

VENDOR CONTRACT

Between _____ and
(Company Name)

THE INTERLOCAL PURCHASING SYSTEM (TIPS) For JOB ORDER CONTRACTING – 1012116

General Information

The vendor contract shall include the contract, the terms and conditions, special terms and conditions, any agreed upon amendments, as well as all of the sections of the solicitation and the awarded vendor's proposal. Once signed, if an awarded vendor's proposal varies or is unclear in any way from the TIPS contract, 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.

The following pages will constitute the contract 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 contract.

The Vendor Contract ("Contract") 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 VIII Education Service Center, having its principal place of business at 4845 US Hwy 271 North, Pittsburg, Texas 75686. This contract 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.

Definitions

CITY COST INDEX, Defined pricing indices published by R.S. Means (see R.S. Means) as local modifiers to the national cost data.

CLIENT MEMBER is any ISD/USD, ESC, University, Municipality, County, Federal or State Agency or non-taxed entity empowered to enter into an agreement with TIPS via their governing boards or trustees. In the State of Texas an interlocal agreement must be signed by the client.

In other states, the client is responsible for meeting their state requirements.

COEFFICIENT is the contractors' coefficient multiplier that is applied to the local city cost index and the total sum of line item estimates for each individual Job Order. It will include all overhead items such as office, safety equipment, vehicles and fuel, computers, communication devices, printers, programs, insurance maintenance, two percent TIPS management fee, final site cleanup and all contingencies.

DELIVERY ORDER (DO) is the scope of services approved from the Job Order Proposal and reviewed and approved by the Client for the PO.

JOB ORDER is a line item estimate taken from a job order proposal using the coefficient and R.S. Means which, upon agreement to by the client member, becomes a lump sum fixed price contract and a notice to proceed for the stated scope attached to the purchase order.

JOB ORDER CONTRACTING (JOC) is a variable term indefinite delivery, indefinite quantity contract for construction services on an on call basis through negotiated line item delivery orders (job orders) to include minor construction, repair, renovation, alterations, maintenance projects and limited design for architectural and engineering services. It is based upon the contracts priced coefficient applied to the city cost index and the line items in the unit price book (RS Means). When the line items are agreed to it becomes a lump sum firm fixed price contract for that negotiated scope of services.

JOB ORDER PROPOSAL is the response from the contractor to the client member from the clients request for a specific project. It will contain the line item estimate for the project as defined in the UPB and include a written scope of work for services to be performed.

JOB ORDER PROPOSAL REQUEST is originated from the client and provides a general scope of project services or architectural drawings, a requested schedule and any special addendum requirements. From this information the contractor will develop the scope of work for his job order proposal.

NON PRE-PRICED ITEMS are those items that cannot be found or reasonably compared to listed line items in the UPB.

PREMIUM HOURS are defined as those hours not included in regular hours or recognized holidays. Premium hours are to be approved by the member entity for each delivery order and noted in the delivery order proposal as a line item during negotiations.

REGULAR HOURS are defined as those hours between the hours of 7 AM and 6 PM Monday thru Friday.

UNIT PRICE BOOK (UPB) will be the current addition of RS Means Facilities Construction Cost Data or if published RS Means Job Order Contracting Cost Data – the published quarterly updates will be allowed.

PURCHASE ORDER is the TIPS member’s approval providing the authority to proceed with the negotiated delivery order under the contract. 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.

SCOPE OF WORK (SOW) is the specific work that has been agreed to be undertaken and accomplished under the TIPS contract via the delivery order process.

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.)

Contracts

All contracts 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.

Contracts 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 contracts

No assignment of contract 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 contract.
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 contract.

Renewal of Contracts

The contract is for one (1) year with an option for renewal for 2 consecutive years. Total term of contract can be up to 3 years if sales are reported through the contract and both parties agree.

Shipments

The Vendor shall ship ordered products within five (5) working days 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



COMPANY PROFILE

1. **Company’s official registered name.** **Basic IDIQ, Inc.**

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

Basic IDIQ Incorporated has been a contractor focusing on “Job Order” or “Indefinite Delivery, Indefinite Quantity” contracting since 2002. The company was founded as an operating division of Basic Industries, Inc. In 2007, Basic IDIQ, Inc. was “spun out” as a stand-alone corporation. The company has had consistent management from its inception. All members of the Basic IDIQ Team are highly committed to the success of every project. We have a passion for excellence and open communication with clients, employees and business partners. Basic IDIQ is an employee owned company and uses an ESOP as the ownership vehicle. Every employee-owner is highly committed to achieving success for our clients.



Basic IDIQ, Inc. has completed over \$6,333,117 of job order contracting and related services for TIPS Members since January 24, 2013. Of the 59 job orders completed, job orders for plumbing, restroom and classroom renovations, window improvements, and various roofing repairs have ranged in value from \$50,000 to over \$250,000.

3. **Corporate Office Location**

10713 RR 620 N, Suite 622
Austin, Texas 78726
(888) 402-4347 Toll Free
(800) 711-6628 Fax

4. **List of Total Number of Sales Persons employed by your organization within the United States broken down by market.**

Total Number of Sales Persons	31
Corporate	10
Area Manager	6
Project/Construction Managers	15

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

Total Number of office locations	10
Texas	6
New Mexico	1
Arkansas	1
Louisiana	1
Oklahoma	1

Please see Office Locations and Contact Information in table that follows.

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

a. Sales	Rich Barrick and Robbie Roberts
b. Sales Support	Larry Settle, Brandon Roberts and Michele Broyles
c. Marketing	Larry Settle, Robbie Robert, and Brandon Roberts
d. Financial Reporting	Brenda Moczygamba and Brenda Wilson
e. Executive Support	Michele Broyles and Brandon Roberts



Office Locations **Contact Information**

<p>Corporate Headquarters</p> <p>Austin Office 10713 RR 620 N, Suite 622 Austin, Texas 78726 (888) 402-4347 p (800) 711-6628 f www.basicidiq.com</p> <p>Houston Office Corporate Park NW 7015 West Tidwell, #G-111A Houston, Texas 77092 (832) 255-2500 p (832) 256-2550 f</p> <p>Dallas / Fort Worth Office 26 Dorothy Lane Hurst, Texas 76053 (817) 508-8283 p (800) 711-6628 f</p> <p>El Paso Office 1100 Montana Ave, Suite 213 El Paso, Texas 79902 (915) 757-6875 p (915) 757-0757 f</p> <p>Lubbock Office 3403 73rd Street, Suite 4 Lubbock, Texas 79423 (806) 368-7336 p (806) 368-7230 f</p> <p>San Angelo Office The Continental Building 17 S. Chadbourne Str, #200 San Angelo, Texas 76903 (325) 617-2408 p (325) 617-2400 f</p> <p>New Mexico Office 3924 Carlisle Blvd NE, Suite #4 Albuquerque, NM 87107 (888) 402-4347 p (800) 711-6628 f</p> <p>Arkansas Office 10515 W. Markham Suite G-6 Little Rock, AR 72205 (501) 553-9287 p (800) 711-6628 f</p> <p>Louisiana Office 10162 Frontage Street St. James, Louisiana 77086 (888) 402-4347 p (800) 711-6628 f</p> <p>Oklahoma Office 12110 East 69th Street North Owasso, Oklahoma 74055 (918) 260-2177 p (800) 711-6628 f</p>	<p>AUSTIN</p> <p>HOUSTON</p> <p>DALLAS / FORT WORTH</p> <p>EL PASO</p> <p>LUBBOCK</p> <p>SAN ANGELO</p> <p>NEW MEXICO</p> <p>OKLAHOMA</p>	<p>Rich Barrick President/CEO (512) 422-5594 rbarrick@basicidiq.com</p> <p>Robbie Roberts Chief Operating Officer (817) 522-2542 rroberts@basicidiq.com</p> <p>Larry Settle, VP Director of Marketing and Energy (972) 877-2889 lsettle@basicidiq.com</p> <p>John Carr, CFO Comptroller (863) 602-1274 jcarr@basicidiq.com</p> <p>Brenda Moczygemba, VP Accounting/Finance (210) 380-1794 bmoczygemba@basicidiq.com</p> <p>Troy Brainard Area Manager (817) 713-8950 tbrainard@basicidiq.com</p> <p>Michelle Linss Office Manager (915) 726-0090 mlinss@basicidiq.com</p> <p>Eddie Linss, VP Senior Project Manager (915) 726-8602 elinss@basicidiq.com</p> <p>Don Dorsey Area Manager (806) 790-3978 ddorsey@basicidiq.com</p> <p>David Lewis Senior Project Manager (325) 716-9914 dlewis@basicidiq.com</p> <p>Bruce Martin Area Manager (505) 363-1812 cell bmartin@basicidiq.com</p> <p>Ryan Worch Area Manager (918) 260-2177 rwoch@basicidiq.com</p>	<p>Brandon Roberts Director of Operations (512) 586-0098 broberts@basicidiq.com</p> <p>Michelle Broyles Office Manager (512) 354-5422 mbroyles@basicidiq.com</p> <p>Jeff Thigpen Area Manager (512) 966-5686 jthigpen@basicidiq.com</p> <p>Ron Barrick Legal Counsel (512) 554-9694 ronbarrick@msn.com</p> <p>Paul Howie Project Manager (817) 513-1938 phowie@basicidiq.com</p> <p>Craig Fulton Project Manager (214) 986-6161 cfulton@basicidiq.com</p> <p>Eddie Rivera Project Manager (915) 345-8496 erivera@basicidiq.com</p> <p>Mickey Aliff Project Manager (503) 516-9883 maliff@basicidiq.com</p> <p>Randal Fowler Senior Project Manager (325) 277-8744 rfowler@basicidiq.com</p> <p>Pat Fleming Project Manager (505) 918-8549 pfleming@basicidiq.com</p> <p>Jason Leaver Superintendent (918) 613-5814 jleaver@basicidiq.com</p>	<p>Jeff Judkins Project Manager (210) 542-0873 jjudkins@basicidiq.com</p> <p>Tanner Craigen Project Manager (512) 649-6859 tcraigen@basicidiq.com</p> <p>Mark Jacobson Superintendent (210) 630-5570 mjacobs@msn.com</p> <p>Chris Ahman Superintendent (737) 932-2274 cahman@basicidiq.com</p> <p>Tim McElroy Superintendent (512) 887-0069 tmcelroy@basicidiq.com</p> <p>Dennis Basile Superintendent (817) 229-2132 dbasile@basicidiq.com</p> <p>Lisa Rockett Risk Manager/HR (972) 567-9743 lrockett@basicidiq.com</p> <p>Isi Esparza Superintendent (915) 309-6682 iesparza@basicidiq.com</p> <p>Brenda Wilson Assistant Business Manager (806) 928-2398 bwilson@basicidiq.com</p> <p>Terrel Harris Superintendent (325) 277-5571 tharris@basicidiq.com</p>
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7. Define your standard terms of payment Net 30

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

	2013	2014	2015
Overall Annual Sales	\$29,952,581	\$24,236,609	\$26,223,817

9. What differentiates your company from competitors?

Basic IDIQ Inc. (“Basic IDIQ”) is focused on providing responsive, cost effective, and high-quality construction and facility services to clients who have significant infrastructure. Our clients include universities, K-12 school districts, community colleges, county governments, municipalities, healthcare organizations, and commercial businesses. Our services include “cradle to grave” project development and implementation. We specialize in providing a “best value” solution to clients who require facility improvements for minor construction, repair, rehabilitation and alteration services.

In addition to providing “cradle to grave” management of turn-key projects, we provide the following value added offerings:

- Job Order Contracting services
- Responsive and fast cycle time facility improvement services
- Turn-key project delivery services
- Construction management services
- Facility assessment services
- Abatement and demolition services
- Energy efficiency and alternative energy services

Services and Capabilities

Basic IDIQ provides facility professionals and building owners a strong partner and effective tools to improve their facilities and meet the diverse needs of demanding operations.

- Facility renovation and construction services delivering turnkey improvements while reducing time and cost.
- Energy efficiency and management solutions providing high ROI and low risk.
- Job order contracting methodology to reliably deliver cost effective, mission critical improvements.
- Design - build and construction management services to deliver projects on time, within budget, and without change orders.
- Abatement and demolitions services to accelerate renovation projects.
- Seamless integration with preferred architects, engineers, and client team of facility professionals.
- State wide delivery through our responsive professionals in local offices.

Basic IDIQ’s team of facilities, construction, and technical experts:

- Integrate seamlessly with our clients to deliver compelling results.
- Respond quickly given delegated decision making authority.
- Deliver turnkey projects using a fast cycle time approach to cut time and cost from the front end of the project delivery process.
- Combine value engineering and other best practices to ensure value delivered, price, and time are maximized on every project.

JOC CONSTRUCTION METHODOLOGIES

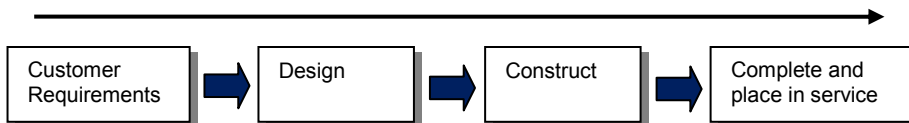
Basic IDIQ provides high quality and responsive “cradle to grave” execution of construction and repair projects and programs. We use client focused planning and execution, an integrated project management method, and high performance team approach to achieve superior results. Our capabilities are often deployed using a “job order contracting” procurement method which enables efficient short-cycle time delivery of a multiple project program over time.

Our business is focused on serving public sector clients with significant facilities infrastructure. A significant amount of our work is for government entities and educational institutions.

Basic IDIQ will ensure that our JOC procurement method offers TIPS Members outstanding service at an optimal price.

Procedures for Managing Projects

Basic IDIQ Integrated Project Management Method



Integrated Project Management + Job Order Contract Procurement = Value and Satisfaction

- Optimized integration between customer requirements, design capability, and construction methods
- Short completion times compared to other methods
- Cost effective

Basic IDIQ has proven expertise in Job Order Contracting, construction management, and facilities management. Several individuals in our key personnel have many years of “hands-on” experience with facilities management, including university campus experience. Our Job Order Contracting methodologies produce superior responsiveness at low cost and are described on the following pages.

Client Focused Program Planning

Basic IDIQ works closely with clients to ensure knowledge is shared among stakeholders. We establish an ongoing partnership to understand facility needs and project pipelines. This information is used to gain early understanding of operational needs while supporting planning for construction management, technical, and subcontractor resources.

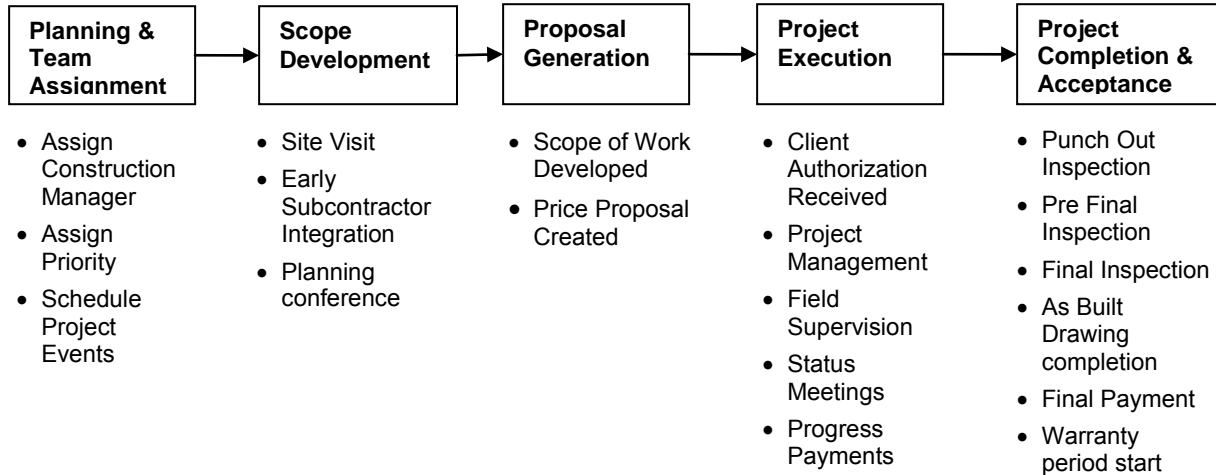
Integrated Project Management

Basic IDIQ delivers facility construction and renovation projects by closely managing and tightly integrating all phases of the project delivery process, starting with identifying initial requirements, proceeding through design and construction, and ending with project acceptance. Optimizing the integration of customer requirements, design capability, and construction methods enables Basic IDIQ to deliver high quality, cost effective renovations in relatively short completion times. Basic IDIQ uses the Job Order Contracting procurement method to facilitate this project delivery process.

Job Order Process Flow

The Basic IDIQ Team is comprised of highly experienced construction and technical experts. Our Project General Manager, Area Managers, Project Managers, Construction Managers, general management team and supporting personnel have deep experience in construction project execution coupled with expertise in job order contracting. Basic IDIQ has demonstrated consistently strong performance for our clients who include school districts, universities, cities, counties, municipalities, health care facilities and commercial entities.

Job Order Execution Process



Basic IDIQ has a proven job order execution process that has been developed and refined over several years and hundreds of projects. The process is capable of delivering consistently strong quality, cost control, timeliness, and exceptional customer service.

To demonstrate our understanding of the work to be performed the Basic IDIQ Approach for managing job order projects is provided in the following pages. Quality control and safety protocols are integrated into each step of the process.

Planning and Team Assignment

Client communication of a job order request is the trigger that starts the process. Immediate actions include:

- Assignment of a Construction Manager.
- Assignment of project priority.
- Scheduling of project scoping events – client meetings and project site walk through.

Construction Manager Assignment

Early assignment of the Construction Manager allows “cradle to grave” job order ownership and assures management continuity through the entire life of the job order. Assignments are made on the basis of (1) the experience of the Construction Manager in the construction disciplines and trades required for the project, and (2) the workload distribution of all job orders in progress, pending, or anticipated.

Project Scope Development and Site Visits

A cornerstone of the Basic IDIQ approach is to achieve quality and timely delivery through early integration of client, end user, A/E Design Professionals (if appropriate) and technical subcontractors (if appropriate) in the project scoping and execution process.

Site Visits

Deliverables from each site visit will include definition of project needs, project site survey, sketches and notes regarding project details and special concerns, technical information (including direct measurements) for plans and estimates, and discussion of design recommendations and / or alternate construction approaches.

The site visit will be attended by the Basic IDIQ Project Manager and Construction Manager / Field Superintendent and any potential subcontractors having specific relevant experience (e.g., HVAC or asbestos abatement), the A/E Design Professionals (if appropriate), the TIPS Member Representative, and end-user representatives (if appropriate).



Notes gathered at the site visit become a permanent addition to the job order file and are referenced throughout the life of the job order. Copies of the notes will be provided to the TIPS Member.

Early Subcontractor Participation

Basic IDIQ recognizes that successful subcontractors are experts in their respective fields. This expertise is a valuable resource when preparing job order project scopes and estimates, resolving design and construction issues during planning, and conceiving value-engineering opportunities. Basic IDIQ makes pre-award involvement an important consideration when we decide to award work to a subcontractor.

Basic IDIQ has built a strong network of subcontractor partners by rewarding quality and timely work with repeat business. Basic IDIQ also creates good business with subcontractors by making payments reliably and quickly.

Planning Conference

Our Project Manager may schedule a planning conference for the benefit of all subcontractors who may be interested in a pending job order. Agenda items typically covered include:

- Summary of the project, including any unusual requirements
- Anticipated construction schedule
- Identification of applicable codes and standards
- Review of regulations, permit requirements, security, and insurance requirements
- Quality control issues
- Safety procedures
- Distribution of relevant security forms, subcontract forms, material submittal forms, etc.
- Opportunity for questions and answers
- Request for expressions of interest and distribution of “bid packages” (i.e., invitations to bid)

Design and Technical Expertise

Basic IDIQ Project Managers have core expertise in requirements identification and planning, technical considerations, design review construction management and construction best practices. Relationships are maintained with professional architect and engineer consultants to provide responsive technical engineering support in the discipline(s) if required for specific projects.

Proposal Generation

Job order contracting requires high quality and accurate proposals be generated in a short time frame. Basic IDIQ has the capability and technical resources to use company-wide manpower, computer technology, and advanced software to manage workload peaks for our clients. This workload management approach will be used for the TIPS JOC Program to maintain high service levels.

Scope of Work

The first deliverable required to finalize the proposal is an accurate and sufficiently detailed scope of work. The Project Manager will work with the planning team to integrate all information from the site visit and client requirements into the scope of work. The scope of work is a formal, written deliverable that includes drawings and measurements as needed. If the project was designed, the plans and specifications will be integrated into the scope of work.

Estimating

The Project Manager will jointly scope the work with the TIPS Member to break the job order contract down into individual tasks of work. After the scoping effort, Basic IDIQ will be provided the Detailed Scope of Work to be accomplished along with the Request for Proposal. The Project Manager will transfer the Detailed Scope of Work with the owner's preferred estimating software which includes Unit Price Line Items from RS Means Facilities Construction Cost Data Price Book or Job Order Contract Group Construction Cost Catalogue.



Cost estimates are created by a team collaboration of the Project Manager, Construction Manager, A/E Design Professionals and Trade Subcontractors in concert with an Estimator. We augment the estimating effort with technical experts when needed. Pertinent information is gathered and cost comparisons are analyzed to formulate cost information based on current and local labor, material and equipment costs.

Project Managers and support staff have deep experience with line item/unit price data and cost estimating software. Often we find differences in labor, equipment and material costs due to certain economic factors. Variations in labor cost can also result from labor efficiency, labor restrictions, working conditions and local work rules. Variations in material costs can also result from the quantity of material purchased, the existing relationship with suppliers, and because the materials have been discontinued or have become obsolete.

The Basic IDIQ costing methodology for non-pre priced tasks begins with the premise that the use of non-pre priced tasks should be avoided whenever possible. However, when a non-pre priced task cannot be avoided we believe that task must be competitively bid with a minimum of three bids until the owner has approved the pricing. The task should be completed at neutral pricing where the JOC contractor is allowed to recover their overhead costs to include cost of getting bids, supervision, general overhead, insurance and bonding. The JOC contractor should not incur a negative financial impact on the non-pre priced transaction.

The Project Manager will follow these basic estimating procedures:

- Ensure complete understanding of project scope based on site visits, client input / meetings, A/E input (when appropriate), and subcontractor input.
- Conduct a “take-off” to determine the types and amounts of required line items.
- Identify and evaluate appropriate line item modifiers.
- Select the line items and modifiers; every required and appropriate item is included.
- Review to ensure that there are no extraneous items or quantities in the estimate.
- Confirm that all items meet job order specifications.
- Use the database and estimating software to calculate the extensions, apply the appropriate coefficient, and calculate the totals.
- Costs for non-pre-priced items will be based on at least three written quotes from suppliers and/or subcontractors.

The Project Manager is responsible for the accuracy and timeliness of the estimate. Estimates undergo Quality Control review as dictated by Basic IDIQ operating procedures.

Project Execution

The Project Manager will be responsible for beginning work as quickly as possible after award of a job order from the TIPS Member.

The project schedule will be managed daily by the Project Manager and Construction Manager. Any delays in the schedule will be addressed and corrected before they become serious. Staffing levels for each craft discipline are forecasted and adjustments are made as warranted. Basic IDIQ will comply with states’ codes and statues, and Prevailing Wage Rates requiring certified payroll and performance and payment bonds.

Safety and Quality

Safety and Quality Plans will follow award of each job order project. The Project Manager and Construction Manager both have responsibility to ensure jobsite safety, conservation, and work quality. The project team is augmented by specialized safety and quality resources when appropriate given project scope and complexity.



Status Meetings

The Project Manager will schedule weekly job order status meetings on projects of sufficient size and scope. The meeting will include project management staff, subcontractors, and TIPS Member, if desired. Objectives of these meetings are to:

- Obtain input from the TIPS Member.
- Review work in progress and plan for new actions in the upcoming week.
- Evaluate and discuss performance of Basic IDIQ staff and subcontractors.
- Schedule resources for planned work activities.
- Share information.
- Update the project schedule.

Record Drawings

Basic IDIQ will produce Record Drawings and As Built Drawings on projects where such drawings are appropriate. Record drawings will be maintained on a daily basis to record changes from the original plan drawings. As Built Drawings are the final set of record drawings marked to show final construction.

Project Completion and Acceptance

Each job order must be closed out and properly accepted. All work and associated documentation will be completed to the satisfaction of the TIPS Member.

The Project Manager will provide advanced notice, via a Substantial Completion Letter, when work will be fully completed and ready for final inspections. The letter will be sent a minimum of two working days prior to completion of the work. The Project Manager will typically request Pre-Final and Final Inspections.

Punch-Out Inspection

This inspection is conducted by the Project Team and typically will not include the TIPS Member. Attendees include the Project Manager, Construction Manager/Superintendent, Quality Assurance Representative (if applicable) and Subcontractor Representatives. All work will be inspected and all equipment will undergo operational testing to ensure compliance with performance standards and specifications. Any deficiencies will be corrected before the Pre-Final Inspection.

Pre-Final Inspection

This inspection includes the TIPS Member, end-users, etc. The purpose of the inspection is to identify any problems that need to be corrected before the project is accepted. The following items will be completed prior to the Pre-Final Inspection:

- Submission of all Operations and Maintenance Manuals.
- Training of maintenance personnel including verbal instructions and demonstrations of systems, equipment and components.
- Submittal of updated lists of subcontractors and material suppliers including names, addresses and telephone numbers of key personnel.
- Delivery of labeled keys and special tools to the TIPS Member.
- Verification that master keys and safe combinations were delivered to the TIPS Member directly from the hardware supplier.
- Submission of record drawings in hard copy and CAD format compatible with the current software.
- Submission of certification of HVAC testing and balancing.
- Submission of written certification that no asbestos containing materials (ACM) are included in the work.



- Delivery of packaged and labeled maintenance materials, as required by the job order, to a location designated by the TIPS Member.
- Submission of all written guarantees and certificates.
- Installation of warranty tags.

If the project meets all requirements and no problems are found then the project can be accepted at the conclusion of the Pre-Final Inspection. The inspection therefore becomes the "Final Acceptance Inspection".

If deficiencies are identified during the Pre-Final Inspection they will be corrected before the Final Acceptance Inspection.

Final Acceptance Inspection

The Final Acceptance Inspection will include Basic IDIQ and the TIPS Member as desired. The inspection will be scheduled after all deficiencies identified during the Pre-Final Inspection have been completed.

The Project Manager initiates the inspection by issuing a Notice of Completion to the TIPS Member. The Final Acceptance Inspection will typically take place within five days of the Notice of Completion.

Warranty

Basic IDIQ will provide a one year warranty for materials and workmanship for each job order project. Information for extended manufacturer's warranties will be provided to the TIPS Member during project acceptance. Basic IDIQ maintains computerized records of equipment under warranty. This data includes all information necessary to respond to the TIPS Member's requests for warranty work.

Subcontracting Plan Overview

Basic IDIQ recognizes that successful subcontractors are experts in their respective fields. This expertise is a valuable resource when preparing job order project scopes and estimates, resolving design and construction issues during planning, and conceiving value-engineering opportunities. Basic IDIQ makes pre-award involvement an important consideration when we decide to award work to a subcontractor.

Basic IDIQ has built a strong network of subcontractor partners by rewarding quality and timely work with repeat business. Basic IDIQ also creates good business with subcontractors by making payments reliably and quickly.

Subcontractor Management

Basic IDIQ maintains a computer based password protected File Transfer Protocol (FTP) source listing of all identified suppliers and subcontractors for each of our projects on our home office web site. Project Managers have access to the source listings in order to solicit quotes and bids for materials, equipment and subcontracted services.

In order to develop the job pricing proposal, our Project Manager will identify tasks to be self-performed and work to be subcontracted. The Project Manager will prepare solicitation packages based on an approved or in-progress work plan including working drawings and scope of work or completed design for construction or performance requirements for services.

The Project Manager will issue invitations to bid by e-mail to a minimum of three subcontractors in order to assure adequate competition and to maintain bidding integrity. The invitation will provide them with a general scope, date, time and location of the pre-bid conference and site visit, as well as detailing any special conditions and required performance periods. Utilizing our Pre-Bid Conference Registration List, all subcontractors attending the pre-bid conference will sign in and check off that they have received all pertinent documents. The Project Manager will answer all questions, explain our sealed bidding process and confirm the due date.

The Project Manager will prepare the bid documents. For construction and job orders, sealed bids will be received and reviewed by our Project Manager. He will review each to assure that no additions or deletions from the scope have been made and make a determination for preliminary award. Subcontractors will be provided a bid tab of the results as soon as they have been analyzed.

The ability to manage subcontractors is critical to the success of a construction contract requiring the performance of multiple trades. In-house work forces to cover all trades in sufficient numbers is not cost effective for the prime contractor, nor is it feasible to determine the exact skill levels and mix of trades required. Thus, Basic IDIQ will subcontract approximately 88% of the work to area subcontractors who have a depth of manpower and equipment resources. The subcontracted effort will include specialized trades such as electrical and mechanical and others such as flooring, ceilings, heavy equipment, site work and metals.

The degree of subcontracting is predicated on the anticipated mix of work, craft requirements, subcontractor availability, backlog of task orders, response time required and flexibility needed with regard to movement of on-site personnel. We will evaluate each of these areas in selection of the subcontractors for job orders.

Subcontractor Selection Criteria

Each of the selected subcontractors' qualifications and capabilities will be confirmed through not only prior experience with Basic IDIQ, but also their reputation with their other customers. Factors considered in subcontractor selection include:

- Proven experience on projects similar in size and complexity
- Timely performance
- Quality of workmanship
- History of responding to warranty or rework items
- Technical skills and facilities required to perform the work
- Financial ability to support level of effort required
- Evidence of proper insurance including general liability and worker's compensation
- Labor relations record

In addition, the low bidder will be determined based on price, resources available to accomplish the work and ratification of the required schedule. When bids have been received for all work to be performed and the low bidders identified, the Project Manager will prepare the price proposal for the TIPS Member. This will be accomplished by itemizing subcontractor and vendor bids by unit in order to readily compare quotes. These quotes will be attached as support to our price proposal.

The Project Manager will conduct a conference when Subcontract Agreements are in place to ensure that all parties concerned have a thorough understanding of the requirements. Basic IDIQ will include the Project Manager, Quality Control Manager, Superintendent, and Business Manager. Subcontractors scheduled to provide services on the job order will be required to attend. Subjects to be discussed at the conference will include but not be limited to:

- Progress Schedule
- Access and coordination with occupants
- Quality Control/Safety Inspection schedule
- Staging area for materials and equipment
- Utilities
- Passes for subcontractors' employees and vehicles
- Davis-Bacon Act or Service Contract Act applicability and Labor Interviews
- Work Hours applicability
- Performance requirements
- Security
- Cleanup
- Invoicing and Payment
- Warranties and Operations and Maintenance Manuals



The Superintendent will mobilize our in-house staff and subcontractors as soon as we receive a notice to proceed and access to the premises. Any subcontractors involved on the project will be immediately notified, and work will be scheduled to commence according to the delivery and performance date specified on the job order.

The performance of subcontractors will be closely monitored by the Superintendent and Quality Control Manager to assure adherence to work schedules and compliance to specifications and quality standards. The assigned Superintendent will convey the Project Manager's instructions regarding work activity to the craftsmen, personnel and subcontractors engaged at the jobsite. He will be responsible for coordinating subcontractor work with our own work efforts.

Using the prepared schedule, the Project Manager will communicate with the subcontractors regarding schedule and performance times. They will confirm major materials and equipment delivery dates and compare to the established project schedule. They will also coordinate multiple subcontractor work activities to assure that a logical sequence is being followed.

An ongoing administrative function that ensures the success of our subcontracting plan is the regular reviews of the subcontractor performance. After the completion of each job order, the Project Manager and our project office and on-site office management personnel will evaluate performance of the subcontractors. Should it appear that a negative trend be occurring in the performance of any subcontractor, the Project Manager will meet with the subcontractors' management group to discuss the problem and develop a plan for corrective action. Continued non-compliance will result in removal from further participation.

Supplier Diversity Program

Basic IDIQ's sourcing strategy is founded on our commitment to promote diversity among our subcontractors, suppliers and vendors. Through our Supplier Diversity Program we build upon effective solutions within our resources of goods and services, while enhancing economic opportunity in our local community.

Basic IDIQ is dedicated to the purpose and goal of outsourcing economic opportunities to local minority and women-owned subcontractors, suppliers and vendors through a routine procurement process. Our Supplier Diversity Program supports the unique needs of our customers and offers the best possible quality at the best possible price. It is our corporate policy to provide maximum purchasing and subcontracting opportunities to small and diverse businesses in accordance with FAR Clause 52.219-8.

- Small Businesses (SB)
- Small Disadvantaged/Minority Owned Businesses (SDB/MBE)
- Women Owned Small Businesses (WOSB)
- Historically Under-Utilized Business Zone (Hubzone)
- Veteran Owned Businesses (VOSB)
- Service Disabled Veteran Owned Businesses (SDV)
- Historically Black Colleges & Universities/Minority Institutions (HBCU/MI)

Basic IDIQ has increased efforts in identifying and qualifying diversity among new subcontractors, suppliers and vendors rather than drawing on our current subcontractor/supplier base. There are several reasons why Basic IDIQ is committed to supporting minority and woman-owned businesses.

- The Supplier Diversity Program represents an opportunity for Basic IDIQ. Any corporation that wants to stay competitive must constantly seek new markets, new technologies, new products and new alliances. The energy and creativity provided by young, expanding firms could make them valuable business alliances for Basic IDIQ through their ability to quickly adapt to specific business needs. It makes good strategic sense to form alliances with new and promising businesses.
- The Supplier Diversity Program provides access to support the efforts of federal, state and local governments to promote business opportunities for minority-owned and women-owned business enterprises. This is a strategic business decision for gaining market access, growing our current base and pursuing new business through diverse supplier participation.

- The Supplier Diversity Program provides qualified minority-owned and women-owned subcontractors', suppliers' and vendors' sourcing opportunities to enter the construction marketplace with strong economic status and to assist them to compete successfully with quality performance at competitive prices.
- The Supplier Diversity Program facilitates diversity by proactively identifying opportunities for subcontractors, suppliers and vendors and ultimately for our customers who benefit by being offered the best possible quality at the best possible price.

Through our Supplier Diversity Program, Basic IDIQ demonstrates a good faith effort to reach out and encourage HUB, M/WBE and SBE subcontractors, suppliers and vendors to participation in the bidding process through procedures explained in the following paragraphs.

Once we defined the scopes of work to solicit to certified minority and women-owned subcontractors, suppliers and vendors we began an outreach of the various resources we have available.

- Minority and Business Development Organizations and Networks
- Professional Associations' Directories of M/WBE certified subcontractors
- Small Business Administration (SBA) Pro Net and Contractor Certification Register (CCR)
- Statewide Certified Historically Underutilized Business and Minority Owned Business Directories
- Owner-provided pre-qualified subcontractors, suppliers and vendors list by division/trade
- Economic Opportunity Forums
- Industry Partnership and Requisition Forums
- Exhibits at Minority Business Development tradeshow

Advertise Specific Bid Opportunities:

- Place bid announcements with Associated Builders and Contractors, Bid Clerk, Construction Works, iSqFt and Construction Bid Alert
- Provide links for file transfer of large downloadable digital drawings and specifications in a timely manner to various economic development associations such as National Minority Supplier Development Council (NMSDC), Women's Business Enterprise National Council (WBENC), U.S. Small Business Administration (SBA), Texas Association of HUBs and other Minority Business Development Associations for distribution to their members
- Post bid opportunities on our webpage
- Using BidFax, we will notify those subcontractors and suppliers who have shown an interest in participating in an identified project
- Post advertisements in local newspapers and small business publications
- Broadcast economic opportunities by using e-mails, send out faxes and make phone calls

Assist Minority and Women-owned subcontractors, suppliers and vendors:

- Assist with the pre-qualifying and certification process
- Provide information on bonding, insurance, contract documents, scope of work and the requirements for the contract
- Provide access to books, records, and accounts to authorized officials for the purpose of verifying M/W/BE participation and good faith efforts to carry out the Owner's expectations.
- Document the percentage of diversity participation and provide monthly reports.
- Divide the work into reasonable portions in accordance with standard industry practices.
- Document accurate records of awarded projects; payment history; specific efforts to identify and award contracts to M/W/BE's, and copies of executed contracts with M/W/BE's.

Mentoring Program

Small and MWBE firms are vital to the health of our local community, Basic IDIQ strives to establish mentoring relationships with subcontracting firms that lack sufficient expertise to grow in critical areas. Having access to the right networks of information and resources can make a big difference in helping these small/disadvantaged businesses succeed.



Our mentoring program is based on a business-to-business relationship that includes learning, information sharing, and networking among the firms and intermediaries. These mentoring relationships are essential to business success and a vital resource to help our communities.

Through our extensive experience with federal, state, and local government projects, Basic IDIQ has developed an extremely successful subcontracting program that ensures strong local small, disadvantaged and minority/women owned business participation in our contracts. We are committed to keeping subcontracting local dollars to the greatest extent practicable and to exceed the expectations for the TIPS Members.

We regard our relationship with subcontractors as a team-partnering association. We promote this partnering relationship by selecting subcontractors who have done excellent work and by agreeing to do our best to provide them with a flow of work opportunities over the life of the contract. The subcontractors, in turn, agree to provide high-caliber managers, supervisors and craftspeople, who are responsive to project needs. We use this approach on all JOC contracts and achieve excellent results.

Basic IDIQ will self perform work with its own equipment, supplies, materials, and employees during the initial phase of the contract before specific job order contracts are issued. Once specific job order projects are issued, Basic IDIQ will develop the Subcontracting Plan and establish mentor-protégé relationships for each job order project as it may be required by the TIPS Member. Basic IDIQ will comply with all subcontracting requirements and is confident in our ability to include HUB and small business subcontractors to the level required by the TIPS Member.

For all job order projects, Basic IDIQ will submit a Subcontracting Plan which will include a list of the subcontracting opportunities by trade, a list of qualified subcontractors with their respective dollar values and cumulative percentages for minority-owned, woman-owned and small businesses.

Basic IDIQ will comply with state codes and procurement goals defined for business practices and for the utilization of subcontractors as well as self performance of various services during the initial phase and throughout the job order contract.

Basic IDIQ, Inc. is fully committed to sponsoring mentor-protégé relationships with HUB and small businesses. We can sponsor an outreach program through our existing Mentor Protégé Agreement with the Texas State University System by extending the jurisdiction of the existing mentor-protégé agreement or by sponsoring a new mentor-protégé program exclusively with our subcontractors performing on the TIPS JOC Contract.

In conclusion Basic IDIQ uses proven team oriented processes to develop mutual understandings and agreements that successfully incorporates and measures into the Supplier Diversity participation for our clients and for our diverse data base of resources. Once subcontractors have submitted qualification statements and we have verified certification status, Basic IDIQ incorporates these firms in our List of Subcontractors and Suppliers. Please see a partial list of subcontractors/vendors that follows.

Scheduling Methodology and Capabilities

Basic IDIQ has sophisticated scheduling capabilities and can deploy the Critical Path Method (CPM) using Microsoft Project software for any project. This capability typically makes sense for large and / or complex projects. Small projects can be implemented using a simple bar chart (e.g., Gantt chart) schedule when needed. Project requirements drive the type and sophistication of the schedule that's used.

An initial step in schedule development is working with Clients' representatives to identify unique scheduling requirements. This includes required planning to minimize disruptions to end users and / or visitors. User requirements that impact scheduling can include:

- Facility user requirements for minimizing disruptions or working outside of normal work hours.
- Operational requirements.
- Work sequence requirements.
- Access to premises.
- Storage and staging space limitations.
- Requirements for delivery of materials.
- Use of approaches, corridors, stairways, and elevators.

Construction requirements are integrated into the schedule after user-driven requirements are identified. The following considerations are typical:

- Provisions for expediting long lead-time and special order items.
- Time needed to perform each scheduled task, including subcontractor and crew size verification.
- Time needed for quality control activities.
- Sequencing of tasks and coordinating subcontractors.
- Plan for minimizing disruptions.
- Planned outage requirements.
- Safety and security needs.
- Arrangements for any needed activities during non-normal working hours.
- Submittal approval.
- Procurement of materials and equipment.
- Allowances for high probability contingencies, for example, seasonal bad weather.

The schedule is ultimately used by the Project Manager to understand the planned sequence and timing of the work and to smoothly coordinate it with other ongoing operations, for example, materials procurement and delivery and quality control inspections. Basic IDIQ Project Managers and Construction Managers proactively use schedules to identify and resolve timing risks. The schedule will also be used as a communication tool for the Client Representatives.

Technology Deployment - Software and Computers

Basic IDIQ has deep technology capabilities. Every employee has demonstrated competency with technology and has the following tools:

- Access to a personal computer and software. Most employees have laptop computers to enable mobility.
- A Basic IDIQ email account. Email accounts are easily accessible through the internet and many employees have wireless access.
- A Basic IDIQ mobile phone.

Basic IDIQ's software capabilities include the following:

- Microsoft Office applications including Word, Excel, PowerPoint and Outlook.
- Microsoft Project scheduling software.
- R.S. Means estimating software.
- PROGEN estimating software (web based from the Gordian Group).
- QuickBooks for Construction accounting software.
- McAfee Total Protection security suite.
- Field personnel also have a company issued digital camera.

Work Order Priority and Measures to Ensure Responsiveness

The Client's response requirement, set forth in the job order, will drive the relative urgency of each job order. Basic IDIQ will then assign a priority of routine, urgent, or emergency.

In order to ensure a rapid response to JOC requests, Basic IDIQ's Project Manager will have complete decision making and procurement authority to function autonomously up to established limits of authority.

Basic IDIQ operates with a sense of urgency and most Basic IDIQ Team Members can be immediately reached by calling their mobile phone. Our service standard is to reply to messages within four business hours.

1. Complete project site visit with Client Representative within 3 working days.
2. Submit Job Order proposal to the Client within 5 working days for typical projects. Large or complex projects may take approximately 10 working days.
3. Project schedule given normal status.

4. Project schedule and priority are established to produce efficient and timely delivery. Progress updates at least every 30 days.
5. Ready to begin construction within one week following notice to proceed.

Urgent Job Order Response Plan

1. Complete project site visit with Client Representative within 1 working day.
2. Submit Job Order proposal to the Client within 3 working days.
3. Projects given *Urgent* status will take precedence over all *Routine* projects.
4. Project is given high priority, and schedules of other projects are reviewed in the context of *Urgent* projects to be certain all commitments are maintained.
5. Ready to begin construction tasks within 3 working days following notice to proceed.

Emergency Job Order Response Plan

1. Work efforts can begin immediately upon verbal direction of the Client Representative.
2. Make project site visit and contact Client Representative to further define scope of work within 1 hour.
3. Documentation and retroactive pricing will be produced following remedy of the emergency situation. Once emergency has been mitigated, project will be downgraded to either Urgent or Routine.
4. Project will continue under Urgent or Routine response plan, as appropriate.

Job Order Communication

Highly integrated, proactive, and effective communication is a foundation of Basic IDIQ's approach achieving high quality and short cycle times by integrating all project stakeholders.

Basic IDIQ's communication approach is to share information readily, keep interactions informal, and leverage technology to improve effectiveness. Information regarding TIPS Members' priorities, projects, and concerns are shared broadly, both internally and externally, by those involved with implementing projects. In addition, our Executive Team comprised of Rich Barrick (CEO), Robbie Roberts (COO) and Larry Settle (Director of Marketing and Energy) are typically included in any communication regarding topics that are important to the TIPS Members.

Our project teams have the authority and are encouraged to make direct contact with home office personnel including the TIPS Members' staff, or any subcontractors' management, office staff, or field personnel as may be necessary to resolve any problem. While formal channels of communication are established and promoted, any channel may be used when the situation dictates a different approach.

Basic IDIQ project teams are encouraged to use written communication when appropriate. Informal communications, such as impromptu field meetings, are followed-up with formal letters whenever topics include contractual or performance issues.

Basic IDIQ maintains an "open door" policy that extends to clients and business partners. We encourage TIPS Member Representatives to contact the Area Managers, Chief Operating Officer, or any Executive at any time regarding any question or issue.

Project Communication

Effective communication is essential to completing job orders to the satisfaction of all stakeholders. Basic IDIQ works with each TIPS Member to establish effective lines of communication. The communication plan includes Basic IDIQ proactively establishing a communication network by sharing, gathering, and distributing contact information for all team members and stakeholders.

- The Project Manager is the primary point of contact between Basic IDIQ and the TIPS Member regarding all issues. The Project Manager has "cradle to grave" responsibility for all projects and a line of authority to take action quickly.
- The Construction Manager is the primary point of contact between Basic IDIQ and the TIPS Member regarding all project issues including schedule, quality and safety.
- Weekly operations meetings between our on-site team and the TIPS Member Representatives to review project status and upcoming work are implemented with the concurrence of the client.

Project production interaction with subcontractors is accomplished by the Construction Manager who works directly with a subcontractor’s assigned foremen. This communication is often conducted at the job site because discussions concerning production are most effective when supported by visual inspections and interactions with the project workforce.

Job Order Execution Process – Communication Integration



	Planning & Team Assignment	Scope Development	Proposal Generation	Project Execution	Project Completion & Acceptance
Project Manager	IN	IN	IN	IN	IN
Const Manager	IN	IN	IN	IN	IN
Client	IN	IN	IN	IN	IN
Subcontractor(s)		IN	IN	IN	IN
Purchasing Network				N	N
Architect		O	O	O	O
Engineer (s)		O	O	O	O
Technical Experts		O	O	O	O

- IN** Included
- O** Optional, depending on project requirements
- N** Notification

Communication Integration

Basic IDIQ’s goals for project communication are to achieve effective, timely, and efficient communication among all stakeholders involved with a project. Communication integration will vary depending on the status of the project, the technical requirements of the project, and the requirements of the client.

Project status will drive communication integration requirements because different levels of expertise and involvement are required at different points in the Job Order Execution Process. For example, the architect and / or engineer will often be involved in Scope Development for their project. Value engineering in the Scope Development and Proposal Generation process steps often requires architect and / or engineer involvement.

Technical requirements typically drive involvement by architects, engineers, and other technical experts. For example, engineers are typically integrated starting with Scope Development on major electrical or mechanical projects. In many cases Manufacturer Representatives are integrated given their product and applications engineering expertise.



Client requirements may drive the number of TIPS Member Representatives involved with the process and related communication. For example, many clients like to involve both facilities experts and end-user customers.

Basic IDIQ High Performance Organization

Basic IDIQ's organization is described on the following pages. The organization design provides responsive service at a competitive cost. Resumes for key personnel are also provided.

Basic IDIQ's organizational design focuses optimum resources on each task. The organization closely integrates and effectively deploys resources from three teams.

- Client Teams positioned in local offices focused on business development and project execution.
- A Corporate Team that provides marketing services and other capabilities to support Client Teams. This enables Client Teams to focus their resources on serving clients and growing new business.
- An Extended Team of architects, engineers, subcontractors, and other experts that are deployed for project execution.

Client Teams

Client Teams in local offices are staffed with exceptional Area Managers, Project Managers and Construction Managers. These personnel have delegated authority to execute most projects without corporate approval. This produces short cycle times and fast response. Client Teams report to Basic IDIQ's Chief Operating Officer, Robbie Roberts.

Corporate Team

The Corporate Team is structured to provide effective and responsive support to Client Teams. Corporate Team functions include:

- Marketing
 - Advertising and brand management
 - Sales collateral development (e.g., brochures and sales presentation templates)
 - Major proposal development
 - New service offering development and implementation
- Partner alliances
- Safety program management and deployment
- Quality program management and deployment
- Training
- Optimizing deployment of Basic IDIQ, Architect / Engineer, and Subcontractor resources based on client needs
- Deploying best practices
- Providing operations and administrative support (e.g., accounting , information technology, human resources)

Extended Team

Basic IDIQ has developed a broad range of delivery capabilities throughout our Extended Team. These capabilities provide a great deal of flexibility responding to client needs. For example, some of our smaller subcontractor partners provide very fast response on projects below \$50,000. We use other larger subcontractor partners with scalable capabilities on larger projects. Our network-wide capacity enables us to easily surge capacity on any project when needed.



The network also provides broad technical capabilities and deep expertise. We maintain relationships with multiple designers in order to get timely performance for our clients across all disciplines, at very competitive costs.

Project Organization and Structure

The Basic IDIQ team approach maximizes overall performance by using a team of construction experts “on the ground” from an office located close to the client. Each Client Team is seamlessly supported by and integrated with operations and administrative capabilities provided by the Corporate Team. The Team will further maximize performance by achieving tight integration with subcontractor and A/E resources. A/E resources will be used on either a project specific basis or for issue specific consultation.

The combined forces of our high performance team, comprised of Basic IDIQ and partner resources, will ensure high quality, responsive, and cost effective performance for TIPS Members.

Executive Commitment

The Basic IDIQ Executive Team comprised of Rich Barrick, Robbie Roberts, and Larry Settle, are highly committed to the success of every project. Rich, Robbie and Larry maintain a passion for excellence and open communication with clients, employees and business partners. The Chief Operating Officer, Robbie Roberts, has primary executive responsibility for construction projects. They share in ownership and commitment to operating excellence and client satisfaction.

Project Manager

The assigned Project Manager is responsible for overall project execution (including safety, quality, and timeliness) and client satisfaction. The Project Manager is the primary point of contact for the client and will be responsible for successful “cradle to grave” execution and for achieving high levels of satisfaction among all stakeholders. The Project Manager responsibilities are indicated in the following table.

Position	Responsibilities	Qualifications
<p>Project Manager</p>	<ul style="list-style-type: none"> • Project management and oversight. • Communicating with Client personnel. • Obtaining and deploying specialized resources as needed. • Project site visits and inspections. • Achieving quality, including preparing and monitoring quality control plans. • Assuring worksite safety, including preparing and monitoring safety plans. • Scheduling resources and maintaining the established project schedule. • Coordinating with consultants, Client Representatives and corporate personnel. • Coordinating design when required. • Planning, estimating, deploying, and managing resources. • Coordinating and overseeing subcontractors. • Managing submittals. 	<ul style="list-style-type: none"> • B.S., Engineering or Construction Management plus three years project management experience, or • Five years experience in project management of construction projects. • Strong organization and communication skills. • Demonstrated competency managing multiple projects simultaneously. • Skilled in project planning, scheduling, subcontracting, supervision and administrative functions. • Strong understanding of all construction disciplines and the ability to resolve complex issues in the field. • Ability to communicate effectively, both orally and in writing. • Proficiency with technology tools including R.S. Means estimating software and Microsoft Project, scheduling software.

Construction Manager

Construction Managers have primary responsibility for day-to-day operations for their assigned projects. The number of Project Managers and Construction Managers assigned to the TIPS JOC will ultimately depend upon workload. The Construction Manager responsibilities are outlined below.

Position	Responsibilities	Qualifications
Construction Manager	<ul style="list-style-type: none"> Managing the day-to-day construction effort. Achieving quality. Assuring worksite safety. Maintaining the established project schedule and reporting progress to the Project Manager. Implementing corrective action plans for schedule, quality, and safety issues. Coordination and oversight of subcontractors and direct supervision of in-house crews. Coordinating with Client Representatives for permitting, utility outages, road closures, access, staging and other relevant issues. Resolving technically complex issues and directing approved field changes throughout construction. Receiving materials at the site. Purchasing common building materials. Preparing daily production reports. Maintaining as-built drawings. 	<ul style="list-style-type: none"> Minimum of five years site supervisory experience on multiple disciplined construction projects. Ability to supervise in-house crews and coordinate and integrate activities of subcontractors. Expertise controlling schedules; maintaining established schedules and developing solutions to recover time. Expertise purchasing common building materials. Expertise ensuring safe working conditions, maintaining as-built drawings, and working with owner's representatives for permits, access and outages. Proficiency with technology tools and software.

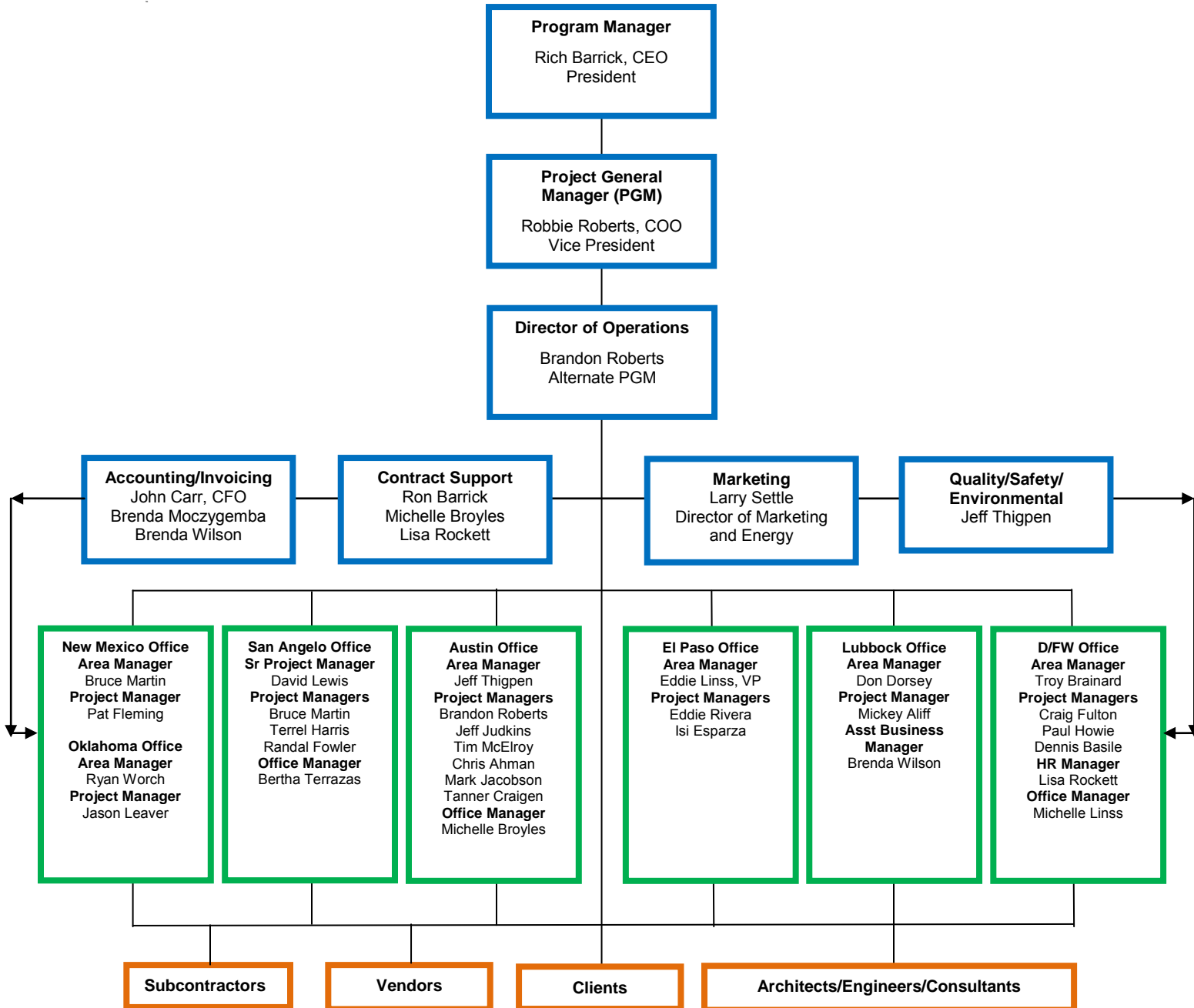
Area Manager

Area Managers have overall responsibility for safety, quality, timeliness, and overall client satisfaction for projects and clients within their geographic area. The Area Manager responsibilities are outlined below.

Position	Responsibilities	Qualifications
Area Manager	<ul style="list-style-type: none"> Overall success of Basic IDIQ operations in support of the Clients. Achieving high satisfaction among key stakeholders within Clients. Effective communication with key Clients personnel. Safety program effectiveness. Quality program effectiveness. Effectively managing and deploying resources. 	<ul style="list-style-type: none"> Demonstrated success as a Basic IDIQ Program Manager. Demonstrated strong leadership and management skills. Demonstrated effectiveness achieving high client satisfaction. Same core experience and skill qualifications as listed for "Program Manager".

ORGANIZATION CHART

Basic IDIQ's High Performance Organization





RICH BARRICK

PRESIDENT, CHIEF EXECUTIVE OFFICER

SUMMARY OF QUALIFICATIONS AND EXPERIENCE

For the past 42 years, Mr. Barrick has been involved in a variety of insurance, surety and risk management roles serving the construction industry. Most recently, Mr. Barrick was responsible for the product design and implementation of surety and insurance products for both federal and private sector indefinite delivery indefinite quantity construction contracts. Prior to that, Mr. Barrick was Risk Manager for a \$300,000,000 construction company where his responsibilities included risk transfer analysis, procurement, and safety procedures.

For the past 18 years, Mr. Barrick has been actively involved with the Center for Job Order Contracting Excellence (CJE), a research group sponsored by The Del E. Webb School of Construction at Arizona State University (ASU) in Tempe, Arizona. Mr. Barrick is also a Member of ASU's Alliance for Construction Excellence (ACE).



During his tenure with CJE and ACE, he has supported the expansion and continuous development of job order contracting in the construction industry through performance feedback, education and training programs. As the **CJE Industry Chair**, Mr. Barrick has been instrumental in reaching the research and development goals established to define measurable performance evaluation criteria and standards. He has promoted the expansion of the JOC market through education and encouraged the use of "best value" selection of JOC contractors. His strong commitment to continued improvement of the JOC program applications has enhanced the visibility of the CJE and the need to promote contractor performance feedback and involvement, education and training in the industry.

As President and CEO of Basic IDIQ, Inc., Mr. Barrick is responsible for expansion, implementation and the safe execution of all job order contracts. He will conduct regular site visits to interface with project managers and contract officers ensuring full compliance of contractual requirements and safety obligations. Basic IDIQ currently holds Job Order Contracts with 8 different buying cooperatives throughout several states.



Mr. Barrick resides in Austin, Texas and has been with the firm since August 2002.

PROFESSIONAL AFFILIATIONS/ASSOCIATIONS

Industry Chair, Center for Job Order Contracting Excellence (CJE), Arizona State University, Del E. Webb School of Construction

Member, Alliance for Construction Excellence (ACE), Arizona State University

General Lines License, Texas Department of Insurance



ROBBIE ROBERTS

PROJECT GENERAL MANAGER, CHIEF OPERATING OFFICER

SUMMARY OF QUALIFICATIONS AND EXPERIENCE

Construction management and quality assurance professional with extensive experience in management, supervision and administration of project types which includes job order contracting, environmental restoration, disaster clean up, multifamily dwelling, industrial & commercial construction, and public transportation.

Over the past nine years, Mr. Roberts has monitored project management and contractor/quality control personnel to ensure that projects were performed and inspected per design and specifications. Mr. Roberts reviews designs and initiates requests for information. His construction management experience includes overseeing all phases of each job order project. Initiating design changes, verifying adequate material types, verifying constructability of design; creating schedules and implementing the critical path, reviewing labor and material charges submitted by the contractors and verifying consistency with bid quantities and labor estimates as well as issuing daily progress reports to establish job process. Initial job walk, scope of work, proposal, submittals, preconstruction, safety and progress meetings, pay applications, as-built and closeout documentation are all daily project related experience for Mr. Roberts. His experience includes interfacing with the Client, Quality Control, Design, Engineering, and Construction. He performs project inspections for client acceptance, initiates construction work documents for modifications and new work and reviews for design changes. To close, his experience in construction management provides for the reinforcement of all 16 divisions of in construction throughout JOC work, industrial and commercial project settings. Mr. Roberts has been with the firm since 2006.

EDUCATION AND SPECIALIZED TRAINING

Texas State Technical College Waco, Computer Network/Systems Administration
McLennan Community College Waco, Business Administration
General Contractor’s License – New Mexico; Class - GB 98 “active”
Cost Works / RS Means Certificate
The Gordian Group / PROGEN Trained
OSHA 30 Hour Training Certificate
A++ Certificate

RELEVANT PROJECT EXPERIENCE

United States Postal Service JOC/IDIQ Construction Contract – New Mexico, Texas, Arkansas, Louisiana, Oklahoma
United States Postal Service JOC/IDIQ Contract – Energy
United States Postal Service Pre-Qualified Contractor Projects \$500K – \$2 million
Office of Inspector General’s Pre-Qualified Contractor Projects \$25K – \$2 million

HCDE/Choice Partners Texas JOC Program	TCPN Texas / National JOC Program
CES New Mexico JOC Program	TIPS/TAPS COOP JOC Program
NJPA COOP JOC Program	NCPA JOC Program
Texas Women’s University JOC Program	University of North Texas JOC Contract
Tarrant County College District JOC Contract	University of Houston JOC Program
Texas Tech University JOC Program	Texas State University JOC Contract
Austin Community College JOC Contract	Austin ISD JOC Contract
Dallas ISD JOC Contract	Midland ISD JOC Contract
Round Rock ISD JOC Contract	Waco ISD JOC Contract



LARRY L. SETTLE

VICE PRESIDENT, DIRECTOR OF MARKETING AND ENERGY

SUMMARY OF QUALIFICATIONS AND EXPERIENCE

Mr. Settle has more than 45 years of business management, customer service, marketing and business development experience working with State, Local and Education (SLE) government as a sales consultant. He brings to the team a solid reputation in sales, consulting, partnership alliances, client development, product promotion and creative sales strategies.

As Director of Marketing and Energy, Mr. Settle will work closely with TIPS to leverage their support and lead the integration of our JOC teams' experience to market our energy saving initiative to assist existing TIPS Members and potential clients with complete analyzes of their energy usages and how they can lower their expenses. Mr. Settle will define high level marketing and sales goals and objectives for the TIPS JOC contract in geographical areas where Basic IDIQ has extensive JOC experience including but not limited to Texas, New Mexico, Oklahoma, Louisiana, and Arkansas.

As first line of Basic IDIQ's marketing plan, Mr. Settle will conduct need assessments in targeted geographical areas and meet with potential customers, review status of the targeted market and make sure that we focus on coordinated efforts in line with corporate management support. All Basic IDIQ employees will serve as marketing resources in their respective branch offices.

EDUCATION AND SPECIALIZED TRAINING

Management, Marketing and General Business, West Texas A&M University

RELEVANT PROJECT EXPERIENCE

TCPN Texas / National JOC Program
HCDE/Choice Partners Texas JOC Program
CES New Mexico JOC Program
TIPS/TAPS COOP JOC Program
NJPA COOP JOC Program
NCPA JOC Program



BRANDON ROBERTS

OPERATIONS MANAGER / CONSTRUCTION SUPPORT SERVICES

SUMMARY OF QUALIFICATIONS AND EXPERIENCE

Project management and estimating for new construction, repair/renovation, and maintenance projects, specializing in low voltage controls and systems installation/upgrades. Responsibilities include overall project planning and scheduling, resource allocation, and job cost accounting while providing technical direction and ensuring compliance with quality standards. His responsibilities span a broad spectrum, covering all the areas of project management such as Project Planning, Cost Management, Time Management, Quality Management, Contract Administration, and Safety Management.

As Project Manager, Mr. Roberts' involvement starts upon contract award with charting out project objectives and plans, setting performance requirements, and selecting project participants. He is charged with bringing about optimum utilization of resources such as labor, materials and equipment, and ensuring their procurement at the most cost-effective terms. Throughout the job order process, Mr. Roberts will implement various operations through proper coordination, develop effective communications and mechanisms for resolving conflicts among participants, oversee the construction activities on a daily basis, hold status meetings with all the subcontractors, and ensure construction activities move according to predetermined schedule. Through a strict adherence to the budgetary guidelines, quality and safety standards, periodic inspections, scheduled and unscheduled, of the jobsites, Mr. Roberts serves as a key link with the clients and he controls the deliverable prepared by the team before passing onto client.

EDUCATION AND SPECIALIZED TRAINING

The Gordian Group JOC University / Gordian PROGEN Estimating
RS Means Cost Works Estimating Certificate
OSHA 30 Hour Training Certified
NICET Fire Alarm Systems Level II, AT Cert. No. 126111
Texas Residential Fire Alarm Superintendent RAS-1406
Texas DPS-PSB License Reg. No. 852228
NBFAA Level II – Security, Access Control, & Communications Systems
CPR for Healthcare Providers
National Registry EMT-B

RELEVANT PROJECT EXPERIENCE

United States Postal Service IDIQ/JOC Contract
Texas State University Construction JOC Contract
Austin Community College Construction JOC Contract
Austin Independent School District JOC Contract
Round Rock Independent School District JOC Contract



EDDIE LINSS

AREA MANAGER

SUMMARY OF QUALIFICATIONS AND EXPERIENCE

Mr. Linss has more than 18 years of construction, project, operations, facilities and financial management experience. His functional expertise includes operations management, construction management, project design & development, quality assurance, environmental remediation and restoration, preventive maintenance and financial oversight. During his tenure at Basic IDIQ, Mr. Linss has successfully completed more than \$22 million in work under Indefinite Quantity Indefinite Delivery (IDIQ) contracts. He has managed high visibility projects for the City of El Paso, El Paso County, the University of Texas at El Paso, and the Texas Tech University Health Sciences Center in El Paso. As Vice President and Area Manager of the El Paso Office, he has been an integral part of developing new markets for Basic IDIQ, as well as expanding on the relationships with existing clients. He has successfully handled the operations of the El Paso area maintaining a steady flow of work, while keeping expenses under control. Mr. Linss has been with the firm since 2006.

Mr. Linss has completed a broad range of projects encompassing both new construction and renovation throughout his career. His work has included projects with a significant focus on energy savings, including the renovation of major electrical and mechanical systems. He was able to achieve an energy cost savings of over thirty five percent over two years, while managing a prominent high-rise in El Paso's downtown district by completing lighting retrofits, adding variable frequency drives to major heating and cooling components, replacing the old cooling tower with two newer and more efficient models and tweaking the programming of the energy management system. He then implemented similar energy cost saving initiatives throughout the remainder of the properties under his care. He has also directly managed interior remodeling projects for various clients that range in size from small to considerably large. Eddie has implemented projects for clients in the government, education, commercial, industrial and multifamily residential sectors.

EDUCATION AND SPECIALIZED TRAINING

Bachelor of Business Administration with an emphasis on Finance, University of Texas at El Paso
Cost Works / RS Means Certificate, Gordian Group JOC University / PROGEN Trained
OSHA 30 Hour Training Certificate

PROFESSIONAL AFFILIATIONS/ASSOCIATIONS

Member/President, Sigma Alpha Epsilon Alumni Member & Chapter Advisor for Texas Gamma Chapter
President InterFraternity Council
Salvation Army Advisory Board, Board Member and Property Committee Chairman
Pro Cathedral Church of St. Clement – Launch Pad – Tutor / Mentor Program

RELEVANT PROJECT EXPERIENCE

Texas Tech University Construction JOC Contract
United States Postal Service 2007 JOC Contract
University Texas El Paso JOC Program
Texas Tech Health Science JOC Program
City Of Las Cruces JOC Program
CES New Mexico JOC Program
City of El Paso JOC Program



JEFF THIGPEN

AREA MANAGER

SUMMARY OF QUALIFICATIONS AND EXPERIENCE

Mr. Thigpen has more than thirteen years of project management and project supervision experience in the construction industry. His expertise includes construction management, planning and estimating, value engineering, constructability, safety and quality assurance.

Jeff has managed projects in the institutional, education, government, retail, commercial, medical, and residential sectors. He has experience in both new construction and renovation. One of his focus areas is fast cycle time project development and execution.

Mr. Thigpen has been a member of the Basic IDIQ team since 2008. He made strong contribution to our client support effort in Houston after Hurricane Ike. During this time he used Basic IDIQ's Value Optimizing Methodology to reduce the cost of a new commercial building from \$1.6 million to \$900,000. This effort brought the project within funding guidelines and changed the client situation from budget problem to facility solution.

Prior to Basic IDIQ, Mr. Thigpen worked for a construction contractor specializing in job order contracting in Austin, Texas. In this role he was responsible for projects from scope development and design through project implementation and completion. He successfully managed projects ranging in size from \$20,000 to more than \$3 million.

Mr. Thigpen's earlier experience includes project management experience for a construction company focused on the commercial and medial segments. He also has project supervision experience in residential construction.

Jeff resides in Austin, Texas and has been with the firm for over seven years.

EDUCATION AND SPECIALIZED TRAINING

Northwestern State University, Natchitoches, Louisiana, Business Administration
Cost Works / RS Means Certificate
The Gordian Group JOC University / PROGEN Trained
OSHA 30 Hour Training Certificate

RELEVANT PROJECT EXPERIENCE

United States Postal Service IDIQ/JOC Contract
Texas State University Construction JOC Contract
Austin Community College Construction JOC Contract
Angelo State University Construction JOC Contract
Austin Independent School District JOC Contract
Round Rock Independent School District JOC Contract



DONALD DORSEY

AREA MANAGER

SUMMARY OF QUALIFICATIONS AND EXPERIENCE

Mr. Dorsey has 25 years of experience in project management and supervision of heavy mechanical construction. Before joining Basic IDIQ, Inc. in 2012, Mr. Dorsey held a lead supervisory position with the Texas Tech University Physical Plant under the TTU Engineering Services and Facilities Planning and Construction Divisions. He provided operational control, direction and management of mechanical operations of major work centers such as the Electric Shop, the Steam/Machine Shop and the Plumbing Shop.

His assistance to the Engineering Services and Facilities, Planning and Construction Divisions included project design, maintenance, renovations and new construction. He participated in reviews of new construction and renovation plans and cost estimates to ensure accuracy on cost and labor. He oversaw all mechanical contractor activities. He supervised safety and quality control issues to identify non-productive situations and developed solutions.

Mr. Dorsey managed the Job Training Apprenticeship Program for the work centers to ensure his personnel met all the Federal and State eligibility guidelines to take State exams. He instructed a continual and formal on-the-job training program designed to increase proficiency and effectiveness of all assigned personnel.

Mr. Dorsey conducted routine scheduled and non-scheduled safety inspections of assigned work centers. He enforced safety procedures to safety standards.

Mr. Dorsey developed a notable Preventive Maintenance Program for all the equipment on campus. He developed preventative maintenance processes for the Building Maintenance Construction shops. After he identified all the equipment on campus, he documented findings and developed a schedule of preventative maintenance tasks required for each piece of equipment.

EDUCATION AND CERTIFICATIONS

Texas State Board of Plumbing Examiners, Master Plumber
Texas State Board of Plumbing Examiners, Journeyman Plumber

RELEVANT PROJECT EXPERIENCE

USPS IDIQ Construction JOC Program
TIPS/TAPS JOC Program
TCPN JOC Program
Texas Tech University JOC Program
Texas Tech Health Science Center JOC Program



TROY BRAINARD

AREA MANAGER

SUMMARY OF QUALIFICATIONS AND EXPERIENCE

Mr. Brainard has consistently managed projects in the \$3-\$4 million range. He is responsible for customer communications, cost control, marketing, managing employees, invoicing, risk assessment and preventive actions to eliminate risk and liabilities. He is a motivated professional with multiple years of experience in the field and in the office of electrical contracting and management. Mr. Brainard is a Journeyman licensed Electrician with 20 years of experience and excellent team-building skills.

Mr. Brainard is capable of installation of all variations of electrical applications from the standard receptacle installation to large service gear installations. He is trained and certified to work on voltage applications up to 135,000 volt systems. He has experience in the design and execution of systems and additions to systems. He has rigging and craning experience. He is trained and certified large equipment operator, IE tractors, back hoes, Excavators, Cranes, Front end loaders, boom lifts, scissor lifts, and trenchers.

Mr. Brainard is the Area Manager and Project Manager for the Dallas/Fort Worth office and has been with the firm since April 2013.

EDUCATION AND SPECIALIZED TRAINING

Cost Works / RS Means Certificate
The Gordian Group JOC University / PROGEN Trained
OSHA 30 Hour Training Certificate
NJATC Electrical Training Program
Harrison Vocational Technical School, Electrical and HVAC
Mountain Home High School

RELEVANT PROJECT EXPERIENCE

TIPS/TAPS JOC Program
HCDE/Choice Partners JOC Program
University of North Texas JOC Contract
Tarrant County College District JOC



BRUCE MARTIN

AREA MANAGER

SUMMARY OF QUALIFICATIONS AND EXPERIENCE

Bruce Martin has more than 23 years of experience in the construction industry, including 17 years of supervisory and project management experience. He has extensive experience supervising multiple subcontractors on multiple job sites simultaneously. Bruce has more than seven years of experience working on job order contracts. He is responsible for day-to-day supervision, coordination and quality control of subcontractors and craft personnel at project sites. He updates the project schedule and ensures the project deadlines are met. Bruce provides daily safety awareness, inspection and quality control checks to ensure safety and compliance with project scope of work and owner standards.

Mr. Martin is the Area Manager in our Albuquerque, New Mexico office.

EDUCATION AND SPECIALIZED TRAINING

Professional Education/Training/Licenses

GB-98—General Building Contractor License
JOC 2.1 Estimating Process
Project Scheduling (Critical Path Approach)
Risk Management
COMPASS 101 and 201 (Project Management Software)
NCCER Training in Sustainability and Awareness of Green Construction
Quality Management for Contractors (USACE Three-Phase Inspection)

Safety Training

OSHA 30 Hour Trained
Adult CPR / First Aid Certified

RELEVANT PROJECT EXPERIENCE

Job Order Contracts for the Cooperative Education Services of New Mexico, multi-year IDIQ contracts that covers general construction, renovation, and repair of educational facilities throughout the state of New Mexico.

Job Order Contracts for the University of New Mexico, Albuquerque, NM, multi-year IDIQ contracts for maintenance, repair, and renovation for university buildings and facilities.

Job Order Contract for the Los Alamos School District, Los Alamos, NM, a multi-year IDIQ contract that provides for renovation, modernization, and alteration projects for K–12 schools, administrative spaces, sport facilities, and other school district sites and facilities.



DAVID LEWIS

SENIOR PROJECT MANAGER

SUMMARY OF QUALIFICATIONS AND EXPERIENCE

Over 26 years of experience in all phases and disciplines of residential and commercial construction projects, including management and supervision of employees on multiple projects simultaneously. His experience in JOC construction includes building renovations, new construction, repair; maintenance and alteration work on residential, commercial and federal, state, local and education (SLE) governments for cooperative purchasing networks and the USAF SABER contracts.

Mr. Lewis has extensive knowledge of the IDIQ construction job order process from his ten years of experience in quality control management, safety and site supervision of task orders for multiple contractors at the Goodfellow AFB in San Angelo, Texas.

Mr. Lewis will be responsible for project management duties including client interface, contract negotiations, scheduling, quality control, safety, design services, inspecting, and subcontract management.

EDUCATION AND SPECIALIZED TRAINING

U.S. Army Corps of Engineers Construction Quality Control Management Course
Cost Works / RS Means Certificate
The Gordian Group JOC University / PROGEN Trained
30 Hour OSHA Trained

RELEVANT PROJECT EXPERIENCE

Angelo State University JOC Contract
United States Postal Service JOC Contract
TIPS/TAPS JOC Program
HCDE/Choice Partners JOC Program



RANDAL FOWLER

SENIOR PROJECT MANAGER

SUMMARY OF QUALIFICATIONS AND EXPERIENCE

Mr. Fowler has more than 24 years of construction and project management experience including assignment as a Project Manager with Basic IDIQ for the past six years. His functional expertise includes construction management, project management, quality assurance, environmental remediation and restoration, and information technology.

Mr. Fowler has completed a broad range of projects encompassing both new construction and renovation throughout his career. His work has included projects with significant technical requirements, including major mechanical and information technology systems. Randal has implemented projects for clients in the government, education, commercial, industrial, public transportation, and multifamily residential segments.

During his tenure at Basic IDIQ, Mr. Fowler has successfully completed more than \$5 million in work under Indefinite Quantity Indefinite Delivery (IDIQ) contracts. Most recently he has been responsible for construction of all United States Postal Service facilities under their state-wide IDIQ contract for New Mexico. He has also managed high visibility projects for the Dallas Independent School District and the Angelo State University.

Prior to Basic IDIQ, Mr. Fowler accumulated 6 years of project management experience in environmental remediation, three years of general management experience with a company focused on commercial and residential construction, and 10 years project management experience with a SABER contract at Goodfellow AFB.

Mr. Fowler is a Project Manager in our San Angelo, Texas office.

EDUCATION AND SPECIALIZED TRAINING

Cost Works / RS Means Certificate
The Gordian Group JOC University / PROGEN Trained
OSHA 30 Hour Training Certificate

RELEVANT PROJECT EXPERIENCE

Angelo State University JOC Contract
United States Postal Service JOC Contract
TIPS/TAPS JOC Program
HCDE/Choice Partners JOC Program



PAUL HOWIE

PROJECT MANAGER

SUMMARY OF QUALIFICATIONS AND EXPERIENCE

With over 24 years of experience in construction and business ownership, Mr. Howie has advanced his career with increasing responsibilities in construction management, sales, operations, marketing, estimating, scheduling, subcontractor monitoring, and human resource management. In his recent position as General Operations Manager for two leading General Contractors, he achieved record sales and completions on multiple civil, private, and state construction projects.

Mr. Howie is proficient in scheduling and estimating, and refined in client relations, resolving issues, and controlling the complete construction process.

Mr. Howie is a Project Manager in our Austin, Texas office.

EDUCATION AND SPECIALIZED TRAINING

University of Texas at Arlington, B.A., Interdisciplinary Studies in Business Management/Entrepreneurship (2009) 3.1 GPA

- | | |
|--|---------------------------------|
| MS Project Certification | OSHA Certified (10 & 30 hr) |
| Traffic Control Design and Implementation planning | SWPPP Certified |
| Operations and Company Officer | Financial Analysis |
| Subcontractor/Crew Supervision | Strategic Management |
| QA/Field Engineering | Bidding/Estimating/Proposals |
| Traffic Safety/OSHA Compliance | Budgeting and Cost Controls |
| Commercial Licensed Irrigator (TX#16392) | Change Order Management |
| Commercial BPAT License (TX #14941) | Hydraulics and Design expertise |
| MS Excel, Word, Power Point, Outlook, Project | Contractor Pro |
| Sage/Timberline | CAD, Primavera and Xactimate |
| Spanish Language-Intermediate | |

MILITARY SERVICE

- | | |
|---------------------------|---------------|
| U.S. Navy Reserve | 1991-1997 |
| Military Excellence Award | November 1991 |
| Navy Service Medal | June 1995 |

WORK EXPERIENCE

- | | |
|--|------------------------------|
| Newsome Construction INC., Burleson, TX | June 2013 – present |
| Independent Contractor, DFW Metro Area | April 2013 – June 2013 |
| Texas Custom Commercial Floors, LLC | January 2013 – April 2013 |
| Freelance Contractor, DFW Metro Area | October 2012 – December 2012 |
| AngMar Construction LLC, Burleson, TX | July 2011 – October 2012 |
| Superior Sprinkler Services, Prosper, TX | March 2011 – July 2011 |
| Tradesmen International, Arlington, TX | November 2010 – March 2011 |
| Structure Solutions/MLS, Plano, TX | March 2010 – July 2010 |
| University of Texas Arlington, Arlington, TX | June 2009 – November 2009 |
| Freelance Pool and Irrigation Service | March 2008 – March 2011 |
| L.H. Lacy Company, Dallas, TX | March 2006 - February 2008 |
| KGV Grassmasters, Inc., Arlington, TX | 1996 - March 2006 |



CRAIG FULTON

PROJECT MANAGER

SUMMARY OF QUALIFICATIONS AND EXPERIENCE

Mr. Fulton has over 15 years of experience in construction estimating and project management. He has extensive experience in project management and construction estimating for design-build construction and renovation/retrofit solutions. He has a thorough knowledge of the process and procedures required by federal, local and state government agencies including U.S. Postal Service, U.S. Army Reserve, Mission Installation and Contracting Command for the U.S. Army, U.S. Air Force, Bureau of Engraving & Printing, Air Force Reserve Command, Directorate of Public Works, and others. He works effectively managing teams of professionals under deadline driven environments requiring strong capabilities in prioritizing.

Mr. Fulton is a Project Manager at Basic IDIQ's Fort Worth Office and has been with the firm since 2013.

EDUCATION AND CERTIFICATIONS

Bachelor of Business Administration in Management, University of Texas at Arlington
JOCWorks / CostWorks RS Means
The Gordian Group JOC University / PROGEN Trained
OSHA 30 Hour Training Certificate
Microsoft Office: Excel, Word, Outlook
CRM Customer Relationship Management: Salesforce.com

RELEVANT PROJECT EXPERIENCE

TIPS JOC Program
HCDE/Choice Partners JOC Program
University of North Texas JOC Contract
Tarrant County College District JOC



CHRIS AHMAN

SUPERINTENDENT

SUMMARY OF QUALIFICATIONS AND EXPERIENCE

Mr. Ahman has over 8 years experience in Project Management and Quality Assurance in the construction industry. Projects include, new construction, re-construction, mold remediation disaster clean up, and insurance restoration, in multi-family dwelling, commercial and residential.

His expertise includes planning and estimating, material selection, supervision, and critical thinking/problem solving. While successfully managing jobs from \$10,000-\$2,700,000 he prides himself in taking care of the smallest job as methodically as the largest, insuring timely completion and total customer satisfaction.

His role has included the responsibilities of scope development, plan design, cost management, securing funds, scheduling, and final invoicing. Chris is proficient in Xactimate estimating software with 7+ years experience and a deep understanding of line item values, unit cost and construction steps involved in bidding process.

Mr. Ahman has been a member of the Basic IDIQ team since August 2014 and is based out of Austin, Texas. In this time he has completed over 25 Jobs through JOC Contracting/TIPPS/Buy Board with the Round Rock and Killeen Independent school districts.

Mr. Ahman is a Superintendent in our Austin, Texas office.

EDUCATION AND SPECIALIZED TRAINING

Cost Works / RS Means Certificate
The Gordian Group JOC University / PROGEN Trained
Xactimate Estimating System
OSHA 500 Hour Training Certified

RELEVANT PROJECT EXPERIENCE

Round Rock Independent School District JOC
TIPS JOC
Buy Board JOC



TIM McELROY

SUPERINTENDENT

SUMMARY OF QUALIFICATIONS AND EXPERIENCE

Mr. McElroy has more than 20 years of experience in the construction industry. His areas of expertise include construction management, site superintendence, quality assurance, resource management, labor relations, and procurement.

During his career Mr. McElroy has been responsible for the planning, estimating, design coordination and execution of projects valued at more than \$60 million. Tim's diverse experience has included working with both public and private sector owners. He has successfully completed projects in the commercial, residential, and education sectors and has interfaced effectively with facility managers, owners, end users, contractors, architects and engineers, and consultants.

Mr. McElroy is a "hands on" leader who has demonstrated a commitment to client satisfaction and timely delivery of quality work. He is skillful at managing schedules and resources and coordinating work among multiple trades.

Mr. McElroy resides in Austin, Texas and has been a Construction Manager with Basic since 2008.

EDUCATION AND SPECIALIZED TRAINING

Cost Works / RS Means Certificate
The Gordian Group JOC University / PROGEN Trained
OSHA 30 Hour Training Certified

RELEVANT PROJECT EXPERIENCE

Texas State University 2009 JOC Contract
Austin Community College 2010 JOC Contract
United States Postal Service 2007 JOC Contract



EDDIE RIVERA

SUPERINTENDENT

SUMMARY OF QUALIFICATIONS AND EXPERIENCE

Mr. Rivera has over 10 years of superintendent and facilities management experience. He possesses quality assurance and code compliance knowledge associated with mechanical, electrical, plumbing, finishes, concrete, gravel as well as other construction disciplines. He currently supervises multiple projects located in El Paso, Texas. Current projects include interior office renovations, mechanical upgrades, science lab retrofits, and a complete auditorium seating and multi-media renovation.

Prior to joining Basic IDIQ, he was a Project Manager for A&E Contracting Solutions. His responsibilities included bidding of multiple construction projects within the El Paso area. He managed and supervised team members working in various construction projects. His responsibilities also included managing materials assessments and inventory. He ensured construction plans were in agreement with customer expectations and identified points at which contractual obligations were to be met. He scheduled inspections, coordinated proposed changes in design with consultants and construction managers. His capabilities include the ability to work hands on, as well as operating heavy machinery on construction sites. Projects completed encompasses Vegetation removal along the border fence for the US Border Patrol, bathroom and locker room remodel Ascarate golf course, Auditorium remodel Texas Tech Medical School, Concrete work for the City of El Paso, various home remodels, landscape work, roofs, CMU construction and architectural finishes.

Prior to his employment with A&E, Eddy was employed with B&I Cooling Systems and Construction as a Project Manager. His scope of work included residential and commercial projects. He worked closely with the Community and Human Development Department of Housing Programs Division of the City of El Paso, as well as El Paso Zoo and Popeye's Chicken.

EDUCATION AND SPECIALIZED TRAINING

Cost Works / RS Means Certificate
The Gordian Group JOC University / PROGEN Trained
OSHA 30 Hour Training Certified

RELEVANT PROJECT EXPERIENCE

Texas State University 2009 JOC Contract
United States Postal Service 2007 JOC Contract
Texas Tech Health Science JOC Program
University Texas El Paso JOC Program
City of El Paso JOC Program



BRENDA MOCZGEMBA

VP, DIRECTOR OF ACCOUNTING

SUMMARY OF QUALIFICATIONS AND EXPERIENCE

Ms. Moczygemba has over nineteen years experience in office management, clerical and administrative office functions having directly worked with three different Simplified Acquisition Base Engineering Requirements (SABER) contracts and numerous Job Order Contracts (JOC). Ms. Moczygemba currently serves as the Administrator/Business Manager in our JOC Division Office in Houston, Texas. She is responsible for handling all aspects of office management, accounts receivable and payable, report preparation and timekeeping and payroll operations. She is familiar with the details of the IDQ contracting concept and effectively functions as a purchaser and expeditor. Ms. Moczygemba has exceptional communication skills and the demonstrated ability to courteously and effectively communicate with customers and in-house personnel. Ms. Moczygemba has been with the firm since 2002 and she resides in Houston, Texas.

Specific responsibilities include: performing office reception, bookkeeping and word processing tasks; preparing project submittals; researching project estimates and coordinating subcontractor bids; assists with purchasing and delivery of materials; records and expedites payroll and payroll reporting functions; updates local subcontractor database; and maintains contract files for subcontracting, payroll and project documentation.

Prior to joining our firm, Ms. Moczygemba served as Administrative Assistant for three years at FKW Incorporated in San Antonio, Texas. She had administrative responsibilities for the Kelly AFB and Lackland AFB SABER contracts. Responsibilities included maintaining project master files, issuing purchase order numbers, tracking job costs on each project, and processed change orders. She processed timesheets and maintained personnel records. She was responsible for maintaining and submitting monthly and quarterly financial and personnel reports. Ms. Moczygemba developed, implemented and maintained a computerized spreadsheet system for tracking individual delivery order costs at the project level.

Ms. Moczygemba served for ten years as a Social Service Worker for the State of Texas. She advanced from entry-level Clerk typist to the position of Social Service Worker I. Responsibilities included performing receptionist duties, interviewing clients to assure accuracy of provided data, and tracked tri-county records to verify quality of data input. As Head Clerk, oversaw the activities of several clerks and Social Workers to ensure accuracy of information submitted to the state office. Ms. Moczygemba's duties expanded to include determining eligibility of applicants to receive benefits.

EDUCATION AND SPECIALIZED TRAINING

High School Diploma, Poth High School
AS400 Accounting System Certification



BRENDA WILSON

ACCOUNT MANAGER

SUMMARY OF QUALIFICATIONS AND EXPERIENCE

Ms. Wilson currently serves as the Business Manager for Basic IDIQ. She is knowledgeable of cooperative purchasing networks and IDIQ/JOC contracting and effectively functions as a purchaser and expeditor. Ms. Wilson has exceptional communication skills and the demonstrated ability to courteously and effectively communicate with customers and in-house personnel. Ms. Wilson has been with the firm since 2008 and she resides in Lubbock, Texas.

Specific responsibilities include:

- Responsible for the direction and coordination of several business office operations (Texas: Abilene, Austin, El Paso, Lubbock, Midland and San Angelo; New Mexico: Albuquerque)
- Responsible for all activities in the accounts receivable and accounts payable function
- Responsible for calculating, posting and verifying duties to obtain and record financial data for use in maintaining accounting and statistical records
- Supervise office activities to achieve maximum expense control and productivity
- Develop procedures and policies for office activities
- Directs and coordinates administrative services, which may include office clerical and support services, printing, mail distribution, telecommunications, maintenance and purchasing
- Responsible for overseeing all contracts and relationships with external service providers and entities
- Responsible for communication to corporate accounting office including assistance with month-end close/financials
- Participate and conduct daily/weekly accountability meetings
- Oversee procedures to ensure compliance with Federal and state policies
- Timely completion and submission of required reports

Prior to joining Basic IDIQ, Ms. Wilson served as an Office Administrator and Business Manager for medical service providers performing business management, project management, personnel management and customer relations.

EDUCATION AND SPECIALIZED TRAINING

Bachelor of Science, Business Administration
Wayland Baptist University, Lubbock, Texas



MICHELLE BROYLES

EXECUTIVE SUPPORT

SUMMARY OF QUALIFICATIONS AND EXPERIENCE

Basic IDIQ, Inc. - 2010 to Present Office Manager

Job Coordination, Proposal preparation, Purchasing, Bookkeeping and Invoicing, Support Area and Project Managers on daily tasks, Trade Shows, Budget Analysis

Celebrate Austin Publications 2008 - 2010 Executive Sales Manager

Creative Marketing and tactic implementation, Complex Contract Negotiations, Financial Analysis and Sales Revenue Forecasting, Event Planning, Bookkeeping, Outside Sales

Volente Beach Water Park /The Blu Parrot 2006 -2008 Sales and Marketing Director

Sales and Marketing for Waterpark events and Event Coordination, Marketing/Presentations to large corporations. Planning and Coordinating of Single and Multi-Day Events and Staffing. Contract Preparation and Review, Invoice, Billing and Collections, Design and Layout of Print Advertising, TV Campaigns and Promotional Events. Booking live music for bar/restaurant, Menu Design and Print, Quality Control for Water Park and record Sales with revenue of over \$500,000.00 in annual sales.

Concrete Concepts of Austin 2001 - 2008 Human Resources/Office Manager

Accounting, Purchasing, Payroll, Insurance Coordination and Management of 8 employees. Employee Benefits and all phases of Human Resource duties. Proposal preparation, Budget and Job Costing Analysis, Job Coordination and Scheduling. Sales and Marketing, Event Planning and Corporate Travel.

Longaro & Clarke Engineering, Inc. 1996 - 2001 HR/Office Manager

Accounting, Quarterly Tax Preparation and Coding, All Phases of Book Keeping and reporting to CPA. Health and Business Insurance Coordination and plan analysis, Contract Review, Proposals, Job Costing, Pay Estimates and Bid Tabulations. Compiled Office and Employee Handbooks, Corporate Event Planning and Staff Coordination. All phases of Human Resources and Employee Development.

EDUCATION AND SPECIALIZED TRAINING

MS Word, Excel, Outlook, Publisher, PowerPoint, Quick Books
Strong Communication and Organizational Skills, Team Player, Professional, Leader
Marketing and Sales, Creative Writing, Design and Layout, Purchasing, Event Coordination



Energy and LEED Program Approach

Basic IDIQ uses a proprietary approach for maximizing value from energy, environmental, and sustainability investments. A cornerstone of this approach will be working with the TIPS Members' facilities experts, users, and other stakeholders to develop client focused guiding principles. These principles will drive priorities and energy project portfolio development.

Guiding Principles

Guiding principles are essential to develop a single vision of how the TIPS Member should deploy scarce funds on energy efficiency, alternative energy, and LEED investments. Key stakeholders will normally have differing philosophies based on their personal experiences, beliefs, and priorities. Developing one set of guiding principles forces integration of these disparate philosophies into a single team vision, thereby improving decision accuracy and speed.

Guiding principles are unique to every TIPS Member but often have common themes that include:

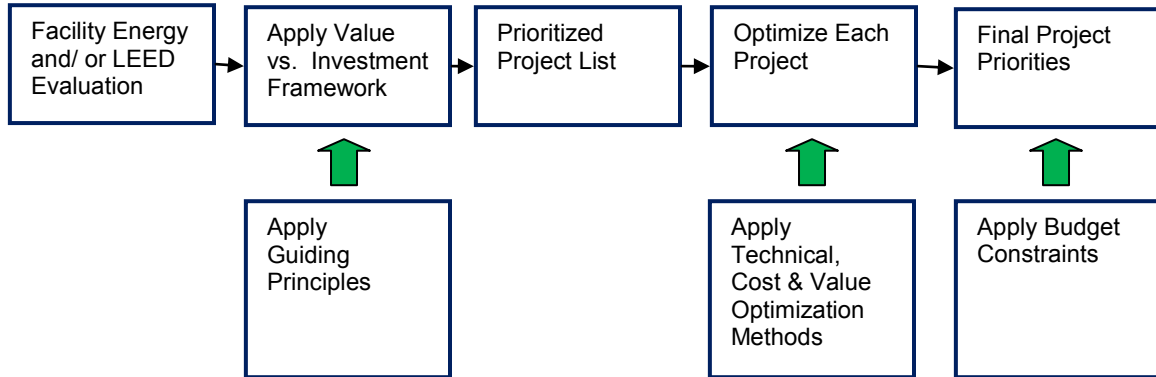
1. The value of each energy efficiency, alternative energy, or LEED initiative must be explicitly determined and stated.
2. Economic value derived from energy savings or alternative energy production must be evaluated based on return on investment and/ or payback period.
3. To the extent that non economic value is considered, for example, marketing benefit or social good, explicit criteria will be established to indicate value.
4. Individual solutions that do not meet approval thresholds will not be aggregated with other solutions that do meet thresholds. Aggregation should never reduce the visibility of the cost versus benefit of any discrete solution.
5. Discrete solutions that meet value based criteria may be aggregated to facilitate obtaining funding or to enable more efficient implementation.
6. Solutions must be low risk and based on proven technology.

Identifying and Prioritizing Energy and LEED Opportunities

Basic IDIQ's proprietary method for identifying, optimizing, and prioritizing energy efficiency, alternative energy, and LEED projects is unique in several respects.

- Basic IDIQ selectively deploys experts as needed to perform specific tasks, for example, technical project development. These experts are drawn from both internal resources and our Extended Team of technical experts.
- Client driven guiding principles are developed to guide project selection and prioritization.
- A two step process is used to set priorities. The first step produces an initial list of priorities based on facility evaluation and client guiding principles. The second step refines the list after individual projects are optimized using technical, cost, and value improvement methods.

Basic IDIQ Process for Identifying and Prioritizing Projects



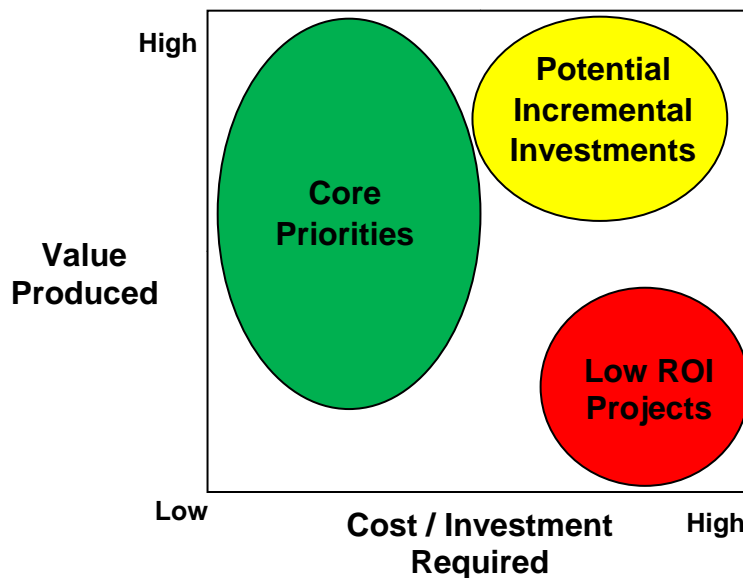
Maximizing Value

Basic IDIQ will use guiding principles developed in concert with each TIPS Member to direct project identification and evaluation. Each potential energy or LEED project will be screened, scored, and prioritized in terms of value delivered and ability to meet required return on investment and other required factors.

As stated earlier, Basic IDIQ uses a proprietary method to optimize value on each project. We start the process by gaining a complete understanding of the TIPS Member and their technical requirements. We then break the project down into simple components and perform a value maximizing function on each one. Changes are done as needed to further optimize the result. This method allows us to work closely with the TIPS Member to unveil hidden value, improve implementation, and reduce risk.

The framework shown below is used to guide prioritization. Value rankings are based on economic considerations and other factors (e.g., social responsibility) when appropriate. Cost / investment analysis takes into account both initial implementation costs and lifecycle costs.

Energy and LEED Investment Priority Framework



Experience



Basic IDIQ and our Extended Team of engineers and technical subcontractors have hundreds of years of applied experience in energy, electrical systems, HVAC systems, control systems, building envelope and other systems. We are confident that our capabilities are well suited for all energy efficiency, alternative energy, and LEED services required by the TIPS Members.

Many of Basic IDIQ’s clients have a large number of facilities and significant physical plants. Much of our project workload involves key building systems that impact energy and environmental profiles including the building envelope, electrical systems, and HVAC systems.

Technology and Applications

The technologies and applications provided below are typical of opportunities Basic IDIQ would anticipate pursuing for existing facilities for the TIPS Members. These technologies and applications are based purely on economic considerations. Actual results would likely vary based on client guiding principles and the results of technical assessments for specific facilities. Basic IDIQ believes, based on our experience with similar facilities, that there will be many core, low risk, energy efficiency opportunities that can be implemented with payback periods of 5 years or less.

Core priorities represent “low hanging fruit” and should be pursued as soon as projects are validated and funding is available.

Basic IDIQ is prepared to assist with obtaining funding if selected to take a leadership role implementing energy efficiency, alternative energy, and LEED projects for the TIPS Members.

Priority	Applications	Comments
Core Priorities (e.g., Payback 5 years or less)	<ul style="list-style-type: none"> • Replace aged fluorescent fixtures (T12) with modern energy efficient fixtures (T8, electronic ballast) • Replace all remaining incandescent fixtures with fluorescent fixtures • Improve lighting controls and sensors • Install window solar films • Install Variable Frequency Drives for all motors 25 hp or greater • Convert pneumatic controls to digital Energy Management System • Implement energy recovery • Replace inefficient and / or aged equipment with high efficiency units 	<p>A broad range of energy efficiency solutions should be available with payback periods of 5 years or less</p> <p>Detailed facility assessments are required for accurate project scope and cost estimates</p> <p>For planning purposes, upgrading existing facilities to energy efficient lighting systems typically costs \$0.80 to \$1.30 per square foot</p>
Potential Incremental Investments (e.g., Payback from 6 to 8 years)	<ul style="list-style-type: none"> • Wind electrical generation • Geothermal HVAC, new buildings • Solar hot water heating • Replace aged windows with low e windows • Seal window air leaks • Repair and / or insulate roofs 	<p>Poor wind quality and appearance may be issues for facility level wind electrical generation</p> <p>Geothermal HVAC can achieve 5 year payback period for new facilities</p> <p>Many building envelope improvements are best done at time of normal lifecycle replacement</p>
Low ROI Projects (e.g., Payback 9 years or more)	<ul style="list-style-type: none"> • Solar electrical generation / photovoltaic • Geothermal HVAC, existing buildings 	<p>Solar electrical generation can have high cost per KWH; significant government or utility incentives are sometimes needed to achieve reasonable ROI</p> <p>Emerging technology such as solar film will reduce costs in the near future</p> <p>Modifying existing buildings for Geothermal HVAC lengthens payback period</p>

Marketing/Sales

1. Detail how your organization plans to market this contract within the first 90 days of the award date.

As part of our marketing initiative, the Basic IDIQ/TIP co-brand will be publicized by several available methods of communication to our potential clients, including the following:

- Participating in at least three (3) statewide and national trade conferences such as:
 - Superintendents Retreats
 - All State Education Associations in Texas and adjoining states
 - Municipal League Conferences in Texas and adjoining states
 - APPA and CAPPAs Events
- Co-branded advertising in relevant publications and conference programs
- Participating in various procurement forums and other centers for JOC excellence
- Exhibiting and Sponsoring Education Service Center (ESC) events such as breakfasts, luncheons, webinars
- Schedule one-on-one meetings with school superintendents to:
 - Determine their needs,
 - Describe how JOC can meet their needs, and
 - Explain why JOC is the most cost effective way of fulfilling needs
- Research publicly available information to identify public entities with upcoming work that would therefore be prime potential clients for the TIPS JOC Program
- Place articles in newspapers, school-related magazines, and targeted publications to educate the potential area market on JOC.
- Obtain sponsorships at appropriate association conferences that allow for participation through booth space and speakers. These venues would allow for promotion of the JOC and how to use it, as well as identification of potential clients.
- Develop marketing materials and handouts, describing how JOC works and the benefits to public entities to be distributed at all meetings, forums and conferences.
- Maintain a web site and/or link to educate potential clients on TIPS JOC, list subcontractors available, and describe and facilitate communication procedures with the Region 8 ESC, TIPS Members and subcontractors.
- Utilize experts to help actuate the marketing plan and implement a process of continuous improvements to the marketing plan and its associated efforts.

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

Our Project General Manager and Marketing Manager are seasoned professionals skilled in communicating the benefits of the TIPS JOC Approach for the procurement of construction services. Our corporate investment in the people, the processes, and the resources to effectively manage job order construction contracts gives the TIPS JOC Program an added degree of reliability and responsiveness. Our team brings experience from a full range of control systems, along with the delegation of broad operational authority and resource allocation to the job site level.

The Basic IDIQ JOC team will utilize a specialty brochure designed to communicate all the benefits of TIPS and the job order contracting approach to the members in purchasing cooperative networks.

Benefits of TIPS:

- Provide government entities opportunities for greater efficiency and economy in acquiring goods and services through competitively bid vendor contracts
- Provide comprehensive purchasing practices with the assurance of the most competitive contracts
- Provide competitive priced solicitation and bulk purchasing for multiple government entities that yields economic benefits unobtainable by the individual entity



- Provide quick and efficient delivery of goods and services by contracting with “high performance” vendors
- Equalized purchasing power for smaller entities
- Assist government entities in maintaining the essential controls for budget and accounting purchases
- Maintain credibility and confidence in business procedures by maintaining open competition for purchases and by complying with purchasing laws and ethical business practices
- Provide document retention for competitively bid process for all TIPS Awarded Contracts

Benefits of JOC:

- Supports delivery of “turnkey” projects where Basic IDIQ can be responsible for identifying opportunities, developing project scope, completing technical requirements and design, and completing field implementation / construction.
- Significantly reduces time and cost from the “front end” (project scope development and design) part of the project execution process.
- Provides competitive pricing across a broad range of technology applications and solutions.
- Provides a low risk method for achieving energy performance improvement. Projects can be implemented at relatively small scale to validate results before proceeding with larger investments.
- Provides single point accountability for program and project level implementations.
- Provides Region 8 ESC and TIPS Members with a mechanism to tightly control budgets and spending. Individual projects can be easily developed and inventoried while waiting for funding.
- Provides Region 8 ESC and TIPS Members with an “off the shelf” procurement method through the TIPS JOC contract.

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

In addition to distributing our JOC brochure, Basic IDIQ will employ a professionally produced video explaining JOC and the advantages of purchasing cooperatives networks. We will email this video to all existing TIPS Members. We will also participate in numerous conferences such as:

- County Commissioner and Judges Conferences in Texas and adjoining States
- Regional Education Learning Centers for Public Schools
- Superintendent Retreats
- State Education Associations and Municipal League Conferences in Texas and adjoining States
- APPA and CAPPAs Events
- Texas Association of Counties Conference
- West Texas Judges and Commissioners Conference
- VG Young Institute for Counties
- Texas Professional Purchasing Agent Summer Conference
- Annual Conference for County Judges and Commissioners

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

Basic IDIQ anticipated revenue associated with our agreement with TIPS JOC Program to be:

- 1st year - \$2,500,000
- 2nd year - \$4,000,000
- 3rd year - \$6,000,000

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 contracts 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 contract.

All pricing submitted to TIPS shall include the participation fee to be remitted to TIPS by the Vendor. Vendor will not show adding the fee to the invoice presented to customer. The normal fee is 2%, but can be negotiated with the Vendor.

Participation Fees

Vendor agrees to pay the participation fee for all contract 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 is responsible for keeping record of all sales that go through the TIPS contract. Failure to pay the participation fee will result in termination of contract. Please contact TIPS at tips@tips-usa.com or call (866) 839-8477 if you have questions about paying fees.

Indemnity

- 1. Indemnity for Personality Contracts.** 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 contract, 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 Contracts.** 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 contract, 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, subcontractor, supplier or equipment lessee of the Vendor, arising out of, or resulting from, Vendor's work under this contract 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 contracts 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 contract 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 contract at any time.

Purchase Order Pricing Deviation

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

Cancellation for non-performance or contract deficiency

TIPS may terminate any contract if TIPS Members have not used the contract, 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 contract due to failure by awarded vendor to carry out any

obligation, term or condition of the contract. 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 contract;
- Providing work and/or material that was not awarded under the contract;
- 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 contract and/or giving TIPS reason to believe that awarded vendor will not or cannot perform the requirements of the contract; and/or
- Performing work or providing services under the contract 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 contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by awarded vendor under this contract shall become the property of the TIPS Member on demand.

TIPS Member Purchasing Procedures

Proposal Process: Vendor gives TIPS member scope of work and price.

Vendor gives TIPS scope of work, line item estimate and price.

Purchase Order Process:

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

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

Form of Contract

The form of contract for this solicitation shall be the Request for Proposal, the awarded proposal(s) and best and final offer(s), and properly issued and reviewed purchase orders referencing the requirements of the Request for Proposals. 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.

Vendor contract documents: TIPS will review proposed vendor contract documents. Vendor's contract document shall not become part of TIPS's contract 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 contract. TIPS reserves the right to stop work and/or cancel contract 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 contract, a successor in interest must guarantee to perform all obligations under this contract. TIPS reserves the right to accept or reject any new party. A simple change of name agreement will not change the contractual 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.

Stored materials

Upon prior written agreement between the contractor and Member, payment may be for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials must be provided to Member prior to payment. Such materials must be stored and protected in a secure location, and be insured for their full value by the contractor against loss or damage. Contractor agrees to provide proof of coverage and/or addition of Member as an additional insured upon Member's request. Additionally, if stored offsite, the materials must also be clearly identified as property of buying Member and be separated from other materials. Member must allow reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary.

Upon final acceptance by the Member, it shall be the Contractor's responsibility to protect all materials and equipment. The Contractor warrants and guarantees that title for all work, materials and equipment shall pass to the Member upon final acceptance. Payment for stored materials shall not constitute final acceptance of such materials.

Smoking

Persons working under contract 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 Contract". 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 contract by awarded vendor must have prior approval from TIPS.

Supplemental agreements

The entity participating in the TIPS contract 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 contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract 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.

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 the RFP and any awarded contract 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 Contract. 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

It is the intention of TIPS to establish an annual contract with highly qualified vendor(s) for **Job Order Contracting**. Vendor(s) shall, at the request of TIPS member, provide these products and/or covered services under the terms of this CONTRACT and the CONTRACT TERMS AND CONDITIONS. Vendor shall assist the end user TIPS member with making a determination of its individual needs, as stated below.

TIPS is seeking electronically sealed proposals for job order contracts for this procurement in accordance with Texas Government Code Chapter 2269, Subchapter (I) Job Order Contracting. The purpose of this procurement is to award job order contract(s) for the minor construction, repair, rehabilitation, or alternation of a facility for work of a recurring nature in which the delivery times are indefinite and indefinite quantities and orders are awarded substantially on the basis of pre-described and pre-priced tasks.

The contractor shall furnish all necessary labor, materials, tools, supplies, equipment, transportation, supervision, management and shall perform all operations necessary and required for construction work. All work shall be performed in accordance with the requirements set forth in the resulting contract and each mutually agreed upon work request or purchase order issued by TIPS client partner.

A contract will be established with standard specifications and pricing based upon a coefficient that is applied to a Unit Price Book (UPB). When a specific project or job order is issued, TIPS member and the contractor will agree on the scope of work and the cost is determined by applying the coefficient to the appropriate units in the UPB.

Information to Bidders

TIPS intends to enter into multiple Job Order Contracts to provide indefinite delivery, indefinite quantity (IDIQ) contracts for minor construction, renovation, repairs and alteration services. These contracts will be available for use by all public entities such as ESC's, ISD's, universities, city and county governments, community colleges, state and federal agencies in these United States and other jurisdictions. It may also be used by certain private non-taxed entities.

The contractor agrees to use, as required, Davis Bacon (See the UPB) or local wage rate that apply with some of the TIPS client members. The client member must supply any Davis Bacon or local wage rates requested.

The current annual edition of RS Means and quarterly adjustments will be the UPB used.

TIPS will receive **2% of the total revenue** from each PO executed under this contract. This fee will be included in the contractors priced coefficient and will not be issued as a separate line

item in any job order proposals issued to client members. This contract management fee will be required to be paid within thirty (30) days of the completion of any job order. If the job order has progress payments on large DOs the contractor will be required to pay in proportion to these payments within thirty (30) days of the invoice date.

RS Means will be the unit price for this contract using the RS Means right hand column ("Total Inc. O&P") and the most recent edition including any quarterly RS Means 12-digit line number. Contractors, at their expense, will make copies of the UPB available to the client member upon request via electronic or printed media.

While division one of the UPB will not be generally allowed, special requirements out of division one may be allowed with the approval of the client member and listed as a separate line item with an attachment giving an explanation as to the special need. One example would be a dedicated onsite safety officer and/or delivery order manager and/or superintendent at all times during construction. Unless this is very large DO, it would not be covered in the JOC coefficient. The mere signing of the Purchase Order without the noted exception and approval is not sufficient.

As defined, the contractor's bid coefficient shall include all overhead items such as office, safety equipment, vehicles and fuel, communication equipment, computers, printers, programs, insurance maintenance, two percent TIPS management fee, final site cleanup and all contingences. The contractor, at his expense and included as part of overhead, will provide adequate insurance coverage meeting at a minimum the statutory requirements. All project management, administration, and sufficient jobsite supervision are to be included in contractor's bid coefficient as well as any other main office or project overhead and profit items.

Items that are not found in the UPB will be listed as "non-pre-priced". This does not include previously discussed design and engineering costs. The contractor will provide three prices to establish the average bare cost for each item and add in the Overhead and Profit (OH/P) based upon the contractor's coefficient. This line item will then be negotiated with the client member and as approved the item will then be added to the price book for future projects and no longer is non-pre-priced. The need for this special treatment needs to be addressed in the line item estimate and agreed to by the client member and TIPS.

Performance bonds will be required on all Job Orders over \$100,000 and payment bonds on all Job Orders over \$25,000 or meeting the client member's local and state requirements. A letter from a surety company that is licensed to do business in the state of Texas, or client member state, attesting to its willingness to bond your company for \$1 million dollars must be submitted. Contractors may need to provide additional capacity as job orders 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 client member and added to the purchase order.

SCOPE OF SERVICES

The specific scope of work for each job order shall be determined in advance and in writing between TIPS Client Member and Contractor.

It is okay if the client member provides a general scope, but the contractor should provide a written scope of work to the client member as part of the proposal. Once the scope of the job order is agreed to, the client member will issue a PO with the line item estimate referenced as an attachment along with bond and any other special provisions agreed to for the client member. If special terms and conditions other than those covered within this solicitation and awarded contracts are required, they will be attached to the PO and shall take precedence over those in the base contract.

CONTRACT AND DOCUMENTS

The contract shall include the contract, the terms and conditions, special terms and conditions, any agreed upon amendments, as well as all of the sections of the solicitation and the contractor's proposal. Once signed, if the contractor's proposal varies or is unclear in any way from the TIPS contract, TIPS, at its sole discretion, will decide which provision will prevail.

The Unit Price Book (UPB) will be the current edition of RS Means Facilities Construction Cost Data or if published RS Means Job Order Contracting cost data. The current edition AIA Master Text specifications and all applicable national, state, and local laws, codes, standards and regulations shall be followed.

Other documents to be included are the contractor's proposals, task orders, purchase orders and any adjustments which have been issued.

PROJECT DELIVERY ORDER PROCEDURES

The client member, having approved and signed interlocal agreement, may make a request of the contractor under this contract when the 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 contractor shall make contact with the client as soon as possible, but must make contact with the client member within two working days. Contractor shall visit the member's site and conduct a walk-through/project scoping with the member's representative to define the scope. Contractor's representative shall perform due diligence to request and gather all available project relevant existing conditions and record

documents from client member to include, but not limited to, hazardous materials survey and other relevant documents.

The contractor and the member will agree on the time when the job order proposal will need to be reviewed for approval by the client member. The contractor will then prepare a job order proposal including a written scope of work using an automated software system that will provide a line item estimate of the individual tasks, the quantities, the city cost index, his bid coefficient, and any applicable cost additions including any possible division one line items and design work that may be required and in need of approval. Information on those division one items that may be included can be found in information for offerors.

Contractors will be required to submit Job Order proposals and shall provide a line estimate based upon their coefficient and the UPB for that SOW which must be reviewed and agreed to by the client member prior to their issuance of a PO and DO.

When design work is necessary, the A/E selection shall confirm and be based upon qualifications of the design personnel according to applicable state law for selection. The client member may select an architectural consultant or use their own design capabilities providing the plans to the contractor.

The line items taken from the UPB and the estimated quantities totaled will be modified with the application of the city cost index and the contractor's coefficient. Any adjustment factors from division one will be added to establish the final price agreed to for the project. Cost adjustment factors, as allowed, must clearly identify those individual tasks (line items) to which they are applicable and include corresponding percentage.

The client member will then review the proposal and if the member's representative is in agreement with the proposed pricing and schedule, then other terms and requirements of the job order will be issued that will contain the approved job order proposal (scope of work) and the Purchase Order ("PO"). The PO will include the lump sum price, start date, schedule and notice to proceed and will be signed by both parties as a lump sum fixed price contract. After the agreement is signed, a copy of the purchase order shall be sent to TIPS representative completing the contracting and interlocal requirements. Each job order proposal shall be good for a period of 30 days unless an extension is agreed to by both the contractor and client member.

SCHEDULING OF PROJECTS

Scheduling of projects will be accomplished when the client member issues a purchase order that will serve as "the notice to proceed" and will contain the job order as an attachment based upon the negotiated line estimate and approved Job Order proposal. For large projects a Construction Project Management (CPM) schedule should be included in the proposal. The

construction performance 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 contractor shall notify the client and have the client member inspect the work for acceptance under the scope and terms in the PO. The client will issue in writing any corrective actions that are required. Upon completion of these items the client will issue a completion notice and final payment will be issued.

SUPPORT REQUIREMENTS

If there is a dispute between the contractor and client, 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 contractors TIPS project files, documentation and correspondence.

The contractor will be required to furnish and maintain a field office in an awarded region. All of the expenses of maintaining these offices including furnishings, supplies, fax, and mobile and local phone services are the contractor's overhead responsibilities.

Utilities at the job sites will be furnished free of charge to the contractor by the client member. Water will be furnished free, with all of the taps, connections and associated equipment supplied free of charge to the contractor or supplied by the contractor and charged to the client. Upon project completion, the connections will be removed at the direction of the client.

Estimating Requirements: Awarded contractor must use Cost Works, JOC Works, RS Means Online, 4 Clicks, or Other approved estimating software. "Other software" than one of the four software programs listed above **must be approved by TIPS.**

Special Terms and Conditions

It is the intent of TIPS to contract 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.

- **Contracts:** All vendor purchase orders 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 Contract:** 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 contract is not acceptable to the terms and conditions of this contract and will result in removal of Vendor from Program. Vendor is expected to use marketing funds for the marketing and promotion of this contract.
 - **Daily Order Confirmation:** All contract 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.
-

Check one of the following responses to the General Terms and Special Terms and Conditions:

() We take no exceptions/deviations to the general and/or special terms and conditions.

(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)

() We take the following exceptions/deviations to the general and/or special terms and conditions. All exceptions/deviations must be clearly explained. Reference the corresponding general or special terms and conditions that you are taking exceptions/deviations to. The proposer must clearly state if you are adding additional terms and conditions to the general or special terms and conditions. Provide details on your exceptions/deviations below:

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	David Mabe, Construction Contracts Manager	Contact
Phone	+1 (903) 243-4759	Department		Department
Fax	+1 (866) 749-6674	Building		Building
Bid Number	1012116	Floor/Room		Floor/Room
Title	Job Order Contracting	Telephone	+1 (866) 839-8477	Telephone
Bid Type	RFP	Fax	+1 (866) 839-8472	Fax
Issue Date	11/02/2015	Email	bids@tips-usa.com	Email
Close Date	12/11/2015 3:00:00 PM CT			
Need by Date				

Supplier Information

Company Basic IDIQ, Inc.
 Address 10713 RR 620 North
 Suite 622
 Austin, TX 78726
 Contact Robbie Roberts
 Department VP/COO
 Building
 Floor/Room
 Telephone 1 (888) 402-4347
 Fax 1 (800) 711-6628
 Email rroberts@basicidiq.com
 Submitted 12/11/2015 10:55:59 AM CT
 Total \$0.00

Signature Robbie Roberts

Email rroberts@basicidiq.com

Supplier Notes

Bid Notes

Bid Activities

Bid Messages

Please review the following and respond where necessary

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

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.)

Basic IDIQ, Inc. is focused on providing responsive, cost effective, and high-quality construction and facility services to clients who have significant infrastructure. Our clients include universities, K-12 school districts, community colleges, county governments, municipalities, healthcare organizations, and commercial businesses. Our services include "cradle to grave" project development and implementation. We specialize in providing a "best value" solution to clients who require facility improvements.

In addition to providing "cradle to grave" management of turn-key projects, we provide the following value added offerings:

- Job Order Contracting services
- Responsive and fast cycle time facility improvement services
- Turn-key project delivery services
- Construction management services
- Facility assessment services
- Abatement and demolition services
- Energy efficiency and alternative energy services

Basic IDIQ provides facility professionals and building owners a strong partner and effective tools to improve their facilities and meet the diverse needs of demanding operations.

- Facility renovation and construction services delivering turnkey improvements while reducing time and cost.
- Energy efficiency and management solutions providing high ROI and low risk.
- Job Order Contracting to reliably deliver cost effective, mission critical improvements.
- Design - Build and Construction Management services to deliver projects on time, within budget, and without change orders.
- Abatement and demolitions services to accelerate renovation projects.
- Seamless integration with preferred architects, engineers, and client team of facility professionals.
- State wide delivery through our responsive professionals in local offices.

Basic IDIQ's team of facilities, construction, and technical experts:

- Integrate seamlessly with our clients to deliver compelling results.
- Respond quickly given delegated decision making authority.
- Deliver turnkey projects using a fast cycle time approach to cut time and cost from the front end of the

project delivery process.
 •Combine value engineering and other best practices to ensure value delivered, price, and time are maximized on every project.

6	Primary Contact Name	Primary Contact Name	Robbie Roberts
7	Primary Contact Title	Primary Contact Title	Vice President and Chief Operating Officer
8	Primary Contact Email	Primary Contact Email	rroberts@basicidiq.com
9	Primary Contact Phone	Enter 10 digit phone number. (No dashes or extensions)	8884024347
10	Primary Contact Fax	Enter 10 digit phone number. (No dashes or extensions)	8007116628
11	Primary Contact Mobile	Enter 10 digit phone number. (No dashes or extensions)	8175222542
12	Secondary Contact Name	Secondary Contact Name	Larry Settle
13	Secondary Contact Title	Secondary Contact Title	Vice President, Director of Marketing and Energy
14	Secondary Contact Email	Secondary Contact Email	lsettle@basicidiq.com
15	Secondary Contact Phone	Enter 10 digit phone number. (No dashes or extensions)	8884024347
16	Secondary Contact Fax	Enter 10 digit phone number. (No dashes or extensions)	8007116628
17	Secondary Contact Mobile	Enter 10 digit phone number. (No dashes or extensions)	9728772889
18	Admin Fee Contact Name	Admin Fee Contact Name. This person is responsible for paying the admin fee to TIPS.	Brenda Moczygemba
19	Admin Fee Contact Email	Admin Fee Contact Email	bmoczygemba@basicidiq.com
20	Admin Fee Contact Phone	Enter 10 digit phone number. (No dashes or extensions)	8884024347
21	Purchase Order Contact Name	Purchase Order Contact Name. This person is responsible for receiving Purchase Orders from TIPS.	Brenda Moczygemba
22	Purchase Order Contact Email	Purchase Order Contact Email	bmoczygemba@basicidiq.com
23	Purchase Order Contact Phone	Enter 10 digit phone number. (No dashes or extensions)	8884024347
24	Company Website	Company Website (Format - www.company.com)	www.basicidiq.com
25	Federal ID Number:	Federal ID Number also known as the Employer Identification Number. (Format - 12-3456789)	14-2001530
26	Primary Address	Primary Address	10713 RR 620 N, Suite 622
27	Primary Address City	Primary Address City	Austin
28	Primary Address State	Primary Address State (2 Digit Abbreviation)	TX
29	Primary Address Zip	Primary Address Zip	78726

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.)	Basic IDIQ Construction, Job Order Contracting, Energy Savings Solutions, General Construction Services throughout Texas, New Mexico, Oklahoma, Arkansas and Louisiana, construction and facilities maintenance experts, building energy audit and technical evaluation, upgrades in Lighting, HVAC (Mechanical and Geothermal Systems), Building Envelope (Weatherization, Insulation, Roofing) and Plumbing, upgrades in Lighting, HVAC (Mechanical and Geothermal Systems), Building Envelope Weatherization, Insulation, Roofing and Plumbing, new construction of commercial buildings, new construction of recreation facilities leasehold improvements, renovations, major system improvements, facility maintenance and building repairs, Job Order Contract pricing, demolition and environmental services, abatement, asbestos & lead removal, fire & water recovery construction, OSHA certified personnel, renovations, repairs and new construction, sewer line replacement, sewer main rehabilitation, waste water main rehabilitation, municipal solid waste management, water conservation projects, pipeline rehabilitation projects nationally, pipe renewal technologies, design lighting retrofit, energy conservation, ROI, energy audit
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) (If YES, vendor should download the Federal Regulations for Contracts document from the Attachments section, fill out the form and submit the document in the "Response Attachments" FEDERAL FUNDS section.) (Vendor must also download the Suspension or Debarment Certificate document from the Attachments section, fill out the form and submit the document in the "Response Attachments" SUSPENSION OR DEBARMENT section.)	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?	Austin
34	Company Residence (State)	Vendor's principal place of business is in the state of?	Texas
35	Felony Conviction Notice:	(Required by the State of Texas) My firm is, as outlined on PAGE 5 in the Instructions to Bidders document: (Questions 36 - 37)	(No Response Required)
36	Yes - No	A publicly held corporation; therefore, this reporting requirement is not applicable?	No

37	Yes - No	Is owned or operated by individual(s) who has/have been convicted of a felony? If answer is YES, a detailed explanation of the name(s) and conviction(s) must be uploaded to the "Response Attachments" FELONY CONVICTION section.	No
38	Pricing Information:	Pricing information section. (Questions 39 - 42)	(No Response Required)
39	Yes - No	In addition to the typical unit pricing furnished herein, the Vendor agrees to furnish all current and future products at prices that are proportionate to Dealer Pricing. If answer is NO, include a statement detailing how pricing for TIPS participants would be calculated in the PRICING document that is uploaded to the "Response Attachments" PRICING section.	Yes
40	Yes - No	Pricing submitted includes the TIPS administration fee?	Yes
41	Yes - No	Vendor agrees to remit to TIPS the required administration fee?	Yes
42	Yes - No	Additional discounts to TIPS members for bulk quantities or scope of work?	No
43	Start Time	Average start time after receipt of customer order is ____ working days?	10
44	Years Experience	Company years experience in this category?	13
45	Prices are guaranteed for?	(__ Month(s), __ Year(s), or Term of Contract) (Standard term is "Term of Contract")	Term of Contract

Line Items

Response Total: \$0.00

CONTRACT Signature Form

The undersigned hereby proposes and agrees to furnish goods and/or services in compliance with the terms, specifications and conditions at the prices quoted unless noted in writing. The undersigned further certifies that he or she is an authorized agent of the company and has authority to negotiate and contract for the company named below.

Company Name: Basic IDIQ, Inc.

Mailing Address: 10713 RR 620 North, Suite 622

City: Austin

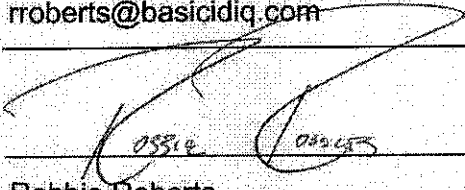
State: Texas

Zip: 78726

Telephone Number: (888) 402-4347

Fax Number: (800) 711-6628

Email Address: rroberts@basicidiq.com

Authorized Signature:  Robbie Roberts

Printed Name: Robbie Roberts

Position: Vice President and Chief Operating Officer

This contract is for a total TERM of one year with the option of two additional years. Vendors shall honor the participation fee for any sales made based on the TIPS contract. Failure to pay the fee will be grounds for termination of contract and will affect the award of future contracts.

Blende McMatt 1/21/16
TIPS Authorized Signature Date

David Wayne Fitts 1/21/16
Approved by Region VIII ESC Date



REFERENCES

School, City, County, University, State Agency or Other Government	City	State	Contact Name	Contact Phone
Angelo State University	San Angelo	Texas	Clayton Smith Director of Facilities Planning and Construction	(325) 245-3318
City of Graham	Graham	Texas	Brandon Anderson City Manager	(940) 549-3324
Erath County	Stephenville	Texas	John Wooley Facilities Director	(254) 965-1452
McKinney ISD	McKinney	Texas	Corey Gililand Facilities Manager	(469) 302-4142
New Mexico State University	Albuquerque	New Mexico	Jack Provencio Director of Purchasing	(575) 646-1697
Potter County	Amarillo	Texas	David Harder Purchasing Agent	(806) 349-4815
Reagan County ISD	Big Lake	Texas	Steve Long Superintendent of Schools	(325) 884-3705
Scurry County	Snyder	Texas	Judge Ricky Fritz	(325) 573-8576
Texas State University	San Marcos	Texas	Don Compton Assistant Director	(512) 245-9189
Texas Tech University Health Science Center	Lubbock and El Paso	Texas	Aaron Scherpereel, Engineer Energy Management	(806) 743-4495, ext. 292
University of North Texas	Denton	Texas	Allen Clemson Vice Chancellor for Administration	(214) 752-5540
US Postal Service	Statewide	Texas, New Mexico and Arizona	Robin Pacheco SWFSO Program Manager	(214) 215-9136
Young County	Graham	Texas	Judge John Bullock	(940) 549-2030



Job Order
Contracting
the
Turn-Key
Process



Project Life Cycle

A diagram illustrating the Project Life Cycle. It features three teal rounded rectangular boxes with white borders, arranged horizontally from left to right. The boxes are labeled 'Development', 'Delivery', and 'Warranty/Service'. These boxes are set against a large, light blue arrow pointing to the right, which is layered behind them. The background is a dark gray gradient with a blue and black abstract shape in the bottom-left corner.

Development

Delivery

Warranty/Service

Development Phase



Delivery Phase

The Purchase Order is issued as a Firm Fixed Price Contract, and then normal contract process applies

Project Initialization

- Mobilization
- Project Planning
- Subcontracts
- Engineering Design/Submittals

Procurement & Installation

- Off-Shelf/Short Lead Time Items
- Long lead Items (Equipment)
- Identifiable Features of Work

Project Closeout

- Training
- Demobilization
- Documentation

Scope of Work Development

DEFINITION

A scope of work must be developed that clearly defines the requirements of a project to ensure the expectations of both the customer and contractor are met.

DEVELOPMENT

The scope of work may be developed by the customer or contractor as the situation warrants.

CONTENTS

The scope of work should include a detailed description of work, reference to drawings/specifications as applicable, as well as any special conditions.

Sample Scope of Work



SCOPE OF WORK
XXXX University
Project Name – Architectural Sidewalk Project
Project# XX-XXXX-XX
XX-XX-2012

GENERAL:

This project provides for the removal of existing drip edge and vents, and covering existing roofing with new 30 year Tamco dimensional shingles and installing new roof vents.

1.0 SCOPE OF WORK:

In accordance with this scope of work and university provided drawings and scope of work all labor, materials, supervision, equipment, insurance, taxes, overhead, and all other things or services necessary to furnish and install components and systems to provide for the renovation of the affected areas as indicated herein.

Work includes but is not limited to the following:

1.1 Architectural Sidewalk

1.2

1.1.1 Demolition :

Provide for the demolition according to the University provided drawings, includes but is not limited to the following:
There will be no demolition in this job.

1.1.2 Installation:

Provide for the installation per the universities provided drawings and scope of work. Work includes but is not limited to the following:

- 1) Scrape existing grade between road and new sidewalk area to 6" below grade and haul off spoils.
- 2) Provide and install a minimum of 6" compacted road base for new architectural sidewalk and new sidewalk to Ivey Moore House.
- 3) Trench to required depth for new electrical for new light poles (3) and bases.
- 4) Provide and install new concrete light bases according to drawings.
- 5) Install new light poles, lamp ballast, and base provided by owner.
- 6) Provide and install new 3 pole light controller in weather proof box.
- 7) Provide and install new 2 pole 40amp circuit breaker in existing panel box for new lights.
- 8) Provide and install new 5' wide sidewalk according to drawings.
- 9) Provide and install new 10' wide sidewalk and pavers extending from existing to existing curb cut approximately 144' long.
- 10) Provide 40 cu yds of topsoil for XXXXX University landscapers to spread after job completion.

2.0 DRAWINGS AND SPECIFICATIONS:

All work shall be performed in strict accordance with this scope of work and the universities provided drawings, sketches, and scope of work that by this reference are made a part hereof. When ever a conflict exists in drawings, sketches, specifications or scope of work the discrepancy shall be brought to the attention of the BASIC IDIQ project superintendent for resolution. Project submittals shall be provided where specified in accordance with the requirements herein.

2.1 DRAWING AND SKETCHES:

The details and requirements for the project installation follow provided drawings by project architect and engineer:

See attached University provided drawings.

2.2 SPECIFICATIONS:

Work shall be performed per the requirements of the latest edition of the applicable local, state and federal codes and standards. The details and requirements for the project installation follow provided specifications by project architect and engineer:

N/A

3.0 SUBMITTALS:

Subcontractor shall submit the indicated number of copies of each required submittal. Submittals shall be submitted and approved prior to incorporating that material or activity into the project. Submittals required by specification and/or drawings shall be made regardless of whether or not they are listed on this schedule.

3.1 SUBMITTAL TYPE AND DESCRIPTION OUTLINE:

Type	Description	Type	Description
A	Shop Drawings	G	Application Instructions
B	Manufacturer's Catalog Cuts/Data	H	Operations & Maintenance (O&M) Manuals
C	Certificate/Certification	I	Color Samples
D	Performance Test Reports	J	Red Line Drawings
E	Sample of Testing		
F	Notification of Sample Availability		

3.2 PROJECT SUBMITTAL REQUIREMENTS:

Required Submittal	Quantity	Due Date	Type
Concrete	3	XX-XX-12	E,J
Pavers	3	XX-XX-12	I,J
Electrical Breakers	3	XX-XX-12	B,J

4.0 SPECIAL CONSIDERATIONS:

Special considerations are applicable to this project as outlined in the following:

- 4.1 BASIC IDIQ, Inc. will contact the client project manager for equipment outages as required. Basic will provide a minimum of two (2) working day(s) notice for proper outage coordination.
- 4.2 Normal working hours for this project is 0700 to 1700. Working outside of standard hours or on weekends and holidays will be coordinated and approved by the owner/client.
- 4.3 All work performed shall be in accordance with the applicable requirements of the latest edition of the Occupational Safety and Health Act (OSHA), Basic IDIQ Safety Manual and Client procedures as applicable.
- 4.4 Work areas will be maintained in a clean and orderly manner with materials, tools, and equipment properly stored and utilized to prevent hazards for worker and incidental personnel in the area. Provide barricades, signs, and other devices as necessary to ensure facility occupants are notified and shielded from dangers that work areas may pose.
- 4.8 Work activities and installations are subject to in process inspections and completion inspections by the Client personnel. No "hold points" are imposed on this project, however items/materials installed which are not accessible after installation may be subject to rework if verification of acceptable installation is not possible.
- 4.9 Owner property will be properly protected from damage by construction activities.

5.0 TIME OF COMPLETION

Basic IDIQ, Inc. anticipates that the project outlined herein can be completed within (30) calendar days of the Notice to Proceed.

6.0 Asbestos:

It has been reported to Basic IDIQ, that the work to be completed herein will not impact construction materials identified and/or assumed to be asbestos-containing. The owner retains his/her responsibility under federal, state and municipal requirements for asbestos reporting, notification, abatement, disposal and compliance. This proposal excludes costs associated with asbestos abatement if deemed necessary by the owner or identified by Basic Industries.

6.1 Time Limit:

This proposal is good for a period of 45 days from the date of the proposal. Basic IDIQ reserves the right, prior to issuance of a notice to proceed, to review the cost estimates that forms a part of this proposal and make necessary adjustments as allowed through the Texas State University JOC to include quarterly cost adjustments as provided through RS Means. This proposal is based on 2009 RS Means Facilities cost data.

5.0 Exclusions:

- 1) Asbestos or Lead Abatement
- 2) Repair of Unforeseen Conditions (Structural Damage, Mold, Plumbing, Electrical, Etc).
- 3) Testing
- 4) Light poles, bases, and lamps.

Sample CostWorks Estimate

Construction Book - RSMeans Software - CostWorks (Latest Version)



XXXX University
Architectural Sidewalk Project
CostWorks 2012

CST Line Number	Description	Quantity	Unit	Ext. Material	Ext. Labor	Ext. Equipment	Ext. Total	Ext. Total Incl O&P
15433204890	Rent loader, skid steer, wheeled, 1	2.00	Day-			\$590.00	\$590.00	\$649.00
19313040940	Cleaning masonry, chemical cleaning, high pressure water and	1,665.00	S.F.	\$116.55	\$1,548.45	\$333.00	\$1,998.00	\$3,046.35
31113471000	C.I.P. concrete forms, gas station, sign/light bases, 18" diameter, 9"	3.00	Ea.	\$273.00	\$66.70		\$329.70	\$393.00
31113653000	C.I.P. concrete forms, slab on grade, edge, wood, to 6" high, 4 use, includes	519.00	L.F.	\$181.65	\$560.52		\$742.17	\$1,121.31
31505250550	Expansion joint, neoprene, liquid, 1" x 2", cold applied	85.00	L.F.	\$688.50	\$28.90		\$717.40	\$803.24
32110600602	Reinforcing steel, in place, slab on grade, #3 to #7, A615, grade 60, incl labor for accessories, excl material for	500.00	Lb.	\$335.00	\$85.00		\$420.00	\$505.01
32110602410	Reinforcing steel, in place, dowels, deformed, 2' long, #4, A615, grade	18.00	Ea.	\$17.46	\$12.96		\$30.42	\$41.39
33105350150	Structural concrete, ready mix, normal weight, 3000 psi, includes local aggregate, sand, Portland cement and water, delivered, excludes all additives	15.00	C.Y.	\$1,380.00			\$1,380.00	\$1,518.00
33105351520	Structural concrete, ready mix, for short load (less than 4 C.Y.), add per	1.00	Ea.	\$91.00			\$91.00	\$100.10
33106701900	Structural concrete, placing, continuous footing, shallow, direct chute, includes vibrating, excludes	14.00	C.Y.	\$84.70	\$5.04		\$89.74	\$143.52
33529300200	Concrete finishing, floors, manual screed, bull float, manual float, manual steel trowel	1692.80	S.F.	\$214.52			\$214.52	\$346.02
40519050070	Anchor bolts, hooked type, 3/4" diameter x 12" long, includes nut and	30.00	Ea.	\$19.71	\$9.99		\$29.70	\$37.71
62213403000	Moldings, exterior, corner board, sterling pine, 1" x 4"	90.00	L.F.	\$170.10	\$81.90		\$252.00	\$320.93
62213404700	Moldings, exterior, for redwood trim.							
260519901250	Wire, copper, stranded, 600 volt, #10, type THWN-THHN, in raceway	3.00	C.L.F.	\$73.50	\$75.00		\$148.50	\$198.00
260519901300	Wire, copper, stranded, 600 volt, #8, type THWN-THHN, in raceway	9.00	C.L.F.	\$382.50	\$283.50		\$666.00	\$859.61
260533054170	Rigid galvanized steel plastic coated conduit, 40 mil. thick, 1" diameter, to 15' high, incl 2 terminations, 2 elbows	10.00	L.F.	\$101.00	\$46.00		\$147.00	\$181.48
260533255320	Service entrance cap, 1" diameter	1.00	Ea.	\$11.90	\$25.00		\$36.90	\$51.99
260533652250	Pull boxes, sheet metal, type SC, raintight & weatherproof, 10" L x 6" W x 6" D, NEMA 3R	1.00	Ea.	\$35.00	\$36.00		\$71.00	\$94.01

260538903270	PVC conduit, schedule 40, 1" diameter, in concrete slab, incl terminations, fittings and supports	280.00	L.F.	\$425.60	\$352.80		\$778.40	\$1,010.77	
262416200400	Circuit breakers, bolt-on, 10 k A.I.C., 2 pole, 240 volt, 15 to 50 amp	1.00	Ea.	\$34.00			\$65.50	\$85.50	
262913100800	Lighting contactors, 3 pole, mechanically held, 600 volt, 30 amp,	1.00	Ea.	\$455.00	\$70.00		\$525.00	\$615.02	
265613102860*	Light poles, anchor base, aluminum, 12' high, excl concrete bases	3.00	Ea.	\$199.50			\$199.50	\$297.06	
265633107810*	Walkway luminaire, exterior, square 16", metal halide, 250 Watt	3.00	Ea.	\$280.50			\$280.50	\$437.86	
312316131500	Excavating, trench or continuous footing, common earth, by hand with pick and shovel, 2' to 6' deep, heavy soil, excludes sheeting or dewatering	19.00	B.C.Y.	\$1,016.50			\$1,016.50	\$1,681.29	
312316140700	Excavating, chain trencher, utility trench, common earth, 12 H.P., 8" wide, 24" deep, chain trencher,	275.00	L.F.	\$209.00	\$38.60		\$247.50	\$371.32	
312316141700	Excavating, chain trencher, utility trench, common earth, 8" wide, 24" deep, backfill by hand, add	275.00	L.F.	\$41.38	\$86.63		\$528.00	\$824.88	
312316143200	Excavating, chain trencher, utility trench, common earth, compaction with vibratory plate, add								
312323130015	Backfill, light soil, by hand, no compaction	20.00	L.C.Y.	\$306.00			\$306.00	\$510.10	
312323130600	Backfill, 6" layers, compaction 12 layers, vibrating plate, add to above	20.00	E.C.Y.	\$71.40	\$8.80		\$80.20	\$127.99	
312323157000	Borrow, topsoil or loam, 1 C.Y. bucket, loading and/or spreading, from stockpile, shovel	40.00	B.C.Y.	\$662.00	\$24.00		\$44.40	\$730.40	\$820.00
312323160050	Fill by borrow and utility bedding, for pipe and conduit, crushed or screened bank run gravel, excludes	4.00	L.C.Y.	\$92.00	\$18.52	\$6.56	\$117.08	\$137.99	
312323171100	Fill, gravel fill, compacted, under floor slabs, alternate pricing method, 6"	38.00	E.C.Y.	\$528.20	\$321.10	\$27.36	\$876.66	\$1,139.97	
312323201466	Cycle hauling (wait, load, travel, unload or dump & return) time per cycle, excavated or borrow, loose cubic yards, 25 min load/wait/unload, 12 CY truck, cycle 10 miles, 35 MPH,	110.00	L.C.Y.	\$181.50	\$370.70	\$552.20	\$703.98		

TOTALS

6073.67

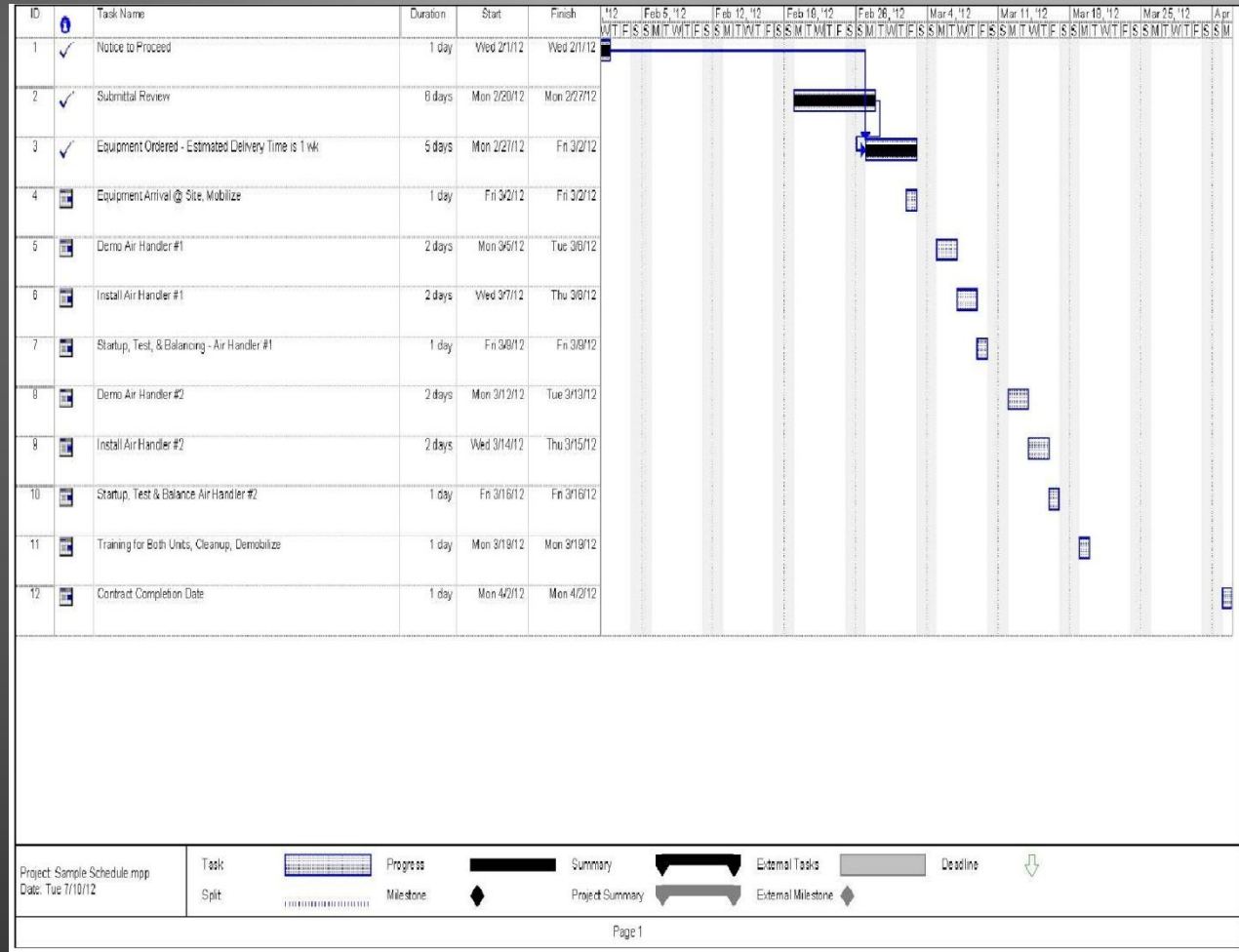
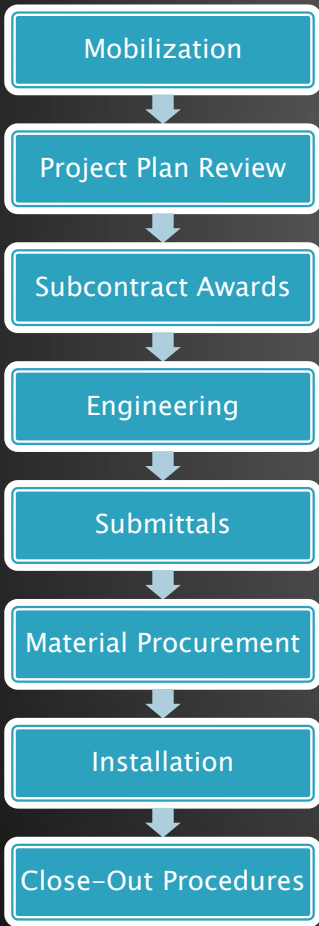
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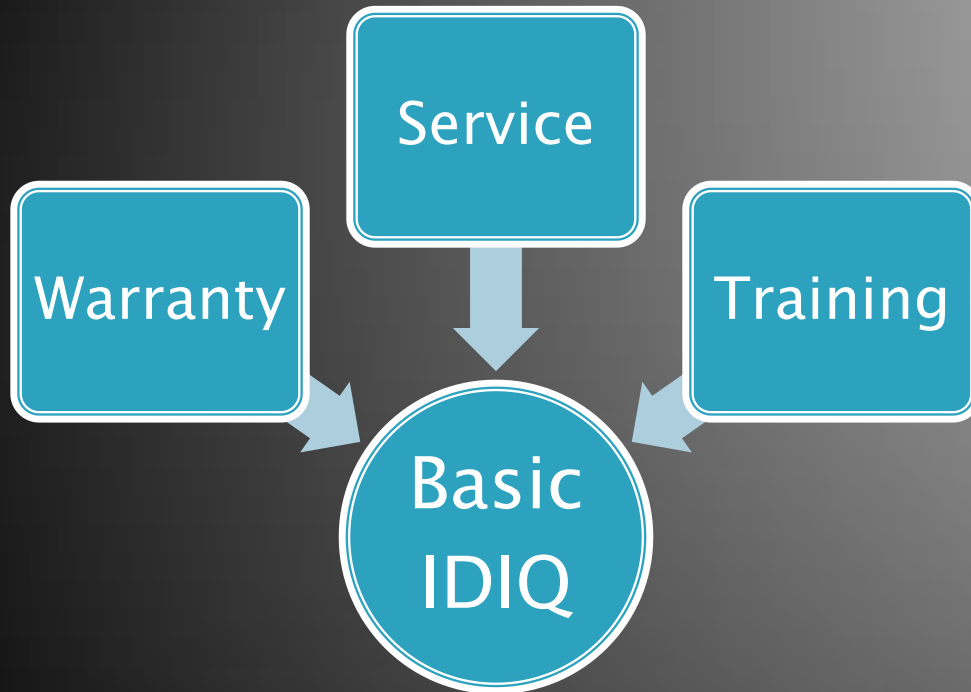
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Project Schedule



Warranty Phase



Project warranty is typically 1 year from Final Acceptance.

Some systems and equipment may have extended warranties, and these are provided to the client as applicable.

Expert training and service are also part of the Basic IDIQ commitment to Customer Service Excellence

Time Line Analysis

Traditional Construction Procurement

180 Days

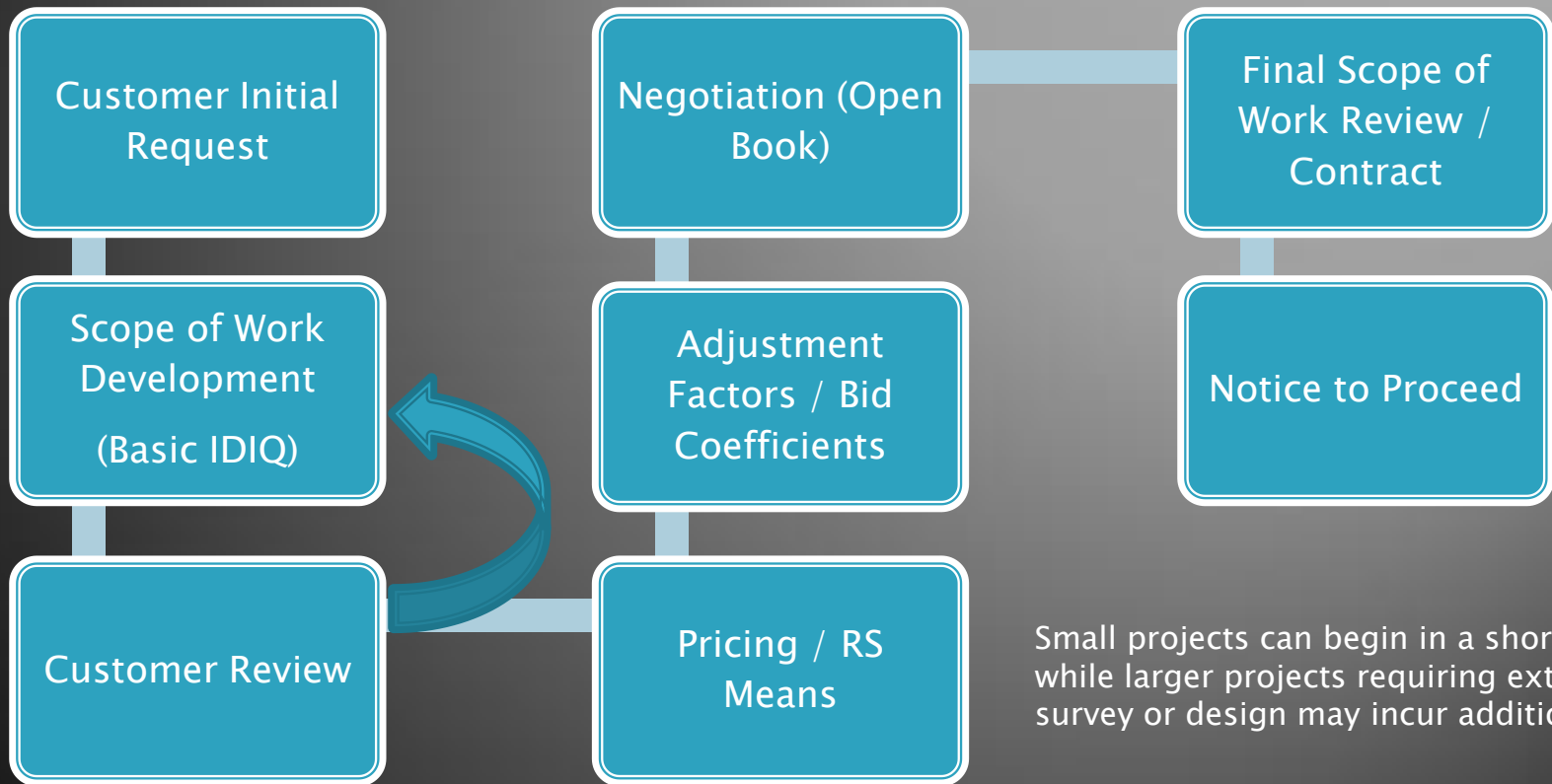
Design 45 Days	Bidding 30 Days	Contract Procurement 15 Days	Construction 90 Days
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Job Order Contracting Procurement

100 Days

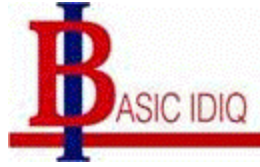
Scope of Work Development 5 Days	Contract Negotiation 5 Days	Design / Construction 90 Days
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Project Timeline



Small projects can begin in a shorter time, while larger projects requiring extensive survey or design may incur additional time.





Marketing Strategy

Markets

Tax Supported Entities- Cities, Counties, Public Schools, Public Colleges, Public Universities, Public Hospitals, State and Federal Government Facilities

**How are we planning to capture \$25-50,000,000 in
Construction, Renovation, Remodel and
Maintenance Contracts?**

***Professional Video's Explaining Job Order Contracting and
Purchasing Cooperatives, Emailing these video's to Cooperative
Members**

***Attending and Displaying @**

1. County Commissioner and Judges Conferences in Texas and adjoining States
2. Regional Education Learning Centers for Public Schools
3. Superintendent Retreats
4. All State Education Associations in Texas and adjoin States
5. Municipal League Conferences in Texas and adjoining States
6. APPA and CAPPa Events

**Direct Marketing to all tax supported entities by Sales Staff and
Area Managers, meeting and explaining our services to Facility
Directors, Superintendents, Purchasing Departments and Legal
Departments of these various Entities**



The Interlocal Purchasing System (TIPS)
Job Order Contracting
Bid Number 1012116

WARRANTY

Basic IDIQ will procure new materials, equipment and supplies with quality guarantees up to one year. Typical one year warranties cover all materials and installation for each job order project. Information for extended manufacturer's warranties will be provided to the TIPS Member during project acceptance. Basic IDIQ maintains computerized records of equipment under warranty. This data includes all information necessary to respond to the TIPS Member's requests for warranty work.

All labor and materials are measured by acceptable workmanship standards defined in the specifications and logged into our computerized system during project startup. Project submittals include specification references and require approval. After installation an inspection of the work is performed and recorded, if there are any deficiencies, corrective actions will be required and will be noted in the system. If the TIPS Member finds defective materials or poor workmanship with any work, Basic IDIQ will provide corrective action immediately.

1405 E. Riverside Drive
Austin, Texas 78741
toll free 800.365.6065
phone 512.447.7773
fax 512.440.0989

12042 Blanco Road, Suite 340
San Antonio, Texas 78216
toll free 800.365.6065
phone 210.342.9451
fax 210.342.0991



www.timeinsurance.com

December 11, 2015

The Interlocal Purchasing System (TIPS)
Region VIII Education Service Center
4845 US Hwy 271 North
Pittsburg, Texas 75686

Re: TIPS Job Order Contracting Services, RFP# 1012116

To Whom it May Concern,

Time Insurance Agency, Inc. has had the privilege of providing surety credit to Basic IDIQ, Inc., Inc. for many years. This contractor has steadfastly satisfied the many underwriting criteria for surety credit including:

Financial Statement Strength and Quality
Company Organization and Management
Track Record
Continuity of the Firm
Bank Relationship
Prosecution of Work

Our agency, along with the surety carrier, Developers Surety and Indemnity Company, carrying an A.M. Best Rating of "A" and U.S. Treasury listing of \$6,154,000.00 and licensed to do business in all 50, have performed a review of the contractor and can issue surety credit for the above captioned project in the single amount of \$10,000,000 and an aggregate amount of \$30,000,000.00. The extension of surety credit is subject to underwriting review by the surety carrier at the time of request for final bond.

We have an excellent relationship with Basic IDIQ, Inc. and if you would like any further information or have any further questions, please do not hesitate to contact us.

Respectfully,

A handwritten signature in blue ink, appearing to read 'John W. Schuler', is written over the word 'Respectfully,'.

John W. Schuler
President




Contractor Licenses

Basic IDIQ operates as a licensed JOC contractor in Texas, Oklahoma, New Mexico, Arkansas and Louisiana. Basic IDIQ is fully insured and knowledgeable of all state statutory requirements for performing Job Order Contracting services in these proposed states.

STATE OF NEW MEXICO
CONSTRUCTION INDUSTRIES DIVISION

BASIC IDIQ, INC.
LICENSE NUMBER
358781
Qualifying Party(S)
ROBERTS HARLAN

EXPIRES
10/31/2017
CLASSIFICATION(S)
GB98




[Signature]
DIRECTOR

This card is the property of the CID and shall be surrendered upon demand

State of Louisiana
State Licensing Board for Contractors

This is to Certify that: **BASIC IDIQ, INC.**
1907 Mockingbird Lane
Leander, TX 78641

is duly licensed and entitled to practice the following classifications
BUILDING CONSTRUCTION



Witness our hand and seal of the Board dated,
Baton Rouge, LA 29th day of December 2014

[Signature] Director *[Signature]* Chairman
[Signature] Secretary-Treasurer

Expiration Date: December 28, 2016
License No: 54479 This License is Not Transferrable

State of Arkansas

Contractors Licensing Board

BASIC IDIQ, INC.
10713 RR 620 N, #F-622
AUSTIN, TX 78726

BASIC IDIQ, INC.

This is to Certify That

is duly licensed under the provisions of Act 150 of the 1965 Acts as amended and is entitled to practice Contracting in the State of Arkansas within the following classification:

BUILDING
- (COMMERCIAL & RESIDENTIAL)

with the following suggested bid limit Unlimited

from April 24, 2015 until October 31, 2015

when this Certificate expires.

Witness our hands of the Board, dated at North Little Rock, Arkansas:



[Handwritten signature]

CHAIRMAN

[Handwritten signature]

SECRETARY

April 24, 2015 - da

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

If the TIPS member 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?

(Check one)

YES or NO

2. If yes, do you agree to comply with the following federal requirements? (Check 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 Basic IDIQ, Inc.

Name of authorized representative Robbie Roberts, Vice President/COO

Signature of authorized representative 

Date 11-29-15

SUSPENSION OR DEBARMENT CERTIFICATE

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$25,000.00. Contractors receiving individual awards for \$25,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, this bidder:

Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the EDGAR, §200.212 Suspension and debarment.

Vendor Name: Basic IDIQ, Inc.

Vendor Address: 10713 RR 620 North, Suite 622, Austin, Texas 78726

Vendor E-mail Address: rroberts@basicidiq.com

Vendor Telephone: (888) 402-4347

Authorized Company Official's Name: Robbie Roberts, Vice President/COO

Signature of Company Official: 

Date: 11-29-15

2 CFR PART 200 Contract Provisions

Required Federal contract provisions of Federal Regulations for Contracts

The following provisions are required to be in place and agreed if the procurement is funded with federal funds. TIPS or its members are the subgrantee or subrecipient by definition in most cases. Not all provisions herein apply to all contracts. Compliance is required as it applies to the individual purchase contract.

**Appendix II to Part 200
Contract Provisions for Non-Federal Entity Contracts Under Federal Awards**

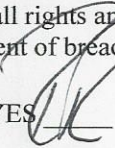
2 CFR PART 200

These contract provisions are incorporated by reference or attachment into all contracts with your company when TIPS or its members purchase is with federal funds if you respond to a TIPS competitive procurement request for proposals or bid..

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.

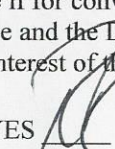
Federal Rule (1) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address 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 (1) above, when federal funds are expended by TIPS or its members, TIPS or its 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? YES  Initial of Authorized Company Official

Federal Rule (2) 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 (2) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS 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. TIPS OR ITS 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 TIPS OR ITS MEMBERS. Any award under this procurement process is not exclusive and the District reserves the right to purchase goods and services from other vendors when it is in the best interest of the District.

Does vendor agree? YES  Initial of Authorized Company Official

Federal Rule (3) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

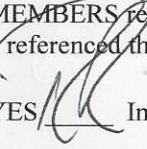
2 CFR PART 200 Contract Provisions

Pursuant to Federal Rule (3) above, when federal funds are expended by TIPS OR ITS MEMBERS, for all construction contracts awarded by grantees and their contractors or subgrantees, the proposer certifies that during the term of an award, when federal funds are expended, by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor will be in compliance with Equal Opportunity Employment laws specifically Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).

Does vendor agree? YES  Initial of Authorized Company Official

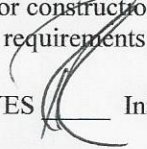
Federal Rule (4) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (4) above, when federal funds are expended by TIPS OR ITS MEMBERS, during the term of an award for all contracts and subgrants for construction or repair, when Federal Funds are expended, by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor will be in compliance with all provisions listed or referenced therein.

Does vendor agree? YES  Initial of Authorized Company Official

Federal Rule (5) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (5) above, when federal funds are expended by TIPS OR ITS MEMBERS, the proposer certifies that during the term of an award by the TIPS OR ITS MEMBERS resulting from this procurement process for construction contracts awarded by grantees and subgrantees the proposer agrees to be in compliance with all requirements listed or referenced therein.

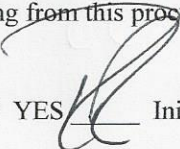
Does vendor agree? YES  Initial of Authorized Company Official

Federal Rule (6) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a

2 CFR PART 200 Contract Provisions

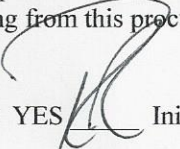
small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (6) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires that the proposer certify that during the term of an award by the TIPS OR ITS MEMBERS resulting from this procurement process the vendor agrees to the terms listed and referenced therein.

Does vendor agree? YES  Initial of Authorized Company Official


Federal Rule (7) 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).

Pursuant to Federal Rule (7) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires that the proposer certify that during the term of an award by the TIPS OR ITS MEMBERS resulting from this procurement process the vendor agrees to the terms listed and referenced therein.

Does vendor agree? YES  Initial of Authorized Company Official

Federal Rule (8) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award \$25,000 or greater (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.

Pursuant to Federal Rule (8) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires the proposer certify that during the term of an award by the TIPS OR ITS 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.

Does vendor agree they are not debarred as specified above ? YES  Initial of Authorized Company Official

Federal Rule (9) 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.

Pursuant to Federal Rule (9) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires the proposer certify that during the term and after the awarded term of an award by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor certifies to the terms included or referenced in Federal Rule 9 above.

