

TIPS VENDOR AGREEMENT

Between Cotterman & Company, Inc. and
(Company Name)

THE INTERLOCAL PURCHASING SYSTEM (TIPS)

For

RCSP 170201 Trades, Labor and Materials (JOC)

General Information

The Vendor Agreement ("Agreement") made and entered into by and between The Interlocal Purchasing System (hereinafter referred to as "TIPS" respectfully) a government cooperative purchasing program authorized by the Region 8 Education Service Center, having its principal place of business at 4845 US Hwy 271 North, Pittsburg, Texas 75686. This Agreement consists of the provisions set forth below, including provisions of all Attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any Attachment, the provisions set forth shall control.

The vendor Agreement shall include and incorporate by reference this Agreement, the terms and conditions, special terms and conditions, any agreed upon amendments, as well as all of the sections of the solicitation as posted, including any addenda and the awarded vendor's proposal. Once signed, if an awarded vendor's proposal varies or is unclear in any way from the TIPS Agreement, TIPS, at its sole discretion, will decide which provision will prevail. Other documents to be included are the awarded vendor's proposals, task orders, purchase orders and any adjustments which have been issued. If deviations are submitted to TISP by the proposing vendor as provided by and within the solicitation process, this Agreement may be amended to incorporate any agreed deviations.

The following pages will constitute the Agreement between the successful vendors(s) and TIPS. Bidders shall state, in a separate writing, and include with their proposal response, any required exceptions or deviations from these terms, conditions, and specifications. If agreed to by TIPS, they will be incorporated into the final Agreement.

Definitions

PURCHASE ORDER is the TIPS member's approval providing the authority to proceed with the negotiated delivery order under the Agreement. Special terms and conditions as agreed to between the vendor and TIPS member will be added as addendums to the PO. Items such as certificate of insurance, bonding requirements, small or disadvantaged business goals are some of the addendums possible.

Terms and Conditions

Freight

All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing.

Warranty Conditions

All supplies equipment and services shall include manufacturer's minimum standard warranty unless otherwise agreed to in writing. Vendor shall be an authorized dealer, distributor or manufacturer for all products. All equipment proposed shall be new unless clearly stated in writing.

Customer Support

The Vendor shall provide timely and accurate customer support to TIPS members. Vendors shall respond to such requests within one (1) working day after receipt of the request. Vendor shall provide training regarding products and services supplied by the Vendor unless otherwise clearly stated in writing at the time of purchase. (Unless training is a line item sold or packaged and must be purchased with product.)

Agreements

All Agreements and agreements between Vendors and TIPS Members shall strictly adhere to the statutes that are set forth in the Uniform Commercial Code as most recently revised.

Agreements for purchase will normally be put into effect by means of a purchase order(s) executed by authorized agents of the participating government entities.

Davis Bacon Act requirements will be met when Federal Funds are used for construction and/or repair of buildings.

Tax exempt status

A taxable item sold, leased, rented to, stored, used, or consumed by any of the following governmental entities is exempted from the taxes imposed by this chapter:(1) the United States; (2) an unincorporated instrumentality of the United States; (3) a corporation that is an agency or instrumentality of the United States and is wholly owned by the United States or by another corporation wholly owned by the United States;(4) the State of Texas; (5) a Texas county, city, special district, or other political subdivision; or (6) a state, or a governmental unit of a state that borders Texas, but only to the extent that the other state or governmental unit exempts or does not impose a tax on similar sales of items to this state or a political subdivision of this state. Texas Tax Code § 151.309.

Assignments of Agreements

No assignment of Agreement may be made without the prior written approval of TIPS. Payment can only be made to the awarded Vendor or vendor assigned dealer.

Disclosures

1. Vendor affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this Agreement.
2. Vendor shall attach, in writing, a complete description of any and all relationships that might be considered a conflict of interest in doing business with participants in the TIPS program.
3. The vendor affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this Agreement.

Renewal of Agreements

The Agreement with TIPS is for one (1) year with an option for renewal for additional consecutive years as provided in the solicitation. Total term of Agreement can be up to the number of years provided in the solicitation, if sales are reported through the Agreement and both parties agree.

Automatic Renewal Clauses Incorporated in Awarded Vendor Agreements with TIPS Members Resulting from the Solicitation and with the Vendor Named in this Agreement.

No Agreement for goods or services with a TIPS member by the awarded vendor named in this Agreement that results from the solicitation award named in this Agreement, may incorporate an automatic renewal clause with which the TIPS member must comply. All renewal terms incorporated in an Agreement by the vendor with the TIPS member shall only be valid and enforceable when the vendor receives written confirmation by purchase order or executed Agreement issued by the TIPS member for any renewal period. The purpose of this clause is to avoid a TIPS member inadvertently renewing an Agreement during a period in which the governing body of the TIPS member has not properly appropriated and budgeted the funds to satisfy the Agreement renewal. This term is not negotiable and any Agreement between a TIPS member and a TIPS awarded vendor with an automatic renewal clause that conflicts with these terms is rendered void and unenforceable.

Shipments

The Vendor shall ship ordered products within a commercially reasonable time after the receipt of the order. If a product cannot be shipped within that time, the Vendor shall notify TIPS and

the requesting entity as to why the product has not shipped and shall provide an estimated shipping date, if applicable. TIPS or the requesting entity may cancel the order if estimated shipping time is not acceptable.

Invoices

The Vendor or vendor assigned dealer shall submit invoices, to the TIPS participant. Each invoice shall include the TIPS participant's purchase order number. The shipment tracking number or pertinent information for verification of TIPS participant receipt shall be made available upon request. The Vendor or vendor assigned dealer shall not invoice for partial shipments unless agreed to in writing in advance by TIPS and the TIPS participant.

Payments

The TIPS participant will make payments directly to the Vendor or vendor assigned dealer at net 30 days after receiving invoice.

Pricing

The Vendor Agreements to provide pricing to TIPS and its participating governmental entities that is the lowest pricing available to like cooperative purchasing customers and the pricing shall remain so throughout the duration of the Agreement.

The Vendor agrees to promptly lower the cost of any product purchased through TIPS following a reduction in the manufacturer or publisher's direct cost to the Vendor. Price increases will be honored. However, the Vendor shall honor previous prices for thirty (30) days after written notification to TIPS of an increase.

All pricing submitted to TIPS shall include the participation fee, as provided in the solicitation, to be remitted to TIPS by the Vendor. Vendor will not show adding the fee to the invoice presented to customer. Failure to render the participation fee to TIPS shall constitute a breach of this agreement and shall be grounds for termination of this agreement and any other agreement held with TIPS.

Participation Fees

Vendor or vendor assigned dealer Agreements to pay the participation fee for all Agreement sales to TIPS on a monthly scheduled report. Vendor must login to the TIPS database and use the "Submission Report" section to report sales. The Vendor or vendor assigned dealers are responsible for keeping record of all sales that go through the TIPS Agreement. Failure to pay the participation fee will result in termination of Agreement. Please contact TIPS at tips@tips-usa.com or call (866) 839-8477 if you have questions about paying fees.

Indemnity

- 1. Indemnity for Personality Agreements.** Vendor agrees to indemnify and hold harmless and defend TIPS, TIPS member(s), officers and employees, from and against all claims and suits for damages, injuries to persons (including death), property damages, losses, and expenses including court costs and attorney's fees, arising out of, or resulting from, Vendor's performance of this Agreement, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part, upon allegations of negligent or intentional acts on the part of the Vendor, its officers, employees, agents, subcontractors, licensees, invitees, whether or not such claims are based in whole or in part upon the negligent acts or omissions of the TIPS, TIPS member(s), officers, employees, or agents.
- 2. Indemnity for Performance Agreements.** The Vendor agrees to indemnify and hold harmless and defend TIPS, TIPS member(s), officers and employees from and against all claims and suits for damages, injuries to persons (including death), property damages, losses, and expenses including court costs and attorney's fees, arising out of, or resulting from, Vendor's work under this Agreement, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part, upon allegations of negligent or intentional acts on the part of the Vendor, its officers, employees, agents, subcontractors, licensees, or invitees. Vendor further agrees to indemnify and hold harmless and defend TIPS, TIPS member(s), officers and employees, from and against all claims and suits for injuries (including death) to an officer, employee, agent, subcontractors, supplier or equipment lessee of the Vendor, arising out of, or resulting from, Vendor's work under this Agreement whether or not such claims are based in whole or in part upon the negligent acts or omissions of the TIPS, TIPS member(s), officers, employees, or agents.

Attorney's Fees--Texas Local Government Code § 271.159 is expressly referenced.

Pursuant to §271.159, TEXAS LOC. GOV'T CODE, in the event that any one of the Parties is required to obtain the services of an attorney to enforce this Agreement, the prevailing party, in addition to other remedies available, shall be entitled to recover reasonable attorney's fees and costs of court.

Multiple Vendor Awards

TIPS reserves the right to award multiple vendor Agreements for categories when deemed in the best interest of the TIPS membership. Bidders scoring 80% or above will be considered for an award. Categories are established at the discretion of TIPS.

State of Texas Franchise Tax

By signature hereon, the bidder hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171, Tax Code.

Miscellaneous

The Vendor acknowledges and agrees that continued participation in TIPS is subject to TIPS sole discretion and that any Vendor may be removed from the participation in the Program at any time with or without cause. Nothing in the Agreement or in any other communication between TIPS and the Vendor may be construed as a guarantee that TIPS participants will submit any orders at any time. TIPS reserves the right to request additional proposals for items already on Agreement at any time.

Purchase Order Pricing/Product Deviation

If a deviation of pricing/product on a purchase order occurs, TIPS is to be notified within 24 hours of receipt of order.

Cancellation for non-performance or Agreement deficiency

TIPS may terminate any Agreement if TIPS Members have not used the Agreement, or if purchase volume is determined to be "low volume" in any 12-month period. TIPS reserves the right to cancel the whole or any part of this Agreement due to failure by awarded vendor to carry out any obligation, term or condition of the Agreement. TIPS may issue a written deficiency notice to awarded vendor for acting or failing to act in any of the following:

- Providing material that does not meet the specifications of the Agreement;
- Providing work and/or material that was not awarded under the Agreement;
- Failing to adequately perform the services set forth in the scope of work and specifications;
- Failing to complete required work or furnish required materials within a reasonable amount of time;
- Failing to make progress in performance of the Agreement and/or giving TIPS reason to believe that awarded vendor will not or cannot perform the requirements of the Agreement; and/or
- Performing work or providing services under the Agreement prior to receiving a TIPS reviewed purchase order for such work.

Upon receipt of the written deficiency, awarded vendor shall have ten (10) days to provide a satisfactory response to TIPS. Failure to adequately address all issues of concern may result in Agreement cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by awarded vendor under this Agreement shall become the property of the TIPS Member on demand.

TIPS Member Purchasing Procedures

Purchase orders are issued by participating TIPS member to the awarded vendor indicating on the PO "Agreement Number". Purchase Order is emailed to TIPS at tipspo@tips-usa.com.

- Awarded vendor delivers goods/services directly to the participating member.

- Awarded vendor invoices the participating TIPS member directly.
- Awarded vendor receives payment directly from the participating member.
- Awarded vendor reports sales monthly to TIPS (unless prior arrangements have been made with TIPS to report monthly).

Form of Agreement

If a vendor submitting an offer requires TIPS and/or TIPS Member to sign an additional agreement, a copy of the proposed agreement must be included with the proposal. In response to submitted supplemental Vendor Agreement documents, TIPS will review proposed vendor Agreement documents. Vendor's Agreement document shall not become part of TIPS's Agreement with vendor unless and until an authorized representative of TIPS reviews and approves it.

Licenses

Awarded vendor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by awarded vendor. Awarded vendor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the Agreement. TIPS reserves the right to stop work and/or cancel Agreement of any awarded vendor whose license(s) expire, lapse, are suspended or terminated.

Novation

If awarded vendor sells or transfers all assets or the entire portion of the assets used to perform this Agreement, a successor in interest must guarantee to perform all obligations under this Agreement. TIPS reserves the right to accept or reject any new party. A simple change of name agreement will not change the Agreement obligations of awarded vendor.

Site Requirements (when applicable to service or job)

Cleanup: Awarded vendor shall clean up and remove all debris and rubbish resulting from their work as required or directed by TIPS Member. Upon completion of work, the premises shall be left in good repair and an orderly, neat, clean and unobstructed condition.

Preparation: Awarded vendor shall not begin a project for which TIPS Member has not prepared the site, unless awarded vendor does the preparation work at no cost, or until TIPS Member includes the cost of site preparation in a purchase order.

Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.

Registered sex offender restrictions: For work to be performed at schools, awarded vendor agrees that no employee of a sub-contractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or reasonably expected to be present.

Awarded vendor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the TIPS Member's discretion. Awarded vendor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge. Safety measures: Awarded vendor shall take all reasonable precautions for the safety of employees on the worksite, and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Awarded vendor shall post warning signs against all hazards created by the operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.

Smoking

Persons working under Agreement shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.

Invoices

The awarded vendor shall submit invoices to the participating entity clearly stating "Per TIPS Agreement". The shipment tracking number or pertinent information for verification shall be made available upon request.

Marketing

Awarded vendor agrees to allow TIPS to use their name and logo within website, marketing materials and advertisement. Any use of TIPS name and logo or any form of publicity, inclusive of press release, regarding this Agreement by awarded vendor must have prior approval from TIPS.

Supplemental agreements

The entity participating in the TIPS Agreement and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this Agreement i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this Agreement is exclusively between the participating entity and awarded vendor. TIPS, its agents, TIPS members and employees shall not be made party to any claim for breach of such agreement.

Survival Clause

All applicable software license agreements, warranties or service agreements that were entered into between Vendor and Customer under the terms and conditions of the Agreement shall survive the expiration or termination of the Agreement. All Purchase Orders issued and accepted by Order Fulfiller shall survive expiration or termination of the Agreement.

Legal obligations

It is the responding vendor's responsibility to be aware of and comply with all local, state and federal laws governing the sale of products/services identified in this RFP and any awarded Agreement thereof. Applicable laws and regulations must be followed even if not specifically identified herein.

Audit rights

Awarded Vendor shall, at their sole expense, maintain appropriate due diligence of all purchases made by TIPS Member that utilizes this Agreement. TIPS and Region 8 ESC each reserve the right to audit the accounting for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. TIPS shall have authority to conduct random audits of Awarded Vendor's pricing that is offered to TIPS Members. Notwithstanding the foregoing, in the event that TIPS is made aware of any pricing being offered to eligible entities that is materially inconsistent with the pricing under this agreement, TIPS shall have the ability to conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 8 ESC or TIPS.

Force Majeure

If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and fully particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

Services

When applicable, performance bonds and payment bonds will be required on construction or labor required jobs. Awarded vendor will meet the TIPS member's local and state purchasing requirements. Awarded vendors may need to provide additional capacity as jobs increase. Bonds will not require that a fee be paid to TIPS. The actual cost of the bond will be a pass through to the TIPS member and added to the purchase order or Agreement.

Scope of Services

The specific scope of work for each job shall be determined in advance and in writing between TIPS Member and Awarded vendor. It is okay if the TIPS member provides a general scope, but the awarded vendor should provide a written scope of work to the TIPS member as part of the proposal.

Once the scope of the job is agreed to, the TIPS member will issue a PO and/or an Agreement with the estimate referenced as an attachment along with bond and any other special provisions agreed to for the TIPS member. If special terms and conditions other than those covered within this solicitation and awarded Agreements are required, they will be attached to the PO and shall take precedence over those in the base Agreement.

Project Delivery Order Procedures

The TIPS member having approved and signed an interlocal agreement, or other TIPS membership document, may make a request of the awarded vendor under this Agreement when the TIPS member has services that need to be undertaken. Notification may occur via phone, the web, email, fax, or in person.

Upon notification of a pending request, the awarded vendor shall make contact with the TIPS member as soon as possible, but must make contact with the TIPS member within two working days.

Scheduling of Projects

Scheduling of projects (if applicable) will be accomplished when the TIPS member issues a purchase order that will serve as "the notice to proceed". The period for the delivery order will include the mobilization, materials purchase, installation and delivery, design, weather, and site cleanup and inspection. No additional claims may be made for delays as a result of these items. When the tasks have been completed the awarded vendor shall notify the client and have the TIPS member inspect the work for acceptance under the scope and terms in the PO. The TIPS member will issue in writing any corrective actions that are required. Upon completion of these items, the TIPS member will issue a completion notice and final payment will be issued.

Support Requirements

If there is a dispute between the awarded vendor and TIPS member, TIPS or its representatives will assist in conflict resolution or third party (mandatory mediation), if requested by either party. TIPS, or its representatives, reserves the right to inspect any project and audit the awarded vendors TIPS project files, documentation and correspondence.

Incorporation of Solicitation

The TIPS Request for Proposals or the Request for Competitive Sealed Proposals solicitation and all associated documents and forms made part of the solicitation process, including any addenda, that resulted in the execution of this agreement are hereby incorporated by reference into this agreement as if copied verbatim.

Special Terms and Conditions

It is the intent of TIPS to Agreement with a reliable, high performance vendor to supply products and services to government and educational agencies. It is the experience of TIPS that the following procedures provide TIPS, the Vendor, and the participating agency the necessary support to facilitate a mutually beneficial relationship. The specific procedures will be negotiated with the successful vendor.

- **Agreements:** All vendor purchase orders and/or Agreements/agreements must be emailed to TIPS at tipspo@tips-usa.com. Should an agency send an order direct to vendor, it is the vendor's responsibility to forward the order to TIPS at the email above within 24 business hours and confirm its receipt with TIPS.
 - **Promotion of Agreement:** It is agreed that Vendor will encourage all eligible entities to purchase from the TIPS Program. Encouraging entities to purchase directly from the Vendor and not through TIPS Agreement is a violation of the terms and conditions of this Agreement and will result in removal of the Vendor from the TIPS Program.
 - **Daily Order Confirmation:** All Agreement purchase orders will be approved daily by TIPS and sent to vendor. The vendor must confirm receipt of orders to the TIPS member (customer) within 24 business hours.
 - **Vendor custom website for TIPS:** If Vendor is hosting a custom TIPS website, then updated pricing must be posted by 1st of each month.
 - **Back Ordered Products:** If product is not expected to ship within 3 business days, customer is to be notified within 24 hours and appropriate action taken based on customer request.
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Term of Agreement is one year with renewal options for up to two additional years as provided in the solicitation.

TIPS Vendor Agreement Signature Form

RCSP 170201 Trades, Labor and Materials (JOC)

Company Name Cotterman & Company, Inc.

Address 04513 State Route 66 N, P.O. Box 75

City Minster State OH Zip 45865

Phone 419-628-3713 Fax 419-628-4016

Email of Authorized Representative acotterman@cottermanroofing.com

Name of Authorized Representative Michael Cotterman

Title President


Signature of Authorized Representative 

Date 3-14-17

TIPS Authorized Representative Name Meredith Barton

Title Vice-President of Operations

TIPS Authorized Representative Signature 

Approved by ESC Region 8 

Date 3/23/2017

The Interlocal Purchasing System (TIPS Cooperative) Supplier Response

Bid Information		Contact Information		Ship to Information
Bid Creator	Mr. David Mabe General Manager	Address	Region VIII Education Service Center 4845 US Highway 271 North Pittsburg, TX 75686	Address
Email	david.mabe@tips-usa.com	Contact	Kim Thompson, TIPS Office Manager	Contact
Phone	+1 (903) 243-4759	Department		Department
Fax	+1 (866) 749-6674	Building		Building
Bid Number	170201 Addendum 1	Floor/Room		Floor/Room
Title	Trades, Labor and Materials (JOC)	Telephone	+1 (866) 839-8477	Telephone
Bid Type	RFP	Fax	+1 (866) 839-8472	Fax
Issue Date	2/2/2017 08:00 AM (CT)	Email	bids@tips-usa.com	Email
Close Date	3/17/2017 03:00:00 PM (CT)			

Supplier Information

Company Cotterman & Company, Inc.
 Address P.O. Box 75
 Minster, OH 45865
 Contact
 Department
 Building
 Floor/Room
 Telephone (419) 628-3713
 Fax (419) 628-4016
 Email
 Submitted 3/14/2017 11:36:49 AM (CT)
 Total \$0.00

By submitting your response, you certify that you are authorized to represent and bind your company.

Signature Andy Cotterman

Email acotterman@cottermanroofing.com

Supplier Notes

Bid Notes

Bid Activities

Bid Messages

Bid Attributes

Please review the following and respond where necessary

#	Name	Note	Response
1	Yes - No	Disadvantaged/Minority/Women Business Enterprise - D/M/WBE (Required by some participating governmental entities) Vendor certifies that their firm is a D/M/WBE? Vendor must upload proof of certification to the "Response Attachments" D/M/WBE CERTIFICATES section.	No
2	Yes - No	Highly Underutilized Business - HUB (Required by some participating governmental entities) Vendor certifies that their firm is a HUB? Vendor must upload proof of certification to the "Response Attachments" HUB CERTIFICATES section.	No
3	Yes - No	The Vendor can provide services and/or products to all 50 US States?	No
4	States Served:	If answer is NO to question #3, please list which states can be served. (Example: AR, OK, TX)	Ohio and Indiana

5 Company and/or Product Description:

This information will appear on the TIPS website in the company profile section, if awarded a TIPS contract. (Limit 750 characters.)

Cotterman & Company Inc. was founded by Max R. Cotterman in 1978; Cotterman and Company, Inc. has become an award winning leader in the Industrial and Commercial Roofing industry specializing in New Construction, Reroofs, Roof Repairs and Roof Maintenance Programs. Today, Cotterman and Company, Inc. employs over 75 dedicated and experienced personnel and operates from locations in Minster, Dayton and Columbus, Ohio. We are a full service Commercial & Industrial roofing contractor serving Ohio and Indiana. We are a Duro-Last "Elite Master Contractor", a Firestone "Master Contractor", a Sika Sarnafil "Elite Contractor" and we have been in the Carlisle "Hall of Fame" since 1993. We are also an approved applicator for Tremco, GAF and Johns Manville Summit Club. We have recently received Carlisle's ESP Award and elected as Carlisle's inaugural Perfection Council, which only the top 15 contractors in the nation have been honored with this recognition. Additionally, we have an ES1 certified fully staffed metal shop and are licensed installers of the leading metal roofing systems. Our success is based on the training and dedication of our employees and our fierce commitment to customer service. We understand that our reputation is dependent upon our customer's trust and we are dedicated to preserving that trust. To that end, we deal openly and directly with our customers at all times. We provide quality work, quick response time and professional and courteous customer service. We belong to Better Business Bureau (BBB), National Roofing Contractors Association (NRCA), Associated Builders and Contractors (ABC), Dayton Builders Exchange, Ohio Roofing Contractors Association (ORCA), International Facility Management Association – Dayton and Columbus Chapter (IFMA), Grand Lake Area Safety Council, the Southwest Auglaize Chamber of Commerce, the Lima/Allen County Chamber of Commerce and the Dayton Area Chamber of Commerce. With Cotterman and Company, you can be sure that you will be part of the team, that your project will take high priority, and that we will promptly and effectively address all

of your questions and concerns.

6	Primary Contact Name	Primary Contact Name	Andy Cotterman
7	Primary Contact Title	Primary Contact Title	Vice President
8	Primary Contact Email	Primary Contact Email	acotterman@cottermanroofing.com
9	Primary Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	419-628-3713
10	Primary Contact Fax	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	419-628-4016
11	Primary Contact Mobile	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	419-305-8435
12	Secondary Contact Name	Secondary Contact Name	Nicole Hess
13	Secondary Contact Title	Secondary Contact Title	Office Admm/Contract Adm
14	Secondary Contact Email	Secondary Contact Email	nhess@cottermanroofing.com
15	Secondary Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	419-628-3713
16	Secondary Contact Fax	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	419-628-4016
17	Secondary Contact Mobile	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	
18	Admin Fee Contact Name	Admin Fee Contact Name. This person is responsible for paying the admin fee to TIPS.	Nicole Hess
19	Admin Fee Contact Email	Admin Fee Contact Email	nhess@cotermanroofing.com
20	Admin Fee Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	419-628-3713
21	Purchase Order Contact Name	Purchase Order Contact Name. This person is responsible for receiving Purchase Orders from TIPS.	Nicole Hess
22	Purchase Order Contact Email	Purchase Order Contact Email	nhess@cottermanroofing.com
23	Purchase Order Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	419-628-3713
24	Company Website	Company Website (Format - www.company.com)	www.cottermanroofing.com
25	Federal ID Number:	Federal ID Number also known as the Employer Identification Number. (Format - 12-3456789)	34-1391975
26	Primary Address	Primary Address	04513 State Route 66 North
27	Primary Address City	Primary Address City	Minster
28	Primary Address State	Primary Address State (2 Digit Abbreviation)	Oh
29	Primary Address Zip	Primary Address Zip	45865
30	Search Words:	Please list search words to be posted in the TIPS database about your company that TIPS website users might search. Words may be product names, manufacturers, or other words associated with the category of award. YOU MAY NOT LIST NON-CATEGORY ITEMS. (Limit 500 words) (Format: product, paper, construction, manufacturer name, etc.)	Roof, Roofing, Roofing Contractor, Cotterman, Cotterman Roofing, www.cottermanroofing.com, TPO, Single Ply, PVC, Roof Repairs, Duro-Last, Carlisle, Tremco, Sika Sarnafil, Firestone, Johns Manville

31	Yes - No	Do you wish to be eligible to participate in a TIPS contract in which a TIPS member utilizes federal funds on contracts exceeding \$100,000? (Non-Construction)	No
32	Yes - No	Certification of Residency (Required by the State of Texas) Company submitting bid is a Texas resident bidder?	No
33	Company Residence (City)	Vendor's principal place of business is in the city of?	Minster
34	Company Residence (State)	Vendor's principal place of business is in the state of?	Ohio
35	Pricing Information:	Pricing information section. (Questions 36 - 38)	(No Response Required)
36	Yes - No	Pricing submitted includes the TIPS administration fee?	Yes
37	Yes - No	Vendor agrees to remit to TIPS the required administration fee?	Yes
38	Yes - No	Additional discounts to TIPS members for bulk quantities or scope of work?	Yes
39	Years Experience	Company years experience in this category?	39
40	Prices are guaranteed for?	(___Month(s), ___ Year(s), or Term of Contract) (Standard term is "Term of Contract")	Term of Contract
41	Estimating Requirements	Awarded contractor must use Cost Works, JOC Works, RS Means Online, 4 Clicks, or Other Approved estimating software. If the contractor selects "Other Software", please make the request for approval in the next attribute question.	RS Means Online
42	Other Estimating Software	Please list the program name, website address and phone number of the requested estimating software.	
43	NON-COLLUSIVE BIDDING CERTIFICATE	By submission of this bid or proposal, the Bidder certifies that: 1) This bid or proposal has been independently arrived at without collusion with any other Bidder or with any Competitor; 2) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other Bidder, Competitor or potential competitor; 3) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal; 4) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the Bidder as well as to the person signing in its behalf. Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered.	(No Response Required)

44 CONFLICT OF INTEREST QUESTIONNAIRE - FORM CIQ

If you have a conflict of interest as described in this form or the Local Government Code Chapter 176, cited therein- you are required to complete and file with TIPS, Richard Powell, 4845 US Highway 271 North, Pittsburg, Texas 75686

No

You may find the Blank CIQ form on our website at:

Copy and Paste the following link into a new browser or tab:
<https://www.tips-usa.com/assets/documents/docs/CIQ.pdf>

Do you have any conflicts under this statutory requirement?

45 Filing of Form CIQ

If yes (above), have you filed a form CIQ as directed here?

46 Certification Regarding Lobbying

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds. Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Yes, I certify

You may find the Blank Certification Regarding Lobbying form on our website at:

Copy and Paste the following link into a new browser or tab:

<https://www.tips-usa.com/assets/documents/docs/CRL.pdf>

Do you certify the three (3) certification of lobbying statements above? If you do not certify the three (3) statements above please download the Certification Regarding Lobbying form, fill out the form, sign the form,

scan the form and upload to the Certification Regarding Lobbying section on the "Response Attachments" tab.

- | | | |
|---|--|------------------------|
| 47 Regulatory Standing | I certify to TIPS for the proposal attached that my company is in good standing with all governmental agencies Federal or state that regulate any part of our business operations. If not, please explain in the next attribute question. | Yes |
| 48 Regulatory Standing | Regulatory Standing explanation of no answer. | |
| 49 Antitrust Certification Statements (Tex. Government Code § 2155.005) | By submission of this bid or proposal, the Bidder certifies that:

I affirm under penalty of perjury of the laws of the State of Texas that:
(1) I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;
(2) In connection with this bid, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;
(3) In connection with this bid, neither I nor any representative of the Company has violated any federal antitrust law;
(4) Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this bid to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company. | (No Response Required) |

Instructions for Certification:

(No Response Required)

1. By agreeing to the form, the prospective lower tier participant is providing the certification set out on the form in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and / or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participants," "person," "primary covered transaction," "principal," "proposal" and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies,

including suspension and / or debarment.

- 51 Suspension or Debarment Certification Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Yes

By submitting this offer and certifying this section, this bidder:
Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract as described above.

- 52 Non-Discrimination Statement and Certification In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Yes

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.
(Title VI of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title 7 CFR Parts 15, 15a, and 15b; the Americans with Disabilities Act; and FNS Instruction 113-1, Civil Rights Compliance and Enforcement – Nutrition Programs and Activities)
USDA is an equal opportunity provider, employer, and lender.

Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered. I

certify that in the performance of a contract with TIPS or its members, that our company will conform to the foregoing anti-discrimination statement and comply with the cited law and regulations.

- 53 2 CFR PART 200 Contract Provisions Explanation (No Response Required)
- Required Federal contract provisions of Federal Regulations for Contracts for contracts with ESC Region 8 and TIPS Members:
- The following provisions are required to be in place and agreed if the procurement is funded in any part with federal funds.
- The ESC Region 8 and TIPS Members is the subgrantee or Subrecipient by definition. The federal Rule numbering or identification below is only for reference purpose on this form and does not identify an actual Federal designation or location of the rule. The Rules are located in 2 CFR PART 200 - Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards at 2 CFR PART 200.
- In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.
- 54 2 CFR PART 200 (A) Contracts Yes
- Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. Notice: Pursuant to Federal Rule (A) above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.
- Does vendor agree?
- 55 2 CFR PART 200 (B) Termination Yes
- Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)
- Pursuant to Federal Rule (B) above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for cause after giving the vendor an appropriate opportunity and up to 30 days, to cure the causal breach of terms and conditions. ESC Region 8 and TIPS Members reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for convenience with 30 days notice in writing to the awarded vendor. The vendor would be compensated for work performed and goods procured as of the termination date if for convenience of the ESC Region 8 and TIPS Members. Any award under this procurement process is not exclusive and the ESC Region 8 and TIPS reserves the right to purchase goods and services from other vendors when it is in the best interest of the ESC Region 8 and TIPS.
- Does vendor agree?

56	2 CFR PART 200 (G) Clean Air Act	<p>Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).</p> <p>Pursuant to Federal Rule (G) above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members requires that the proposer certify that during the term of an award by the ESC Region 8 and TIPS Members resulting from this procurement process the vendor agrees to the terms listed and referenced therein.</p> <p>Does vendor agree?</p>	Yes
57	2 CFR PART 200 (H) Debarment and Suspension	<p>Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.</p> <p>Pursuant to Federal Rule (H) above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members requires the proposer certify that during the term of an award by the ESC Region 8 and TIPS Members resulting for this procurement process the vendor certifies that they are not debarred from receiving a contract from the federal government as provided therein.</p> <p>Does vendor agree?</p>	Yes
58	2 CFR PART 200 (I) Byrd Anti-Lobbying Amendment	<p>Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.</p> <p>Pursuant to Federal Rule (I) above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members requires the proposer certify that during the term and after the awarded term of an award by the ESC Region 8 and TIPS Members resulting for this procurement process the vendor certifies to the terms included or referenced therein.</p> <p>Does vendor agree?</p>	Yes

- | | | | |
|----|---|--|-----|
| 59 | 2 CFR PART 200 Federal Rule (12) | <p>Federal Rule (12) Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000)</p> <p>Pursuant to Federal Rule (12) above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members requires the proposer certify that in performance of the contracts, subcontracts, and subgrants of amounts in excess of \$100,000, the vendor will be in compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).</p> <p>Does vendor certify that it is in compliance with the Clean Air Act?</p> | Yes |
| 60 | 2 CFR PART 200 Procurement of Recovered Materials | <p>A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with</p> <p>maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.</p> <p>Does vendor certify that it is in compliance with the Solid Waste Disposal Act as described above?</p> | Yes |

61 Indemnification

The ESC Region 8 and TIPS is a Texas Political Subdivision and a local governmental entity; therefore, is prohibited from indemnifying third parties pursuant to the Texas Constitution (Article 3, Section 52) except as specifically provided by law or as ordered by a court of competent jurisdiction. A provision in a contract to indemnify or hold a party harmless is a promise to pay for any expenses the indemnified party incurs, if a specified event occurs, such as breaching the terms of the contract or negligently performing duties under the contract. Article III, Section 49 of the Texas Constitution states that "no debt shall be created by or on behalf of the State ... " The Attorney General has counseled that a contractually imposed obligation of indemnity creates a "debt" in the constitutional sense. Tex. Att'y Gen. Op. No. MW-475 (1982). Contract clauses which require the System or institutions to indemnify must be deleted or qualified with "to the extent permitted by the Constitution and Laws of the State of Texas." Liquidated damages, attorney's fees, waiver of vendor's liability, and waiver of statutes of limitations clauses should also be deleted or qualified with "to the extent permitted by the Constitution and laws of State of Texas." Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered. Do you agree to these terms?

Yes

62 Remedies

The parties shall be entitled to exercise any right or remedy available to it either at law or in equity, subject to the choice of law, venue and service of process clauses limitations agreed herein. Nothing in this agreement shall commit the TIPS to an arbitration resolution of any disagreement under any circumstances. Any Claim arising out of or related to the Contract, except for those specifically waived under the terms of the Contract, may, after denial of the Board of Directors, be subject to mediation at the request of either party. Any issues not resolved hereunder must be referred to non-binding mediation to be conducted by a mutually agreed upon mediator as a prerequisite to the filing of any lawsuit over such issue(s). The parties shall share the mediator's fee and any associated filing fee equally. Mediation shall be held in Camp or Titus County, Texas. Agreements reached in mediation shall be reduced to writing, and will be subject to the approval by the District's Board of Directors, signed by the Parties if approved by the Board of Directors, and, if signed, shall thereafter be enforceable as provided by the laws of the State of Texas. Do you agree to these terms?

Yes, I Agree

63 Remedies Explanation of No Answer

64	Choice of Law	<p>This agreement and any addenda or other additions and all contracts or awards resulting from this procurement process, however described, shall be governed by, construed and enforced in accordance with the laws of the State of Texas, regardless of any conflict of laws principles.</p> <p>Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered. Do you agree to these terms?</p>	Yes
65	Jurisdiction and Service of Process	<p>Any Proceeding arising out of or relating to this procurement process or any contract issued by TIPS resulting from or any contemplated transaction shall be brought in a court of competent jurisdiction in Camp County, Texas and each of the parties irrevocably submits to the exclusive jurisdiction of said court in any such proceeding, waives any objection it may now or hereafter have to venue or to convenience of forum, agrees that all claims in respect of the Proceeding shall be heard and determined only in any such court, and agrees not to bring any proceeding arising out of or relating to this procurement process or any contract resulting from or any contemplated transaction in any other court. The parties agree that either or both of them may file a copy of this paragraph with any court as written evidence of the knowing, voluntary and freely bargained for agreement between the parties irrevocably to waive any objections to venue or to convenience of forum. Process in any Proceeding referred to in the first sentence of this Section may be served on any party anywhere in the world. Venue clauses in contracts with TIPS members may be determined by the parties.</p> <p>Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered. Do you agree to these terms?</p>	Yes
66	Alternative Dispute Resolution	<p>Prior to filing of litigation, the parties may select non-binding mediation as a method of conflict resolution for issues arising out of or relating to this procurement process or any contract resulting from or any contemplated transaction. The parties agree that if nonbinding mediation is chosen as a resolution process, the parties must agree to the chosen mediator(s) and that all mediation venue shall be at a location in Camp or Titus, County, Texas agreed by the parties. The parties agree to share equally the cost of the mediation process and venue cost.</p> <p>Do you agree to these terms?</p>	Yes, I Agree
67	Alternative Dispute Resolution Explanation of No Answer		
68	Infringement(s)	<p>The successful vendor will be expected to indemnify and hold harmless the TIPS and its employees, officers, agents, representatives, contractors, assignees and designees from any and all third party claims and judgments involving infringement of patent, copyright, trade secrets, trade or service marks, and any other intellectual or intangible property rights in connection with the vendor's proposal or ultimate contracts awarded and approved.</p>	Yes, I Agree

Do you agree to these terms?

69 Infringement(s) Explanation of No Answer

70 Acts or Omissions

The successful vendor will be expected to indemnify and hold harmless the TIPS, its officers, employees, agents, representatives, contractors, assignees and designees from and against any and all liability, actions, claims, demands or suits, and all related costs, attorney's fees and expenses arising out of, or resulting from any acts or omissions of the vendor or its agents, employees, subcontractors, or suppliers in the execution or performance of any agreements ultimately made by TIPS and the vendor.
Do you agree to these terms?

Yes, I Agree

71 Acts or Omissions Explanation of No Answer

72 Contract Governance

Any contract made or entered into by the TIPS is subject to and is to be governed by Section 271.151 et seq, Tex Loc Gov't Code. Otherwise, TIPS does not waive its governmental immunities from suit or liability except to the extent expressly waived by other applicable laws in clear and unambiguous language.

Yes

73 Payment Terms and Funding Out Clause

Payment Terms:
TIPS members pay net 30 or at point of sale and complies with the State of Texas payment law, Texas Government Code, Chapter 2251. See statute for specifics or consult your legal counsel. These are minimum terms required of the TIPS member in Texas by law and the parties may negotiate custom payment terms as desired provided they do not violate the statutory requirements. Statutory or binding regulations control TIPS members in this contract.
Funding out Clause:
Pursuant to Texas Local Government Code Sec. 271.903, any proposal offer accepted by TIPS and its members and all contracts to be approved are subject to the budgeting and appropriation of then currently available funds. See statute for specifics or consult your legal counsel.
Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered. Do you agree to these terms?

Yes

74 Insurance and Fingerprint Requirements Information

Insurance

If applicable and your staff will be on TIPS member premises for delivery, training or installation etc. and/or with an automobile, you must carry automobile insurance as required by law. You may be asked to provide proof of insurance.

Fingerprint

It is possible that a vendor may be subject to Chapter 22 of the Texas Education Code. The Texas Education Code, Chapter 22, Section 22.0834. Statutory language may be found at: <http://www.statutes.legis.state.tx.us/>

If the vendor has staff that meet both of these criterion:
(1) will have continuing duties related to the contracted services; and

(2) has or will have direct contact with students

Then you have "covered" employees for purposes of completing the attached form.

TIPS recommends all vendors consult their legal counsel for guidance in compliance with this law. If you have questions on how to comply, see below. If you have questions on compliance with this code section, contact the Texas Department of Public Safety Non-Criminal Justice Unit, Access and Dissemination Bureau, FAST-FACT at

NCJU@txdps.state.tx.us and you should send an email identifying you as a contractor to a Texas Independent School District or ESC Region 8 and TIPS. Texas DPS phone number is (512) 424-2474.

See form in the next attribute to complete entitled:

Texas Education Code Chapter 22 Contractor Certification for Contractor Employees

(No Response Required)

75 Texas Education Code Chapter 22 Contractor Certification for Contractor Employees

Introduction: Texas Education Code Chapter 22 requires entities that contract with school districts to provide services to obtain criminal history record information regarding covered employees. Contractors must certify to the district that they have complied. Covered employees with disqualifying criminal histories are prohibited from serving at a school district.

Definitions: Covered employees: Employees of a contractor or subcontractor who have or will have continuing duties related to the service to be performed at the District and have or will have direct contact with students. The District will be the final arbiter of what constitutes direct contact with students. Disqualifying criminal history: Any conviction or other criminal history information designated by the District, or one of the following offenses, if at the time of the offense, the victim was under 18 or enrolled in a public school:

(a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense under federal law or the laws of another state.

I certify that:

NONE (Section A) of the employees of Contractor and any subcontractors are covered employees, as defined above. If this box is checked, I further certify that Contractor has taken precautions or imposed conditions to ensure that the employees of Contractor and any subcontractor will not become covered employees. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided.

OR

SOME (Section B) or all of the employees of Contractor and any subcontractor are covered employees. If this box is checked, I further certify that:

(1) Contractor has obtained all required criminal history record information regarding its covered employees. None of the covered employees has a disqualifying criminal history.

(2) If Contractor receives information that a covered employee subsequently has a reported criminal history, Contractor will immediately remove the covered employee from contract duties and notify the District in writing within 3 business days.

(3) Upon request, Contractor will provide the District with the name and any other requested information of covered employees so that the District may obtain criminal history record information on the covered employees.

(4) If the District objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, Contractor agrees to discontinue using that covered employee to provide services at the District.

Noncompliance or misrepresentation regarding this certification may be grounds for contract termination.

76 Solicitation Deviation/Compliance

Does the vendor agree with the General Conditions Standard Terms and Conditions or Item Specifications listed in this proposal invitation? Yes

- 77 Solicitation Exceptions/Deviations Explanation If the bidder intends to deviate from the General Conditions Standard Terms and Conditions or Item Specifications listed in this proposal invitation, all such deviations must be listed on this attribute, with complete and detailed conditions and information included or attached.
TIPS will consider any deviations in its proposal award decisions, and TIPS reserves the right to accept or reject any bid based upon any deviations indicated below or in any attachments or inclusions.
In the absence of any deviation entry on this attribute, the proposer assures TIPS of their full compliance with the Standard Terms and Conditions, Item Specifications, and all other information contained in this Solicitation.
- 78 Agreement Deviation/Compliance Does the vendor agree with the language in the Vendor Agreement? Yes
- 79 Agreement Exceptions/Deviations Explanation If the proposing Vendor desires to deviate from the Vendor Agreement language, all such deviations must be listed on this attribute, with complete and detailed conditions and information included. TIPS will consider any deviations in its proposal award decisions, and TIPS reserves the right to accept or reject any proposal based upon any deviations indicated below. In the absence of any deviation entry on this attribute, the proposer assures TIPS of their full compliance with the Vendor Agreement.

Line Items

Response Total: \$0.00

Company Profile

1. Company's Official Registered Name:
 - a. Cotterman & Company, Inc.

2. Brief History of Company, including the year it was established:
 - a. Cotterman & Company Inc. was founded by Max R. Cotterman in 1978; Cotterman and Company, Inc. has become an award winning leader in the Industrial and Commercial Roofing industry specializing in New Construction, Reroofs, Roof Repairs and Roof Maintenance Programs. Today, Cotterman and Company, Inc. employs over 75 dedicated and experienced personnel and operates from locations in Minster, Dayton and Columbus, Ohio.

We are a full service Commercial & Industrial roofing contractor serving Ohio and Indiana. We are a Duro-Last "Elite Master Contractor", a Firestone "Master Contractor", a Sika Sarnafil "Elite Contractor", and we have been in the Carlisle "Hall of Fame" since 1993. We have recently received Carlisle's ESP Award and elected as Carlisle's inaugural Perfection Council, which only the top 15 contractors in the nation have been honored with this recognition. Additionally, we have a fully staffed metal shop and are licensed installers of the leading metal roofing systems.

3. Corporate Office Location:
 - a. 04513 State Route 66 N
Minster, Ohio 45865

4. List the total number of sales persons employed by our organization within the United States:
 - a. Cotterman & Company currently employs five sales professionals covering commercial, industrial and federal markets.

5. List the number of location of offices or service centers for all states being bid in solicitation, including contact names.
 - a. Contacts for the TIPS program should be directed through Andy Cotterman, Vice President, Estimator, Project Manager and is based out of the corporate office in Minster, Ohio. Office (419-628-3713) or acotterman@cottermanroofing.com. In addition, Cotterman & Company has offices located in Columbus and Dayton to better serve customers.

6. Provide contact information for the person(s) who will be responsible for the following areas, including resumes (see resumes at the end of this document):
 - A. Sales
 - a. Andy Cotterman, Vice President, Estimator, Project Manager
 - B. Sales Support
 - a. Nicole Hess, Contract Administrator and Office Administrator
 - C. Marketing
 - a. Jon Plattner, Sales and Marketing
 - D. Financial Reporting
 - a. Nicole Hess, Contract Administrator and Office Administrator
 - E. Executive Support
 - a. Mike Cotterman, President

7. Standard Terms of Payment
 - a. NET 30 DAYS

8. Overall annual sales:
 - a. 2014 = \$ 15,881,000.00
 - b. 2015 = \$ 17,381,000.00
 - c. 2016 = \$ 20,636,000.00

9. What differentiates your company from competitors:
 - a. Our success is based on the training and dedication of our employees and our fierce commitment to customer service. We understand that our reputation is dependent upon our customer's trust and we are dedicated to preserving that trust. To that end, we deal openly and directly with our customers at all times. We provide quality work, quick response time and professional and courteous customer service. With Cotterman and Company, you can be sure that you will be part of the team, that your project will take high priority, and that we will promptly and effectively address all of your questions and concerns.

Marketing/Sales

Detail how we plan to market this contract within the first 90 days of the award date.

- a. A co-branded press release within the first 30 days. (YES)
- b. Announcement of award through any of our applicable social media sites, including our Cotterman Website. (YES)
- c. Direct Mail campaigns (YES)
- d. Co-branded collateral pieces (YES)
- e. Advertisement of contract in regional or national publications (NO)
- f. Participation in trade shows (YES)

Explain how your company will demonstrate the benefits of this contract to eligible entities, if awarded.

- a. Cotterman & Company will promote its TIPS/TAPS participation on our website, in social media and in all sales efforts. We will also reinforce the benefits of the program to each entity including the quick turnaround time, convenience and cost savings to all audiences.

Explain how your company plans to market this agreement to the existing government customers.

- a. Cotterman & Company will market this agreement to the existing government customers by demonstrating and promoting the benefits of the TIPS program through proactive communications with government clients and prospects.

Provide the revenue that your organization anticipates for the first three (3) years of this agreement

\$ \$ 1 million in year one

\$ \$ 1.5 million in year two

\$ \$ 2 million in year three

Resumes

Andy Cotterman | Vice President, Estimator, Project Manager

Andy has been with the company since 1991. He is currently the Vice President of Cotterman & Company, Inc. and also serves as an estimator and project manager. He is skilled at predicting construction project durations and managing tight deadlines. Andy is successful at finding cost-effective solutions to common and complex roofing projects. He is diligent, resourceful and an organized team player who excels in fast-paced environments. His management skills allow projects to run smoothly from start to finish.

Jon Plattner | Sales and Marketing

Jon has been with the company since 2004. He is currently the Sales and Marketing Director. Jon oversees all marketing functions at Cotterman & Company including social media management, marketing materials, and Trade Shows. He also performs roof evaluations, proposal support and communications with customers.

Nicole Hess | Contract Administrator/ Office Administrator

Nicole has been with the company since 2002. She is currently the Contract Administrator and Office Administrator. Nicole provides support to the sales individuals during the bidding process through contract issuance. She manages contracts and billing schedules for all contract projects and assures that warranties are obtained. Nicole also oversees and assists in much of the office duties on a day to day basis including; proposal writing, insurance requirements, service repairs and support.

Mike Cotterman | President

Mike has been with the company since 1995. He is currently the President of Cotterman & Company, Inc. Mike is responsible for all of the financial responsibilities of the company. He handles business development and coordinates activities that lead to major roles within our team building process. Mike oversees day to day functions company wide.



Bureau of Workers' Compensation

30 W. Spring St.
Columbus, OH 43215

Certificate of Ohio Workers' Compensation

This certifies that the employer listed below participates in the Ohio State Insurance Fund as required by law. Therefore, the employer is entitled to the rights and benefits of the fund for the period specified. This certificate is only valid if premiums and assessments, including installments, are paid by the applicable due date. To verify coverage, visit www.bwc.ohio.gov, or call 1-800-644-6292.

This certificate must be conspicuously posted.

Policy number and employer

820282-0

**COTTERMAN & COMPANY INC
PO BOX 75
MINSTER, OH 45865-0075**

Period specified below

**07/01/2016 through
06/30/2017**

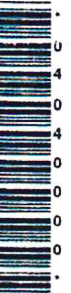


www.bwc.ohio.gov

Issued by:

Sarah...
Acting Administrator/CEO

You can reproduce this certificate as needed.



Ohio Bureau of Workers' Compensation

Required Posting

Effective Oct. 13, 2004, Section 4123.54 of the Ohio Revised Code requires notice of rebuttable presumption. Rebuttable presumption means an employee may dispute or prove untrue the presumption (or belief) that alcohol or a controlled substance not prescribed by the employee's physician is the proximate cause (main reason) of the work-related injury.

The burden of proof is on the employee to prove the presence of alcohol or a controlled substance was not the proximate cause of the work-related injury. An employee who tests positive or refuses to submit to chemical testing may be disqualified for compensation and benefits under the Workers' Compensation Act.



Bureau of Workers' Compensation

You must post this language with the Certificate of Ohio Workers' Compensation



Corporate
P.O. Box 75
04513 St. Rt. 66N
Minster, Ohio 45865
p 419-628-3713
f 419-628-4016

Columbus
1745 Atlas Street
Columbus, Ohio 43228
p 614-307-2383
toll free 1-800-713-3190

Dayton
P.O. Box 750301
Dayton, Ohio 45475
p 937-433-8268
f 937-433-8231

Cotterman & Company Inc. was founded by Max R. Cotterman in 1978; Cotterman and Company, Inc. has become an award winning leader in the Industrial and Commercial Roofing industry specializing in New Construction, Reroofs, Roof Repairs and Roof Maintenance Programs. Today, Cotterman and Company, Inc. employs over 75 dedicated and experienced personnel and operates from locations in Minster, Dayton and Columbus, Ohio.

We are a full service Commercial & Industrial roofing contractor serving Ohio and Indiana. We are a Duro-Last "Elite Master Contractor", a Firestone "Master Contractor", a Sika Sarnafil "Elite Contractor" and we have been in the Carlisle "Hall of Fame" since 1993. We are also an approved applicator for Tremco, GAF and Johns Manville Summit Club. We have recently received Carlisle's ESP Award and elected as Carlisle's inaugural Perfection Council, which only the top 15 contractors in the nation have been honored with this recognition. Additionally, we have an ES1 certified fully staffed metal shop and are licensed installers of the leading metal roofing systems.

Our success is based on the training and dedication of our employees and our fierce commitment to customer service. We understand that our reputation is dependent upon our customer's trust and we are dedicated to preserving that trust. To that end, we deal openly and directly with our customers at all times. We provide quality work, quick response time and professional and courteous customer service.

We belong to Better Business Bureau (BBB), National Roofing Contractors Association (NRCA), Associated Builders and Contractors (ABC), Dayton Builders Exchange, Ohio Roofing Contractors Association (ORCA), International Facility Management Association – Dayton and Columbus Chapter (IFMA), Grand Lake Area Safety Council, the Southwest Auglaize Chamber of Commerce, the Lima/Allen County Chamber of Commerce and the Dayton Area Chamber of Commerce.

With Cotterman and Company, you can be sure that you will be part of the team, that your project will take high priority, and that we will promptly and effectively address all of your questions and concerns.

Sincerely,

-- Andy Cotterman

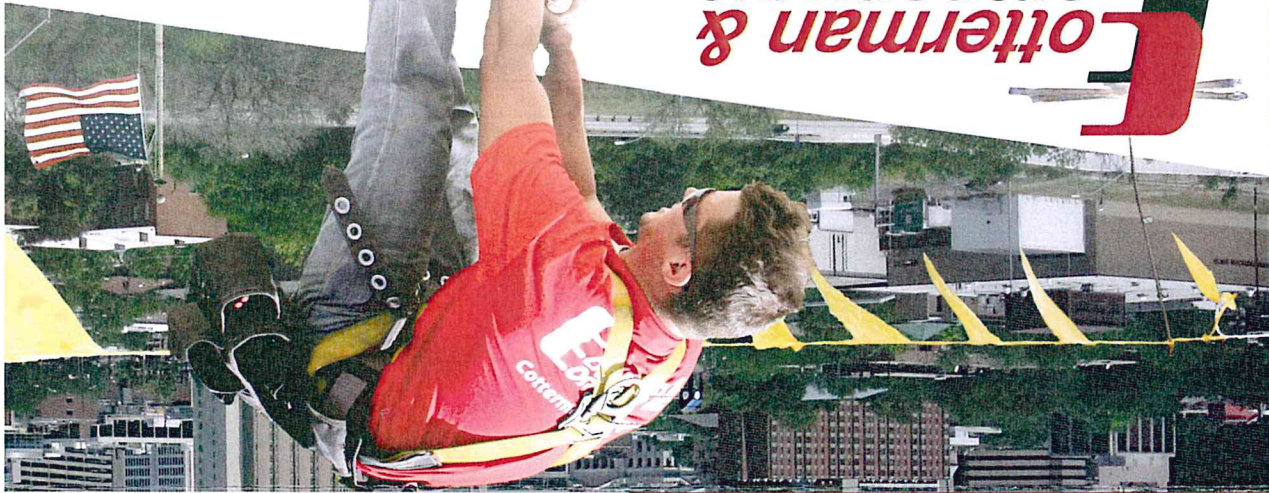
Cotterman & Company, Inc.



CottermanRoofing.com

INDUSTRIAL & COMMERCIAL ROOFING

Cotterman & Company Inc.



**Trust Experience
Trust Cotterman!**



Proud Members of

Covering Our Customers Since 1978

CottermanRoofing.com
1-800-713-3190

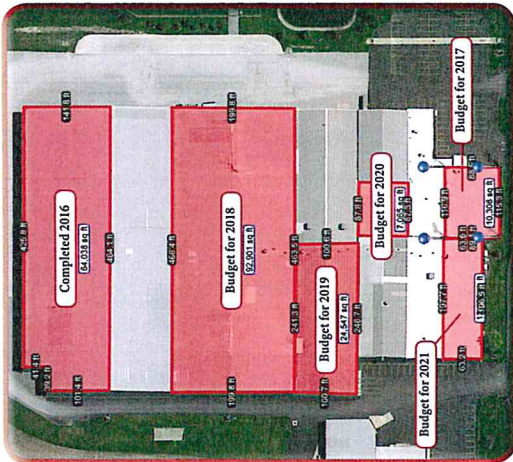
Columbus Office
1745 Atlas Street
Columbus, Ohio 43228
614-307-2383

Corporate Office
P.O. Box 75
Minster, Ohio 45865
419-628-3713
fax: 419-628-4016

Dayton Office
P.O. Box 750301
Dayton, Ohio 45475-0301
937-433-8268
fax: 937-433-8231

Cotterman & Company Inc.
INDUSTRIAL & COMMERCIAL ROOFING
P.O. Box 75
Minster, Ohio 45865

Contact Us Today!



**The Major Advantage of
Roof Asset Management**

Let Cotterman assist your company in becoming proactive in safeguarding your roof assets. Our expertise will enable you to maximize the service life of your roof, keep repair costs low, and protect your facility. Don't be a victim of unexpected roof trouble, be prepared.

Plan, Prioritize, Budget



**Maximizing the Return On
Your Roofing Investment**



INDUSTRIAL & COMMERCIAL ROOFING

1-800-713-3190
CottermanRoofing.com



Covering Our Customers
Since 1978

Kodak

Gary Cammocio
3000 Research Blvd
Dayton Ohio, 45420
December 16, 2016
Cotterman & Company, Inc.
PO Box 75001
Dayton, OH 45475

Dear Mr. Patner

I would like to personally commend Cotterman & Company for the outstanding job on the installation of the Johns Manville TPO roofing system at Eastman Kodak. Our entire staff was pleased to be able to assist you with the completion. The new roof was installed to the highest level of professionalism from the factory of the project to the installation of the roof. The new roof was installed per FMGlobal Factory of the Project and the requirements and made the process easy.

The crew on sight was extremely responsive, professional, hardworking and also did a great job in communicating their safety precautions to our HSE team. Extreme pride in the project was apparent throughout the installation. Cotterman & Company's ability to identify and address the apparent issues and not report them back to the client is a testament to the high level of professionalism and the importance of the project. The crew was able to complete the installation in a timely manner and on a budget. The crew was also able to identify and address the importance of the project and on a budget. The crew was also able to identify and address the importance of the project and on a budget. The crew was also able to identify and address the importance of the project and on a budget.

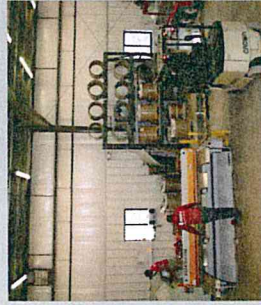
The roof looks outstanding and is performing very well. We expect it to last for many years to come and I recommend Cotterman & Company without hesitation to any potential future customers. Please feel free to use this letter of recommendation in the future as needed.

Thanks Again,

Gary Cammocio
Gary Cammocio
Manager of Business Process Support

Services:

- Re-Roof • New Construction
- Sheet Metal Fabrication
- 24/7 Emergency Repair Services
- Roof Asset Management
- Infrared Scanning Services
- Energy Efficient Roofing Systems
- Fall Protection / Fixed Ladders
- Roof Inspections
- Preventative Maintenance Programs
- Green Roofing Systems
- Solar / Daylighting



ES1 Certified Sheet Metal Shop



Fall Protection • Fixed Ladders



24/7 Service & Repair





January 2017

Mr. Andrew Cotterman
Cotterman & Company, Inc.
4513 State RT. 66
Minster, OH 45865



Dear Andrew,

On behalf of Carlisle SynTec, I would like to congratulate you and everyone at Cotterman & Company, Inc. for recently receiving Carlisle's 2017 Excellence in Single-Ply (ESP) award. One of the most prestigious awards in the commercial roofing industry, ESP was created 20 years ago to identify and reward Carlisle's most successful contractors. ESP status is given out annually to a small percentage of Carlisle's most dedicated and professionally minded applicators. Selection into this elite group is based on a company's volume and quality of Carlisle single-ply roofing systems.

Cotterman & Company, Inc. has installed and warranted 14,825,821 square feet of Carlisle's single-ply roofing systems over the years and has completed 969 Perfect 10 installations as judged by Carlisle's final inspection process. It is obvious that your company is committed to installing Carlisle's roof systems with the utmost care.

It is this unyielding dedication to quality, coupled with the sheer volume of your installations that has allowed Cotterman & Company, Inc. to receive the ESP distinction. You are one of a select group of authorized applicators that has received this honor, solidifying your elite status within our contractor recognition program.

Carlisle is grateful for the strong partnership we share with Cotterman & Company, Inc. and we appreciate the hard work and dedication you have put forth, not only in 2016, but in previous years as well. Once again, I would like to congratulate you on your latest achievement and wish you the best moving forward.

Sincerely,

A handwritten signature in black ink that reads "Nick Shears".

Nick Shears
Vice President
Sales & Marketing



January 3, 2017

To Whom It May Concern:

I am pleased to inform you that Cotterman & Company, Inc of Minster, Ohio, has been an authorized dealer/contractor with Duro-Last Roofing, Inc. since 1998. Cotterman & Company, Inc is an experienced Duro-Last contractor, and in this period of time they have been doing business with Duro-Last, they have received our highest honors for quality of installation of our roof systems.

Through inspections performed by Duro-Last's Quality Assurance Department, Cotterman & Company, Inc has earned excellent ratings on their Duro-Last projects. In fact, Cotterman & Company, Inc is a leader in Duro-Last's network of highly experienced contractors, having achieved the status of Master Contractor. Cotterman & Company, Inc. has installed over 14,302,425 square feet of Duro-Last membrane in their history.

On January 1, 2001, Duro-Last, Inc. began an Elite Contractor Program. This program is designed to provide services to a special group of our contractors that have consistently performed exceptionally in both quality and sales. Cotterman & Company, Inc is also a member of this select group.

On January 1, 2014, Duro-Last, Inc. created the Platinum Contractor Program. This program is meant to recognize an outstanding group of our contractors that strive to reach the highest levels of installation quality and have a strong record of sales volume. Cotterman & Company, Inc is also a member of this top notch group.

We are proud to have Cotterman & Company, Inc as a member of the Duro-Last dealer-contractor network. They are exceptional in the roofing industry, and we are fortunate to be able to serve their needs.

If you have any questions, please feel free to contact us at our Michigan office.

Sincerely,

Steve Ruth
Vice President of Sales

SR/sv

cc: Cotterman & Company, Inc
PO Box 75
Minster, OH 45865
(419) 628-3713

January 4, 2017

Cotterman & Co Inc
PO Box 75
Minster, OH 458650075

To Whom It May Concern:

Please be advised that Cotterman & Co Inc is a licensed Red Shield applicator in good standing with Firestone Building Products Company.

Cotterman & Co Inc is authorized with Firestone for EPDM effective 07/31/89, APP effective 07/31/89, ULTRAPLY effective 07/31/89, Metal effective 04/11/2006, SBS/BUR effective 07/31/89 under license #04236. Cotterman & Company Inc. has installed 2,995,047 sf of Firestone roofing systems since they were licensed on 07/31/89.

Firestone is proud to include Cotterman & Co Inc into our family of Red Shield applicators.

If I may be of further assistance, please feel free to call my office.

Sincerely,



Phil LaDuke
Director, Quality Assurance

PL/jas
1/4/2017

Sika Sarnafil

World Class Roofing and Waterproofing

January 4, 2017

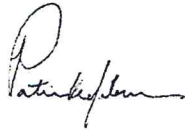
Joe Bender
Cotterman and Company, Inc.
04513 OH-66
Minster, OH 45865
(937) 433-8268

RE: Sika Sarnafil Approved Applicator – Cotterman and Company Inc.

To Whom It May Concern:

This letter will confirm Cotterman and Company Inc. is an authorized Sika Sarnafil Applicator in good standing with adhered, mechanically attached, and waterproofing PVC application experience, capable of installing our products and providing a Sika Sarnafil warranty.

Sincerely,



Patrick Johnson
Midwest Assistant Regional Technical Manager

DISCLAIMER: The information contained in this document, including but not limited to any recommendations regarding the use and application of Sika Corporation ("Sika" or "Sika Sarnafil") products, is given in good faith based on Sika's current experience and knowledge of its products when properly stored, handled and applied under normal conditions in accordance with Sika's instructions. The information contained in this document is valid only for the applications and uses of Sika products described herein. Any deviation from any of the instructions, uses, applications and recommendations contained in this document regarding the Sika products will void any Sika warranty. The user of the Sika products must test each product for suitability for the intended application and purpose. Prior to each use of any Sika product, the user must always read and follow the warnings and instructions on the product's current Technical Data Sheet, label and Material Safety Data Sheets available at www.sarnafilus.com. All sales of Sika products are subject to its current terms and conditions of sale available at www.sarnafilus.com.

As a membrane manufacturer, Sika Sarnafil, a division of Sika Corporation reviews details prepared by the consultant, architect and/or engineer for a project solely for the purpose of determining if a Sika Sarnafil warranty may be issued for the project. This review is not to be construed as approval of details by Sika Sarnafil and is not being conducted in lieu of sound engineering and architectural practices and judgment and should not be relied upon for that purpose. Sika Corporation assumes no liability with respect to the design of the roofing or waterproofing system. The architect, consultant and/or engineer or design professional for a particular project bears the sole responsibility for the design of the roofing or waterproofing system, for the preparation and approval of the details and shop drawings, and for determining their suitability for a particular project or application.

While Sika Sarnafil provides general instructions for the installation of its membrane as well as training for Sika Sarnafil Authorized applicators, the means and methods used by the contractor for surface preparation as well as the means and methods employed by the contractor in the installation of the Sika Sarnafil membrane are the responsibility of the contractor.



Sika Sarnafil, A Division of Sika Corporation, 16614 W. 159th Street, Suite 303, Lockport, IL 60441
Tel.: 800-532-5123, Office: 815-838-3838, Fax: 815-838-1722, www.sikacorp.com

Sarnafil®



January 3, 2017

To whom it may concern:

Please be advised that **Cotterman & Company Inc.** PO Box 75 Minster, OH 45865 is an approved contractor in good standing and is eligible to install DMI standing seam roofing systems and DMI metal soffit systems and furnish a DMI watertightness warranty when required. Also, the project foremen and crews employed by Cotterman & company Inc. have been trained in the installation of DMI standing seam roofing systems and all associated details.

As of today's date Cotterman & Company Inc. has installed over 400,000 square feet of DMI standing seam roofing systems. Some of these projects include:

- Jefferson Elementary School - Lima, OH,
- Wapakoneta Jr/Sr High School - Wapakoneta, OH,
- Ft. Loramie Jr/Sr High School - Ft. Loramie, OH,
- Tippecanoe High School – Tipp City, OH
- Ohio Northern University – James Dickie Hall – Ada, OH
- St. Mary's Library – St. Mary's, OH.
- Northmont Schools Storage Building- Clayton, Ohio
- Erie Medical Center- Minster, Ohio
- Potash Corporation- Lima, Ohio
- Jackson Center Elementary School- Jackson Center, Ohio

If you have any questions do not hesitate to call me.

Very truly yours,

A handwritten signature in blue ink, appearing to read "B. Antal", is written over a white background.

Brian J. Antal

Cc: File

58 Klema Drive North – Reynoldsburg, OH 43068
Phone: 800-828-1510 Mobile: 614-582-0918 Fax: 866-709-3231
www.dmimetals.com philg@dmimetals.com



Scott A. Bertke
Field Representative

Mobile: 614-348-7462
Office: 614-985-4176
FAX: 614-602-5181
Email: sbertke@tremcoinc.com

Tuesday January 3, 2017

Jon Plattner
Cotterman and Company Inc.
04513 St. Rt. 66N
Minster, OH 45865

Dear Jon,

This letter is verification that Cotterman & Company, Inc., of Minster, Ohio, has been a member of the Tremco Roofing & Building Maintenance Approved Applicator program since June 27, 2005.

Project References:

Anna Elementary, Anna OH	Tremlock VP Standing Seam Metal Roof	81,600 Square Feet
Columbia Gas, Marion OH	Fully Adhered TPA Single Ply Roof	800 Square Feet
South Central Power Co., Barnesville OH	Tremlock VP Standing Seam Metal Roof	9,000 Square Feet
South Central Power Co., Circleville OH	Fully Adhered TPA Single Ply Roof	9,000 Square Feet
South Central Power Co., Lancaster OH	Fully Adhered TPA Single Ply Roof	3,000 Square Feet
VSP Office Building, Columbus OH	Fully Adhered TPA Single Ply Roof	20,000 Square Feet

Please let me know if you have any questions.

Sincerely,

Scott A. Bertke
LEED AP, CDT.
Tremco Field Representative



Johns Manville Peak Advantage®
717 17th Street • Denver, CO 80202
Guarantee Services: 1-800-922-5922
www.jm.com

January 1, 2017

Cotterman and Company Inc.
04513 State Route 66 North
Minster, OH 45865

To Whom It May Concern:

Cotterman and Company is a member of Johns Manville's 2017 Summit Club. As a Summit Club member, they have achieved one of the highest accolades available within the Johns Manville Peak Advantage Contractor Program and one of the most elite recognitions within the commercial roofing industry.

Johns Manville Peak Advantage contractors earn membership in the Summit Club through a combination of quality workmanship and annual installed system squares. Cotterman and Company was also a Summit Club contractor in 2015 and 2016.

Cotterman and Company has been a Johns Manville Approved Roofing Contractor since April, 2014. Their professionalism and ranking place them within the top five percent of all Peak Advantage Contractors. We are pleased to have Cotterman and Company as a Summit Club member in 2017 and look forward to many successful installations in the future.

Thank You,

Bob Ricken

Bob Ricken
Peak Advantage Program Manager
Johns Manville Roofing Systems



Maximum safety. Minimum fuss.

Andy Cotterman
Cotterman & Company Inc.
4513 State Route 66N
Minster. OH 45865

January 4th 2017

Dear Andy Cotterman,

KATTCLIMB, KATTSAFE & KATTWALK Installation Certification

We write to confirm that Cotterman & Company Incorporated is recognized as a competent installer for the KATT Modular Access Ladders, Walkway and Guardrail as manufactured and supplied by Fixfast.

Fixfast technicians have attended projects where KATT products have been installed by Cotterman & Company and were impressed at the level of quality and workmanship. We would endorse Cotterman & Company as a KATT installer and look forward to completing further projects together.

Best Regards
Fixfast USA

Wyatt Lynes
Sales Manager

FIXFAST USA
6210 S. Indianapolis Rd.
Whitestown,
Indiana, 46075

International
+44 (0) 1732 882 387

Enquiries
317 769 7710

Orders
888 637 7872

Email
info@fixfastusa.com

www.fixfastusa.com

Fax
317 769 5560

Partners

A.D. Lynes
S.L. Lynes
S.D. Lynes
B.W. Lynes
K. Lynes

FELONY CONVICTION NOTICE

Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code #44.034. Following is an example of a felony conviction notice:

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district or ESC 8/TIPS must give advance notice to the district or ESC 8/TIPS if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

Complete only one of the three below: A or B or C.


I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Official: Cotterman & Company, Inc.
Print Authorized Company Official's Name

A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

Signature of Authorized Company Official: _____

B. My firm is not owned nor operated by anyone who has been convicted of a felony:

Signature of Authorized Company Official: 

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Details of Conviction(s): _____

Signature of Authorized Company Official: _____

CERTIFICATION BY CORPORATE OFFERER

IF OFFERER IS A CORPORATION,

THE FOLLOWING CERTIFICATE SHOULD BE EXECUTED AND INCLUDED AS PART OF PROPOSAL FORM/PROPOSAL FORM.

OFFERER: Cotterman & Company, Inc.
(Name of Corporation)

I, Andrew Cotterman certify that I am the Secretary of the Corporation
(Name of Corporate Secretary)

named as OFFERER herein above; that

Michael Cotterman
(Name of person who completed proposal document)

who signed the foregoing proposal on behalf of the corporation offerer is the authorized person that is acting as

President
(Title/Position of person signing proposal/offer document within the corporation)

of the said Corporation; that said proposal/offer was duly signed for and in behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

CORPORATE SEAL



SIGNATURE

3-14-17
DATE

Federal Requirements for Procurement and Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

The Education Service Center Region 8 and TIPS anticipate possibly using federal funds for procurement under this potential award and is required to obtain the following compliance assurance.

1. Will you be subcontracting any of your work under this award if you are successful? (Circle one)

YES or NO

2. If yes, do you agree to comply with the following federal requirements? (Circle one)

YES or NO

2 CFR §200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce ; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

Company Name Cotterman & Company, Inc.

Print name of authorized representative Michael Cotterman

Signature of authorized representative 

Date 3-14-17

FAILURE TO PROPERLY COMPLETE THIS FORM AND SUBMIT WITH YOUR RESPONSE MAY RESULT IN A WAIVER OF YOUR RIGHTS UNDER THE LAW TO MAINTAIN CONFIDENTIALITY TREATMENT OF SUBMITTED MATERIALS.

CONFIDENTIAL INFORMATION SUBMITTED IN RESPONSE TO COMPETITIVE PROCUREMENT REQUESTS OF EDUCATION SERVICE CENTER REGION 8 AND TIPS IS GOVERNED BY TEXAS GOVERNMENT CODE, CHAPTER 552

If you consider any portion of your proposal to be confidential information and not subject to public disclosure pursuant to Chapter 552 Tex Gov't Code or other law(s), you **must make a copy of all claimed confidential materials within your proposal and put this COMPLETED form as a cover sheet to said materials then scan, name "CONFIDENTIAL" and upload with your proposal submission.** (You must include the confidential information in the submitted proposal as well, the copy uploaded is to indicate which material in your proposal, if any, you deem confidential in the event the District receives a Public Information Request.) Education Service Center Region 8 and TIPS will follow procedures of controlling statute(s) regarding any claim of confidentiality and shall not be liable for any release of information required by law. Pricing of solicited product or service may be deemed as public information under Chapter 552 Tex Gov't Code. The Office of Texas Attorney General shall make the final determination whether the information held by Education Service Center Region 8 and TIPS is confidential and exempt from public disclosure.

I DO NOT desire to expressly waive any claim of confidentiality as to any and all information contained within our response to the competitive procurement process (e.g. RFP, CSP, Bid, RFQ, etc.) by completing the following and submitting this sheet with our response to Education Service Center Region 8 and TIPS. The attached contains material from our proposal that I classify and deem confidential under Texas Gov't Code Sec. 552 or other law(s) and I invoke my statutory rights to confidential treatment of the enclosed materials:

Name of company claiming confidential status of material

Printed Name, Title, and Signature of authorized company officer claiming confidential status of material

Address City State ZIP Phone

ATTACHED ARE COPIES OF _____ PAGES OF CONFIDENTIAL MATERIAL FROM OUR PROPOSAL

Express Waiver: I desire to expressly waive any claim of confidentiality as to any and all information contained within our response to the competitive procurement process (e.g. RFP, CSP, Bid, RFQ, etc.) by completing the following and submitting this sheet with our response to Education Service Center Region 8 and TIPS.

Cotterman & Company, Inc.

Name of company expressly waiving confidential status of material

Michael Cotterman, President

Printed Name, Title, and Signature of authorized company officer expressly waiving confidential status of material

04513 State Route 66 N Minster OH 45865 419-628-3713

Address City State ZIP Phone



Marsh & McLennan Agency LLC
409 E. Monument Ave., Suite 400
Dayton, OH 45402
Mailing: P.O. Box 37, Dayton, OH 45401
937 228 4135 | 1 800 949 1167
Fax 937 228 9108
www.browerinsurance.com

March 14, 2017

To: The Interlocal Purchasing System (TIPS)
4845 Highway 271 North
Pittsburg, TX 75686

Re: Cotterman & Company, Inc.

To Whom It May Concern:

It has been the privilege of Marsh & McLennan Agency LLC and the Ohio Farmers Insurance Company to provide surety bonds on behalf of Cotterman & Company, Inc. for approximately six years. In our opinion, Cotterman & Company, Inc. remains properly financed, well equipped, and capably managed.

All of their public and some private contracts require corporate surety bonding which is underwritten by the Ohio Farmers Insurance Company of Westfield Center, Ohio. At the present time, the Ohio Farmers Insurance Company provides Cotterman & Company, Inc. a \$3 million single project / \$8 million aggregate surety program. Cotterman & Company, Inc. has consistently performed trade obligations to subcontractors, suppliers, material men and labor in an exemplary manner. We highly recommend them to you.

As always, the Ohio Farmers Insurance Company reserves the right to perform normal underwriting at the time of any bond request, including, without limitation to, prior review and approval of relevant contract documents, bond forms, and project financing. We assume no liability to you or your affiliates if for any reason we do not execute such bonds.

If you have any questions, please feel free to contact me at 937-285-8263.

Sincerely,

A handwritten signature in blue ink, appearing to read "Katherine J. Scarberry", written over a large, stylized blue scribble.

Katherine J. Scarberry
Bond Account Manager



Corporate
P.O. Box 75
04513 St. Rt. 66N
Minster, Ohio 45865
p 419-628-3713
f 419-628-4016

Columbus
1745 Atlas Street
Columbus, Ohio 43228
p 614-307-2383
toll free 1-800-713-3190

Dayton
P.O. Box 750301
Dayton, Ohio 45475
p 937-433-8268
f 937-433-8231

WARRANTY INFORMATION

Depending on the Manufacturer and product selected for a roofing project, a 15 year, 20 year, or 30 year warranty will be issued for the project upon completion.

Cotterman & Company will also issue a Two (2) Year Workmanship Guarantee