1004 Ligonier Street Latrobe, PA 15650	N/A	724-539-8562		CIP Lining Installation	8	6,428	$ 144,308.60	June-16
East Cocalico Township, Pa	N/A	102 Hill Road Denver, Pa 17517	N/A	717-336-5205		CIP Lining Installation	N/A	67	$ 14,405.00	June-16
York Township	PSI Pumping Solutions, Inc	8210C Carlisle Pike York Springs, Pa 17372	Mike Aiello	717-752-0006		CIP Lining Installation	N/A	144	$ 26,640.00	June-16

Completed Pipelining Projects - Mr. Rehab, LLC

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Jackson Township, Lebanon County, PA	A.H. Moyer, Inc.	820 Lincoln Ave Meyerstown, Pa 17067	N/A	717-295-4975		CIP Lining Installation	8, 10, 12	2,314	$ 98,384.41	May-16
Derry Township Sanitary Sewer Mifflin County, PA	N/A	74 Reserve Lane Lewistown, Pa 17044	N/A	717-248-8151		CIP Lining Installation	8, 10	1,074	$ 34,099.50	May-16
Harrisburg, Pa	Edwin L. Heim Company	1918 Greenwood St P.O. Box 2247 Harrisburg, Pa 17104	Brian Souder	717-233-8711		CIP Lining Installation	6, 10	551	$ 41,683.30	May-16
Greene Township	Nazztech Services, LLC	505 Evergreen Road New Cumberland, PA 17070	Michael Nazzaro	717-554-7576		CIP Lining Installation	8	4,495	$ 139,681.00	May-16
St Patrick Parish Cumberland County,PA	N/A	152 East Pomfret Street Carlisle, PA 17013	Jose Diaz	717-243-4411		CIP Lining Installation	12	957	$ 75,553.00	April-16
New Bloomfield Borough	N/A	P.O. Box 144 New Bloomfield, PA 17068	Damon Hartman	717-582-8295		CIP Lining Installation	8	1,482	$ 20,481.00	April-16
Derry Township, Dauphin County, PA	Buchart-Horn, Inc.	445 West Philadelphia St. York, PA 17404	Paul Gross, P.E.	717-852-1384		CIP Lining Installation	8,12	3,519	$ 131,404.00	April-16
Anne Rundel County, MD	Strohecker, Inc.	1595 Skinners Turn Road Owings, Maryland 20737	James Strohecker	410-257-9136		CIP Lining Installation	24	360	$ 48,600.00	April-16
Anne Rundel County MD	Strohecker, Inc.	1595 Skinners Turn Road Owings, Maryland 20736	James Strohecker	410-257-9136		CIP Lining Installation	15	52	$ 7,891.00	April-16
Camp Hill Dauphin County, Pa	The Warrell Corp.	1250 Slate Hill Road Camp Hill, PA 17011	Lance Kreiger	717-585-2838		CIP Lining Installation	6	134	$ 26,455.00	April-16
St Patrick Parish Cumberland County,PA	N/A	152 East Pomfret Street Carlisle, PA 17013	N/A	717-243-4411		CIP Lining Installation	12	957	$ 75,553.00	April-16
Wayne, Pa	Anrich, Inc.	1271 South Gulph Road Wayne, Pa 19087	N/A	610-519-0670		CIP Lining Installation	26	825	$ 116,325.00	April-16
Anne Rundel County MD	Strohecker, Inc.	1595 Skinners Turn Road Owings, Maryland 20737	James Strohecker	410-257-9136		CIP Lining Installation	15	52	$ 7,891.00	April-16
UMH Properties	N/A	150 Clay Street, Suite 450 Morgantown, WV 26501	Jeffrey Yorick	304-291-3380		CIP Lining Installation	8	709	$ 28,324.00	April-16
Frackville Area Muni. Auth. Frackville,PA	N/A	[Route 61] P.O. Box 471 Frackville, PA 17931	Doug Cleary	570-874-4421		CIP Lining Installation	8"	716	$ 28,282.00	April-16

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Completed Pipelining Projects - Mr. Rehab, LLC

CLIENT / LOCATION	ENGINEER/ CONTRACTOR	CONTACT INFORMATION	CLIENT CONTACT	CONTACT PHONE NUMBER	EMAIL	PROJECT DESCRIPTION	PIPE SIZE (INCHES)	LENGTH INSTALLED (LF)	BILLING VALUE	Dates Work Performed
Milton Hershey School Derry Township, Dauphin County, PA	N/A	1201 Homestead Lane Hershey, Pa 17033		717-520-2641		CIP Lining Installation	12	224	$ 33,160.00	March-16
Greenbelt, MD	Chugach Federal Solutions, Inc.	8800 Greenbelt Road Greenbelt, MD 20771	Randem Young	301-286-4180		CIP Lining Installation	10, 12	N/A	$ 98,336.60	March-16
Wayne, Pa	Anrich, Inc.	1271 South Gulph Road Wayne, Pa 19087		610-519-0670		CIP Lining Installation	10, 36	711	$ 126,820.74	March-16
York Township	N/A	190 Oak Road Dallastown, PA 17313	Gary Milbrand P.E.	717-741-3861		CIP Lining Installation	8	4,099	$ 159,126.00	March-16
Lancaster County, PA	Becker Engineering, LLC	115 Millersville Road Lancaster, PA 17603	Yuri Evans	717-295-4975		CIP Lining Installation	8, 10	5,651	$ 190,111.00	February-16
Camp Hill Dauphin County, Pa	Gannett Fleming, Inc.	PO Box 67100 Harrisburg, Pa 17106		717-763-7212		CIP Lining Installation	Various	N/A	$ 36,409.43	January-16
Lancaster County, PA	Becker Engineering, LLC	115 Millersville Road Lancaster, PA 17603	Yuri Evans	717-295-4975		CIP Lining Installation	8	3,547	$ 101,834.00	January-16
Anne Rundel County, MD	Strohecker, Inc.	1595 Skinners Turn Road Owings, Maryland 20736	James Strohecker	410-257-9136		CIP Lining Installation	15	142	$ 21,142.00	December-15
York Township	N/A	190 Oak Road Dallastown, PA 17313	Gary Milbrand P.E.	717-741-3861		CIP Lining Installation	8	4,024	$ 134,804.00	December-15
Anne Rundel County, MD	Strohecker, Inc.	1595 Skinners Turn Road Owings, Maryland 20735	James Strohecker	410-257-9136		CIP Lining Installation	15	383	$ 34,470.00	December-15
Borough of Spring City	N/A	6 Church St Spring City, PA 19475	Dennis Rittenhouse	610-948-7979		CIP Lining Installation	24	440	$ 54,890.00	December-15
Central Wayne County	Entech Engineering, Inc.	685 South Mountain Blvd. Mountaintop, PA 18707	Mary Peters	570-868-0275 x2		CIP Lining Installation	8	1,124	$ 70,191.00	November-15
Elizabethtown Borough	N/A	600 S. Hanover St. Elizabethtown, PA 17022	David Hershey	717-367-6666		CIP Lining Installation	8	288	$ 17,940.00	November-15
Borough of Carlisle	Stewart and Tate	950 Smile Way York, PA 17404	Timothy Tate	717-854-9581		CIP Lining Installation	30	41	$ 18,245.00	November-15
UMH Properties	UMH Properties, Inc.	150 Clay Street, Suite 450 Morgantown, WV 26501	Jeffrey Yorick	304-291-3380		CIP Lining Installation	8	992	$ 43,598.00	November-15

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Completed Pipelining Projects - Mr. Rehab, LLC

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North Lebanon Twp Authority	N/A	725 Kimmerlings Rd Lebanon, PA 17046	Tom Camasto	717-821-1390		CIP Lining Installation	8	224	$ 12,427.00	November-15
Clearfield Economic Development	Roman Excavating	1237 Reynoldsville Sykesville Rd Reynoldsville, PA 15851	Dave Roman	814-603-3278		CIP Lining Installation	18	971	$ 94,429.00	October-15
Lewistown, PA	Buchart-Horn Inc.	2009 North Atherton Street, Suite 200 State College, PA 16803	Alan Wyre	814-237-7111		CIP Lining Installation	8,10	2,239	$ 74,263.25	October-15
Chucagch Federal Solutions	Chucagch Federal Solutions	8800 Greenbelt Rd Greenbelt, MD 20771	Ralph Smith	301-286-1278		CIP Lining Installation	12	306	$ 98,336.00	October-15
Anne Rundel County MD	Strohecker, Inc.	1595 Skinners Turn Road Owings, Maryland 20735	James Strohecker	410-257-9136		CIP Lining Installation	18	892	$ 65,116.00	September-15
Anne Rundel County MD	Strohecker, Inc.	1595 Skinners Turn Road Owings, Maryland 20735	James Strohecker	410-257-9136		CIP Lining Installation	24	217	$ 33,635.00	September-15
City of Lebanon Authority Lebanon, PA	N/A	City of Lebanon Authority 2321 Ridgeview Rd Lebanon, PA 17042	Gary Hammer	717-272-2841		CIP Lining Installation	8, 10, 12	3,302	$ 130,891.00	September-15
Frackville,PA	N/A	Frackville Area Muni. Auth. [Route 61] P.O. Box 471 Frackville, PA 17931	Doug Cleary	570-874-4421		CIP Lining Installation	10	330	$ 22,440.00	August-15
Borough of Camp Hill	Gannett Fleming, Inc.	209 Senate Avenue Camp Hill, PA 17011	David Weiss	717-763-7211, Ext. 2809		CIP Lining Installation	8"	10,000	$ 556,909.00	August-15
Borough of Myerstown	ARRO Consulting, Inc.	50 Berkshire Court, Suite 209 Wyomissing, PA 19610	Mike Sassaman	610-374-5285		CIP Lining Installation	8"	2,016	$ 148,018.00	August-15
Greene Township	Nazztech Services, LLC	505 Evergreen Road New Cumberland, PA 17070	Michael Nazzaro	717-554-7576		CIP Lining Installation	8"	10,969	$ 350,453.55	July-15
Lititz Borough	N/A	7 South Broad Street Lititz, PA 17543	Jim Houser	717-629-6178		CIP Lining Installation	8", 12	2,873	$ 130,700.00	July-15
North Londonderry Township	GHD	1240 North Mountain Road Harrisburg PA 17112	Tim Parthemore	717-541-0622		CIP Lining Installation	8, 12, 14	2,868	$ 214,968.50	July-15
Utility Inc. of PA / Montague, NJ	Utilities Inc.	266 Clove Rd Montague, NJ 17827	Joe Westfall	570-994-6274		CIP Lining Installation	8, 10	990	$ 46,447.00	July-15
York Township	N/A	190 Oak Road Dallastown, PA 17313	Gary Milbrand P.E.	717-741-3861		CIP Lining Installation	8"	1,816	$ 72,201.00	June-15

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Completed Pipelining Projects - Mr. Rehab, LLC

CLIENT / LOCATION	ENGINEER/ CONTRACTOR	CONTACT INFORMATION	CLIENT CONTACT	CONTACT PHONE NUMBER	EMAIL	PROJECT DESCRIPTION	PIPE SIZE (INCHES)	LENGTH INSTALLED (LF)	BILLING VALUE	Dates Work Performed
Hempfield Township	Gibson Thomas Engineering, Co. Inc.	1004 Ligonier Street Latrobe, PA 15650	Dan Schmitt	724-539-8562		CIP Lining Installation	8"	55,000	$ 1,559,602.50	May-15
McClure Municipal Auth	UNI-TEC Consulting Engineers	2007 Cato Avenue State College, PA 16801	Michele A. Aukerman	814-238-8223		CIP Lining Installation	8	2,208	$ 70,832.00	May-15
McClure Municipal Auth	Mid-State Paving, LLC	2991 Paxtonville Rd Paxtonville, PA 17861	Joyce Seno	570-837-5251		CIP Lining Installation	8	740	$ 23,739.00	May-15
Kraft Foods	H. T. Lyons	7165 Ambassador Drive Allentown, PA 18106	Todd Dannenhower	610-530-2600		CIP Lining Installation	8"	430	$ 28,555.00	April-15
Borough of Chambersburg	N/A	79 St. Paul Drive Chambersburg, PA 17201	Elwood Sword	717-264-5151		CIP Lining Installation	10"	407	$ 20,408.90	April-15
PA Department of Human Services South Mountain Restoration Ceter	N/A	1800 Herr Street Harrisburg, PA 17103	Herbert Pfuhl, III	717-787-8044		CIP Lining Installation	8" ,12	905	$ 27,999.50	April-15
Greene Township	Nazztech Services, LLC	505 Evergreen Road New Cumberland, PA 17070	Michael Nazzaro	717-554-7576		CIP Lining Installation	8", 10"	22,642	$ 343,530.00	April-15
Ashley Borough	N/A	10 North Main Ashley, PA 18706	Greg Gulick	570-270-5839		CIP Lining Installation	8"	863	$ 35,550.00	March-15
Spring City	PA American Water	100 Cheshire Court Coatesville, PA 19320 Suite 104	Craig Darosh, P.E.	610-384-2872		CIP Lining Installation	8	1,100	$ 39,415.00	February-15
Greenlane Marlborough	EEMA	P.O. Box 232 Kulpsville, PA 19443	Keith Corson	215-368-3375		CIP Lining Installation	12"	385	$ 30,832.00	February-15
North Cornwall Township	Act One & Associates	200 S. 41st St, Suite A Harrisburg, PA 17111	Tim Nolt	717-236-7500		CIP Lining Installation	8"	3,200	$ 116,255.67	February-15
PA American Poconos	PAW -Southeast Region	4 Wellington Blvd. Wyomissing, PA 19610	Gerald DeBalko	484-855-1006		CIP Lining Installation	8"	14,323	$ 444,013.00	November-14
Upper Gwynedd	EEMA	P.O. Box 232 Kulpsville, PA 19443	Anthony Price	215-368-3375		CIP Lining Installation	8"	7,159	$ 242,332.15	November-14
Hershey Chocolate USA Hershey Foods	N/A	1033 Old West Chocolate Ave Hershey, PA 17033	David Rothermel	717-534-8408		CIP Lining Installation	12", 36"	1,850	$ 281,999.00	November-14
Elizabethtown Borough	N/A	600 S. Hanover St. Elizabethtown, PA 17022	David Hershey	717-367-6666		CIP Lining Installation	12	112	$ 12,900.00	November-14

Completed Pipelining Projects - Mr. Rehab, LLC

CLIENT / LOCATION	ENGINEER/ CONTRACTOR	CONTACT INFORMATION	CLIENT CONTACT	CONTACT PHONE NUMBER	EMAIL	PROJECT DESCRIPTION	PIPE SIZE (INCHES)	LENGTH INSTALLED (LF)	BILLING VALUE	Dates Work Performed
Borough of Forty Fort	Quad 3 Group	37 N Washington St. Wilkes-Barre, PA18701	Mark Voyack	570 -829-4200		CIP Lining Installation	8", 10", 12"	22,280	$ 1,408,459.00	October-14
Lititz Borough	N/A	7 South Broad Street Lititz, PA 17543	Gary Rynier	717-629-6178		CIP Lining Installation	8", 10", 12"	2,839	$ 140,000.00	October-14
Hamilton Township N.J.	Buchart Horn, Inc.	2 Eves Drive Marlton, NJ 08053	Ed Dimond	856 -797-4334		CIP Lining Installation	8", 10", 12" 15" 21" 30" 36"	43,560	$ 1,862,904.90	October-14
North Londonderry Township	GHD	1240 North Mountain Road Harrisburg PA 17112	Tim Parthemore	717-541-0622		CIP Lining Installation	14"	2,287	$ 176,347.25	August-14
PENNDOT	Bill Anskis Co., Inc.	465 Industrial Park Road Elysburg, PA 17872	Bill Anskis	570-644-0146		CIP Lining Installation	300	36"	$ 77,000.00	August-14
West Manchester Township, York County, PA	Dawood	2020 Good Hope Road Enola, PA 17025	Craig Wilson	717-732-8576		CIP Lining Installation	8"	2,752	$ 134,000.00	August-14
Muhlenberg Township	SSM Group	1047 North Park Road Reading, PA 19610	Christina Crawford	610-621-2000		CIP Lining Installation	8", 10"	1,581	$ 115,994.00	July-14
Hediffrin	Buchart Horn, Inc.	2 Eves Drive Marlton, NJ 08053	Ed Dimond	856 -797-4334		CIP Lining Installation	8", 10",12", 15", 18"	5,477	$ 389,000.00	April-14
Borough of Coopersburg	Keystone Engineering	6235 Hamilton Blvd Wescosville, PA 18106	Joseph Santilli	215-610-395-0971		CIP Lining Installation	8"	2,646	$ 107,659.60	May-13
City of Rockville MD	City of Rockville	111 Maryland Ave Rockville, MD 20851-1014	Jim Woods	240-314-8553		CIP Lining Installation	6", 8"	12,654	$ 433,858.10	May-13
Ft Indiantown Gap	Northwind Engineering	105 Main Street Shelocta PA 15774	Don Machusak	724-354-2941		CIP Lining Installation	8", 15"	3,282	$ 155,848.59	May-13
Jackson Township, Lebanon County, PA	Gannett Fleming, Inc.	209 Senate Avenue Camp Hill, PA 17011	David Weiss	717-763-7211, Ext. 2809		CIP Lining Installation	8", 10"	6,516	$ 306,200.26	February-13
Lower Merion	Penoni Associates	3001 Market Street Philadelphia, PA 19104	Robert Campbell	215-222-3000		CIP Lining Installation	8", 10", 12", 24"	5,065	$ 205,978.00	February-13
Borough of Williamstown	Glace Associates	3705 Trindle Road Camp Hill, PA 17011	Max Stoner	717-697-1028		CIP Lining Installation	8"	4,514	$ 178,631.50	January-13
Upper Gwynedd	EEMA	P.O. Box 232 Kulpsville, PA 19443	Anthony Price	215--368-3375		CIP Lining Installation	8"	500	$ 27,668.00	December-12

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Completed Pipelining Projects - Mr. Rehab, LLC

CLIENT / LOCATION	ENGINEER/ CONTRACTOR	CONTACT INFORMATION	CLIENT CONTACT	CONTACT PHONE NUMBER	EMAIL	PROJECT DESCRIPTION	PIPE SIZE (INCHES)	LENGTH INSTALLED (LF)	BILLING VALUE	Dates Work Performed
Plymouth Township	Woodrow & Associates, Inc.	1108 North Bethlehem Pike Lower Gwynedd, PA 19002	Timothy Woodrow	215-542-5648		CIP Lining Installation	8"	2,650	$ 85,542.50	December-12
Hershey Chocolate USA	N/A	1033 Old West Chocolate Ave Hershey, PA 17033	David Rothermel	717-534-8408		CIP Lining Installation	6"	245	$ 38,970.00	November-12
West Manchester Township, York County, PA	Dawood	2020 Good Hope Road Enola, PA 17025	Craig Wilson	717-732-8576		CIP Lining Installation	8" 10"	2,147	$ 99,621.00	November-12
York Township	N/A	190 Oak Road Dallastown, PA 17313	Gary Milbrand P.E.	717-741-3861		CIP Lining Installation	8"	2,374	$ 79,668.00	September-12
Mt Carmel	N/A	Sikora Brothers 10 Apache Drive Shickshinny, PA 18655	John Sikora	570-256-3740		CIP Lining Installation	10"	1,018	$ 73,931.90	August-12
Upper Southampton Township	Penoni Associates	3001 Market Street Philadelphia, PA 19104	Robert Campbell	215-222-3000		CIP Lining Installation	8" 12"	5,365	$ 209,218.57	July-12
Lititz Borough	N/A	7 South Broad Street Lititz, PA 17543	Gary Rynier	717-629-6178		CIP Lining Installation	8" 10" 12"	2,973	$ 100,247.25	July-12
BASF PA Extrusions Cressona,	N/A	PO Box 518 Hazleton, PA 18201-0518	Clay Long	570-385-5000		CIP Lining Installation	10"	486	$ 16,062.50	July-12
PPG Industries, Inc.	N/A	400 Park Drive Carlisle, PA 17013	Jeff Boley	717-486-3366		CIP Lining Installation	8" 10"	1,688	$ 57,946.95	July-12
Exeter Township	N/A	400 Hanover Street Birdsboro, PA 19508	Paul Herb	610-582-8300		CIP Lining Installation	10"	40	$ 11,938.00	June-12
Utility Inc. of PA / Downingtown, PA	Utilities, Inc.	1201 Sawmill Road Downingtown, PA 19335	Mr. Mark Baker	610-269-1137		CIP Lining Installation	8" 10"	2,047	$ 81,791.00	June-12
Abington Township	N/A	1000 Fritzwatertown Rd. Roslyn, PA 19001	Robert Leber	215-884-8329		CIP Lining Installation	8"	1,089	$ 55,526.39	June-12
Borough of Chambersburg	N/A	79 St. Paul Drive Chambersburg, PA 17201	Elwood Sword	717-264-5151		CIP Lining Installation	10"	809	$ 41,147.73	June-12
Dover Township	N/A	Dover Township 851 Graffius Road York, PA 17404	Ms. Sophie G. Simon	717-292-4911		CIP Lining Installation	8"	397	$ 19,679.29	June-12

Completed Pipelining Projects - Mr. Rehab, LLC

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Pine Mountain Excavators	Pine Mountain Excavating	404 West Central Avenue Avis, PA 17745	Dean Edwards	877-399-3458		CIP Lining Installation	8"	317	$ 20,000.00	June-12
Waymart	Entech Engineering, Inc.	685 South Mountain Blvd. Mountaintop, PA 18707	Bryon Killian	570-868-0275 x2		CIP Lining Installation	8"	2,160	$ 102,964.90	May-12
Spring Township Berks County, PA	N/A	2850 Windmill Road Reading, PA 19608	Kevin Bitz	610-678-5393		CIP Lining Installation	10"	5,492	$ 201,054.80	May-12
Baltimore County Dept of Public Works Baltimore County	N/A	111 West Chesapeake Ave. Towson, MD 21204	James Pilson	410-887-3531		CIP Lining Installation	8",10",12",15"	36,252	$ 1,595,637.25	February-12
Lancaster Suburban Sewer Authority	CDM	205 Granite Run Road Lancaster, PA 17601	John Robinson	717-560-7500		CIP Lining Installation	8"	22,246	$ 684,251.40	January-12
Spring Township Berks County, PA	N/A	2800 Shillington Road, Cornwall Terrrace Reading, PA 19608	Mr. Kevin Bitz Environmental Waste Coordinator	610-678-4448		CIP Lining Installation	10"	452	$ 201,609.95	January-12
Town of Emmitsburg	N/A	300 A South Seton Ave. Emmitsburg, MD 21727	Dan Fissel	301-447-3141		CIP Lining Installation	10"	300	$ 17,400.00	January-12
West Cocalico School District	Mountainside Excavators, Inc.	1043 Mountain Road Manheim, PA 17545	Jill Groff	717-665-5373		CIP Lining Installation	12"	182	$ 17,232.00	January-12
Kids Peace	Grace Industries	P.O. Box 21777 Lehigh Valley, PA 18002	Gary Souilliard	610-837-4100		CIP Lining Installation	8"	401	$ 25,417.00	December-11
Borough of Emmaus	Hanover Engineering	5920 Hamilton Blvd. Allentown, PA 18106	Brad Youst	610-395-9222		CIP Lining Installation	8"	532	$ 24,942.44	December-11
Hampden Township, Cumberland County, PA	N/A	230 South Sporting Hill Road Mechanicsburg, PA 17055	Jeremy Miller	717-443-3560		CIP Lining Installation	8" 10" 12"	7,145	$ 320,736.25	December-11
Borough of Lemoyne	N/A	510 Herman Ave Lemoyne, PA 17043	Jack O'Neil	717-554-9325		CIP Lining Installation	8"	856	$ 32,760.00	November-11
Punxsutawney Borough Jefferson County, PA	Dannic Energy, LLC	134 Mill Run Drive Indiana, PA 15701	Dan Sinclair	724-465-6663		CIP Lining Installation	6"	91	$ 19,920.00	November-11
Lower Merion Township	Penoni Associates	3001 Market Street Philadelphia, PA 19104	Robert Campbell	215-222-3000		CIP Lining Installation	8", 10" 12"	7,400	$ 314,655.75	November-11
Plymouth Township	T&M Associates	531 Plymouth Road Plymouth Meeting, PA 19462	Beth Abramovitz	484-530-1270		CIP Lining Installation	8"	2,000	$ 73,241.00	November-11

Completed Pipelining Projects - Mr. Rehab, LLC

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Upper Gwynedd	EEMA	P.O. Box 232 Kulpsville, PA 19443	Anthony Price	215--368-3375		CIP Lining Installation	8"	782	$ 29,489.50	October-11
Lititz Borough	N/A	7 South Broad Street Lititz, PA 17543	Gary Rynier	717-629-6178		CIP Lining Installation	8", 10"	2,963	$ 140,496.50	September-11
Pennsylvania State University Harrisburg Meade Avenue Middletown, PA	Leon Wintermyer, Inc.	220 Yokumtown Road Etters, PA 17319	Todd Thornton	717-938-1468		CIP Lining Installation	8"	582	$ 30,100.00	September-11
Hood College 401 Rosemont Ave, Frederick, MD 21701	Justice Excavating, Inc.	31 A Center Mill Rd. Aspers, PA 17304	Kyle Hermansen	717-677-7149		CIP Lining Installation	8"	934	$ 44,625.00	September-11
Borough of Akron	N/A	P.O. Box 130 Akron, PA 17501	Dan Guers	717-471-4580		CIP Lining Installation	8"	1,425	$ 95,462.37	September-11
Borough of Lititz	N/A	7 South Broad Street Lititz, PA 17543 717-626-2044	Gary Rynier	717-626-2044		CIP Lining Installation	8"	2,963	$ 140,496.50	September-11
Baltimore County Dept of Public Works Baltimore County, MD	N/A	111 West Chesapeake Ave. Towson, MD 21204	James Pilson	410-887-3531		CIP Lining Installation	6", 8"	6,048	$ 336,782.75	September-11
Borough of Greencastle	N/A	60 North Washington Street Greencastle, PA 17225	Kevin Hunsberger	717-597-3225		CIP Lining Installation	8"	1,120	$ 86,854.05	August-11
City of Sunbury Northumberland County, PA	G&R Charles Excavating, LTD	4729 South Susquehanna Trail Port Trevorton, PA 17864-0007	Dave Maneval	570-374-9644		CIP Lining Installation	12"	1,174	$ 64,252.30	July-11
West Pottsgrove Township	Doli Construction Corporation	120 Independence Lane Chalfont, PA 18914-1832	Keith Hass	215-997-8026		CIP Lining Installation	10"	364	$ 23,945.00	July-11
Green Lane Marlborough Authority	N/A	106 Gravel Pike Green Lane, PA 18054	Tania Stutzman	215-368-3375		CIP Lining Installation	10"	747	$ 27,106.00	June-11
Lower Paxton Township	Abbonizio Contractors	1250 Conshohocken Rd. Conschohocken, PA 18428	Ed Phillips	610-275-8540		CIP Lining Installation	8", 10"	3,578	$ 139,828.50	May-11
York Township	N/A	190 Oak Road Dallastown, PA 17313	Gary Milbrand P.E.	717-741-3861		CIP Lining Installation	8"	1,417	$ 74,954.50	May-11
Lancaster Suburban Sewer Authority	CDM	205 Granite Run Road Lancaster, PA 17601	John Robinson	717-560-7500		CIP Lining Installation	8"	28,420	$ 808,104.78	May-11
Bucks County Water and Sewer Authority	N/A	1275Almshouse Road Warrington, PA 18976	John Butler	215-343-2538		CIP Lining Installation	8", 10"	4,625	$ 179,016.25	April-11

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Completed Pipelining Projects - Mr. Rehab, LLC

CLIENT / LOCATION	ENGINEER/ CONTRACTOR	CONTACT INFORMATION	CLIENT CONTACT	CONTACT PHONE NUMBER	EMAIL	PROJECT DESCRIPTION	PIPE SIZE (INCHES)	LENGTH INSTALLED (LF)	BILLING VALUE	Dates Work Performed
North Cornwall Township	Gannett Fleming, Inc.	101 Millersville Road Lancaster, PA 17603	Tim Nolton	717-299-9840		CIP Lining Installation	8"	1,925	$ 123,832.50	April-11
Lower Paxton Township	Ronca & Sons Inc.	179 Mikron Road Bethlehem, PA 18020	Fred Ronca	610-759-5100		CIP Lining Installation	8"	667	$ 32,165.50	April-11
Hershey Chocolate USA	N/A	1033 Old West Chocolate Ave Hershey, PA 17033	Richard Steffy	717-534-8408		CIP Lining Installation	6"	285	$ 78,350.00	April-11
Borough of Wyomissing	Great Valley Consultants	75 Commerce Drive Wyomissing, PA 19610-3323	Nicholas R Johnson	610-375-8822		CIP Lining Installation	8"	1,231	$ 80,520.75	March-11
Borough of West Chester	N/A	205 Lacey Street West Chester, PA 19382	O.B. Laing	610-696-5282		CIP Lining Installation	8", 10"	4,449	$ 150,493.50	February-11
Baltimore County Dept of Public Works Baltimore County	N/A	111 West Chesapeake Ave. Towson, MD 21204	James Pilson	410-887-3531		CIP Lining Installation	8", 10"	24,379	$ 943,916.75	December-10
Kulpmont/Marion Heights Joint Minicipal Authority	Brinjac Engineers, Inc.	114 North Second Street, Harrisburg, PA 17101	Kent Bitting	717-233-4502		CIP Lining Installation	8", 10", 12"	4,603	$ 261,253.06	December-10
Pranzosa Trucking Freeland, PA	N/A	1037 East Street Hazelton PA 18202	Bob Walton	570-455-4654		CIP Lining Installation	10"	183	$ 16,566.50	December-10
Mt Holly Springs	N/A	200 Harman Street Mt Holly Springs, PA 17065	Jim Weary	717-486-3509		CIP Lining Installation	8"	325	$ 44,858.95	December-10
Yardley Borough Sewer Authority, Borough of Yardley	N/A	56 South Main Street Yardley, PA 19067	Alex Dyke	215-345-4330		CIP Lining Installation	8"	2,607	$ 79,382.50	November-10
Coatesville	PA American Water	100 Cheshire Court Coatesville, PA 19320 Suite 104	Jim Kelly	610-384-2872		CIP Lining Installation	12"	212	$ 22,242.00	November-10
Specialty Bakers	Specialty Bakeries	450 South State Road, Marysville, PA 17053	Joe Smith	717-957-2131		CIP Lining Installation	8"	240	$ 16,095.00	November-10
Elizabethtown Borough	N/A	600 South Hanover Street Elizabethtown, PA 17022	Denny Bair	717-367-6666		CIP Lining Installation	8", 12"	246	$ 18,220.50	November-10
Lower Makefield Township	Remington & Vernick Engineers	Lincoln Route 130 Cinnaminson, NJ 08077	Danielle Farrell	856-303-1245		CIP Lining Installation	8"	1,964	$ 59,158.00	October-10
Schuylkill Haven Borough	N/A	232 Haven Street Schuylkill Haven PA 17972	Rich Cronenberger	570-527-2337		CIP Lining Installation	8"	401	$ 19,849.50	October-10

Completed Pipelining Projects - Mr. Rehab, LLC

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Town of Thurmont, MD	Passaro Engineering	3927 Boteler Road Mount Airy, MD 21771	Stacy Passaro P.E.	301-829-5163		CIP Lining Installation	8", 10"	9,568	$ 183,206.00	October-10
Oley Township	SSM Group	1047 North Park Road Reading, PA 19610	Robert Wisniewski	610-621-2000		CIP Lining Installation	8"	6,150	$ 242,487.75	August-10
Jackson Township, Lebanon County, PA	Gannett Fleming, Inc.	101 Millersville Road Lancaster, PA 17603	Dino Daroni	717-299-9840		CIP Lining Installation	10"	539	$ 50,310.00	July-10
Borough of Steelton	JOAO & Bradley	4211 Tracey Lane, Bethlehem, PA 18020	Julio Isidoro	610-867-1500		CIP Lining Installation	8", 10", 15"	6,560	$ 290,654.00	July-10
Messiah College	Gleim Excavating	625 Hamilton Street Carlisle, PA 17013	Dave Gruber	717-554-3588		CIP Lining Installation	8"	456	$ 46,247.20	July-10
Borough of West Reading	Great Valley Consultants	75 Commerce Drive Wyomissing, PA 19610-3323	Nicholas R Johnson	610-375-8822		CIP Lining Installation	8"	2,898	$ 118,381.00	June-10
Borough of Glen Rock	N/A	P.O. Box 116 Glen Rock, PA 17327	Dale Getz	717-235-2082		CIP Lining Installation	8"	220	$ 9,995.00	June-10
Borough of Lititz	N/A	7 South Broad Street Lititz, PA 17543	Gary Rynier	717-626-2044		CIP Lining Installation	8"	2,665	$ 135,683.85	June-10
Borough of New Freedom	N/A	49 East High Street New Freedom, PA 17355	John Smith	717-235-2386		CIP Lining Installation	8"	261	$ 47,831.00	June-10
Riverside Bouough	Sikora Bros. Excavating	10 Apache Drive Shickshinny, PA 18655	John Sikora	570-760-3447		CIP Lining Installation	8"	2,346	$ 11,186.25	June-10
Borough of St. Lawrence	SSM Group	1047 North Park Road Reading, PA 19610	Jim Carr/Keven Conrad	610-621-2000		CIP Lining Installation	8", 10" 12"	8,441	$ 445,598.41	May-10
Cedarbrook Nursing Home	Rettew Engineers	950 East Main Street Schuykill Haven, PA 17972	Christine Haldeman	570-385-2270 ext 3903		CIP Lining Installation	8" 10"	1,058	$ 214,945.00	May-10
Borough of Dallas	N/A	530 South Memorial Highway Dallas Pa 18708	Edward J Hann	570-696-1133		CIP Lining Installation	8" & 10"	5,077	$ 170,479.00	April-10
Brubacher Excavating, Inc. -Perry Point VA Hospital	N/A	825 Reading Road Bowmansville, PA 17507	David Ream	717-445-4571		CIP Lining Installation	8"	1,215	$ 61,542.50	April-10
Borough of West Chester	N/A	205 Lacey Street West Chester, PA 19382	O.B. Laing	610-696-5282		CIP Lining Installation	8"	3,514	$ 121,677.12	April-10

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Completed Pipelining Projects - Mr. Rehab, LLC

CLIENT / LOCATION	ENGINEER/ CONTRACTOR	CONTACT INFORMATION	CLIENT CONTACT	CONTACT PHONE NUMBER	EMAIL	PROJECT DESCRIPTION	PIPE SIZE (INCHES)	LENGTH INSTALLED (LF)	BILLING VALUE	Dates Work Performed
HCR Maonor Care	N/A	101 Leader Drive Williamsport, PA 17701	Robert Gehron	570-323-3758 ext 215		CIP Lining Installation	8"	715	$ 25,645.00	April-10
Antietam Valley	ARRO Consulting, Inc.	50 Berkshire Court, Suite 209 Wyomissing, PA 19610	Mike Sassaman	610-374-5285		CIP Lining Installation	8 & 10"	1,575	51,869,00	March-10
Derry Township, Dauphin County, PA	N/A	670 Clearwater Road Hershey, PA 17033	Mr. Wayne Schutz	717-566-3237 x312		CIP Lining Installation	8"	250	$ 18,847.00	November-09
Columbia Municipal Authority	N/A	308 Locust Street Columbia, PA 17512	Mr. Harry Howard	717-684-2070		CIP Lining Installation	8"	145	$ 3,990.00	November-09
Penn State University -Middletown	Rogele, Inc.	1025 S. 21st Street Harrisburg, PA 17105	Mr. Chris McClure	717-564-0478		CIP Lining Installation	8"	458	$ 30,100.00	November-09
Wyomissing Borough	Great Valley Consultants	75 Commerce Drive Wyomissing, PA 19610	Mr. Nicholas Johnson	610-375-8822		CIP Lining Installation	8"	1,223	$ 90,717.00	November-09
Honey Brook, Northwestern Chester County	Herbert, Rowland & Grubic, Inc.	5277 Horseshoe Pike Honey Brook, PA 19344	Mr. Edward Spayd	717-564-1121		CIP Lining Installation	8"	400	$ 17,950.00	October-09
Parkesburg -Doli Construction Company	Doli Const. Company	120 Independence Lane Chalfont, PA 18914	Mr. Keith Hass	215-997-8026		CIP Lining Installation	8"	484	$ 19,476.00	October-09
Mt. Holly Springs Borough	N/A	9 Hill Street Mt. Holly Springs, PA 17065	Mr. James Weary	717-486-7460		CIP Lining Installation	8"	312	$ 12,480.00	October-09
Borough of Lititz	N/A	7 South Broad Street Lititz, PA 17543	Gary Rynier	717-626-2044		CIP Lining Installation	8 & 12"	2,989	$ 84,088.30	October-09
Antrim Township	Brinjac Engineering, Inc.	114 North Second Street Harrisburg, PA 17108-1290	Mr. Kent A. Bitting, P.E.	717-233-4502		CIP Lining Installation	8"	2,132	$ 122,009.00	September-09
PPG Industries, Inc.	N/A	400 Park Drive Carlisle, PA 17015	Mr. Jeff Boley	717-486-0173		CIP Lining Installation	6"	225	$ 13,050.00	September-09
O'Hara, Inc./Lewisburg Fed. Penitentiary	James T. O'Hara, Inc.	R.R. No. 9, Box 9433 Moscow, PA 18444	Mr. James T. O'Hara, Jr.	570-842-2140		CIP Lining Installation	10"	417	$ 42,831.00	September-09
South Londonderry Township, Lebanon County, PA	N/A	P.O. Box 3, 101 Center Street Campbelltown, PA 17010	Mr. Scott Galbraith	717-838-5556		CIP Lining Installation	8"	800	$ 31,380.00	July-09
Borough of West York, York County, PA	C.S. Davidson	York, PA 17401	Mr. B.J. Treglia, P.E.	717-846-4805		CIP Lining Installation	12"	650	$ 41,395.00	June-09

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Completed Pipelining Projects - Mr. Rehab, LLC

CLIENT / LOCATION	ENGINEER/ CONTRACTOR	CONTACT INFORMATION	CLIENT CONTACT	CONTACT PHONE NUMBER	EMAIL	PROJECT DESCRIPTION	PIPE SIZE (INCHES)	LENGTH INSTALLED (LF)	BILLING VALUE	Dates Work Performed
West Manchester Township, York County, PA	Gregory Contractors	2080 Lemon Street York, PA 17401	Mr. Chad Clabaugh, EIT	717-843-5202		CIP Lining Installation	8" & 12"	840	$ 44,524.91	June-09
Derry Township, Dauphin County, PA	N/A	670 Clearwater Road Hershey, PA 17033	Mr. Wayne Schutz	717-566-3237 x312		CIP Lining Installation	8"	500	$ 4,947.00	June-09
Williamsport Area School District, Lycoming County, PA	Larson Design Group	1000 Commerce Park Drive Water Tower Square Williamsport, PA 17701	Mr. Joe Fuhrman	570-323-6603		CIP Lining Installation	8"	900	$ 49,420.00	June-09
Pine Grove Joint Treatment Authority	N/A	115 Mifflin Street Pine Grove, PA 17963	Mr. Nick Stark	570-345-6433		CIP Lining Installation	8"	40	$ 4,400.00	June-09
East Pennsboro Township, Cumberland County, PA	Gannett Fleming, Inc.	209 Senate Avenue Camp Hill, PA 17011	Mr. Michael Brown, P.E.	717-763-7211, Ext. 2809		CIP Lining Installation	8"	216	$ 180,598.50	March-09
Hampden Township, Cumberland County, PA	Gannett Fleming, Inc.	209 Senate Avenue Camp Hill, PA 17011	Mr. Jeremy Miller, P.E.	717-763-7211, Ext. 2975		CIP Lining Installation	8"	3,250	$ 216,226.27	January-09
Borough of Coopersburg	N/A	5 North Main Street Coopersburg, PA 18036	Rick Snyder	610-282-3307		CIP Lining Installation	8"	790	$ 62,137.95	December-08
Holly Springs	N/A	9 Hill Street Mt. Holly Springs, PA 17065	Mr. James Weary	717-486-7460		CIP Lining Installation	10"	410	$ 76,328.85	November-08
Conewago Township	N/A	541 Oxford Avenue Hanover, PA 17331	Mr. Bob Strasbaugh	717-637-0411		CIP Lining Installation	10"	470	$ 51,940.00	November-08
Utility Inc. of PA Downingtown, PA	N/A	1201 Sawmill Road Downingtown, PA 19335	Mr. Mark Baker WWTP Plant Manager	610-269-1137		CIP Lining Installation	12"	860	$ 69,585.00	October-08
East Pennsboro Township, Cumberland County, PA	Gannett Fleming, Inc.	209 Senate Avenue Camp Hill, PA 17011	Mr. Michael Brown, P.E.	717-763-7211, Ext. 2809		CIP Lining Installation	8"	3,300	$ 180,598.50	October-08
Jackson Township, Lebanon County, PA	Gannett Fleming, Inc.	101 Millersville Road Lancaster, PA 17603	Mr. Gary Martin, P.E.	717-299-9840		CIP Lining Installation	8"	410		October-08

Completed Pipelining Projects - Mr. Rehab, LLC

CLIENT / LOCATION	ENGINEER/ CONTRACTOR	CONTACT INFORMATION	CLIENT CONTACT	CONTACT PHONE NUMBER	EMAIL	PROJECT DESCRIPTION	PIPE SIZE (INCHES)	LENGTH INSTALLED (LF)	BILLING VALUE	Dates Work Performed
Borough of Shrewsbury, York County, PA	N/A	35 W. Railroad Avenue Shrewsbury, PA 17361	Mr. Brian Sweitzer Superintendent of Public Works	717-235-1427		CIP Lining Installation	8", 10", & 12"	2,470	$ 110,759.00	September-08
Spring Township Berks County, PA	N/A	2800 Shillington Road, Cornwall Terrrace Reading, PA 19608	Mr. Kevin Bitz Environmental Waste Coordinator	610-678-4448		CIP Lining Installation	8", 10", & 12"	3,267		August-08
Conewago Township Municipal Authority	Gannett Fleming, Inc.	209 Senate Avenue Camp Hill, PA 17011	David Weiss	717-763-7211, Ext. 2809		CIP Lining Installation	8 & 10	2,613		
							Total	864,362	$ 32,860,471.29	

ADDITIONALLY, WE HAVE COMPLETED OVER 200 INDIVIDUAL LATERAL LINING PROJECTS USING CURED-IN-PLACE LINING TECHNOLOGY.

MR. REHAB, INC. HAS NEVER FAILED TO SATISFACTORILY COMPLETE AN AWARDED CONTRACT.
MR. REHAB, INC. IS A CERTIFIED INSTALLER OF THE MTUBE "CURED-IN-PLACE LINER SYSTEM.

I HEREBY CERTIFY THE INFORMATION

JAMES A. CLARK
President
MR. REHAB, LLC.
Three Long Lane
Mechanicsburg, PA 17050
Office Phone No. 717-697-1242
Office Fax No. 717-697-1028

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MR. REHAB, LLC
Three Long Lane
Mechanicsburg, PA 17050
Phone: (717) 697-1242
Fax: (717) 697-1028

MAJOR CONSTRUCTION PROJECTS IN PROGRESS

Owner:	**Borough of Jim Thorpe**
Project Title:	2016 Sanitary Sewer Clean and Televise, Manhole Rehab Project
Engineer:	Entech Engineering, Inc.
Contract Amount:	432,845.11
Percent Complete:	95%
Scheduled Completion Date:	12/31/2017
Contact:	Matt Boggs - 610-373-6667

Owner:	**North Manheim Sewer Authority**
Project Title:	2019 GPIDC Sanitary Sewer Rehabilitation Project
Engineer:	System Design Engineers
Contract Amount:	423,293.01
Percent Complete:	99%
Scheduled Completion Date:	12/30/2019
Contact:	Matt Peleschak - 610-916-8524

Owner:	**Arrowhead Sewer Company**
Project Title:	Gravity Sewer Rehabilitation Project
Engineer:	Entech Engineering, Inc.
Contract Amount:	918,516.16
Percent Complete:	80%
Scheduled Completion Date:	January 30th, 2020
Contact:	Rob Kerns - 570-728-0890

Owner:	**Swatara Township Authority**
Project Title:	2020 CIPP of Sewers and Manhole Rehab
Engineer:	N/A
Contract Amount:	593,374.90
Percent Complete:	75%
Scheduled Completion Date:	9/30/2020
Contact:	Gene Lank - 717-836-6200

Owner:	**West Manchester Township**
Project Title:	2020 Zarfoss To W Market Sewer Improvements
Engineer:	Dawodd Engineering
Contract Amount:	330,545.00
Percent Complete:	0%
Scheduled Completion Date:	11/18/2020
Contact:	Ramer Moederpest - PE - 855-432-9663

Owner:	**Hampden Township**
Project Title:	2020 Sanitary Sewer Rehab Project
Engineer:	In-House Engineers
Contract Amount:	293,791.00
Percent Complete:	0%
Scheduled Completion Date:	11/30/2020
Contact:	Isaac Sweeney - 717-761-0119

To: Mayor and Common Council

From: Thomas Ledwell, Chief of Police

Date: October 6, 2020

Re: Approval – Purchase of Police Cruiser

Background

Hertrich Fleet Services Inc. of Milford, Delaware currently has a 2020 Dodge Durango Pursuit V6 All-Wheel-Drive in stock that is available under Maryland Statewide Government Contract BPO#001B0600159 at a total cost of $28,774. This price includes an array of equipment required to "up-fit" the emergency equipment, which is already installed on this cruiser.

With the anticipated hire of the new Deputy Chief and the number of new police officers who will be eligible to participate in the take-home vehicle program in the near future, staff is requesting to use existing asset forfeiture funds to purchase this vehicle. A budget amendment will be required to appropriate the asset forfeiture funds.

Recommendation

Staff recommends that the Common Council approve the purchase of a 2020 Dodge Durango Pursuit V6 All-Wheel-Drive from Hertrich Fleet Services In. of Milford, Delaware at a total cost of $28,774.

Attachments

- Hertrich Fleet Services Quote for a 2020 Dodge Durango Pursuit V6 All-Wheel-Drive
- State of Maryland Blanket Purchase Order (State bid) for a 2020 Dodge Durango Pursuit V6 AWD

cc: Barbara B. Matthews, City Administrator
Lydia Colston, Director of Finance

HERTRICH FLEET SERVICES, INC.

1427 Bay Road Milford, DE 19963

Ford - Chevrolet - Dodge - Jeep
Lincoln - Mercury - Buick - GMC - Toyota - Nissan

(800) 698-9825 (302) 422-3300 Fax: (302) 839-0555

IN-COMING STOCK UNITS

MARYLAND STATEWIDE CONTRACT 2020 POLICE – BPO# 001B0600159

TYPE 4-9-P: Dodge Durango Pursuit V6 AWD

2020 DODGE DURANGO PURSUIT V6 w/ REAR CAMERA, BLUETOOTH, FRONT BUCKET SEATS W/ FULL CONSOLE, POWER WINDOWS, LOCKS, & MIRRORS

✓	Code	Description	Amount
	WDEL75	2020 Dodge Durango Pursuit V6 AWD	$ 27,394
	AHX	TRAILER TOW GROUP IV – Includes: 7 & 4 Pin Wiring Harness, Class IV Receiver Hitch, Trailer Brake Controller	$ 845
	XAN	Blind Spot & Cross Path Detection	$ 495
	LM1	Daytime Running Lights	$ 40
	Color	**WHITE – 1** ~~**BLACK – 1**~~ SOLD	
	Interior	H7X9 – Black Cloth Low Back Cloth Buckets	
		Total for Vehicle	**$ 28,774**

Susan Hickey - shickey@hertrichfleet.com - or call **800-698-9825**

BLANKET PURCHASE ORDER

STATE OF MARYLAND

********** STATE OF MARYLAND **********

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SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

VENDOR ID:
HERTRICH FLEET SERVICES INC
1123 INDUSTRIAL PKWY

DENTON, MD 21629
(800)698-9825

REFER QUESTIONS TO:

ALLEGRA DAYE
(410)767-4032
ALLEGRA.DAYE1@MARYLAND.GOV

ITB: 001IT821062	**EXPR DATE:** 11/17/20 **POST DATE:** 11/19/19	**DISCOUNT TERMS:** . NET 30 DAY **CONTRACT AMOUNT:** .00

TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

****
****

MARYLAND STATEWIDE CONTRACT
FOR
POLICE VEHICLES MODEL YEAR
VEHICLE TYPES: 4-H, 4-9-P, 4-10-M-P & 4-10-MPH

****
****

VENDOR CONTACT: JIM BLECKI OR SUSAN HICKEY

VENDOR ADDRESS: 1427 BAY ROAD, MILFORD, DE 19963

VENDOR PHONE: 1-800-698-9825

VENDOR E-MAIL: JBLECKI@HERTRICHFLEET.COM OR SHICKEY@HERTRICHFLEET.COM

TERM OF CONTRACT: NOVEMBER 18, 2019 - NOVEMBER 17, 2020

CONTRACT PERIOD: ONE (1) YEAR FROM DATE OF AWARD OR UNTIL PRODUCTION IS CUT OFF BY THE MANUFACTURER (WHICHEVER COMES FIRST). SUCCESSFUL VENDOR MUST NOTIFY THE PROCUREMENT OFFICER FOR THE STATE OF MARYLAND, DEPARTMENT OF GENERAL SERVICES REGARDING PRODUCTION CUT-OFF DATES AS SOON AS THE DEALERSHIP IS NOTIFIED BY THE MANUFACTURER.

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BLANKET PURCHASE ORDER

STATE OF MARYLAND

********** STATE OF MARYLAND **********

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TERMS (cont'd):

AT TIME OF DELIVERY FROM DEALER, EACH VEHICLE SHALL CONTAIN A MINIMUM OF FIVE (5) GALLONS OF GASOLINE.

DEALER MUST POSSESS A VALID STATE OF MARYLAND MOTOR VEHICLE ADMINISTRATION (MVA) DEALER'S LICENSE. DEALER MUST ALSO POSSESS A VALID STATE OF MARYLAND MOTOR VEHICLE ADMINISTRATION SALESMAN'S LICENSE. A COPY OF THE AFOREMENTIONED LICENSES MUST BE PROVIDED UPON REQUEST.

VEHICLE MUST BE DELIVERED WITH A CERTIFICATE OF ORIGIN.

DEALER WILL BE REQUIRED UPON DELIVERY TO SUBMIT A CERTIFICATE SHOWING THAT THE VEHICLE WAS SERVICED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDED NEW MOTOR VEHICLE PREPARATION CHECK SHEET. THIS CERTIFICATION IS TO BE SIGNED BY THE PERSON WHO SERVICED THE VEHICLE, AS WELL AS THE OWNER AND/OR DESIGNATED REPRESENTATIVE OF MANAGEMENT. OF MANAGEMENT.

THERE IS TO BE NO DEALER IDENTIFICATION ATTACHED TO THE NEW VEHICLE.

TIRES: TIRES RECALLED BY ANY MANUFACTURER WILL NOT BE ACCEPTED. IF A MODEL TIRE IS RECALLED BETWEEN CONTRACT AWARD AND VEHICLE DELIVERY, IT WILL BE THE RESPONSIBILITY OF THE DEALER TO REPLACE ANY SUCH TIRES PRIOR TO DELIVERY OF THE VEHICLE.

WARRANTY INFORMATION:

BASIC: 3 YEARS / 36,000
DRIVETRAIN: 5 YEARS / 60,000
DRIVETRAIN NOTE: QUALIFIED FLEET PURCHASES: 5 YEARS / 100,000 MILES
CORROSION YEARS (RUST-THROUGH): 6 YEARS
CORROSION YEARS: 3
CORROSION MILES/KM (RUST-THROUGH): 100,000
CORROSION MILES/KM: 36,000
HYBRID/ELECTRIC COMPONENTS YEARS: 8
HYBRID/ELECTRIC COMPONENTS MILES/KM: 100,000
ROADSIDE ASSISTANCE YEARS: 5
ROADSIDE ASSISTANCE MILES/KM: 60,000
ROADSIDE ASSISTANCE NOTE: QUALIFIED FLEET PURCHASES: 5 YRS./100,000
MAINTENANCE NOTE: 1 YEAR / 1 VISIT

THERE SHALL BE ZERO(-0-) DEDUCTIBLE ON THE WARRANTY.

STANDARD AND/OR EXTENDED WARRANTY PAPERS MUST BE GIVEN AT TIME OF VEHICLE DELIVERY.

*** CONTINUED, NEXT PAGE ***

TERMS (cont'd):

ANY REDUCTION OF PRICES DURING THE PERIOD OF THIS CONTRACT SHALL BE PASSED ON TO THE STATE OF MARYLAND.

ALL PRODUCTS USED IN PACKING TO CUSHION AND PROTECT DURING THE SHIPMENT OF COMMODITIES ARE TO BE MADE OF RECYCLED, RECYCLABLE, AND/OR BIODEGRADABLE MATERIALS.

PROCESSING FEE
1.
CONTRACTOR SHALL PAY A PROCESSING FEE TO THE STATE IN THE AMOUNT OF ONE PERCENT (1%) OF THE TOTAL CONTRACT SALES. THE PROCESSING FEE IS CALCULATED BASED ON ALL SALES TRANSACTED UNDER THE CONTRACT, MINUS ANY RETURNS OR CREDITS. THE PROCESSING FEE SHALL NOT BE CHARGED DIRECTLY TO THE CUSTOMER, E.G., AS A SEPARATE LINE ITEM, FEE OR SURCHARGE, BUT SHALL BE INCLUDED IN THE CONTRACT'S UNIT PRICES.

2. THE PROCESSING FEE SHALL BE SUBMITTED TO THE DEPARTMENT OF GENERAL SERVICES, FISCAL SERVICES DIVISION, 301 W. PRESTON STREET, ROOM 1309, BALTIMORE, MD., 21201, WITHIN TEN (10) CALENDAR DAYS FOLLOWING THE END OF EACH CALENDAR MONTH ALONG WITH A MONTHLY USAGE REPORT DOCUMENTING ALL CONTRACT SALES. AN EXCEL VERSION OF THE MONTHLY USAGE REPORT SHALL ALSO BE EMAILED TO THE PROCUREMENT OFFICER.

3. FAILURE TO REMIT PROCESSING FEES IN A TIMELY MANNER OR REMITTANCE OF FEES INCONSISTENT WITH THE CONTRACT'S REQUIREMENTS MAY RESULT IN THE STATE EXERCISING ALL RECOURSE AVAILABLE UNDER THE CONTRACT INCLUDING, BUT NOT LIMITED TO, A THIRD PARTY AUDIT OF ALL CONTRACT ACTIVITY. SHOULD AN AUDIT BE REQUIRED BY THE STATE, THE CONTRACTOR SHALL REIMBURSE THE STATE FOR ALL COSTS ASSOCIATED WITH THE AUDIT UP TO $10,000.00 OR ONE (1%) PERCENT OF THE CONTRACT'S ESTIMATED ANNUAL VALUE, WHICHEVER IS HIGHER.

PURCHASES BY OTHER ENTITIES - INDEFINITE QUANTITY CONTRACTS:
THIS PROVISION APPLIES TO INDEFINITE QUANTITY CONTRACTS.
PURSUANT TO THE STATE FINANCE AND PROCUREMENT ARTICLE, SECTION 13-110 OF THE ANNOTATED CODE OF MARYLAND, EXCEPT FOR ENTITIES DESCRIBED IN (6)(A) THE FOLLOWING ENTITIES MAY PURCHASE MATERIALS, SUPPLIES, AND EQUIPMENT UNDER THIS CONTRACT:

(1)A COUNTY OR BALTIMORE CITY;
(2)A MUNICIPAL CORPORATION;
(3)A GOVERNMENTAL AGENCY IN THE STATE;
(4)A PUBLIC OR QUASI-PUBLIC AGENCY THAT:
    (I) RECEIVES STATE MONEY; AND
    (II)IS EXEMPT FROM TAXATION UNDER SECTION 501(C)(3)
        OF THE INTERNAL REVENUE CODE;

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TERMS (cont'd):

(5)A PRIVATE ELEMENTARY OR SECONDARY SCHOOL THAT:
(I) EITHER HAS BEEN ISSUED A CERTIFICATE OF APPROVAL FROM THE STATE BOARD OF EDUCATION OR IS ACCREDITED BY THE ASSOCIATION OF INDEPENDENT SCHOOLS; AND
(II)IS EXEMPT FROM TAXATION UNDER SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE; OR
(6)A NON-PUBLIC INSTITUTION OF HIGHER EDUCATION UNDER SECTION 17-106 OF THE EDUCATION ARTICLE.
(B) A PRIVATE ELEMENTARY OR SECONDARY SCHOOL OR A NONPUBLIC INSTITUTIONOF HIGHER EDUCATION MAY NOT PURCHASE RELIGIOUS MATERIALS UNDER THIS CONTRACT.
(B) THE RIGHT TO PURCHASE UNDER THIS SECTION SHALL BE IN ADDITION TO, BUT NOT IN SUBSTITUTION FOR, THE APPLICABLE PURCHASING POWER GRANTED GRANTED TO ANY OF THE LISTED ENTITIES PURSUANT TO ANY STATUTORY OR CHARTER PROVISION.
(7) ANOTHER STATE OR AN AGENCY OR OTHER INSTRUMENTALITY OF ANOTHER STATE.

ALL PURCHASES UNDER THIS CONTRACT BY ANY SUCH ENTITY WHICH IS NOT A UNIT OR AGENCY OF THE STATE OF MARYLAND FOR WHICH THE STATE OF MARYLAND MAY BE HELD LIABLE IN CONTRACT (1) SHALL CONSTITUTE A PURCHASE OR CONTRACT BETWEEN THE CONTRACTOR AND THAT ENTITY ONLY; (2) SHALL NOT CONSTITUTE A PURCHASE OR CONTRACT OF THE STATE OF MARYLAND; (3) SHALL NOT BE BINDING OR ENFORCEABLE AGAINST THE STATE OF MARYLAND OR ANY OF ITS UNITS OR AGENCIES; AND MAY BE SUBJECT TO OTHER TERMS AND CONDITIONS AGREED TO BY THE CONTRACTOR AND THE PURCHASER.

CONTRACTOR BEARS THE RISK OF DETERMINING WHETHER OR NOT ANY ENTITY FROM WHICH THE CONTRACTOR RECEIVES AN ORDER UNDER THE CONTRACT IS A UNIT OR AGENCY OF THE STATE OF MARYLAND SUCH THAT THE CONTRACT MAY BE ENFORCED AGAINST THE STATE OF MARYLAND.

THE DEPARTMENT OF GENERAL SERVICES' "TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER $50,000" AND ALL SPECIFICATIONS, TERMS AND CONDITIONS OF SOLICITATION # 001IT821062 / BPM015769 INCORPORATED HEREIN BY REFERENCE.

BLANKET PURCHASE ORDER

STATE OF MARYLAND

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LINE #	STATE ITEM ID	U/M	UNIT COST
0001	07006	EA	26,172.0000

AUTOMOBILES AND STATION WAGONS

TYPE 4-H, MID-SIZE SEDAN, POLICE PURSUIT AWD HYBRID

MAKE & MODEL: FORD FUSION HYBRID

0002	07006	EA	95.0000

AUTOMOBILES AND STATION WAGONS

TYPE 4-H OPTION: RADIO NOISE SUPPRESSION PACKAGE

0003	07006	EA	295.0000

AUTOMOBILES AND STATION WAGONS

TYPE 4-H OPTION: REVERSE SENSING

0004	07006-000000	EA	27,394.0000

AUTOMOBILE

TYPE 4-9-P MID-SIZE UTILITY, POLICE PURSUIT AWD

MAKE & MODEL: DODGE DURANGO PURSUIT AWD

0005	07006-000000	EA

AUTOMOBILE

TYPE 4-9-P OPTION: CLOTH REAR SEATS/CARPET - STANDARD N/C

FMIS-5 (4/96)

BLANKET PURCHASE ORDER

STATE OF MARYLAND

********** STATE OF MARYLAND **********

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LINE #	STATE ITEM ID	U/M	UNIT COST		
0006	07006-000000	EA			

AUTOMOBILE

TYPE 4-9-P OPTION: FULL WHEEL COVERS (ALUM WHEELS)
STANDARD - N/C

0007	07006-000000	EA			

AUTOMOBILE

TYPE 4-9-P OPTION: REVERSE SENSING - STANDARD N/C

0008	07006-000000	EA	340.0000		

AUTOMOBILE

TYPE 4-9-P OPTION: TAIL LAMP PREP KIT

0009	07006-000000	EA	845.0000		

AUTOMOBILE

TYPE 4-9-P OPTION: CLASS IV TOWING PACKAGE

0010	07006-000000	EA	495.0000		

AUTOMOBILE

TYPE 4-9-P OPTION: BLIND SPOT AND CROSS PATH DETECTION

0011	07006-000000	EA	295.0000		

AUTOMOBILE

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STATE OF MARYLAND

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LINE #	STATE ITEM ID	U/M	UNIT COST
TYPE 4-9-P OPTION: SKID PLATE GROUP			
0012	07006-000000	EA	40.0000
AUTOMOBILE			
TYPE 4-9-P OPTION: DAYTIME RUNNING LIGHTS			
0013	07006-000000	EA	410.0000
AUTOMOBILE			
TYPE 4-9-P OPTION: HALOGEN SPOT LAMP			
0014	07006-000000	EA	3,595.0000
AUTOMOBILE			
TYPE 4-9-P OPTION: V-8 ENGINE			
0015	07006-000000	EA	32,678.0000
AUTOMOBILE			
TYPE 4-10-M-P MID-SIZE UTILITY VEHICLE, POLICE PURSUIT AWD			
MAKE & MODEL: FORD EXPLORER			
0016	07006-000000	EA	285.0000
AUTOMOBILE			
TYPE 4-10-M-P OPTION: CLOTH REAR SEATS/CARPET			

FMIS-5 (4/96)

BLANKET PURCHASE ORDER

STATE OF MARYLAND

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LINE #	STATE ITEM ID	U/M	UNIT COST
0017	07006-000000	EA	120.0000

AUTOMOBILE

TYPE 4-10-M-P OPTION: FULL WHEEL COVERS

0018	07006-000000	EA	295.0000

AUTOMOBILE

TYPE 4-10-M-P OPTION: REVERSE SENSING

0019	07006-000000	EA	85.0000

AUTOMOBILE

TYPE 4-10-M-P OPTION: REAR TAIL-LIGHT PREP KIT

0020	07006-000000	EA	35,991.0000

AUTOMOBILE

TYPE 4-10-MPH MID-SIZE UTILITY VEHICLE, POLICE PURSUIT AWD, HYBRID

MAKE & MODEL: FORD EXPLORER

0021	07006-000000	EA	285.0000

AUTOMOBILE

TYPE 4-10-MPH OPTION: CLOTH REAR SEATS/CARPET

0022	07006-000000	EA	120.0000

AUTOMOBILE

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STATE OF MARYLAND

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LINE #	STATE ITEM ID	U/M	UNIT COST
0023	07006-000000	EA	295.0000

TYPE 4-10-MPH OPTION: FULL WHEEL COVERS

AUTOMOBILE

LINE #	STATE ITEM ID	U/M	UNIT COST
0024	07006-000000	EA	85.0000

TYPE 4-10-MPH OPTION: REVERSE SENSING

AUTOMOBILE

TYPE 4-10-MPH OPTION: REAR TAIL-LIGHT PREP KIT

END OF ITEM LIST

******** LAST PAGE ********

AUTHORIZED BY: _____ **DATE:** _____

BUYER AUTHORIZED DESIGNEE

FMIS-5 (4/96)

To: Members of the Common Council

From: Mayor Joe Dominick

Date: October 8, 2020

Re: Confirmation – Director of Human Resources Appointment

In accordance with Section 29-3 of the City Code, I am seeking the Common Council's confirmation of my nomination of Eltaray "Rae" McCullough as the City's next Director of Human Resources, as well as authorization to sign the associated employment agreement. My nomination of Ms. McCullough follows an extensive interview process, and reference and background checks.

Ms. McCullough will bring 20 years of generalist human resources experience to the position of Director of Human Resources. She is currently employed by the Maryland-National Capital Park and Planning Commission. Ms. McCullough's prior work experience included service with Prince Georges County Government and the Marshall Heights Community Development Organization, Inc. She has achieved the Senior Certified Professional certification through both the Society of Human Resources Management and the International Public Management Association.

cc: Barbara B. Matthews, City Administrator