

# TIPS VENDOR AGREEMENT

Between \_\_\_\_\_ 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](mailto: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](mailto: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 1<sup>st</sup> 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 D&G Quality Roofing, INC

Address 4305 E FM 1187 Suite 100

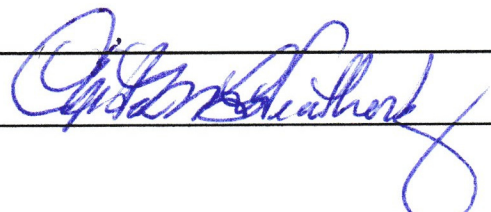
City Burleson State TX Zip 76028

Phone 817-568-8300 Fax 817-568-0029

Email of Authorized Representative Christa@DGQRoofing.com

Name of Authorized Representative Christ Weatherby

Title President

Signature of Authorized Representative 

Date 3/17/2017

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 D & G Quality Roofing, Inc.  
 Address 4305 E FM 1187 # 100  
 Burleson, TX 76028  
 Contact Byron Miller  
 Department  
 Building  
 Floor/Room  
 Telephone (469) 446-0563  
 Fax (817) 568-0029  
 Email Byron532002@yahoo.com  
 Submitted 3/17/2017 11:52:49 AM (CT)  
 Total \$0.00

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

Signature Byron Miller

Email byron532002@yahoo.com

## Supplier Notes

D&G Quality Roofing delivers quality roofing of wide-ranging types of roofing systems, both sloped and flat, at a competitive pricing level for the past 21 years. We are A+ rated with the BBB and are a family owned business. We meet and exceed installation scheduling on a consistent basis. We look forward to helping you!

## 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.	Yes
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.	Yes
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)	TX, AR, LA, OK
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.)	D&G Quality Roofing is an industry leader in providing skilled, quality roofing operations in the Texas, Louisiana, Oklahoma, Arkansas regions. We have been a TIPS Contractor since 2013 and have served many schools, colleges and municipalities and other entities with quality and distinction.
6	Primary Contact Name	Primary Contact Name	Byron Miller
7	Primary Contact Title	Primary Contact Title	Senior Estimator
8	Primary Contact Email	Primary Contact Email	Byron532002@yahoo.com
9	Primary Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	469-446-0563
10	Primary Contact Fax	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	817-568-0029
11	Primary Contact Mobile	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	469-446-0563
12	Secondary Contact Name	Secondary Contact Name	Christa Weatherby
13	Secondary Contact Title	Secondary Contact Title	President
14	Secondary Contact Email	Secondary Contact Email	Christa@DGQRoofing.com
15	Secondary Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	817-568-8300
16	Secondary Contact Fax	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	817-568-0029
17	Secondary Contact Mobile	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	817-269-8630
18	Admin Fee Contact Name	Admin Fee Contact Name. This person is responsible for paying the admin fee to TIPS.	Cori Long

19	Admin Fee Contact Email	Admin Fee Contact Email	Cori@DGQRoofing.com
20	Admin Fee Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	817-568-8300
21	Purchase Order Contact Name	Purchase Order Contact Name. This person is responsible for receiving Purchase Orders from TIPS.	Byron Miller
22	Purchase Order Contact Email	Purchase Order Contact Email	Byron532002@yahoo.com
23	Purchase Order Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	469-446-0563
24	Company Website	Company Website (Format - www.company.com)	www.DGQRoofing.com
25	Federal ID Number:	Federal ID Number also known as the Employer Identification Number. (Format - 12-3456789)	75-2675180
26	Primary Address	Primary Address	4305 FM 1187 Suite 100
27	Primary Address City	Primary Address City	Burleson
28	Primary Address State	Primary Address State (2 Digit Abbreviation)	TX
29	Primary Address Zip	Primary Address Zip	76028
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.)	roofing, weather-proofing, TPO, EPDM, coatings, silicone, modified bitumen, built up roofing, BUR, shingles, composite shingles, metal roofing, standing seam, r panel, roof maintenance program, flat roofing, steep slope roofing, sloped roofing, roof consultants, leak detection, Durolast, GAF, Mule Hide, GACO, Progressive Materials, WDG, Mueller, MBCI, asphaltic shingles, Tamko
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)	Yes
32	Yes - No	Certification of Residency (Required by the State of Texas) Company submitting bid is a Texas resident bidder?	Yes
33	Company Residence (City)	Vendor's principal place of business is in the city of?	Burleson
34	Company Residence (State)	Vendor's principal place of business is in the state of?	TX
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?	21
40	Prices are guaranteed for?	(__Month(s), __ Year(s), or Term of Contract) (Standard term is "Term of Contract")	12 months

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.	Cost Works
42	Other Estimating Software	Please list the program name, website address and phone number of the requested estimating software.	n/a
43	NON-COLLUSIVE BIDDING CERTIFICATE	<p>By submission of this bid or proposal, the Bidder certifies that:</p> <ol style="list-style-type: none"> <li>1) This bid or proposal has been independently arrived at without collusion with any other Bidder or with any Competitor;</li> <li>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;</li> <li>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;</li> <li>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.</li> </ol>	(No Response Required)
44	CONFLICT OF INTEREST QUESTIONNAIRE - FORM CIQ	<p>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</p> <p>You may find the Blank CIQ form on our website at:</p> <p>Copy and Paste the following link into a new browser or tab:  <a href="https://www.tips-usa.com/assets/documents/docs/CIQ.pdf">https://www.tips-usa.com/assets/documents/docs/CIQ.pdf</a></p> <p>Do you have any conflicts under this statutory requirement?</p>	No
45	Filing of Form CIQ	If yes (above), have you filed a form CIQ as directed here?	No



46 Certification Regarding Lobbying

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds. Yes, I certify  
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.

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. n/a

49 Antitrust Certification Statements (Tex. Government Code § 2155.005)

By submission of this bid or proposal, the Bidder certifies that: (No Response Required)

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.

## 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](mailto: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

n/a



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		n/a
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		n/a
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		n/a
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	<p>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.</p> <p>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:</p> <p>(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.</p> <p>I certify that:</p> <p>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.</p> <p>OR</p> <p>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:</p> <p>(1) Contractor has obtained all required criminal history record information regarding its covered employees. None of the covered employees has a disqualifying criminal history.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>Noncompliance or misrepresentation regarding this certification may be grounds for contract termination.</p>	None
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	<p>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.</p> <p>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.</p> <p>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.</p>	n/a
78 Agreement Deviation/Compliance	Does the vendor agree with the language in the Vendor Agreement?	Yes
79 Agreement Exceptions/Deviations Explanation	<p>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.</p>	n/a

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Line Items

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Response Total: \$0.00

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REFERENCES

Please provide three (3) references, preferably from school districts or other governmental entities who have used your services within the last three years. Additional references may be required. DO NOT INCLUDE TIPS EMPLOYEES AS A REFERENCE.

You may provide more than three (3) references.

Entity Name	Contact Person	Email	Phone
Texas State Technical College	Jack George	<a href="mailto:Jackson.George@tstc.edu">Jackson.George@tstc.edu</a>	903-923-3260
Medco - Marshall Tx	<a href="#">Rush Harris</a>	<a href="mailto:RushHarris@MarshallEDC.org">RushHarris@MarshallEDC.org</a>	903-934-8035
Rusk County	David Waggner	<a href="mailto:wag7wag7@aol.com">wag7wag7@aol.com</a>	903-658-4988
TSTC - Sweetwater	Monica Wagner	<a href="mailto:monica.wagner@tstc.edu">monica.wagner@tstc.edu</a>	325-235-7448

# Company Profile

1. *Company's official registered name.*

D&G Quality Roofing, INC

2. *Brief history of your company, including the year it was established.*

We are a family owned business since 1996 and pride ourselves on customer service, and an A+ Rating with the BBB. We've worked hard to develop a solid reputation in the residential and commercial roofing industry.

## Our Mission

To provide quality roofing services by committing daily to provide the highest quality products and services to our customers and their neighbors.

General Contractor and Residential Roofing for 20+ years  
Better Business Bureau Accredited member with A+ Rating  
Maintain General Liability and exceeds all state and local licenses  
Full service repair and warranty department  
Trusted by Insurance Agents and Realtors all over DFW  
Certified WBENC Woman Business Enterprise National council  
Member NTRCA North Texas Roofing Contractors Association  
Member Texas Apartment Association  
Certified SBA, Economically Disadvantaged Small and Woman Owned Company

3. *Corporate office location.*

4305 FM 1187 suite 100

Burleson, TX 76028

4. *List the total number of sales persons employed by your organization within the United States, broken down by market.*

Residential Roofing: 9

Commercial/Industrial Roofing: 7

Government Roofing: 6



5. *List the number of location of offices, or service centers for all states being bid in solicitation. Additionally, list the names of key contacts at each location with title, address, phone and e-mail address.*

Texas Headquarters:  
4305 FM 1187 Suite 100  
Burleson, TX 76028  
POC: Byron Miller –Senior Estimator  
469-446-0563 c  
817-568-8300 o  
817-568-0029 f  
[Byron532002@yahoo.com](mailto:Byron532002@yahoo.com)  
[Byron@DGQRoofing.com](mailto:Byron@DGQRoofing.com)

6. *Please provide contact information for the person(s) who will be responsible for the following areas, including resumes:*

- A. *Sales*  
Byron Miller – 469-446-0563
- B. *Sales Support*  
Don Weatherby – 817-269-8631
- C. *Marketing*  
Alan Singer – 321-535-0729
- D. *Financial Reporting*  
Cori Long – 817-568-8300
- E. *Executive Support*  
Christa Weatherby – 817-269-8630

7. *Define your standard terms of payment.*

Projects under \$25,000, 30 days after invoice  
Projects over \$25,000, 1/3 upon contract signing, 1/3 upon substantial completion and 1/3 when complete.

8. *Overall annual sales for the last three (3) years; 2013, 2014, 2015*

2013: 2,118,181

2014: 3,065,180

2015: 2,738,686

9. *What differentiates your company from competitors?*

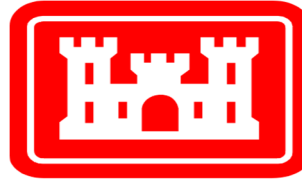
As commercial roofing suppliers and contractors, we work with architects, general contractors, local, federal and state agencies, Schools (K4-High School), hotels and commercial building owners, retailers, hospitality and Multi-family organizations. D&G Quality Roofing has repaired and re-roofed buildings for some of the largest retail companies in the country including:

**INTOWN  
Suites®**  
EXTENDED-STAY LIVING





**U.S. AIR FORCE**



**US Army Corps  
of Engineers®**

Our professional management team offers over 100 years of experience for commercial construction and roofing projects. We offer state-of-the-art commercial roofing materials and are certified in the finest roofing products on the market today. D&G Quality Roofing Inc. commercial roofing division gets the job done right the first time, on time and within your budget.

If you need a bid on a school, city, state, or local government building we can respond to your Request For Proposal (**RFP**) as a member of these organizations. Our **Government Division** has secured contracts with:

- **United States Air Force**
- **U.S. Army Corps of Engineers**
- **University of North Texas**
- **Texas State Agencies**
- **Naval Air Station, JRB Fort Worth**
- **U.S. Department of Housing & Urban Development**

### **Commercial Roofing Materials Used:**

- **TPO (single ply)**
- **EPDM (rubber roofing)**
- **BUR (Built-Up Roofing, ballasted and non-ballasted)**
- **MODIFIED BITUMEN (fleece, granulated, hot mopped, torch, cold process)**
- **High Solids Silicone Coatings (50 year warranties)**
- **PVC (single ply)**
- **METAL (standing seam, R panel, etc...)**
- **SHINGLE (asphaltic, laminates, etc...)**
- **Stone Coated Metals (Decra)**

## Our Certifications

- Woman-Owned Small Business Administration Certification
- Federal Government Registered/Approved Contractor
- HAAG Engineer Certified
- Owens Corning® Preferred Contractor
- GAF® Certified™ Weather Stopper® Roofing Contractor
- HUB Certified
- SBE Certified
- Economically Disadvantaged Woman Owned

### **Marketing/Sales**

1. *Detail how your organization plans to market this contract within the first 90 days of the award date. This should include, but not be limited to:*

a. *A co-branded press release within first 30 days*

The company website ([www.dggroofing.com](http://www.dggroofing.com)) will have home page advertising that includes a press release and logos reflecting the new TIPS contract and opportunities. This will also be conducted on the company Facebook (D & G Quality Roofing, Inc.) and LinkedIn accounts. All other advertising venues utilized by D&G Quality Roofing, INC (flyers, door hangers, business cards, etc.) can also be co-branded to advance the coop partnership.

b. *Announcement of award through any applicable social media sites*

All sales force will update their LinkedIn, Facebook and other social sites to reflect the new TIPS contract and the opportunities involved. Sales personnel also will incorporate an announcement to current clientele, friends, family and network to advance the coop partnership.

c. *Direct mail campaigns*

Facilities Managers at school districts, municipalities and Universities will be directly contacted via phone contact, emails and direct mailers to announce our participation in TIPS and to introduce ourselves as a TIPS partner.

d. *Co-branded collateral pieces*

Email signatures, advertising pieces, proposal documentation and convention pieces will have TIPS logo added and contract opportunities spelled out.

e. *Advertisement of contract in regional or national publications*

Sales force regularly seeks out other related trade organizations and networks to advertise in. Also, sales force seeks out networking opportunities in various venues to advertise in. TIPS will be prominently advertised to not only promote the TIPS contract, but to solicit other trades to become TIPS members.

f. *Participation in trade shows*

D & G Quality Roofing is already scheduled in 3 major trade shows and several smaller conventions in Texas in 2016. It is a big source of revenue and networking for our company.

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

As a past and current member of TIPS Trades Contract (2014) we actively pursue current TIPS contacts and have office personnel dedicated to this purpose. Not only do we discuss the TIPS discount we offer with our contract, we also describe how TIPS vets all winning contract members to a degree where further vetting by busy Facilities Managers or City Managers is not necessary. It also demonstrates our financial ability and bonding capability to potential clients for large contract purposes. We often describe ourselves as their TIPS partner and offer all the benefits TIPS offers.

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

As we have done in the past, we send out notifications of contract award to all Purchasing Managers, Facilities Managers, and City Managers via mail, email and other means. We follow up with direct contact of these individuals (we have office personnel dedicated to contact potential customers) via phone calls and meetings to further deepen the relationship with the potential client. We continue with follow-up contact throughout the year to verify if they need our services. This is a continual process diligently verified through a contact software that causes us to update the information on monthly basis.

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

*\$500,000 in year one*

*\$1,000,000 in year two*

*\$2,000,000 in year three*





# D&G QUALITY ROOFING

4305 E. FM 1187, Suite 100

Burleson, TX 76028

Christa Weatherby, President—(817) 568-8300 christa@dgqroofing.com

## CERTIFICATIONS

EDWOSB—Economically Disadvantaged Woman Owned Small Business

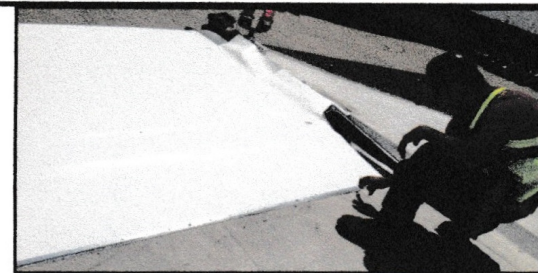
HUB—Texas Historically Underutilized Business (HUB)

**EDWOSB**  
Woman Owned Small Business



## Capabilities Statement

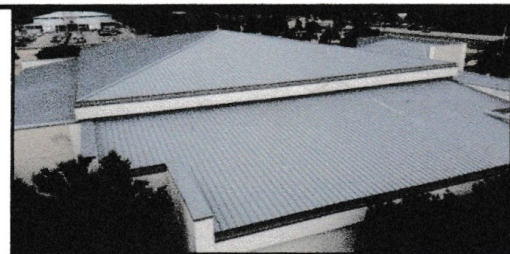
Since 1996, D&G Quality Roofing (DGQ), an Economically Disadvantaged Woman Owned Small Business (EDWOSB) and Texas HUB, has serviced hundreds of commercial and government roofs. DGQ works with architects, contractors and end users to develop a roofing plan for your new or existing structure requiring re-roofing, roof repair, gutter cleaning and/or roof emergencies. Without solid roof construction, your entire building is at risk. That's why it is so important to find roofers with experience and integrity - DGQ is fully licensed, bonded, and insured.



**FED ID:** 75-2675180

**DUNS:** 010484857

**CAGE:** 6UQ01



### **BONDING CAPACITY**

\$5 million single project

\$10 million aggregate

### **PAST**

### **PERFORMANCE**

- **US Air Force**
- **JRB Andrews, MD**
- **Lincoln Properties**
- **Apartments**
- **Salvation Army**
- **Seventh-Day**
- **Adventist Church**
- **State Agencies**
- **(Texas)**



## **ROOF SYSTEMS**

- **TPO**
- **EPDM**
- **Silicone**
- **MODIFIED**
- **PVC**
- **Metal**
- **Shingle**



### **Primary NAICS Codes**

236210 - Industrial Building Construction

236220 - Commercial & Industrial Building Construction

238160 - Roofing Contractors

422330 - Roofing, Siding, and Insulation Material



**D&G**  
QUALITY ROOFING  
817-568-8...

**D&G**  
QUALITY ROOFING  
817-568-8...

**We are a family owned business since 1996 and pride ourselves on customer service, and an A+ Rating with the BBB.**

We've worked hard to develop a solid reputation in the residential and commercial roofing industry.

With D&G Quality Roofing you'll get a free inspection and help with filing your insurance claim, making the whole process easy and stress free. Our commitment to customer satisfaction coupled with unsurpassed expertise and training, combine to deliver excellence on every job regardless of size or scope.

We will give you all the information you need to help you make an intelligent informed decision. Many companies can provide products but it is our goal to provide service and professionalism to our customers.

### **Our Mission**

To provide quality roofing services by committing daily to provide the highest quality products and services to our customers and their neighbors.

- General Contractor and Residential Roofing for 20 years
- Better Business Bureau Accredited member with A+ Rating
- Maintain General Liability and exceeds all state and local licenses
- Full service repair and warranty department
- Trusted by Insurance Agents and Realtors all over DFW
- Certified WBENC Woman Business Enterprise National council
- Member NTRCA North Texas Roofing Contractors Association

## **The D&G Roofing Team**

### **Christa Weatherby - CEO**

Christa has been an entrepreneur and business leader for the last 20 years. She has developed MPI a Real Estate Investment company as well as served as Executive Vice President for Artistic Plastics and Fixtures a leading plastics manufacturing company whose clients included numerous Fortune 1000 companies including Radio Shack, Dillards, JC Penny and Wal-Mart. Today she leads D&G into the future as one of the **top 10 women owned roofing companies** in America.

### **Don Weatherby - Senior Vice President & COO**

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### **Byron Miller - VP Commercial Roofing Division**

Byron is a 15 year veteran in the commercial roofing industry and has been working within the new construction and commercial re-roof business specifically Hotel and Multi-Family housing over the last 10 years. Byron is the Senior Estimator with D&G for State and Federal projects as well as private new construction projects. His extensive experience includes specialized knowledge in multiple roofing applications such as TPO, EPDM, 2 Ply, 3 Ply, 4-ply, Modified Bit, torchdown, cold process, silicone and acrylic. Byron lives in Texas with his wife Samantha and son.

### **Cori S. Long - Office Manager**

Cori has been working with D&G over the last 5 years and is the glue that holds D&G together! As office manager she manages everything from payroll, invoicing and job collection and accounting. She is an indispensable asset to one of the fastest growth companies in Texas.



## D&G Quality Roofing Services

### Residential Re-Roofing & Roof Repairs

Whether you need a new roof on your existing home or are re-roofing to include a room addition, we are the area's most trusted residential re-roofing team. Our licensed, professional roofers will work quickly, efficiently and with minimal disruption to your home life. We'll work with you or your contractor to achieve the quality final product you expect. We keep up to date on zoning laws, building permit requirements and homeowners association guidelines, so you can be sure to get the job done right the first time. Our line of quality materials includes your favorites:

- **Asphalt - popular for its cost-to-quality ratio, available in many colors to match your home**
- **Cedar shakes or wood shingles give a natural look that increases the beauty and value of your home**
- **Tile - clay, concrete, in a variety of dramatic architectural styles**
- **Natural slate in a variety of thicknesses and colors, made to fade or weather-proof**

We know that when you have a problem with your roof, there's no time to waste. Because if you wait too long, a simple fix can turn into roof replacement. Whenever you notice a leak, missing shingles, or gutter damage, it is time to make a call. From roof repair to roof replacement, we can handle even the most unique problem.

### Energy Efficient Roofing

Whether you're rehabbing an existing foam roof or coating a new metal roof, Gaco Western has a roof system to meet your needs. Gaco spray foam and coatings provide seamless insulation and waterproofing, and are fully adhered to the substrate. This eliminates common sources of leaks and pooling water beneath roofing material. **Gaco Western Roof Systems** coatings are elastomeric, meaning they are able to stretch as the substrate warms and cools through the day and through the seasons. Characterized by high physical properties, GacoFlex coatings are tough enough to withstand years of abuse by sun and weather. Gaco has developed roof systems to meet specific project requirements. From quick-set spray applications, to highly reflective coatings designed to lower your energy bills, Gaco has the right applications to get your project done well and done on time.

### Gutter Cleaning

Gutter cleaning is a necessary part of maintaining your home, especially if your home is surrounded by trees. Unfortunately, gutter cleaning often takes a backseat to more pressing home repairs. Clogged gutters can cause rainwater to overflow, seeping into your home's woodwork and foundation and causing costly damage. Prevent drywall repairs, fix roof leaks or repair water damage to soffits and fascia with expert gutter cleaning. Gutter cleaning removes the leaves, nuts and twigs that prevent water from flowing away from your home. A regularly scheduled gutter cleaning by our professional, reliable staff extends the life of your roof and protects your home's values. We ensure that all leaves and debris are removed from gutters and downspouts, then check each downspout to ensure it's flowing.

### Siding

An attractive facade can help your property make a great first impression. If you're looking for a way to improve the appearance of your home or business, come to D&G Quality Roofing. As an established siding provider, we have the tools and skills to transform your property's appearance. New siding can do more than just help your home or business look better; it can also protect your exterior from the elements. And some types of siding even offer the benefit of added insulation, which means more comfortable indoor temps and lower heating and cooling bills. At D&G Quality Roofing, we offer a wide range of siding options, from basic materials to high-end products. Whether you need new siding installed or want your existing siding updated, we're up to the task.

### Windows

The right set of residential windows can result in significant energy savings throughout the year. At D&G Quality Roofing, our windows are designed to be more than just energy-efficient; they're also designed to enhance your home from an aesthetic perspective. We've gone out of our way to assemble a wide selection in order to serve your needs, taste, and budget, and we invite you to take a look at the options we have to offer.

## Wells Fargo Financing

We are approved to offer financing at Wells Fargo. Offering numerous programs and flexible terms such as 0% financing for 18 months. Financing available for up to 35K pending credit approval.

## Testimonials

*I would highly recommend and have recommended D & G ROOFING to everyone needing a new roof. In fact I would like to say "THANK YOU" to everyone at D & G Roofing. From owners to the employee's, everyone is professional, fast and friendly. They did an excellent job on my roof. Not only was I able to get the high quality roof I wanted but the pattern I liked. I wasn't going to replace gutters in back of my house I Was going to paint them but D & G Roofing not only sent out quality people to install my gutters, but they went ahead and replaced the gutters in back at no cost to me. They were out and gone in six hours and cleanup was excellent. They are not here today & gone tomorrow. They even stop to chat when in the area. You are #1. Thanks Again! - Vicki*

*After 18 years we needed a new roof. We were dreading the process of filing a claim and finding a reputable roofing company etc. By chance, a Sales Rep from D&G showed up on our door step. He explained how he would work directly with our insurance company to get us a new roof and D&G would pay our deductible. We verified the company's credentials and decided to give them a try. We are sure glad we did! Just as promised it was a stress free experience and the new roof is stunning. They even went the extra mile and coordinated the replacing of some damaged gutters that our insurance company found. You cannot go wrong with D&G. - David*

**customer service, and an A+ Rating with the BBB.** We've worked hard to develop a solid reputation in the residential and commercial roofing industry.

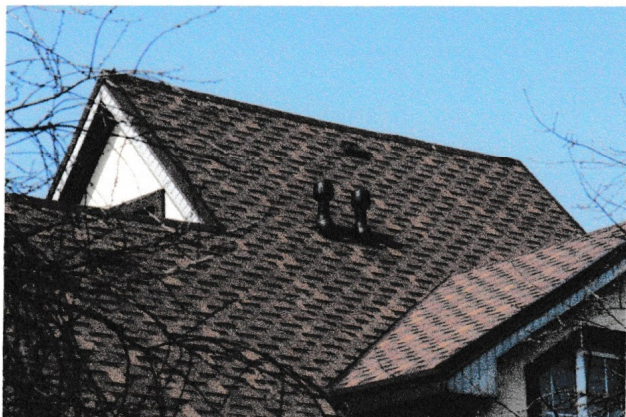
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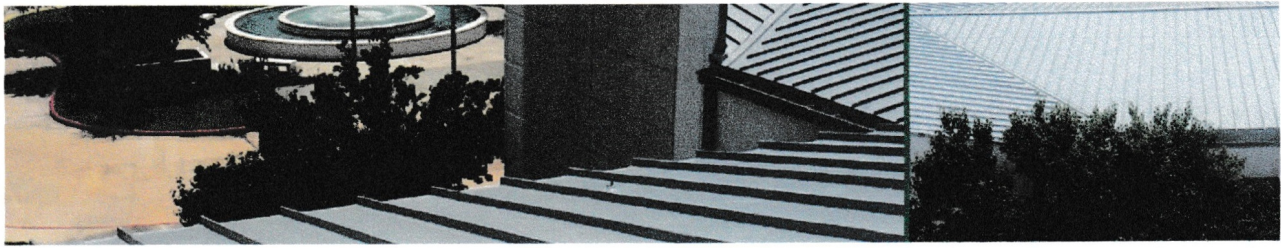
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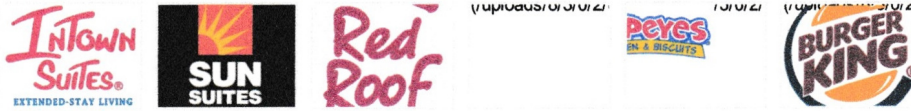
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- **U.S. Veterans Affairs**
- **Texas State Agencies**
- **Naval Air Station, JRB Fort Worth**
- **Choice Partners Cooperative**
- **Tips/Taps Cooperative**
- **U.S. Department of Housing & Urban Development**

## Commercial Roofing Materials Used:

- **TPO**
- **EPDM**
- **BUR**
- **MODIFIED**
- **PVC**
- **METAL**
- **SHINGLE**

## Our Certifications

- **Woman-Owned Small Business Administration Certification**
- **Federal Government Registered/Approved Contractor**
- **HAAG Engineer Certified**
- **Owens Corning® Preferred Contractor**
- **GAF® Certified™ Weather**

# The National Apartment Association Education Institute

has conferred upon

*Christa Weatherby*

the designation of

**Certified Apartment Supplier**

for fulfilling curriculum requirements, and  
passing a comprehensive examination

**2015**

*Shirley Pittor*

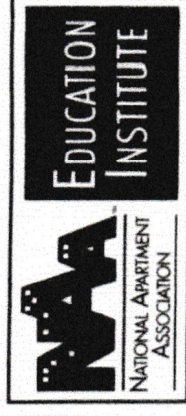
NAA EDUCATION INSTITUTE PRESIDENT

DESIGNATE ID: 1408110

ISSUE DATE: April 24, 2015

**CAS**

CERTIFIED APARTMENT  
SUPPLIER®



# Byron Miller

469-446-0563  
Byron532002@yahoo.com  
4305 FM 1187 Ste 100  
Burleson, TX 76026

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## Career Highlights

### **Senior Project Manager / Sales Manager / VP Commercial Roofing**

11 years' experience in the residential, commercial, government and industrial roofing industry, within the context of hurricane, tornado, large hail events and other catastrophe relief.

## Work Experience

### **Senior Estimator/Project Manager – Commercial Roofing Division**

*D & G Quality Roofing, Inc. (Residential/Commercial, Industrial and Government Roofing)*  
2013 - Present

- Specialist - Commercial Roofing Division
- Senior Estimator
- Senior Project Reviewer
- Federal and State Estimating Specialist
- Ancillary Office Manager

### **Estimator/Sales Manager– Commercial Roofing Division**

*All About Roofing and Construction, Inc. Haltom City, TX (Residential and Commercial Roofing)*  
2009 - 2013

- Vice President – AA Commercial Roofing
- Senior Project Specialist – Hospitality Division
- Recruiter/Trainer of Sales Staff
- Project Manager

### **Senior Project Manager – Commercial Roofing Division**

*Precision Restoration and Roofing, Inc (Commercial Roofing)*  
2004-2009

- Project Manager – multiple multi-million dollar projects
- Commercial Insurance Specialist
- Ancillary Office Manager

## Skills

Commercial Roofing specialist including flat roofs: Silicone Coatings, TPO, EPDM, 2-ply, 3-ply, 4-ply, Modified Bitumen hot-mop, torch-down, cold process, fully adhered, mechanically attached, aggregate, ballasted, coatings. Slope and mansard roofings including: Composite shingle, slate, Decra, Durolock, wood, tile, metal, organic shingle, asphaltic shingle, fiberglass shingle, etc. Also have extensive experience in using RS Means, Xactimate, Symbility, Integra/MSB and other cost estimating software packages.

## Projects

**Century Village Retirement Community– West Palm Beach, Florida** – Sept 24, 2004 through December 31, 2007. \$16 million, 178 building, 3,200 unit emergency repair and re-roof and building reconstruction resulting from hurricanes Charley (August 13, 2004), Frances (Sept 5, 2004); Jeanne (Sept 25, 2004), Dennis (July 10, 2005), Katrina (Sept 25, 2005), and Wilma (October 25, 2005).

**Lands of the President Condo Association – Palm Beach, Florida** – Sept 24, 2004 through December 31, 2007. \$4.2 million, 8 building emergency repair and re-roof and building reconstruction resulting from hurricanes Charley (August 13, 2004), Frances (Sept

5,2004); Jeanne (Sept 25, 2004), Dennis (July 10, 2005), Katrina (Sept 25,2005), and Wilma (October 25, 2005)

**First Presbyterian Church – Coral Springs, Florida** - October 25, 2005 through December 31, 2007. \$2.2 million, building and sanctuary building emergency repair and re-roof and building reconstruction resulting from hurricane Wilma (October 25, 2005).

**Faith Baptist Church Margate – Margate, Florida** - October 25, 2005 through December 31, 2007. \$1.6 million, 5 building and sanctuary building emergency repair and re-roof, asbestos remediation and building, sanctuary reconstruction resulting from hurricane Wilma (October 25, 2005).

**Trowbridge A Condo Association – Delray Beach, Florida** – October 25, 2005 through December 31, 2007. \$1.1 million, 1 building, 36 unit building emergency repair and re-roof and building reconstruction resulting from hurricane Wilma. (October 25, 2005).

**Shaker Woods Village Condo Association – Tamarac, Florida** -Sept 24, 2004 through December 31, 2007. \$965,000, 7 building, 36 unit emergency repair and re-roof and building reconstruction resulting from hurricanes Charley (August 13, 2004), Frances (Sept 5,2004); Jeanne (Sept 25, 2004), and Wilma (October 25, 2005).

**InTown Suites Hospitality – 800K, nationwide** 11 building emergency roof repair and re-roof from hail and windstorm damages. Arlington, Tx (2 hotels) – June through July 2011. Dallas, Tx (1hotel) – July 2011. Oklahoma, OK (1 hotel) - July 2011. Indianapolis, In (3 hotels) – August through Sept 2011. St Louis, MO (1 hotel) – September 2011. San Antonio, Tx (3 hotels) – January through February 2012.

**Joint Base Andrews, Maryland– Washington, DC.** April 2014 through December 2014. \$444,000 Large hangar roof replacement and deck reconstruction due to Hurricane Sandy.

**Seventh Day Adventist Church, Conference – Alvarado, TX.** October 2015. Complete high solids silicone roof refurbishment of flat roofing system. \$38,500. 50 year warranty.

**Seventh Day Adventist Church, Garland, TX** – October 2015. Complete flat roof refurbishment with high solids silicone. \$135,000. 50 year warranty

**Various Commercial, Government, Industrial and Residential properties** - (October 2004 to present) Emergency repairs and re-roofing in Dallas, Tx, Arlington, Tx., El Paso, TX., Austin, Tx., Florida, Mississippi, Louisiana, Alabama, Kansas, Colorado, New Mexico, Arizona, Georgia, Virginia, W.Virgina, Tennessee, Kentucky, Illinois, Indiana, Ohio, Oklahoma, Missouri, etc.

**Guide One Insurance – Various roof types and locations for mostly churches, temples and places of worship as a consultant and emergency repair facilitator.**

Also conducted roof consultations, writing insurance claims and project managed some of the projects they contracted out to 3<sup>rd</sup> party contractors. (October 2002 through December 2009)

## Company Certifications

**Woman Owned Business Enterprise (WBE), Certified Small Business, HUB, Federal Cage Number, Economically Disadvantaged Women Small and Women-Owned Company.**

**Progressive Materials**  
**Epoxy Flex**  
**CertainTeed Wizard**  
**Tamco Certified**  
**Pabco Certified**

**Gaco Silicone Products**  
**Hydro Stop**  
**GAF Certified**  
**IB Certified – NDL warranty**  
**WeatherGuard Certified – NDL warranty**

# Christa M. L. Weatherby

817-568-8300  
christa@dgqroofing.com  
2632 CR 529  
Burleson, TX 76028

## Career Highlights

### **Chief Executive Officer / Entrepreneur**

20 years of experience as CEO and entrepreneur of woman owned businesses

## Work Experience

### **Chief Executive Officer / President / Sole Stockholder**

*D & G Quality Roofing, Inc. (Residential and Commercial Roofing)*

2009 - Present

- Leads Executive Board in policy making
- Internal Controls
- P & L / Financial Reporting

### **Chief Executive Officer / Vice President**

*D & G Commercial Roofing, Inc. (Commercial Roofing)*

2012 - Present

- Leads Market Research Team
- Manages all customer relations
- Contract Administrator

### **Chief Executive Officer / President / Sole Stockholder**

*MPI Investments, Inc.*

2004 - Present

- Buy, sell, and remodel residential property
- Acquire commercial land and real estate
- Build office warehouse space
- Rent office space to clients

### **Chief Executive Officer / President / Sole Stockholder**

*Artistic Plastics, Inc.*

1996 - 1998

- Coordinate sales with global accounts, such as K-Mart & Wal-Mart
- Fabricate 2,000 gum ball machines

### **Director / Treasurer / Office Manager**

*Artistic Plastics & Fixtures, Inc.*

1992 - 2008

- Manage budgets and expenses
- Perform all Human Resource responsibilities
- Act as liaison to outside accountant
- Coordinate ITT

### **Owner**

*Small Business Savings & Associates*

1991 - 1998

- DBA for third-party billing company
- Increase sales by \$100,000.00
- Manage Customer Service department

## Skills

Peachtree Accounting, EDI Software, QuickBooks Accounting Software, Excel, Word, Notary Public State of Texas, corporate bookkeeping, bookkeeping, marketing, employee relations, conflict resolution, negotiations, problem solving, banking relationships, Federal and State tax liaison

## Education

Tarrant County Community College

# Donald W. Weatherby

817-568-8300  
don@dgqroofing.com  
2632 CR 529  
Burleson, TX 76028

## Career Highlights

### **Director / Entrepreneur / Officer**

20 years' experience in manufacturing and sales

## Work Experience

### **Vice President / Director / Field Manager**

*D & G Quality Roofing, Inc. (Residential and Commercial Roofing) May 2009 – Present*

- Sales & Marketing
- Team Building
- Client / Vendor Relationships

### **President / Director**

*D & G Commercial Roofing, Inc. (Commercial Roofing) 2012 – Present*

- Policy / Procedure Formulation
- Contract Negotiations
- Vendor Relations

### **President / Sole Stockholder / Production Manager**

*Artistic Plastics & Fixtures, Inc. February 1992 – May 2009*

- Part owner of a \$ 10 million company
- Board of Director
- Client / Vendor Relationships
- Supervised 50 - 100 employees

### **President / Plant Manager / Stockholder**

*Artistic Molding, Inc. 1998 - 2004*

- New Business Development
- Quality Control
- Client / Vendor Relationships

### **Construction**

*Daniel's Construction, Waco, TX 1985 - 1991*

- Remodeling
- New Construction
- Production

## Skills

Business management, sales training, team building and leadership, marketing, program development, strategic planning.

## Education

### **Bachelors of Arts**

*Business with an emphasis in Marketing*  
University of Wichita State, Wichita, KS

### **Associates Degree**

Butler Junior College, El Dorado, KS



## Career Highlights

### Office Management

6 years' experience in office management

## Work Experience

### Office Manager

*D & G Quality Roofing, Inc. Burleson, TX (Residential and Commercial Roofing)*  
2010 – Present

- Customer Relations
- Bookkeeping
- Insurance Claims specialist
- Lead Management

### Office Manager

*Dr. Milios D.D.S. Altamonte Springs, FL 1993 - 1996*

- Patient Relations
- Bookkeeping
- Insurance Claims specialist

### Flight Attendant

*Pan Am Airways New York, NY 1991 -1993*

- Accessing customer needs
- Presentation and Public Speaking
- Interpersonal Communications

## Skills

QuickBooks Accounting Software, Excel, Word, Notary Public State of Texas, bookkeeping, oral and written communications, organizational skills, time management.

## Education

Darton College, Albany, GA

# **JERRELL J. COSBY**

**The Wynne Law Center  
5128 Birchman Avenue  
Fort Worth TX 76107  
817-300-6666(cell)  
817-370-4649 (fax)**

## **Mediator-developer- consultant**

Twenty-five years in construction, development, property management, and consulting. Mediated first case in 1990. Full time mediator since 1999. Mediation specialties include complex multi-party commercial disputes, construction, bankruptcy, insurance contracts, real estate condemnation, personal injury, and family law.

## **Experience:**

National Professional Services, Inc. Fort Worth, Texas, Chairman, 1976 to present. Founder of company that provides counsel on business, tax issues, securities, real estate, insurance, estates, trusts.  
Texas Mediation Group, Chairman, 1999 to present. Founder of Arbitration, Mediation, and Negotiation consortium with Dallas & Tarrant, County offices.

- Born into construction: Father was general contractor. First job was as a manual laborer at 50 cents per hour.
- Built 17 office buildings and over 30 multi-unit residential units.
- Owned property management company which dealt with 70 -100 tenants each month.
- Successfully mediated over 1500 cases by combining years of experience as real estate investor, developer, and contractor with serious study of resolution techniques and male power issues.
- Consultant to and board member of dozens of Texas corporations
- Received national award (2006) as outstanding mediator in highly complex family law matters.

University of Texas at Arlington, B.S.  
University of Texas Southwestern Medical School  
College for Financial Planning, M.S. (Finance)  
National Mediation Academy, Dallas, Texas. Mediation  
National Mediation Academy, Dallas, Texas. Arbitration  
Baylor University, School of Law, Advanced Divorce Mediation  
Sam Houston State University, Advanced Mediation Workshop  
Southern Methodist University, Child Protective Services Mediation  
Planning, Zoning & Eminent Domain Workshop

### **Past and Present Professional Designations Earned:**

Qualified Civil Mediator  
Qualified Divorce Mediator  
Qualified Arbitrator  
Qualified C.P.S. Mediator  
Certified Financial Planner  
Accredited Tax Advisor  
Board Qualified Estate and Trust Planning  
Texas Real Estate Broker License  
Licensed Insurance Professional

### **Past and Present Activities:**

President - Dallas Mediators Association  
President - Fort Western Inc. (1000 member Bridge group)  
Member-Tarrant County Family Law Bar Association  
Member-Texas Association of Mediators  
Volunteer-McLennan County Dispute Resolution Center  
Volunteer-Dispute Mediation Service, Inc., Dallas, Texas  
Big Brothers & Sisters-Director for 10 years and Big Brother for 5 years  
Cubmaster-Boy Scouts of America  
Regional Moderator-Christian Church of the Southwest  
Chairman of the Board:  
    First Christian Church, Arlington, Texas  
    First Christian Church, Cleburne, Texas  
Project Coordinator-Fresh Start Divorce Recovery  
Secretary-Tarrant County Association of Marriage & Family Therapists

**ALAN SINGER      PH# 321-525-0729**

2700 Dave Angel, Burleson, TX 76028

D & G Quality Roofing, Inc.

Position: Marketing & Lead Generator (2011 – Present)

Responsibilities: Generate leads for sale personal and follow up with customers. Coordinate trade shows and to keep up with company facebook page.

\* WORKMAN MORTGAGE, MELBOURNE, FL

Position: Loan Officer / Production Manager (November 2005 – 2011)

Responsibilities: Conduct initial interview with prospective customers to evaluate their financial situation. Gather loan applicant's documents for review and submit file for underwriting. Counsel customers on their future goals and communicate objectives to them throughout the loan process. Train and supervise part-time employees to insure all their goals and production was met.

\* 1<sup>st</sup>. BREVARD, MELBOURNE, FL

Position: Loan Officer (April 2004 to September 2005)

Responsibilities: Developed new referrals through telemarketing and meeting with contractors and builders. Met with customers to discuss financial objectives. Followed through with loan process including closings. Responsible for getting loans approved and funded, including ordering title work and scheduling appraisals.

\* FREEDMONT MORTGAGE, COCKEYSVILLE, MD

Position: Account Executive (January 2000 to March 2004)

Responsibilities: Review applicant's credit history and determine credit worthiness. Collect applicant's financial documents. Work with underwriters through the final approval process. Conduct loan closings. Promote business through contacts with other lenders, insurance agents, attorneys, building contractors and real estate agents.

\* AMERIQUEST MORTGAGE, CAMP HILL, PA

Position: Account Executive (October 1998 to January 2000)

Responsibilities: Originate real estate secured loans by telemarketing and developing referral relationships. Source, develop, package and close real estate secured loans. Gather and review applicant's financial documents. Interview applicants to determine financial objectives and maintain contact through the entire loan process and conduct closing.

\* CREDIT PLUS SOLUTIONS GROUP, HARRISBURG, PA

Position: Account Representative (May 1998 to October 1998)

Responsibilities: Commercial account collections for large utility company involving in-state and out-of-state accounts. Making sales presentations to prospective clients as well as maintaining customer relations with existing clients. Assistance provided to the Sales Department with regard to prospective clients.

**\* CAPITAL RECOVERY ASSOCIATES, HARRISBURG, PA**

**Position:** Sales Representative (April 1997 to December 1997)

**Responsibilities:** Marketing new business from medical and commercial businesses as well as maintaining already established client portfolios. Responsible for outside sales presentations, in-house tours and system demonstrations for existing and prospective clients.

**\* NATIONAL RECOVERY AGENCY/ARTHUR A. KUSIC, ESQUIRE, HARRISBURG, PA**

**Position:** Collections Specialist (April 1992 to April 1997)

**Responsibilities:** Medical and commercial delinquent accounts collections, counseling and providing assistance to consumers regarding money management issues and budgeting techniques; credit analysis; extensive interaction with customers, as well as existing and prospective clients.

**\* PENNSYLVANIA HIGHER EDUCATION ASSISTANCE AGENCY, HARRISBURG, PA**

**Position:** Supervisor, Pursuit Department (November 1986 to April 1992)

**Responsibilities:** Supervision and training of twenty employees (IBM & Davox Systems); monitoring and compilation of statistical data on a \$5 million Law Access Portfolio; interviewing prospective employees; conducting weekly staff meetings and monitoring employee productivity.

## **EDUCATION**

**AMERICAN INSTITUTE OF BANKING, HARRISBURG, PA**

**Principles of Banking:** May 1987

**HARRISBURG AREA COMMUNITY COLLEGE, HARRISBURG, PA**

**Communications / Business:** 1982-1984

**SUSQUEHANNA TOWNSHIP HIGH SCHOOL, HARRISBURG, PA**

**Graduated:** 1982

**References Available Upon Request**

# Chuck Hensiek

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817-822-3540  
chuck@dgqroofing.com  
204 Roland Street  
Burleson, TX 76028

## Career Highlights

### **Production Manager / Installer**

15 years' experience in the roofing industry

## Work Experience

### **Production Manager**

*D & G Quality Roofing, Inc. (Residential and Commercial Roofing)*

*2011 - Present*

- Material Purchases
- Crew Scheduler
- Safety Officer
- Quality Control
- Estimates for sales-force and insurance companies

### **Construction & Roof Installer**

*Self employed*

- Roofing
- Remodeling
- Sales
- Roof repairs (residential, churches, multi-family complexes and commercial)

## Skills

Exactimate, Eagle View, team building, program development, sales and marketing, client relations

## Certifications

*Progressive Coating*

D & G QUALITY ROOFING INC.

4305 FM 1187 Suite 100

Burleson TX, 76028

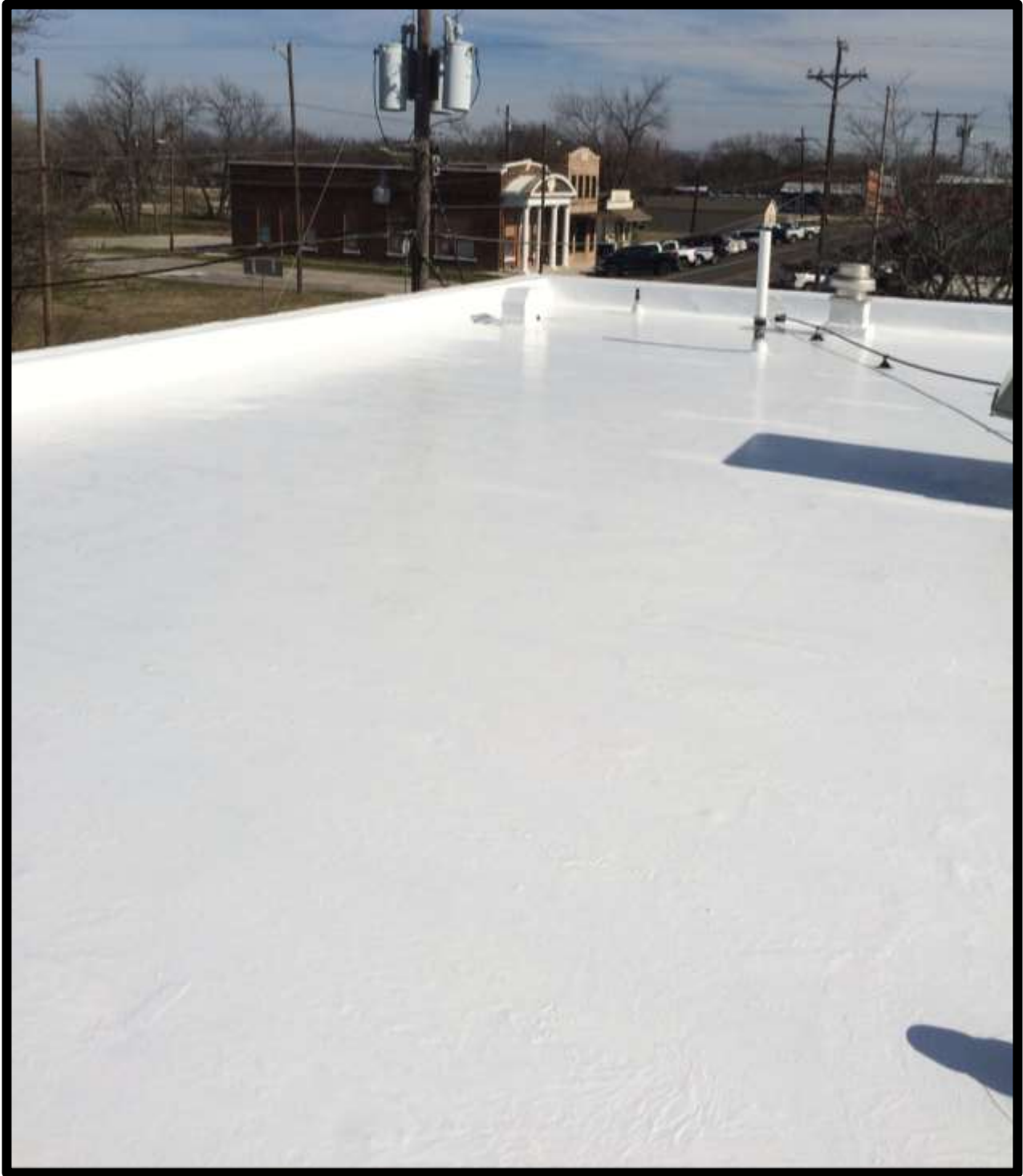
Office (817) 568-8300

FAX (817) 568-0029

The following projects are silicone refurbishment project conducted by D&G Quality Roofing:



**Anna, Texas Police Department before silicone. Existing roof was a deteriorated TPO roof with multiple roof leaks.**



**Anna Police Department after complete silicone refurbishment with 30 mil thick of high solids silicone. 50 year manufacturer's warranty, 5 year workmanship warranty. Zero leaks.**





**Marshall, Texas Economic Development Corporation. Existing roof was modified bitumen cap sheet torch down with multiple leaks throughout the whole building.**

**Coping caps and metal roof also leaking**





**After 30 mil high solids silicone roof refurbishment, 50 year manufacturer's warranty, 5 year workmanship warranty. Zero leaks.**



**The Conference for the Seventh-Day Adventists, Alvarado, TX. Existing roof is a 10 mil acrylic coating over modified bitumen cap sheet. Multiple leaks throughout the building.**



**After 30 mil Silicone refurbishment applied. Same warranties, zero leaks.**

**Here are some other production pictures of projects we have done:**









**The following references have had roof coatings applied by D&G Quality Roofing, Inc. Please feel free to contact them any time. Thank you for considering D&G Quality Roofing as your contractor.**

**Texas State Technical School**

Contact: Jack George (903) 923-3260

**Seventh Day Adventist Conference**

Contact: Wes Schramm (817) 300-8239

**Ana Police Department**

Contact: Philip Sanders (972) 924-3325

**University Houston - Victoria**

Contact: John Burke (361) 570-4826

**Trinity Presbyterian Church**

Contact: Walt Kerr (817) 253-4839

**Grace Presbyterian Church**

Contact: Roger Perez (817) 781-4522

**Forest Hill Apartments**

Contact: Amanda Rivera (512) 432-1105

**Bay Shore Village**

Contact: Stuart England (972) 436-6569

**MEDCO - Marshall, TX**

Contact - Rush Harris

903-930-7625



**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;

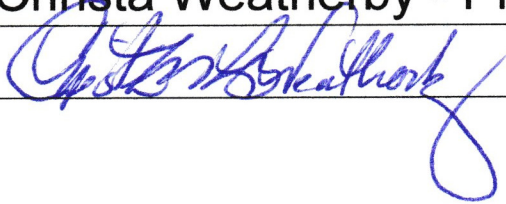
(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce ; and

(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 D&G Quality Roofing, INC

Print name of authorized representative Christa Weatherby - President

Signature of authorized representative



Date 3/17/2017

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

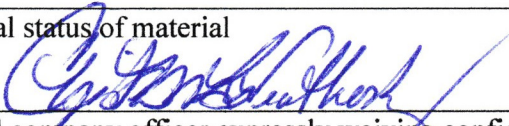
ATTACHED ARE COPIES OF \_\_\_\_\_ PAGES OF CONFIDENTIAL MATERIAL FROM OUR PROPOSAL

**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.

D&G Quality Roofing, INC

\_\_\_\_\_  
Name of company expressly waiving confidential status of material

Christa Weatherby - President



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

4305 E FM 1187 Suite 100 Burleson Tx 76028 817-568-8300  
Address City State ZIP Phone

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: **Christa Weatherby - President**  
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: \_\_\_\_\_

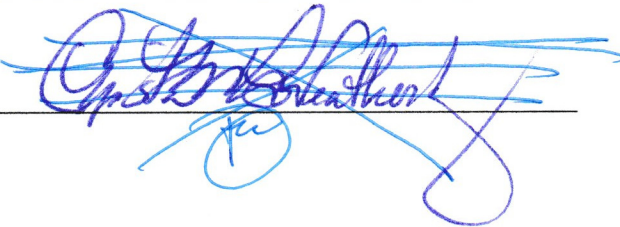
B. My firm is not owned nor operated by anyone who has been convicted of a felony:

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: D&G Quality Roofing, INC  
(Name of Corporation)

I, Christa Weatherby certify that I am the Secretary of the Corporation  
(Name of Corporate Secretary)

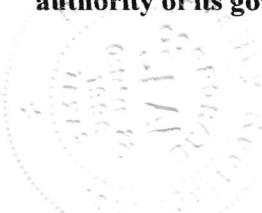
named as OFFERER herein above; that

Byron Miller  
(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

Christa Weatherby 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

Christa Weatherby  
SIGNATURE

3-16-17  
DATE



**GLENN HEGAR** TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

The Texas Comptroller of Public Accounts (CPA) administers the Statewide Historically Underutilized Business (HUB) Program for the State of Texas, which includes certifying minority-, woman- and service disabled veteran-owned businesses as HUBs and facilitates the use of HUBs in state procurement and provides them with information on the state's procurement process.

We are pleased to inform you that your application for certification/re-certification as a HUB has been approved. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at <https://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>. Provided that your company continues to meet HUB eligibility requirements, the attached HUB certificate is valid for the time period specified.

You must notify the HUB Program in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. *Note: Any changes made to your company's information may require the HUB Program to re-evaluate your company's eligibility.*

Please visit our website at <http://comptroller.texas.gov/procurement/prog/hub/> and reference our publications (i.e. Grow Your Business pamphlet, HUB Brochure and Vendor Guide) providing additional information on state procurement resources that can increase your company's chances of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at 512-463-5872 or toll-free in Texas at 1-888-863-5881.

**Texas Historically Underutilized Business (HUB) Certificate**



Certificate/VID Number:	<b>1752675180900</b>
File/Vendor Number:	<b>477127</b>
Approval Date:	<b>20-JAN-2017</b>
Scheduled Expiration Date:	<b>20-JAN-2021</b>

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

**D & G QUALITY ROOFING, INC.**

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 20-JAN-2017, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

*Bobby Pounds, Interim Director  
Statewide Support Services Division*

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (<https://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>) or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-863-5881.



March 16, 2017

D&G Quality Roofing, Inc.  
4305 E FM 1187, #100  
Burleson, TX 76028

Re: Bonding Program Reference – D&G Quality Roofing, Inc.

To Whom It May Concern:

It has been the privilege of the Baldwin-Cox Agency and Insurors Indemnity Company to provide surety bonds on behalf of D&G Quality Roofing, Inc. In our opinion, D&G Quality Roofing, Inc., remains properly financed, well equipped, and capably managed. They are a valued client and I give them my highest recommendation.

At the present time, Insurors Indemnity Company provides a \$1,000,000 single and \$2,000,000 aggregate surety program to D&G Quality Roofing, Inc. As always, Insurors Indemnity Company reserves the right to perform normal underwriting at the time of any bond request, including, without limitation, prior review and approval of relevant contract documents, bond forms, job scope, financial data, and project financing.

We assume no third party liability if for any reason we do not execute such bonds as bonding is a matter between D&G Quality Roofing, Inc., and Insurors Indemnity Company. Please note that this letter does not replace or constitute any type of bid bond or guarantee. As such, it is for informative purposes only and not contractually binding.

Insurors Indemnity Company is listed on the U.S. Treasury Department's Listing of Approved Sureties (Department Circular 570), and has an underwriting limitation of \$1,430,000. Insurors Indemnity Company is currently rated A- (Excellent) V Stable by A.M. Best Company.

Very truly yours,

Insurors Indemnity Company

By: *Blaine Allen*

Blaine Allen, Attorney-in-Fact



## Warranty Information

**D&G Quality Roofing is proud to offer many different warranties on a large array of different roof systems. Each situation, each installation, and each manufacturer comes with its own unique challenges. So too, are the variety of warranties available.**

**Most manufacturers will offer, through our Certified Installer programs, up to 20 year warranties on installed products. Some can even go as high as 50 years on materials.**

**Depending on the situation, D&G Quality Roofing offers up to 5 year workmanship warranties with the option to purchase a further 5 years, 10 years or 15 years.**

**With all of this in mind, we can assure you that choosing us as your installer will give you peace of mind for the most cost effective, value added roofing systems.**

*Byron Miller*

Senior Estimator

D & G Quality Roofing, Inc

4305 FM 1187 Ste. 100

Burleson, Tx.76028

**469-446-0563 c**

817-568-8300 w

Residential & Commercial Roofing

HUB, WBENC, SBE Certified



**GLENN HEGAR** TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

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We are pleased to inform you that your application for certification/re-certification as a HUB has been approved. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at <https://mycpa.cpa.state.tx.us/passcmlsearch/index.jsp>. Provided that your company continues to meet HUB eligibility requirements, the attached HUB certificate is valid for the time period specified.

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**D & G QUALITY ROOFING, INC.**

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*Bobby Pounds, Interim Director  
Statewide Support Services Division*

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hereby grants

# National Women's Business Enterprise Certification to D & G Quality Roofing, Inc.

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).  
This certification affirms the business is woman-owned, operated and controlled; and is valid through the date herein.

WBENC National WBE Certification was processed and validated by  
Women's Business Council – Southwest, a WBENC Regional Partner Organization.

*Debbie Hurst*

Authorized by Debbie Hurst, President  
Women's Business Council – Southwest



WOMEN'S  
BUSINESS  
COUNCIL  
—  
SOUTHWEST

Certification Granted: 7/17/2013

Expiration Date: 07/17/2017

WBENC National Certification Number: 2005122742

NAICS Codes: 238160, 238170, 236116, 236210, 236220, 238990, 423330

UNSPSC Codes: 72152601, 72101504, 30151500, 72152600





**HEREBY GRANTS  
WOMAN OWNED SMALL BUSINESS (WOSB) CERTIFICATION TO  
D & G Quality Roofing, Inc.**

The identified small business is an eligible WOSB for the WOSB Program, as set forth in 13 C.F.R. part 127 and has been certified as such by an SBA approved Third Party Certifier pursuant to the Third Party Agreement, dated June 30, 2011, and available at [www.sba.gov/wosb](http://www.sba.gov/wosb).

The WOSB Certification expires on the date herein unless there is a change in the SBA's regulation that makes the WOSB ineligible or there is a change in the WOSB that makes the WOSB ineligible. If either occurs, this WOSB Certification is immediately invalid. The WOSB must not misrepresent its certification status to any other party, including any local or State government or contracting official or the Federal government or any of its contracting officials.

NAICS: 236116, 236118, 236210, 236220, 238160, 238170, 238990, 423330
UNSPSC: 30151500, 72101504, 72152600, 72152601
Certification Number: WOSB160401
Expiration Date: July 17, 2017



**WOMEN'S  
BUSINESS  
COUNCIL  
SOUTHWEST**

Debbie Hurst, Women's Business Council - Southwest  
President

Pamela Prince-Fason, WBENC President & CEO

Candace Waterman, WBENC Chief of Staff,  
Certification & Program Operations



## Texas Department of Transportation

125 EAST 11<sup>TH</sup> STREET | AUSTIN, TEXAS 78701-2483 | (512) 463-8588 | WWW.TXDOT.GOV

April 29, 2014

Ms. Christa M. L. Weatherby, President  
D & G Quality Roofing, Inc.  
4305 E. FM 1187 #100  
Burleson, TX 76028

Dear Ms. Weatherby:

We are pleased to inform you that your application for this Department's Small Business Enterprise (SBE) Program has been approved. Your firm is now approved as a SBE through **April 30, 2016**. Your firm's Vendor Number (VN) is **25350**. Your firm can now bid, as a SBE, in the following work function(s):

### Roofing Contractors

Your firm will be included in this Department's SBE Directory. This Department has a web page located at [www.dot.state.tx.us](http://www.dot.state.tx.us). It is your responsibility to ensure that the business contact information (i.e. address and phone numbers) is correct and notify us immediately if it is not.

You are required to notify this office IMMEDIATELY if your firm becomes certified in some other certification program. Changes in ownership, large gross receipt increases, contact address or business phone numbers must be submitted to this Department immediately. Failure to notify us of significant changes in your business can result in your firm being removed from the Department's SBE Program.

We will contact you with instructions for recertification before your expiration date. If we can be of further assistance regarding the SBE program, please feel free to contact Christina Calvo at 512-486-5510 and refer to VN **25350**.

Sincerely,

Ron Wilson, Director  
Office of Civil Rights



125 EAST 11TH STREET, AUSTIN, TEXAS 78701-2483 | 512.416.4700 | WWW.TXDOT.GOV

May 9, 2016

Christa M. Weatherby  
President  
D & G Quality Roofing, Inc.  
4305 E. FM 1187, #100  
Burleson, TX 76028

Re: Notice of Small Business Enterprise (SBE) Certification Extension

Dear Ms. Weatherby:

The Civil Rights Division (CIV) is pleased to inform D & G Quality Roofing, Inc. (DGQR) that its certification with the Texas Department of Transportation's (TxDOT) SBE Program has been extended through **April 2017**. In accordance with the requirements of the Texas Administrative Code §9.309(a) an SBE certification is valid for three years.

DGQR will continue to be included in the Texas Unified Certification Program Directory. Significant changes in the business structure of DGQR should be promptly reported to CIV. Failure to report changes could result in removal from TxDOT's SBE program. In order to keep your vendor profile up to date, please log into the Diversity Management System (DMS) at [www.txdot.txdotcms.com](http://www.txdot.txdotcms.com) to submit modifications to DGQR's information.

Please contact this office at (512) 416-4700, and refer to Vendor Number 25350 if you have any questions.

Sincerely,

Michael D. Bryant  
Director  
Civil Rights Division

OUR VALUES: *People • Accountability • Trust • Honesty*

OUR MISSION: *Through collaboration and leadership, we deliver a safe, reliable, and integrated transportation system that enables the movement of people and goods.*

An Equal Opportunity Employer

# The National Apartment Association Education Institute

has conferred upon

*Christa Weatherby*

the designation of

**Certified Apartment Supplier**

for fulfilling curriculum requirements, and  
passing a comprehensive examination

**2015**



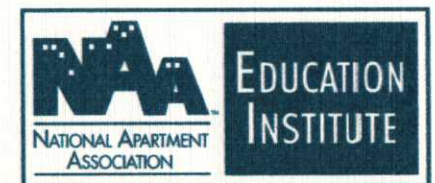
CERTIFIED APARTMENT  
SUPPLIER®

A handwritten signature in black ink, reading "Devin Pittro".

NAA EDUCATION INSTITUTE PRESIDENT

DESIGNATE ID: 1408110

ISSUE DATE: April 24, 2015





**DURO-LAST**  
THE WORLD'S BEST ROOF®

*Certificate of Training*

*Award To*

**BYRON MILLER**

**D & G QUALITY ROOFING**

**DECEMBER 14, 2016**

*For participation and completion of the Duro-Last® In House Training Program  
In the installation of the Duro-Last Roofing System.*

*Steve Ruth*

STEVE RUTH, VICE PRESIDENT OF SALES  
AND MARKETING

*[Signature]*

DIRECTOR OF QUALITY ASSURANCE

*Reginald Greer*

INSTRUCTOR

World Headquarters: Saginaw, Michigan  
Grants Pass, Oregon • Sigourney, Iowa • Jackson, Mississippi • Carrollton, Texas

"Duro-Last" and the "World's Best Roof" are registered trademarks owned by Duro-Last, Inc.  
In House Training Certificate 4.18.16\_V1 - DL240002

*We hereby certify that*

**D & G Quality Roofing, Inc.**

**4305 E FM 1187 #100**

**Burleson, TX 76028**

*is a*

**Certified Licensed Applicator (CLA)**

*for the following systems*

- SPF Roofing Systems
- RCR Roofing Systems

*for the period of*

**January 1, 2016 to December 31, 2016**



President



Technical Director



# Christa M. L. Weatherby

817-568-8300  
christa@dgqroofing.com  
2632 CR 529  
Burleson, TX 76028

## Career Highlights

### **Chief Executive Officer / Entrepreneur**

20 years of experience as CEO and entrepreneur of woman owned businesses

## Work Experience

### **Chief Executive Officer / President / Sole Stockholder**

*D & G Quality Roofing, Inc. (Residential and Commercial Roofing)*

2009 - Present

- Leads Executive Board in policy making
- Internal Controls
- P & L / Financial Reporting

### **Chief Executive Officer / Vice President**

*D & G Commercial Roofing, Inc. (Commercial Roofing)*

2012 - Present

- Leads Market Research Team
- Manages all customer relations
- Contract Administrator

### **Chief Executive Officer / President / Sole Stockholder**

*MPI Investments, Inc.*

2004 - Present

- Buy, sell, and remodel residential property
- Acquire commercial land and real estate
- Build office warehouse space
- Rent office space to clients

### **Chief Executive Officer / President / Sole Stockholder**

*Artistic Plastics, Inc.*

1996 - 1998

- Coordinate sales with global accounts, such as K-Mart & Wal-Mart
- Fabricate 2,000 gum ball machines

### **Director / Treasurer / Office Manager**

*Artistic Plastics & Fixtures, Inc.*

1992 - 2008

- Manage budgets and expenses
- Perform all Human Resource responsibilities
- Act as liaison to outside accountant
- Coordinate ITT

### **Owner**

*Small Business Savings & Associates*

1991 - 1998

- DBA for third-party billing company
- Increase sales by \$100,000.00
- Manage Customer Service department

## Skills

Peachtree Accounting, EDI Software, QuickBooks Accounting Software, Excel, Word, Notary Public State of Texas, corporate bookkeeping, bookkeeping, marketing, employee relations, conflict resolution, negotiations, problem solving, banking relationships, Federal and State tax liaison

## Education

Tarrant County Community College



# Donald W. Weatherby

817-568-8300  
don@dgqroofing.com  
2632 CR 529  
Burleson, TX 76028

## Career Highlights

### **Director / Entrepreneur / Officer**

20 years' experience in manufacturing and sales

## Work Experience

### **Vice President / Director / Field Manager**

*D & G Quality Roofing, Inc. (Residential and Commercial Roofing) May 2009 – Present*

- Sales & Marketing
- Team Building
- Client / Vendor Relationships

### **President / Director**

*D & G Commercial Roofing, Inc. (Commercial Roofing) 2012 – Present*

- Policy / Procedure Formulation
- Contract Negotiations
- Vendor Relations

### **President / Sole Stockholder / Production Manager**

*Artistic Plastics & Fixtures, Inc. February 1992 – May 2009*

- Part owner of a \$ 10 million company
- Board of Director
- Client / Vendor Relationships
- Supervised 50 - 100 employees

### **President / Plant Manager / Stockholder**

*Artistic Molding, Inc. 1998 - 2004*

- New Business Development
- Quality Control
- Client / Vendor Relationships

### **Construction**

*Daniel's Construction, Waco, TX 1985 - 1991*

- Remodeling
- New Construction
- Production

## Skills

Business management, sales training, team building and leadership, marketing, program development, strategic planning.

## Education

### **Bachelors of Arts**

*Business with an emphasis in Marketing*  
University of Wichita State, Wichita, KS

### **Associates Degree**

Butler Junior College, El Dorado, KS

## Career Highlights

### Office Management

6 years' experience in office management

## Work Experience

### Office Manager

*D & G Quality Roofing, Inc. Burleson, TX (Residential and Commercial Roofing)*  
2010 – Present

- Customer Relations
- Bookkeeping
- Insurance Claims specialist
- Lead Management

### Office Manager

*Dr. Milios D.D.S. Altamonte Springs, FL 1993 - 1996*

- Patient Relations
- Bookkeeping
- Insurance Claims specialist

### Flight Attendant

*Pan Am Airways New York, NY 1991 -1993*

- Accessing customer needs
- Presentation and Public Speaking
- Interpersonal Communications

## Skills

QuickBooks Accounting Software, Excel, Word, Notary Public State of Texas, bookkeeping, oral and written communications, organizational skills, time management.

## Education

Darton College, Albany, GA

# **JERRELL J. COSBY**

**The Wynne Law Center  
5128 Birchman Avenue  
Fort Worth TX 76107  
817-300-6666(cell)  
817-370-4649 (fax)**

## **Mediator-developer- consultant**

Twenty-five years in construction, development, property management, and consulting. Mediated first case in 1990. Full time mediator since 1999. Mediation specialties include complex multi-party commercial disputes, construction, bankruptcy, insurance contracts, real estate condemnation, personal injury, and family law.

## **Experience:**

National Professional Services, Inc. Fort Worth, Texas, Chairman, 1976 to present. Founder of company that provides counsel on business, tax issues, securities, real estate, insurance, estates, trusts.  
Texas Mediation Group, Chairman, 1999 to present. Founder of Arbitration, Mediation, and Negotiation consortium with Dallas & Tarrant, County offices.

- Born into construction: Father was general contractor. First job was as a manual laborer at 50 cents per hour.
- Built 17 office buildings and over 30 multi-unit residential units.
- Owned property management company which dealt with 70 -100 tenants each month.
- Successfully mediated over 1500 cases by combining years of experience as real estate investor, developer, and contractor with serious study of resolution techniques and male power issues.
- Consultant to and board member of dozens of Texas corporations
- Received national award (2006) as outstanding mediator in highly complex family law matters.

University of Texas at Arlington, B.S.  
University of Texas Southwestern Medical School  
College for Financial Planning, M.S. (Finance)  
National Mediation Academy, Dallas, Texas. Mediation  
National Mediation Academy, Dallas, Texas. Arbitration  
Baylor University, School of Law, Advanced Divorce Mediation  
Sam Houston State University, Advanced Mediation Workshop  
Southern Methodist University, Child Protective Services Mediation  
Planning, Zoning & Eminent Domain Workshop

### **Past and Present Professional Designations Earned:**

Qualified Civil Mediator  
Qualified Divorce Mediator  
Qualified Arbitrator  
Qualified C.P.S. Mediator  
Certified Financial Planner  
Accredited Tax Advisor  
Board Qualified Estate and Trust Planning  
Texas Real Estate Broker License  
Licensed Insurance Professional

### **Past and Present Activities:**

President - Dallas Mediators Association  
President - Fort Western Inc. (1000 member Bridge group)  
Member-Tarrant County Family Law Bar Association  
Member-Texas Association of Mediators  
Volunteer-McLennan County Dispute Resolution Center  
Volunteer-Dispute Mediation Service, Inc., Dallas, Texas  
Big Brothers & Sisters-Director for 10 years and Big Brother for 5 years  
Cubmaster-Boy Scouts of America  
Regional Moderator-Christian Church of the Southwest  
Chairman of the Board:  
    First Christian Church, Arlington, Texas  
    First Christian Church, Cleburne, Texas  
Project Coordinator-Fresh Start Divorce Recovery  
Secretary-Tarrant County Association of Marriage & Family Therapists

**ALAN SINGER      PH# 321-525-0729**

2700 Dave Angel, Burleson, TX 76028

D & G Quality Roofing, Inc.

Position: Marketing & Lead Generator (2011 – Present)

Responsibilities: Generate leads for sale personal and follow up with customers. Coordinate trade shows and to keep up with company facebook page.

\* WORKMAN MORTGAGE, MELBOURNE, FL

Position: Loan Officer / Production Manager (November 2005 – 2011)

Responsibilities: Conduct initial interview with prospective customers to evaluate their financial situation. Gather loan applicant's documents for review and submit file for underwriting. Counsel customers on their future goals and communicate objectives to them throughout the loan process. Train and supervise part-time employees to insure all their goals and production was met.

\* 1<sup>st</sup>. BREVARD, MELBOURNE, FL

Position: Loan Officer (April 2004 to September 2005)

Responsibilities: Developed new referrals through telemarketing and meeting with contractors and builders. Met with customers to discuss financial objectives. Followed through with loan process including closings. Responsible for getting loans approved and funded, including ordering title work and scheduling appraisals.

\* FREEDMONT MORTGAGE, COCKEYSVILLE, MD

Position: Account Executive (January 2000 to March 2004)

Responsibilities: Review applicant's credit history and determine credit worthiness. Collect applicant's financial documents. Work with underwriters through the final approval process. Conduct loan closings. Promote business through contacts with other lenders, insurance agents, attorneys, building contractors and real estate agents.

\* AMERIQUEST MORTGAGE, CAMP HILL, PA

Position: Account Executive (October 1998 to January 2000)

Responsibilities: Originate real estate secured loans by telemarketing and developing referral relationships. Source, develop, package and close real estate secured loans. Gather and review applicant's financial documents. Interview applicants to determine financial objectives and maintain contact through the entire loan process and conduct closing.

\* CREDIT PLUS SOLUTIONS GROUP, HARRISBURG, PA

Position: Account Representative (May 1998 to October 1998)

Responsibilities: Commercial account collections for large utility company involving in-state and out-of-state accounts. Making sales presentations to prospective clients as well as maintaining customer relations with existing clients. Assistance provided to the Sales Department with regard to prospective clients.

**\* CAPITAL RECOVERY ASSOCIATES, HARRISBURG, PA**

**Position:** Sales Representative (April 1997 to December 1997)

**Responsibilities:** Marketing new business from medical and commercial businesses as well as maintaining already established client portfolios. Responsible for outside sales presentations, in-house tours and system demonstrations for existing and prospective clients.

**\* NATIONAL RECOVERY AGENCY/ARTHUR A. KUSIC, ESQUIRE, HARRISBURG, PA**

**Position:** Collections Specialist (April 1992 to April 1997)

**Responsibilities:** Medical and commercial delinquent accounts collections, counseling and providing assistance to consumers regarding money management issues and budgeting techniques; credit analysis; extensive interaction with customers, as well as existing and prospective clients.

**\* PENNSYLVANIA HIGHER EDUCATION ASSISTANCE AGENCY, HARRISBURG, PA**

**Position:** Supervisor, Pursuit Department (November 1986 to April 1992)

**Responsibilities:** Supervision and training of twenty employees (IBM & Davox Systems); monitoring and compilation of statistical data on a \$5 million Law Access Portfolio; interviewing prospective employees; conducting weekly staff meetings and monitoring employee productivity.

## **EDUCATION**

AMERICAN INSTITUTE OF BANKING, HARRISBURG, PA

Principles of Banking: May 1987

HARRISBURG AREA COMMUNITY COLLEGE, HARRISBURG, PA

Communications / Business: 1982-1984

SUSQUEHANNA TOWNSHIP HIGH SCHOOL, HARRISBURG, PA

Graduated: 1982

**References Available Upon Request**

# Chuck Hensiek

817-822-3540  
chuck@dgqroofing.com  
204 Roland Street  
Burleson, TX 76028

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## Career Highlights

### **Production Manager / Installer**

15 years' experience in the roofing industry

## Work Experience

### **Production Manager**

*D & G Quality Roofing, Inc. (Residential and Commercial Roofing)*

*2011 - Present*

- Material Purchases
- Crew Scheduler
- Safety Officer
- Quality Control
- Estimates for sales-force and insurance companies

### **Construction & Roof Installer**

*Self employed*

- Roofing
- Remodeling
- Sales
- Roof repairs (residential, churches, multi-family complexes and commercial)

## Skills

Exactimate, Eagle View, team building, program development, sales and marketing, client relations

## Certifications

*Progressive Coating*