

State of Rhode Island and Providence Plantations
Department of Administration
Division of Purchases

RIVIP BIDDER CERTIFICATION COVER FORM

SECTION 1 - BIDDER INFORMATION

Bidder must be registered as a vendor on the RIVIP system at www.purchasing.ri.gov to submit a bid proposal.

Solicitation Number: 7549957A1
Solicitation Title: HEATING, VENTILATION AND AIR CONDITIONING SERVICES & REPAIR (MPA-136) -
ADDENDUM 1 (9 PGS)
**Bid Proposal Submission
Deadline Date & Time:** 11/2/2015 11:30 AM
RIVIP Vendor ID #: 76039
Bidder Name: Automatic Temperature Controls, Inc
Address: 95 Connecticut Street
95 CONNECTICUT STREET
Cranston , RI 02920
USA
Telephone: 4019465780
Fax:
Contact Name: AMANDA MAHON
Contact Title: HumanResources
Contact Email: amahon@autotempcontrols.com

SECTION 2 —DISCLOSURES

Bidders must respond to every statement. Bid proposals submitted without a complete response may be deemed nonresponsive.

Indicate "Y" (Yes) or "N" (No) for Disclosures 1-4, and if "Yes," provide details below. Complete Disclosure 5. If the Bidder is publicly held, the Bidder may provide owner information about only those stockholders, members, partners, or other owners that hold at least 10% of the record or beneficial equity interests of the Bidder.

- N 1. State whether the Bidder, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder or any parent, subsidiary, or affiliate has been subject to suspension or debarment by any federal, state, or municipal governmental authority, or the subject of criminal prosecution, or convicted of a criminal offense within the previous 5 years. If "Yes," provide details below.
- N 2. State whether the Bidder, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder or any parent, subsidiary, or affiliate has had any contracts with a federal, state, or municipal governmental authority terminated for any reason within the previous 5 years. If "Yes," provide details below.
- N 3. State whether the Bidder, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder or any parent, subsidiary, or affiliate has been fined more than \$5000 for violation(s) of any Rhode Island environmental law(s) by the Rhode Island Department of Environmental Management within the previous 5 years. If "Yes," provide details below.

- N 4. State whether any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder is serving or has served within the past two calendar years as either an appointed or elected official of any state governmental authority or quasi-public corporation, including without limitation, any entity created as a legislative body or public or state agency by the general assembly or constitution of this state.
5. List each officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder, and each intermediate parent company and the ultimate parent company of the Bidder. For each individual, provide his or her name, business address, principal occupation, position with the Bidder, and the percentage of ownership, if any, he or she holds in the Bidder, and each intermediate parent company and the ultimate parent company of the Bidder.

Disclosure details (continue on additional sheet if necessary):

____ DONALD LUSSIER - OWNER

____ LISA LUSSIER - OWNER

____ STEVEN LUSSIER - PRESIDENT

____ JOHN LUSSIER - VICE PRESIDENT

SECTION 3 — CERTIFICATIONS

Bidders must respond to every statement. Bid proposals submitted without a complete response may be deemed nonresponsive.

Indicate "Y" (Yes) or "N" (No), and if "No," provide details below.

THE BIDDER CERTIFIES THAT:

- Y 1. The Bidder will immediately disclose, in writing, to the State Purchasing Agent any potential conflict of interest which may occur during the term of any contract awarded pursuant to this solicitation.
- Y 2. The Bidder possesses all licenses and anyone who will perform any work will possess all licenses required by applicable federal, state, and local law necessary to perform the requirements of any contract awarded pursuant to this solicitation and will maintain all required licenses during the term of any contract awarded pursuant to this solicitation. In the event that any required license shall lapse or be restricted or suspended, the Bidder shall immediately notify the State Purchasing Agent in writing.
- Y 3. The Bidder will maintain all required insurance during the term of any contract pursuant to this solicitation. In the event that any required insurance shall lapse or be canceled, the Bidder will immediately notify the State Purchasing Agent in writing.
- Y 4. The Bidder understands that falsification of any information in this bid proposal or failure to notify the State Purchasing Agent of any changes in any disclosures or certifications in this Bidder Certification may be grounds for suspension, debarment, and/or prosecution for fraud.
- Y 5. The Bidder has not paid and will not pay any bonus, commission, fee, gratuity, or other remuneration to any employee or official of the State of Rhode Island or any subdivision of the State of Rhode Island or other governmental authority for the purpose of obtaining an award of a contract pursuant to this solicitation. The Bidder further certifies that no bonus, commission, fee, gratuity, or other remuneration has been or will be received from any third party or paid to any third party contingent on the award of a contract pursuant to this solicitation.
- Y 6. This bid proposal is not a collusive bid proposal. Neither the Bidder, nor any of its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents has in any way colluded, conspired, or agreed, directly or indirectly, with any other bidder or person to submit a collusive bid proposal in response to the solicitation or to refrain from submitting a bid proposal in response to the solicitation, or has in any manner, directly or indirectly, sought by agreement or collusion or other communication with any other bidder or person to fix the price or prices in the bid proposal or the bid proposal of any other bidder, or to fix any overhead, profit, or cost component of the bid price in the bid proposal or the bid proposal of any other bidder, or to secure through any collusion, conspiracy, or unlawful agreement any advantage against the State of Rhode Island or any person with an interest in the contract awarded pursuant to this solicitation. The bid price in the bid proposal is fair and proper and is not tainted by any collusion, conspiracy, or unlawful agreement on the part of the Bidder, its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents.
- Y 7. The Bidder: (i) is not identified on the General Treasurer's list created pursuant to R.I. Gen. Laws § 37-2.5-3 as a person or entity engaging in investment activities in Iran described in § 37-2.5-2(b); and (ii) is not engaging in any such investment activities in Iran.
- Y 8. The Bidder will comply with all of the laws that are incorporated into and/or applicable to any contract with the State of Rhode Island.

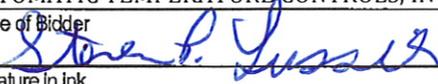
Certification details (continue on additional sheet if necessary):

SEE ATTACHED CERTIFICATIONS AND LICENSES

Submission by the Bidder of a bid proposal pursuant to this solicitation constitutes an offer to contract with the State of Rhode Island through the Division of Purchases on the terms and conditions contained in this solicitation and the bid proposal. The Bidder certifies that: (1) the Bidder has reviewed this solicitation and agrees to comply with its terms and conditions; (2) the bid proposal is based on this solicitation; and (3) the information submitted in the bid proposal (including this Bidder Certification Cover Form) is accurate and complete. The Bidder acknowledges that the terms and conditions of this solicitation and the bid proposal will be incorporated into any contract awarded to the Bidder pursuant to this solicitation and the bid proposal. The person signing below represents, under penalty of perjury, that he or she is fully informed regarding the preparation and contents of this bid proposal and has been duly authorized to execute and submit this bid proposal on behalf of the Bidder.

BIDDER

Date: NOVEMBER 2, 2015

AUTOMATIC TEMPERATURE CONTROLS, INC
Name of Bidder

Signature in ink
STEVEN P. LUSSIER
Printed name and title of person signing on behalf of Bidder



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
DIVISION OF PURCHASES
One Capitol Hill
Providence, RI 02908-5855

Tel: (401) 574-8100
Fax: (401) 574-8387
Website: www.purchasing.ri.gov

October 23, 2015

ADDENDUM NUMBER ONE

RFQ # 7549957

**TITLE: Heating, Ventilation and Air Conditioning Services & Repair
(MPA-136)**

Closing Date and Time: 11/2/15 at 11:30 AM

Per the issuance of this ADDENDUM # (1), (9) pages, including this cover sheet.



Specification Change /Addition / Clarifications

Questions and Answers received for this Solicitation:

1. **Q. The spread sheet is very confusing and seems to be aligned wrong?**

Response: Use the attached Bid Form in place of the form shown in Section 18: Financial Consideration and Section 19 Pricing. All other forms must be completed by the vendor. BE SURE to include the attached five (5) pages on your public copy CD.

2. **Q. In section 3.12 it states that contractors must receive prior approval on all projects. Does this include emergency calls? What is considered prior approval is a written purchase order necessary or verbal approval?**

Response: No work shall commence without a Purchase Order. Emergency services are evaluated on a case by case basis. The State reserves the right to notify the user agency notice to proceed without a Purchase Order where life and safety circumstances occur.



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3. **Q. How will the State go about reimbursing contractor for permit costs since they use a master permit log with different user agencies?**

Response: The contractor is responsible to include any permit cost within their proposed offer(s).

4. **Q. State is requesting that workmanship and parts furnished and installed be guaranteed for 12 months after completion. Usually industry standard with replacement parts is a 30 day warrantee. Please clarify.**

Response: All workman ship shall be guaranteed for a 12 months after completion. Replacement parts will be maintain the manufactures warrantee.

5. **Q. In the occupational safety section it states if contract is over \$100,000 then successful bidder must have all employees possessing an OSHA 10 construction training card. In section 16 the State is requesting that all employees are certified for OSHA 10 and 30 and this statement needs to be included in the bid. Please clarify.**

Response: Section 16 clearly states a statement is to be submitted.

6. **Q. If no individual project will exceed \$30,000 in cost why are references requested for jobs valued over \$50,000?**

Response: Please replace the \$50,000.00 amount with \$30,000.00. Provide references for projects over \$30,000.00 in Section 17.2.

7. **Q. The section requiring the labor rates is confusing as to what hours go with what rate. Can this section be clarified?**

Response: Please see the response to Question One above.

8. **Q. State is requesting pricing on Major equipment with Operator where applicable. Other than a crane I do not understand how this falls into the HVAC category. Please clarify.**

Response: Please only provide pricing for the Crane equipment, items 55-58 on the attached Bid Form.



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9. **Q. While reviewing RFQ 7549957, it was noticed that the pricing sheets including within the RFQ Documents do not carry the correct employee designations. Where can we find the pricing sheet that will reflect HVAC Technicians, Refrigeration Technicians, Pipefitters, HVAC Apprentices, etc.**

Response: We have clarified the line item descriptions on the attached Bid Form. Please use this form when submitting your pricing.

10. **Q. Labor Rate Fill-in Table in Section 18.1 is not readable/useable. Information is not sorted in proper columns. Please reformat and repost.**

Response: Please see the answers to questions 1 and 10.

11. **Q. This fill-in table referred to above only shows one year of pricing. Is this MPA procurement for multiple years in duration??**

Response: This procurement is only for one Year. December 1, 2015 – November 30, 2016.

12. **Q. Labor Pricing in Section 19 lists fill-in pricing tables for Major Equipment with Operators. Are these categories applicable to this HVAC solicitation??**

Response: There were too many categories for this bid. Only respond to the Crane pricing on the attached Bid Form.

13. **Q. Section 19 is asking for rates for "Major Equipment (with Operator s applicable)" including bucket trucks, digger/derrick truck, crane, backhoe, compressor, generator, and pump. The majority of the equipment listed does not pertain to HVAC service and maintenance. Should we submit pricing on these items or have they been included in this RFP by mistake?**

Response: See answer to question 12 above.

14. **Q. Section 3; Scope of Work – 3.2 requires the contractor to be able to diagnose and repair electrical problems. Does the contractor need to carry and provide an electrical license for this contract as well as a mechanical license?**



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Response: The only electrical work that would be required by this MPA is incidental. Connecting equipment in the operation or testing problems to find a resolution.

15. Q. Section 3 says that Appendix 1 lists all the current state buildings, there was no appendix included in the RFP. Please provide.

Response: That is an error. There are actually no appendixes in this Solicitation. There would be too many buildings to list. This MPA covers all State building throughout the State of RI.

16. Q. Section 4 Part A refers to Appendix 2 – The Cost Proposal Form. There is no appendix 2 included in this RFP, Please provide.

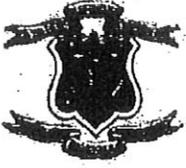
Response: There are no appendixes for this bid. Please use the attached Request for Quote form to submit your pricing.

17. Section 12.2 asks for the bidder to fill out Appendix 3 which was not included, please provide.

Response: There are no appendixes for this bid. Please complete Section 14 Contractor Response Form in its place.

18. Section 19 asks for pricing for major equipment and operators. None of this equipment is required for the HVAC service at the State facilities based on our experience. Was this table included by accident or are these prices actually required?

Response: Please complete the attached Request for Quote for in place for the Major Equipment.



Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
 ONE CAPITOL HILL
 PROVIDENCE RI 02908

CREATION DATE : 16-OCT-15
 BID NUMBER: 7549957
 TITLE: HVAC Services and Repair (MPA-136)
 BLANKET START : 01-DEC-15
 BLANKET END : 30-NOV-16
 BID CLOSING DATE AND TIME:02-NOV-2015 11:30:00

BUYER: Ohara 2nd, John F
 PHONE #: 401-574-8125

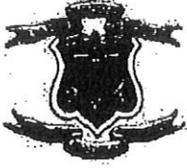
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Requisition Number:

Line	Description	Quantity	Unit	Unit Price	Total
1	MPA-136 12/1/15-11/30/16 Pipefitter Master 1 Straight Time Hourly Rate Onsite Highest Tier	859.00	Hour	99.50	
2	MPA-136 12/1/15-11/30/16 Pipefitter Master 1 Straight Time Hourly Rate Onsite Medium Tier	1,516.00	Hour	99.50	
3	MPA-136 12/1/15-11/30/16 Pipefitter Master 1 Straight Time Hourly Rate Onsite Lowest Tier	960.00	Hour	99.50	
4	MPA-136 12/1/15-11/30/16 Pipefitter Master 1 Overtime Hourly Rate Onsite Highest Tier	8.00	Hour	149.25	
5	MPA-136 12/1/15-11/30/16 Pipefitter Master 1 Overtime Hourly Rate Onsite Medium Tier	45.00	Hour	149.25	
6	MPA-136 12/1/15-11/30/16 Pipefitter Master 1 Overtime Hourly Rate Onsite Lowest Tier	3.00	Hour	149.25	
7	MPA-136 12/1/15-11/30/16 Pipefitter Journeyperson 1 Straight Time Hourly Rate Onsite Highest Tier	1.00	Hour	99.50	
8	MPA-136 12/1/15-11/30/16 Pipefitter Journeyperson 1 Straight Time Hourly Rate Onsite Medium Tier	1.00	Hour	99.50	
9	MPA-136 12/1/15-11/30/16 Pipefitter Journeyperson 1 Straight Time Hourly Rate Onsite Lowest Tier	1.00	Hour	99.50	
10	MPA-136 12/1/15-11/30/16 Pipefitter Journeyperson 1 Overtime Hourly Rate Onsite Highest Tier	1.00	Hour	149.25	
11	MPA-136 12/1/15-11/30/16 Pipefitter Journeyperson 1 Overtime Hourly Rate Onsite Medium Tier	1.00	Hour	149.25	
12	MPA-136 12/1/15-11/30/16 Pipefitter Journeyperson 1 Overtime Hourly Rate Onsite Lowest Tier	1.00	Hour	149.25	
13	MPA-136 12/1/15-11/30/16 Apprentice Pipefitter Straight Time Hourly Rate Onsite Highest Tier	1.00	Hour	99.50	
14	MPA-136 12/1/15-11/30/16 Apprentice Pipefitter Straight Time Hourly Rate Onsite Medium Tier	1.00	Hour	99.50	

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 PROVIDENCE RI 02908

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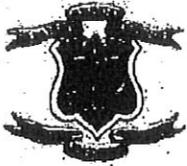
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Requisition Number:

Line	Description	Quantity	Unit	Unit Price	Total
15	MPA-136 12/1/15-11/30/16 Apprentice Pipefitter Straight Time Hourly Rate Onsite Lowest Tier	1.00	Hour	99.50	
16	MPA-136 12/1/15-11/30/16 Apprentice Pipefitter Overtime Hourly Rate Onsite Highest Tier	1.00	Hour	149.25	
17	MPA-136 12/1/15-11/30/16 Apprentice Pipefitter Overtime Hourly Rate Onsite Medium Tier	1.00	Hour	149.25	
18	MPA-136 12/1/15-11/30/16 Apprentice Pipefitter Overtime Hourly Rate Onsite Lowest Tier	1.00	Hour	149.25	
19	MPA-136 12/1/15-11/30/16 Refrigeration Master 1 Straight Time Hourly Rate Onsite Highest Tier	1.00	Hour	99.50	
20	MPA-136 12/1/15-11/30/16 Refrigeration Master 1 Straight Time Hourly Rate Onsite Medium Tier	1.00	Hour	99.50	
21	MPA-136 12/1/15-11/30/16 Refrigeration Master 1 Straight Time Hourly Rate Onsite Lowest Tier	1.00	Hour	99.50	
22	MPA-136 12/1/15-11/30/16 Refrigeration Master 1 Overtime Hourly Rate Onsite Highest Tier	1.00	Hour	149.25	
23	MPA-136 12/1/15-11/30/16 Refrigeration Master 1 Overtime Hourly Rate Onsite Medium Tier	1.00	Hour	149.25	
24	MPA-136 12/1/15-11/30/16 Refrigeration Master 1 Overtime Hourly Rate Onsite Lowest Tier	1.00	Hour	149.25	
25	MPA-136 12/1/15-11/30/16 Refrigeration Journey person 1 Straight Time Hourly Rate Onsite Highest Tier	1.00	Hour	99.50	
26	MPA-136 12/1/15-11/30/16 Refrigeration Journey person 1 Straight Time Hourly Rate Onsite Medium Tier	1.00	Hour	99.50	
27	MPA-136 12/1/15-11/30/16 Refrigeration Journey person 1 Straight Time Hourly Rate Onsite Lowest Tier	1.00	Hour	99.50	
28	MPA-136 12/1/15-11/30/16 Refrigeration Journey person 1 Overtime Hourly Rate Onsite Highest Tier	1.00	Hour	149.25	
29	MPA-136 12/1/15-11/30/16 Refrigeration Journey person 1	1.00	Hour	149.25	

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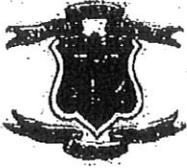
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Requisition Number:

Line	Description	Quantity	Unit	Unit Price	Total
	Overtime Hourly Rate Onsite Medium Tier				
30	MPA-136 12/1/15-11/30/16 Refrigeration Journey person 1 Overtime Hourly Rate Onsite Lowest Tier	1.00	Hour	149.25	
31	MPA-136 12/1/15-11/30/16 Apprentice Refrigeration Straight Time Hourly Rate Onsite Highest Tier	1.00	Hour	99.50	
32	MPA-136 12/1/15-11/30/16 Apprentice Refrigeration Straight Time Hourly Rate Onsite Medium Tier	1.00	Hour	99.50	
33	MPA-136 12/1/15-11/30/16 Apprentice Refrigeration Straight Time Hourly Rate Onsite Lowest Tier	1.00	Hour	99.50	
34	MPA-136 12/1/15-11/30/16 Apprentice Refrigeration Overtime Hourly Rate Onsite Highest Tier	1.00	Hour	149.25	
35	MPA-136 12/1/15-11/30/16 Apprentice Refrigeration Overtime Hourly Rate Onsite Medium Tier	1.00	Hour	149.25	
36	MPA-136 12/1/15-11/30/16 Apprentice Refrigeration Overtime Hourly Rate Onsite Lowest Tier	1.00	Hour	149.25	
37	MPA-136 12/1/15-11/30/16 Sheet Metal 1 Straight Time Hourly Rate Onsite Highest Tier	1.00	Hour	99.50	
38	MPA-136 12/1/15-11/30/16 Sheet Metal 1 Straight Time Hourly Rate Onsite Medium Tier	1.00	Hour	99.50	
39	MPA-136 12/1/15-11/30/16 Sheet Metal 1 Straight Time Hourly Rate Onsite Lowest Tier	1.00	Hour	99.50	
40	MPA-136 12/1/15-11/30/16 Sheet Metal 1 Overtime Hourly Rate Onsite Highest Tier	1.00	Hour	149.25	
41	MPA-136 12/1/15-11/30/16 Sheet Metal 1 Overtime Hourly Rate Onsite Medium Tier	1.00	Hour	149.25	
42	MPA-136 12/1/15-11/30/16 Sheet Metal 1 Overtime Hourly Rate Onsite Lowest Tier	1.00	Hour	149.25	
43	MPA-136 12/1/15-11/30/16 Sheet Metal Journey person 1	1.00	Hour	99.50	

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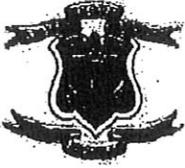
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Requisition Number:

Line	Description	Quantity	Unit	Unit Price	Total
	Straight Time Hourly Rate Onsite Highest Tier				
44	MPA-136 12/1/15-11/30/16 Sheet Metal Journey person 1 Straight Time Hourly Rate Onsite Medium Tier	1.00	Hour	99.50	
45	MPA-136 12/1/15-11/30/16 Sheet Metal Journey person 1 Straight Time Hourly Rate Onsite Lowest Tier	1.00	Hour	99.50	
46	MPA-136 12/1/15-11/30/16 Sheet Metal Journey person 1 Overtime Hourly Rate Onsite Highest Tier	1.00	Hour	149.25	
47	MPA-136 12/1/15-11/30/16 Sheet Metal Journey person 1 Overtime Hourly Rate Onsite Medium Tier	1.00	Hour	149.25	
48	MPA-136 12/1/15-11/30/16 Sheet Metal Journey person 1 Overtime Hourly Rate Onsite Lowest Tier	1.00	Hour	149.25	
49	MPA-136 12/1/15-11/30/16 Apprentice Sheet Metal Straight Time Hourly Rate Onsite Highest Tier	1.00	Hour	99.50	
50	MPA-136 12/1/15-11/30/16 Apprentice Sheet Metal Straight Time Hourly Rate Onsite Medium Tier	1.00	Hour	99.50	
51	MPA-136 12/1/15-11/30/16 Apprentice Sheet Metal Straight Time Hourly Rate Onsite Lowest Tier	1.00	Hour	99.50	
52	MPA-136 12/1/15-11/30/16 Apprentice Sheet Metal Overtime Hourly Rate Onsite Highest Tier	1.00	Hour	149.25	
53	MPA-136 12/1/15-11/30/16 Apprentice Sheet Metal Overtime Hourly Rate Onsite Medium Tier	1.00	Hour	149.25	
54	MPA-136 12/1/15-11/30/16 Apprentice Sheet Metal Overtime Hourly Rate Onsite Lowest Tier	1.00	Hour	149.25	
55	MPA-136 12/1/15-11/30/16 Major Equipment (with operator applicable) CRANE ** 50 TON MAXIMUM** Rates for Items 55 through 58 shall include the following.	1.00	Hour	174.00	

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer



Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
 ONE CAPITOL HILL
 PROVIDENCE RI 02908

CREATION DATE : 16-OCT-15
 BID NUMBER: 7549957
 TITLE: HVAC Services and Repair (MPA-136)
 BLANKET START : 01-DEC-15
 BLANKET END : 30-NOV-16
 BID CLOSING DATE AND TIME: 02-NOV-2015 11:30:00

BUYER: Ohara 2nd, John F
 PHONE #: 401-574-8125

**B
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 MASTER PRICE AGREEMENT
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 RELEASE AGAINST, RI MPA
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 SEE BELOW
 RELEASE AGAINST, RI MPA
 US

Requisition Number:

Line	Description	Quantity	Unit	Unit Price	Total
	All rates shall be inclusive without limitations, wages, benefits, vehicle, fuel, tools, mobilization and demobilization, supervision, insurance, all licenses, permits, overhead and profit and all other requirements necessary for the commencement, performance and completion of the Work.				
56	MPA-136 12/1/15-11/30/16 Major Equipment (with operator applicable) CRANE	1.00	Day	1,392.00	
57	MPA-136 12/1/15-11/30/16 Major Equipment (with operator applicable) CRANE	1.00	Week	6,960.00	
58	MPA-136 12/1/15-11/30/16 Major Equipment (with operator applicable) CRANE Materials are to be provided at COST plus the following (applicable) fee for overhead, pickup and delivery. No additional charges will be acceptable. \$0-500 NO FEE \$501-750 \$75.00 \$751-1000 \$96.00 \$1001-1500 \$125.00 \$1501-2500 \$180.00 \$2501-5000 \$300.00 \$5001-7500 \$438.00 Over \$7501. \$525.00. Acknowledgement of fee structure on materials.	1.00	Month	27,840.00	

Delivery: AS REQUIRED

Terms of Payment: 30 DAYS

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer

EXECUTIVE APPROACH

In the execution of this project we will need to manage skilled trade personnel, administrative and support personnel to complete the maintenance of all HVAC equipment associated with this contract and also maintain the highest customer satisfaction levels throughout the execution of the contract.

We believe the key tasks of this project include but are not limited to:

- Preventative Maintenance of HVAC systems including necessary water treatment and specialty equipment support
- Repair of malfunctioning equipment and response to emergency and routine service trouble calls
- Preventative Maintenance and Repair of DDC Control Systems and repair of malfunctioning equipment
- Administration, Safety and Quality Control Reporting of the contract requirements.
- Coordination of ATCs off-site resources, subcontractors, specialty OEM subcontractor and service organizations to meet contract requirements
- HVAC systems require preventative maintenance at various levels depending on the equipment being serviced and the service life of the equipment. Tasks that will need to be performed include cleaning of chillers, changing chiller compressor oil, cleaning of condenser coils, greasing of bearing, calibrating and inspection of DDC controls systems and supplying and changing air filters.
- The Preventative Maintenance Program will include the schedule for the recommended preventative maintenance broken down per building system. The Preventative Maintenance Program will also include the water treatment and testing program for each building system to ensure the system chemicals are adequate and that the glycol freeze protection is sufficient and tested prior to weather conditions that could cause freeze damage to equipment. This schedule will include start and end dates for the maintenance being accomplished and will include any anticipated shutdowns of building systems that may be necessary to complete the system preventative maintenance task. The schedule will also include post inspection of the maintenance tasks to ensure that no unscheduled outages occur due to missed or improper maintenance. This will also allow Automatic Temperature Controls, Inc., to procure all necessary preventative maintenance materials from vendors at the proper times to avoid stockpiling of material and potential damage to material.

Equipment

Below is a basic outline of equipment that each employee of Automatic Temperature Controls, Inc has on-hand for each Service Call:

- ✓ Company Issued Vehicle;
- ✓ Gauges;
- ✓ Core Drills;
- ✓ Welders
- ✓ Torches;
- ✓ Hand Tools;
- ✓ Battery Operated Tools;
- ✓ Ladders;
- ✓ Pipe Threading Equipment;
- ✓ Full Line of Controls Equipment;
- ✓ Full Line of Testing Equipment;
- ✓ KMC/AIC Interfaces;
- ✓ Computers, Tablets, Cell Phones

Each Employee of Automatic Temperature Controls, Inc has immediate access to the following:

- ✓ Full Line of Safety Equipment;
- ✓ Rigging Equipment;
- ✓ Lifts;
- ✓ Reclaiming Equipment;

Automatic Temperature Controls, Inc., houses a Full Size Sheet Metal Fabrication Shop On-Site in Cranston, Rhode Island.

FIRM INFORMATIONAL FORM

Automatic Temperature Controls, Inc
95 Connecticut Street
Cranston, Rhode Island 02920

Telephone: 401-946-5780

Fax: 401-946-5795

Date of Incorporation: October 22, 1993

No. of Employees: 49

Project Managers: Steven Lussier, John Lussier, Michael White, Robert Martel, and Thomas West, Jr.

Service Coordination: Michael Luciano, Robin Brown and Francine Corvese

Certified Payroll: Amanda Mahon

Safety Coordination: Amanda Mahon and Robin Brown

Electricians: Keith Johnson, Ed Lavallee, Eric Lavallee, Peter Marino, Kent Novak and Joshua Taylor

Pipefitters: Lawrence Banek, Jeffrey Berard, Michael Deady, Steven Guilmette, William Horne, Joshua Pernini, David Rothrock, and Aaron Simpson

Refrigeration Techs: Karl Dinges, Ian Dinges and Robert Martel

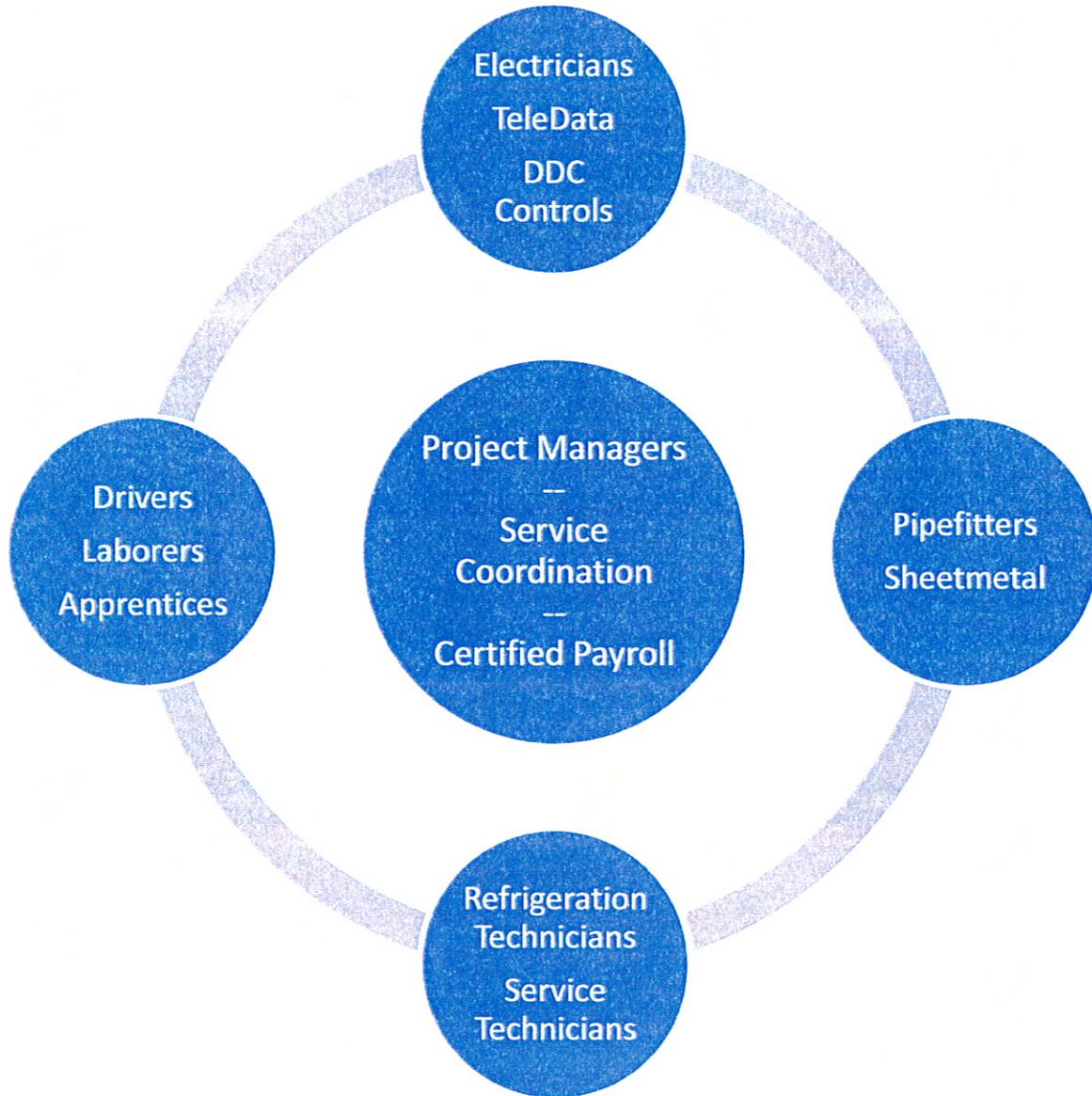
Sheetmetal: Kirk Barry, Thomas Cunetta, John Speel

Service Techs: Russell Ortelt, Richard Shurtleff, and Robert Carman

TeleData: Andrea Bates and Joshua Taylor

Drivers: Steven Eichenfeldt and Stephen Morgan

AUTOMATIC TEMPERATURE CONTROLS, INC
ORGANIZATIONAL CHART BY DESIGNATION



Steven P. Lussier

13 Andre Court

Ashaway, RI 02804

401-265-2074

Slussier@autotempcontrols.com

Professional Achievements

AUTOMATIC TEMPERATURE CONTROLS INC.:

- Became company President in 2005
- Became company Vice President in 1999

ENERGY MANAGEMENT PROJECTS:

1/06/2010 - present

Westerly Library- Westerly, RI

- Renovate and update piping, duct work, insulation and controls for better energy efficiency.

03/16/2009- 06/30/2009

URI Bay Campus – Narragansett, RI

- Designed and installed an energy management system for the aquarium at the Bay Campus for URI.

08/15/2007 – 12/31/2008

Franklin Public Schools- Franklin, MA

- Energy renovation in various schools.

HVAC DDC CONTROLS:

03/17/08 - 03/01/2009

Groton Navy Base- Groton, CT

- Installed new DDC controls in Buildings 40 and 88.

04/14/2008 - 12/12/2008

Rusty's Harbor House- West Yarmouth, MA

- Installed DDC controls

04/20/2009 - 06/01/09

NUWC- Newport, RI

- Building 106 Installed new HVAC mechanical equipment, energy recovery ventilator and new ductwork.

06/15/09 – 10/01/2009

White Elephant- Nantucket, RI

- VFD Installation

REFRIGERATION PROJECTS:

05/15/2009 - 08/08/2009

NUWC- Newport, RI

- Building 1258 & 1259 Chiller replacement- Removal of old chiller units and installation of new ones.

COLLEGE ACHIEVEMENTS:

- NROTC Scholarship
- Charlie Company Commander
- Repaired HVAC system on training ship during a training cruise

Licenses

- Universal technician ESCO Certificate 0384028240763
- 3rd Asst engineer steam & motor vessels any horsepower #790631
- Contract Master/Pipe 00007313
- Contract Master/Refrigeration 00007313
- Contract Master/Sheet metal 00007313

Work History

- Automatic Temperature Controls 1988-present

Education

HS Diploma: COVENTRY HIGH SCHOOL, COVENTRY, RI

BS DEGREE: MARINE ENGINEERING, MAINE MARITIME ACADEMY, CASTINE, ME

References

References are available on request.

Professional Profile

Project Manager- estimates projects as well as oversee all aspects of the projects including material take-offs, labor, sub contractors, and safe on-time completion that is under budget. Job position also includes working closely with the service coordinator and the operations manager daily.

- 13+ years job shop experience
- OSHA certified
- Blueprint reading and interpretation
- Knowledge of applicable local codes
- Estimate and manage the installation of HVAC and plumbing that meet code requirements
- Supervisory experience
- Estimate and set-up job costs with labor and material
- Project manager skills
- Update and approve change orders

Professional Accomplishments

Project Manager

- Exeter/ West Greenwich Schools- Mechanical upgrades 2009-2010
- Ponnagansett School- Complete Mechanical Systems- 2006-2009

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Service Tech Foreman

- Newport Navy Base- Job site foreman 2004-2008

Work History

Project Manager	ATC Inc., Cranston, RI	2008- present
Service Tech	ATC Inc., Cranston, RI	1996-2008

Education

AMP license	East Coast Aero Tech, Bedford, MA	June 1999
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References

References are available upon request.



RESUME

Robert Carman

226 Stephens Avenue

Warwick, RI 02886

1990-1996

Pipefitter at Electric Boat, Quonset Point, RI

1996-1998

Installer at Continental Engineering, Johnston, RI

1998-2007

Service Technician, CAM HVAC, Smithfield, RI

2007-Present

Service Technician, ATC, Inc, Cranston, RI

Journeyman Refrigeration, RI

Journeyman Pipefitter, RI and MA

OSHA 10

Confined Space

Certified WinControl XL Technician

Competent Person

Fall Protection

Richard A Shurtleff rshurtl@cox.net

401-300-7922
11 Cranberry St
N Providence, RI 02911
rshurtl@cox.net

Objective

I am looking for employment with a Mechanical Contractor so I can put my many years of experience back to work.

Education

Davies Vocational/Technical High School

High School Diploma & Technical Certificate
Graduated June, 1978
Top Graduating Student in HVAC '78

New England Institute of Technology

Associate in Science Degree, Applied Technical Studies
In the field of Refrigeration, Air Conditioning
Graduated 12/19/2009 GPA: 4.0
Bachelor of Science Degree, Business Management
15 Credits GPA: 4.0

Rhode Island College

Non-Matriculating
Course work in Education
17 Credits GPA: 3.842

University of Rhode Island

College of Continuing Education
Course work in Education
3 Credits GPA: 4.0

University of Phoenix

Continuing Education
Course work in Education
3 Credits
Completion Date: 3/19/2013

Johnson & Wales University

School of Business-CE
Bachelor of Science Business Studies
22.5 credits GPA: 3.80
12 more classes to complete my degree

Experience

Chariho Career & Technical Center

Instructor HVACR Secondary Program August, 2010 to Present

Instructor Chariho Adult Education HVACR Program September 2014-April 2015

- Hired to teach HVACR Curriculum to secondary students in a Career and Technical setting. Curriculum includes basic refrigeration and air conditioning, oil and gas heating systems, basic electrical through NCCER National Curriculum
- OSHA 10 Industry Safety, OSHA 10 Construction Safety
- EPA 608 certification, R410a Certification
- Setup and implement SkillsUSA in-house Competition
- Design lab projects for students to gain hands-on skills
- Implement NCCER Program and design layout of lab.
- Promote program in an open house fashion for students and parents to see
- Formed and implemented industry technical advisory board for the HVACR Program
- Responsible for annual budget formation and expenditure to benefit students

Royal Engineering Co, Inc.

Service Manager November, 1999 to August, 2010

Lead Service Technician May 1981 to May, 1997

- Hired to oversee the daily operations of the service department of a large local commercial and industrial contractor. Responsible for six service technicians.
- Set up and dispatch work, order parts, setup and oversee emergency service schedule,
- Lend technical expertise to technicians as needed
- Perform service work.
- Safety experience includes general safety-related work practices. Proper use of power tools and hand tools. Ensure proper use of personal protective equipment. Inspections of cord sets. Inspect and insure good housekeeping skills.

New England Institute of Technology

Adjunct Faculty Refrigeration, Air Conditioning Technology; January, 2009 to June, 2011

Adjunct Faculty Heating Technology: March, 1993 to March, 2000

- Rewriting Curriculum for all four semesters of the RAC Program to meet technology changes.
- Instruct students in theory and lab environments for all four Associate Levels of RAC Classes
- Employed to instruct Gas Technology Lab.
- Employment expanded to the oil heat program as well as heating systems portion of the program.
- Also instructed the heat loss and PJF State exam review.

Experience (cont.)

Climate Controlled Systems

Technician/Summer Help June through August, 2011 to present

Lead Service Technician May, 1997 to November, 1999

- Service accounts in the refrigeration, air conditioning and heating field. Accounts were of the commercial and industrial type.
- Performed preventive maintenance, service and control work. Install and program DDC control systems. Field trained on MRI chillers and perform emergency after hour service.

Davies Vocational High School

Instructor Refrigeration & Air Conditioning October, 1986 to April, 1993

- Write curriculum and implement program for handy men
- Credited by the RI Apprenticeship Council.
- Incorporated hands on training to complement theory class.

Licenses

- Rhode Island Department of Education Professional Secondary Grades CTE Teaching Certificate in Refrigeration and Air Conditioning Grades: 7-12
- RI Refrigeration Master Class I
- RI Pipefitter Master Class I
- RI Journeyman Electrical Class F
- EPA 608 Federal Refrigerant Handling Certificate: Universal
- Refrigerant Handling Certificate R-410A
- OSHA #500 Authorized Construction Trainer (10 & 30 hour Courses)
- OSHA #501 Authorized Industry Trainer (10 & 30 Hour Courses)
- OSHA #502 Update for Construction Industry Outreach Trainers May, 2015
- OSHA #503 Update for General Industry Outreach Trainers January, 2015

Major Accomplishments

I bring more than twenty years of teaching experience in secondary and post-secondary settings. Early on in my career I was offered the opportunity to teach and found it was something I thoroughly enjoyed and experienced tremendous rewards for my efforts. I also have thirty five years of field service experience in the HVACR Industry. I am a product of Career and Technical Education and have worked my way up from an apprentice, to a lead technician, to master technician and technical service manager.

CONFINED SPACE

OSHA 1910.146 -- 8 HOUR CLASS

Robert Carmen

HAS COMPLETED THE REQUIRED TRAINING PROVIDED

BY TRAIN_RITE SERVICES INC.

Training provided for Automatic Temperature Controls, Inc.
Qualified instructor: Peter E. Bouley, CPEA, #NE00249


Instructor Signature

June 11, 2010

CONFINED SPACE

OSHA 1910.146 -- 4 HOUR CLASS

William C. Horne

Has completed the required training

Train Rite Services, Qualified instructor: Peter E. Bouley, CPEA, ASSE



Instructor Signature
#NE00249

April 24, 2012

CONFINEED SPACE

OSHA 1910.146 -- 4 HOUR CLASS

Stephen M. Laccaille

Has completed the required training

Train_Rite Services, Qualified instructor: Peter E. Bouley, CPEA, ASSE



Instructor Signature

#NE00249

April 24, 2012



The undersigned hereby acknowledge that

Andrea Bates

Has successfully completed all required course work on the installation and deployment of WinControl XL+ software for KMDigital Systems, and is therefore recognized as a

Certified WinControl XL+ Technician

October 23, 2012

Date

Kurt Wilkes
Kurt Wilkes, Training Manager

Jon Hilbert
Jon Hilbert, President

KMC is authorized by IACET to offer 3.5 CEUs for this program.





The undersigned hereby acknowledge that

Bob Carman

Has successfully completed all required course work on the installation and deployment of WinControl XL+ software for KMDigital Systems, and is therefore recognized as a

Certified WinControl XL+ Technician

October 23, 2012

Date

Kurt Wilkes
Kurt Wilkes, Training Manager

Jon Hilberg
Jon Hilberg, President

KMVC is authorized by IACET to offer 3.5 CEUs for this program.





The undersigned hereby acknowledge that

Ian Dinges

Has successfully completed all required course work on the installation and deployment of WinControl XL+ software for KMDigital Systems, and is therefore recognized as a

Certified WinControl XL+ Technician

October 23, 2012

Date

Kurt Wilkes
Kurt Wilkes, Training Manager

KMCG is authorized by IACET to offer 3.5 CEUs for this program.



Jon Hilbert
Jon Hilbert, President



Certificate of Completion

This is to certify that

William Horne

has successfully completed

KMD Configuration & Programming

TRN-KMD-210

3 August 2007

Date

A handwritten signature in black ink, appearing to read 'Wayne Kehler'.

Wayne Kehler, Chairman of Board

A handwritten signature in black ink, appearing to read 'Kurt Wilkes'.

Kurt Wilkes, Training Manager



Certificate of Completion

This is to certify that

William Horne

has successfully completed

Creating Networks with KMC BACnet

TRN-BAC-210

July 20th 2007

Date

Kurt Wilkes

Kurt Wilkes, Training Manager

Wayne Kehler

Wayne Kehler, Chairman of Board



The undersigned hereby acknowledge that

Keith Johnson

Has successfully completed all required course work on the installation and deployment of WinControl XL+ software for KMDigital Systems, and is therefore recognized as a

Certified WinControl XL+ Technician

October 23, 2012

Date

Kurt Wilkes
Kurt Wilkes, Training Manager

Jon Hilberg
Jon Hilberg, President

KMC is authorized by IACET to offer 3.5 CEUs for this program.





The undersigned hereby acknowledge that

Stephen Lacaillade

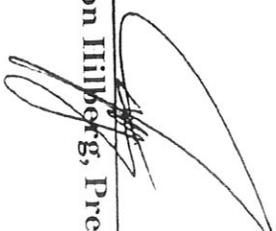
Has successfully completed all required course work on the installation and deployment of WinControl XL+ software for KMDigital Systems, and is therefore recognized as a

Certified WinControl XL+ Technician

October 23, 2012

Date


Kurt Wilkes, Training Manager


Jon Hilberg, President

KMC is authorized by IACET to offer 3.5 CEUs for this program.



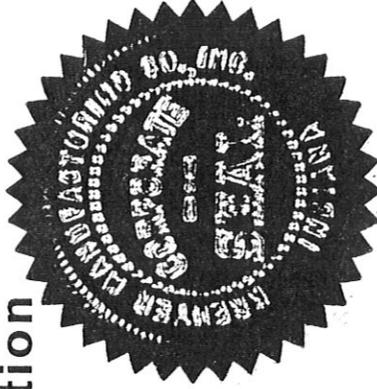


KREUTER MANUFACTURING COMPANY, INC.

Certificate of Completion

BOB MARTEL

has successfully completed the
KMDigital DDC CONTROLS
Engineering and Systems Operation
Training Program




Bruce Johnson

Kreuter Manufacturing Co., Inc.

December 8th, 1995

Date

Rhode Island Department of Labor and Training
Division of Workforce Regulation and Safety

SHEETMETAL JOURNEY 1 SMJ1



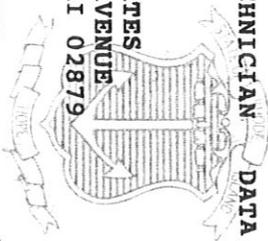
**KIRK W BARRY
16 REGENT STREET
COVENTRY RI 02816**

Ronald P. Ambrose
Administrator

02/28/2016
Expiration Date

State of Rhode Island and Providence Plantations
Rhode Island Department of Labor and Training

TELECOM TECHNICIAN DATA TST



LIC# 7193
ANDREA E BATES
40 HAZARD AVENUE
WAKEFIELD RI 02879

~~JOHN SHAW~~ 07/31/2016
Administrator Expiration Date

REC'D w/29/13

State of Rhode Island and Providence
Rhode Island Department of Labor and Training

SHEETMETAL JOURNEY ¹⁹⁰⁶ SMJ1 ₁₉₄₀



THOMAS J CUNETTA
85 WHITFORD STREET
WARWICK RI 02886

JOHN SHAW
Administrator

06/30/2012
Expiration Date

STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION

HEATING, PIPING & COOLING LIMITED CONTRACTOR

MICHAEL J DEADY
395 STAGHEAD DR
PASCOAG, RI 02859

LIC. / REG NO.	EFFECTIVE	EXPIRES
HTG.0386761-S3	09/26/2014	08/31/2015
SIGNED <i>Michael Deady</i>		



Commonwealth of Massachusetts
Department of Public Safety
Pipefitter PHCP Master - Welder
License: **PM-136199**

MICHAEL J DEADY
395 STAGHEAD DR
PASCOAG RI 02859



Thomas J. Kelly
Commissioner

Expiration:
10/16/2016

Rhode Island Department of Labor and Training
Division of Workforce Regulation and Safety

PIPEFITTER/MASTER 1 00006271

MICHAEL DEADY
395 STAGHEAD DRIVE
PASCOAG RI 02859



Ronald R. Ambrose
Administrator

~~10/31/2015~~
Expiration Date

Rhode Island Department of Labor and Training
Division of Workforce Regulation and Safety

REFRIG/JOURNEY 1 RJ1



STEVEN J GUILMETTE
555 LOG ROAD
HARRISVILLE RI 02830

Ronald R. Ambrose

Administrator

~~11/30/2015~~
Expiration Date

State of Rhode Island and Providence Plantations
Rhode Island Department of Labor and Training

PIPEFITTER/JOURNEYPersonnel EJI
REFRIG/JOURNEYPersonnel EJI



WILLIAM C HORNE
180 KNOTTY OAK ROAD
COVENTRY RI 02816

JOHN SHAW
Administrator

10/31/2016
Expiration Date

**PHOTO I.D. REQUIRED
WITH THIS LICENSE**

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If found, please return to:
DLT, 1511 Pontiac Avenue, Cranston, RI 02920-0943
Ph: (401) 462-8580 www.dlt.ri.gov/profregs

State of Rhode Island and Providence Plantations
Rhode Island Department of Labor and Training

JOURNEY ELECTRICIAN B-011971



EDWARD A LAVALLEE
150 SMITH HILL ROAD
HARRISVILLE RI 02830

~~JOHN SHAW~~
Administrator

~~12/31/2015~~
Expiration Date

STEVEN P LUSSIER
13 ANDRE COURT
ASHAWAY, RI 02804

DOB: 01/30/1976
EXPIRES: 01/31/2016
DESC: CONTRACT MASTER/PIPE
CONTRACT MASTER/REFRIG
CONTRACT MASTER/SHTMTL

State of Rhode Island and Providence Plantations
Rhode Island Department of Labor and Training

CONTRACT MASTER/PIPE 00007313
CONTRACT MASTER/REFRIG 00007313
CONTRACT MASTR/SHTMTL 00007313

STEVEN P LUSSIER
13 ANDRE COURT
ASHAWAY RI 02804



JOHN SHAW
Administrator

01/31/2016
Expiration Date

State of Rhode Island and Providence Plantations
Rhode Island Department of Labor and Training

CONTRACTOR MASTER MPO02175

STEVEN P LUSSIER
13 ANDRE COURT
ASHAWAY RI 02804



JOHN SHAW
Administrator

01/31/2016
Expiration Date

State of Rhode Island and Providence Plantations
Rhode Island Department of Labor and Training

REFRIG/MASTER 1  00006081
PIPEFITTER/MASTER 1  00006081

ROBERT J MARTEL
1138 CHERRY FARM ROAD
HARRISVILLE RI 02830

~~JOHN SHAW~~
Administrator

~~02/28/2017~~
Expiration Date

State of Rhode Island and Providence Plantations
Rhode Island Department of Labor and Training

~~SHEETMETAL JOURNEY 1 SMJ~~
~~PIPEFITTER/JOURNEY 2 PJ2~~

JOHN W SPEEL
105 NOLBETH DRIVE
WARWICK RI 02888



~~JOHN SHAW~~
Administrator

~~06/30/2016~~
Expiration Date

Corporate Experience

Automatic Temperature Controls Inc. (ATC) is a full service Heating, Ventilation and Air Conditioning (HVAC) company. Due to the diversity of the climate and building profiles in New England, we have had to become specialists in all types of HVAC systems. This includes heating systems fired by steam, hot water, natural gas, propane and electricity. It also includes air cooling systems such as chilled water, direct expansion refrigerants, water-source heat-pumps and geothermal water source heat pumps which are typically fueled by electricity. Over the years, our company has developed a primary expertise in HVAC systems for commercial and industrial buildings in New England.

In addition to our technical expertise, (ATC) has also grown the size of our service and mechanical contracting abilities. This growth has been driven by our repeat customers continuing to request more services from our company. Coincidentally, our company goal is to now service the entire HVAC system not just temperature control systems. As a result, the mechanical side of our business is now regularly engaged in complete mechanical construction projects such as the replacement of entire K-12 school heating systems. By growing our expertise, size and diversity in controls and mechanical services, our customers have found their companies are getting a better value, increased customer satisfaction and better HVAC systems.

Our services and results are greatly driven by the quality employees we have carefully selected. We employ pneumatic and Direct Digital Controls (DDC) control technicians, HVAC system maintenance and repair technicians, licensed pipefitters, certified pipe welders, licensed sheet metal mechanics, licensed electricians, pipe insulators and licensed telecommunication technicians. To complement our field tradesmen, we have built an office staff with experience in design, project estimation and project management of HVAC controls, mechanical, service and construction services. Having quality employees further motivates us to ensure their health and safety is well guarded. We are committed to their safety by ensuring all of our field tradesmen passed the OSHA 10 Hour Construction training course and always carry their card. We have trained our project managers to the OSHA 30 level and maintain a certified OSHA trainer on staff to compliment our commitment to safety. To make sure employees continually have a heightened awareness for creating and maintaining a safe workplace, we hold weekly safety and training meetings to review safety issues as well as offer training courses in CPR and first aid. We have also trained our technicians in both confined space, asbestos awareness and fall protection training.

Reflecting *Automatic Temperature Controls Inc's* core competence is our standing as an award winning, authorized sales, installation and service organization of KMC Controls, Inc. (KMC) for all of Rhode Island and southeastern Massachusetts. Over the nearly 20 years we have been an authorized KMC organization, we have become experts in the installation, programming, troubleshooting and repair of their pneumatic and DDC control and energy management systems. In fact, in the early 1990s, *Automatic Temperature Controls Inc.* became one of the first companies to commence installing KMC's KMDigital line of DDC systems. As a result of our corporate commitment to KMC's DDC systems and

customer service, we have outfitted all of our HVAC technicians and controls installers (i.e., electricians) with laptop computers to access, troubleshoot and program our control systems.

Recently, with the growth of KMC-Controls and the demand for interoperability throughout the controls industry we have successfully installed the KMC-BacNet control line in many buildings through Rhode Island. As part of our commitment to forward progress in the HVAC and Energy Management industry we trained all of our DDC Technicians in the BacNet protocol and, KMC BacNet software. ATC has also trained six DDC control technicians and installers in the Tridium/Niagara AX platform each technician is certified to install, service and repair Tridium controllers and software. This has enabled us to successfully integrate third party equipment such as Daikin Variable Refrigerant Volume (VRV) systems into our energy management systems.

As a result of our technically knowledgeable maintenance staff, KMC is not the only controls system we intimately know. In fact, we specialize in several electronic and pneumatic controls systems such as, MCC Powers (i.e., Siemens), Honeywell, Johnson Controls, Barber-Coleman, Siebe Invensys generation of DDC systems manufactured by Barber-Coleman/Siebe, Johnson Controls and Honeywell. As these systems became less reliable and more expensive to repair due to compatibility issues with updated systems, our customers elected to convert them to KMC. All of our customers continue to their commitment to our KMC systems because of our company's technical knowledge and customer service and KMC's dedication to backward compatibility. The addition of the Vykon Niagara AX/Tridium to ATC has become valuable in restoring and upgrading the operational capabilities of these older systems by allowing us to integrate existing systems into new BacNet devices adding new graphical user interface workstations and remote operational capabilities to many legacy systems using Vykons vast selection of 3rd party drivers.

Consistent with our commitment to DDC controls, *Automatic Temperature Controls Inc.* maintains a commitment to energy conservation for its customers through its controls systems, programming techniques, coordination of utility rebate programs and energy efficient equipment installations for the benefit of our customers.

Over the past 20 years, *Automatic Temperature Controls Inc.* has deliberately and carefully grown into a diverse mechanical and maintenance services company. Many of our customers have been continuously with us, since we have started; and our new customers are always impressed with the level of service and professional care they receive.

REFERENCES

Automatic Temperature Controls, Inc
95 Connecticut Street
Cranston, Rhode Island 02920

Telephone: 401-946-5780
Fax: 401-946-5795

TOWN OF FRANKLIN
355 EAST CENTRAL STREET
FRANKLIN, MA 02038

MIKE D'ANGELO
508-553-4802

TOWN OF WESTERLY
45 BROAD STREET
WESTERLY, RI 02891

FRANK RITACCO
401-348-2500

CITY OF CRANSTON
869 PARK AVENUE
CRANSTON, RI 02910

KAREN MCGUINNESS
401-943-9080

MBE ACKNOWLEDGEMENT

Automatic Temperature Controls, Inc
95 Connecticut Street
Cranston, Rhode Island 02920

Telephone: 401-946-5780
Fax: 401-946-5795

Automatic Temperature Controls, Inc., currently does not qualify as an MBE Employer.



Steven P. Lussier

11/2/2015
Date

BUSINESS ESTABLISHMENT VERIFICATION

Automatic Temperature Controls, Inc., (ATC, Inc.) located at 95 Connecticut Street, Cranston, Rhode Island 02920 was established and Incorporated in the State of Rhode Island on October 22, 1993.



Steven P. Lussier
President

11/2/2015

Date



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Labor and Training

Center General Complex
1511 Pontiac Avenue
Cranston, RI 02920-4407

Telephone: (401) 462-8000
TTY: Via RI Relay 711

Lincoln D. Chafee
Governor
Charles J. Fogarty
Director

13. Comply with all applicable provisions of RIGL §37-13-1, et. seq;

Any questions or concerns regarding this CONTRACT ADDENDUM should be addressed to the contractor or subcontractor's attorney. Additional Prevailing Wage information may be obtained from the Department of Labor and Training at www.dlt.ri.gov/pw.

CERTIFICATION

I hereby certify that I have reviewed this CONTRACT ADDENDUM and understand my obligations as stated above.

By: [Signature]

Title: PRESIDENT

Subscribed and sworn before me this 2 day of November 2015

[Signature]
Notary Public
My commission expires: 5/8/19

*An Equal Opportunity Employer/Program, /Auxiliary aids and services are available upon request to individuals with disabilities.
TTY via RI Relay 711*

Request for Taxpayer Identification Number and Certification

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

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
AUTOMATIC TEMPPERATURE CONTROLS, INC. DBA CHAC

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

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
 Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
95 CONNECTICUT STREET

6 City, state, and ZIP code
CRANSTON, RI 02920

7 List account number(s) here (optional)

Requester's name and address (optional)
**RI DEPT. OF ADMINISTRATION
DIVISION OF PURCHASES**

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

				-			-			
--	--	--	--	---	--	--	---	--	--	--

or

Employer identification number

0	5	-	0	4	7	4	8	9	6
---	---	---	---	---	---	---	---	---	---

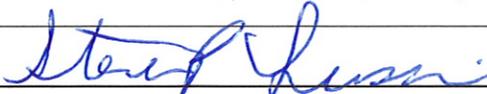
Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

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

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶  Date ▶ **11/2/2015**

General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

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

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Prompt Payment Discount Form
(Invoice discounts for receiving fast payments)

Note: All vendors responding to the within solicitation must complete a Prompt Payment Discount ("PPD") form as part of this Master Price Agreement solicitation.

Bidder Name: AUTOMATIC TEMPERATURE CONTROLS, INC

RFQ/RFP Bid Solicitation Number: 7549957

Prompt Payment Discounts ("PPD"). Vendors benefit from PPD by increased, usable cash flow as a result of fast and efficient payments for commodities or services rendered. ACH payments increase the prompt pay benefit by ensuring that funds are paid directly to their designated bank accounts, thus eliminating the delay of check clearance policies and traditional mail lead time (additional form required for ACH enrollment can be found at <http://controller.admin.ri.gov/Forms/index.php>). Vendors are highly encouraged to enroll and will receive consideration for enrollment.

The State benefits because contractors reduce the cost of products and services through the applied discount. While Bidders/Contractors have flexibility in determining the actual % discount(s) offered to the State, the discount(s) must be identified in 10 days or more for Payment Issuance Date. The State may use the prompt pay discounts submitted as a basis for selection and may negotiate discounts as deemed in the best interest of the State.

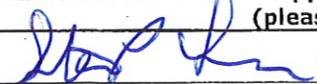
All discounts offered will be automatically deducted from payment when the issue date is within the specified number of days listed below and in accordance with the State's Prompt Payment Law. Payment days will be measured **from** the date goods are received and accepted/performance was completed OR the date an invoice is received by the Office of the DOA Controller, whichever is later **to** the date the payment is issued via ACH or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a vendor.

The State encourages Vendors to use the RIFANS Supplier Portal which has the functionality to electronically submit invoices against open Purchase Orders. This eliminates mailing and handling time and will increase the payment cycle especially for those suppliers who offer Prompt Payment Discounts.

Enter the Prompt Payment Discount percentage (%) off the invoice payment, for each of the payment issue dates listed, if the payment is issued within the specified Payment Issue days. For example:

- 5% - 10 Days
- 4% - 15 Days
- 3% - 20 Days
- 1% - 25 Days

Discount %	Payment Issue Date Within
3 %	10 Days
2 %	15 Days
1 %	20 Days
%	25 Days
By checking this box, we certify that we will not offer any Prompt Payment Discounts	
<input type="checkbox"/>	
We will sign up for ACH payment. (please circle response)	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
We will utilize the State's Supplier Portal to electronically submit invoices. (please circle response)	
<input checked="" type="radio"/> Yes <input type="radio"/> No	

Signature 

Date 11/2/2015

PROJECT RELEVANCE EXPERIENCE > 10,000

Automatic Temperature Controls, Inc
95 Connecticut Street
Cranston, Rhode Island 02920

Telephone: 401-946-5780

Fax: 401-946-5795

1. TURKS HEAD BUILDING
WESTMINSTER STREET
PROVIDENCE, RI

TYPE OF SERVICE: PREVENTATIVE MAINTENANCE

SERVICE YEARS: 2014-2015

CONTACT PERSON: MILTON BAXTER

COMPANY: WALDORF

TELEPHONE: 401-633-0430

2. PROUT SCHOOL
TOWER HILL ROAD
WAKEFIELD, RI

TYPE OF SERVICE: PREVENTATIVE MAINTENANCE

SERVICE YEARS: 2014-2015

CONTACT PERSON: MAINTENANCE DIVISION

COMPANY: PROUT SCHOOL

TELEPHONE: 401-789-9262

3. MONSIGNOR CLARK
TOWER HILL ROAD
WAKEFIELD, RI

TYPE OF SERVICE: PREVENTATIVE MAINTENANCE

SERVICE YEARS 2014-2015

COMPANY: DIOCESE OF PROVIDENCE

TELEPHONE: 401-278-4500

PROJECT RELEVANCE EXPERIENCE > 30,000

Automatic Temperature Controls, Inc
95 Connecticut Street
Cranston, Rhode Island 02920

Telephone: 401-946-5780
Fax: 401-946-5795

1. TOWN OF FRANKLIN
EAST CENTRAL STREET
FRANKLIN, MA

TYPE OF SERVICE: PREVENTATIVE MAINTENANCE
SERVICE YEARS: 2012-2015
CONTACT PERSON: MIKE D'ANGELO
COMPANY: TOWN OF FRANKLIN
TELEPHONE: 508-553-4802

2. TOWN OF WESTERLY
BROAD STREET
WESTERLY, RI

TYPE OF SERVICE: PREVENTATIVE MAINTENANCE
SERVICE YEARS: 2014-2015
CONTACT PERSON: MAINTENANCE DIVISION
COMPANY: TOWN OF WESTERLY
TELEPHONE: 401-348-2500

3. NEWPORT NAVAL STATION
SIMONPIETRI DRIVE
NEWPORT, RI

TYPE OF SERVICE: PREVENTATIVE MAINTENANCE
SERVICE YEARS 2012-2014
CONTACT PERSON: THOMAS RAMOS
COMPANY: NEWPORT NAVAL STATION
TELEPHONE: 401-862-8400

AUTOMATIC TEMPERATURE CONTROLS, INC.
SAFETY MANAGEMENT AND EMPLOYEE COMMITMENT
AMENDED 2014

Company Wide Safety Policy

At Automatic Temperature Controls, Inc., we are wholly committed to providing a safe and health-aware workplace for all employees and sub-contractors. Safety and health shall be a primary consideration in the design, procurement, installation, use, and maintenance of all company facilities and job-sites, with use of all equipment, tools, supplies, materials, processes, and operations.

As a condition of employment, all personnel are required to comply with company safety regulations and to act in a safe manner while on the job. Employees are to promptly report accidents, injuries, unsafe acts or unsafe conditions directly to their Supervisor. If the direct Supervisor is unavailable, then employees are to promptly report to the Human Resources Manager.

All subcontractors are to utilize this safety manual. Subcontractors are able to submit their own safety plan which must be reviewed and approved by Automatic Temperature Controls, Inc., in writing prior to the commencement of work.

Safety Program Goal

It is the goal of Automatic Temperature Controls, Inc., to eliminate all preventable accidents and to comply with all Federal and State laws, regulations and recognized safe practices pertaining to employee safety and health. It is the intent of this written program to ensure that Automatic Temperature Controls, Inc. meets the above stated company-wide goal.

Management Responsibility:

- Support supervisors/foremen through providing safety material and topics to be used at safety meetings.
- Provide training and necessary resources to maintain and implement safety into the company at all times.
- Ensure that proper personal protective equipment (PPE) is available for all employees and enforce the use of the equipment as needed.
- Ensure that proper tools needed to perform the job are available.
- Ensure the supervisors and employees are properly trained in required safety skills.
- Ensure that all accidents and incidents are investigated promptly and that corrective action is taken to correct any unsafe acts or condition(s).

Foreman/Supervisor Responsibility:

- Enforce all safety and health rules and policies and take corrective action, including discipline, as needed/required.
- Conduct daily job-site inspections for hazards and safety violations and take corrective action as needed/required.
- Maintain a safe work-site through appropriate and immediate attention to unsafe acts, unsafe working conditions, and poor housekeeping.
- Investigate all reported near misses, accidents and unsafe acts in a timely manner and take appropriate action.
- Assist management in the safety orientation and training of new employees on the recognition of unsafe conditions and ensure that all employees understand the contents of the written safety program.
- Conduct weekly safety meetings to provide continuous training and awareness of safety.
- Enforce the use of all personal protective equipment.
- Inform management, in a timely manner, of the need for safety equipment and PPE.

Employee Responsibility:

- Follow all safety rules, policies and procedures.
- Report all unsafe acts and conditions to the supervisor/foreman immediately.
- Utilize all personal protective equipment necessary for duties.
- Conduct daily inspections of tools and materials for defect and remove and report unsafe tools.
- Report accidents and near misses immediately to supervisor or management.
- Attend and participate in safety meetings.
- Provide insight and ideas regarding safety to management.
- When using prescription medication during working hours, the employee must provide the foreman with a letter from his/her physician verifying the type of medication, and that it will in no way impair the employee's ability to perform all the tasks associated with his/her job.

Training and Orientation :

1. New employees will be given an orientation during which the company's safety policy and procedures will be reviewed. This orientation will occur before any work is performed. All personal protective equipment will be disbursed at this time and instruction on the proper use and storage of the equipment will be covered.
2. Employees will be trained on the recognition of potential hazards and safety regulations regarding the jobs they will perform.
3. All employees will be made aware of the location of emergency telephone numbers and first-aid kits, the names of employees trained to render first-aid treatment and CPR, and the names and locations of physicians on the Panel of Physicians. .
4. Training and orientation of employees will be documented through the use of a checklist, employee sign-off sheet, or other suitable method. This record will be stored in the employee's personnel folder.

Worksite Hazard Analysis:

1. A pre-construction inspection will be conducted, prior to any job, by management and/or the supervisor/foreman to determine potential safety hazards.
2. A pre-construction safety meeting will be conducted, prior to beginning work on any job, to discuss any safety hazards that may be encountered. Employees attending the meeting will be asked to provide insight on any potential hazards that may arise regarding the operations.
3. A brief safety meeting will be conducted at the beginning of each job. Weekly safety meetings will be held thereafter until the job is completed.
4. The supervisor/foreman will conduct jobsite walk-through inspections daily. All hazards and unsafe conditions detected will be corrected immediately.

ACCIDENT/INCIDENT REPORTING AND INVESTIGATION:

Purpose

The procedures prescribe methods and practices for reporting and investigating accidents and incidents at all jobsites of Automatic Temperature Controls, Inc. These procedures provide a means to deal with job site accidents and incidents in a standardized way. In addition, it is the policy of Automatic Temperature Controls, Inc., to comply with all worker's compensation laws and regulations.

Procedures

1. Employees injured on the job are to report the injury to the job site foreman, or other level of management, as soon as possible after the accident or incident. The supervisor/foreman shall notify the Human Resources Manager immediately.
2. First aid, or other appropriate medical treatment, shall be provided, or obtained, for the injured employee(s).
3. "Near miss" or "close call" incidents shall be reported to the supervisor/foreman as soon as possible after the event so that an investigation can be made before conditions change. The supervisor/foreman shall notify the Human Resources Manager immediately.
4. The supervisor/foreman shall complete an Accident Investigation Report after, observing the accident site, interviewing the injured employee, any witnesses, and other relevant people. The report should be complete by the end of the workday, but not more than 24 hours after the accident. If circumstances, such as hospitalization of the injured employee, delay the report, a preliminary report must be submitted.
5. The supervisor/foreman shall immediately notify management, by telephone or radio, of serious injuries (requires more than first aid).
6. Any employee witnessing an accident/incident at a job site shall call for emergency help and provide whatever assistance appears necessary. In addition, the employee is to immediately report the accident/incident to site supervisor/foreman and take part in answering questions related to the accident.

GENERAL SAFETY AND HEALTH REQUIREMENTS

General Safety Rules:

The following general safety rules apply to all persons working on the job site. These rules must be respected at all times.

- Report all unsafe practices, conditions, equipment, or tools to you supervisor immediately.
- All injuries, regardless of how minor, must be reported to your foreman immediately.
- Familiarize yourself with your job and its hazards prior to beginning work. In the case that you are unsure of the hazard or how to continue safely, request assistance from your supervisor.
- Employees are not permitted to work if under the influence of drugs or alcohol. Employees must agree to post accident drug and/or alcohol testing.
- Fighting, horseplay, and other inappropriate conduct in the workplace are prohibited.
- Roped-off barricaded areas identified as safety hazards may be entered only by authorization of supervisor responsible for the work.
- All chemical containers must be correctly labeled to identify its contents and must be properly stored.
- Appropriate personal protective equipment must be used when required. (Depending on safety hazards present, this may include safety glasses, hard hats, gloves, hearing protection, foot protection, respiratory protection, and fall protection equipment or other protective devices.)
- Machine guards and safety devices must be in place before power tools and equipment are operated. Tools and equipment will be inspected daily and defective tools and equipment will be taken out of service and tagged "Do Not Use."
- Tools and equipment must be kept clean and in good working condition. Tools and equipment will be maintained and used according to manufacturer's recommendations.
- Employees may not operate equipment on which they have not been trained and/or do not have experience
- Portable ladders in use must be tied, blocked or otherwise secured to prevent them from movement. All ladders used must be in good condition.
- Metal ladders must not be used for electrical work or where they may come in contact with electrical conductors.
- Store all materials, tools, and equipment neatly and appropriately.
- Do not enter any tank, vessel, or confined space (limited access) unless properly trained and authorized to do so by your supervisor through a properly completed written Confined Space Entry Permit.
- Workplaces must be maintained in a neat and orderly manner. During the course of construction, alteration, or repairs, form and scrap lumber with protruding nails, and all other debris shall be kept cleared from work areas, passageways, and stairs, in and around buildings or other structures. Garbage and other waste shall be disposed of at frequent and regular intervals.
- Always dress properly and wear clothing that fits properly and is in good condition. Shirts with a collar and at least short sleeves, long pants and good work shoes are the minimum requirements.
- Where walking/working surfaces may be slippery or become slippery, shoes with slip resistant soles must be worn.
- Jewelry, especially rings and dangling necklaces, can cause serious injury if it gets caught in rotating equipment, on nails or screws, ladder rungs, scaffolding or various

type of building materials, therefore, rings and dangling jewelry must be removed prior to working where they can get caught. This applies especially when working at elevations.

- Use proper lifting techniques or material handling equipment to prevent strain and sprain injuries. Get help to move heavy or bulky objects.
- All employees exposed to falling 6-feet or more from an unprotected side or edge shall select a guardrail system, a safety net system or a personal fall arrest system to prevent falls to a lower level, unless otherwise provided for in OSHA regulations that apply to residential construction, and steel erection. (See Automatic Temperature Controls, Inc., Fall Protection Manual)
- Scaffolds must have guardrails and toe boards installed on all open sides and ends of platforms more than 10 feet above the ground or floor.
- Drivers of company vehicles must have a valid operator's license. All employees will use seat/shoulder belts when operating or riding in a vehicle being used for company business. Vehicles must be operated within posted speed limits and applicable state vehicle laws.

First Aid

- Unless 911 is immediately available in the work area, emergency numbers will be posted at the job site, in company vehicles, in the first aid kits, or at all three locations.
- In the case of an emergency, contact your supervisor immediately. In the case that a supervisor cannot be reached, send someone to seek help. Ensure that the Human Resources Manager is notified accordingly.
- A first aid kit will be in all job site trailers, equipment storage rooms and company vehicles. The kit will be inspected weekly for usage and replacements will be made as needed.
- Injured employees, except in emergency situations, must see one of the company approved physicians (Panel of Physicians) posted at the job site, in company vehicles, in the first aid kits, or at all three locations.

Vehicle Safety:

Only authorized, trained, and licensed, personnel are to operate over-the-highway and industrial motor vehicles. Industrial motor vehicles include equipment such as: forklifts, man-lifts of various types, bull dozers, tractors, backhoes, etc.

Vehicle Operation:

- It is the responsibility of all vehicle operators to wear their seatbelt and drive according to the law.

- Always check the load for stability and security.
- All equipment and supplies shall be stored properly.
- Speed limits are to be followed. Reduce speed in adverse weather.
- If you are involved in an accident, contact the Human Resources Manager immediately.
- If stopped by an official, report to the Human Resources Manager immediately, regardless of infraction or not.
- Utilize the 3-5 second rule. Pick a spot ahead of the car ahead of you. When that car passes that point, begin counting, if you cross the point before 3-5 seconds, slow down.
- No more than three people may ride in the front of a pick-up.

Vehicle Maintenance:

An overall vehicle inspection shall be done daily. Check:

1. All fluids: oil, transmission fluid, washer fluid, fuel;
2. Tires, wipers, windshields and lights;
3. Horns and back up alarms;
4. Brakes and steering;
5. Windows and rear view mirrors.

Report any defective or missing equipment to your supervisor. **DO NOT OPERATE VEHICLE UNTIL REPAIRS ARE MADE IF IT IS CONSIDERED UNSAFE.**

FIRE PROTECTION AND PREVENTION

Fire Extinguishers

1. Tampering with, or unauthorized use of, fire extinguishers are strictly prohibited.
2. Portable fire extinguishers of proper size and rating will be located in each job site

trailer, equipment storage room, company vehicle, and operational equipment.

3. Fire extinguishers will be inspected at least monthly and maintained in accordance with NFPA Standards.
4. Fire extinguishers will be obtained prior to starting welding or open flame operations and will be kept in the area of such operations.
5. A 20-BC rated fire extinguisher will be located within 75 feet of each fuel tank or flammable liquid storage area.

WALKING WORKING SURFACES

Housekeeping

1. The work area shall be kept clean and orderly. All debris, including scrap lumber with protruding nails, must be cleared from work areas, passageways, and stairs in and around the construction site at all times.
2. Combustible scrap and debris must be removed at regular intervals and disposed of properly.
3. All work areas are to be cleared at the end of each workday.
4. Oily, flammable, or hazardous waste or debris such as paints, thinners, oily rags, etc., will be disposed of in clearly marked containers and disposed of daily.

Stairways

1. On all structures, two or more floors (20 feet or over) in height, stairways, ladders or ramps must be provided for employees during the construction period.
2. All parts of stairways must be free of hazardous projections, such as nails.
3. Debris and other loose material must not be allowed on or under stairways.
4. Slippery conditions on stairs must be eliminated as soon as possible after they occur.
5. Permanent steel or other metal stairways, and landings with hollow pan-type treads that are to be filled with concrete or other material must be filled to the nosing with solid material until the actual construction takes place.
6. Metal landings must be secure in place before filling.

7. Temporary stairs must have a landing not less than 30 inches, in the direction of travel, at every 12 feet of vertical rise.
8. Rise height and tread width must be uniform throughout any flight of stairs.
9. Every flight of stairs having four or more risers must be equipped with standard stair railings or standard handrails. A standard stair railing consists of top rail, an intermediate rail, posts, and has a vertical height of 30-34 inches. A standard handrail is similar, but is mounted on a wall or partition and does not include an intermediate rail. It has a height of 30-34 inches.

Floor and Wall Openings

1. A floor opening is defined as an opening measuring 2 inches or more in its least diameter in any floor, roof, or platform through which a person may fall.
2. Floor openings must be guarded on all exposed sides by a standard top rail, mid-rail and 4-inch toe boards or must be closed over with a cover.
3. Hatchways and chute floor openings must be guarded by hinged covers or by removable standard railings.
4. Whenever there is danger of fallings through a skylight opening, it must be guarded by a standard railing on all exposed sides or a cover capable of withstanding a load of at least 200 pounds applied perpendicularly at any one area on the cover.
5. All covers in walking/working surfaces or roofs shall be color-coded or shall be marked with the word "HOLE" or "COVER" to provide warning of the hazard.
6. A standard railing with 4-inch toe boards or a floor hole cover that is secured against accidental displacement must guard floor holes.
7. A wall opening is an opening at least 30-inches high and 18-inches wide through which persons may fall. Wall openings from which there is a drop of more than 4-feet must be guarded.
8. Every open side floor or platform 4 feet or more above the adjacent floor or ground level must be guarded by a standard top rail and mid-rail or the equivalent except where there is an entrance to a ramp, stairway, or fixed ladder. The railing must have a 4 inch toe board whenever persons can pass beneath the open sides, or there is moving machinery with which falling material could create a hazard.
9. Runways must be guarded by a standard top rail and mid-rail on all open sides 4 feet or more above the floor or ground. Wherever tools, machine parts, or materials are likely

to be used on the runway, a 4-inch toe board must be provided.

TOOLS--HAND AND POWERED

Hand Tools

1. Wrenches, including adjustable, pipe-end and socket wrenches must not be used when jaws are sprung to the point that slippage occurs.
2. Impact tools, such as hammers, wedges, and chisels, must be kept free of mushroomed heads.
3. All tools, company issued and personal, must be inspected daily for splinters, cracks and loose joints. Any tools with defects must be removed from the work site and tagged "DO NOT USE."
4. Always use the proper tool for the job.

Power Tools

1. Power tools are designed to accommodate guards; they must be equipped with such guards when in use. Belts, gears, shafts, pulleys, sprockets, drums, fly wheels, chains or other reciprocating, rotating or moving parts of equipment must be guarded.
2. All manufacturers' warnings and safe operating procedures for tools will be followed.
3. The use of electrical cords for hoisting and/or lowering tools is not permitted.
4. Electric power tools must be industrial or heavy-duty grade, with approved double insulated wiring or grounded.
5. All portable, power-driven circular saws must be equipped with guards above and below the base plate or shoe.
 - a) The upper guard must cover the saw to the depth of the teeth, except for the minimum arc required to permit the base to be tilted for level cuts. The lower guard must cover the saw to the depth of the teeth, except for the minimum arc required to allow proper retraction and contact with the work.
 - b) When the tool is withdrawn from the work, the lower guard must automatically and instantly return to the covering position.

6. All pneumatically driven nailers, staplers, and other similar equipment provide with automatic fastener feed, which operate at more than 100 psi must have a safety device on the muzzle to prevent the tool from ejecting fasteners unless the muzzle is in contact with the work surface.
7. Compressed air must not be used for cleaning purposes, except where reduced to less than 30 PSI, and then only with effective chip guarding and personal protective equipment such as goggles and/or faceshield.
8. All compressed air hoses exceeding ½ inch diameter must have a safety device at the source of supply to reduce pressure in case of hose failure.

Powder-Actuated Tools

1. Only employees, who have been trained and received a certificate of operation, are allowed to operate powder-actuated tools.
2. The tool must be tested each day before loading to see that safety devices are in proper working condition. The method of testing must be in accordance with the manufacturer's recommended procedure.
3. Any tool found not in proper working order, or that develops a defect during use, must be immediately removed from the work site and tagged "Do Not Use" until properly repaired.
4. Tools must not be loaded until just prior to the intended firing time. Neither loaded nor empty tools are to be pointed at any employees. Hands must be kept clear of the open barrel end.
5. Loaded tools must not be left unattended.
6. Fasteners must not be driven into very hard or brittle materials including, but not limited to, cast iron, glazed tile, surface-hardened steel, glass block, face brick, or hollow tile.
7. Driving into material easily penetrated must be avoided unless such material is backed by a substance that will prevent the pin or fastener from passing completely through and creating a flying missile hazard on the other side.
8. Tools must not be used in an explosive or flammable atmosphere.
9. All tools must be used with the correct shield, guard, or attachment recommended by the manufacturer.
10. The operator must warn those near his workplace that he is about to discharge the tool.

MATERIAL HANDLING

General

1. When mechanical handling equipment is used, sufficient safe clearances shall be allowed for aisles, at loading docks, through doorways, and wherever turns or passage must be made.
2. Aisles and passageways shall be kept clear and in good repair, with no obstacles across or in aisles that could create a hazard.
3. Permanent aisles and passageways shall have appropriate markings.

Storage

1. Storage areas must be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage. Vegetation control will be exercised when necessary.
2. All materials stored in tiers must be stacked, racked, blocked interlocked, or otherwise secured to prevent sliding, falling or collapse.
3. Aisles and passageways must be kept clear to provide for the free and safe movement of material handling equipment or employees. Such areas must be kept in good repair.
4. Materials must not be stored on scaffolds or runways in excess of supplies needed for immediate operations.
8. Structural steel, poles, pipe, bar stock, and other cylindrical materials, unless racked, must be stacked and blocked to prevent spreading and/or tilting.
9. Materials ten (10) or more feet in length, being manually transported, require an employee on each end of the material.

Material Handling Equipment

1. Hoists
 - a) Material Hoists
 - 1) Rated load capacities, recommended operating speeds, and special hazard warnings or instructions must be posted on cars and platforms.

- 2) Wire ropes must be removed from service when they show signs of damage or serious wear.
- 3) In hoisting ropes, if six randomly distributed broken wires in one rope lay or three broken wires in one strand in one rope lay are found, the rope shall be removed from service and tagged "Do Not Use."
- 4) Hoisting ropes must be installed in accordance with the wire rope manufacturer's recommendations.
- 5) Safe operation of all hoisting equipment must be followed at all times.

HAZARD COMMUNICATION PROGRAM

Introduction

The OSHA Hazard Communication Standard was promulgated to ensure that all chemicals are evaluated and that information regarding the hazards would be communicated to employers and employees. The goal of the standard is to reduce the number of chemically related occupational illnesses and injuries.

In order to comply with the Hazard Communication Standard, this written program has been established by Generic HVAC. All divisions and sections of the company are included within this program. Copies of this written program will be available (for review by any employee) in the following locations:

- a.
- b.
- c.

Hazard Determination

All hazardous chemicals in this facility are purchased materials; there are no manufactured or intermediate hazardous chemicals. Therefore, Generic HVAC shall rely on the hazard determination made by the chemical manufacturer as indicated on the Material Safety Data Sheet (MSDS).

Basic components of the Program Include:

- A. Hazardous Chemical Inventory List
- B. Material Safety Data Sheets.
- C. Label and other forms of warning

- D. Employee information and training
- E. Non-routine tasks.
- F. Unlabeled pipes.
- G. Multi-employer workplaces.
- H. Program review.

A. Hazardous Chemical Inventory List

A list of all known hazardous chemicals/products used at Generic HVAC worksites is contained in Appendix A of this written program. This list will be compiled for each job.

B. Material Safety Data Sheets:

When chemicals are ordered, the purchaser shall specify on the purchase order that chemicals are not to be shipped without corresponding material safety data sheets.

When MSDSs arrive, they will be reviewed for completeness by (title of person responsible for safety). Should any MSDS be incomplete, a letter will be sent immediately to the manufacturer requesting the additional information.

A complete file of MSDSs for all hazardous chemicals, to which employees of this company may be exposed, will be kept in labeled binders in the (Location of binders).

MSDSs for hazardous chemicals used by departments will be kept in labeled binders in office of the respective departments. MSDSs will be available for employees during each work shift. Should MSDSs be unavailable, please contact supervisor immediately.

MSDSs will be reviewed annually by (safety person). Should there be any MSDS that has not been updated within the past year, a new MSDS will be requested.

After three (3) documented requests for a MSDS have been unsuccessful, the problem will be reported to the nearest Occupational Safety and Health Office.

C. Labels and other forms of warning:

The Hazardous Communication Standard requires that manufacturers label hazardous chemicals. The label must contain the following:

- a) Chemical identity.
- b) Appropriate hazard warnings
- c) Name and address of the chemical manufacturer, importer, or other responsible party

When chemicals are ordered by (title of person ordering), the purchase order will indicate the need for the above stated information to be included on the labels or the order will not be accepted.

When chemicals are transferred from the manufacturer's containers to secondary containers, the supervisor will ensure that the containers are labeled with the identity of the chemicals and appropriate hazard warnings.

The entire labeling procedure will be reviewed annually by (title of safety person) and changed as necessary.

D. Employee Information and Training:

Prior to starting work, new employees of Generic HVAC will attend a health and safety orientation program. The safety officer is responsible for organizing and conducting initial training.

The format for the training program will be oral and written.

The following topics will be covered:

- a) An overview of the requirement of the Hazard Communication Standard.
- b) The labeling system and how to use it.
- c) How to review a MSDS and where they are kept.
- d) Chemicals present in the work operations.
- e) Physical and health effects of hazardous chemicals.
- f) Methods and observation techniques used to determine the presence or release of hazardous chemicals in the area.
- g) Personal protective equipment and work practices to lessen or prevent exposure to chemicals.
- h) Steps the company has taken to lessen or prevent exposure to chemicals.
- i) Safety/emergency procedures to follow if exposure occurs.
- j) Location and availability of the written program.

Following each training session, the employee is required to sign and date the training record verifying attendance.

Additional training will be provided with the introduction of each new hazard/chemical. Records of this additional training will be maintained.

E. Non-routine Tasks:

The responsible supervisor will identify hazardous non-routine tasks at specific job sites.

Prior to any employee beginning a hazardous non-routine task, he/she must report to supervisor to determine the hazards involved and the protective equipment required.

F. Unlabeled Pipes:

Work activities are often performed in areas where chemicals are transferred through pipes (these pipes are not required to be labeled). However, the employee needs to be aware of

potential hazards. Prior to starting work in areas having unlabeled pipes, the employee shall contact the supervisor to determine:

- a) The identity of the chemical in the pipes.
- b) Potential hazards.
- c) Safety precautions.

G. Multi-employer Workplaces:

Often one or more contractor works concurrently on-site. In the case that a Sub-contractor does not have a written program, they will be asked to follow Generic HVAC Hazard Communication Program and provide Generic HVAC with the following:

- a) A Hazardous Chemical Inventory List and applicable MSDSs.
- b) Information on any precautionary measures that need to be taken to protect employees.
- c) The chemical labeling system used.

All sub-contractors will be provided with the above information from Generic HVAC.

It is the responsibility of the Supervisor to ensure that all MSDSs of chemicals that will be used on the job site are made available at a central location in the workplace along with the labeling system used. All sub-contractors will be informed of the availability of this information and its location by letter.

H. Program Review:

This written Hazard Communication Program for Generic HVAC will be reviewed annually and updated as necessary.

Appendix A

Hazardous Chemical Inventory List

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

PPE Program Policy

Employees using hand and power tools and those who are exposed to falling, flying, abrasive, splashing objects, dusts, fumes, mists, vapors, or gases will be provided with the particular protective equipment and associated training necessary by (title safety person) to protect them from the hazard.

Personal protective equipment must be used and maintained in a sanitary condition at all times. Employees are to follow the guidelines provided on use and care of all personal protective equipment. Improper use and care of ppe will not be tolerated. Employees who violate this rule will be subject to disciplinary action up to and including discharge.

All employees of Generic HVAC will be instructed on the proper use, care and maintenance of personal protective equipment prior to use.

All new employees will be issued a hard hat and safety glasses prior to beginning work with Generic HVAC. Employees are required to provide their own safety-toed work boots. Generic HVAC will provide special needs such as prescription safety glasses or goggles that will fit properly over prescription glasses. Special equipment, such as face shields, respirators, hearing protection and gloves, will be issued on a need basis.

Head Protection

Issued hard hats, meeting ANSI Z89.1 standard, are required.

All hard hats are to be worn correctly. Persons wearing hats under their hard hat and/or wearing them backward will be cited for a safety violation.

Hard hats must be inspected daily for damage and weaknesses. The company safety officer will inspect any hard hat that has been involved in an accident before it is used again.

Eye and Face Protection

Approved (meets ANSI Z87.1 standard) safety glasses are required during: chipping, cutting, breaking, sawing, drilling or any activity that poses a hazard to the eyes.

Face shields are required for grinding, welding, chemical handling, and other operations that pose a hazard to the face and forehead. Safety glasses shall be worn underneath the face shield.

Face and eye protection equipment shall be kept clean and in good repair.

Foot Protection

Where walking/working surfaces may be slippery, or become slippery, shoes with slip resistant soles must be worn.

Body and Clothing Requirements

A regular work shirt, or a T-shirt with short sleeves, and long pants will be worn at all times. Excessive jewelry and loose clothing are not allowed.

Hand Protection

While utilizing tools and handling materials that could cause injury to the hand, appropriate gloves shall be worn.

Leather gloves shall be worn when working with sharp or abrasive material.

Rubber gloves shall be worn when working with solvents and/or chemicals.

FALL PROTECTION POLICY

Policy

Generic HVAC requires 100% continuous fall protection for all employees. All employees will be trained on the recognition of fall hazards and measures to prevent them prior to beginning work for Generic HVAC. Generic HVAC will provide all fall arrest systems.

All jobs and duties shall be assessed for fall hazards and appropriate measures shall be made to prevent falls prior to beginning any duties.

Ladders

1. All ladders must be maintained in good repair. Ladders with broken or missing rungs or steps, broken or split side rails, or other faulty or defective construction must not be used. Any ladder with a defect must be removed from the worksite and tagged "Do Not Use."
2. Portable ladder feet must be placed on a firm, substantial base.
3. The area around the top and bottom of the ladder must be kept clear of debris, cords, welding leads, and other tripping hazards.
4. Portable ladders shall be used at such a pitch that the horizontal distance from the top

support to the foot of the ladder is about one-quarter of the working length of the ladder.

5. Ladders are not to be used in a horizontal position as platforms, walkboards, runways, or scaffolds.
6. Ladders must not be placed in passageways, doorways, driveways, or any location where they may be displaced by activities conducted on any other work, unless protected by barricades or guards.
7. Ladder rails must extend at least 3 feet above the upper landing surface to which the ladder is used to gain access. If it is necessary to extend the ladder less than 3 feet, the ladder shall be secured at the top to a rigid support that will not deflect and grab rails, which provide a secure grip for an employee moving to or from the point of access, must be installed.
8. Portable ladders in use must be tied, blocked or otherwise secured to prevent them from movement.
9. Portable metal ladders must not be used for electrical work, or where they may come in contact with electrical conductors.
10. Prior to ascending and descending a ladder, the employee shall ensure that the ladder is secured against displacement, and extends at least 36 inches above the landing.
11. Ladders shall not be used to support scaffold boards, unless properly designed and constructed ladder jacks are used and the platform does not exceed a height of 20 feet.
12. Hands must be free from tools and equipment when climbing on a ladder.

Scaffolding

1. All manufacturer's directions, load capacities, and height requirements shall be followed when scaffolds are used.
2. All scaffolds will be inspected before use.
3. The footing or anchorage for scaffolds must be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blocks must not be used to support scaffolds or planks.
4. A supervisor (or other competent person) must supervise all scaffolding erection, movement, dismantling, or alteration.
5. Guardrails and toe boards must be installed on all open sides and ends of platforms

more than 10 feet above the ground or floor. Scaffolds 4 feet to 10 feet in height, having a minimum horizontal dimension in either direction of less than 45 inches, must have standard guardrails installed on all open sides and ends of the platform.

6. Guardrails must be 2 x 4 inches, or the equivalent, approximately 42 inches high, with a mid-rail when required. Supports must be at intervals not to exceed 8 feet. Toe boards must be a minimum of 4 inches in height.
7. Fall protection will be used in the case that guardrails cannot be properly installed.
8. Where persons are required to work or pass under the scaffold, scaffolds must be provided with a screen between the toe board and guardrail, extending along the entire opening, consisting of No. 18 gauge U.S. Standard wire ½ inch mesh or the equivalent.
9. Overhead protection must be provided for workers on scaffolds exposed to overhead hazards.
10. Slippery conditions on scaffolds must be eliminated as soon as possible after they occur.
11. No welding, burning, riveting, or open flame work must be performed on any staging suspended by means of fiber or synthetic rope. Only treated or protected fiber or synthetic ropes must be used for or near any work involving the use of corrosive substances or chemicals.
12. Wire, synthetic, or fiber rope used for scaffold suspension must be capable of supporting at least 6 times the rated load.
13. Scaffolds and their components must be capable of supporting without failure at least 4 times the maximum intended load.
14. Any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, etc., damaged or weakened from any cause must be immediately repaired or replaced.
15. All scaffolds work platforms must be a minimum 18-inches wide. Platforms shall be fully planked between the front uprights and the back guardrail.
16. All planking or platforms must be overlapped, a minimum of 12 inches, or secured from movement.
17. Platform planks must be laid with their edges close together so the platform will be tight with no spaces through which tools or fragments of material can fall.
18. Employees shall not climb scaffold frames or braces.
19. All scaffolds shall be provided with properly secured access ladders.

20. Scaffold planks must extend over their end supports between 6 inches and 12 inches.
21. The poles, legs or uprights of scaffolds must be plumb, and securely and rigidly braced to prevent swaying and displacement.
22. Employees shall ensure that the wheels on manually propelled mobile scaffolds are locked.
23. Manually propelled scaffolds are to be moved only when all employees are off of the scaffold.
24. Scaffolds must be secured against tipping by guying, tying, bracing, or other equivalent means. When scaffolds over 3 feet wide exceed heights 4 times their width, the scaffold must be secured beginning at 4 times the width height, then at intervals not greater than 26 feet vertically and 30 feet horizontally. Scaffolds less than 3 feet wide must be secured beginning at 4 times the width, and then secured at 20 feet vertical intervals.

Body Harnesses and Lifelines

1. Where employees are exposed to falling 6-feet or more from an unprotected side or edge, Generic HVAC will select either a guardrail system, safety net system, or personal fall arrest system to protect the worker.
2. A personal fall arrest system shall consist of a full body harness, a shock-absorbing (deceleration) device, a lanyard, a self-retracting lifeline, proper connectors, and an adequate anchorage point.
3. All parts of the fall arrest system will be inspected prior to each use to ensure that no parts is damaged or deteriorated. In the case that something is damaged, it is to be removed from the worksite and tagged "Do Not Use."
4. In the case that a fall arrest system is utilized, it shall be removed from operation immediately and a new arrest system is to be issued.
5. Fall protection will be utilized to prevent falls from ladders, lifts, elevated platforms, scaffolds, vessels, or any elevation in which there are no other means of protection from falling.
6. Lifelines and lanyards must be secured above the point of operation to an anchorage point or structural member capable of supporting a minimum dead weight of 5,000 pounds. The anchorage must be independent of any anchorage being used to support or suspend platforms.
7. Fall arrest systems must be rigged such that an employee can neither free fall more than 6 feet or contact any lower level.

8. All body harness and lanyard hardware must be drop forged or pressed steel, or made of equivalent materials. Surfaces must be smooth and free of sharp edges and have a corrosion resistant finish.

FALL PROTECTION PLAN

This Fall Protection Plan is specific for the following project:

Location of the Job: _____

Erecting Company: _____

Date Plan is Prepared or Modified: _____

Plan Prepared by: _____

Plan Approved by: _____

Plan Supervised by: _____

Competent Person: _____

Policy

Generic HVAC is dedicated to the protection of its employees from on-the-job injuries. All employees of Generic HVAC have the responsibility to work safely on the job. This plan is designed to enable employers and employees to recognize the fall hazards on this job and to establish the procedures that are to be followed in order to prevent falls to lower levels or through holes and openings in walking/working surfaces.

Purpose

1. To supplement our standard safety policy by providing safety standards specifically designed to cover fall protection on this job.
2. To ensure that each employee is trained and made aware of the safety provisions that are to be implemented by this plan prior to the start of erection.

Pre-work Conference

The pre-work conference will be conducted by the site supervisor or general supervisor and

will include:

1. Members of the erection crew.
2. Crane crew.
3. Supervisors of any other concerned sub-contractors.

The following will be discussed during the conference:

1. Erection procedures and sequences pertinent to the project.
2. Project specific safety practices.

Responsibilities of the Competent Person

1. Implement the Fall Protection Plan.
2. Continually perform safety checks of work operations.
3. Enforce the safety policy and procedures.
4. Correct any unsafe acts or conditions immediately.

Responsibilities of All Employees

1. Understand and adhere to the procedures of this plan.
2. Follow the instructions of the foreman.
3. Report all unsafe hazardous conditions or acts.

Training

Each employee will be trained on the procedures and practices of utilizing non-conventional fall protection.

All personnel will be informed that the controlled access zones are off limits to all personnel other than those designated erectors specifically trained to work in that area.

Designation of Safety Monitor and Designated Erectors

Safety Monitor (identified by wearing an orange vest)

--

Designated Erectors (identified by wearing a blue vest)

1.	4.
2.	5.
3.	6.

Safety monitor training and duties:

1. Warn by voice when approaching the open edge in an unsafe manner.
2. Warn by voice if there is a dangerous situation developing which cannot be seen by another person involved with product placement, such as a member getting out of control.
3. Make the designated erectors aware they are in a dangerous area.
4. Be competent in recognizing fall hazards.
5. Warn employees when they appear to be unaware of a fall hazard or are acting in an unsafe manner.
6. Remain on the same walking/working surface as the monitored employees and within visual sighting distance of the monitored employees.
7. Be close enough to communicate orally with the employees.
8. Not allow other responsibilities to encumber monitoring.
9. If the safety monitor becomes too encumbered with other responsibilities, the monitor shall:
 - a. Stop the erection process
 - b. Turn over the responsibilities to a designated erector
 - c. Turn over the safety monitoring function to another designated competent person.
10. The maximum number of workers to be monitored by **one** safety monitor is **six**.

Designated Erectors

Designated erectors are permitted to enter the controlled access zones and work without the use of conventional fall protection.

All designated erectors, under the safety monitoring system, shall be trained and instructed in the following areas:

1. Recognition of the fall hazards in the work area.
2. Avoidance of fall hazards using established work practices that have been made known to the employees.
3. Recognition of unsafe practices or working conditions that could lead to a fall, such as windy conditions.
4. The function, use, and operation of safety monitoring systems, guardrail systems, body belt/harness systems, control zones, and other protection to be used.
5. The correct procedure for erecting, maintaining, disassembling and inspecting the system(s) to be used.
6. Knowledge of construction sequence or the erection plan.

Non-Conventional Fall Protection

Activities that require non-conventional means of fall protection:

1. Connecting activity (point of erection)
2. Leading edge work
3. Unprotected sides or edge
4. Grouting

Fall Protection Systems to Be Used on This Project

Where conventional fall protection is infeasible or creates a greater hazard at the leading edge and during initial connecting activity, we plan to do this work using a safety monitoring system.

Safety Monitoring System

A safety monitoring system means a fall protection system in which a competent person is responsible for recognizing and warning employees of fall hazards.

Limitations of the Safety Monitoring System

The safety monitoring system shall not be used when the wind is strong enough to cause loads with large surface areas to swing out of radius, or result in loss of control of the load,

or when weather conditions cause the walking-working surfaces to become icy or slippery.

Control Zone System

A controlled access zone means an area designated and clearly marked in which leading edge work may take place without the use of guardrail, safety net, or personal fall arrest systems to protect the employees in the area.

Control zone systems shall comply with the following provisions:

1. When used to control access to areas where leading edge and other operations are taking place the controlled access zone shall be defined by a control line or by any other means that restricts access.
2. When control lines are used, they shall be erected not less than 6 feet nor more than 60 feet or half the length of the member being erected, whichever is less, from the leading edge.
3. The control line shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge.
4. The control line shall be connected on each side to a guardrail system or wall.
5. Control lines shall consist of ropes, wires, tapes, or equivalent materials, and supporting stanchions as follows:
 - a) Each line shall be flagged or otherwise clearly marked at not more than 6-foot intervals with highly-visibility material.
 - b) Each line shall be rigged and supported in such a way that its lowest point (including sag) is not less than 39 inches from the walking/working surface and its highest point is not more than 45 inches from the walking/working surface.
 - c) Each line shall have a minimum breaking strength of 200 pounds.

Holes

All openings greater than 12in. X 12in. will have perimeter guarding or clearly marked covering.

Prior to cutting holes on the job, proper protection for the hole must be provided to protect the workers. Perimeter guarding or covers will not be removed without the approval of the erection foreman.

LOCKOUT/TAGOUT ENERGY CONTROL PROGRAM

Purpose and Scope

The purpose of the energy control program is to ensure that, whenever the possibility of unexpected machine or equipment start-up exists or when the unexpected release of stored energy could occur and cause injury, the equipment is isolated from its energy source(s) and rendered inoperative prior to servicing or maintenance.

Sources of energy may be from, but not restricted to, the following: electrical power source, hydraulic fluid under pressure, compressed air, energy stored in springs, potential energy from suspended or elevated parts, stored energy in capacitors, and gas under pressure. Energy must be blocked, restrained, or dissipated by methods such as grounding, repositioning, blocking, bleeding down pressure, opening disconnect switches, and removing fuses.

Energy-Isolating Devices

1. IF THE ENERGY-ISOLATING DEVICE IS LOCKABLE, LOCKS SHALL BE USED unless the use of tags would provide protection at least as effective as locks and would assure "full employee protection."
2. Safety locks shall be distinctive in color, shape, or size and have only one key. If key is lost, lock must be destroyed.
3. Tags are essentially warning devices affixed to energy-isolating devices and do not provide the physical restraint of a lock. Tags may evoke a false sense of security. They are only one part of an overall energy control program.
4. When a lock or tag is attached to an isolating means, it is not to be removed except by the person who applied it, and it is never to be bypassed, ignored, or otherwise defeated.
5. The lockout or tagout device must identify the person applying the device.
6. Tags must be legible and understandable by all employees. Tags must show appropriate warnings such as: DO NOT OPERATE, DO NOT START, DO NOT OPEN, DO NOT CLOSE, DO NOT ENERGIZE.
7. Tags must be made of material that will withstand the environmental conditions encountered in the work place. Their means of attachment shall be of a non-reusable type, attachable by hand, self-locking, and non-releasable with a minimum breaking strength of no less than 50 pounds (such as a nylon cable tie).
8. All renovations and/or major repairs will include addition of lockable devices where

previously unavailable.

9. All new equipment shall have lockable devices.

Application of Controls and Lockout/Tagout Devices

The equipment must be de-energized and locks or tags must be applied to the energy-isolation devices when:

1. The employee must either remove or bypass machine guards or other safety devices, resulting in exposure to hazardous conditions.
2. The employee is required to place any part of his or her body in contact with the point of operation of the machine or piece of equipment.
3. The employee is required to place any part of his or her body into a danger zone associated with a machine operating cycle.
4. Normal servicing tasks-such as setting up equipment and/or making significant adjustments to machines.

Procedure for de-energizing

1. Prepare for shutdown.
2. Shut down the machine(s) or equipment by normal procedures.
3. Isolate the machine or equipment from the energy source(s) by opening disconnects, pulling fuses, closing valves, etc.
4. Apply the lockout or tagout device(s) to the energy-isolating device(s).
5. Safely release all potentially hazardous stored or residual energy.
6. Verify the isolation of the machine(s) or equipment energy source(s) prior to the start of service or maintenance work.
7. Perform repair/ adjustments/ maintenance as necessary.

Removal of Locks and Tags

1. Inspect the work area to ensure that non-essential items have been removed and that machine or equipment components are intact and capable of operating properly.

2. Check the area around the machine or equipment to ensure that all employees have been safely positioned or removed.
3. Notify affected employees immediately after removing locks or tags and before starting equipment or machines.
4. Make sure that only those employees who attached them remove locks or tags.

Employee Training

All employees will be instructed:

1. To leave alone any lockout or tagout device on a piece of equipment or machinery.
2. On the recognition of control procedures.
3. Regarding the purpose of the procedure and the importance of not attempting to start-up or use the equipment that has been locked or tagged out.

Authorized employees will be instructed on the:

1. Skills necessary for the safe application, use, and removal of energy controls.
2. Equipment, type(s) of energy, and hazard(s) specific to the workplace.
3. Details about the type and magnitude of the hazardous energy sources present in the workplace.
4. The methods and means necessary to isolate and control energy sources.

Retraining will occur when there is:

1. A job change.
2. A change in machines.
3. Equipment or processes that present new hazards.
4. Change in energy control procedures.

Testing or Positioning of Machines

Temporary removal of locks or tags and the re-energization of the machine or equipment are allowed under special conditions. The re-energization must be conducted in accordance with the sequence of steps listed below:

1. Clear the machines or equipment of tools and materials.
2. Remove employees from the machines or equipment area.
3. Remove the lockout or tagout devices as specified in this policy.
4. Energize and proceed with testing or positioning.
5. De-energize all systems, isolate the machine or equipment from the energy source, and reapply lockout or tagout devices as specified.

Minor Servicing Tasks

Employees performing minor tool changes and adjustments and/or other minor service activities during normal production operations that are routine, repetitive and integral to the use of the production equipment are not covered by the lockout/tagout standard, provided the work is performed using alternative measures that give effective protection.

Sub-contractors and outside personnel

All outside employers shall provide Generic HVAC with a copy of their lockout/tagout procedures or comply with Generic HVAC procedures.

All employees of sub-contractors will be trained on the hazards pertinent to the job site.

Group lockout or tagout

During all group lockout/tagout operations, where the release of hazardous energy is possible, each authorized employee shall utilize his/her personal lockout or tagout device in combination with all other employees.

Shift or personnel changes

Specific procedures must ensure that continuity of lockout/tagout protection is maintained during shift or personnel changes.

Periodic Inspections

1. Annual inspections shall assure that the energy control procedures are implemented properly and that the employees are familiar with their responsibilities.
2. Certification of the inspection shall include: the machine or equipment on which the inspection the energy control procedure was used, the date of the inspection, the employees included in the inspection, and the name of the person performing the inspection, review of employee's responsibilities under the energy control being

inspected, and review on the limitation of tags.

3. Annual inspection reports shall be filed for not less than three years.

Addendum A:

General Safety Rules

The following general safety rules apply to all persons working for the company. These rules must be observed at all times.

1. Employees may not operate equipment on which they have not been trained and/or do not have experience.
2. Employees are not permitted to work if under the influence of drugs or alcohol. Employees must agree to post accident drug and/or alcohol testing.
3. Fighting, horseplay, and other inappropriate conduct in the workplace are prohibited.
4. Use proper lifting techniques or material handling equipment to prevent strain and sprain injuries. Get help to move heavy or bulky objects.
5. Appropriate personal protective equipment must be used when required. (Depending on safety hazards present, this may include safety glasses, hard hats, gloves, hearing protection, foot protection, respiratory protection, and fall protection equipment or other protective devices.)
6. Machine guards and safety devices must be in place before power tools and equipment are operated. Defective tools and equipment must be taken out of service and tagged "Do Not Use." Always use the right tool for the job.
7. Never enter any tank, vessel, or confined space unless properly trained and authorized by your supervisor.
8. Workplaces must be maintained in a neat and orderly manner. During the course of construction, alteration, or repairs, form and scrap lumber with protruding nails, and all other debris shall be kept cleared from work areas, passageways, and stairs, in and around buildings or other structures. Garbage and other waste shall be disposed of at frequent and regular intervals.
9. Where walking/working surfaces may be slippery or become slippery, shoes with slip resistant soles must be worn.
10. Portable ladders in use must be tied, blocked or otherwise secured to prevent them from movement. All ladders used must be in good condition.
11. Metal ladders must not be used for electrical work or where they may come in contact with electrical conductors.

- 12. All employees exposed to falling 6-feet or more from an unprotected side or edge shall select a guardrail system, a safety net system or a personal fall arrest system to prevent falls to a lower level, unless otherwise provided for in OSHA regulations that apply to residential construction, and steel erection.
- 13. Scaffolds must have guardrails and toe boards installed on all open sides and ends of platforms more than 10 feet above the ground or floor.
- 14. Drivers of company vehicles must have a valid operator's license. All employees will use seat/shoulder belts when operating or riding in a vehicle being used for company business. Vehicles must be operated within posted speed limits and applicable state vehicle laws.

Acknowledgement of receipt of a copy of General Safety Rules

I, _____, do hereby affirm that I have been given a copy
(Employee Name)
of the general safety rules, I have read and understand them, and I agree to follow them.
Additionally,

I agree to post accident drug and/or alcohol testing.

(Employee Name) (Date)

(Employer's Representative) (Date)

****Please keep a copy in personnel file****