

# VENDOR CONTRACT

Between \_\_\_\_\_ and  
(Company Name)

## THE INTERLOCAL PURCHASING SYSTEM (TIPS)

For

Roofing - 2092415

## 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

**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.

**PREMIUM HOURS** are defined as those hours not included in regular hours or recognized holidays. Premium hours are to be approved by the TIPS member 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.

## 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 ROOFING 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 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.

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

All pricing submitted to TIPS shall include the Two Percent (2%) participation fee to be remitted to TIPS by the Vendor. Vendor will not show adding the 2% to the invoice presented to customer.

### **Participation Fees**

Vendor or vendor assigned dealer contracts to pay 2% of all sales to TIPS on a monthly scheduled report. TIPS will email a Monthly Submission Report to each vendor. The Vendor or vendor assigned dealer is responsible for keeping record of all sales that go through the TIPS contract. Report may be sent to TIPS electronically while check for 2% is mailed. Failure to pay 2% participation fee will result in termination of contract.

### **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/Product Deviation**

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

**Cancellation for non-performance or 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**

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.

### **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 this 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**

When applicable, performance bonds will be required on construction or labor required jobs over \$100,000 and payment bonds on jobs over \$25,000 or awarded vendor will meet the TIPS member's local and state purchasing requirements. Awarded vendors may need to provide additional capacity as jobs increase. Bonds will not require that a fee be paid to TIPS. The actual cost of the bond will be a pass through to the TIPS member and added to the purchase order.



### **Scope of Services**

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

### **Project Delivery Order Procedures**

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

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

### **Scheduling of Projects**

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

### **Support Requirements**

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

## 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.
  - **Vendor custom website for TIPS:** If Vendor is hosting a custom TIPS website, then updated pricing must be posted by 1<sup>st</sup> of each month.
  - **Back Ordered Products:** If product is not expected to ship within 3 business days, customer is to be notified within 24 hours and appropriate action taken based on customer request.
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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:

[illegible]

# The Interlocal Purchasing System (TIPS Cooperative) Supplier Response

Bid Information		Contact Information		Ship to Information
Bid Creator	Mr. David Mabe National Coordinator	Address	Region VIII Education Service Center 4845 US Highway 271 North Pittsburg, TX 75686	Address
Email	david.mabe@tips-usa.com			Contact
Phone	+1 (903) 243-4759			
Fax	+1 (866) 749-6674	Contact	David Mabe, NationalCoordinator	Department Building
Bid Number	2092415			
Title	Roofing			
Bid Type	RFP	Department Building		Floor/Room
Issue Date	07/01/2015			Telephone
Close Date	8/14/2015 3:00:00 PM CT			Fax
Need by Date		Floor/Room		Email
		Telephone	+1 (866) 839-8477	
		Fax	+1 (866) 839-8472	
		Email	bids@tips-usa.com	

## Supplier Information

Company RoofConnect Logistics, Inc  
Address PO Box 908

Sheridan, AR 72150

Contact

Department

Building

Floor/Room

Telephone 1 (870) 942-5613

Fax 1 (870) 942-2666

Email

Submitted 8/13/2015 4:14:27 PM CT

Total \$0.00

Signature Jeremy Hill

Email jeremy.hill@roofconnect.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	Certification of Residency (Required by the State of Texas) Company submitting bid is a Texas resident bidder?	No
4	Company Residence (City)	Vendor's principal place of business is in the city of?	Sheridan
5	Company Residence (State)	Vendor's principal place of business is in the state of?	Arkansas
6	Felony Conviction Notice:	(Required by the State of Texas) My firm is, as outlined on PAGE 5 in the Instructions to Bidders document: (Questions 7 - 8)	(No Response Required)
7	Yes - No	A publicly held corporation; therefore, this reporting requirement is not applicable?	No
8	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
9	Pricing Information:	Pricing information section. (Questions 10 - 13)	(No Response Required)
10	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
11	Yes - No	Pricing submitted includes the 2% TIPS participation fee?	Yes
12	Yes - No	Vendor agrees to remit to TIPS the required 2% participation fee?	Yes
13	Yes - No	Additional discounts to TIPS members for bulk quantities or scope of work?	Yes
14	Start Time	Average start time after receipt of customer order is ____ working days?	5
15	Years Experience	Company years experience in this category?	13
16	Yes - No	The Vendor can provide services and/or products to all 50 US States?	Yes
17	States Served:	If answer is NO to question #16, please list which states can be served. (Example: AR, OK, TX)	

18	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.)	RoofConnect is the largest national commercial roofing services provider. We specialize in emergency roofing repairs, maintenance and re-roofing, but we also perform specialty projects that require nationwide labor availability in the construction field. RoofConnect has over 65 carefully selected members with over 110 locations strategically placed across the country. This allows RoofConnect to offer a one stop resource with national coverage for our clients, with a local member partner handling your request. We are available with one call, and over 7000 employees to handle your specific roofing needs, anywhere...24/7/365, by calling 877.942.5613 and speaking to a representative. We never close
19	Resellers:	Does the vendor have resellers that it will name under this contract? (If applicable, vendor should download the Reseller/Dealers spreadsheet from the Attachments section, fill out the form and submit the document in the "Response Attachments" RESELLERS section.	Yes
20	Primary Contact Name	Primary Contact Name	Jeremy Hill
21	Primary Contact Title	Primary Contact Title	Vice President of Operations
22	Primary Contact Email	Primary Contact Email	jeremy.hill@roofconnect.com
23	Primary Contact Phone	Enter 10 digit phone number. (No dashes or extensions)	8779425613
24	Primary Contact Fax	Enter 10 digit phone number. (No dashes or extensions)	
25	Primary Contact Mobile	Enter 10 digit phone number. (No dashes or extensions)	
26	Secondary Contact Name	Secondary Contact Name	Rachel Mooney
27	Secondary Contact Title	Secondary Contact Title	Marketing Coordinator
28	Secondary Contact Email	Secondary Contact Email	rachel.mooney@roofconnect.com
29	Secondary Contact Phone	Enter 10 digit phone number. (No dashes or extensions)	8779425613
30	Secondary Contact Fax	Enter 10 digit phone number. (No dashes or extensions)	
31	Secondary Contact Mobile	Enter 10 digit phone number. (No dashes or extensions)	
32	2% Contact Name	2% Contact Name	Jarred Crow
33	2% Contact Email	2% Contact Email	jarred.crow@roofconnect.com
34	2% Contact Phone	Enter 10 digit phone number. (No dashes or extensions)	8779425613
35	Purchase Order Contact:	This person is responsible for receiving Purchase Orders from TIPS. (Questions 36 - 38)	(No Response Required)
36	Purchase Order Contact Name	Purchase Order Contact Name	Jeremy Hill
37	Purchase Order Contact Email	Purchase Order Contact Email	jeremy.hill@roofconnect.com
38	Purchase Order Contact Phone	Enter 10 digit phone number. (No dashes or extensions)	8779425613

39	Company Website	Company Website (Format - www.company.com)	www.roofconnect.com
40	Federal ID Number:	Federal ID Number also known as the Employer Identification Number. (Format - 12-3456789)	27-3073979
41	Primary Address	Primary Address	44 Grant 65
42	Primary Address City	Primary Address City	Sheridan
43	Primary Address State	Primary Address State (2 Digit Abbreviation)	AR
44	Primary Address Zip	Primary Address Zip	72150
45	Search Words:	Please list search words to be posted in the TIPS database about your company that TIPS website users might search. Words may be product names, manufacturers, or other words associated with the category of award. YOU MAY NOT LIST NON-CATEGORY ITEMS. (Limit 500 words) (Format: product, paper, construction, manufacturer name, etc.)	roof, roofing, repair, reroof, snow removal
46	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 Funds Over \$100,000 Certification 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.)	No
47	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



Resellers - Dealers
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Reseller/Dealer Name	Address	City	State	Zip	Contact Name	Contact Email	Contact Phone	Contact Fax	Company Website
Advanced Roofing, Inc.	1950 NW 22nd Street	Fort Lauderdale	FL		Jim Loftus	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Advanced Roofing, Inc.	200 Northstar Court	Sanford	FL		Jason Caruth	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
AllWeather Roof	9211 Plymouth Ave N	Golden Valley	MN		Brent Loberg	<a href="mailto:tipstaps@roofconnect.com">tipstaps@roofconnect.com</a>	877-942-5613	870-942-2666	www.roofconnect.com
Alternative Roofing	1219 Shadey Creek Road	Marriottsville	MD		John Morath	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Alva Roofing	14200 North Lincoln	Edmond	OK		Troy Hardiman	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
American Services	6761 Sierra Court	Dublin	CA		Doug Hagfeldt	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Atlantic Roofing Corp.	5001 Commerce Drive	Green Lane	PA		Chris Conn	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
B & M Roofing	3768 Eureka Way	Frederick	CO		Rami Zarifa	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Baker Roofing	517 Mercury Street	Raleigh	NC		Jennifer Valle	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Best Roofing	1600 NE 12th Terrace	Fort Lauderdale	FL		Clay Thomas	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Binghamton Slag Roofing	120 Eldredge Street	Binghamton	NY		Charles "Rusty" Griffiths	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Boone Brothers Roofing	8909 Washington Circle	Omaha	NE		Ryan Schreck	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Bosnick Roofing	2915 68th Avenue West	University Place	WA		Todd Bosnick	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Bradford Roof Management	501 Bernard Street	Billings	MT		Dane Bradford	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
BRS Roofing	777 S Lugo Ave	San Bernardino	CA		Craig Ludvickson	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Burns & Scalo Roofing	22 Rutgers Road, Suite 200	Pittsburgh	PA		Mark Heckathorne	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
C.M. Henley Company	2117 Mitchell Street	Knoxville	TN		Josh Hipsher	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Canopy Roofing Systems	505 North State Road	Briarcliff Manor	NY		Mike Meyer	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Central States Roofing	1811 East Lincoln Way	Ames	IA		Mark Hanson	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Clark Roofing Co.	2700 West Cermak Road	Broadview	IL		Tom Fuerst	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Clark's Quality Roofing, Inc.	334 W. Anderson Ave	Murray	UT		Carl Clark	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Coating Technologies	104 Rand Park Drive	Garner	NC		Fred Wolfe	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Columbia Roofing	18525 SW 126th Place	Tualatin	OR		Mark Carpenter	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Commercial Roofing & Waterproofing of Hawaii, Inc.	2002 Kahai Street	Honolulu	HI		Guy Akasaki	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Commercial Roofing LLC	8001 Edith Boulevard NorthEast	Albuquerque	NM		Joe Johnson	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Commercial Roofing Systems	101 Valley Chili Road	Vinton	TX		Richard Rollins	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Cuddy Roofing	22 Rutgers Road, Suite 200	Pittsburgh	PA		Charles McNulty	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
D&D Roofing & Sheet Metal	1000 Glendale Avenue	Sparks	NV		Sam Chamberlin	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Diamond Roofing	100 E McArtor Road	Dodge City	KS		Shawn Mead	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Don Kennedy Roofing	815 Fessler's Lane	Nashville	TN		Bob Williams	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
E. Cornell Malone Corp.	439 Dory Street	Jackson	MS		Roman Malone	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
E. Cornell Malone Corp.	#1 Commerce Drive	Hattiesburg	MS		Roman Malone	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Eagle Rivet Roof Service Corp.	15 Britton Drive	Bloomfield	CT		David Neitch	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Eastern Roofing Systems, Inc.	1 Keystone Place	Jessup	PA		Jamie Matchulat	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Eberhard Benton Roofing	3691 Hancock Street	San Diego	CA		Jim Lifgren	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Eberhard Southwest Roofing	3995 W Dewey Dr	Las Vegas	NV		Paul McKeller	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com

Resellers - Dealers
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Reseller/Dealer Name	Address	City	State	Zip	Contact Name	Contact Email	Contact Phone	Contact Fax	Company Website
Empire Roofing	5301 Sun Valley Drive	Fort Worth	TX		Ben Koonce	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Empire Roofing	16311 Central Commerce	Pflugerville	TX		Ben Koonce	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Empire Roofing	128 Industrial Drive	Cibolo	TX		Ben Koonce	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Empire Roofing	19425 Kenswick Drive, Suite 100	Houston	TX		Ben Koonce	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Empire Roofing	1410 Gail Borden, Suite A-5	El Paso	TX		Ben Koonce	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Empire Roofing	1709 E. King Pl.	Tulsa	OK		Ben Koonce	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Empire Roofing	1300 Lincoln Street	Memphis	TN		Ben Koonce	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Empire Roofing	1645 Lebanon Pike Circle	Nashville	TN		Ben Koonce	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Empire Roofing	7559 Currency Drive	Orlando	FL		Ben Koonce	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Empire Roofing	4615 NW 103rd Ave	Sunrise	FL		Ben Koonce	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Empire Roofing	6647 Oak Ridge Commerce Way	Austell	GA		Ben Koonce	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Empire Roofing	Calle Morelia #6855 Fracc. Del Real	Cd. Juarez, Chih.	CP		Ben Koonce	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
F.J. Dahill Co., Inc.	176 Forbes Avenue	New Haven	CT		Jamie McAdams	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Frost Roofing	2 Broadway Street	Wapakoneta	OH		J.J. Smithy	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Greylock Roofing	60 Jonspin	Wilmington	MA		Ian McClachlan	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
GSM Roofing	1633 Elkton Road	Elkton	MD		Will Gooding	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
GSM Roofing	345 South Reading	Ephrata	PA		Reed Gooding	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
H. Klein & Sons, Inc.	95 Searing Avenue	Mineola	NY		Doug Klein	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Hamlin Roofing Co., Inc.	1411 West Garner Road	Garner	NC		Angi Gay	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Harness Roofing	11300 Otter Creek East Boulevard	Mabelvale	AR		David Soloman	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Harness Roofing	4185 Treadco Drive	Springdale	AR		Mike Dillard	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Harness Roofing	6550 East Skelly Drive	Tulsa	OK		Adrienne Yocham	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Harold J. Becker Co.	3946 Indian Ripple RD	Dayton	OH		Denny Frisk	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Henry C. Smither Roofing Co.	6850 East 32nd Street	Indianapolis	IN		Russell Love	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Highland Roofing	4007 Produce Road	Louisville	KY		Brock Ramser	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Ideal Building Solutions	3842 Green Industrial Way	Atlanta	GA		Jason Finney	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Ideal Roofing & Sheet Metal Corp.	42-22 10 Street	Long Island	NY		Stuart Katz	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
IRC	9 Ferry Road	Lewiston	ME		Rick St. Hilaire	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
J.D. Miles & Sons, Inc.	210 B Street	Chesapeake	VA		Sherry Miles	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
James Myers Co.	12306 Conway Rd	Beltsville	MD		John Madden	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Jim Brown & Sons Roofing	5537 N 59th Ave	Glendale	AZ		Ron Brown	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Jim Giese Commercial Roofing, Inc.	10410 Silverwood Drive	Dubuque	IA		Dan Giese	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Jimmy's Roofing	2303 North Center Road	Spokane Valley	WA		Jimmy Swanson	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
John F. Shea Co., Inc.	41 Hollingsworth St	Mattapan	MA		Chadd Lewis	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com

Resellers - Dealers
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Reseller/Dealer Name	Address	City	State	Zip	Contact Name	Contact Email	Contact Phone	Contact Fax	Company Website
John J. Campbell Co	1833 Alton Road #100	Birmingham	AL		Jeremy Sodec	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
John J. Campbell Co., Inc. (HQ)	6012 Resources Drive	Memphis	TN		Greg Campbell	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Jottan Roofing Contractors	61 Cathy Lane	Florence	NJ		Jeff Newman	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Kirberg Roofing, Inc.	1035 Cheyenne Avenue	Kansas City	KS		Eric Kirberg	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Kirberg Roofing, Inc.	1140 North Eldon Avenue	Springfield	MO		Eric Kirberg	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Kirberg Roofing, Inc.(HQ)	1400 South 3rd Street	St. Louis	MO		Eric Kirberg	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Langer Roofing & Sheet Metal, Inc.	345 South Curtis	Milwaukee	WI		Mark Langer	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Lawson Roofing Co., Inc., The	1495 Tennessee Street	San Francisco	CA		Rich Morgan	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Ledegar Roofing	1701 Miller Street	La Crosse	WI		Pete Karlin	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Lehman Roofing	2005 Allens Lane	Evansville	IN		Todd Lehman	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Lowe Roofing, Inc	12079 Rose Loop	Whitewood	SD		Darin Douglas	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Lydick-Hooks Roofing Co.	2131 Market	Midland	TX		Reed Hooks	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Lydick-Hooks Roofing Co.	1924 Clovis Road	Lubbock	TX		Reed Hooks	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Madsen Roofing and Waterproofing	5960 Bradshaw Road	Sacramento	CA		Christian Madsen	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Markell Company	1227 South Milwaukee Avenue	Iron Mountain	MI		Jim Markell	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Marton Roofing Industries (HQ)	5207 Ashbrook	Houston	TX		Melvin Glass	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
McAllen Valley Roofing Company	6413 N Ware Road	McAllen	TX		Brian McSteen	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Melanson Co., Inc., The	5 Ferry Road	Bow	NH		Rob Therrian	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Melanson Co., Inc., The (HQ)	353 West Street	Keene	NH		Rob Therrian	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Melanson Co., Inc., The (AC Hathorne)	252 Avenue C	Williston	VT		Rob Therrian	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Melanson Co., Inc., The (Vermont Roofing)	1325 Harwood Hill Road	Bennington	VT		Rob Therrian	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Midland Engineering Co., Inc.	52369 State Road 933 North	South Bend	IN		Kenneth Sage	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
National Roofing & Sheet Metal Co., Inc.	4130 Flint Asphalt Drive	Burton	MI		Eric McIntyre	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Perry Roofing Contractors	2505 Northwest 71st Place	Gainesville	FL		Tim Hall	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Pioneer Roofing	9221 North 15th Ave	Phoenix	AZ		Robert Bueche	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Porter Roofing	850 Park Avenue	Murfreesboro	TN		Dave Collins	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Preferred Roofing Solutions	PO Box 8	Sheridan	AR		Matt Noernberg	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Quality Tile Roofing, Inc.	2711 South Curtis Road	Boise	ID		Pat Large	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
R.B. Hash	8619 Derrington Road	Houston	TX		Brian Hash	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
R.F. Lusa & Sons	1724 Fairbanks Street	Lakeland	FL		Joe Lusa	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Rain Proof Roofing	2201 E 84th Court	Anchorage	AK		Misty Stoddard	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Richard L. Sensenig Company	183 South Market Street	Ephrata	PA		David Lausch	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Riddiford Roofing	2333 Hamilton Road	Arlington Heights	IL		Jim Riddiford	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Ri-Ky Roofing	10213 NE Marx Street	Portland	OR		Tara Kramer	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com

## Resellers - Dealers

Reseller/Dealer Name	Address	City	State	Zip	Contact Name	Contact Email	Contact Phone	Contact Fax	Company Website
Roof Systems of Virginia, Inc.	501 Jefferson Davis Highway	Richmond	VA		Malcom Nunn	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Roof Technologies, Inc.	631 Manhattan Blvd	Harvey	LA		Jeremy Cozart	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Roofing Southwest by Sprayfoam Southwest	2318 South Industrial Park Avenue	Tucson	AZ		R.J. Radobenko	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Ruff Roofers	1420 Knecht Street	Baltimore	MD		Rob Ruff	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Schrader Roofing	612 Southwest 4th Avenue	Amarillo	TX		Tim Schrader	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Security Roofing	2251 Progress Way	Kaugauna	WI		John Goodman	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Southern Roof & Wood Care	1210 Honeyhill Road	Hardeeville	SC		David Swanson	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
SR Roofing Solutions, Inc.	1357 N. Walton Walker Blvd. Suite D	Dallas	TX		Jill Melancon	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Stone Roofing	730 North Coney Ave	Azusa	CA		Joe Zamrzla	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Supreme Systems, Inc.	1355 North Walton Walker	Dallas	TX		Craig Rainey	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Sutter Roofing	8284 Vico Court	Sarasota	FL		Brad Sutter	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Sutter Roofing	8811 Maislin Drive	Tampa	FL		Brad Sutter	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Sutter Roofing	1606 Benchmark Avenue	Fort Myers	FL		Brad Sutter	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Tip-Top Roofers, Inc.	3151 Elizabeth Lane SE	Smyrna	GA		Karter Hutchinson	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Tri-State Roofing Systems	3 Spring Meadows	South Hadley	MA		Jay Hambley	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Upstate Roofing, Inc.	1300 Brighton-Henrietta Townline Road	Rochester	NY		Dave Pastore	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Viking Roofing	19-B Clinton Drive	Hollis	NH		Cindi Owning	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Western Pacific Roofing, Corp.	2229 East Avenue Q	Palmdale	CA		Peyton Zamrzla	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com
Wray Roofing	1521 N.W. 36th Street	Newton	KS		Randy Linton	tipstaps@roofconnect.com	877-942-5613	870-942-2666	www.roofconnect.com

## 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: RoofConnect Logistics, Inc.

Mailing Address: PO Box 908

City: Sheridan

State: Arkansas

Zip: 72150

Telephone Number: (877) 942-5613

Fax Number: (870) 942-2666

Email Address: tipstaps@roofconnect.com

Authorized Signature: 

Printed Name: Jeremy Hill

Position: Vice President of Operations

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.

Blenda McNatt 9-24-15  
TIPS Authorized Signature Date

David Wayne Fitts 9-24-15  
Approved by Region VIII ESC Date

References
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**\*\* Must have at least 3 References. References must be School, City, County, University, State Agency or Other Government.**

Organization	City	State	Contact Name	Contact Phone
County of Berks	Reading	PA	Kelly Laubauch	610-478-6201
Kohl's Department Stores	Menomonee Falls	WI	Angela Riccaboni	262-278-8610
ARCP	Phoenix	AZ	Ryan Guthrie	602-778-6473

**David W. Workman, President and CEO**

**Assignment:** Sales/Marketing  
**Employer:** RoofConnect  
**Experience:** 23 Years  
**Education:** BS in Industrial Management, 1997  
 University of Arkansas, Little Rock, AR  
 University of Arkansas Little Rock Law School, 2004

**Technical Education:** NRCA SpecRight Program, 2008  
 Firestone Building Products University, 1999  
 Better Understanding of Roofing Systems (BURSI), 1998

**Roofing Industry Associations:** National Roofing Contractors Assoc. (NRCA), 2004-Present  
 Midwest Roofing Contractors Assoc. (MRCA), 2004-Present  
 Northeast Roofing Contractors Assoc. (NERCA) 2004-Present  
 Western States Roofing Contractors Assoc. (WSRCA) 2004-Present  
 Roof Consultants Institute (RCI) 2004-Present  
 Professional Retail Store Maintenance (PRSM) 2004-Present  
 The Roofing Industry Alliance for Progress 2008-Present  
 Center for Environmental Innovation in Roofing 2009-Present

**Industry Activities:** Member, Board of Trustees, The Roofing Industry Alliance for Progress 2013-14  
 Member, Board of Directors, Center for Environmental Innovation in Roofing 2011-Present  
 Education Presentation PRSM 2010 "It's Roofing not Rocket Science"  
 Marketing Committee, The Roofing Industry Alliance for Progress 2009-2010  
 Governing Member, The Roofing Industry Alliance for Progress 2008-Present

**Work Experience:** RoofConnect President & CEO 2006-Present  
 RoofConnect Vice President of Sales 2006  
 RoofConnect National Account Manager 2004-2006  
 General Roofing National Account Manager 2000-2004  
 Wade Lunday & Associates (Firestone Manufacturer's Representative) 1997-2000  
 Kohler CAD Draftsman 1996-1997  
 Sure Pull CAD Draftsman 1995-1996  
 H.H. Robertson/Centria CAD Draftsman 1994-1995  
 H.H. Robertson Building Facility Maintenance 1990-1994



**Jarred Crow, Chief Financial Officer**

**Assignment:** Chief Financial Officer  
**Employer:** RoofConnect  
**Experience:** 8 Years  
**Education:** Bachelor of Business Administration – Accounting  
Harding University  
Searcy, AR

**Employment:** RoofConnect,  
CFO, 2012 – present  
Controller, January 2010 - 2012

Pricewaterhouse Coopers, LLC (2005 – 2006) Staff Auditor

Alltel Corporation (2006 – 2007) Senior Auditor

Alltel Corporation (2007 – 2008) General Accounting Supervisor

Rasco, Winter, Abston, Moore & Assoc (2008 – 2009) Auditor

**Roofing  
Industry**

**Associations:** National Roofing Contractors Association (NRCA)  
Midwest Roofing Contractors Association (MRCA)

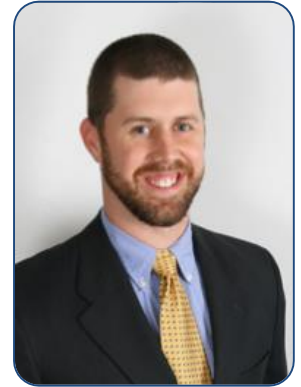
**Work**

**Experience:** Highly skilled in evaluating, researching, and solving problems in the financial and accounting realm

Vast history of planning and performing audits for many small to medium sized companies

Identified areas of risk for audit clients

Managed internal audits at Alltel that resulted in cost savings of nearly \$10M





**Eric C. Harrison, RRO, Vice President of Technical Services**

**Assignment:** Sales/Marketing/Technical Services  
**Employer:** RoofConnect  
**Experience:** 11 Years

**Education:** University of Arkansas, Little Rock, AR, 2002

**Technical Education:** Firestone Building Products University, 2003  
Rooftop Quality Assurance, 2008  
Wind Design for Low-Slope Roofs – Part 1, 2009  
Roof Drainage Design, 2010

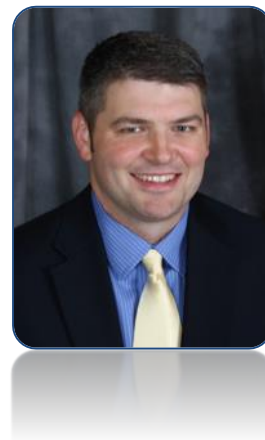
**Employment:** RoofConnect, July 2004 – present  
General Roofing, April 2002-July 2004

**Roofing Industry Associations:** National Roofing Contractors Association (NRCA)  
Roof Consultants Institute (RCI)  
Professional Retail Store Maintenance (PRSM)  
Midwest Roofing Contractors Association (MRCA)  
Construction Specifications Institute, Little Rock Chapter (CSI)

**Continuing Education:** Registered Roof Observer (RRO), RCI 2008-present

**Work Experience:**

- Work with maintenance and construction departments of Fortune 500 companies to manage emergency/disaster response, roof repair/maintenance programs, preventative maintenance programs, special projects, etc.
- Responsible for management of strategic accounts with a total of over 6,000 locations.
- Involved in project management for roofing projects totaling over 18 million square feet.
- Develop, plan, and manage major disaster response efforts for clients, including Fortune 500 companies. Includes repairs to storm related damage (tornados, hurricanes, etc.) and involves managing multiple field response teams on numerous locations. Most recent significant hurricane resulted in response to over 110 locations over a two-day period.
- Responsible for planning, coordination, and administration of snow load monitoring and snow removal activities. Manage office and field teams, communicating information from field with clients, implementing snow removal plan (if necessary), dispatching snow removal crews, and communicating progress to the clients.
- Managed expansive preventative maintenance project encompassing 2,500+ locations within 1 year period for a Fortune 500 company.
- Completed numerous pre-bid meetings, pre-construction meetings, progress inspections, etc.



**Wade Crosswhite, Vice President of Sales**

**Assignment:** Sales/Marketing  
**Employer:** RoofConnect  
**Experience:** 14 Years

**Education:** BS in Accounting, Southern Arkansas University  
Magnolia, AR  
1999

**Employment:** RoofConnect, March 2007- Present  
PricewaterhouseCoopers, June 2004-March 2007  
MSF Financial Group, June 1999- June 2004



**Roofing Industry Associations:** National Roofing Contractors Association (NRCA)  
North East Roofing Contractors Association (NERCA)  
Professional Retail Store Maintenance (PRSM)  
International Council of Shopping Center (ICSC)

**Work Experience:** 7 years of providing top tier customer service and professional interaction with Fortune 500 Companies. Responsible for the management of a nationwide Sales Team; developing and cultivating relationships with over 300 customers nationwide.

Experience in selling and managing roofing projects for key clientele that involved: solar energy, energy efficient roofing, leak service and reroofing, and roof asset management.

Advised and directed national customers to the best roofing option for their specific needs and to provide them with the top tier workmanship and quality in the roofing industry.

**Jeremy Hill, Vice President of Operations**

**Assignment:** Sales/Marketing/Technical  
**Employer:** RoofConnect  
**Experience:** 13 years  
**Education:** Bachelors of Science: Mathematics  
Henderson State University, Arkadelphia, AR, 1999  
Masters of Business Administration  
University of Phoenix, Little Rock, AR, 2004

**Employment:** RoofConnect  
Vice President of Operations, 2014 - Present  
Senior Director of Operations, April 2013 - 2014  
Director of Operations, September 2010 – April 2013



Kohler Co., February 2000 - September 2010

**Roofing Industry Associations:** National Roofing Contractors Association (NRCA)  
Midwest Roofing Contractors Association (MRCA)

**Work Experience:** Director of Operations - Work with maintenance and construction departments of Fortune 500 companies to manage emergency/disaster response, roof repair/maintenance programs, preventative maintenance programs, special projects, etc. Develop, plan, and manage major disaster response efforts for clients, including Fortune 500 companies. Includes repairs to storm related damage (tornados, hurricanes, etc.) and involves managing multiple field response teams on numerous locations. Most recent significant hurricane resulted in response to over 110 locations over a two-day period.

Facilities Manager - responsibilities include management of capital projects, up to two engineers including facilities engineering (maintenance personnel), maintenance foreman, maintenance planner, and maintenance budget. Responsible for a \$2.8 million project of opening a new Distribution Center. Responsible for developing maintenance strategic plan, implementing a Preventive Maintenance program, develop and implementing maintenance planning and scheduling, and utilization of a work order system.

Project Manager/Six Sigma Black Belt - include generating and completing high-level projects globally for reaching an annual savings goal of \$6 million. Projects include delivery improvements, store sizing optimization, and reliability testing of product. Identify, coordinate, and facilitate Kaizen events in the Malvern, AR facility. Provide Six Sigma, lean philosophy, and PPAP training to associates in domestic and international facilities.

**Brooke Spears, National Accounts Project Manager**

**Assignment:** Administrative Support  
**Employer:** RoofConnect  
**Experience:** 8.5 years  
**Education:** Sheridan High School, 2002

**Skills:** Adobe Acrobat  
Advanced Microsoft Excel  
Microsoft Office Suite

**Employment:** RoofConnect, January 2005- present

**Roofing  
Industry**

**Associations:** National Roofing Contractors Association (NRCA)

**Work**

**Experience:** Customer Service Representative for 8 years providing top tier customer service and professional interaction with clients and contractors.

Managed numerous National Accounts on day to day basis (emergency leak calls, bid requests and repair proposals, customer systems, internal database system)

Involved in collecting over 100+ annual roof survey reports.

Responsible for project management of:

- Submittal of client RFP's to Member Contractor for bidding.
- Review and compile all proposal documents from contractor for customer submittal.
- Managing all approved re-roof contracts, from scheduling pre-bid and pre-con meetings to invoicing completion packets.



**Rachel Mooney, Marketing Coordinator**

**Assignment:** Administrative Support/Sales/Marketing  
**Employer:** RoofConnect

**Experience:** 5.5 years

**Education:** BBA in Insurance and Risk Management  
University of Central Arkansas, 2004

**Employment:** RoofConnect  
Marketing Coordinator, August 2014 - Present  
Management Executive Assistant, August 2010 – August 2014  
Customer Service Representative, February 2010 – August 2010

**Roofing  
Industry**

**Associations:** National Roofing Contractors Association (NRCA)  
Professional Retail Store Maintenance Association (PRSM)

**Work**

**Experience:** Responsible for managing, coordinating, implementing and controlling marketing objectives and strategy including public relations, trade show and event management, advertising, and corporate brand awareness.

Provide marketing and sales support to Executive Team, Regional Sales Managers and RoofConnect Member companies in the U.S.

Coordinate media research and planned advertising in industry magazines with appropriate editorial including External Communications, press releases and announcements.

Customer Service Representative dedicated to a Fortune 500 Company with over 3,000 locations. Responsible for management of entire portfolio of service related projects.

Assist with disaster response efforts, RFP responses.

Coordinate and manage consulting projects from signed agreement to invoice, including providing job cost analysis for each project.





## **ROOFCONNECT MARKETING and COMMUNICATIONS PLAN**

### **FOR TIPS TAPS**

#### **How and by whom the marketing function will be carried out:**

The marketing functions will be carried out by a team summarized in **Table 1**; working in conjunction with administrative and marketing teams at a local level. This contract will be led overall by the Senior Director of Business Development / Program General Manager. Management of day to day operations will be performed by the Government Contract / Compliance Manager (TBD). Joint Scope Meetings will be attended by the local Project Manager or Technical Representative from the specific office that would be servicing the TIPS TAPS Member. Work Order Proposal Packages will be performed by a team that includes the Project Manager and Technical Representative (RoofConnect standard proposal) and Government Contract / Compliance Manager (TBD) (preparation of TIPS TAPS Member proposal). Construction is supervised by the Project Manager and Operations Manager of the local office. Administrative tasks will be handled by local Office Managers and coordinated through the RoofConnect Government Contract / Compliance Manager (TBD) to ensure compliance with TIPS TAPS requirements.

#### **RoofConnect Market Share**

RoofConnect has maintained its market share over the last several years with annual revenues of \$35,000,000.

The total RoofConnect Shareholder annual revenue is approximately \$1,000,000,000. There are many different sources of what the market opportunity actually is and therefore, RoofConnect will allow TIPS TAPS to evaluate our market share based on our revenues. RoofConnect and its Executive Leadership are excited about the opportunity to dramatically increase its revenues and market share with the addition of the TIPS TAPS Contract.

The RoofConnect Team is spread out across the country and will implement this marketing strategy, outlined below, in each of their respective areas. The most-effective marketing that we will perform is presenting this cooperative solution to prospects in every local area by National Account Managers and local Member Contractor's sales departments.

**Table 1: Key sales and marketing personnel supporting the TIPS TAPS Contract.**

Name	Title	Assignment for RFP	Region
David Workman	President and CEO	Sales/Marketing	RoofConnect HQ
Wade Crosswhite	Vice-President of Sales	Sales/Marketing	RoofConnect HQ
Eric Harrison	Vice President of Technical Services	Sales/Marketing/Technical	RoofConnect HQ
Jeremy Hill	Vice President of Operations	Sales/Marketing/Technical	RoofConnect HQ
Brooke Spears	National Accounts Project Manager	Administrative Support/ Marketing/Technical	RoofConnect HQ
Rachel Mooney	Marketing Coordinator	Administrative Support/ Sales/Marketing	RoofConnect HQ
Teresa Barnhill	Strategic Account Manager	Sales/Marketing	RoofConnect HQ
Robert Rowe	National Account Manager	Sales/Marketing	RoofConnect Western Region
Mike Stivers	National Account Manager	Sales/Marketing	RoofConnect Northeast Region
Mark Matoska	National Account Manager	Sales/Marketing	RoofConnect Central Region
Cory Johnson	Regional Account Manager	Sales/Marketing	RoofConnect HQ
Gina Nutt	Customer Service Manager	Sales/Marketing	RoofConnect HQ



## **EXECUTIVE SUMMARY**

RoofConnect will aggressively promote the TIPS TAPS partnership through an integrated marketing communications plan (monthly) designed to support the entire sales cycle. There will be ongoing marketing activities monthly that will be specifically described in this Marketing Plan. Our program begins building awareness of both TIPS TAPS and RoofConnect's unique benefits to buyers within all applicable states (areas) and continues through managing customer relationships.

### **RoofConnect's Integrated Marketing Communications Plan Includes:**

- **Awareness** – Public Relations, Internal Communications / Training, Current Customers Presentations, Electronic Marketing, Website, Social Media Messages, Advertising, Direct Marketing, Associations and School Boards, Targeted Roll-Outs with Manufacturer Partners, TIPS TAPS Roll-Outs.
- **Consideration** – Tradeshows, Direct Marketing/Telemarketing, Manufacturer Partner Opportunities, Sustainable Energy Efficiency Calculations
- **Create Preference** – Sales Tools, Custom Literature, Value-adds for TIPS TAPS Members: Customer Support / Customer Service/Training/ Snow Load Management & Removal / Warranty Maximization Program / Online Portfolio / Roof Asset Management
- **Close Sale** – TIPS TAPS Member Proposal Draft, RoofConnect Proposal, Local Project Manager, Quote / Proposal Process
- **Manage Relationship** – Customer Satisfaction Surveys, Social Media, Referrals





## **AWARENESS: INTERNAL AND EXTERNAL COMMUNICATION STRATEGY**

Creating awareness begins with the RoofConnect brand campaign, which will be launched after award of contract within 30 days to promote our extensive repairs for roofing and other value added capabilities. Our focus is to build awareness of RoofConnect and TIPS TAPS, promoted to all audiences across all marketing initiatives including public relations press releases, internal communications / training, electronic marketing, website, social media, targeted advertising, direct marketing, co-branded collateral and a myriad of communication vehicles.

### **Awareness: Public Relations**

State and local media will be reached with press releases and media-relations experts. After the initial contract announcement is made, an on-going campaign will be designed around TIPS TAPS success stories illustrating how customers have benefited from procuring their roofing projects via the TIPS TAPS Contract and RoofConnect.

Access to a PR Newswire will enable us to develop state-specific lists of local media, including weekly papers serving small communities, to which we can e-mail press releases, success stories, etc.

### **Awareness: Internal Communications / Training**

The training of the RoofConnect sales and marketing team is critical for success of this contract. Consequently, successes will come from educating and motivating all sales and marketing personnel to promote the contract. To this end, we plan on the following steps:

- Training seminars and webinars for continuing education
- Creation of PowerPoint presentation for consistent messaging
- TIPS TAPS quarterly e-newsletter
- Use of RoofConnect's National Customer Database for posting articles, selling tips and success stories internally to all of our shareholders across the country
- Creation of a "how-to" book that will be used as a sales training tool.

Below is an example of mass email marketing that RoofConnect has sent:

**Sent Message** Download Report Get Creatives New Message Close

From: Mick Handloser [mick.handloser@roofconnect.com](mailto:mick.handloser@roofconnect.com) Sent: Jun 3 2013 4:43

To: Kent Cowan [kcowan@chevron.com](mailto:kcowan@chevron.com)

Subject: RoofConnect - Mick Handloser

HTML Message Text Message Report Clickthrough Links



Dear {{First Name}},

My name is {{Sender.NAME}} and I am the national business development manager at RoofConnect, Commercial Roofing Services. We are saving our customers thousands of dollars annually with our maintenance programs. Could I call you to discuss our services and Roofing Management program?

**A quick snapshot of our services:**

- RoofConnect has 110 service centers in all 50 states and we have the best emergency response time of any roofing company.
- Preventive maintenance assessments and warranty maintenance help our customers plan their roofing expenditures.
- 12,000 completed service calls a year and over 300 managed roofing projects.

**Advantages to using RoofConnect:**

1. One point of contact for any location in the US - 24/7/365.
2. Warranty management program that will save you money and time.
3. Roof Asset Management.
4. High quality roof surveys (which can be used as due diligence in acquisitions).
5. Snow Load Monitoring and Snow Removal.

**REFERENCES**

Please let me know if there would be a time that I may give you a call.

Thank you and I look forward to speaking with you soon,

{{Sender.NAME}}  
 {{Sender.CELL\_PHONE}}  
 {{Sender.EMAIL}}

**Just remember...The RoofConnect Team is only a phone call away 24/7/365!**

Copyright © 2013 {{Account.COMPANY}}  
 Our address is {{Account.BIZ\_ADDRESS}}

If you do not wish to receive future email, [click here](#).  
 (You can also send your request to **Customer Care** at the street address above.)

**Sent Message** Download Report Get Creatives New Message Close

From: David Workman [david.workman@roofconnect.com](mailto:david.workman@roofconnect.com) Sent: May 3 2013 9:05 AM

To: Salesforce Campaign: RC Member eNewsletter May 2013

RoofConnect Staff

Subject: RoofConnect Member eConnections: New Hires and Updates

HTML Message Text Message Report Visits Clickthrough Links

**Number of People Who**

Category	Count	Percentage
opened	182	37.9%
bounced	22	4.4%
did not open	298	62.1%
clicked	55	11.5%

Total Sent: 502  
 Not Sent / Suppressed: 15

Opt-Outs: 0  
 Spam Complaints: 0

Total Opens: 715  
 Total Effective Opens: 726  
 Total Times Clicked: 96  
 Last Opened: 3 days ago  
 Last Clicked: 48 days ago



Awareness: Website

RoofConnect will develop a dedicated TIPS TAPS and Region 4 ESC Specific Information Section or Registration (for requesting more information) Page within the RoofConnect Website. The page will provide TIPS TAPS specific content, summary of contract and services offered, a registration page that will direct them to their TIPS TAPS contact, and proper contract documents and marketing materials.

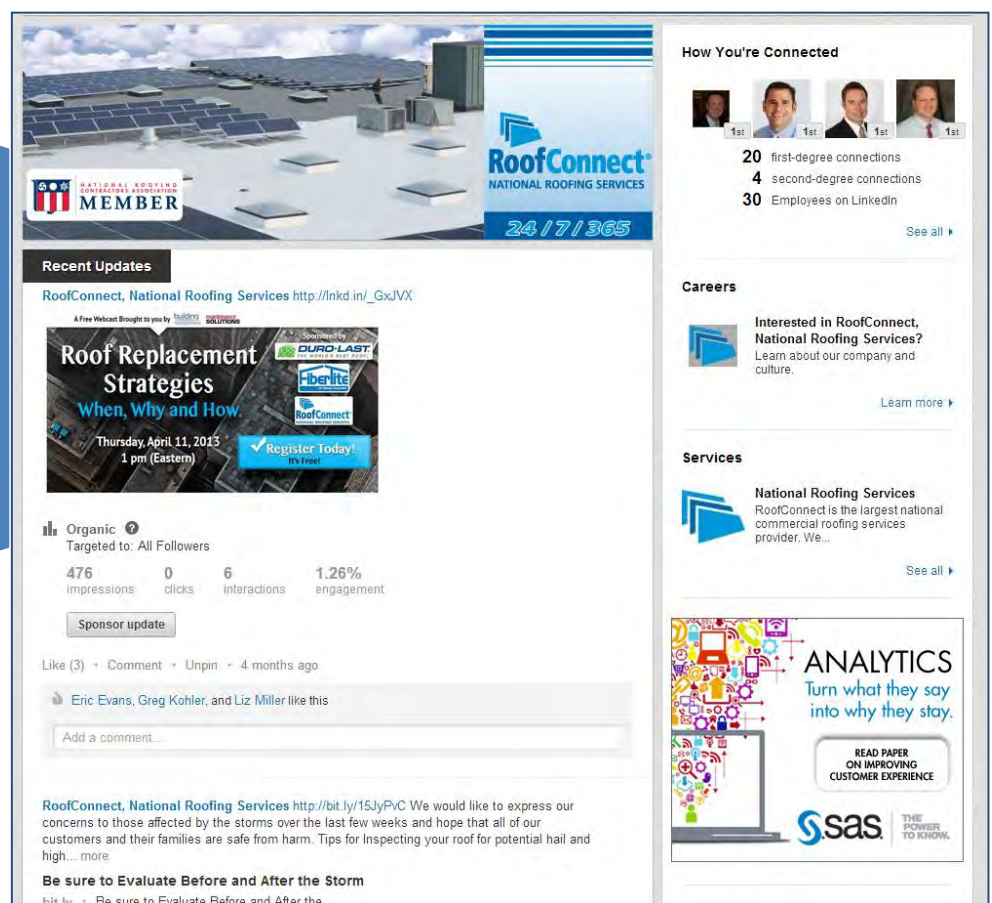
Screen Shot of  
Home Page  
RoofConnect.com



## Awareness: Social Media Messages, LinkedIn

Partnership / Contract Announcement and others will be made on LinkedIn, Twitter and Facebook as well as the RoofConnect Blog.

Screen Shot of  
RoofConnect  
LinkedIn  
Profile Page  
[www.linkedin.com/  
roofconnect](http://www.linkedin.com/roofconnect)



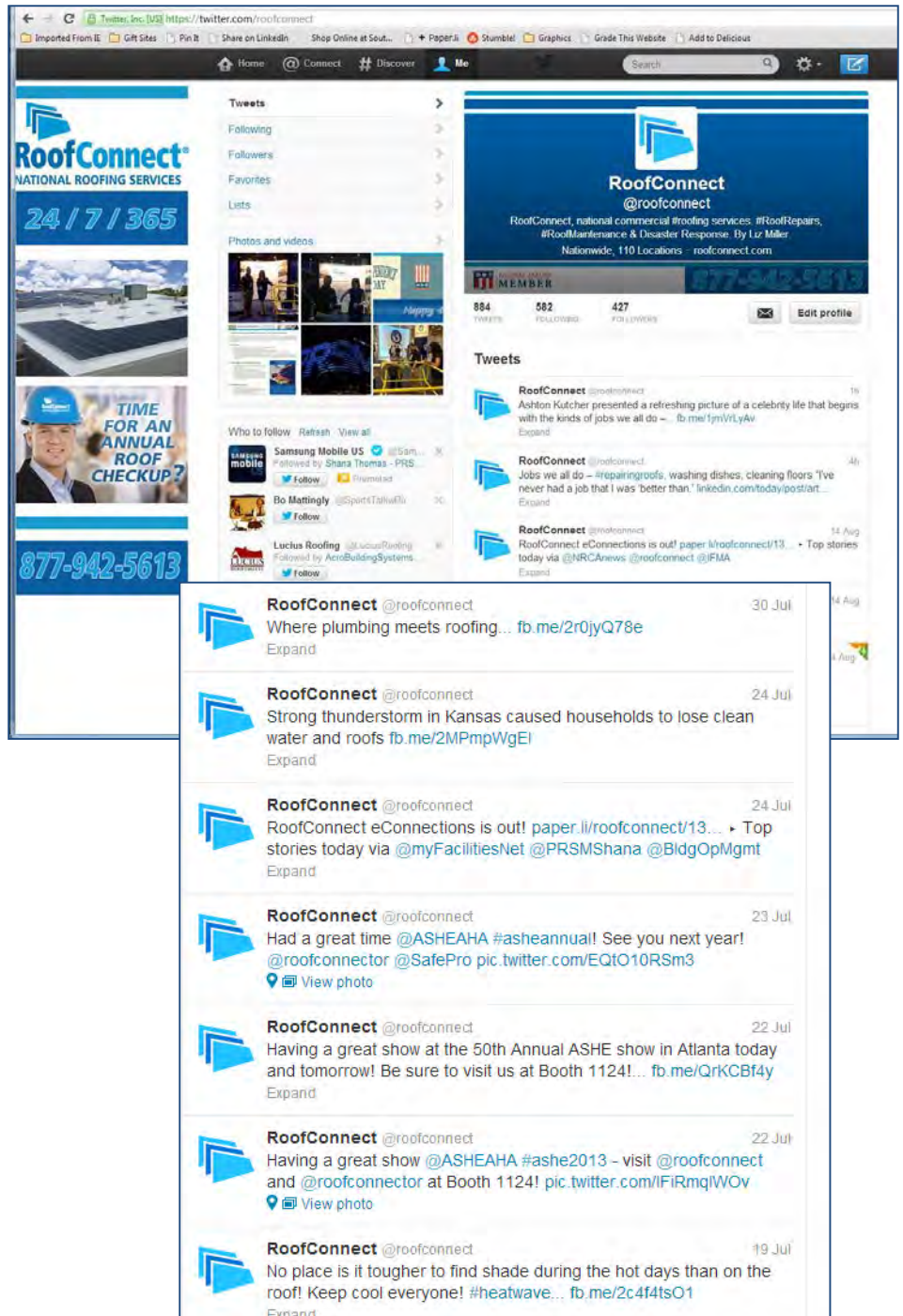
The screenshot displays the LinkedIn profile of RoofConnect, National Roofing Services. The header features a banner image of a commercial roof with solar panels and the RoofConnect logo. Below the banner, the profile is divided into several sections:

- Recent Updates:** A post from RoofConnect, National Roofing Services, dated Thursday, April 11, 2013, at 1 pm (Eastern). The post promotes a free webinar titled "Roof Replacement Strategies: When, Why and How" and includes a "Register Today!" button. The post has 476 impressions, 0 clicks, 6 interactions, and a 1.26% engagement rate.
- How You're Connected:** A section showing 20 first-degree connections, 4 second-degree connections, and 30 employees on LinkedIn.
- Careers:** A section titled "Interested in RoofConnect, National Roofing Services?" with a "Learn more" link.
- Services:** A section titled "National Roofing Services" with a description: "RoofConnect is the largest national commercial roofing services provider. We..." and a "See all" link.
- Analytics:** A section titled "ANALYTICS" with the tagline "Turn what they say into why they stay." and a "READ PAPER ON IMPROVING CUSTOMER EXPERIENCE" button.



## Awareness: Social Media Messages, Twitter

Screen Shot of  
RoofConnect Twitter  
Profile Page  
[www.twitter.com/  
roofconnect](http://www.twitter.com/roofconnect)



The screenshot displays the RoofConnect Twitter profile page. The header includes the RoofConnect logo and the text "NATIONAL ROOFING SERVICES". Below this, the phone number "24 / 7 / 365" is shown. The profile bio states: "RoofConnect, national commercial roofing services. #RoofRepairs, #RoofMaintenance & Disaster Response. By Liz Miller. Nationwide, 110 Locations - roofconnect.com". The page shows 884 tweets, 582 followers, and 427 following. A list of tweets is visible, including one about a celebrity life picture, another about jobs, and several about the 50th Annual ASHE show in Atlanta.

**RoofConnect** @roofconnect  
RoofConnect, national commercial roofing services. #RoofRepairs, #RoofMaintenance & Disaster Response. By Liz Miller. Nationwide, 110 Locations - roofconnect.com

884 TWEETS 582 FOLLOWERS 427 FOLLOWING

**Tweets**

RoofConnect @roofconnect  
Ashton Kutcher presented a refreshing picture of a celebrity life that begins with the kinds of jobs we all do -- fb.me/1mVLYAv

RoofConnect @roofconnect  
Jobs we all do -- #repairingroofs, washing dishes, cleaning floors. I've never had a job that I was "better than." linkedin.com/today/post/art...

RoofConnect @roofconnect  
RoofConnect eConnections is out! paper.li/roofconnect/13... • Top stories today via @NRCAnews @roofconnect @IFMA

RoofConnect @roofconnect  
Where plumbing meets roofing... fb.me/2r0jyQ78e

RoofConnect @roofconnect  
Strong thunderstorm in Kansas caused households to lose clean water and roofs fb.me/2MPmpWgEI

RoofConnect @roofconnect  
RoofConnect eConnections is out! paper.li/roofconnect/13... • Top stories today via @myFacilitiesNet @PRSMShana @BldgOpMgmt

RoofConnect @roofconnect  
Had a great time @ASHEAHA #asheannual! See you next year! @roofconnector @SafePro pic.twitter.com/EQtO10RSm3

RoofConnect @roofconnect  
Having a great show at the 50th Annual ASHE show in Atlanta today and tomorrow! Be sure to visit us at Booth 1124!... fb.me/QRKCBf4y

RoofConnect @roofconnect  
Having a great show @ASHEAHA #ashe2013 - visit @roofconnect and @roofconnector at Booth 1124! pic.twitter.com/IFIRmqIWov

RoofConnect @roofconnect  
No place is it tougher to find shade during the hot days than on the roof! Keep cool everyone! #heatwave... fb.me/2c4f4tsO1

## Awareness: Social Media Messages, Facebook



**Be Proactive:**  
*Evaluate your roofs before and after the storm.*

**RoofConnect®**  
**NATIONAL ROOFING SERVICES**

**RoofConnect**  
165 likes · 2 talking about this · 62 were here

**Update Page Info**

**RoofConnect**  
PO Box 908, 44 Grant 65, Sheridan, Arkansas 72150  
(877) 942-5613  
Always open

**Photos** **Videos** **Likes** **Map**

**Highlights**

**Status** **Photo / Video** **Offer, Event +**

What have you been up to?

**RoofConnect** shared a link.  
August 22 · 

**Commercial Property Insurer Advises Preparedness as the Peak of Hurricane Season Approaches**

**FM Global Urges Property Owners to Avoid Complacency Following U.S. Presidential Task Force...**  
[www.fmglobal.com](http://www.fmglobal.com)

FM Global Urges Property Owners to Avoid Complacency Following U.S. Presidential Task Force Report on Hurricane Resiliency

**Like · Comment · Share**

 Lynda Kay Oakley likes this.

**Write a comment...**

26 people saw this post **Boost Post**

**RoofConnect** shared a link via Today's Facility Manager - Exclusively Facility Managers.  
August 22 · 

"A "#coolroof" is any roof surface comprised of highly reflective materials that keep the sun from heating up a building."

**FM Issue: Cool Down**  
[www.todayfacilitymanager.com](http://www.todayfacilitymanager.com)

Facility factors, such as roof slope and climate, impact the benefit of reflective roofs. From the August 2013 issue. Continue reading →

**Recent Posts by Others on RoofConnect** **See All**

**Liz Miller**  
 **Free Webinar** sponsored by RoofConnect tomorrow - if you...  
April 10 at 9:35am

**Columbia Roofing & Sheet Metal**  
 **What a great article about David and his family. We are bl...**  
October 17, 2012 at 10:24am

**Liz Miller**  
 **Free contractors wanting to get more involved in securiti...**

**Recommendations** **See All**

**Jay Ciminelli**  
#1 roof service Company  
over a year ago

**Catherine Jenkins**  
Not just professional people who can get the job done, but w...  
over a year ago

**Liz Miller**  
The Leading Nationwide Roofing Services Provider!  
over a year ago

**Likes** **See All**

**U.S. National Weather Service**  
Government Organization

**Professional Retail Store Maintenance Association (PRSM)**  
Organization · Shopping & Retail

**RCL, Inc.**  
Non-Profit Organization

**Building Services Management**  
Professional Services

**National Roofing Contractors Association**  
Non-Profit Organization



**Awareness: Advertising**

**State, Local and Association Advertising**

The TIPS TAPS Contract(s) will be promoted within targeted states through advertisements in state, local and association publications, as well as the individual TIPS TAPS members and their related activities. Below is a list of Associations with publications we may utilize as advertising vehicles.

**Potential advertising vehicles:**

State	Publications
<b>State Level</b> <b>(will vary by state)</b>	<ul style="list-style-type: none"><li>▪ Association of School Business Officials (ASBO) — Quarterly newsletter</li><li>▪ Municipal League — Monthly newsletter</li><li>▪ American Association of School Administrators (AASA)</li><li>▪ ASBO</li><li>▪ Municipal League Annual Conference (MLAC)</li></ul>



Awareness: Advertising

Examples of Spring/Summer/Winter Advertisements in Facility Maintenance Magazines:



SERVICES INCLUDE:

- Nationwide Coverage
- Preventative Roof Maintenance
- Roof Asset Management
- Disaster Response
- Roof Restoration
- Snow Removal
- Green Technology
- Customer Portal
- Single Source Provider



**TIME FOR YOUR ROOFS  
SPRING CHECK UP**

START THE YEAR OFF WITH A HEALTHY ROOF,  
CALL 877-942-5613  
FOR A ROOF EVALUATION TODAY.

RoofConnect, the leading nationwide  
commercial roofing services provider.



24 / 7 / 365  
WE NEVER CLOSE.  
ROOFCONNECT.COM



**RoofConnect®**  
NATIONAL ROOFING SERVICES

**WE'LL TAKE CARE OF YOUR ROOFS...  
SO YOU CAN TAKE CARE OF THE REST.**

24/7/365 Emergency Roof Service  
110+ Locations Nationwide  
Manufacture Warranty Support  
Comprehensive Roof Asset Management

**FOR A ROOF EVALUATION  
CALL 877-942-5613**



WE NEVER CLOSE.  
ROOFCONNECT.COM



**NOW IS A CRUCIAL TIME TO  
EVALUATE YOUR ROOF...  
BEFORE WINTER  
MOUNTS AN ASSAULT!**

RoofConnect has the expertise to  
analyze and execute a plan for  
your winter roofing needs.

Call RoofConnect, your roofing  
services experts, 24 / 7 / 365 for a  
roof evaluation and proactive plan.

Nationwide. One Call. One Answer.  
877.942.5613, We Never Close.





RoofConnect.com





### **Awareness: Direct Marketing**

Educating current TIPS TAPS members on RoofConnect benefits will be a priority executed through a direct marketing blast to the membership list with the assistance of the TIPS TAPS. We will also submit general information articles regarding roofing, sustainability, energy efficiency, preventative maintenance, etc. for every monthly or quarterly publication that TIPS TAPS sends out to its members. These types of promotions will introduce our combined capabilities and invite TIPS TAPS members to learn more about contract benefits. A further promotion to all relevant entities within awarded states will also be executed to increase general market awareness.



### **Awareness: Associations and School Boards**

Participation in local associations and school-board events will be a priority as we continue our focus upon building relationships and establishing a reputation within awarded states. Relationships with the following associations will be developed. Additional associations can be added based on experience derived from field experiences. A list of examples can be found below.

#### **Current Associations RoofConnect belongs to:**

- Center for Environmental Innovation in Roofing
- International Council of Shopping Centers (ISCS)
- Midwest Roofing Contractors Association (MRCA)
- National Roofing Contractors Association (NRCA)
- North East Roofing Contractors Association (NERCA)
- Professional Retail Store Maintenance (PRSM)
- The Roofing Alliance for Progress (The Alliance)
- Western States Roofing Contractors Association (WSRCA)

#### **National Associations that RoofConnect will consider membership in:**

- ASBO
- NSPMA
- Association of Educational Service Agencies (AESAs)
- American Association of School Administrators (AASA)
- National Institute of Governmental Purchasing (NIGP)
- National Association of Educational Procurement (NAEP)
- APPA
- National Association of Counties (NACO)

#### **Local Associations (can vary state to state):**

- Municipal League Chapters
- Association of Counties – Chapters
- AASA's – State and Chapters
- ASBO Chapters
- Association of School Maintenance Officials, Local Chapters
- NIGP State Chapters
- NAEP Chapters
- Regional or State Facility Masters Conferences
- Council of Educational Facility Planners International (CEFPI) — Regions



#### **Awareness: Targeted Roll-Outs with Manufacturer Partners**

RoofConnect has many Manufacturer Partners and will make contact with targeted ones to announce the new contract opportunity. Rollouts with their respective sales forces will be initiated to promote the contract. These Manufacturers have much knowledge of upcoming opportunities across the country and leveraging our TIPS TAPS Contract will provide many TIPS TAPS opportunities.

#### **Awareness: TIPS TAPS Roll-Outs**

RoofConnect will conduct, in strategic locations and with the assistance from TIPS TAPS, roll-outs / seminars regarding the benefits of the contract. The goal of these roll-outs is to educate prospective customers and ultimately to increase business using the contract.



## **CONSIDERATION – LEAD GENERATION AND DEVELOPMENT**

Generating qualified leads to open new accounts is a program priority within awarded states. A calendar of trade shows/conferences and direct marketing promotions will be deployed to meet this objective.

### **Consideration: Tradeshow**

With a myriad of shows to consider, a trade-show strategy will be developed to maximize return on investment. An exhibit booth featuring the TIPS TAPS logo will be deployed, and we will attempt, wherever possible, to participate in tradeshow workshops and breakout sessions. Summarized below is a partial list of trade shows to be evaluated by RoofConnect. Trade shows attended by TIPS TAPS will take the highest priority.

- ASBO
- AASA
- NACo
- NIGP
- NSPMA



## Consideration: Tradeshows

RoofConnect's participation in these and other national trade shows will also benefit TIPS TAPS. Once awarded, we will proudly display the TIPS TAPS logo as an approved vendor at all appropriate trade shows and industry functions.

RoofConnect is fully equipped to attend both large and small trade shows and with numerous booths available, coverage can be optimal. RoofConnect Booth is seen below:



Pre-Show mailer sent to attendees raising awareness of RoofConnect's attendance and encouraging attendees to visit the booth is seen below:





**Consideration: Direct Mail Marketing/Telemarketing**

Campaigns offering roofing solutions will be part of the marketing mix. RoofConnect will have personnel that will actively and strategically pursue all of the markets where entities can use the contract. In some cases, the telemarketing will be performed in conjunction with a direct mail campaign that will be described below under Literature. This campaign may be an extension of an advertising campaign so that we can achieve more success. Our goal will be to generate sales appointments for our sales team.

**Consideration: Manufacturer Partner Opportunities**

RoofConnect will follow-up with Manufacturers on opportunities that they provide to RoofConnect to achieve the end result of driving increased education and government sector sales. RoofConnect is currently setting meetings with strategic partners to start introduction of this potential contract, so as to maximize sales and marketing resources and opportunities.

In addition, joint sales calls and scope meetings with sales executives from partner Manufacturers will be pursued.

**Consideration: Energy Efficiency Calculations using Sustainable / Green Products**

RoofConnect's sustainable products include day-lighting, photovoltaic as well as reduced energy consumption due to the installation of white membranes. From running ROI studies to energy calculations, RoofConnect can work with the governmental agency or non-profit to help them reduce their overall cost of ownership and determine a payback period.



## **CREATE PREFERENCE**

Once awareness is created within a target account, a combination of programs will be executed to move the prospect to a first purchase. Our objective is to reach prospects as many times as possible with a consistent message.

### **Create Preference: Sales Tools**

Consistent branding and messaging will be reinforced through a combination of literature, presentation materials and case studies.

### **Create Preference: Custom Literature\***

Custom literature will be created with the TIPS TAPS logo printed on them. Examples include an introductory TIPS TAPS Contract Sell Sheet, as well as a custom mailer showcasing a RoofConnect project inviting other TIPS TAPS Members to visit the work in progress as a way to help them better understand the scope of the project and services offered.

\*To be developed upon first project award completion.



## **Create Preference: Value-add Marketing for TIPS TAPS Members**

### **Value-add Marketing: Customer Support**

#### **RoofConnect Customer Service**

RoofConnect Customer Service (open 24/7/365) brings accuracy and accountability to roof repairs and is a service available to all TIPS TAPS Members at no charge.

Advantages include:

- A secure log-in to RoofConnect Service.
- Before and after pictures of the completed repair work.
- Views via aerial images.
- Ability to review the work authorization form signed at the site by the customer representative.
- Review of recommendations for preventative maintenance or additional services suggested.

There will be pre-set pricing from the contract and members will receive priority servicing and tracking abilities with RoofConnect's online customer portal. This allows for more informed decision making when determining what roofs to replace in a budget year.





### **Value-add Marketing: Training**

RoofConnect will offer to any member of the TIPS TAPS access to training webinars and special dedicated sessions for their staff. This can also include seminars performed on location with advanced scheduling.

RoofConnect will provide a variety of training opportunities available to TIPS TAPS and/ TIPS TAPS Members.

They include and are not limited to the following:

- Roofing System Options
- Modified Bitumen Roofing
- Built-up Roofing
- Single Ply Roofing
- Metal Roofing
- Roof Asset Management
- Quality Flashings
- Codes and Approvals
- Roof Warranties: Fact vs. Fiction
- Why Roofs Fail
- LEED
- RoofPoint
- Vegetated Garden Roof Systems
- Photovoltaic
- The Importance of Roofing Inspections



### **Value-add Marketing: RoofConnect Customized Online Portfolio Manager**

RoofConnect's online portfolio manager provides organizations access to their roofing inventory. Where there are multiple facilities to manage, cataloging the chronological roof repair and maintenance activity is essential. RoofConnect provides an on-line portfolio management application designed for customers with multiple facilities.

This component of RoofConnect serves as an electronic repository that allows clients:

- Access to current roofing projects
- Review of historical information regarding each roof
- Development of future budgeting programs
- Gantt charts showing time progression to project completion
- Portfolio organization based upon roof life expectancy and stores warranty information
- Maintenance of the electronic job file that includes such historical items as progress pictures of roof construction, permits, local codes and other relevant information.

### **Value-add Marketing: RoofConnect Asset Management Reporting**

This fee based service provides objective analysis to aid in the decision making of maintenance, repair and re-roof expenditures so that roof life can be maximized and overall life cycle costs can be lowered. Please refer to **Tab 8, Section Value-Add Products and Services** for complete details and pricing.

Upon enrollment, RoofConnect Asset Management program provides important financial guidance in making difficult repair versus replacement decisions. Our methodology provides customers the ability to compare the annual investment of a repair relative to the annual investment of a new roof, simplifying the decision and providing the information needed to reduce both ownership and operating costs. The end in mind of this program is to maximize the life of a roof by extending its life and therefore lowering its life cycle costs. By implementing a methodology of never replacing a roof prematurely, RoofConnect's Services assure maximizing your roofing investment.

- Each facility roof is evaluated section by section based on the condition of the deck, membrane, flashings and other pertinent criteria

Please refer to **Tab 8, Section Value-Add Products and Services** for complete details and pricing.

**Sample of RoofConnect Asset Management Report:**



**Roof Asset Management Report**

Report Prepared By: Matt Noernberg  
[matt.noernberg@roofconnect.com](mailto:matt.noernberg@roofconnect.com) Toll Free: 877-942-5613



**RC Demonstration  
999 East A Street  
Andover, KS**

**Survey Date: 11/2/2012**



W.O. #	96736
Survey Date	11/2/2012
Building Name	RC Demonstration
Building Address	999 East A Street
City, State & Zip	Andover, KS 67002
Building Phone No.	(877) 942-5613

Estimated Age of Roof: 15+ years

Overall Roof Assembly Condition: ☒ Poor ☐ Fair ☐ Good ☐ Excellent

**Condition Definitions:**

**Poor:** Multiple roof assembly problems, multiple leaks, roof should be replaced within one year.

**Fair:** Multiple Roof assembly problems requiring extensive repairs. Corrective / Preventative work necessary.

**Good:** Some minor roof assembly problems – all repairable. A few minor leaks reported.

**Excellent:** No obvious / noticeable roof assembly problems. Some minor repairs may be needed, no leaks.

**A. Roof Plan**

Please see attached image.

**B. Roof Longevity**

Upon review, the lab roof was determined to be in poor condition. This roof is comprised of an EPDM rubber membrane over a tectum deck. The roof has numerous issues, which include: 1) the membrane field seams, and 2) most of the membrane wall flashings are becoming loose.

The roof sheds water into interior roof drains which, from a visual inspection, appear to be in good condition. However, the roof does have multiple areas that hold a significant amount of water. It is recommended that additional roof drains be installed during the next re-roofing opportunity. If the funds allow, replacing the roof as soon as possible is recommended. If roof replacement is not in the budget, it is recommended that all the loose seams in the field area and on the wall flashings be repaired. Section D of this report gives line pricing and a complete scope of work for repair options and the re-roof option.

**C. Core Sample**

From the deck up this roof is comprised of:

1. Tectum Deck
2. 4 ply hot asphalt roof
3. Fiberglass insulation
4. 4 ply hot asphalt roof with rock
5. Wood fiber recovery board
6. 45 mil EPDM roof system



Customer Name: <u>RC Demonstration</u>	Site Address: <u>999 East A Street</u>
Site/Store Number: <u>Andover, KS</u>	Site City/State: <u>Andover, KS 67002</u>
Survey Date: <u>11/2/2012</u>	Building Section: <u>Lab Building</u>
RoofConnect WO#: <u>96736</u>	Roof Type: <u>45 mil EPDM</u>
Customer PO#: <u>N/A</u>	Roof Size (Total sq ft) <u>9,216 square feet</u>
	Roof Condition: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Poor

Class "C" = C = Corrective – inspection indicates immediate repair is necessary  
 Class "PM" = Preventative Maintenance – inspection indicates action is necessary to extend the useful life of the roof system.  
 Class "W" = Warranty - potential warranty claim

#	Roof Defect Description <i>In detail describe the defect. If damaged explain how it appears to have happened.</i>	Recommended Action <i>How will repair be made?</i>	Qty/Units	Class C/PM/W	Cost to Complete	
					2012	2013
1	Field seams are coming loose, curb flashings are loose, and pitch pans flashings are loose.	Adhere reinforced EPDM cover tape over all the seams, flashings, and pitch pans.	Lump sum	C	\$11,500.00	\$11,500.00
2	Annual Preventative Maintenance Plan	Job site visit once a year to inspect and provide general housekeeping.	1 Unit Price	PM	\$875.00	\$875.00
3	Budget Re-roof Pricing	Tear off the roof to the deck. Mechanically attach a TPO roof system over 2" polyiso insulation.	9216 Square Feet	C	\$130,000.	\$130,000.
Total Price All Repairs:					\$12,375.00	
Re-roof budget:					\$130,000.00	

- Pricing may vary if all recommended actions are not approved
- Pricing valid for 30 days from survey date



Location Lab Building

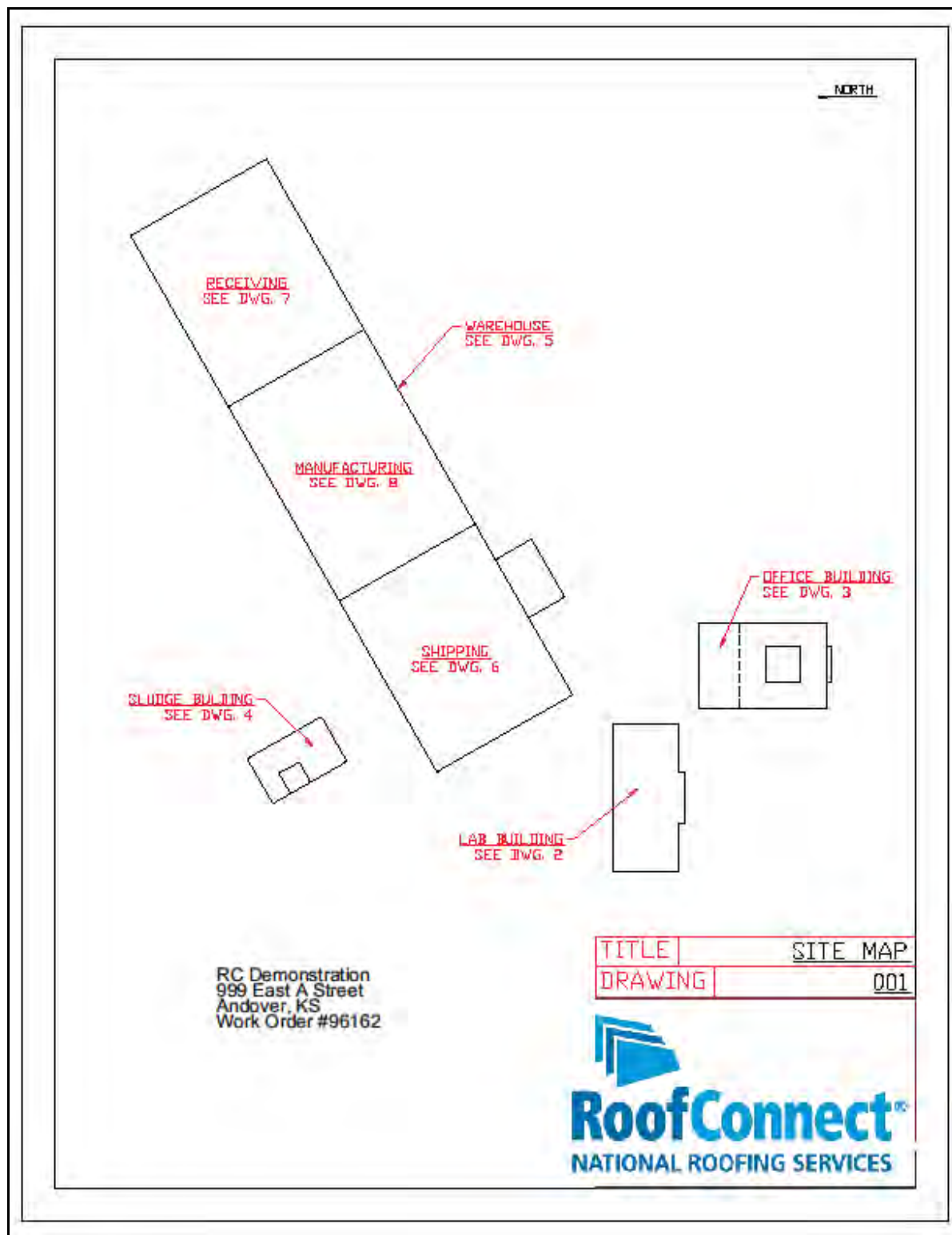
Total Area 9,216 square feet

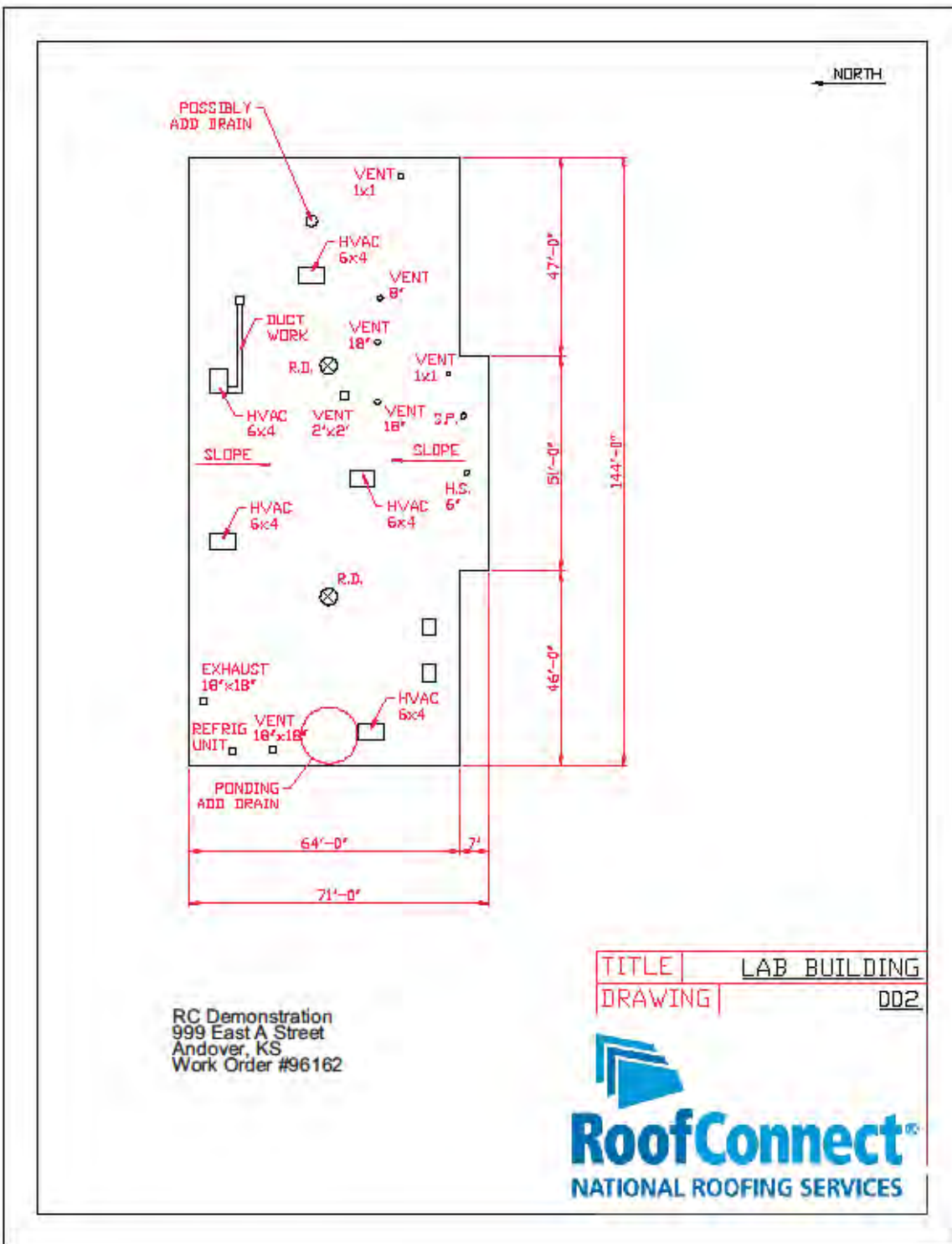
Number of Sections 1

Building Reroof Cost \$ 130,000.00

Section No.	Section Area	Budget		
		Year 1	Year 2	Year 3
Lab Building	9,216 square feet	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
Re-Roof		\$ -	\$ -	\$ 130,000.00
Maintenance		\$ 11,500.00	\$ 1,500.00	\$ -
Emergency Repairs		\$ -	\$ -	\$ -
Load/Setup		\$ -	\$ -	\$ -
Subtotals		\$ 11,500.00	\$ 1,500.00	\$ 130,000.00
Re-Inspection		\$ -	\$ 875.00	\$ -
Work Order/Audit		\$ -	\$ -	\$ -
Total Budget		\$ 11,500.00	\$ 2,375.00	\$ 130,000.00











Sherwin Williams (Andover, KS)

Overview of the Lab roof.



RA Item 1 – Install patch over loose seam/patch.



Overview of the Lab roof.





Sherwin Williams (Andover, KS)

Overview of the Lab roof.



Overview of the Lab roof.



RA Item 1 – Install patch over loose seam/patch.





Sherwin Williams (Andover, KS)

View of the core sample.



RA Item 1 – Install patch over loose seam/patch.



Overview of the lab roof area.





## **CLOSE SALE**

Our efforts to build awareness, gain consideration, generate leads and create preference for RoofConnect products and services purchased under the TIPS TAPS Contract(s) continue through the action of closing the sale.

RoofConnect's standard proposal system reinforces the brand, quality, and consistency of our promotional efforts, tying everything together in this final "package." The Local Project Manager and/ or Technical Representative will review the project with the TIPS TAPS Member and will work through the specific details of the scope in alignment with budgets. Once agreed upon, the Local Project Manager will work directly with RoofConnect Government Contract / Compliance Manager (TBD) to develop a proposal that covers the necessary scope. The final proposal package will be delivered by the Local Project Manager and / or RoofConnect Representative. Coordination by the local Project Manager will help to ensure seamless delivery and will allow us to team together to secure more work from within the customer's portfolio as well as to secure future opportunities in the area.

**Close Sale**

**Flow chart 2: RoofConnect's Quotation/Proposal Process**

**Step 1**

- RFP for Roofing Project with TIPS TAPS Member is received
- Sales Account Manager reviews and submits request to technical services department
- Project Manager outlines initial needs of TIPS TAPS Member

**Step 2**

- Project Manager will then determine RoofConnect contractor or multiple contractor's needed to provide proposal for TIPS TAPS Member

**Step 3**

- Project is created in RoofConnect Roof Asset Management internal system for tracking purposes and status updates throughout entire proposal development cycle through job completion.

**Step 4**

- Email request sent to contractor(s) with the following:
- Referenced Project #
- Site location/address/on site contacts
- Specifications/details
- RoofConnect cost sheet will be issued to contractor's for internal submittal
- Due date established - standard 1 week

**Step 5**

- Cost sheet/scope of work received from contractor
- Review documents and cost sheets received from contractor - discuss as necessary
- Final RoofConnect Proposal formulated
- Proposal formulated per TIPS TAPS Contract terms

**Step 6**

- Submit Final Proposal and RoofConnect proposal to TIPS TAPS Member for review and acceptance

**Step 7**

- TIPS TAPS Member accepts proposal
- Job Start is scheduled



### **Manage Relationship**

A sale does not complete or end our relationship with TIPS TAPS members, it deepens it. We are committed to managing these relationships at the highest level, to ensure satisfaction and identify areas for continuous improvement. Post-job surveys can be created to include TIPS TAPS procurement information and this data will then be shared with TIPS TAPS annually.

We can also use loyalty as a way of developing other relationships via referrals. Referrals will be a consistent method to drive and deepen loyalty. Once someone else uses the contract from a referral, there will be a synergy formed and a “following” can be developed that will only encourage more use of the contract.

Through the use of our Customer Relationship Management System we will continue to stay in touch via social media and personal contact from our National Account Managers.

**RoofConnect's value-add services include the following:**

- 1. Photovoltaic Roofing Solutions**
- 2. SafePro: Rooftop Safety & Security Products**
- 3. Preferred Roofing Solutions & Consulting**
- 4. Roof Asset Management**
- 5. Snow Load Management & Removal**
- 6. Warranty Maximization Program**
- 7. GAF Material Pricing**
- 8. Asphalt and Paving Services**
- 9. RoofConnect Hourly Rates**
- 10. Roofing Sustainability, Innovation and Environmental Stewardship**
- 11. Marketing for TIPS TAPS Members**

#### **1. Value-Add: Photovoltaic Roofing Solutions\***

Many of RoofConnect's Contractors are established authorities in design, procurement and construction of rooftop solar installations that will satisfy your financial, operational, environmental and governmental needs.

Photovoltaic Roofing Systems can unleash the power of the sun and turn a roofing liability into an energy-producing asset. A building integrated photovoltaic (BIPV) system will reduce energy costs and reliance on the utility grid while providing a lightweight, high performance roofing system.

The result is a photovoltaic roofing system that protects the building's interior from the elements while generating power for its electricity needs. Not only is there financial savings on energy costs but often credits can be received for feeding the excess solar power back into the local electrical grid.

Many states and utility companies provide incentives and other options to consider that can reduce the payback period. We can help you achieve the maximum energy savings through our experienced staff and our strong national relationships with all the top manufacturers.

\*Value-Add Pricing for Photovoltaic Roofing Solutions is available upon request and determined by individual job requirements and specifications.

## **2. Value-Add: SafePro, Rooftop Safety & Security Products**

With SafePro's rooftop safety and security products, TIPS TAPS Members can protect capital investments and reduce their financial risk and liabilities. Using SafePro products, such as the SafePro Roof Hatch Rails™, HandsFree Power Hatch Lift™ and RiskPro™ solutions will provide cost effective protection, safety and security.


No rooftop hatch fall protection system is as safe or convenient as SafePro. SafePro offers the only Power Roof Hatch Lift on the market, and they offer a solar-powered option, keeping businesses safe and environmentally friendly. SafePro systems, developed by experienced commercial roofing professionals, are easy to install, do not require any special tools and do not penetrate the roof. Because SafePro products do not penetrate the existing roof, they do not compromise the roofing system's warranty.

People risk their safety every time they climb through traditional rooftop hatches. The dangerous balancing act of climbing up an unsteady ladder system while unlocking and opening an unwieldy traditional hatch puts lives at risk and puts company at risk for liability. SafePro eliminates all the hazards with our patent-pending SafePro Power Hatch Lift, providing remote controlled access and security keypad entrance.

SafePro systems exceed OSHA requirements, keeping employees and contractors safe from fall hazards and your business safe from financial risk. Meeting OSHA requirements at all times also prevents costly OSHA citations and fines.



**Value-Add: SafePro, Rooftop Safety & Security Products Pricing:**

EXHIBIT B SAFEPRO PRODUCTS /PRICING		
<b>SafePro Products</b> Last Update 09.01.2013		 <b>ROOFTOP PROTECTION</b>
Roof Hatches Galvanized Steel SafePro Roof Hatch		List Price
<b>Standard</b>		
SPH3036	30" x 36"	\$ 649 *
Hatch Guardrail Systems: Roof Hatch Rails™ 4-Sided, Steel Roof Hatch Rail with built-in Ladder Extension		
<b>Standard</b>		
SP3036L, SP3636L	30" x 36", 36" x 36"	\$ 1195 *
<b>Large</b>		
SP3054L, SP4836L	30" x 54", 48" x 36"	\$ 1445 *
<b>X-Large</b>		
SP3096L, SP30120L	30" x 96", 30" x 120"	\$ 1595 *
<b>Custom Build</b>		
SP-C	Custom built to fit ANY hatch size & manufacturer	\$ Contact Us
Additional Options: Custom Color (\$200 for total order placed); Z Bracket Attachment (\$15, most hatches require 4); Gate Orientation Change (\$49, Left-Hinged comes Standard) Galvanized or Stainless Steel (contact us); Additional Back Bar (\$45);		
Rooftop Security Systems: HandsFree Power Hatch Lift™ Limit/Track Rooftop Access & Allow Permitted Users to Safely Enter/Exit Rooftop		
<b>Solar</b>		
HFS30, HFS36, HFS48	30", 36", 48"	\$ 1995 *
<b>110V</b>		
HFV30, HFV36, HFV48	30", 36", 48"	\$ 1995 *
Additional Options: Stainless Steel Keypad Upgrade (\$199); Additional Remote Control (\$69); Card Reader (\$599); *Pre-Installation (\$300) *		
<b>*RoofConnect discount is 10% less than manufacturer catalog list price.</b>		
Pricing Notes: List price is subject to change at any time & does not include sales tax or shipping. Quote must be registered with SafePro for pricing protection. SafePro, L.P. is not responsible for the installation of any of the Products listed above. FOB Factory. Orders require a signed Roof Hatch Assessment Form & valid SafePro quote. Double door roof hatches require a factory quote and assessment. HFV require power source near hatch.		

### 3. Value-Add: Preferred Roofing Solutions & Consulting

Preferred Roofing Solutions (PRS) is a strategic partner of RoofConnect and offers roof consulting services. PRS's primary focus is to assist in maximizing capital and maintenance investment in roofing expenditures, managing the roofing asset for optimization.

When managing roof assets, regardless of being a commercial, education, government or non-profit building, the goal is the same:

*Maximize service life and performance of the roof asset for the lowest possible cost, thereby achieving the lowest life cycle cost of the asset.*

How we do this:

- Reduce roofing expenditures
- Protect the building assets, its contents and occupants (minimize roof leaks)
- Increase management efficiencies: eliminate the need for unplanned expenditures
- Establish accurate budgets: Establish firm fixed costs
- Reduce long-term roofing costs while justifying reasonable investment levels
- Extend the service life of roofs

Services that PRS offers:

- Timely Annual Roofing Surveys
- Comprehensive Roofing Analysis
- Roof Inspections
- Roof Repair, Replacement or Restoration - Best Option Analysis
- Project Management
- Roof Preventative & Remedial Maintenance Program Management
- Roofing Manufacturer Warranty Management & Claims Assistance
- Infrared Roof Moisture Surveys: Moisture scans by a Certified Thermographer
- Comprehensive budgets with forecasting for 3-5-10 year plans
- Comprehensive scopes of work with specifications
- Document Review & Bidding Services
- Quality Control Inspection
- Ability to survey any type of roof system and give recommendations
- Roof Systems Database Development
- Forensic analysis of roof systems with expert witnesses
- Education & Training Seminars
- Roof Design and Structural Analysis



**Value-Add: Preferred Roofing Solutions & Consulting Pricing**

Roles	Hourly	Not-To-Exceed: Daily
Senior Engineer	\$185.00	\$1,480
Senior Project Consultant	\$130.00	\$1,040
Roof Inspector	\$75.00	\$600
CAD Technician	\$70.00	\$560

**\*Night/Weekend/Holiday rates, if necessary, will be negotiated with TIPS TAPS Member.**

#### 4. Value-Add: RoofConnect Roof Asset Management Program / Roof WarrantyConnect Program

Each individual portfolio will have the need to have specific pricing.

Roof with Expired or New Roof Warranty

+ Upgrade to RoofConnect H<sub>2</sub>Otight Standard (if necessary)

+ RoofConnect Asset Management Program / Roof WarrantyConnect Program =

Firm Fixed Price, PM, Housekeeping and Leak Response for specified period of time

#### Components of Program with Associated Pricing

##### Determine Upgrade to RoofConnect H<sub>2</sub>Otight Standard – Inspection and Diagnostics

##### Roof System Diagnostics:

- Inspection and inventory with condition assessment
- Plan to bring upgrade to RoofConnect H<sub>2</sub>Otight Standard
- Access via a web-based information management program

Roof Sections < 30,000 sq. ft.	Each	\$1,500.00
Roof Sections > 30,000 sq. ft.	Sq. Ft.	\$0.050

##### Infrared Roof Moisture Survey:

- Infrared moisture survey of entire roof with thermal mapping including outlining of wet areas
- Thermal images of wet areas
- Physical verification of areas of wet insulation with the use of moisture probes
- Drawings indicating size and location of wet areas

Up to 50,000 sq. ft.	Each	\$1,800
Additional sq. ft. over 50,000	Sq. Ft.	\$0.035

##### Asbestos Roof Core Test:

- Send to accredited laboratory to determine whether or not Asbestos Containing Material (ACM)
- Provide report of findings

Each Sample	\$100.00
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##### Specification Development:

- For replacement or restoration of roof system

Sq. Ft.	\$0.04
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### **RoofConnect Roof Asset Management Program**

- Requires separate pricing of repairs, restoration and replacement to bring system up to RoofConnect H2Otight Standard as determined during Diagnostics and Inspection

### **Roof WarrantyConnect Program**

Annual Preventative Maintenance, Housekeeping and Leak Responsibility

Roof Section < 30,000 Sq. Ft.	Each	\$3,000.00
Roof Section > 30,000 Sq. Ft.	Sq. Ft.	\$0.010

### **Roof MaintenanceConnect Program**

Annual Preventative Maintenance and Housekeeping

Roof Section < 30,000 Sq. Ft.	Each	\$2,400.00
Roof Section > 30,000 Sq. Ft.	Sq. Ft.	\$0.080

## 5. Value-Add: Snow Load Management & Removal

As a preventive measure, it is good to have a yearly assessment of your roof to make sure there are no underlying repairs that need to be done prior to a heavy snow. It's important to understand the risk that snow and ice accumulation poses, and it's even more important to secure proper snow and ice removal services before the storm, before all resources are allocated.

In the event of any winter storms, snowfall can be monitored by RoofConnect Technicians, measured and assessed to determine whether or not it exceeds your roof's weight capacity, and when it does, it is important to remove immediately. Even when snow or ice accumulation does not exceed your roof's weight capacity, drifting and wind can cause unanticipated roof failures or leaks. Furthermore, snow and ice melt-off can freeze and block drainage systems.

RoofConnect utilizes our vast network of experienced Roofing Technicians for your winter related roofing needs, ensuring there is no long term damage to your roof system. Don't forget...Inexperienced crews can damage or destroy the roofing membrane with improper shovel or snow blower use. RoofConnect has the experience to properly analyze, design and execute a plan to take care of any of your winter roofing needs.

### Snow Measurement Service:

Measurement of snow load in four quadrants of roof surface.

Clearing of Drains, Scuppers and Gutters.

Monitor drifts and accumulation on HVAC and other rooftop equipment.

Not to Exceed:	\$1,000.00
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### Snow Removal Service:

Hourly Rate per man:	\$93.00
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After-Hours Hourly Rate per man:	\$139.50
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Holiday Hourly Rate:	\$186.00
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## **6. Value-Add: Warranty Maximization Program**

RoofConnect is approved to perform warranty repairs by all major roofing manufacturers. This approval means that RoofConnect can perform reasonable warranty repairs WHILE ON-SITE. This reduces the need for return trips and reduces the time taken to solve leaking defects, which translates to reduced impact on the TIPS TAPS Member's property and occupants.

RoofConnect offers a unique invoicing program whereby costs for warranty and non-warranty roofing repairs are handled internally. This process allows for faster invoicing to you and eliminates the delay of billing often seen when invoices are delivered through the warranty holder and billed back to the customer.

RoofConnect contractors are trained and certified by all major roofing manufacturers in the United States. This training allows the technicians to identify warranty-related defects so that you not pay repairs that should be covered under a Roof System Warranty. This results in a significant costs savings to your company.

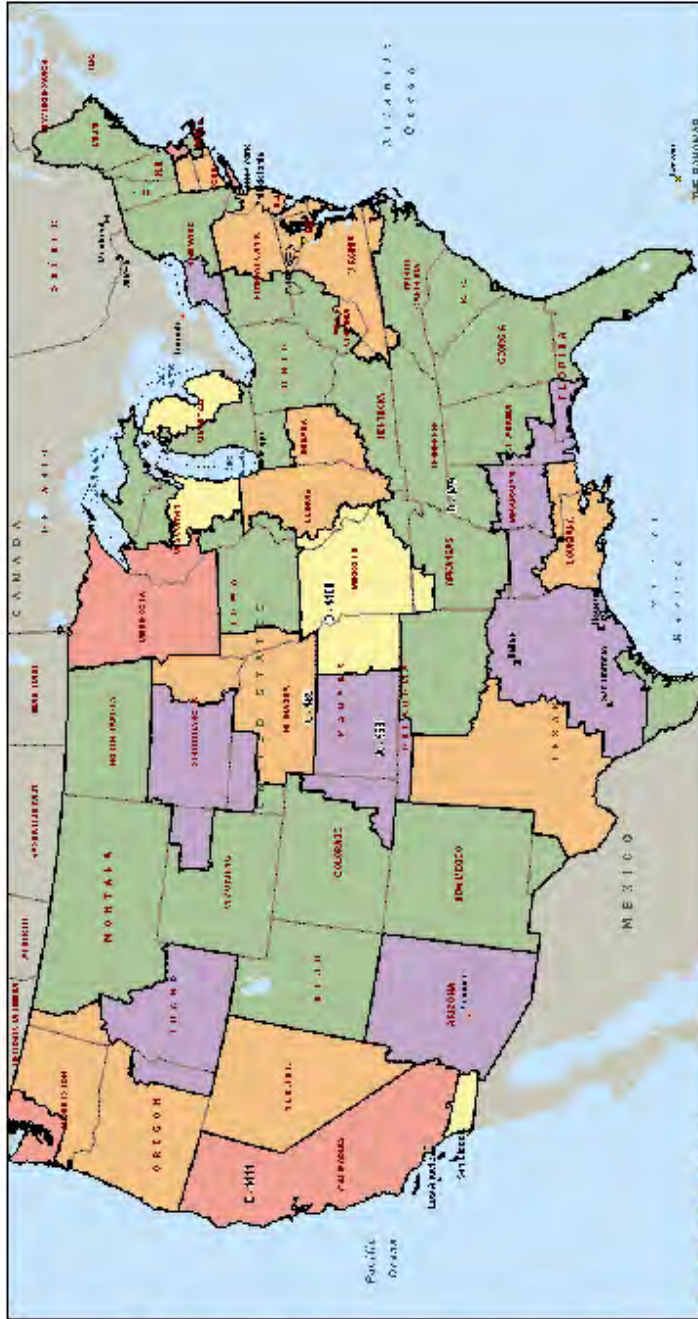
The RoofConnect Warranty Maximization Program is designed to help protect the best interest of our clients by protecting them from unnecessary costs and delays in repairs.

RoofConnect has found that this program saves the building owner money because: a.) They aren't spending time tracking down reimbursement from manufacturers and b.) Their specified vendor has the best interest of the building owner in mind when servicing these roofs. Additional benefits are better follow-up, better response times, a repeatable process, and consistent results.



## 7. Value-Add: Hourly Rates

### RoofConnect Tier Coded Map



**TIER A -**  
\$68 / HR.

**TIER B -**  
\$79 / HR.

**TIER C -**  
\$89 / HR.

**TIER D -**  
\$100 / HR.

**TIER E -**  
\$111 / HR.

**ALASKA -**  
\$120 / HR.

**ALASKA - \$120 / HOUR**

**HAWAII - \$100 / HOUR**

**LOWER NEW YORK AREA**



## RoofConnect Emergency Maintenance Services

### Hourly Rate Schedule

Effective August 1, 2013

Tier	Minimum	24 Hour Response Normal Business Hours (M-F 7:30 am – 5:00 pm)	24 Hour Response After Hours	24 Hour Response Holidays
A	136	68	95	124
B	158	79	111	144
C	178	89	125	163
D	200	100	140	182
E	222	111	155	202

- Hourly Rate:** Based on per man, per hour (typically no more than two technicians per crew unless approved by customer).
- Materials:** Detailed and priced separately.
- Travel Time:** Calculated “Portal to Portal”. We attempt to limit our travel to any location through our number of members and geographic coverage. Travel charges are one way except as follows:
  - After Hours service calls where our technicians will only be travelling to the site and returning back to the office or technicians home.
  - Any call where the service technician is on site more than 6 hours. The reasoning is that the technician, if on site more than 6 hours, will probably not make any more stops that day.
- 24 Hour Response:**
  - Normal Business Hours (NBH): RoofConnect Company will dispatch a Service Technician(s) to arrive at the customer site within 24 hours of receiving the service request, provided the 24 hour response deadline falls within NBH at the service site. If the 24 hour response deadline falls outside NBH, the response deadline will extend to 10:00 am of the next NBH day. Any NBH service request received after 3:00 pm will be dispatched the next business day.
  - After Hours & Holidays: For service requests received after hours and holidays, the labor rate charged will be consistent with the day and time of day the work was performed. Example: if the service request is received at Noon on Sunday, or a Holiday, and the work is performed the following day between 7:30 am and Noon M-F, the NBH labor rate, not the After Hours or Holiday rate applies.
- RoofConnect reserves the right to modify pricing as necessary.
- In the event of a natural disaster, the above rates and conditions may be subject to change in the affected area, as a result of increased operation costs. **(Only under extreme unforeseen conditions – prior written approval from customer required. The ability to respond promptly may also be affected because of road conditions, safety, etc.)**

## 8. Value-Add: RoofConnect's Sustainability, Innovation and Environmental Stewardship

RoofConnect is a founding member of The Center for Environmental Innovation in Roofing:

The Center for Environmental Innovation in Roofing is a not-for-profit 501(c)(6) organization whose mission is to promote the development and use of environmentally responsible, high performance roof systems and technologies. Headquartered in Washington, D.C., the Center serves as a forum to draw together the entire roofing industry to the common cause of raising public awareness of the strategic value of our nation's roofs in reducing energy consumption, mitigating environmental impact and enhancing the quality of the builds in which we live and work.

RoofPoint is a rating system developed by The Center for Environmental Innovation in Roofing:

RoofPoint is a voluntary, consensus-based green rating system developed by the Center for Environmental Innovation in Roofing to provide a means for building owners and designers to select nonresidential roof systems based on long-term energy and environmental benefits.

To fulfill this mission, RoofPoint provides a simple, transparent and professional measure to ensure that new and replacement roof systems are designed, installed and maintained in accordance with the best sustainable practices available today.

### ROOFPOINT FUNCTIONS AS A:

- A **checklist** to identify the many ways current roofing systems provide economic value and protect the environment.
- A **guideline** to establish design, installation and maintenance criteria for the selection of sustainable roof systems.
- An **assessment** system to compare different sustainable roofing strategies and select the optimal roof systems for any building and site condition.
- A **recognition** program to validate roof system selection and reward environmental innovation in roofing.

RoofPoint guidance will streamline the TIPS TAPS building manager's sustainable roofing decisions by:

- Offering a template for effective roof system procurement and management.
- Validating all aspects of sustainable roof asset management—initial system selection, construction management and long term maintenance.
- Providing a non-proprietary framework for roof system selection that offers flexibility and choice for the building owner.



RoofConnect

**COMPREHENSIVE SAFETY & HEALTH PROGRAM**

Revised 2013

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## **I. How To Use This Manual**

This manual should be read and understood by all RoofConnect member contractor employees. Supervisors should have an in depth knowledge of all customer, RoofConnect and OSHA rules and regulations. Supervisors shall obtain any further training or required information to ensure that RoofConnect is meeting all rules and OSHA regulations. REMEMBER: Many customers have additional rules and regulations, which all employees are required to know and abide by! It is both the supervisor's and employee's responsibility that all required information and testing has been completed prior to performing any work for that customer.

## **II. Safety & Health Policy Statement, Mission, and Objectives**

### **a) Safety & Health Policy Statement**

The number one priority of every job is to ensure the Safety & Health of our employees and all others who enter into the job worksite. No job, no matter how small or simple, will be performed without first setting up the jobsite to meet all OSHA and customer Safety & Health regulations. It is the contractor's responsibility to inform other contractors or customers entering into a jobsite area of the dangers, location of MSDS and the requirements to be in compliance with all regulations. In addition, all jobsites shall be roped off so as to protect our customers, other contractors and the general public from unknowingly entering the jobsite.

### **b) Safety & Health Policy Procedures**

- 1) Every employee shall thoroughly read and understand the contents of this Comprehensive Safety & Health Program.
- 2) Every employee shall complete all required customer testing prior to performing any work for that customer.
- 3) No work will be performed by any employee unless all Safety & Health rules and regulations can be met.
- 4) Employees shall report directly to upper management, (i.e. Vice President or President), any supervisor or fellow employee that knowingly violates any RoofConnect procedure. If an employee wishes to remain anonymous in their reporting of violations to upper management, the employee may use the employee suggestion box, located in the warehouse, to report violations.

### **c) Safety & Health Mission**

- 1) Provide a work environment that places Safety & Health as the number one priority.
- 2) Ensure that all of our employees have the knowledge and the economic support to perform their duties safely.
- 3) Provide our customers with the comfort and knowledge that RoofConnect will fully abide by all safety regulations.

#### **d) Safety & Health Goal-Oriented Objectives & Accountability**

##### **Goal-Oriented Objectives:**

- 1) Maintain the lowest EMR rating of any industrial roofing contractor.
- 2) Decrease the number of OSHA 300 log recordable lost workdays and restricted workdays by 10%, every year, compared to the average of the three preceding years.

##### **Accountability:**

All employees/contractors are accountable for meeting all RoofConnect Safety & Health Program policies, procedures and goal-oriented objectives. Commitment to meeting these policies, procedures and goal-oriented objectives is required for continuing employment by all employees. Appendix E is the Safety & Health annual review form for all Project Managers, Superintendents, Foremen, and Safety & Health Coordinators.

All violations of RoofConnect Safety & Health policies, procedures and goal-oriented objectives will be documented in that company's file.

Supervisors are responsible for conducting weekly worksite tours to observe work practices and determine whether unsafe conditions exist. All unsafe conditions shall be documented in the job file and shall be corrected prior to continuing work on that job. Appendix F contains the form to fill out for each Safety & Health tour.

All disciplinary actions, safety inspections and incident anomaly reports shall be reviewed at the following morning meeting with upper management. Appendix G contains form to fill out for any disciplinary action handed out.

All employee safety meetings shall be held monthly at each member contractor's facility to promote safety awareness and to review any safety investigation and incident anomaly reports. Attendance shall be taken and documented at each monthly Safety & Health meeting. All absent employees will be required to attend a makeup meeting the following week. Attendance at the makeup meeting shall be taken and documented.

#### **e) Resources**

Each RoofConnect member contractor is a profitable and healthy company, which has the resources to meet all current Safety & Health rules and requirements. For no reason shall an employee use the excuse of lack of resources for not meeting any Safety & Health requirement. Employees shall let their supervisors know of any equipment, etc. required to perform their jobs.

### **III. General Safety Guidelines**

#### **a) Basic**

- 1) Each superintendent and foreman is to have a copy of this Safety Program.
- 2) When working on a multi-level type roof, use an extension ladder, step ladder, NO JUMPING!
- 3) If you do not understand the rules, ask your Supervisor to explain them.
- 4) Report each and every accident or unsafe working condition to your supervisor immediately, no matter how slight they may seem. Supervisors will report accidents to safety department.

- 5) Employees are urged to make suggestions that will assist in the safe performance of the work.
- 6) Employees shall participate in the safety program through:
  - a) Attending all weekly and monthly safety/tool box meetings.
  - b) Reading and understanding all appropriate safety literature handouts including this manual.
  - c) Investigation of accidents.
  - d) Training of new personnel in safety awareness and hazard communications.
- 7) Notify your supervisor if it is evident that a co-worker is not in the right frame of mind or does not possess a positive attitude toward safety.
- 8) Do not ride on or walk under loads that are being lifted by cranes of any type.

#### **b) Job Start Up**

- 1) Safety is to be planned into each job. Prior to performing any new job, formulate a system to eliminate accident exposure at the Pre-Job Review. Appendix H contains the form for documenting a Pre-Job Review.
- 2) Prior to performing work at any jobsite, it is the responsibility of the member contractor's foreman or superintendent to notify the customer of our presence. Member contractor employees will follow the customer's rules of obtaining all required work permits and testing certifications prior to performing work. These permits and certifications shall always be current when working.
- 3) If a job involves new processes, material or equipment, the Safety & Health Committee shall perform a thorough analysis of all potential hazards and inform employees of these hazards.
- 4) Any significant changes in the manner in which processes, material or equipment is used, requires the approval of the Safety & Health Committee.

#### **c) Lock-Out and Tag Procedure**

Employees shall never remove or operate any mechanical or electrical equipment without the proper paperwork required by the customer. No employee(s) shall ever cut or forcefully remove any locks or tags on any equipment. If removal is required to properly perform work, the foreman or superintendent shall contact the customer to obtain the proper approval. If allowed by the customer, employees may install a personal lock on a lock out device when working on related equipment. This lock shall have a name and telephone number for emergency contact. Personal locks shall be removed when the employee leaves the work area.

#### **d) Security & Control Policy**

- 1). Employees shall observe and comply with the security and control policy and procedures as implemented at each customer location.
- 2) Possession, use, sale, distribution or being under the influence of alcohol, illegal drugs or controlled substances on company property or on the property of any of our jobsites is strictly prohibited.
- 3) Firearms and ammunition are not allowed on company property or any customer property.
- 4) It is the responsibility of each employee to report all security violations committed by any fellow employee to your supervisor immediately.  
Improper conduct such as "horseplay, fighting, gambling, scuffling, practical jokes, etc..." on any jobsite is forbidden.



**e) Minimum Safety Requirements**

- 1) Attend all customer required safety courses, orientations and pass all related tests prior to performing work at a particular customer location.
- 2) Abide by all OSHA, customer and RoofConnect safety rules and regulations.
- 3) Report any unusual or suspected unsafe conditions to your supervisor.
- 4) Cover all operating and non-operating equipment that could be damaged by operations.
- 5) Use caution when working near or adjacent to any roof penetrations.
- 6) Smoke and eat in customer authorized areas only.
- 7) Do not operate any valve, circuit breakers, switches, etc. without proper approval from the customer.
- 8) Keep all equipment off manholes, hand holes etc., not in roadways.
- 9) Leave keys in all unattended trucks if required by the customer with supervisor approval
- 10) Properly barricade all work areas, ladders etc....
- 11) Attend all Company and customer required safety meetings.

**f) Traffic Regulations**

- 1) Only supervisor approved drivers will be authorized to drive company owned vehicles. Each driver is responsible for the safe operation of the vehicle and must keep their vehicle clean.
- 2) Before operating any company vehicle, check condition and inflation of tires and all fluid levels (including oil, gas, radiator, battery, brakes, transmission and power steering and turn in check list).
- 3) Defensive driving practices shall be used at all times.
- 4) No passengers shall be allowed except in connection with business. This means no hitchhikers.
- 5) Mechanical defects shall be reported and repaired promptly before the vehicle is driven further.
- 6) The use or possession of or being under the influence of any alcoholic beverage or illegal drug while in a company vehicle is prohibited.
- 7) All accidents are to be reported to your supervisor and or safety department, if applicable, customer contact immediately.
- 8) All drivers shall abide by all state motor vehicle laws while driving company vehicles. All Customer driving regulations shall be abided by when on customer property.
- 9) Seat belts shall be worn at all times while company vehicle is moving. the number of occupants permitted should be equal to the number of seat belts.
- 10) Strictly observe all signs and signals.
- 11) Park company vehicles in customer designated areas only.
- 12) Do not drive personal vehicles onto customer property without prior approval from supervisor.
- 13) Do not block fire hydrants or emergency access ways when parking.
- 14) Yield the right-of-way to pedestrians, bicycles, ambulances, fire trucks, and other emergency vehicles.
- 15) Report all moving violations including those in personal vehicles to the office within 48 hours;
- 16) No one is allowed to ride in the bed of any company vehicles.
- 17) Operator must turn off vehicle when not behind the wheel.

**g) Housekeeping**

- 1) Work areas shall be cleaned on a daily basis.
- 2) All trash and construction debris shall be deposited in a company or customer approved dumpster.
- 3) Notify supervisor and/or customer contact immediately of spills and clean up spills as directed. Use MSDS for clean up information.
- 4) Keep all materials in approved and properly labeled containers.
- 5) Keep aisles and walkways free of material, scrap, hoses, and electrical cords.
- 6) Don't leave loose objects on floors, stairs or platforms.
- 7) Store tools properly and safely.
- 8) Clean up tools and work area as work progresses.
- 9) Keep all materials, tools, and equipment in a stable (tied, stacked, or choked) position.
- 10) Maintain clear access to all work areas.
- 11) Remove all protruding nails from lumber, crates, or pallets before discarding.
- 12) Do not stock material in any locations without prior approval from your supervisor or customer contact.

#### **IV. General Roofing Safety Rules and Material Handling:**

- 1) Practice and encourage safe material handling techniques such as:
  - a) Lift with your legs, not your back.
  - b) Keep the load close to your upper body.
  - c) Avoid twisting while lifting.
  - d) Keep feet spread approximately shoulder-width with one (1) foot ahead of the other. Maintain your balance.
  - e) Get help when handling large, heavy or bulky objects.
  - f) Utilize mechanical lifting aides to their fullest.
  - g) Wear good non-skid footwear. Built-up roofing requires enclosed protective type footwear.
  - h) Keep yourself in good physical condition and control your weight.
- 2) Never apply a torch applied roofing system directly over a wood deck.
- 3) When the application of a torch applied modified bitumen roof system has been completed the job foreman will assign a one (2) hour fire watch to monitor the site.
- 4) The jobsite gang box is to be used to store tools, extension cords, fire extinguishers and a first aid kit. All gang boxes are to be locked at each days end.
- 5) When working on a coal tar pitch roof each employee should be made aware of how this material can burn your skin. Employees should wear long pants, long-sleeved shirts with a button-up collar and apply a sunscreen ointment to their face. Cover your skin as much as possible.
- 6) When using solvent glue and adhesives make sure you are aware of the precautions and instructions pertaining to them.
- 7) No roofs are to be left open overnight. No tear-offs are to be attempted when there is a 30% or better probability of rain forecasted. A ponding water pump, tarps and plastic cement are to be kept on site as emergency water protection measures.

## **V. Environmental**

### **a) General Rules**

- 1) Do not drain, spill, pour, bury or dispose of any oil, lubricant, solvent, fuel or any waste material on any customer or company property without approval of supervisor or customer contact.
- 2) Do not repair or overhaul any equipment on customer property except for short-term emergency repairs.
- 3) All roofing trash shall be disposed of properly, per all federal, state and local laws.

### **b) Hazardous Material**

- 1) No employees shall handle hazardous materials.
- 2) If you have any questions whatsoever regarding material handling and/or potential exposure hazards - ASK FOR ASSISTANCE - DO NOT ASSUME ANYTHING!

## **VI. Accident/Incident & Emergency Control**

### **a) Accident/Incident**

- 1) Employees should understand the steps that should be taken to minimize and control the effects of an accident or emergency.
- 2) All accidents and incidents, no matter how small, shall be reported to your supervisor and, if required, customer contact, immediately.
- 3) Know the location and use of eye wash stations and emergency showers.
- 4) Know the customer emergency communication systems and the location of these systems.
- 5) An Accident Investigation Report will be filled out by the job superintendent for all accidents/incidents. Reference Appendix A for Accident Investigation Report form. Distribution and sign off of report cause and corrective action shall be required by all management personnel, i.e. Superintendents and Vice Presidents.
- 6) All Accident Reports shall be kept in safety department office for review .
- 7) Cause and corrective action for all Accident shall be discussed at all preceding daily toolbox meeting, weekly Safety & Health jobsite inspection and at the preceding monthly Company Safety Meeting.

### **b) Emergency Controls**

- 1) Be familiar with customer alarm systems and the steps to be taken when they are sounded.
- 2) Know the phone number of your customer contact.
- 3) Know the customer emergency contact and phone number.
- 4) As required, go to the customer emergency assembly area in the event of an emergency.
- 5) Secure any accident scene when required.

### **c) Emergency Drills**

- 1) Emergency drills are held at many of our customer's facilities. Employees shall participate in these drills as required by the customer.
- 2) Member companies shall conduct weekly emergency drills at all industrial customer jobsites.

## **VII. Personal Protective Equipment**

### **a) Protective Clothing**

- 1) Employees shall wear personal or company supplied clothing that is safe and proper for their job.
- 2) Employees shall not wear short sleeve shirts or shorts while on the job. Loose clothing, dangling sleeves, jewelry, rings, long hair, neckties, etc., shall not be worn unprotected on jobsites.
- 3) All customer regulations regarding wearing of fire retarding clothing, eye contacts, jewelry, etc., shall be abided by.
- 4) Employees shall wear Coast Guard approved life jackets, or otherwise be protected by handrails or lifelines when working near water wherein a drowning hazard exists.

### **b) Head Protection**

- 1) Supervisor issued hard hats shall be worn at all times while on the job site.
- 2) Hard hats shall not be altered for any purpose such as drilled or punched for ventilation holes, edges trimmed off hats, or the suspension altered.
- 3) Each employee is responsible for keeping his or her hard hat clean and in good condition. Employees shall notify supervisors when the need arises for a hard hat to be replaced. Employees shall inspect their hard hats daily. No writing on hard hats.
- 4) Approved hard hats and side shield safety glasses must be worn while wearing a welding hood.

### **c) Eye Protection**

- 1) Approved safety glasses Z87+ with approved side-shields shall be worn at all times while on the job site. Slide on acetate shields are not acceptable.
- 2) Corrective lenses must be safety glass with side shields or goggles must be worn over corrective lenses.
- 3) Employees are responsible for keeping safety glasses clean and usable. Employees should contact their supervisor for replacement of damaged safety glasses.
- 4) Tinted safety glasses are not to be worn during night or in dark locations during the day. Tinted safety glasses should not be worn on customer locations where they are prohibited.
- 5) Approved chemical goggles are required by some customers for work in certain areas. Consult your supervisor or customer contact if there is a question of whether or not goggles need to be worn.
- 6) Employees working in the area of chemicals should know the location of the nearest safety shower and eyewash.
- 7) Welding hoods are required for electric welding.
- 8) Burning goggles are required for gas welding and burning.

- 9) Employees shall wear a face shield over safety glasses or mono-goggles when: chipping, grinding, buffing, using friction cut-off saws, impact chisels, or when handling hazardous liquids,

**d) Hand Protection**

- 1) Employees are required to wear work gloves when handling material or doing rough work.
- 2) Approved protective gloves are required when handling hazardous materials. Consult a supervisor if there are any questions concerning the material being handled.
- 3) Special gloves shall be worn when special hazards exist, (i.e. acid, high voltage, etc.). Consult a supervisor if there is a question of whether special gloves are required.
- 4) Gloves should not be worn when working near rotating parts. Be aware of pinch points.

**e) Foot Protection**

- 1) Safety department approved steel toe leather boots are required.
- 2) Canvas shoes, sneakers, sandals, house shoes, etc. are not allowed.

**f) Hearing Protection**

- 1) Hearing protection is required in noisy areas, customer designated areas and around certain equipment. If there is any question of whether or not hearing protection should be worn, consult a supervisor.
- 2) No radio or tape players with headphones are allowed on the job site unless for two-way job related communications.
- 3) Audiometric testing is available to any employee who has a concern with their hearing. Contact your supervisor for further information. In addition, supervisors may require certain employees be audiometric tested if it is believed that they may have a hearing problem.

**g) Respiratory Protection**

- 1) Certain customers require that employees have respirators ready to wear in case of an emergency or that employees wear respirators for work in particular areas.
- 2) Physical examinations are required to determine each employee's fitness to wear a respirator.
- 3) Employees should contact their supervisor with questions regarding whether or not they need to be tested for respirator use.
- 4) Appendix B contains the respiratory protection program and supervisors are required to know and understand the requirements of this program.

**VIII. Fall Prevention Program**

- 1) Unless some other means of fall protection is provided, full body harnesses must be worn with lanyards tied to a solid support, when working in any area where there is danger of falling more than six feet from one level to another. Safety belts are not acceptable.
- 2) Fall arrest systems must be inspected before each use.
- 3) Lifelines, full body harnesses and lanyards actually subjected to a fall shall be immediately removed from service and destroyed.
- 4) All safety harnesses shall be visually inspected before each use.

- 5) Safety harnesses are required when an aerial lift, (man lift, basket, etc.), is used. The lanyard shall be attached to the anchor point in the basket.
- 6) Employees are required to be tied off whenever they are within six feet of the perimeter of a roof, six feet or higher, without a parapet wall or guard 39 inches or more in height.
- 7) Safety harness lanyards shall be a minimum length to provide for a fall of no greater than 6 feet. The lanyard shall have a nominal breaking strength of 5,400 pounds.
- 8) Prior to performing work on a roof, a warning line system shall be erected around all necessary perimeters, i.e. those with parapet walls less than 39 inches with no existing guards, and all roof top openings, including all skylights.
- 9) Warning lines shall consist of a rope, wire, or chain flagged at not more than six feet intervals with high-visibility material. The warning line shall be supported in such a way that its lowest point is no less than 34 inches from the roof surface and its highest point is no more than 39 inches from the roof surface. Stanchions shall be capable of resisting, without tipping over, a force of at least 16 pounds applied horizontally against the stanchion, 30-inches above the roof surface.
- 10) Use of a safety monitoring system on roofs fifty feet or less in width, where mechanical equipment is not being used or stored is allowed. The Safety monitoring system involves having one competent person solely designated to monitoring the safety of all the other employees working. It is the safety monitors responsibility to warn employees when it appears to the monitor that they are unaware of the hazard or are acting in an unsafe manner. The safety monitor must be on the same roof as and within visual sighting distance of all employees for whom he is responsible and must be close enough to verbally communicate with the employees. The safety monitor shall not perform any work other than monitoring.
- 11) When guardrails are used at hoisting areas, a minimum of four feet of guardrail shall be erected on each side of the access point through which materials are hoisted. A chain or gate shall be placed across the opening between the guardrail sections when hoisted operations are not taking place.
- 12) When guardrails are used at bitumen pipe outlets a minimum of four feet of guardrail shall be erected on each side of the pipe.
- 13) Safety harnesses shall never be attached to the hoist.
- 14) Safety harnesses shall be rigged to allow the movement of employees only as far as the roof edge.
- 15) Materials may not be stored within six feet of the roof edge unless guardrails are erected at the roof edge.
- 16) All questions related to the fall protection system shall be directed to a supervisor. If there is any question, whatsoever, regarding Fall Protection, ask for assistance from a supervisor.

## **IX. Ladders & Scaffolds**

### **a) Portable Ladders**

- 1) All ladders shall be visually inspected before each use. Ladders shall be secured.
- 2) Defective ladders shall be immediately withdrawn from use.
- 3) Portable ladders shall be used for climbing only. They are not to be used for material skids, walkways, or workbenches.
- 4) When using ladders in or over a doorway, barricade the door and post warning signs.
- 5) Only one person is allowed on a ladder at a time.
- 6) Facing the ladder, work with both feet on the rungs.

- 7) Do not carry items while climbing or descending a ladder.
- 8) Do not place tools or materials on ladder rungs or steps.
- 9) Do not use metal ladders where electrical hazards exist or where customer has banned use.

#### **b) Step Ladders**

- 1) Always extend ladder legs fully, and lock spreaders in place.
- 2) Place all four feet on a level surface.
- 3) Do not step on the end cap or the first rung located under the end cap.

#### **c) Straight & Extension Ladders**

- 1) Place ladders so its angle is no less than one-fourth the distance of its working length.
- 2) Ladders shall be tied off and have non-skid safety feet.
- 3) The top of the ladder shall extend at least 3 feet beyond the supporting object.
- 4) Engage safety latches on extension ladders.
- 5) Secure the ladder extension rope to a rung at the base of the ladder.
- 6) Overlap extension ladders by three (3) or more rungs.

#### **d) Scaffolds**

- 1) Scaffolds shall be erected, moved, dismantled, or altered under the supervision of a competent person.
- 2) Scaffolds shall be erected according to OSHA and other applicable regulations requirements.
- 3) Do not exceed the load capacity of the scaffold.
- 4) Materials being hoisted onto a scaffold shall have a tag line.
- 5) Employees shall not work on scaffolds during storms or high winds.
- 6) Read scaffold tags before using scaffolds.
- 7) Scaffolds without tags are not to be used.
- 8) Tools, materials, and debris shall not be allowed to accumulate in quantities to cause a hazard.
- 9) When climbing scaffolds, use scaffold ladders only.

### **X. Excavations**

Under no circumstances shall any employee perform any trenching or excavation work for any customer. This nature of work requires an additional contractor for the customer.

### **XI. Electrical Safety**

- 1) Equipment or circuits that are de-energized must be tagged and locked according to each customer's requirements.
- 2) Be aware of overhead wires and electrical equipment with exposed conductors.
- 3) Do not use equipment (such as cranes or man lifts) or perform work (such as building a scaffold) within 10 feet of live electrical lines (up to 50 kV). Follow OSHA guidelines for voltages above 50 kV. If in doubt of electrical line voltage, contact your supervisor. Many



customers have more stringent regulations on equipment use near electrical lines. Always follow the more stringent regulations.

- 4) Ground-fault circuit interrupters (GFCIs) are required.
- 5) Extension cords must be of the three-wire type. Extension cords and flexible cords used with temporary and portable lights shall be designed for hard or extra-hard usage (for example, types S, ST, SO, and STO).
- 6) Daily visual inspections of extension cords and plug-connected equipment for defects shall be performed.
- 7) Do not work near exposed parts of electrical circuits unless they have been protected by one of the following means:
  - De-energizing the parts (lock-out/tag out).
  - Grounding the parts, where applicable
  - Guarding the part by insulation
- 8) Barriers shall be used to ensure that workspace for electrical equipment shall be guarded when energized parts of equipment are exposed.
- 9) Worn or frayed electrical cords or cables shall not be used. Extension cords shall not be fastened with staples, hung from nails, or suspended by wire.

## **XII. Fire Protection**

- 1) Be familiar with locations, types, and use of the fire extinguishers in your work area. Good housekeeping is one of the best methods to prevent fires.
- 2) Do not use firefighting equipment unless you have been properly trained in its use.
- 3) Fire fighting equipment shall not be used for any other use other than fighting fires.
- 4) When using fire extinguishers to support work, check them daily prior to starting work. (Do not use permanent mounted fire extinguishers for this purpose.)
- 5) Fire extinguishers shall be replaced or recharged immediately after being discharged.
- 6) Report all fires to your immediate supervisor or customer contact immediately.

## **XIII. Barricades, Warning Signs & Tags**

- 1) Barricades and warning signs & tags shall:
  - a) Be observed, inspected and maintained as long as hazards exist.
  - b) Be erected prior to starting work
  - c) Be erected in such a way to obstruct or deter passage of persons or vehicles.
  - d) Identify the hazard.
  - e) Be removed promptly when hazard no longer exists.
- 2) Entry into areas surrounded with yellow barrier tape is allowed only in accordance with the posted signs and tags.
- 3) Many customers have additional rules and regulations regarding barriers. All customer rules and regulations regarding barriers need to be understood and followed, if there are any questions, contact your supervisor.
- 4) Warning signs & tags shall:
  - a) Identify hazards.
  - b) Identify the owner of erected barricades.
  - c) Be obeyed by all workers.
  - d) Be visible at all times.



- e) Be placed on barricade stands or other appropriate locations.
- f) Be removed or covered promptly when hazards no longer exist.
- g) Be standard for the industry.
- h) Not be removed except by authorized personnel.

## **XIV. Hazardous Materials Program**

### **a) General Overview**

- 1) Every employee shall be committed to making the work place as safe and healthy as possible. Employees may use Appendix F to report any Safety & Health anomaly. Employees may give report to supervisor or deposit in Employee Suggestion box located in the warehouse. Management will respond in writing to any report within 48 hours and the response shall be posted on the company bulletin board located in the warehouse.
- 2) Appendix C - Hazard Communication Program goes into detail on the rules and regulations of RoofConnect and OSHA. Each employee shall thoroughly review Appendix C and contact your supervisor with any questions.

### **b) Material Safety Data Sheets**

- 1) Material Safety Data Sheets are required for all materials used on a jobsite. All vehicles are required to carry a full set of MSDS binders.
- 2) Review MSDS prior to using products to determine protection required, handling instructions, etc.
- 3) All employees shall know where to locate MSDS and how to find specific materials in the binders.
- 4) Reference Appendix C for further information concerning MSDS.

### **c) Containers**

- 1) Flammables
  - a) Shall be stored in approved, properly labeled containers.
  - b) Shall be stored in such a manner to protect from heat, which may cause combustion.
- 2) Compressed Gas Cylinders
  - a) Shall be labeled properly.
  - b) Shall not be lifted by valve protection caps.
  - c) Shall have valve protection cap in place before transporting or storing.
  - d) Shall always be protected from electricity and sparks.
  - e) Shall always be secured vertically to a support, whether in use, transit, or stored.
  - f) Do not lay cylinders on their sides or use as rollers.
  - g) Shall have valves closed after each use and hoses bled.
  - h) Never substitute oxygen for compressed air.
  - i) Appropriate signs and warnings shall be visibly displayed in storage areas.
- 3) Handling Procedures For Empty Containers
  - a) For proper disposal of empty containers, contact your supervisor.

### **d) Asbestos Containing Material**

- 1) Many older roof systems contain materials with asbestos.
- 2) Never remove any asbestos materials without first contacting your supervisor.
- 3) Unless insulating materials are identified as non-asbestos by visual inspection, labeling/marketing or bulk sampling, they shall be considered to contain asbestos, and treated as such. If you are unsure of a material containing asbestos, contact your supervisor.
- 4) Verify material composition prior to starting work.

**e) Lead Containing Material**

- 1) Many older facilities contain lead.
- 2) Employees shall not remove nor dispose of lead containing material without contacting supervisor for rules and regulations of performing this task.
- 3) Lead is found primarily in older paints, plumbing jacks, and bell & spigot pipe joints.
- 4) Verify material composition prior to starting work.

**XV. Confined Spaces**

- 1) Never enter into a confined space without first notifying your supervisor.
- 2) Most customers have specific rules and regulations for work in confined spaces. Make sure you are aware of all customer rules and regulations concerning confined spaces.
- 3) The following is a definition of a confined space, (customer's definition may vary slightly so be sure to check with your customer contact.):
  - a) A space that is large enough and configured so that a person can enter and perform work; and
  - b) Has limited means of entry or exit; and
  - c) Is not designed for continuous employee occupancy.
  - d) Contains or has the potential to contain a hazardous atmosphere.
- 4) Most customers require a plant permit to work in a confined space.
- 5) A confined space watch is required for employees working in confined areas. Contact your supervisor for further information on the requirements of the designated confined space watcher.

**XVI. Equipment And Machinery Safety**

All equipment and machinery valued at \$1,000.00 or more upon purchase shall have documented paperwork as to the preventative maintenance schedule required by the manufacturer. Less expensive equipment and machinery shall be maintained as discussed in the proceeding divisions of Section XVI.

**a) Hand & Power Tools And Machinery**

- 1) The safe design of any tool or piece of equipment must not be altered.
- 2) Tools or equipment must not be modified in any manner that reduces the original safety capacity.
- 3) All company owned, leased or rented equipment must be in a safe mechanical working condition to render safe service at all times.

- 4) Defective tools and equipment must be tagged and removed from service immediately and repaired or disposed of.
- 5) Equipment with exposed gears, belts, couplings, fans, etc., must be provided with proper guards.
- 6) Machinery, tools and equipment must not be operated without all guards and safety devices in place and functioning properly.
- 7) Only use tools and machinery you are qualified to use.
- 8) Inspect tools or machinery before use.
- 9) Do not use tools or equipment not in good operating condition.
- 10) Use tools or machinery only for intended use.
- 11) Use tools and machinery guards as appropriate.
- 12) Keep moving parts directed away from your body and from others.
- 13) Shut machinery down for repair work.
- 14) Insure that your tools and machinery are safe from unexpected movement, falling, and slipping to prevent damage and accidental injury.

**b) Hoist Equipment**

- 1) Employees must be trained and qualified to operate hoist equipment.
- 2) Inspect equipment before use.
- 3) Know and do not exceed the hoist weight capacity.
- 4) The load must be securely attached.
- 5) Do not leave a load hanging and unattended.
- 6) Do not allow any body parts of yourself or others below a suspended load.
- 7) Do not wrap the load chain of a chain hoist around the load.
- 8) Passengers are absolutely not allowed on the hoist.
- 9) Know the signals adopted for raising and lowering of loads.

**c) Rigging Equipment**

- 1) Inspect hooks, shackles and clamps before use.
- 2) Only rig from support structures that are suited to support the intended load.
- 3) Lifting beams and davits shall be certified and labeled for the maximum allowable load.
- 4) Hooks shall have a safety latch.
- 5) Use a shackle when more than one eye needs to be attached.
- 6) Use clamp devices for their intended use (for example, do not use tongs for beam rigging; beam clamps should be used.)
- 7) Do not exceed the capacity of supporting cables, chains, rope or wire.
- 8) Contact your supervisor if you need to verify that the capacity is adequate.

**d) Compressed Air Use**

- 1) Inspect hoses and couplings daily and before each use.
- 2) Use only hoses designed for compressed air use.
- 3) Couplings must be equipped with positive locking devices.
- 4) Always close the valve and bleed down the hose when not in use.
- 5) Store hoses properly after use.

**e) Welding & Burning**

- 1) Contact your supervisor or customer contact prior to performing any welding or burning. Many customers require permits to be pulled for these operations.
- 2) Inspect leads, ground clamps, hoses, torches, cylinders, and fittings each day before use.
- 3) Keep hoses and equipment clear of passageways.
- 4) Remove combustible materials from the immediate work area.
- 5) Have access to a nearby dry chemical fire extinguisher and know how to operate.
- 6) Protect surrounding area with fire blankets as necessary.
- 7) Do not weld or burn on closed vessels or tanks.
- 8) Do not weld or burn on any vessels or tank that has not been decontaminated.
- 9) Use proper grounding for all work.
- 10) All leads must be adequately insulated from the machine to electrode holder.
- 11) Return welding rods to proper storage when not in use.
- 12) Turn off equipment when not in use.

#### **f) Painting Equipment**

- 1) Examine the wind condition prior to performing any painting. Ensure that no property in the surrounding area is subject to the potential of damage from painting operations. If property is subject to potential damage, protect or move property. (An example of property would be a car.)
- 2) Compressors shall be in good, clean and efficient working condition and shall be properly sized for the work.
- 3) Hoses shall be equipped with the proper fittings and maintained in good condition.
- 4) Employees shall select the equipment for each coating (i.e., air and fluid pressure gauges, correct hose size and spray tips) in accordance with the manufacturers recommendations. If you are not sure of the proper equipment and settings, contact your supervisor.
- 5) Air supplied for breathing shall be free of carbon monoxide and any other harmful contaminants.
- 6) Filters for breathing air supply shall be cleaned, maintained, or replaced as recommended by the manufacturer.
- 7) Daily monitoring of air supplied for breathing shall be done and a log of test results kept.

### **XVII. Medical Program**

#### **a) General**

- 1) Each member company maintains a working agreement with an occupational medical client firm. This firm provides all required physician services.
- 2) All foremen, supervisors, and lead men on large reroof crews are required to be certified in both First Aid and CPR.
- 3) RoofConnect and its members are committed to maintaining adequate Safety & Health Staff.
- 4) Each member company maintains access to both Certified Safety Professionals and Certified Industrial Hygienists through our participation in the HACSC.

#### **b) Blood borne Pathogens**

- 1) Purpose

- a) The purpose of this program is to minimize or eliminate all RoofConnect member employees' exposure to blood pathogens, mainly Hepatitis B Virus (HBV), and Human Immunodeficiency Virus (HIV), which could lead to disease or death.
- b) This program applies to all employees who may in the course of their normal employment, be required to come in contact with, or dispose of, any materials containing contaminated or potentially contaminated blood and/or body fluids. For the purpose of this program all blood and body fluids are considered contaminated.
- 2) Engineering and work practice controls
  - a) All blood, body fluids, and other potentially infectious materials are handled as hazardous materials unless those precautions interfere with the proper delivery of first aid/CPR, health care, or create significant risk to the personal safety of the employee.
  - b) Following contact with blood and/or body fluids, employees wash their hands with antiseptic cleaner and water immediately or as soon as possible after removing gloves or other Personal Protective Equipment. Since water is not available in all areas, antiseptic, hand cleaner and towellettes are made available by the Project Safety Coordinator.
  - c) Eating, drinking, smoking, applying cosmetics, and handling contact lenses are prohibited in medical treatment areas where a potential for contact with blood and/or body fluids exists.
  - d) Food and drink are not stored in refrigerators, freezers, cabinets, or on counter tops where blood or body fluids are stored.
- 3) Housekeeping
  - a) Clean and disinfect all surfaces immediately after contact with blood and/or body fluids. Clean surfaces using an approved hospital disinfectant such as Enrivocide® antiseptic cleaner, or its equivalent, or a mixture of one part sodium hydrochloride (household bleach) diluted with 10 parts water.
  - b) Remove and replace protective coverings which may be used to cover work surfaces in the case of contamination. Dispose of these as contaminated material. Clean and decontaminate on a regular basis, or immediately after possible contamination all bins, cans, pails, and similar receptacles intended for reuse which have the potential of becoming contaminated with blood and/or body fluids.
  - c) Do not pick up broken glass by hand. Clean up using a brush and dustpan, vacuum, cotton swab, or tweezers, depending upon the situation.
  - d) When emptying trash receptacles, avoid touching waste with hands. Pour or dump trash receptacles into bins or dumpsters to avoid the possibility of injury from contaminated glass, needles, or other sharp objects. Where receptacles are too large to easily lift for dumping, use a long handled scoop and stick to remove the trash.
  - e) Disinfect all reusable items contaminated with blood and/or body fluids with Envirocide® antiseptic cleaner or its approved equivalent, or a diluted mixture of one part sodium hydrochloride (household bleach) and 10 parts water.
  - f) Dispose of all potentially contaminated waste such as gloves, towels, swabs, bandages, gauze pads, shop rags, broken glass, etc. in accordance with the requirements of this program. Do not store reusable sharp objects contaminated with blood or other potentially infectious materials in a manner that requires employees to reach or grab them by hand in their approved containers.

## **XVIII. Safety Self Audit Program**

Each RoofConnect member company is committed to providing each of its employees a safe and healthy work environment. This commitment is a matter of company policy and will be a joint

venture with our Loss Control Specialists to perform jobsite inspections with our Superintendent on a weekly basis. The jobsites will be selected at random and there will be no advance notice to our employees prior to the inspection. A Loss Control Survey Report will be prepared and made available for review within ten (10) days of the site visit. All deficiencies noted and recommendations made will be placed on the agenda for our next monthly Safety Meeting. Appendix F should be used to document findings from weekly random complete worksite inspections. In addition, once a month the Safety and Health Committee shall randomly inspect one or more jobs and record results via Appendix F.

#### **XIV. Annual Evaluation**

The Safety & Health Committee will review this Safety & Health Program annually. Each section will be analyzed and revised as required to ensure that each RoofConnect member company maintains the most comprehensive and detailed Safety & Health Program in the roofing industry while incorporating all of our customer Safety & Health requirements into our program. The annual evaluation shall be documented and proposed changes shall be assigned action dates to be incorporated into the field if this has yet to be done.

## Appendix A

### Accident Investigation Report Form

Note: Project Manager is responsible for tracking report to completion. Cause and corrective action must be completed within 7 days of accident. Corrective action shall then be incorporated into Safety & Health Program

Date of Accident: \_\_\_\_\_ Time: \_\_\_\_\_ Date Reported: \_\_\_\_\_  
Name of Injured: \_\_\_\_\_ Age: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Experience (yrs, mos.): \_\_\_\_\_ Job# \_\_\_\_\_  
Sex: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Project Manager \_\_\_\_\_

Location of Accident: \_\_\_\_\_

Employee Death? \_\_\_\_\_

Person Treating Injury: \_\_\_\_\_

Did the Injury Result in Lost Time? \_\_\_\_\_

Did the Injury Result in Restricted Duty? \_\_\_\_\_

Injury Type: \_\_\_\_\_

Source of Injury: \_\_\_\_\_

Nature of Injury: \_\_\_\_\_

Part of Body: \_\_\_\_\_

Property/Equipment/Material Damaged: \_\_\_\_\_

Nature of Damage: \_\_\_\_\_

Source of Damage: \_\_\_\_\_

Description: (Who, What, Why, Where, When, and How Accident Happened): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Use additional sheets if necessary)

Cause of Accident: \_\_\_\_\_

\_\_\_\_\_

(Use additional sheets if necessary)

Corrective Action: \_\_\_\_\_

\_\_\_\_\_

(Use additional sheets if necessary)

## **Appendix B**

### **RESPIRATORY PROTECTION PROGRAM**



## **I. OBJECTIVE:**

The objective of this document is to meet the OSHA General Industry Standard for respiratory protection 29 CFR 1910.1334.

The guidelines in this program are designed to help reduce employee exposures against occupational disease caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gasses, smokes, sprays or vapors. The primary objective is to prevent excessive exposures to these contaminants by use of engineering or administrative controls.

When effective engineering controls are not feasible, appropriate respirators shall be provided by the RoofConnect member company. This program covers the minimal respiratory protection requirements outlined in OSHA 1910.134. Additional components to this program may be necessary depending upon each customer's work operations, policies and procedures.

## **II. RESPONSIBILITIES:**

It is the responsibility of each member contractor's superintendents to determine the specific applications that require use of respiratory equipment. If there are any doubts or questions they should be brought to the attention of the company Safety Coordinator.

Member contractors will provide the proper respiratory equipment to meet the needs of each specific application. Member contractors will provide the each employee adequate training and instruction in the proper use of respirators and their limitations when required. Member contractors' safety coordinators have overall responsibility for implementation of this Respiratory Protection Program.

Member contractors' superintendents and foremen are responsible for ensuring that all personnel under their control are completely knowledgeable of the respiratory protection requirements for the areas in which they work. Member contractors' superintendents shall ensure that employees are complying with all requirements of this program.

It is the responsibility of the each employee to have an awareness of the respiratory protection requirements for their work areas (as explained by management.). Employees are responsible for wearing the appropriate respiratory equipment according to proper instructions and for maintaining the equipment in a clean and operable condition.

Employees shall guard the respirator against damage and promptly report any malfunction of the respirator to their superintendent. Employees shall inspect and test the respirator before use. Employees are required to test the respirator each time before using by performing a Positive or Negative Pressure Test, or by following the manufacturer's face piece fitting instructions.

Voluntary use of a NIOSH-approved disposable dust mask or mist respirator may be used only for nuisance dusts in concentrations below OSHA or the American Conference of Governmental Industrial Hygienists exposure limits. All aspects of this respiratory protection program will be followed.

4.2.6.1 A copy of Appendix D of 29 CFR 1910.134 "Information for Employees Using Respirators When Not Required Under the Standard" will be given to employees when voluntary use of NIOSH – approved disposable respirator is used.

### **III. WORK AREA AND EMPLOYEE MEDICAL MONITORING:**

Work area monitoring should be conducted on a periodic basis to provide a continuing healthful environment for employees. Personal sampling equipment may be used in accordance with accepted industrial hygiene standards to sample each work area. Results of these samples will pinpoint areas where respiratory protection is required.

Appropriate surveillance of work area conditions and degrees of employee exposure or stress, will be maintained by the member contractor. RoofConnect member contractors will conduct yearly inspections and evaluations of this respiratory protection program to determine the continued effectiveness.

### **IV. EMPLOYEE MEDICAL MONITORING:**

Employees should not be assigned to tasks requiring the use of respirators unless it has been determined that they are physically able to perform the work and use the equipment.

Each employee shall complete a Medical History Questionnaire and a Pulmonary Function Test (PFT). The PFT shall be conducted by a qualified person. (See attachment.)

The PFT via a spirometer shall be conducted annually for each employee required to wear a respirator. The test shall measure Forced Vital Capacity (FVC) and Forced Expired Volume at one (1) second (FEV). These values will be compared against predicted values based on the employee's sex, age, race and height, see attachment.

The CP shall determine the acceptable FVC and FEV levels that must be achieved before an employee can be issued a respirator. The CP or his designee shall review all medical questionnaire and PFT's. If any employee does not meet the PFT criteria, he shall not be issued a respirator unless it has been determined by the consulting physician or a higher medical authority (HMA) that the employee can wear a respirator. This must be by written approval of the HMA and this approval shall be kept in the employee's file.

### **V. RESPIRATOR SELECTION:**

Proper selection of respirators shall be made according to the guidance of American National Standard Practices for Respiratory Protection Z88.2-1969. Respiratory selection shall be determined by each member company and based upon the physical and chemical properties of the air contaminants and the concentration level likely to be encountered by the employee.

Only respirators approved by national Institute of Safety and Health (NIOSH) and Mine Safety and Health Administration (MSHA) shall be issued by the employer. Member contractors shall provide a respirator to each employee who is placed in a job that requires respiratory protection.

### **VI. EMPLOYEE TRAINING AND EMERGENCY RESPIRATORY EQUIPMENT:**

Each employee, upon assignment to an area requiring respirators, will be instructed by the superintendent regarding their responsibilities in the respiratory program. Additional training shall also be given by qualified instructors. This training will cover respiratory protection requirements, use limitations and care of their respirators. No employees shall be issued a respirator unless they received proper training in its use.

## **VII. EMERGENCY RESPIRATORY EQUIPMENT:**

Self-contained breathing apparatus (SCBA) may be required in specific areas for emergency use. This equipment shall be only used by trained personnel when it is necessary to enter hazardous atmosphere. All potential users shall be fully trained in the use of this equipment. If possible, the equipment should be tested in an uncontaminated atmosphere prior to entering the hazardous area.

No employee shall work in SCBA in a hazardous atmosphere on an individual basis. At least one additional employee, suitably equipped with a similar breathing apparatus, must be in contact with first employee to render assistance if necessary. This equipment shall be inspected monthly by trained personnel with the inspection and maintenance information recorded in a log book documenting the inspection.

## **VIII. EMPLOYEE FIT TESTING:**

Employees required to wear a respirator must be fitted properly and tested for a face seal prior to use of the respirator in a contaminated area. The manufacturer's fitting instructions and use limitations of the respirator shall be followed.

Respirators shall not be worn when conditions prevent a good face seal. Facial hair in the form of beards, sideburns and stubble that prevents a good seal of the respirator shall not be permitted on employees required to wear respirators. Other conditions that may cause a poor respirator seal such as skull caps that project under the face piece, or temple pieces on glasses are not permitted by employees required to wear respirators. As a temporary measure, glasses with short temple bars or without temple bars may be taped to the wearer's head. Wearing of contact lenses in contaminated atmospheres with a respirator shall not be allowed. If corrective spectacles or goggles are required, they shall be worn so as not to affect the fit of the face piece.

Superintendents shall conduct periodic checks of employees required to wear respiratory equipment to ensure they are achieving a good face to respirator seal.

## **IX. POSITIVE AND NEGATIVE PRESSURE TESTS:**

To assure proper respiratory protection, the wearer shall conduct a positive or negative pressure test before each use involving the following procedure:

- a) Positive Pressure Test - Close the exhalation valve and exhale gently into the face piece. The face fit is considered satisfactory when a slight positive pressure can be built up inside the face piece without an outward leakage of air at the seal.
- b) Negative Pressure Test - Close off the inlet opening of the canister or cartridge by covering with the palm of the hand. Inhale gently so that the face piece collapses slightly and hold your breath for ten seconds. If the face piece stays slightly collapsed and no inward leakage of air is detected, the seal is satisfactory.

## **X. QUANTITATIVE FIT TESTING:**

Employees required to wear negative pressure non-powered air-purifying respirators shall be quantitatively fit tested in accordance with the OSHA Quantitative Fit Test Procedures.

Superintendents complete the Respirator Fit Test Request Form before an employee can be fit tested. Superintendent shall specify the level of fit testing required and the primary or alternative respirator in which the employee will be fit tested, see attachment.

Each employee should complete the medical evaluation and respirator training before quantitative fit testing will begin. All employees shall be quantitatively fit tested on an annual basis except those employees exposed to asbestos or acrylonitrile (AN), in which case fit testing shall be done at least every six months.

Only qualified personnel shall perform the quantitative fit test. A record of the results shall be maintained and kept in the employee's file. Fit factor ratios necessary to ensure a proper respirator to face seal and level of protection shall be in accordance with OSHA standards, or the manufacturer's recommendations.

If an employee can not achieve a fit with the respirator chosen, another respirator of a different brand shall be tried. If it is determined that the employee can not obtain an adequate fit or face seal with the second respirator, a powered air purifying or air supplied respirator may be required.

## **XI. QUALITATIVE FIT TESTING:**

If a respirator cannot be quantitatively fit tested (i.e. disposable dust mask.), a qualitative fit test shall be performed. Qualitative fit tests shall be in accordance with OSHA Qualitative Fit Test protocols. Qualitative fit test shall be conducted on an annual basis unless otherwise noted.

## **XII. RESPIRATOR INSPECTION AND MAINTENANCE:**

Each employee wearing a respirator shall inspect his/her respirator daily or before each use. Respirators that are defective in any way shall be returned by the employee to his/her superintendent before use and a new respirator shall be issued.

Superintendents shall periodically spot check respirators for fit, usage, condition and proper maintenance. Respirators that are not routinely used, but kept ready for emergency use, shall be inspected after each use and at least monthly to assure that they are in satisfactory working condition.

SCBA shall be inspected monthly and a written inspection log shall be maintained by each RoofConnect member company. Air and oxygen cylinders shall be fully charged according to manufacturer's instructions and it shall be determined that the regulator and warning devices function properly.

Respirator inspection shall include a check of the tightness of connections and the condition of the face piece, headbands, valves, connecting tubes and canisters. Rubber or elastomeric parts shall be inspected for pliability and signs of deterioration. Routinely used respirators shall be collected, cleaned and disinfected as frequently as necessary to ensure that proper protection is provided for the wearer.

Replacement of the air purifying elements for protection against dusts, mists, fumes or vapors will vary with the concentration and nature of the contaminant. The filter shall be replaced daily as defined by the OSHA standards (i.e. benzene, asbestos). If inhalation becomes difficult due to plugging of the filter, or if chemical breakthrough of the cartridge is detected by the wearer of the respirator.

Member companies shall use disposable respirators. Only employees trained in the proper care and maintenance of respirators shall perform cleaning, inspection, servicing and repair of the respirators. No attempt shall be made to replace components or make adjustments or repairs beyond the manufacturer's recommendations. After inspection, cleaning and necessary repair, respirators shall be stored to protect against dust, sunlight, heat, extreme cold, excessive moisture or damaging chemicals.

## **XIII. Respirator Issuance and Training Card:**

Employees who meet the medical, physical and fit testing requirements outlined in this program shall be issued a Respiratory Protection Card.

#### **XIV. Recordkeeping and Access to Medical Records:**

Each member company shall maintain the required documentation outlined in this program for each employee who has been issued a Respiratory Protection Card. These records will include the following: medical questionnaire, pulmonary function test results, quantitative/qualitative fit test results, and training documentation.

The Respiratory Protection Card shall be valid for a one year period with the exception of employees working with asbestos in which case the card shall be issued for a six month period. Employees can only wear the respirators in which they have been fit tested and trained in its use.

#### **XV. Access to Medical Records:**

Each member company shall maintain the medical records of employees. These records shall include the PFT and the quantitative fit test results. Employees shall be notified of their right to access these medical records by signing the Notification/Release of Medical Records Form see attachment.

Each member company shall maintain a copy of the Notification/Release of Medical Records Form in the employee's file. Employees shall receive a copy of the Notification/Release of Medical Records Form informing him of his right to access his medical records per OSHA Standard 29CFR1910.20 "Access to Employee Exposure and Medical Records." A written request by the employee must be submitted before medical records will be released. Verbal approval will not be permitted.

XVI

***Report Of Medical Examination***  
**(To Be Completed by Examiner)**

**CLINICAL EVALUATION**

**Normal Abnormal** (Check each item in appropriate column, enter "NE" if not evaluated)

_____	_____	<b>Head, Face, Neck</b>
_____	_____	<b>Nose</b>
_____	_____	<b>Sinuses</b>
_____	_____	<b>Mouth &amp; Throat</b>
_____	_____	<b>Ear-General</b>
_____	_____	<b>Drums (Perforation)</b>
_____	_____	<b>Lungs and Chest</b>
_____	_____	<b>Heart</b>
_____	_____	<b>Vascular System</b>

**Notes: (Describe every abnormality in detail)**

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**Spiro meter Reading:** \_\_\_\_\_

**Pulse Rate:** \_\_\_\_\_

**Blood Pressure, S-** \_\_\_\_\_

**D-** \_\_\_\_\_

**Weight:** \_\_\_\_\_

**Height:** \_\_\_\_\_

**Summary of Defects and Diagnoses:**

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**Recommendation- Further Specialist Examinations Indicated**

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**Typed or Printed Name of Examiner:**

\_\_\_\_\_  
**Signature:**

**Examine (check):**

\_\_\_\_\_ is medically qualified to wear a respirator

\_\_\_\_\_ is NOT medically qualified to wear a respirator

**Typed or Printed Name of Physician:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

***Report of Medical History***

**(This information is for official and medically confidential use only and will not be Released to unauthorized persons)**

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**Last Name-First Name-Middle Name:**

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**Home Address (No. Street or RFD, City or Town, State and Zip Code)**

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**Social Security Number**

**Date of Birth**

**Age**

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**Contractor**

**Purpose of Examination: Evaluate Ability to Wear Respirator**

**Examining Facility:** \_\_\_\_\_

**Date of Examination:** \_\_\_\_\_

**Statement of Examinee's Present Health and Medications Currently Used.  
(Follow by description of past history, if complaint exists)**

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### Respiratory Protection Program Medical Evaluation Criteria

The following levels of pulmonary function required for employees to use a respiratory apparatus.

**FEV1 > 75% and FEV1 > 70% acceptable**

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**FVC**

**FEV1 - 75% to 60% and/or FEV1 - 70% to 55% borderline**

-----

**FVC**

**FEV1 < 60% and/or FEV1 < 55% rejected**

-----

**FVC**

Any employee with a borderline result must have written authorization from a licensed physician for permission to wear a respiratory apparatus.

A pulmonary function test and medical evaluation has been conducted on

---

Employee name

\_\_\_\_\_.

Social security number

Using the above criteria, the following evaluation has been made concerning the employee's ability to wear a respirator.

Check One

\_\_\_\_\_ **Acceptable. The employee has been medically evaluated and the Pulmonary function test shows a test result in the acceptable range. The employee is medically qualified to wear a respirator.**

\_\_\_\_\_ **Borderline Acceptable. The employee has been medically evaluated and The pulmonary function test shows a test result in the borderline range. Further medical evaluation, testing and analysis of work activities has Determined that the employee CAN NOT wear a respirator.**

\_\_\_\_\_ **Rejectable. The employee has been medically evaluated and the Pulmonary function test shows a result in the rejectable range. The Employee IS NOT medically qualified to wear a respirator.**

As Medical Advisor, I have reviewed the medical evaluation and pulmonary function test of the above listed employee. The employee is (circle one) Medically qualified/NOT MEDICALLY QUALIFIED to wear a respirator.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Medical Advisor

DATE: \_\_\_\_\_



## RESPIRATOR FIT TEST REQUEST FORM

EMPLOYEE NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

CRAFT OF EMPLOYEE BEING FITTED: \_\_\_\_\_

### FIT TEST PROTOCOL

- |       |           |  |
|-------|-----------|--|
| _____ | Level 1 - | Meets the OSHA requirements for asbestos fit testing.<br>Also meets and exceeds the requirements of the benzene, formaldehyde and acrylonitrile standards.<br>Must be conducted every 6 months.<br>Time - Approximately 30 minutes per respirator. |
| _____ | Level 2 - | Meets the OSHA requirements for benzene and formaldehyde standards.<br>Time - Approximately 30 minutes per respirator.   |
| _____ | Level 3 - | Meets the OSHA requirements for the acrylonitrile standard.<br>Conducted every 6 months.<br>Time - Approximately 10 minutes per respirator.  |
| _____ | Level 4 - | Meets the requirements of the OSHA respiratory protection standard for basic fit testing.<br>Conducted annually.<br>Time - Approximately 10 minutes per respiratory.   |

### RESPIRATOR(S) REQUIRING FIT TESTING

Please circle primary respirator(s) you require for employee fit testing. In the event the employee cannot obtain a satisfactory respiratory fit on the primary mask circled, please choose an alternate respirator from the list below:

**PRIMARY:**

AO 5 STAR HALF MASK (RUBBER)	3M 5000 DISPOSABLE HALF MASK	NORTH 7700 HALF MASK (SILICONE)
AO 7 STAR FULL FACE (RUBBER)	3M 7800 FULL FACE (SILICONE)	NORTH 7600 FULL FACE (SILICONE)

**ALTERNATE:**

AO 5 STAR HALF MASK (RUBBER)	3M 5000 DISPOSABLE HALF MASK	NORTH 7700 HALF MASK (SILICONE)
AO 7 STAR FULL FACE (RUBBER)	3M 7800 FULL FACE (SILICONE)	NORTH 7600 FULL FACE (SILICONE)

Employees must be clean shave (no more than 1/8" facial hair in sealing are of respirator) on day of test.

AUTHORIZED BY: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

## **Appendix C**

# **HAZARD COMMUNICATION PROGRAM**

## GENERAL OVERVIEW

RoofConnect member contractors are committed to providing each of our employees a safe and healthy work environment. This commitment is a matter of company policy as well as congressional action.

To comply with OSHA Hazard Communication Regulation CRF 1926.21 (b) (3) and Hazard Communications Final Rule dated August 24, 1987, CRF 1926.59 and CFR 1910.1200, if applicable, RoofConnect member contractors have implemented the detailed Hazard Communication Program outlined herein.

## HAZARD DETERMINATION

- A. The initial hazard determination is coordinated by, the Project Manager with the assistance of the Project Superintendent.
- B. Any substance listed in 29 CFR 1910, Subpart Z, Toxic and Hazardous Substances; The American Conference of Governmental Industrial Hygienists' (ACGIH), Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment; the National Toxicology Programs (NTP), the Annual Report on Carcinogens; or the International Agency for Research on Cancers (IARC), Monographs will be considered a health or physical hazard, and therefore hazardous.
- C. Furthermore, any substance otherwise known to be hazardous, is included in our Hazard Communication Program.
- D. Every hazardous substance known to be present in the workplace will be listed on the Hazardous Chemical Inventory. The Project Manager is responsible for coordinating and maintaining the list.
- E. The identity of the substance appearing on the Hazardous Chemicals Inventory will be the same name that appears on the manufacturer's label, in-house, and the MSDS for that substance.
- F. The Hazardous Chemical Inventory will serve as an index to the MSDS files.
- G. Any hazardous, non-routine task will be evaluated by the Project Manager or the Project Superintendent. Proper action and/or protection shall be initiated to inform the employee performing the task and to minimize the danger to the employee. This action and/or protection shall be determined by the non-routine task.

## CONTAINER LABELING

- A. RoofConnect member contractors will rely on manufacturer applied labels whenever possible, and will ensure that these labels are maintained.
- B. All labels will have at least the following information:
  - Identity of hazardous chemical(s)
  - Appropriate hazard warning.
  - Name and address of the chemical manufacturer, importer, or other responsible party.
- C. The Project Manager is responsible for maintaining labeling compliance, including assuring label information is correct.
- D. Any container not properly labeled shall be brought to the attention of the Project Manager for labeling or disposal.
- E. No unmarked containers of any size are to be left in the work area unattended.

## **MATERIAL DATA SAFETY SHEETS**

- A. Material Safety Data Sheets (MSDS) containing the information required by the Hazard Communications Standards will be kept for each substance listed on the Hazardous Chemical Inventory. The MSDS will be the most current one supplied by the chemical manufacturer, importer or distributor. You have the right to view these. The Project Manager is responsible for obtaining and maintaining the file of MSDS at the corporate office.
- B. The MSDS are readily accessible to employees at the jobsite. The Project Superintendent or Foreman will maintain the field file of MSDS.
- C. Material Safety Data Sheet training will be accomplished through monthly safety meetings.
- D. It is our corporate policy not to use a hazardous chemical for which no MSDS has been received.

## **EMPLOYEE INFORMATION AND TRAINING PROGRAM**

- A. All employees including temporary employees, working with or potentially exposed to hazardous chemicals or situations will be appropriately informed and trained per 1910.1200 (h) concerning the potential hazards of the chemicals or situations to which they may be exposed.
- B. All employees will be informed of the details of the Hazard Communication Program including an explanation of the labeling system and the material safety data sheets, and how employees can use the appropriate hazard information. The Project Manager is responsible for the overall coordination of the training program.
- C. We will provide employees with training when new hazardous chemicals are introduced and added to the Chemical Inventory List, or before non-routine tasks are to be performed that could involve exposure to hazardous chemicals or situations.
- D. Reinforcement of training will be conducted through topics at safety meetings, as appropriate.
- E. The extent of information transmitted to employees during training sessions will be dictated by degree of hazard presented by the chemicals. The applicable MSDS, the text of the OSHA Hazard Communication Standard (1910.1200), the inventory of hazardous chemicals, and this written program will be used as sources of information during the training sessions.
- F. Review of safe work procedures and use of protective equipment will be conducted prior to the start of hazardous non-routine tasks. Where necessary, areas will be posted to indicate the nature of the hazard involved.
- G. Any employee not adhering to or found in violation of protective equipment requirements may be subject to disciplinary action up to and including discharge.
- H. Any incident of over exposure or spill of a hazardous chemical/substance must be reported to the Project Superintendent or Project Manager at once. The foreman or immediate supervisor will be responsible for insuring that proper emergency response actions are taken.
- I. Upon completion of training, each employee will acknowledge having received such training by signing a form similar in context to Exhibit "A" attached hereto. The instructor is also required to sign this acknowledgment.
- J. We cannot force any individual to sign anything. If the individual refuses to sign the acknowledgment in Item I, the instructor will indicate to that effect and have a witness acknowledge the refusal.
- K. From time to time, we may be required to train an individual who cannot understand English very well or does not possess good reading skills. If at all possible, we will attempt to have someone interpret for the non-English speaking person. Where an individual cannot read, we will endeavor to teach through color coding or use of symbols which will be thoroughly explained.

## **INFORMING OTHER EMPLOYEES**

- A. Other on site employers are required to adhere to the provisions of the Hazard Communications Standard. If these employers are under direct contact with any RoofConnect member company, their contract may contain provisions regarding compliance of these Standards.
- B. Outside contractors must be provided with all necessary information concerning the potential hazards of the substances to which they may be exposed and appropriate protective measures required to minimize their exposure. An exchange of information will take place as agreed upon by all parties at the site.
- C. Whenever possible, the contractor shall be provided with a list of the hazardous chemicals and the material safety data sheets for the materials their employees will be using in the course of their work in our area.
- D. Employers will be responsible for providing necessary information and training to their own employees.
- E. Other on site employers will be provided with a copy of each member contractor's Hazard Communications Program.

## **OSHA CHECKLIST FOR HAZARD COMMUNICATION STANDARD**

Requirements of the standard  
Effective Date-May 24, 1988

The Occupational Safety and Health Administration requires many non-manufacturing employers to meet the requirements of the expanded Hazard Communication Standard - 29 CR. 1910.1200. This checklist is designed to help RoofConnect member contractors to comply with the requirements of this Standard. The "SITE SPECIFIC" program may be modified, if necessary, to include unique conditions provided the modifications fall within guidelines of this checklist. Any modified program must be noted as such and distributed to all having copies of the original program.

### **A. Hazard Communication Program**

- 1. Develop, implement and maintain a written hazard communication program. 1910.1200 (e)
- 2. Describe potential hazards of chemicals. 1910.1200 (a) (2)
- 3. Describe proper labeling of containers. 1910.1200 (f)
- 4. Provide a list of all hazardous chemicals for exposed employees. 1910.1200 (b) (1)(I)
- 5. Provisions for collecting and maintaining material safety data sheets. 1910.1200 (b) (ii)
- 6. Describe company's employee information and training program. 1910.1200 (e) (4)
- 7. Procedures for informing outside contractors of hazardous substances. 1910.1200 (e) (2)
- 8. Complete written program is available to employees upon request. 1910.1200 (e) (2)

### **B. Labels and Other Forms of Warning**

- 1. Hazardous chemical containers properly labeled. 1910.1200 (f) (5)
- 2. All labels are legible and in English. 1910.1200 (f) (9)

3. Label shows hazard warnings appropriate for employee protection. 1910.1200 (f) (4)
4. No labels defaced or removed from containers of hazardous chemicals. 1910.1200 (f) (8)
5. Requirements for unlabeled portable containers met. 1910.1200 (f) (7)

C. Material Safety Data Sheets (MSDS)

1. Employer must have a material safety data sheet for each hazardous chemical used. 1910.1200 (g) (1)
2. MSDS are readily accessible in work area throughout each work shift. 1910.1200 (g) (10)
3. Procedures if MSDS is not provided with a shipment of hazardous chemicals. 1910.1200 (g) (10)
4. Maintaining current MSDS files. 1910.1200 (g) (8)
5. One central location of MSDS where employees must travel between workplaces. 1910.1200 (9) (9)
6. Obtaining MSDS from retail (i.e., hardware store) distributors who sell hazardous chemicals to commercial customers. 1910.1200 (g) (7)

D. Employee Information and Training

1. Employer must have an information and training program. 1910.1200 (h)
2. Provisions for informing employees about OSHA Standard. 1910.1200 (h) (I)
3. Departments where hazardous substances are present. 1910.1200 (h) (1) (I)
4. Location and availability of written hazard communication program. 1910.1200 (h) (1) (I)

E. Information to be included in an Employee Training Program

1. Methods and observations that may be used to detect the presence of hazardous materials. 1910.1200 (h) (2) (I)
2. Measures employees can take to protect themselves from these hazards. 1910.1200 (h) (2) (iii)
3. Physical and health hazards of chemicals in the workplace. 1910.1200 (h) (2) (ii)
4. Emergency procedures for accidental exposure. 191.1200 (h) (2) (iv)
5. How to read labels to determine hazards. 1910.1200 (h) (2) (iv)
6. How to read and understand each section of the MSDS. 1910.1200 (h) (2) (iv)
7. Training done at the time of the employee's initial assignment. 1910.1200 (h)

8. How to obtain the correct MSS for the hazardous substance. 1910.1200 (h) (2) (iv)
9. Proper use of personal protective equipment. 1910.1200 (h) (2) (iii)
10. Updated training whenever a new chemical hazard is introduced. 1910.1200 (h)
11. Specific work procedures that the employer has implemented to protect employees. 1910.1200 (h) (2) (iii)
12. Updated training when significant changes in chemical hazards occur. 1910.1200 (g) (5)



## Hazard Communication Training Certificate

### Employee Participation Sheet

I, \_\_\_\_\_ hereby certify that I have received a written and verbal explanation of the company's Hazard Communication Program.

I understand that I access to a list of hazardous chemicals and material safety data sheets (MSDSs) used in the work area. In addition, my employer has produced a comprehensive Hazard Communication Program and has made available to me the following:

1. A copy of the written Hazard Communication Program.
2. Employee training.
3. How I can access material safety data sheets and a list of hazardous chemicals used in the workplace, and where they are located.
4. Information regarding labeling of hazardous chemicals used in the workplace, and how to protect myself.

I understand that there is a designated company employee responsible for maintenance of the Hazard Communication Program, and I may contact that individual if I need further information.

(Employee Signature) \_\_\_\_\_

(Date) \_\_\_\_\_

(Social Security Number) \_\_\_\_\_

I hereby certify that the above named employee has been provided with Hazard Communication Training on

(Instructor Signature) \_\_\_\_\_

## **ACCESS TO EMPLOYEE EXPOSURE AND MEDICAL RECORDS STATEMENT**

Pursuant to the occupational safety & health administration standard, (1910.20), RoofConnect member contractors are required to make available to its employees:

- A. Employee exposure records relevant to exposure of toxic substances or harmful physical agents.
- B. Employee medical records pertaining to toxic substances and harmful physical agents.
- C. A copy of the 1910.20 OSHA Standard and its appendices and any other informational materials concerning this standard.

Records required by OSHA Standards, other regulatory agencies or by RoofConnect member contractor policies exist and are maintained at various locations (at the jobsites, by the project superintendent; at the contractor office by the Vice President of Operations).

These confidential records are available to the employee or his designated representative provided access conditions are met.

## **Appendix D**

### **Disciplinary Program**

This program applies to all employees, no exceptions.

RoofConnect member contractors are committed to providing a safe workplace for all of our employees. Failure to abide by the Safety & Health Program along with various other basic rules, (such as showing up to work on time, drug abuse, etc.), potentially places fellow employees in dangerous conditions or the company as a whole in the “dog house” with our customers. Hence, member contractors have developed this Disciplinary Program to try to minimize these occurrences.

All violations of the Safety & Health Program and other basic rules will result in written documentation that will be placed in the employee’s company file. Violations will result in disciplinary action ranging from a written and verbal warning to termination. Because each individual and situation is unique, each case will be handled separately. Obviously, knowingly violating rules and regulations will result in severe disciplinary action.

All Safety & Health Program violations shall be discussed at the following monthly safety meeting.

All disciplinary action will be reviewed by upper management and modified as necessary. Employees are allowed to appeal disciplinary action to upper management.

## APPENDIX E

### Annual Safety & Health Review

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Year History: (List all incidents/accidents directly or indirectly related to this employee, i.e. a project manager would have all incidents/accidents that occurred on his jobs listed.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Use additional sheets if necessary)

Reviewer Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Use additional sheets if necessary)

Rating: ( 1 - 10, with 10 being the best) \_\_\_\_\_

Reviewer: \_\_\_\_\_

Reviewer Signature: \_\_\_\_\_

Employee Signature: (Employee signature does not indicate that the employee agrees with his/her rating and comments but that they have read and understood the comments and rating.)

\_\_\_\_\_

Employee Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Use additional sheets if necessary)

## Appendix F

## Safety & Health Jobsite Tour Form

Date: \_\_\_\_\_

Project #: \_\_\_\_\_

Location: \_\_\_\_\_

Type of Tour: (Circle)      Weekly S&H Insp.      Random Monthly Mgmt Insp.

S&H Committee Insp.

Name of Inspectors:


Name of All Employees  
Working on Jobsite:

[illegible]

Project Manager:

Project Superintendent: \_\_\_\_\_

Anomalies Found: (List any potentially unsafe hazards found.):\_\_\_\_\_

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(Use additional sheets if necessary)

Cause + Corrective Action For All Anomalies: (Note: Temporary corrective action is required for work to continue on jobsite. Permanent cause + corrective action is required by the project manager within (1) week of this report being issued for all anomalies.) \_\_\_\_\_

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(Use additional sheets if necessary)

Mgmt Review And Approval Signature + Date:\_\_\_\_\_

## Appendix G

### Disciplinary Action Form

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Project #: (If Applicable) \_\_\_\_\_ Supervisors Name: \_\_\_\_\_

Location: \_\_\_\_\_

Disciplinary Action Handed Out: \_\_\_\_\_

\_\_\_\_\_

(Use additional sheets if necessary)

Describe Why Action Was Required: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Use additional sheets if necessary)

Was This A Repeat Offense? \_\_\_\_\_

Employee Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Use additional sheets if necessary)

Supervisor Signature: \_\_\_\_\_

Employee Signature: (Employee signature does not indicate that the employee agrees with the disciplinary action but simply that he/she understand that they are receiving disciplinary action)

\_\_\_\_\_

Mgmt Review + Approval Signature: (Required within 48 hrs of Action) \_\_\_\_\_

## Appendix H

## Pre-Job Safety & Health Review

Date: \_\_\_\_\_

Project #: (If Applicable)\_\_\_\_\_ Supervisors Name:\_\_\_\_\_

Project Manager Name:\_\_\_\_\_

Location: \_\_\_\_\_

Employees Present: \_\_\_\_\_

Employee Noted Safety & Health Concerns:\_\_\_\_\_

(Use additional sheets if necessary)

Action to Address Safety & Health Concerns:\_\_\_\_\_

(Use additional sheets if necessary)

Supervisor Signature: \_\_\_\_\_

Project Manager's Signature:\_\_\_\_\_

Mgmt Review + Approval Signature: (Required within 48 hrs of Meeting)\_\_\_\_\_

## **Appendix J**

### **Contractor Selection**

RoofConnect member contractors are committed to providing both our employees and customers with the safest worksite possible. This being the case, RoofConnect member contractors are committed to holding our contractors to the same safety and health requirements as we hold ourselves to. Contractors shall submit a copy of their Safety & Health Program to MRI for approval.

The primary selection criteria for all contractors shall be the ability to meet all of RoofConnect member contractors' safety & health requirements as documented in the Safety & Health Program. Failure to meet these requirements shall eliminate a contractor from the contractor selection list.

All contractors shall be required to thoroughly read and understand the Safety & Health Program. All contractors are required to attend all member contractor's and customer job worksite safety & health meetings for the jobs on which they are working.

Failure to abide by the Safety & Health Program and/or failure to attend required customer and worksite related meetings shall result in the contractor being dismissed from the job and the contractor being removed from the Contractor selection list.



## APPENDIX K

### Safety & Health Orientation Outline For New Employees

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

SS#: \_\_\_\_\_

Superintendent: \_\_\_\_\_

(Place a copy of this form in employees file.)

Superintendents are to cover the following items with all new employees prior to putting new employee to work. Superintendent should verbally question new employee to make sure new employee understands safety & health issues.

Discuss the Following, (Use the Comprehensive Safety & Health Program as a guide and give a copy to the new employee. Check each item after it is discussed and question employee to verify understanding.) :

- 1) Safety & Health Policy Statement, Mission and Objectives.
- 2) General Safety & Health Guidelines.
- 3) General Roofing Safety Guidelines.
- 4) Environmental Issues.
- 5) Location and How to Properly Use MSDS Sheets.
- 6) Accident/Incident & Emergency Controls.
- 7) Personal Protective Equipment.
- 8) Fall Protection.
- 9) Ladder & Scaffolds.
- 10) Electrical Safety.
- 11) Fire Protection.
- 12) Equipment & Machinery Safety.

Superintendent to sign only if new employee is deemed to have understood orientation.

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
New Employee Signature

## APPENDIX L

### **Safety & Health Training Program (Outline/Record For All Employees)**

The purpose of this Safety & Health Training Program outline is to maintain a record of the training obtained by each employee.

Employee Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Hiring Date: \_\_\_\_\_

Safety & Health Orientation Program Completion Date: \_\_\_\_\_

Successful Completion of (3) Month Probation: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Foreman Trained Under: \_\_\_\_\_

Foreman  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Foreman Signature: \_\_\_\_\_

Is an additional duration of probation required: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Customer Training Programs Completed and Expiration Dates:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Yearly Completion of Crew Training Re-Orientation, (Note Date, Crew Foreman, and Superintendent instructing Re-Orientation)

(Use additional Sheets as Required)

## Appendix M

### Safety Audit

Date: \_\_\_\_\_

Job #: \_\_\_\_\_

Job Name/Location: \_\_\_\_\_

Safety Inspector: \_\_\_\_\_

-----  
Job Superintendent: \_\_\_\_\_

Job Foremen: \_\_\_\_\_

Crew Members: \_\_\_\_\_

Weather Forecast? \_\_\_\_\_

Proper PPE Being Used? \_\_\_\_\_

Proper Customer Permits Pulled? \_\_\_\_\_

Equipment/Tools Properly Used? \_\_\_\_\_

Fall Protection Properly Installed? \_\_\_\_\_

Equipment in Proper Condition? \_\_\_\_\_

Danger Areas Protected? \_\_\_\_\_

Customer Emergency Procedures Understood? \_\_\_\_\_

Employees Able To Obtain Proper Haz-Com Info? \_\_\_\_\_

Workplace Clean And Hazard Free? \_\_\_\_\_

Are Employees Performing Assigned Duties? \_\_\_\_\_

Are Fire Extinguisher(s) On Jobsite? \_\_\_\_\_

Any Noticeable Ways To Enhance Safety or Any Violations of Customer/OSHA/RoofConnect member  
Safety Regulations Observed? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatures:

\_\_\_\_\_  
Safety Inspector

\_\_\_\_\_  
Job Foreman/Sup.

\_\_\_\_\_  
Job Foreman/Sup.

## **HIRING PRACTICES & POLICIES**

## **Hiring Practices and Policies:**

- 1) All new employees that will be driving company vehicles will sign a written release sent to the Department of Public Safety for the purpose of obtaining his/her driving record and evaluating their eligibility to operate company vehicles.
- 2) All new employees will be required to sign the Worker' Compensation Commission, also known as the Prospective Employment Authorization and Certification form. This information is to be requested only after a conditional offer of employment has been made, and in no way is designed to be discriminatory, regardless of disability.
- 3) All new employees will be appropriately informed and trained as to the hazards inherent to industry. This will include review of our Hazard Communications Program, MSDS lists, hazardous chemicals and container labeling. Upon completion of training, the employee and the instructor will both sign an Employee Participation Sheet to certify and acknowledge such training.
- 4) All new employees will be issued a hard hat, safety glasses and leather gloves. This safety equipment is to be used on all projects without exception. The employee will be responsible for replacing damaged safety equipment due to neglect or abuse.
- 5) All new employees will be required to wear yellow hard hats for the first 90 days of employment. This will help identify new hires on our projects and alert experienced personnel to monitor work habits of our new employees very closely, until they become more acclimated with our policies and programs.
- 6) Determination of employment will be based solely on ability to perform required work for which applicant is applying. No discrimination will be tolerated for race, sex, sexual orientation or disability. Discrimination by any hiring authority for the above cases shall result in that employee being terminated immediately.
- 7) Many customers require our employees to be able to both read and write English. Hence the ability to read and write English may be a factor in hiring.

## **DRUG & ALCOHOL ABUSE PROGRAM**

## **Purpose:**

To help insure a safe, healthy, and productive work environment for the employees of RoofConnect member contractors and others, on work sites or company property. To protect company property and to insure efficient operations, RoofConnect member contractors have adopted a policy of maintaining a work place free of drugs and alcohol abuse. This policy restricts certain items and substances from being brought on, or being present on company premises or work sites. In addition this policy restricts employees from reporting to work or working with measurable levels of illegal and nonprescription drugs, alcohol and other controlled substances which affect the employee's ability to perform work safely.

Employees under the influence of drugs or alcohol on the jobs pose serious safety and health risks not only to the user, but also to all those who surround or come in contact with the user. Therefore, RoofConnect requires the full cooperation of every employee in implementing this policy.

Any current employee who feels that he or she has a drug or alcohol related problem is encouraged to seek professional help. Any employee voluntarily seeking such help will be referred to professional assistance by the company and such action by an employee shall be kept strictly confidential.

## **Rules:**

I) Possessing, manufacturing, distributing, dispensing, and/or use of illegal drugs, drug paraphernalia, unauthorized controlled substances, and other intoxicants on company property or work sites is prohibited and will result in disciplinary action up to and including suspension and/or termination.

II) Reporting to and being at work under the influence of illegal drugs, or unauthorized controlled substances is prohibited. Reporting to, or being at work under the influence of a quantity of alcohol or other legal intoxicants which can adversely affect the individual's performance or the safety of the individual or those surrounding the individual is also prohibited. Violation of this rule may result in disciplinary action up to and including suspension and/or termination.

III) Legally prescribed drugs may be permitted on or in company property or a work site provided the drugs are prescribed by an authorized medical practitioner for current use by the person in possession of the drugs. Reporting to and being at work with a quantity of prescribed or over-the-counter drugs, where such use prevents the employee from performing the duties of the job, or poses a safety risk to the employee and/or other persons or property is prohibited.

Any employee possessing or using a valid prescription or over-the-counter drug when on company property or work shall notify their immediate supervisor, who in turn will notify

the Project Superintendent, of any possible hazardous effects from taking the drugs. The employee may remain on the job or may be required to leave the work site (or another appropriate action may be determined most suitable), as determined by management, to maintain the safety of the environment for the employee and others. Failure to notify supervision as required by this policy may result in disciplinary action.

IV) Any individual who voluntarily reports that they are in violation of this policy will be encouraged by management to seek professional help to overcome their problem. A list of professional service institutes is available to any employee upon request and such request shall be kept confidential by the employee's supervisor, management and the personnel department.

V) Any individual who is found to be in violation of this policy via search or testing will be subject to penalties attached hereto.

VI) Conduct constituting grounds for drug testing may also subject the employee to discipline if violations of other company rules and procedures are involved.

VII) The possession or use of alcohol on or in company property or work sites is prohibited except for special circumstances or events which are authorized by company management.

### **Tests and Searches:**

Employees will, to the extent consistent with applicable law, be required to undergo a diagnostic test for the use of illegal and nonprescription drugs, alcohol or other substances under any of the following or other circumstances that may be determined by company management. This requirement has been placed by many customers and is in no way to be considered a reflection of management's opinion of whether or not an employee has been using drugs or alcohol.

- 1) Prior to employment, or assignment to work site;
- 2) If involved in a work place accident or incident resulting in personal injury to the individual or others working in the area, or damage to property, or work place circumstances which could have resulted in personal property, when there is suspicion to believe that the accident or incident has occurred due to drug or alcohol use.
- 3) When there is suspicion to believe that an employee is under the influence of illegal drugs, unauthorized controlled substances, alcohol or other intoxicants while on the site, or company property during working hours, or that the employee has reported to work under the influence of illegal drugs, unauthorized controlled substances, alcohol or other intoxicants which would affect the safety of the individual and or others.
- 4) As part of any periodic medical examination provided or required by the company.



- 5) Upon re-employment following the employee's stay at a rehabilitation center for drug or alcohol abuse.
- 6) As required by Contractor/Owner contract agreement, or applicable government regulations.
- 7) On the yearly anniversary of hiring date.
- 8) When randomly chosen at monthly safety meeting.

RoofConnect member contractors reserve the right to search any person entering on the work site, or company property and to search property, equipment and storage areas for illegal drugs, drug paraphernalia, unauthorized controlled substances, alcohol or other intoxicants. This shall include, but is not limited to clothing, personal effects, vehicles, buildings, plant facilities, offices, parking lots, desks, cabinets, lockers, closets, lunch and tool boxes and equipment.

Any employee of a RoofConnect member contractor refuses to submit to a diagnostic test, as permitted by law and/or collective bargaining agreement, or search, will be subject to disciplinary action up to and including suspension or termination. Any other persons refusing to submit to a search will be denied access to, or be asked to immediately leave any work site or company property, and their Supervisor shall be notified of such action.

### **Cost of Testing:**

If an employee requested by an authorized representative of the company to submit to a drug test, the cost of that test and the confirmatory test of the same specimen will be paid for by the company.

### **Application of Policy:**

This policy shall apply to all individuals entering a work site or contractor property including, but not limited to part-time personnel, and employees of other companies or contractors/subcontractors working on a project site on which a RoofConnect member company is the contractor or agent of the owner.

### **Notification of Authorities:**

RoofConnect member contractors will report information concerning possession, distribution, or use of any illegal drugs, unauthorized controlled substances, alcohol or other intoxicants to law enforcement officials, and will turn over to the custody of law enforcement officials any such substances found during a search of an individual or property. RoofConnect member contractors will cooperate fully in the prosecution and/or conviction of any violators of the law.

### **Employees Convicted of Drug Offenses:**

Any employee so convicted must satisfactorily complete a drug rehabilitation program and agree to periodic testing any time thereafter. Failure to report such a conviction and/or participate in a drug rehabilitation program will result in disciplinary action up to and including suspension or termination.

### **Training Policy Implementation:**

Supervisors and managers will receive training on implementation of the company policy for drugs and alcohol.

### **Cooperation with the Company:**

All employees, as a condition of continued employment, have an obligation to cooperate with any company investigation of drug or alcohol abuse in the work place. Failure to cooperate in any such investigation will result in disciplinary action up to and including suspension and/or termination.

This Policy is nondiscriminatory and applies equally to all employees and officers of RoofConnect member contractors and their subsidiaries.



*Aon Risk Services  
Construction Services Group*

February 4, 2013

Re: Advanced Roofing, Inc.

To Whomever This May Concern:

Advanced Roofing, Inc. is a highly regarded and valued client of Aon and The Guarantee Company of North America USA and is capable of providing Performance and Payment Bonds in the amount of \$20 million for any single contract and \$100 million in the aggregate of outstanding contracts, with \$17 million of the aggregate program currently in use. The Guarantee Company of North America USA is rated by AM Best as A (Excellent), Class VIII and is licensed to do business in the State of Florida and have records of successful continuous operations in excess of five years.

Naturally, we would expect that the execution of any final bonds would be subject to our normal underwriting review of the final contract terms and conditions by our client and ourselves. If we can provide any further assurances or assistance, please do not hesitate to call upon us.

This letter does not constitute an assumption of liability, and we assume no liability to you or to any third parties by the issuance of this letter.

Sincerely,  
The Guarantee Company North America USA

A handwritten signature in cursive script that reads "Caroline K. Lamarre".

Caroline K. Lamarre  
Attorney-in-Fact

*Aon Risk Services, Inc. of Florida*  
1001 Brickell Bay Drive • Miami, FL 33131  
tel: (305)961-6075 • fax: (305) 372-8087  
FL License No. P143952



February 22, 2013

RE: B&M Roofing of Colorado, Inc.

To Whom It May Concern:

Our agency has been associated with the principals of B&M Roofing of Colorado, Inc. for several years. We have found the management and staff of B&M Roofing of Colorado, Inc. to be individuals of high integrity with a vast knowledge of the construction industry. B&M Roofing of Colorado, Inc. has the well-deserved reputation of producing a quality product in a timely and cost-effective manner.

Surety bonds for B&M Roofing of Colorado, Inc. are written by Western Surety Company. This company has an A.M. Best rating of A XI. While no specific limitations have been placed on their surety program, B&M Roofing of Colorado, Inc. has been approved to undertake single projects in the \$2,000,000 plus range, subject to an aggregate bonding program in the \$6,000,000 range.

Approval of all bonds would be based upon the size, type and location of the project, as well as favorable review of plans, specifications, financing, contract, bond forms and the contractor's current uncompleted work program. It is understood, of course, that any arrangement for performance and payment bonds is a matter between B&M Roofing of Colorado, Inc., Western Surety Company, and Moody Insurance Agency, Inc., their surety agent. We assume no liability to third parties, or to you, if for any reason we do not execute said bonds.

We are proud to recommend B&M Roofing of Colorado, Inc. to you.

Should you have any questions or need additional information, please contact us.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Karen A. Feggestad', is written over a large, faint, diagonal watermark that says 'COPY'.

Karen A. Feggestad  
Surety Account Manager

Cc: B&M Roofing of Colorado, Inc.  
Western Surety Company



# UNIVERSAL SURETY COMPANY

601 South 12th Street, Suite 100 P.O. Box 80468 Lincoln, Nebraska 68501

July 24, 2013

Roof Connect  
National Roofing Services  
PO Box 908  
Sheridan, AR 72150

RE: ARR Roofing LLC dba Boone Brothers Roofing

To Whom It May Concern:

ARR Roofing LLC dba Boone Brothers Roofing has been a valued and respected client of Universal Surety Company since 2002. We offer our highest recommendation for this firm.

ARR Roofing LLC dba Boone Brothers Roofing has a bond program in place with Universal Surety Company with single project support in the mid seven-figure range and aggregate support in the low eight-figure range. Available surety support is in the low eight-figure range. Please understand that any arrangement for a final bond or bonds is a matter between the contractor and Universal Surety Company.

Very truly yours,

Jessica M. Marsh

(402) 435-4302 1-800-755-2666 FAX (402) 435-3274 E Mail: BONDS@UNIVERSALINLAND.COM



*J. Smith Lanier & Co.*  
*Forming People And Business Since 1868*

Thursday, August 08, 2013

Re: C. M. Henley Company, LLC

To Whom It May Concern:

J. Smith Lanier & Co. and the Ohio Casualty Insurance Company are proud to handle the bonding needs of C.M. Henley Company, LLC. We constantly monitor the manner in which C.M. Henley Company, LLC meets their construction and financial obligations to owners, subcontractors, suppliers and the credit community. I am pleased to report that C. M. Henley Company, LLC is a strong and stable company and handles these obligations in an exemplary manner.

As a result we have in place for C. M. Henley Company, LLC, a bonding line, with adequate capacity to easily accommodate their bonding needs. At C.M. Henley's request, we anticipate being able to provide bonds needed, subject to our acceptance of the contract terms and conditions, bond forms, construction financing and satisfactory underwriting review. We assume no liability to third parties or to you if for any reason we do not execute said bond or bonds.

Please contact me personally should you have questions.

Best regards,

A handwritten signature in dark ink, appearing to read 'Catherine L. McMillan', is written over a large, light blue diagonal watermark that says 'Confidential'.

Catherine L. McMillan  
Sr. Account Manager

113 Northshore Drive, S.W. • Knoxville, Tennessee 37919  
865.588.7200 • Fax 865.588.7224 • [www.smithlanier.com](http://www.smithlanier.com)





www.thehortongroup.com

Insurance • Risk Management • Employee Benefits

July 31, 2013

RoofConnect

Re: Clark Roofing Company

To Whom It May Concern:

Clark Roofing Company has been a valuable client of The Horton Group and Developers Surety and Indemnity Company for many years.

We have routinely supported them on single contracts up to \$500,000 and an aggregate program up to \$1,500,000. Projects of larger size and scope will be favorably considered on a case by case basis. Therefore, I anticipate no difficulty providing Performance and Labor & Material Payment Bonds on their behalf, if required in connection with any contracts awarded to them.

As usual, approval of any bond is subject to a review of the final contract terms and bond forms by Developers Surety and Indemnity Company, as well as normal underwriting procedures and criteria, at the time of a specific request.

Clark Roofing Company enjoys an excellent reputation for quality work and customer satisfaction. I recommend this fine company for your favorable consideration.

If I can provide any further assurances, please don't hesitate to contact me.

Very truly yours,

A handwritten signature in dark ink, appearing to read "John J. Naso, Jr.".

John J. Naso, Jr., AFSB  
Vice President, Horton Surety Services  
Direct Dial Number: (708) 845-3363



March 30, 2011

Re: Clark's Quality Roofing, Inc.  
Contractor Reference

To Whom It May Concern:

Please be advised that we have represented Clark's Quality Roofing, Inc. for many years. We have found them to be highly reputable and honest in their dealings with us. Their reputation is beyond reproach and they have an excellent relationship with the bonding company.

The bonding company is Liberty Mutual Insurance Company, which has an A XV Best Rating and an \$858,746,000 Federal Treasury Listing. Liberty Mutual has never paid claim on any bond that we have issued for Clark's Quality Roofing.

We highly recommend Clark's Quality Roofing, Inc. to you for any project you may consider. They place a high priority on quality, while bringing the jobs in on schedule and within budget. If I can answer any questions or be of further assistance, do not hesitate to call.

Sincerely,

A handwritten signature in black ink that reads "Stephanie Garahana".

Stephanie Garahana, Attorney-in-Fact  
Liberty Mutual Insurance Company



2617335

THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.

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

**LIBERTY MUTUAL INSURANCE COMPANY  
BOSTON, MASSACHUSETTS  
POWER OF ATTORNEY**

KNOW ALL PERSONS BY THESE PRESENTS: That Liberty Mutual Insurance Company (the "Company"), a Massachusetts stock insurance company, pursuant to and by authority of the By-law and Authorization hereinafter set forth, does hereby name, constitute and appoint

**JEFFERY G. SHIELDS, W. SCOTT SHIELDS, GUYANNE L. HANSEN, KEVIN W. ANDREWS, STEPHANIE GARAHANA, VICKI SORENSEN, JACE PEARSON, MARK A. LATINI, ROSSANNA P. LATINI, BRETT D. MAYER, TRACY A. MERVIN, ALL OF THE CITY OF SALT LAKE CITY, STATE OF UTAH.....**

, each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations in the penal sum not exceeding **EIGHTY MILLION AND 00/100\*\*\*\*\*** DOLLARS (\$ **80,000,000.00\*\*\*\*\***) each, and the execution of such undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents, shall be as binding upon the Company as if they had been duly signed by the president and attested by the secretary of the Company in their own proper persons.

That this power is made and executed pursuant to and by authority of the following By-law and Authorization:

**ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.**

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

By the following instrument the chairman or the president has authorized the officer or other official named therein to appoint attorneys-in-fact:

Pursuant to Article XIII, Section 5 of the By-Laws, Garnet W. Elliott, Assistant Secretary of Liberty Mutual Insurance Company, is hereby authorized to appoint such attorneys-in-fact as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

That the By-law and the Authorization set forth above are true copies thereof and are now in full force and effect.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Company and the corporate seal of Liberty Mutual Insurance Company has been affixed thereto in Plymouth Meeting, Pennsylvania this 4th day of August, 2009.

COMMONWEALTH OF PENNSYLVANIA ss  
COUNTY OF MONTGOMERY

LIBERTY MUTUAL INSURANCE COMPANY

By Garnet W. Elliott  
Garnet W. Elliott, Assistant Secretary

On this 4th day of August, 2009, before me, a Notary Public, personally came Garnet W. Elliott, to me known, and acknowledged that he is an Assistant Secretary of Liberty Mutual Insurance Company; that he knows the seal of said corporation; and that he executed the above Power of Attorney and affixed the corporate seal of Liberty Mutual Insurance Company thereto with the authority and at the direction of said corporation.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.

COMMONWEALTH OF PENNSYLVANIA  
Notarial Seal  
Teresa Pastella, Notary Public  
Plymouth Twp., Montgomery County  
My Commission Expires March 28, 2013  
Member, Pennsylvania Association of Notaries

By Teresa Pastella  
Teresa Pastella, Notary Public

**CERTIFICATE**

I, the undersigned, Assistant Secretary of Liberty Mutual Insurance Company, do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy, is in full force and effect on the date of this certificate; and I do further certify that the officer or official who executed the said power of attorney is an Assistant Secretary specially authorized by the chairman or the president to appoint attorneys-in-fact as provided in Article XIII, Section 5 of the By-laws of Liberty Mutual Insurance Company.

This certificate and the above power of attorney may be signed by facsimile or mechanically reproduced signatures under and by authority of the following vote of the board of directors of Liberty Mutual Insurance Company at a meeting duly called and held on the 12th day of March, 1980.

VOTED that the facsimile or mechanically reproduced signature of any assistant secretary of the company, wherever appearing upon a certified copy of any power of attorney issued by the company in connection with surety bonds, shall be valid and binding upon the company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seal of the said company, this 30th day of March, 2011.



By David M. Carey  
David M. Carey, Assistant Secretary

Not valid for mortgage, note, loan, or of credit, bank deposit, currency rate, interest rate or restoration value guarantees.

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



201 E. Main, Suite 800  
P.O. Box 981021  
El Paso, TX 79998-1021  
Phone 915/496-8500  
Fax 915/496-8550

**HUB International Insurance Services**

August 14, 2013

Re: Commercial Roofing, LLC  
Bond Capacity Letter

To Whom It May Concern:

We are pleased to write this letter on behalf of our valued client, Commercial Roofing, LLC. As their surety agent, we have established the ability to provide bonds over \$4,000,000 single with backlogs over \$10,000,000 range. These are only general parameters we would be pleased to respond to any reasonable request you may have.

We have been bonding Commercial Roofing, LLC for over 15 years and they have an excellent reputation for completing projects on time, providing a quality construction project to a wide variety of owners. We highly recommend Commercial Roofing, LLC for future projects.

Should you have any questions, please feel free to call.

Sincerely,

A handwritten signature in black ink, appearing to read "John M. Rindt".

John M. Rindt  
Senior Vice President  
Surety Bonds

JMR:sf

## BONDING CAPACITY CERTIFICATION LETTER

### CONTRACTOR

Firm Name	D&D Roofing and Sheet Metal, Inc.
Address	1000 Glendale Avenue
City, State, Zip Code	Sparks, Nevada 89431
Phone	775-685-5555

This letter serves as a certified statement of bonding capacity for the referenced Contractor. The present limits on bonding for the referenced Contractor are as follows:

\$ 1,000,000.00 Single  
 \$ 5,000,000.00 Aggregate

Issuance and approval of any bond shall be predicated on the most current financial and job information available to the underwriter on the date that the bond is issued. The Surety Company hereby certifies that they are duly authorized by certificate of authority issued by the State of Nevada Division of Insurance and that they are rated as follows:

A.M. Best Rating: A  
 Financial Size Category 12 (\$1 billion +)

Notes: This is the only acceptable format for the Surety's Bonding Capacity Certification Letter.  
 This statement must be notarized (on an original document with an embossed stamp).  
 Power of Attorney form must be attached.



# BerkleyRisk

ADMINISTRATORS COMPANY, LLC

April 8, 2013

Mr. Michael Fastner  
Dalco Roofing & Sheet Metal, Inc.  
15525 - 32<sup>nd</sup> Ave. N.  
Plymouth, MN 55447

RE: Bonding Limit and Rates

Dear Mr. Fastner,

This letter is verification of Dalco Roofing & Sheet Metal, Inc.'s current bonding limit and rate structure through RLI.

Current bonding limit:

\$1,250,000 Each Contract  
\$6,500,000 Aggregate Work in Progress

(these limits can be increased with prior approval by the underwriter)


Current Class A preferred rates are as follows:

\$6.05 per thousand for first \$500,000  
\$3.89 per thousand for next \$2,000,000

If you have any questions, please do not hesitate to contact me.

Sincerely,

  
Jodi Katzenberger  
Assistant Vice President  
(612)766-3303

 A BERKLEY COMPANY®

222 South Ninth Street • Minneapolis, Minnesota 55402-3332 • (612)766-3000 • Fax (612)766-3099 • Web: [berkleyrisk.com](http://berkleyrisk.com)  
Equal Opportunity Employer



Flintco

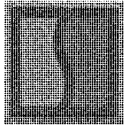
Re: E. Cornell Malone Corporation

To Whom It May Concern:

We have been asked by Roman Malone to provide you with some additional information in addition to the information we provided you on June 6, 2012. *SouthGroup Insurance Services* currently provides surety credit to E. Cornell Malone Corporation through Zurich America Insurance Company and/or its subsidiary, Fidelity and Deposit Company of Maryland (F&D), P.O. Box 1227, Baltimore, MD 21203. Zurich/F&D is rated "A" (Excellent) with a financial size category of "XV" (\$2 billion or more) by AM Best and has a Treasury Limit exceeding \$450 million. In the past, we have given consideration to bonding projects for E. Cornell Malone in excess of \$5,000,000 with a current aggregate of \$15,000,000. The largest single bond is in the \$3,000,000-\$5,000,000 category. In our experience, we have found the company to be a well managed and financed operation.

Our last report shows a balance to complete of bonding projects being \$10,378,384. Zurich (F&D) has never been called upon to pay a bond claim for E. Cornell Malone Corporation. We have provided surety for the E. Cornell Malone Corporation for the past 28 years.

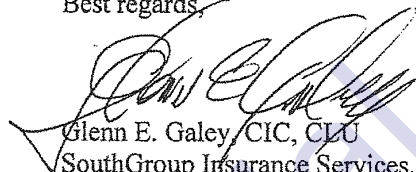
Consideration and issuance of bonds is a matter solely between E. Cornell Malone Corporation and their surety, and we assume no liability to third parties, or to you by the issuance of this letter. As always, consideration of any bond credit is subject to our acceptable review of the contract terms and conditions, bond forms, appropriate contract funding and any other underwriting considerations at the time of the request.

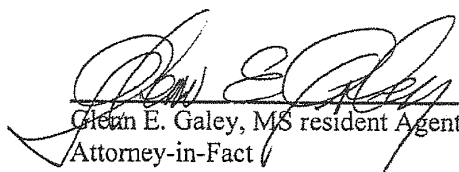


**SOUTHGROUP**  
INSURANCE SERVICES

We trust this information meets with your satisfaction. If there are further questions, please feel free to contact me.

Best regards,

  
Glenn E. Galey, CIC, CLU  
SouthGroup Insurance Services, Inc.

  
Glenn E. Galey, MS resident Agent and  
Attorney-in-Fact  
Fidelity & Deposit Company of Maryland

P.O. Drawer 791 ~ 814 West Pine Street ~ Hattiesburg, MS 39403-0791  
tel (601) 544-2122 ~ fax (601) 584-6703 ~ [www.southgroup.net](http://www.southgroup.net)





Mr. David Stefko  
Eberhard Benton Roofing  
3691 Hancock Street  
San Diego, CA 92110

May 14, 2013

Re: Bonding Letter for Prequalification

Dear Mr. Stefko:

You asked for a bonding letter and I would like to start by saying we have had the privilege of handling Eberhard Benton's surety program since 1991 and we consider you one of our most capable and professional contractors. Comments we have received from owners, architects, and subcontractors alike have always been very favorable.

The surety company that is used for your bonding is Fidelity and Deposit Company of Maryland with a Best's Rating of A XV and a Treasury Limitation of \$16,970,000. We currently have available bonding in excess of \$10.0 million on a single project basis with an aggregate work program in the \$50.0 million range.

If Eberhard Benton is awarded a contract and request that we provide the necessary Performance and Payment Bonds, we will be prepared to execute the bonds subject to the Surety's acceptable review of the contract terms and conditions, bond forms, and any other underwriting considerations at the time of the request.

Our consideration and issuance of bonds is a matter solely between Eberhard Benton and us, as the Surety, and we assume no liability to third parties by the issuance of this letter.

Very truly yours,

Fidelity and Deposit Company of Maryland

*Richard Adair*  
Richard Adair, Attorney-in-Fact

RISK MANAGEMENT AND INSURANCE SERVICES

Tel (626) 275-3000 • Fax (626) 275-0130 • www.mcsins.com • License No. 0C13480

500 NORTH BRAND BLVD. SUITE 3000 CARLETON, CA 94701-3000



**Mr. David Stefko**  
3995 W. Dewey Dr.  
Las Vegas, NV 89118

August 9, 2013

**Re: Bonding Letter**

Dear Mr. Stefko:

You asked for a bonding letter and I would like to start by saying we have had the privilege of handling Eberhard Southwest's surety program since 1994 and we consider you one of our most capable and professional contractors. Comments we have received from owners, architects, and subcontractors alike have always been very favorable.

The surety company that is used for your bonding is Fidelity and Deposit Company of Maryland with a Best's Rating of A XV and a Treasury Limitation of \$16,542,000.00. We currently have available bonding in excess of \$10.0 million on a single project basis with an aggregate work program in the \$50.0 million range.

If Eberhard Southwest is awarded a contract and request that we provide the necessary Performance and Payment Bonds, we will be prepared to execute the bonds subject to the Surety's acceptable review of the contract terms and conditions, bond forms, and any other underwriting considerations at the time of the request.

Our consideration and issuance of bonds is a matter solely between Eberhard Southwest and us, as the Surety, and we assume no liability to third parties by the issuance of this letter.

Very truly yours,

**Fidelity and Deposit Company of Maryland**

*Richard Adair*  
**Richard Adair, Attorney-in-Fact**

**RISK MANAGEMENT AND INSURANCE SERVICES**

Tel (626) 275-3000 • Fax (626) 275-0130 • [www.mcsins.com](http://www.mcsins.com) • License No. 0C13480

550 NORTH BRAND BLVD., SUITE 1100 • GLENDALE, CALIFORNIA 91203



# CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

STATE OF CALIFORNIA

County of Los Angeles

On August 9, 2013  
Date

before me, Corinne L. Hernandez, Notary Public

Here Insert Name and Title of the Officer

personally appeared Richard Adair

Name(s) of Signer(s)



Place Notary Seal Above

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Witness my hand and official seal.

Signature

Signature of Notary Public

## OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

### Description of Attached Document

Title or Type of Document: \_\_\_\_\_

Document Date: \_\_\_\_\_

Number of Pages: \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_

### Capacity(ies) Claimed by Signer(s)

Signer's Name: \_\_\_\_\_

- ☐ Individual  
☐ Corporate Officer — Title(s): \_\_\_\_\_  
☐ Partner — ☐ Limited ☐ General  
☒ Attorney in Fact  
☐ Trustee  
☐ Guardian or Conservator  
☐ Other: \_\_\_\_\_

RIGHT THUMBPRINT  
OF SIGNER  
Top of thumb here

Signer Is Representing:  
Fidelity and Deposit  
Company of Maryland

Signer's Name: \_\_\_\_\_

- ☐ Individual  
☐ Corporate Officer — Title(s): \_\_\_\_\_  
☐ Partner — ☐ Limited ☐ General  
☐ Attorney in Fact  
☐ Trustee  
☐ Guardian or Conservator  
☐ Other: \_\_\_\_\_

RIGHT THUMBPRINT  
OF SIGNER  
Top of thumb here

Signer Is Representing:  
 \_\_\_\_\_  
 \_\_\_\_\_

**ZURICH AMERICAN INSURANCE COMPANY  
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY  
FIDELITY AND DEPOSIT COMPANY OF MARYLAND  
POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Maryland, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Maryland (herein collectively called the "Companies"), by **THOMAS O. MCCLELLAN, Vice President**, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint **William SYRKIN, Rebecca HAAS-BATES, Sergio D. BECHARA and Richard ADAIR, all of Irvine, California, EACH** its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: **any and all bonds and undertakings**, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York, the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 15th day of January, A.D. 2013.

ATTEST:

**ZURICH AMERICAN INSURANCE COMPANY  
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY  
FIDELITY AND DEPOSIT COMPANY OF MARYLAND**



By: *Eric D. Barnes*  
Assistant Secretary  
Eric D. Barnes

*Thomas O. McClellan*  
Vice President  
Thomas O. McClellan

State of Maryland  
City of Baltimore

On this 15th day of January, A.D. 2013, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **THOMAS O. MCCLELLAN, Vice President, and ERIC D. BARNES, Assistant Secretary**, of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, depose and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

*Constance A. Dunn*

Constance A. Dunn, Notary Public  
My Commission Expires: July 14, 2015





April 25, 2013

RE: CONTRACTOR: GOODING, SIMPSON & MACKES, INC.

Risk Management

Insurance

Employee Benefits

Third-Party Administration

Wealth Management

Human Resources

To Whom It May Concern:

We are privileged to handle the bonding requirements for Gooding, Simpson & Mackes, Inc. We currently provide bonding through the facility of Fidelity and Deposit Company of Maryland with a \$5,000,000 single job size and a \$10,000,000 aggregate work program. Higher levels of bonding would be considered should Gooding, Simpson & Mackes, Inc. present a request.

Please note that our willingness to provide performance and payment bonds is subject to review of funding/financing information, review of contract documents and other standard underwriting information at the time of such request.

**Thoughtful Solutions.  
The Right Choice.**

**Corporate Headquarters**  
39 North Duke Street  
P.O. Box 1728  
Lancaster, PA 17608-1728  
717.397.9600  
1.800.533.5271

**Urban Place**  
454 New Holland Avenue  
Suite 300  
P.O. Box 1728  
Lancaster, PA 17608-1728  
717.581.6500

**Capital Region**  
Rossmoyne Business Center  
4999 Louise Drive, Suite 201  
Mechanicsburg, PA 17055  
717.620.2400

**Quarryville**  
6 South Church Street  
P.O. Box 310  
Quarryville, PA 17566-0310  
717.786.2161

**Berks**  
1350 Broadcasting Road  
Suite 202  
Wyomissing, PA 19610  
610.371.9505

**Construction Bonds, Inc.**  
1110 Herndon Parkway  
Suite 307  
Herndon, VA 20170  
703.934.1000

[murrayins.com](http://murrayins.com)

Gooding, Simpson & Mackes, Inc. maintains an excellent reputation among owners, architects and engineers. To date, we have never had a valid bond claim or a problem with a Gooding, Simpson & Mackes, Inc. project.

Gooding, Simpson & Mackes, Inc. has been a bond client of Murray Securus for many years and we highly recommend this fine contracting organization to you.

Should you have any questions, please contact Lydia Mantle, Bond Account Executive, at 717/397-9600.

Sincerely,

A handwritten signature in black ink, appearing to read 'Debra L. Rineer'.

Debra L. Rineer  
Bond Customer Service Representative

DLR/ 1033834



# RISK SERVICES OF ARKANSAS

INSURANCE ■ BONDS ■ RISK MANAGEMENT

August 19, 2013

RE: Harness Roofing, Inc.  
Harrison, AR

To whom it may concern:

We have been asked and are pleased to offer our recommendation and assurance of Harness Roofing, Inc. We began our bonding relationship with Roger Harness in 2005; however there has been an established bond relationship with Employers Mutual Casualty Company, A M Best Rated A- Excellent, and Financial Size Category XI for over 20 years. The company has successfully completed jobs in excess of \$3,000,000 with that support and has the capacity to enter into agreements twice that size with an aggregate work program supportive as well.

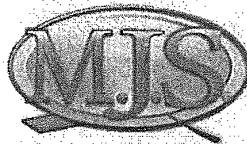
As you know this company's history and reputation far exceed simple numbers and we are privileged to work with them. Pursuant to the terms and conditions of both the bid bond and other bid documents we stand ready to issue final payment and performance bonds upon notice should Harness Roofing be successful in their bid. If you have any other questions regarding this account that is not covered please do not hesitate to contact us.

Sincerely:



C. Dwayne Shelton  
Vice President

1501 Mart Drive  
P.O. Box 251956  
Little Rock, AR 72225-1956  
(501) 666-6653 Fax (501) 666-7168  
[www.riskservicesar.com](http://www.riskservicesar.com)  
An Affiliate of INSURICA



**M.J. SCHUETZ INSURANCE  
SERVICES, INC.**

July 17, 2013

Russell T. Love, President

Re: Henry C. Smither Roofing Company, Inc.  
6850 East 32nd Street  
Indianapolis, IN 46226-6161

Gentlemen:

This letter is to advise you that we are the surety agent for Henry C. Smither Roofing Company, Inc. They have a bond program set up to handle projects up to \$4,000,000 and a total work program of \$10,000,000. Notwithstanding the amounts shown, our client has been bonded for single projects up to \$10,000,000 as recently as 2011.

Management and employees are experienced and well qualified for the work they undertake. We have discussed with them the type of work that they will be doing for you and we stand ready to back them however it may be required. Their bonding company, Western Surety Company (CNA Surety Group), is an A rated company with Best Key's Rating.

If Henry C. Smither Roofing Company, Inc. is awarded a contract for the referenced project and requests that we provide the necessary Performance and/or Payment Bonds, we will be prepared to execute the bonds subject to our acceptable review of the contract terms and conditions, bond forms, appropriate funding and any other underwriting considerations at the time of the request.

The consideration and issuance of bonds is a matter solely between Henry C. Smither Roofing Company, Inc. and their surety company and we assume no liability to third parties or to you by the issuance of this letter. We trust that this information meets with your satisfaction. If there are further questions, please feel free to call.

Best Regards,

A handwritten signature in dark ink, appearing to read "David A. Linthicum", is written over a light blue circular watermark.

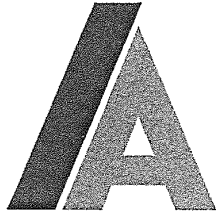
David A. Linthicum  
Vice President



55 Monument Circle, Suite 500, Indianapolis, Indiana 46204 P. 317.639.5679 F. 317.639.6910

[www.MJSchuetzInsuranceServices.com](http://www.MJSchuetzInsuranceServices.com)

1-888-639-5679



July 16, 2013

**Insurance Associates**

Daniel R. West  
Vice President

21 Church Street, Suite 100  
Rockville, Maryland 20850

p 301.838.9400  
f 301.838.9095

insassoc.com

Ms. Darla Sweeney  
The James Myers Co., Inc.  
12306 Conway Road  
Beltsville, Maryland 20705

Dear Ms. Sweeney:

The James Myers Co., Inc. has maintained a surety relationship with Insurance Associates Inc. for over 25 years and at this time the bonds are written through Berkley Regional Insurance Company. The James Myers Co. has a bonding capacity on individual projects of over \$10,000,000, and a total program capacity of over \$25,000,000.

We believe that The James Myers Co. is one of the finest, best managed construction companies in the metropolitan area. The firm is well financed and capably staffed. The James Myers Co. has handled each of its projects in a professional manner and has completed all of them satisfactorily.

We hope this demonstrates our utmost confidence in The James Myers Co., Inc. We are prepared to provide the necessary performance and payment bonds for any project, provided the contract terms, specifications and bond forms are mutually acceptable.

Sincerely,

Berkley Regional Insurance Company

Daniel R. West  
Attorney-in-Fact

bp

Knowledge / Representation / Reputation

POWER OF ATTORNEY  
BERKLEY REGIONAL INSURANCE COMPANY  
WILMINGTON, DELAWARE

NOTICE: The warning found elsewhere in this Power of Attorney affects the validity thereof. Please review carefully.

KNOW ALL MEN BY THESE PRESENTS, that BERKLEY REGIONAL INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Delaware, having its principal office in Urbandale, Iowa, has made, constituted and appointed, and does by these presents make, constitute and appoint: *Stephen A. Spencer, Daniel R. West, Brenda L. Pattishall, William Cowan, Paul M. Troeschel, Susan B. Willett, Beatrice Saint-Felix or Thomas R. Davis of Insurance Associates, Inc. of Rockville, MD* its true and lawful Attorney-in-Fact, to sign its name as surety only as delineated below and to execute, seal, acknowledge and deliver any and all bonds and undertakings, with the exception of Financial Guaranty Insurance, providing that no single obligation shall exceed Fifty Million and 00/100 U.S. Dollars (U.S.\$50,000,000.00), to the same extent as if such bonds had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office in their own proper persons.

This Power of Attorney shall be construed and enforced in accordance with, and governed by, the laws of the State of Delaware, without giving effect to the principles of conflicts of laws thereof. This Power of Attorney is granted pursuant to the following resolutions which were duly and validly adopted at a meeting of the Board of Directors of the Company held on August 21, 2000:

"RESOLVED, that the proper officers of the Company are hereby authorized to execute powers of attorney authorizing and qualifying the attorney-in-fact named therein to execute bonds, undertakings, recognizances, or other suretyship obligations on behalf of the Company, and to affix the corporate seal of the Company to powers of attorney executed pursuant hereto; and further

RESOLVED, that such power of attorney limits the acts of those named therein to the bonds, undertakings, recognizances, or other suretyship obligations specifically named therein, and they have no authority to bind the Company except in the manner and to the extent therein stated; and further

RESOLVED, that such power of attorney revokes all previous powers issued on behalf of the attorney-in-fact named; and further

RESOLVED, that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any power of attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligation of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed. The Company may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Company, notwithstanding the fact that they may have ceased to be such at the time when such instruments shall be issued."

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 23 day of January, 2013.

Attest:

Berkley Regional Insurance Company

(Seal)

By Ira S. Lederman  
Ira S. Lederman  
Senior Vice President & Secretary

By Jeffrey M. Hafter  
Jeffrey M. Hafter  
Senior Vice President

**WARNING: THIS POWER INVALID IF NOT PRINTED ON BLUE "BERKLEY" SECURITY PAPER.**

STATE OF CONNECTICUT )

) ss:

COUNTY OF FAIRFIELD )

Sworn to before me, a Notary Public in the State of Connecticut, this 13 day of January, 2013, by Jeffrey M. Hafter and Ira S. Lederman who are sworn to me to be the Senior Vice President, and the Senior Vice President and Secretary, respectively, of Berkley Regional Insurance Company.

EILEEN KILLEEN

Eileen Killeen  
Notary Public, State of Connecticut

NOTARY PUBLIC, STATE OF CONNECTICUT  
MY COMMISSION EXPIRES JULY 2014

CERTIFICATE

I, the undersigned, Assistant Secretary of BERKLEY REGIONAL INSURANCE COMPANY, DO HEREBY CERTIFY that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and that the authority of the Attorney-in-Fact set forth therein, who executed the bond or undertaking to which this Power of Attorney is attached, is in full force and effect as of this date.

Given under my hand and seal of the Company, this 16 day of July, 2013

(Seal)

Andrew M. Tuma  
Andrew M. Tuma

## **Instructions for Inquiries and Notices Under the Bond Attached to This Power**

Berkley Surety Group, LLC is the affiliated underwriting manager for the surety business of: Acadia Insurance Company, Berkley Insurance Company, Berkley Regional Insurance Company, Carolina Casualty Insurance Company, Union Standard Insurance Company, Continental Western Insurance Company, and Union Insurance Company.

To verify the authenticity of the bond, please call (866) 768-3534 or email [BSGInquiry@berkleysurety.com](mailto:BSGInquiry@berkleysurety.com)

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Any written notices, inquiries, claims or demands to the surety on the bond to which this Rider is attached should be directed to:

Berkley Surety Group, LLC  
412 Mount Kemble Avenue  
Suite 310N  
Morristown, NJ 07960  
Attention: Surety Claims Department

Or

email [BSGClaim@berkleysurety.com](mailto:BSGClaim@berkleysurety.com)

Please include with all notices the bond number and the name of the principal on the bond. Where a claim is being asserted, please set forth generally the basis of the claim. In the case of a payment or performance bond, please identify the project to which the bond pertains.





July 29, 2013

Roof Connect  
PO Box 908  
Sheridan, AR 72150

RE: Jim Giese Commercial Roofing, Inc.  
Dubuque, IA

Dear Sirs,

We are pleased to write to you concerning our customer, Jim Giese Commercial Roofing, Inc. We have had the privilege of providing for their surety needs since 1981. Their current bonding limits are \$1,200,000 single job with a \$2,000,000 aggregate work program. We would anticipate no problem providing the customary performance and payment bonds for their normal scope of work, should Jim Giese Commercial Roofing, Inc. enter into a written contract.

The surety for this principal, Merchants Bonding Company (Mutual) is an AM Best rated "A VII" company and is an admitted surety in all Fifty states. Merchants Bonding Company (Mutual) also appears on the U.S. Treasury list of approved companies.

Although Jim Giese Commercial Roofing, Inc. has our highest recommendation, execution of any final bonds would be subject to a review of the contract terms and conditions, including any requested bond forms, and also their current financial standing at the time of the request.

This letter is written for no consideration and is not a legally binding document or commitment to provide future bonds.

Please contact us with any concerns or if we can be of further service.

Sincerely,

A handwritten signature in dark ink, appearing to read 'K. Harris', is written over a faint, large, diagonal watermark that says 'Confidential'.

Keith Harris  
Contract Underwriter

KAH/sg

Merchants Bonding Company (Mutual), Merchants National Bonding, Inc. and affiliated companies.  
2100 Fleur Drive, Des Moines, IA 50321 1-800-678-8171 [www.merchantsbonding.com](http://www.merchantsbonding.com)

July 23, 2013

To Whom It May Concern:

This is to advise that Kirberg Company is a client of Westchester Fire Insurance Company. As such, we are willing to consider executing bonds subject to: Negotiations of a mutually acceptable contract; confirmation on the adequacy of financing or the project; and full underwriting particulars necessary to finalize this commitment and/or arrange for the necessary reinsurance.

We have supported Kirberg Company on single projects of \$1,500,000 (One Million Five Hundred Thousand Dollars) and a program of \$2,500,000 (Two Million Five Hundred Thousand Dollars) in the past, and it is our expectation that, subject to the above considerations, we will be in a position to support the bonds required.

Should you need any additional information, please be sure to contact me.

WESTCHESTER FIRE INSURANCE COMPANY

By:



Eric B. Goldstein, Attorney-in-fact

---

KRAUTER & COMPANY LLC 231 S. BEMISTON AVE., STE 800, ST. LOUIS, MO 63105  
NEW YORK GREENWICH BOSTON ATLANTA ST. LOUIS SAN FRANCISCO DALLAS SAN JOSE MOUNTAIN VIEW



# Power of Attorney

## WESTCHESTER FIRE INSURANCE COMPANY

Know all men by these presents: That WESTCHESTER FIRE INSURANCE COMPANY, a corporation of the Commonwealth of Pennsylvania pursuant to the following Resolution, adopted by the Board of Directors of the said Company on December 11, 2006, to wit:

"RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into the ordinary course of business (each a "Written Commitment"):

- (1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.
- (2) Each duly appointed attorney-in-fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such person's written appointment as such attorney-in-fact.
- (3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in-fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (4) Each of the Chairman, the President and Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to delegate in writing any other officer of the Company the authority to execute, for and on behalf of the Company, under the Company's seal or otherwise, such Written Commitments of the Company as are specified in such written delegation, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (5) The signature of any officer or other person, executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed by facsimile on such Written Commitment or written appointment or delegation.

FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested.

Does hereby nominate, constitute and appoint Eric B. Goldstein, Mark A. Smith, all of the City of ST. LOUIS, Missouri, each individually if there be more than one named, its true and lawful attorney-in-fact, to make, execute, seal and deliver on its behalf, and as its act and deed any and all bonds, undertakings, recognizances, contracts and other writings in the nature thereof in penalties not exceeding Five million dollars & zero cents (\$5,000,000.00) and the execution of such writings in pursuance of these presents shall be as binding upon said Company, as fully and amply as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office.

IN WITNESS WHEREOF, the said Stephen M. Haney, Vice-President, has hereunto subscribed his name and affixed the Corporate seal of the said WESTCHESTER FIRE INSURANCE COMPANY this 17 day of December, 2012.

WESTCHESTER FIRE INSURANCE COMPANY



*Stephen M. Haney*  
Stephen M. Haney, Vice President

COMMONWEALTH OF PENNSYLVANIA  
COUNTY OF PHILADELPHIA ss.

On this 17 day of December, AD. 2012 before me, a Notary Public of the Commonwealth of Pennsylvania in and for the County of Philadelphia came Stephen M. Haney, Vice-President of the WESTCHESTER FIRE INSURANCE COMPANY to me personally known to be the individual and officer who executed the preceding instrument, and he acknowledged that he executed the same, and that the seal affixed to the preceding instrument is the corporate seal of said Company, that the said corporate seal and his signature were duly affixed by the authority and direction of the said corporation, and that Resolution, adopted by the Board of Directors of said Company, referred to in the preceding instrument, is now in force.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at the City of Philadelphia the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA  
NOTARIAL SEAL  
KAREN E. BRANDT, Notary Public  
City of Philadelphia, Phila. County  
My Commission Expires September 28, 2014

*Karen E. Brandt*  
Notary Public

I, the undersigned Assistant Secretary of the WESTCHESTER FIRE INSURANCE COMPANY, do hereby certify that the original POWER OF ATTORNEY, of which the foregoing is a substantially true and correct copy, is in full force and effect.

In witness whereof, I have hereunto subscribed my name as Assistant Secretary, and affixed the corporate seal of the Corporation, this 23 day of July, 2013



*William L. Kelly*  
William L. Kelly, Assistant Secretary

THIS POWER OF ATTORNEY MAY NOT BE USED TO EXECUTE ANY BOND WITH AN INCEPTION DATE AFTER December 17, 2014.





January 29, 2013

Re: Langer Roofing & Sheet Metal Inc. - Bonding Capacity

To Whom It May Concern,

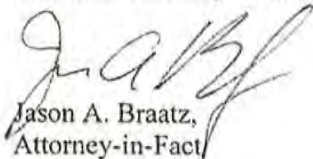
The Ohio Casualty Insurance Company has provided surety credit to Langer Roofing & Sheet Metal Inc. for single projects of \$9 million and an aggregate uncompleted backlog of \$15 million. The Ohio Casualty Insurance Company is rated "A" (Excellent) with a financial size category of XV (\$2 billion +) by AM Best and has a US Treasury Limit exceeding \$300 million.

If Langer Roofing & Sheet Metal Inc. is awarded a contract and requests that we provide the necessary Performance and/or Payment Bonds, we will be prepared to execute the bonds for the bid amount subject to our acceptable review of the contract terms and conditions, bond forms, appropriate contract funding and any other underwriting considerations at the time of the request.

Our consideration and issuance of bonds is a matter solely between Langer Roofing & Sheet Metal Inc. and ourselves, and we assume no liability to third parties or to you by the issuance of this letter.

We trust that this information meets with your satisfaction. If there are further questions, please feel free to contact me.

Sincerely,  
The Ohio Casualty Insurance Company

  
Jason A. Braatz,  
Attorney-in-Fact



May 22, 2012

Re: MARTON ROOFING INDUSTRIES, LTD.

To Whom It May Concern:

It is with pleasure that we express our confidence in our contractor client MARTON ROOFING INDUSTRIES, LTD. We have written bonds for MARTON ROOFING INDUSTRIES, LTD. and have approved numerous requests for bid and performance bonds. While we do not have a formal bond limit for MARTON ROOFING INDUSTRIES, LTD., we would consider any reasonable requests for surety credit. In the past, we have considered bonds in the \$5,000,000 single range with an aggregate limit in the \$10,000,000 range. At present we have no outstanding open bonds.

Any arrangement for bonds is a matter between MARTON ROOFING INDUSTRIES, LTD. and the surety and we assume no liability to you or third parties if for any reason we do not execute bonds or if circumstances change after the date of this letter.

Should you have any questions, please feel free to contact me at (713) 812-0800.

Sincerely,

A handwritten signature in cursive script that reads 'Christy Moore'.

Christy Moore, AFSB  
Vice President

Austin, TX    Dallas, TX    Houston, TX    San Diego, CA    Denver, CO



July 29, 2013

RoofConnect  
National Roofing Services  
PO Box 908  
Sheridan, AR 72150

RE: Midland Engineering Co., Inc.  
52369 US 33 North  
South Bend, IN 46624  
Pre-qualification Statement

To Whom It May Concern:

The Cincinnati Insurance Company has provided surety bonds for the Midland Engineering Co. Inc. since 2004. Cincinnati is currently included in the department of the Treasury's Listing of Approved Sureties. They are approved on per project bonds up to \$10,000,000 and an overall work program of \$30,000,000. Based on current work in progress, their available bond capacity would be \$25,000,000.

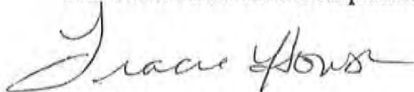
We continue to be confident in this principal's ability to perform and we recommend them for your favorable consideration.

Cincinnati Insurance Companies has an A.M. Best rating classification of A+ with a financial size category of XV.

This letter is not to be construed as an agreement to provide surety bonds for any particular project, but is offered as an indication of our past experience and confidence in this firm. Any specific request for bonds will be underwritten on its own merits.

If you should need anything further, please feel free to contact their surety agency Cassady Neeser & Brasseur at 574-233-9443 and ask for Jack Sukup or Tracie House.

Yours very truly,  
Cincinnati Insurance Companies



Tracie House  
Attorney-in-Fact



May 3, 2013

Re: National Roofing & Sheet Metal Co, INC  
4130 Flint Asphalt Drive  
Burton, MI 48529

To Whom It May Concern:

This will confirm that we consider National Roofing & Sheet Metal Co, Inc. a very capable and qualified contractor for any project that they would seek. We handle all of the insurance and surety bonds for the company, and currently have an established surety bond program in place with an "A" Best rated carrier, to bond project up to an aggregate amount of \$6,000,000. They have an unparalleled reputation for integrity and performance.

Of course, each project is underwritten by the surety company on its own merits, and subject to the underwriter's approval of the contract documents and terms. We assume no liability to anyone by the contents of this letter.

Sincerely,

By: Gus E. Zervos  
Gus E. Zervos, Zervos Group, Inc.

24724 Farmbrook Road · P.O. Box 2067 · Southfield, Michigan 48037-2067  
(248) 355-4411 · Fax (248) 355-2175





**GRAHAM-NAYLOR AGENCY, INC.**  
*BONDING & INSURANCE SERVICES*

May 9, 2013

Yeshim Jones  
Turner Construction Company  
3560 Lenox Road, Suite 1100  
Atlanta, GA 30326

RE: Tip Top Roofers, Inc.

Dear Yeshim:

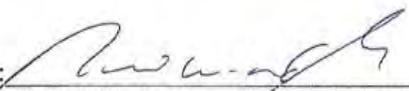
It has been the privilege of Graham-Naylor Agency, Inc. and Fidelity and Deposit Company of Maryland to provide surety bonds on behalf of Tip Top Roofers, Inc. for over twenty years, during which time Tip Top Roofers, Inc. has performed and we have issued performance and payment bonds for contracts valued in the range of \$5,000,000. In our opinion, Tip Top Roofers, Inc. remains properly financed, well equipped, and capably managed.

At the present time, Fidelity and Deposit Company of Maryland provides a \$10,000,000 single project / \$20,000,000 aggregate surety program to Tip Top Roofers, Inc. As always Fidelity and Deposit Company of Maryland reserves the right to perform normal underwriting at the time of any bond request, including, without limitation, prior review and approval of relevant contract documents, bond forms, and project financing. We assume no liability to Turner Construction Company or its affiliates if for any reason we do not execute such bonds.

Tip Top Roofers, Inc. has a bond rate of .9%.

Fidelity and Deposit Company of Maryland is listed on the U.S. Treasury Department's Listing of Approved Sureties (Department Circular 570), and is rated A+ XV by A.M. Best Company.

Very truly yours,  
Fidelity and Deposit Company of Maryland

By:   
Richard W. Naylor, Attorney-in-Fact

1355 TERRELL MILL ROAD • BUILDING 1464 • MARIETTA, GEORGIA 30067-5487  
(770) 952-1096 • FAX (770) 988-8347 • mail@grahamnaylor.com  
www.grahamnaylor.com





August 8, 2013

RE: **Upstate Roofing & Painting, Inc.**  
**1300 Brighton-Henrietta Townline Rd.**  
**Rochester, NY 14623**

To Whom It May Concern:

Upstate Roofing & Painting, Inc. is a valued client of The Hanover Insurance Group. As Surety for Upstate Roofing & Painting, Inc. we have extended surety support in the amounts of \$1,500,000 single job/\$3,000,000 aggregate work program. Consideration has been given to a larger single or aggregate program which was predicated on the circumstances at the time.

The Hanover Insurance Group is currently rated as A by A.M. Best. The current Hanover Treasury limit is \$75,381,000.

Please note that Surety Capacity is a matter between the Surety and our Principal. The support as outlined above is not in the form of a firm commitment, but is dynamic in nature and may be increased or decreased depending on the underwriting conditions that exist at the time of a request.

Sincerely yours,

John A. Sroka  
Attorney in Fact  
jsroka@haylor.com

251 Salina Meadows Pkwy, Suite 260, N. Syracuse, NY 13212  
Phone 1-800-888-4925 Facsimile 315-453-4854

**THE HANOVER INSURANCE COMPANY  
MASSACHUSETTS BAY INSURANCE COMPANY  
CITIZENS INSURANCE COMPANY OF AMERICA**

**POWERS OF ATTORNEY  
CERTIFIED COPY**

KNOW ALL MEN BY THESE PRESENTS: That THE HANOVER INSURANCE COMPANY and MASSACHUSETTS BAY INSURANCE COMPANY, both being corporations organized and existing under the laws of the State of New Hampshire, and CITIZENS INSURANCE COMPANY OF AMERICA, a corporation organized and existing under the laws of the State of Michigan, do hereby constitute and appoint

**Robert J. Rayo, Lori L. Van Auken, Linda J. Provo, Patricia G. Corwin, John A. Sroka,  
Corinne E. Yousey, Jason D. Walker and/or William G. Butler**

of Syracuse, NY and each is a true and lawful Attorney(s)-in-fact to sign, execute, seal, acknowledge and deliver for, and on its behalf, and as its act and deed any place within the United States, or, if the following line be filled in, only within the area therein designated any and all bonds, recognizances, undertakings, contracts of indemnity or other writings obligatory in the nature thereof, as follows:

**Any such obligations in the United States, not to exceed Thirty Million and No/100 (\$30,000,000) in any single instance**

and said companies hereby ratify and confirm all and whatsoever said Attorney(s)-in-fact may lawfully do in the premises by virtue of these presents. These appointments are made under and by authority of the following Resolution passed by the Board of Directors of said Companies which resolutions are still in effect:

"RESOLVED, That the President or any Vice President, in conjunction with any Vice President, be and they are hereby authorized and empowered to appoint Attorneys-in-fact of the Company, in its name and as its acts, to execute and acknowledge for and on its behalf as Surety any and all bonds, recognizances, contracts of indemnity, waivers of citation and all other writings obligatory in the nature thereof, with power to attach thereto the seal of the Company. Any such writings so executed by such Attorneys-in-fact shall be as binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company in their own proper persons." (Adopted October 7, 1981 - The Hanover Insurance Company; Adopted April 14, 1982 - Massachusetts Bay Insurance Company; Adopted September 7, 2001 - Citizens Insurance Company of America)

IN WITNESS WHEREOF, THE HANOVER INSURANCE COMPANY, MASSACHUSETTS BAY INSURANCE COMPANY and CITIZENS INSURANCE COMPANY OF AMERICA have caused these presents to be sealed with their respective corporate seals, duly attested by two Vice Presidents, this 13th day of December 2011.



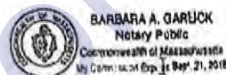
**THE HANOVER INSURANCE COMPANY  
MASSACHUSETTS BAY INSURANCE COMPANY  
CITIZENS INSURANCE COMPANY OF AMERICA**

*Robert Thomas*  
Robert Thomas, Vice President

*Joe Brunstrom*  
Joe Brunstrom, Vice President

THE COMMONWEALTH OF MASSACHUSETTS )  
COUNTY OF WORCESTER ) ss.

On this 13th day of December 2011 before me came the above named Vice Presidents of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, to me personally known to be the individuals and officers described herein, and acknowledged that the seals affixed to the preceding instrument are the corporate seals of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, respectively, and that the said corporate seals and their signatures as officers were duly affixed and subscribed to said instrument by the authority and direction of said Corporations.



*Barbara A. Garlick*  
Barbara A. Garlick, Notary Public  
My Commission Expires September 21, 2018

I, the undersigned Vice President of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, hereby certify that the above and foregoing is a full, true and correct copy of the Original Power of Attorney issued by said Companies, and do hereby further certify that the said Powers of Attorney are still in force and effect.

This Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America.

"RESOLVED, That any and all Powers of Attorney and Certified Copies of such Powers of Attorney and certification in respect thereto, granted and executed by the President or any Vice President in conjunction with any Vice President of the Company, shall be binding on the Company to the same extent as if all signatures therein were manually affixed, even though one or more of any such signatures thereon may be facsimile." (Adopted October 7, 1981 - The Hanover Insurance Company; Adopted April 14, 1982 - Massachusetts Bay Insurance Company; Adopted September 7, 2001 - Citizens Insurance Company of America)

GIVEN under my hand and the seals of said Companies, at Worcester, Massachusetts, this 8th day of August 2013.

**THE HANOVER INSURANCE COMPANY  
MASSACHUSETTS BAY INSURANCE COMPANY  
CITIZENS INSURANCE COMPANY OF AMERICA**

*Glen Margolian*  
Glen Margolian, Vice President