

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village**  
**8/6/2019**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
Public Works Facility Trench Drain Replacement	Mike Baker, Deputy Village Manager

**SYNOPSIS**

A motion is requested authorizing approval of a contract with F. H. Paschen, S. N. Nielsen & Associates LLC of Chicago, Illinois through Job Order Contracting (JOC) awarded through the National Cooperative Purchasing Alliance for the replacement of the trench drain system in the Public Works garage in the amount of \$171,131.87.

**STRATEGIC PLAN ALIGNMENT**

The goals for 2017-2019 include *Top Quality Infrastructure*.

**FISCAL IMPACT**

The FY19 Budget includes funding in the Major Buildings Fund for this project.

**RECOMMENDATION**

Approval on the August 6, 2019 Consent Agenda.

**BACKGROUND**

Construction of the Public Works facility, located at 5101 Walnut Avenue, was completed in 1997. The facility includes a garage and wash bay for the storage and cleaning of vehicles in the Public Works fleet. Due to changes in operations that have occurred over time, along with the aging of the facility, the trench drain system in the garage and wash bay is no longer adequate and requires replacement. As a result, there are several problems due to current conditions, including back-up of water in the garage, unpleasant smell due to stagnant water, and the inability to rod or jet the line because of the condition of the pipe.

The scope of work to be performed as part of this project includes the following:

- Saw cut and remove approx. 603 SF of existing concrete and trench drains including GPR of floor slab prior to cutting
- Provide and install (3) 8 ft sections of 12” wide trench drains at three overhead doors
- Provide and install (3) 12” x 24” catch basins and three (3) cleanouts
- Provide and install 260 LF of 12” wide trench drains down the center of the garage floor, completed in two phases
- Provide and install two (2) concrete catch basins with heavy duty storm grates and four (4) floor cleanouts
- Install underground sanitary lines and connect to existing sanitary sewer

- Supply and install 36 LF of 12” wide trench drains at the wash bay including 45 LF of underground piping
- Supply and install one (1) concrete catch basin with heavy duty storm grate and three (3) floor cleanouts
- Connect underground piping to sanitary sewer
- Grade, compact, and patch concrete floor slab at all trench drains
- Camera existing sanitary sewer

Staff has determined that it is in the Village’s best interest to enter into a contract for design-build services with a pre-qualified contractor that has experience in performing similar improvement projects. For this reason, staff is recommending a contract with F.H. Paschen, S.N. Nielsen & Associates LLC (Paschen). This vendor has performed satisfactorily on similar projects for the Village, including the Main Street Train Station floor replacement, Downtown trash enclosure, the Police Station generator and repairs to the Finley Well House.

The work was awarded through Job Order Contracting (JOC), which is an indefinite quantity, performance based construction contract that includes fixed prices and performance standards for defined units of work. All of the JOC pricing is pre-bid and based on the catalog unit price. The JOC was awarded to Paschen through the National Cooperative Purchasing Alliance (NCPA), after being competitively bid, and it allows qualifying public agencies to procure construction services under this contract. The Village has previously used a JOC awarded by the City of Naperville, but determined that the pricing was lower through the NCPA contract, which was awarded in 2018. The City of Naperville JOC contract also expires at the end of 2019 and is currently going through a competitive process for the renewal of their job order contract.

#### **ATTACHMENTS**

Cost Proposal

Job Order Contract Information



## Downers Grove Public Works Garage Trench Drain Replacement Scope of Work

### Scope of Work – Public Works Garage

- Provide project performance and payment bond
- Saw cut and remove approx. 603 SF of existing concrete and trench drains including GPR of floor slab prior to cutting.
- Provide and install (3) 8 ft sections of 12” wide trench drains at three overhead doors.
- Supply and install (3) 12” x 24” catch basins and (3) cleanouts
- Provide and install 260 LF of 12” wide trench drains down the center of the garage floor, completed in two phases.
- Supply and install (2) concrete catch basins with heavy duty storm grates and (4) floor cleanouts.
- Install underground sanitary lines and connect to existing sanitary sewer.
- Supply and install 36 LF of 12” wide trench drains at the wash bay including 45 LF of underground piping.
- Supply and install (1) concrete catch basin with heavy duty storm grate and (3) floor cleanouts.
- Connect underground piping to sanitary sewer.
- Grade, compact, and patch concrete floor slab at all trench drains.
- Camera existing sanitary sewer

### Clarifications

- This proposal *excludes* the removal and disposal of any hazardous material.
- This proposal *excludes* any unforeseen conditions that may arise.
- This proposal *excludes* any overtime or premium time, proposal is based on normal work hours.
- This proposal includes only the following items described in the above scope.



**Final Estimate**

Leo Wright

F.H. Paschen

0000 - NCPA - Base Term - 4/02/2018 to 4/30/2019

Downers Grove Trench Drains - NCPA RQN 2019-2327576081

Leo Wright

**Estimator: Leo Wright** **Downers Grove Trench Drains**

**Division Summary (MF04)**

01 - General Requirements	\$1,000.00
02 - Existing Conditions	\$1,887.50
03 - Concrete	\$40,887.27
04 - Masonry	
05 - Metals	\$87,680.00
06 - Wood, Plastics, and Composites	
07 - Thermal and Moisture Protection	
08 - Openings	
09 - Finishes	
10 - Specialties	
11 - Equipment	
12 - Furnishings	
13 - Special Construction	
14 - Conveying Equipment	
21 - Fire Suppression	
22 - Plumbing	\$4,450.00
23 - Heating, Ventilating, and Air-Conditioning (HVAC)	
25 - Integrated Automation	

**Totalling Components**

Priced Line Items	\$147,654.77
RSMeans NORTH SUBURBAN, IL CCI 2019Q2, 121.90%	\$32,336.39

**Material, Labor, and Equipment Totals (No Totalling Components)**

Material:	\$92,960.25
Labor:	\$51,064.65
Equipment:	\$2,629.87
Other:	\$1,000.00
Laborhours:	615.10
Green Line Items:2	\$92,043.20

26 - Electrical	
27 - Communications	
28 - Electronic Safety and Security	
31 - Earthwork	
32 - Exterior Improvements	
33 - Utilities	\$11,750.00
34 - Transportation	
35 - Waterway and Marine Transportation	
41 - Material Processing and Handling Equipment	
44 - Pollution Control Equipment	
46 - Water and Wastewater Equipment	
48 - Electric Power Generation	
Alternate	
Trades	
Assemblies	
FMR	
<b>MF04 Total (Without totalling components)</b>	<b>\$147,654.77</b>

NCPA - Regular Hours (-6.0000%)	\$(8,859.29)
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**Priced/Non-Priced**

Total Priced Items:	14	\$147,654.77	
Total Non-Priced Items:	0	\$0.00	0.00%
	14	\$147,654.77	

**Grand Total** **\$171,131.87**

## Final Estimate

Estimator: Leo Wright

Downers Grove Trench Drains

Item	Description	UM	Quantity	Unit Cost	Total	Book
<b>01 - General Requirements</b>						
1	01-45-23-50-8000 X-ray concrete slabs GPR Floor slab at each trench drain location prior to cutting	Ea.	5.0000	\$200.00	\$1,000.00	RSM19FAC O&P P
<b>01 - General Requirements Total</b>					<b>\$1,000.00</b>	
<b>02 - Existing Conditions</b>						
2	02-41-19-19-0725 Selective demolition, rubbish handling, dumpster, 20 C.Y., 5 ton capacity, weekly rental, includes one dump per week, cost to be added to demolition cost Dumpsters for debris disposal	Week	2.0000	\$625.00	\$1,250.00	RSM19FAC M, O&P P
3	02-41-19-19-2045 Selective demolition, rubbish handling, 0'-100' haul, load, haul, dump and return, wheeled, cost to be added to demolition cost Hauling of demolished concrete debris to dumpster	C.Y.	15.0000	\$42.50	\$637.50	RSM19FAC L, O&P P
<b>02 - Existing Conditions Total</b>					<b>\$1,887.50</b>	
<b>03 - Concrete</b>						
4	03-05-05-10-0070 Selective concrete demolition, reinforcing more than 2% cross-sectional area, break up into small pieces, excludes shoring, bracing, saw or torch cutting, loading, hauling, dumping Demo existing concrete floor and trench drains	C.Y.	16.0000	\$370.00	\$5,920.00	RSM19FAC L, E, O&P P
5	03-21-11-60-2500 Reinforcing steel, in place, dowels, smooth, 12" long, 1/4" or 3/8" diameter, A615, grade 60 Rebar dowels for concrete infills	Ea.	404.0000	\$10.80	\$4,363.20	RSM19FAC Grn, M, L, O&P P
6	03-30-53-40-0350 Structural concrete, in place, beam (3500 psi), 5 kip/LF, 25' span, includes forms(4 uses), Grade 60 rebar, concrete (Portland cement Type I), placing and finishing Concrete patch linear concrete floor cut outs at new trench drains.	C.Y.	16.0000	\$1,350.00	\$21,600.00	RSM19FAC M, L, E, O&P P
7	03-81-13-50-0400 Concrete sawing, concrete slabs, mesh reinforcing, up to 3" deep, includes blade cost, layout and set up time Saw cut concrete slab for removal	L.F.	807.0000	\$1.93	\$1,557.51	RSM19FAC M, L, E, O&P P
8	03-81-13-50-0400-0420 Concrete sawing, concrete, existing slab, mesh reinforcing, for each additional inch of depth over 3", includes blade cost, layout and set up time (Modified using 03-81-13-50-0420) Additional saw cut depth over base line item 807*3 = 2,421.00	L.F.	2,421.0000	\$0.64	\$1,549.44	RSM19FAC M, L, E, O&P P
9	03-82-16-10-0200 Concrete impact drilling, for anchors, up to 4" D, 3/8" dia, in concrete or brick walls and floors, includes bit cost, layout and set up time, excl anchor Drilling into concrete for anchoring new to existing approx every 24 inches 807/2 = 403.50	Ea.	403.5000	\$10.65	\$4,297.28	RSM19FAC M, L, O&P P

**Final Estimate**

**Estimator: Leo Wright**

**Downers Grove Trench Drains**

**03 - Concrete**

Item	Description	UM	Quantity	Unit Cost	Total	Book
10 03-82-16-10-0200-0250	Concrete impact drilling, for anchors, 3/8" dia, in concrete or brick walls and floors, includes bit cost, layout and set up time, excl anchor, for each additional inch of depth in same hole, add (Modified using 03-82-16-10-0250) Additional drilling over 4" included in base line item 404*2 = 808.00	Ea.	808.0000	\$1.98	\$1,599.84	RSM19FAC M, L, O&P P

**03 - Concrete Total** **\$40,887.27**

**05 - Metals**

11 05-54-13-70-0020	Trench cover, cast iron grating with bar stops and angle frame, to 18" W, field fabricated New cast iron top trench drains. 12" wide ((8*3)+260+36) = 320.00	L.F.	320.0000	\$274.00	\$87,680.00	RSM19FAC Gm, M, L, O&P P
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**05 - Metals Total** **\$87,680.00**

**22 - Plumbing**

12 22-05-76-10-0140	Cleanout, floor type, round or square, scoriated nickel bronze top, 4" pipe size Cleanouts for new trench drain lines	Ea.	10.0000	\$445.00	\$4,450.00	RSM19FAC M, L, O&P P
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**22 - Plumbing Total** **\$4,450.00**

**33 - Utilities**

13 33-05-61-10-1110	Storm drainage manholes, frames and covers, concrete, precast, 4' ID, 4' deep, excludes footing, excavation, backfill, frame and cover Provide and install (6) catch basins for new trench drains. Task catalog does not have 12 inch catch basins so quantity has been reduced by 50%	Ea.	3.0000	\$1,575.00	\$4,725.00	RSM19FAC M, L, E, O&P P
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14 33-05-97-05-0020	Utility connection, water, sanitary, stormwater, gas, single connection Trench and connect sanitary lines to existing sewer	Ea.	1.0000	\$7,025.00	\$7,025.00	RSM19FAC M, L, E, O&P P
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**33 - Utilities Total** **\$11,750.00**

**Estimate Grand Total** **171,131.87**



## Region XIV Education Service Center

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1850 Highway 351  
Abilene, TX 79601-4750  
325-675-8600  
FAX 325-675-8659

Friday, February 1<sup>st</sup>, 2019

F.H. Paschen, S.N. Nielsen & Associates LLC  
ATTN: James Blair  
5515 N. East River Road  
Chicago, IL 60656

Re: Annual Renewal of NCPA contract #04-11

Dear James:

Region XIV Education Service Center is happy to announce that F.H. Paschen, S.N. Nielsen & Associates LLC has been awarded an annual contract renewal for Alternative Procurement Delivery Methods for General Contracting Services based on the proposal submitted to Region XIV ESC.

The contract will expire on April 30<sup>th</sup>, 2020, completing the second year of a possible five-year term. If your company is not in agreement, please contact me immediately.

If you have any questions or concerns, feel free to contact me at 325-675-8600.

Sincerely,

A handwritten signature in black ink, appearing to read "Shane Fields".

Shane Fields  
Region XIV, Executive Director



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Submitted to:

**National Cooperative Purchasing Alliance  
Region 14 Education Service Center  
1850 Highway 351  
Abilene, Texas 79601**



## **Request for Proposal (RFP) for Alternative Procurement Delivery Methods for General Contracting Services Solicitation Number: 05-18**

**Request for Proposal** | March 20, 2018 at 2:00 p.m. CST

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**F.H. PASCHEN**

**F.H. PASCHEN, S.N. NIELSEN & ASSOCIATES LLC**

5515 N. East River Road, Chicago, IL 60656  
P: 773.444.3474 F: 773.444.5399 | [www.fhпасchen.com](http://www.fhпасchen.com)

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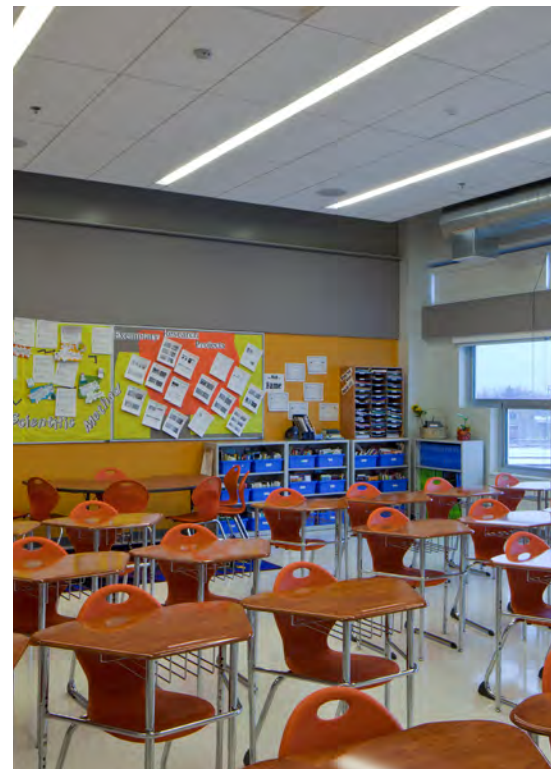
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*This proposal includes proprietary, privileged, or confidential information that may not be disclosed outside the National Cooperative Purchasing Alliance (NCPA) and may not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate this proposal. If NCPA receives a Freedom of Information Act (FOIA) request for a portion or all of this proposal, we respectfully request the opportunity to review the records requested under FOIA so that we can confirm that all proprietary, privileged, and/or confidential information has been removed.*



March 20, 2018

Region 14 Education Service Center  
1850 Highway 351  
Abilene, Texas 79601

**Re: Request for Proposal (RFP) for Alternative Procurement Delivery Methods for General Contracting Services**  
**Solicitation Number: 05-18**

F.H. Paschen, S.N. Nielsen & Associates LLC (Paschen) is proud to submit our proposal to the National Cooperative Purchasing Alliance Region 14 Education Service Center for Alternative Procurement Delivery Methods for General Contracting Services. Paschen has operated as a general contractor and construction manager for over a century and we have over four decades of JOC/IQCC experience. It is because we are ideally suited to indefinite quantity contracts that we aggressively pursue these contracts nationwide.

Our firm has the interest, general qualifications, expertise, and the ability to perform the scope of services stated. We offer a broad depth of experience in every phase of construction and extensive experience with renovations in occupied facilities. We have had success in working with public entities across the county and have completed work on schools, libraries, public works facilities, parks and more.

We have been awarded indefinite quantity contracts with the Georgia Department of Administrative Services, Arlington County Virginia, City of Naperville, United States Postal Services, University of Indiana, Alexandria Public Schools, and Chicago Public Schools, among others.

Thank you for the opportunity to submit our proposal. We hope the included documentation is worthy of strong consideration for being selected to participate in your program.

Sincerely,

A handwritten signature in blue ink, appearing to read 'James V. Blair', is written over a faint, light blue circular watermark.

James V. Blair  
Agent/Chief Executive Officer

# TAB 1 | SIGNATURE FORM

# Tab 1 – Master Agreement

## General Terms and Conditions

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- ◆ Customer Support
  - The vendor shall provide timely and accurate technical advice and sales support. The vendor shall respond to such requests within one (1) working day after receipt of the request.
  
- ◆ Assignment of Contract
  - No assignment of contract may be made without the prior written approval of Region 14 ESC. Purchase orders and payment can only be made to awarded vendor. Awarded vendor is required to notify Region 14 ESC when any material change in operation is made.
  
- ◆ Disclosures
  - Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.
  - The respondent affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.
  
- ◆ Renewal of Contract
  - Unless otherwise stated, all contracts are for a period of one (1) year with an option to renew annually for an additional four (4) years if agreed to by Region 14 ESC and the vendor.
  
- ◆ Funding Out Clause
  - Any/all contracts exceeding one (1) year shall include a standard “funding out” clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the entity’s current revenue only, provided the contract contains either or both of the following provisions:
  - Retains to the entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the entity to obtain appropriate funds for payment of the contract.
  
- ◆ Shipments (if applicable)
  - The awarded vendor shall ship ordered products within the written estimate of delivery time by the vendor to the entity after the receipt of the order unless modified. If a product cannot be shipped within that time, the awarded vendor shall notify the entity placing the order as to why the product has not shipped and shall provide an estimated shipping date. At this point the participating entity may cancel the order if estimated shipping time is not acceptable. All deliveries shall be freight prepaid, F.O.B. destination.

- ◆ Tax Exempt Status
  - Since this is a national contract, knowing the tax laws in each state is the sole responsibility of the vendor.
- ◆ Payments
  - The entity using the contract will make payments directly to the awarded vendor or their affiliates as long as written request and approval by NCPA is provided to the awarded vendor.
- ◆ Adding authorized distributors/dealers
  - Awarded vendors are prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under their contract award without notification and prior written approval from NCPA.
  - Awarded vendors must notify NCPA each time it wishes to add an authorized distributor or dealer.
  - Purchase orders and payment can only be made to awarded vendor unless otherwise approved by NCPA.
  - Pricing provided to members by added distributors or dealers must also be less than or equal to the pricing offered by the awarded contract holder, unless otherwise approved by NCPA.
- ◆ Pricing
  - All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing
- ◆ Warranty
  - Proposals should address each of the following:
    - Applicable warranty and/or guarantees of equipment and installations including any conditions and response time for repair and/or replacement of any components during the warranty period.
    - Availability of replacement parts
    - Life expectancy of equipment under normal use
    - Detailed information as to proposed return policy on all equipment
  - All supplies, equipment and services shall include manufacturer's minimum standard warranty and one (1) year labor warranty unless otherwise agreed to in writing.
- ◆ Indemnity
  - The awarded vendor shall protect, indemnify, and hold harmless Region 14 ESC and its participants, administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the vendor, vendor employees or vendor subcontractors in the preparation of the solicitation and the later execution of the contract.

- ◆ Licenses and Duty to keep current licenses
  - Vendor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by vendor. Vendor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the contract. Region 14 ESC reserves the right to stop work and/or cancel the contract of any vendor whose license(s) expire, lapse, are suspended or terminated. Vendor is expected to provide all required license(s) with this RFP response.
  
- ◆ Franchise Tax
  - The respondent hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes.
  
- ◆ Supplemental Agreements
  - The entity participating in this contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor.
  
- ◆ Certificates of Insurance
  - Certificates of insurance shall be delivered to the Public Agency prior to commencement of work. The insurance company shall be licensed in the applicable state in which work is being conducted. The awarded vendor shall give the participating entity a minimum of ten (10) days notice prior to any modifications or cancellation of policies. The awarded vendor shall require all subcontractors performing any work to maintain coverage as specified.
  
- ◆ Legal Obligations
  - It is the Respondent's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services identified in this RFP and any awarded contract and shall comply with all while fulfilling the RFP. Applicable laws and regulation must be followed even if not specifically identified herein.
  
- ◆ Protest
  - A protest of an award or proposed award must be filed in writing within ten (10) days from the date of the official award notification and must be received by 5:00 pm CST. No protest shall lie for a claim that the selected Vendor is not a responsible Bidder. Protests shall be filed with Region 14 ESC and shall include the following:
    - Name, address and telephone number of protester
    - Original signature of protester or its representative
    - Identification of the solicitation by RFP number

- Detailed statement of legal and factual grounds including copies of relevant documents and the form of relief requested
- Any protest review and action shall be considered final with no further formalities being considered.
- ◆ Force Majeure
  - If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.
  - The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or any civil or military authority; insurrections; riots; epidemics; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty
- ◆ Prevailing Wage
  - It shall be the responsibility of the Vendor to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the purchaser. It shall further be the responsibility of the Vendor to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of this contract and adjust wage rates accordingly.
- ◆ Miscellaneous
  - Either party may cancel this contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order.
- ◆ Open Records Policy
  - Because Region 14 ESC is a governmental entity responses submitted are subject to release as public information after contracts are executed. If a vendor believes that its response, or parts of its response, may be exempted from disclosure, the vendor must specify page-by-

page and line-by-line the parts of the response, which it believes, are exempt. In addition, the respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).

- The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 14 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the respondent are not acceptable. Region 14 ESC must comply with the opinions of the OAG. Region 14 ESC assumes no responsibility for asserting legal arguments on behalf of any vendor. Respondent are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

**If awarded vendor is going to do business in the State of Arizona, the following terms and conditions shall apply**

◆ Cancellation for Conflict of Interest

- Per A.R.S. 38-511 a School District/public entity may cancel this Contract within three (3) years after Contract execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating the Contract on behalf of the School District/public entity is, or becomes at any time while the Contract or an extension the Contract is in effect, an employee of or a consultant to any other party to this Contract with respect to the subject matter of the Contract. The cancellation shall be effective when the awarded vendor receives written notice of the cancellation unless the notice specifies a later time.

◆ Registered Sex Offender Restriction

- Pursuant to this order, the awarded vendor agrees by acceptance of this order that no employee of the awarded vendor or a subcontractor of the awarded vendor, who has been adjudicated to be a registered sex offender, will perform work on any School District's premises or equipment at any time when District students are, or are reasonably expected to be, present. The awarded vendor further agrees by acceptance of this order that a violation of this condition shall be considered a material breach and may result in a cancellation of the order at the District's discretion.

◆ Contract's Employment Eligibility

- By entering the contract, awarded vendor warrants compliance with A.R.S. 41-4401, A.R.S. 23-214, the Federal Immigration and Nationality Act (FINA), and all other federal immigration laws and regulations. A School District/public entity may request verification of compliance from any contractor or subcontractor performing work under this contract. A School District/public entity reserves the right to confirm compliance in accordance with applicable laws. Should the School District/public entity suspect or find that the awarded vendor or any of its subcontractors are not in compliance, the School District/public entity may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the contract for default, and suspension and/or debarment of the

awarded vendor. All costs necessary to verify compliance are the responsibility of the awarded vendor.

◆ Terrorism Country Divestments

- Per A.R.S. 35-392, a School District/public entity is prohibited from purchasing from a company that is in violation of the Export Administration Act.

◆ Fingerprint Checks

- If required to provide services on School District/public entity's property, awarded vendor shall comply with A.R.S. 15-511(h).

◆ Indemnification

- Notwithstanding all other provisions of this agreement, School District/public entity does not agree to accept responsibility, waive liability, or indemnify the awarded vendor, in whole or in part, for the errors, negligence, hazards, liabilities, contract breach and/or omissions of the awarded vendor, its employees and/or agents.

◆ Open Records Policy

- Because Region 14 ESC is a governmental entity responses submitted are subject to release as public information after contracts are executed. If a vendor believes that its response, or parts of its response, may be exempted from disclosure, the vendor must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, the respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).
  - The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 14 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the respondent are not acceptable. Region 14 ESC must comply with the opinions of the OAG. Region14 ESC assumes no responsibility for asserting legal arguments on behalf of any vendor. Respondent are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.
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# Process

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Region 14 ESC will evaluate proposals in accordance with, and subject to, the relevant statutes, ordinances, rules, and regulations that govern its procurement practices. NCPA will assist Region 14 ESC in evaluating proposals. Award(s) will be made to the prospective vendor(s) whose response is determined to be the most advantageous to Region 14 ESC, NCPA, and its participating agencies. To qualify for evaluation, response must have been submitted on time, and satisfy all mandatory requirements identified in this document.

- ◆ Contract Administration
  - The contract will be administered by Region 14 ESC. The National Program will be administered by NCPA on behalf of Region 14 ESC.
- ◆ Contract Term
  - The contract term will be for one (1) year starting from the date of the award. The contract may be renewed for up to four (4) additional one-year terms.
  - It should be noted that maintenance/service agreements may be issued for up to (5) years under this contract even if the contract only lasts for the initial term of the contract. NCPA will monitor any maintenance agreements for the term of the agreement provided they are signed prior to the termination or expiration of this contract.
- ◆ Contract Waiver
  - Any waiver of any provision of this contract shall be in writing and shall be signed by the duly authorized agent of Region 14 ESC. The waiver by either party of any term or condition of this contract shall not be deemed to constitute waiver thereof nor a waiver of any further or additional right that such party may hold under this contract.
- ◆ Products and Services additions
  - Products and Services may be added to the resulting contract during the term of the contract by written amendment, to the extent that those products and services are within the scope of this RFP and has written approval of NCPA and Region 14ESC.
- ◆ Competitive Range
  - It may be necessary for Region 14 ESC to establish a competitive range. Responses not in the competitive range are unacceptable and do not receive further award consideration.
- ◆ Deviations and Exceptions
  - Deviations or exceptions stipulated in response may result in disqualification. It is the intent of Region 14 ESC to award a vendor's complete line of products and/or services, when possible.
- ◆ Estimated Quantities
  - The estimated dollar volume of Products and Services purchased under the proposed Master Agreement is \$10 million dollars annually. This estimate is based on the anticipated volume of Region 14 ESC and current sales within the NCPA program. There is no guarantee or commitment of any kind regarding usage of any contracts resulting from this solicitation

- ◆ Evaluation
  - Region 14 ESC will review and evaluate all responses in accordance with, and subject to, the relevant statutes, ordinances, rules and regulations that govern its procurement practices. NCPA will assist the lead agency in evaluating proposals. Recommendations for contract awards will be based on multiple factors, each factor being assigned a point value based on its importance.
- ◆ Formation of Contract
  - A response to this solicitation is an offer to contract with Region 14 ESC based upon the terms, conditions, scope of work, and specifications contained in this request. A solicitation does not become a contract until it is accepted by Region 14 ESC. The prospective vendor must submit a signed Signature Form with the response thus, eliminating the need for a formal signing process.
- ◆ NCPA Administrative Agreement
  - The vendor will be required to enter and execute the National Cooperative Purchasing Alliance Administration Agreement with NCPA upon award with Region 14 ESC. The agreement establishes the requirements of the vendor with respect to a nationwide contract effort.
- ◆ Clarifications / Discussions
  - Region 14 ESC may request additional information or clarification from any of the respondents after review of the proposals received for the sole purpose of elimination minor irregularities, informalities, or apparent clerical mistakes in the proposal. Clarification does not give respondent an opportunity to revise or modify its proposal, except to the extent that correction of apparent clerical mistakes results in a revision. After the initial receipt of proposals, Region 14 ESC reserves the right to conduct discussions with those respondent's whose proposals are determined to be reasonably susceptible of being selected for award. Discussions occur when oral or written communications between Region 14 ESC and respondent's are conducted for the purpose clarifications involving information essential for determining the acceptability of a proposal or that provides respondent an opportunity to revise or modify its proposal. Region 14 ESC will not assist respondent bring its proposal up to the level of other proposals through discussions. Region 14 ESC will not indicate to respondent a cost or price that it must meet to neither obtain further consideration nor will it provide any information about other respondents' proposals or prices.
- ◆ Multiple Awards
  - Multiple Contracts may be awarded as a result of the solicitation. Multiple Awards will ensure that any ensuing contracts fulfill current and future requirements of the diverse and large number of participating public agencies.
- ◆ Past Performance
  - Past performance is relevant information regarding a vendor's actions under previously awarded contracts; including the administrative aspects of performance; the vendor's history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the vendor's businesslike concern for the interests of the customer.

# Evaluation Criteria

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- ◆ Product & Services/Pricing (40 points)
  - Respondent(s)' products and services (e.g.; quality and breadth of product(s)/service(s), description(s) quality, reputation in the marketplace, average on time delivery rate and historical shipping timelines, return and restocking policies and applicable fees, average Fill Rate, shipping charges and other)
  - Competitive Level of Pricing for vendor's available products and services
  - Warranties on Respondent(s)' products and services (e.g.; availability of standard/extended warranties, pricing, detailed descriptions, ease of process and others)
  - Evidence of the ability of Respondent(s)' products and services to save members time and money (e.g.; breadth of service departments, technological advances, personnel experience, product(s) efficiencies, and others)
  - Other factors relevant to this section as submitted by the responder(s)
  
- ◆ Ability to Provide and Perform the Required Services for the Contract (25 points)
  - Response to emergency orders & service (e.g.; response time, breadth of service coverage, strength of meeting service and warranty needs of members)
  - Customer service/problem resolution (e.g.; technical abilities of service personnel; quality of processes,)
  - Invoicing process (e.g.; ease of use; transparency, billing resolutions)
  - Respondent(s)' processes, and quality of organizational structure
  - Contract implementation/Customer transition
  - Financial condition of vendor
  - Offeror's safety record (e.g.; benchmarks, lost hours, reporting)
  - Instructional materials and training (e.g.; administrative documentation, internal technical training, training of agencies)
  - Other factors relevant to this section as submitted by the proposer
  
- ◆ References (10 points)
  - A minimum of ten (10) customer references for product and/or services of similar scope dating within past 3 years
  
- ◆ Qualification and Experience (15 points)
  - Respondent(s)' reputation in the marketplace
  - Past relationship with Region 14 ESC and/or NCPA members
  - Experience with cooperative selling (e.g.; number of other cooperatives, Exhibited understanding of cooperative purchasing)
  - Experience and qualification of key employees
  - Location and number of sales persons who will work on this contract
  - Marketing plan and capability
  - Past experience working with the government sector
  - Past litigation, bankruptcy, reorganization, state investigations of entity or current officers and directors

- Completeness of response (e.g.; filled out all sections, answered all questions, provided pricing)
  - Other factors relevant to this section as submitted by the proposer
- ◆ Value Added Services Description, Products and/or Services (10 points)
- Marketing and agency Training
  - Customer Service
  - Sales force training (e.g.; internal training plan, corporate officer involvement, orientation commitment)
  - Marketing plan and capability (e.g.; contract rollout plan, benchmarks, goals)
  - Green initiative(s) (e.g.; philosophy, certificates, awards)
  - Quality and breadth of value add(s)
  - Other factors relevant to this section as submitted by the proposer

## Signature Form

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The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this bid in collusion with any other Respondent and that the contents of this proposal as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Prices are guaranteed: **120 days**

Company name	<u>F.H. Paschen, S.N. Nielsen &amp; Associates LLC</u>
Address	<u>5515 N. East River Road</u>
City/State/Zip	<u>Chicago, IL 60656</u>
Telephone No.	<u>773.444.3474</u>
Fax No.	<u>773.444.5399</u>
Email address	<u>jblair@fhpaschen.com</u>
Printed name	<u>James V. Blair</u>
Position with company	<u>Agent/Chief Executive Officer</u>
Authorized signature	<u></u>

CERTIFICATE

I do hereby certify that the following is a true, complete and correct copy of a resolution of the Directors of FHP Management, Inc., the Sole Manager of F.H. Paschen, S.N. Nielsen & Associates LLC on February 1, 2018.

RESOLVED, that the following are hereby authorized to execute and deliver for and on behalf of F. H. Paschen, S.N. Nielsen & Associates LLC contracts of all kinds, including but not limited to, construction proposals, bids, construction contracts, joint venture agreements, change orders, bid bonds, payment and performance bonds, letters of credit and any and all documents, instruments and papers which in their discretion may be necessary, expedient, or proper for the presentation of a proposal and if awarded a contract for the construction upon which F. H. Paschen, S.N. Nielsen & Associates LLC is engaged or will become engaged as a Contractor or Manager; The Agents are As Follows:

James V. Blair	Agent
James J. Habschmidt	Agent
Joseph V. Scarpelli	Agent
Robert F. Zitek	Agent
W. Mark Barkowski	Agent
Charles Freiheit	Agent
Roland Schneider	Agent
Timothy B. Stone	Agent
Leo J. Wright	Agent

Resolved further, that the following are authorized to sign on behalf of F.H. Paschen, S.N. Nielsen & Associates LLC, any construction proposals, bids, construction contracts, change orders, subcontract agreements, task orders and purchases orders:

Riley C. Baron	Agent	William Rocha	Agent
Tedd Bloom	Agent	Ronald Rydosz	Agent
Perry Scott Bowden	Agent	Jeremy Seyller	Agent
Jeanette Charon	Agent	James Simon	Agent
Michael Clementi	Agent	Wayne Thompson	Agent
Anthony Izzi	Agent	Tony Trost	Agent
Matthew Moss	Agent	Greg Yavicoli	Agent
Francis Mullaghy	Agent		

Resolved further, James J. Habschmidt, Secretary and each Assistant Secretary of of FHP Management, Inc., the Sole Manager of F.H. Paschen, S.N. Nielsen & Associates LLC is authorized to certify the foregoing resolution to any third party to further business operations of F.H. Paschen, S.N. Nielsen & Associates LLC.

I do hereby further certify that said resolution has not been amended or repealed and is in full force and effect.


IN WITNESS WHEREOF I have hereunto set my hand as Secretary of FHP Management, Inc., the Sole Manager of F. H. Paschen, S.N. Nielsen & Associates LLC., this 9<sup>th</sup> day of March, 2018.

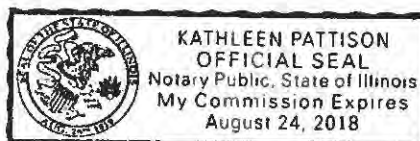
  
James Habschmidt  
Secretary

State of Illinois

County of Cook

Subscribed and sworn to before me this 9th day of March, 2018.

  
\_\_\_\_\_  
Notary Public



# TAB 2 | NCPA ADMINISTRATION AGREEMENT

## Tab 2 – NCPA Administration Agreement

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This Administration Agreement is made as of April 2, 2018, by and between National Cooperative Purchasing Alliance (“NCPA”) and F.H. Paschen, S.N. Nielsen & Associates (“Vendor”).

### Recitals

WHEREAS, Region 14 ESC has entered into a certain Master Agreement dated April 2, 2018, referenced as Contract Number 04-11, by and between Region 14 ESC and Vendor, as may be amended from time to time in accordance with the terms thereof (the “Master Agreement”), for the purchase of Alternative Procurement Delivery Methods for General Contracting Services ;

WHEREAS, said Master Agreement provides that any state, city, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution, other government agency or nonprofit organization (hereinafter referred to as “public agency” or collectively, “public agencies”) may purchase products and services at the prices indicated in the Master Agreement;

WHEREAS, NCPA has the administrative and legal capacity to administer purchases under the Master Agreement to public agencies;

WHEREAS, NCPA serves as the administrative agent for Region 14 ESC in connection with other master agreements offered by NCPA

WHEREAS, Region 14 ESC desires NCPA to proceed with administration of the Master Agreement;

WHEREAS, NCPA and Vendor desire to enter into this Agreement to make available the Master Agreement to public agencies on a national basis;

NOW, THEREFORE, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, NCPA and Vendor hereby agree as follows:

#### ◆ General Terms and Conditions

- The Master Agreement, attached hereto as Tab 1 and incorporated herein by reference as though fully set forth herein, and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement.
- NCPA shall be afforded all of the rights, privileges and indemnifications afforded to Region 14 ESC under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to NCPA under this Agreement including, but not limited to, the Vendor’s obligation to provide appropriate insurance and certain indemnifications to Region 14 ESC.
- Vendor shall perform all duties, responsibilities and obligations required under the Master Agreement in the time and manner specified by the Master Agreement.
- NCPA shall perform all of its duties, responsibilities, and obligations as administrator of purchases under the Master Agreement as set forth herein, and Vendor acknowledges that NCPA shall act in the capacity of administrator of purchases under the Master Agreement.
- With respect to any purchases made by Region 14 ESC or any Public Agency pursuant to the Master Agreement, NCPA (a) shall not be construed as a dealer, re-marketer, representative, partner, or agent of any type of Vendor, Region 14 ESC, or such Public Agency, (b) shall not be obligated, liable or responsible (i) for any orders made by Region

14 ESC, any Public Agency or any employee of Region 14 ESC or Public Agency under the Master Agreement, or (ii) for any payments required to be made with respect to such order, and (c) shall not be obligated, liable or responsible for any failure by the Public Agency to (i) comply with procedures or requirements of applicable law, or (ii) obtain the due authorization and approval necessary to purchase under the Master Agreement. NCPA makes no representations or guaranties with respect to any minimum purchases required to be made by Region 14 ESC, any Public Agency, or any employee of Region 14 ESC or Public Agency under this Agreement or the Master Agreement.

- The Public Agency participating in the NCPA contract and Vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the Public Agency and Vendor. NCPA, its agents, members and employees shall not be made party to any claim for breach of such agreement.
- Licenses and Duty to keep current licenses
  - a. Vendor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by vendor. Vendor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the contract. Region 14 ESC reserves the right to stop work and/or cancel the contract of any vendor whose license(s) expire, lapse, are suspended or terminated. Vendor is expected to provide all required license(s) with this RFP response.

◆ Term of Agreement

- This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that the obligation to pay all amounts owed by Vendor to NCPA through the termination of this Agreement and all indemnifications afforded by Vendor to NCPA shall survive the term of this Agreement.

◆ Fees and Reporting

- The awarded vendor shall electronically provide NCPA with a detailed monthly or quarterly report showing the dollar volume of all sales under the contract for the previous month or quarter. Reports shall be sent via e-mail to NCPA offices at reporting@ncpa.us. Reports are due on the fifteenth (15<sup>th</sup>) day after the close of the previous month or quarter. It is the responsibility of the awarded vendor to collect and compile all sales under the contract from participating members and submit one (1) report. The report shall include at least the following information as listed in the example below:

Agency Name	Zip Code	State	RQN Proposal #	Order Date	Internal PO, Job #, FX#, Notes etc.	Sale Amount	Admin Fee (3%)
-------------	----------	-------	----------------	------------	-------------------------------------	-------------	----------------

**Total** \_\_\_\_\_

- Each quarter NCPA will invoice the vendor based on the total of sale amount(s) reported. From the invoice the vendor shall pay to NCPA three (3%) administrative fee on the amount of the agency’s purchase order less any applicable sales tax and Performance and/or Payment bond cost. Deadline for term of payment will be included in the invoice NCPA provides.




- Supplier shall maintain an accounting of all purchases made by Public Agencies under the Master Agreement. NCPA and Region 14 ESC reserve the right to audit the accounting for a period of four (4) years from the date NCPA receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by Region 14 ESC or NCPA. In the event such audit reveals an underreporting of Contract Sales and a resulting underpayment of administrative fees, Vendor shall promptly pay NCPA the amount of such underpayment, together with interest on such amount and shall be obligated to reimburse NCPA's costs and expenses for such audit.

◆ General Provisions

- This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.
- Awarded vendor agrees to allow NCPA to use their name and logo within website, marketing materials and advertisement. Any use of NCPA name and logo or any form of publicity regarding this contract by awarded vendor must have prior approval from NCPA.
- If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement or to recover any administrative fee and accrued interest, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which such party may be entitled.
- Neither this Agreement nor any rights or obligations hereunder shall be assignable by Vendor without prior written consent of NCPA. Any assignment without such consent will be void.
- This Agreement and NCPA's rights and obligations hereunder may be assigned at NCPA's sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform NCPA's obligations hereunder
- All written communications given hereunder shall be delivered to the addresses as set forth below.

**National Cooperative Purchasing Alliance:**

Name: Matthew Mackel  
 Title: Director, Business Development  
 Address: PO Box 701273  
Houston, TX 77270  
 Signature:   
 Date: April 2, 2018

**Vendor:** F.H. Paschen, S.N. Nielsen & Associates LLC

Name: James V. Blair  
 Title: Agent/Chief Executive Officer  
 Address: 5515 N. East River Road  
Chicago, IL 60656  
 Signature:   
 Date: 3/20/2018



## NCPA Registered Vendor Quotation Number

RFP responders are requested to agree to a quotation number registration program to provide consistency and faster service for our facility awarded vendors, agency members and participants. The process will require Facility Contract holders to register and receive a NCPA Vendor Registered Quotation Number that must be prominently displayed on each proposal(s) that you present to the agencies. The system will track Facility transactions from the initial proposal stage to the completion of each project. NCPA has assembled an experienced Facilities Management Team that stands ready and willing to assist its vendors in providing quality services to the awarded vendor's organization. Failure to receive the Vendor Registered Quotation Number can result in potential delays to your services and the only acceptable proposals need to have a NCPA Vendor Registered Quotation Number.

## NCPA Registered Vendor Quotation Number Process

Fill out the form on the Facilities page at [www.NCPA.us](http://www.NCPA.us)

**\*Click on RQN Logo in the right hand corner of the home page and a form will pop up.**

**\* Fill out and submit.**

- All registered vendor quotation number requests must be submitted and a proposal number received before you present it to your potential customer.
- You will have a response with a NCPA Vendor Registered Quotation Number within 5 minutes.
- Include the quotation number on all proposals.

This document acknowledges that you have received and agree to the details, directions and expectations of the NCPA Vendor Registered Quotation Number process.

Date: 3/20/2018

RFP Number: #05-18

Company Name: F.H. Paschen, S.N. Nielsen & Associates LLC

Printed Name: James V. Blair, Agent/ Chief Executive Officer

Signature: 



# TAB 3 | VENDOR QUESTIONNAIRE

## Tab 3 – Vendor Questionnaire

Please provide responses to the following questions that address your company's operations, organization, structure, and processes for providing products and services.

### ◆ States Covered

- Bidder must indicate any and all states where products and services can be offered.
- Please indicate the price co-efficient for each state if it varies.

**50 States & District of Columbia** (Selecting this box is equal to checking all boxes below)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Alabama                         | <input checked="" type="checkbox"/> Maryland       | <input checked="" type="checkbox"/> South Carolina |
| <input type="checkbox"/> Alaska                          | <input checked="" type="checkbox"/> Massachusetts  | <input type="checkbox"/> South Dakota              |
| <input type="checkbox"/> Arizona                         | <input checked="" type="checkbox"/> Michigan       | <input checked="" type="checkbox"/> Tennessee      |
| <input type="checkbox"/> Arkansas                        | <input checked="" type="checkbox"/> Minnesota      | <input checked="" type="checkbox"/> Texas          |
| <input type="checkbox"/> California                      | <input checked="" type="checkbox"/> Mississippi    | <input type="checkbox"/> Utah                      |
| <input type="checkbox"/> Colorado                        | <input checked="" type="checkbox"/> Missouri       | <input type="checkbox"/> Vermont                   |
| <input type="checkbox"/> Connecticut                     | <input type="checkbox"/> Montana                   | <input checked="" type="checkbox"/> Virginia       |
| <input type="checkbox"/> Delaware                        | <input type="checkbox"/> Nebraska                  | <input checked="" type="checkbox"/> Washington     |
| <input checked="" type="checkbox"/> District of Columbia | <input type="checkbox"/> Nevada                    | <input checked="" type="checkbox"/> West Virginia  |
| <input checked="" type="checkbox"/> Florida              | <input type="checkbox"/> New Hampshire             | <input checked="" type="checkbox"/> Wisconsin      |
| <input checked="" type="checkbox"/> Georgia              | <input checked="" type="checkbox"/> New Jersey     | <input type="checkbox"/> Wyoming                   |
| <input type="checkbox"/> Hawaii                          | <input type="checkbox"/> New Mexico                |  |
| <input type="checkbox"/> Idaho                           | <input type="checkbox"/> New York                  |  |
| <input checked="" type="checkbox"/> Illinois             | <input checked="" type="checkbox"/> North Carolina |  |
| <input checked="" type="checkbox"/> Indiana              | <input type="checkbox"/> North Dakota              |  |
| <input checked="" type="checkbox"/> Iowa                 | <input checked="" type="checkbox"/> Ohio           |  |
| <input type="checkbox"/> Kansas                          | <input type="checkbox"/> Oklahoma                  |  |
| <input checked="" type="checkbox"/> Kentucky             | <input type="checkbox"/> Oregon                    |  |
| <input checked="" type="checkbox"/> Louisiana            | <input checked="" type="checkbox"/> Pennsylvania   |  |
| <input type="checkbox"/> Maine                           | <input type="checkbox"/> Rhode Island              |  |

**N/A**  **All US Territories and Outlying Areas** (Selecting this box is equal to checking all boxes below)

- |   |  |
|---|--|
| <input type="checkbox"/> American Samoa                 | <input type="checkbox"/> Northern Marina Islands |
| <input type="checkbox"/> Federated States of Micronesia | <input type="checkbox"/> Puerto Rico             |
| <input type="checkbox"/> Guam                           | <input type="checkbox"/> U.S. Virgin Islands     |
| <input type="checkbox"/> Midway Islands                 |  |

**N/A** ♦ **Minority** **and Women**

**Business Enterprise (MWBE) and (HUB) Participation**

➤ It is the policy of some entities participating in NCPA to involve minority and women business enterprises (MWBE) and historically underutilized businesses (HUB) in the purchase of goods and services. Respondents shall indicate below whether or not they are an M/WBE or HUB certified.

- **Minority / Women Business Enterprise**
  - Respondent Certifies that this firm is a M/WBE
- **Historically Underutilized Business**
  - Respondent Certifies that this firm is a HUB

♦ **Residency**

➤ Responding Company's principal place of business is in the city of Chicago, State of Illinois

♦ **Felony Conviction Notice**

- Please Check Applicable Box;
- A publically held corporation; therefore, this reporting requirement is not applicable.
  - Is not owned or operated by anyone who has been convicted of a felony.
  - Is owned or operated by the following individual(s) who has/have been convicted of a felony
- If the 3<sup>rd</sup> box is checked, a detailed explanation of the names and convictions must be attached.

♦ **Distribution Channel**

- Which best describes your company's position in the distribution channel:
- |   |  |
|---|--|
| <input type="checkbox"/> Manufacturer Direct    | <input type="checkbox"/> Certified education/government reseller     |
| <input type="checkbox"/> Authorized Distributor | <input type="checkbox"/> Manufacturer marketing through reseller     |
| <input type="checkbox"/> Value-added reseller   | <input checked="" type="checkbox"/> Other: <u>General Contractor</u> |

♦ **Processing Information**

- Provide company contact information for the following:
- **Sales Reports / Accounts Payable**  
 Contact Person: Kenya Banks  
 Title: Officer Manager  
 Company: F.H. Paschen, S.N. Nielsen & Associates LLC  
 Address: 5515 N East River Road  
 City: Chicago State: IL Zip: 60656  
 Phone: 773.444.3474 Email: kbanks@fhpaschen.com



▪ **Purchase Orders**

Contact Person: Leo Wright  
 Title: Senior Vice President  
 Company: F.H. Paschen, S.N. Nielsen & Associates LLC  
 Address: 5515 N East River Road  
 City: Chicago State: IL Zip: 60656  
 Phone: 773.444.3474 Email: lwright@fhpaschen.com

▪ Sales and Marketing

Contact Person: Larry Mix  
 Title: Vice President  
 Company: F.H. Paschen, S.N. Nielsen & Associates LLC  
 Address: 5515 N East River Road  
 City: Chicago State: IL Zip: 60656  
 Phone: 773.444.3474 Email: lmix@fhpaschen.com

◆ Pricing Information

- In addition to the current typical unit pricing furnished herein, the Vendor agrees to offer all future product introductions at prices that are proportionate to Contract Pricing.
  - If answer is no, attach a statement detailing how pricing for NCPA participants would be calculated for future product introductions.
    - Yes       No
- Pricing submitted includes the required NCPA administrative fee. The NCPA fee is calculated based on the invoice price to the customer.
  - Yes       No
- Vendor will provide additional discounts for purchase of a guaranteed quantity.
  - Yes       No

# TAB 4 | VENDOR PROFILE

## VENDOR PROFILE

### 1. COMPANY'S OFFICIAL REGISTERED NAME.

F.H. Paschen, S.N. Nielsen & Associates LLC

### 2. BRIEF HISTORY OF YOUR COMPANY, INCLUDING THE YEAR IT WAS ESTABLISHED.

F.H. Paschen has operated as a General Contractor and Construction Manager for over 40 years with a family history in construction for over 100 years. F.H. Paschen S.N. Nielsen & Associates LLC has operated under its present name since 2003. Our portfolio includes new building projects and multifaceted renovations for educational/institutional facilities, transit facilities, aviation, highway transportation, maintenance facilities, industrial/utility facilities, corporate facilities, and water treatment plants and pump stations. F.H. Paschen offers a broad depth of experience in every phase of construction.

During the past five years alone, Paschen has completed over \$600 million of work on over 45 IQCC contracts throughout the country. With this depth of experience, we have a thorough understanding of how to successfully complete indefinite quantity contracting projects in accordance with the contract requirements, in a safe manner and within the user's budget and time frame requirements.

### 3. COMPANY'S DUN & BRADSTREET (D&B) NUMBER.

62-405-1137

\* As a private company we do not provide information to D&B.

### 4. CORPORATE OFFICE LOCATION

5515 N East River Road, Chicago, IL 60656

### 5. LIST NUMBER OF EMPLOYEES EITHER NATIONALLY OR REGIONALLY (IF YOUR RESPONSE IS NOT ALL STATES) WITH BREAKDOWN OF DIRECT SALES, SALES SUPPORT, SERVICE TECHNICIANS, ENGINEERING SUPPORT AND ADMINISTRATION.

Please see the attached.

### 6. LIST THE NUMBER AND LOCATION OF OFFICES, OR SERVICE CENTERS FOR ALL STATES BEING OFFERED IN SOLICITATION. ADDITIONALLY, LIST THE NAMES OF KEY CONTACTS AT EACH LOCATION WITH TITLE, ADDRESS, PHONE AND E-MAIL ADDRESS.

In addition to our Corporate headquarters in Chicago, Paschen has the following regional offices:

#### Atlanta, GA

1344 La France Street, NE Suite 2

Atlanta, GA 30307

Phone: 404.942.1307

Fax: 470.225.4050

Key Contact: Wayne Thompson, Operations Manager

wthompson@fhpaschen.com

#### Columbus, OH

1283 Worthington Woods Blvd.

Worthington, OH 43085

Phone: 614.247.7229

Key Contact: Brian Rozcicha, Project Manager

brozchicah@fhpaschen.com



## VENDOR PROFILE

### **Ft. Lauderdale, FL**

2501 E Commercial Blvd  
 Ft. Lauderdale, FL 3330  
 Phone: 305.940.0264  
 Fax: 305.940.0265  
 Key Contact: David Roy, Senior Project Manager  
 droy@fhpaschen.com

### **Washington, D.C.**

7700 Leesburg Pike Suite 244  
 Falls Church, VA 22043  
 Phone: 703.245.0280  
 Fax: 703.245.0281  
 Key Contact: Bill Rocha, Senior Project Manager

### **Lafayette, IN**

50 Professional Court Suite A  
 Lafayette, IN 47905  
 Phone: 765.416.0034  
 Key Contact: Sam Wagner, Project Manager  
 swagner@fhpaschen.com

### **New Orleans, LA**

4034 Canal Street  
 New Orleans, LA 70119  
 Phone: 504.206.3000  
 Fax: 504.592.9346  
 Key Contact: Dave Flores, Project Manager  
 dflores@fhpaschen.com

## **7. PLEASE PROVIDE CONTACT INFORMATION FOR THE PERSON(S) WHO WILL BE RESPONSIBLE FOR THE FOLLOWING AREAS, INCLUDING RESUMES:**

### **A. SALES**

Larry Mix  
 773.444.3474  
 lmix@fhpaschen.com

### **B. SALES SUPPORT**

Cassidy Tarpey  
 773.444.3474  
 ctarpey@fhpaschen.com

### **C. MARKETING**

Larry Mix  
 773.444.3474  
 lmix@fhpaschen.com

### **D. FINANCIAL REPORTING**

Jim Habschmidt  
 773.444.3474  
 jhabschmidt@fhpaschen.com

### **E. EXECUTIVE SUPPORT**

Leo Wright  
 773.444.3474  
 lwright@fhpaschen.com

\*Please see the resumes for the listed individuals following this section.



## VENDOR PROFILE

### 8. DEFINE YOUR STANDARD TERMS OF PAYMENT.

Our standard terms of payment are Net 30 days. Typically, we will submit a monthly bill for every active work order. For work orders with durations of 45 days or fewer, we will issue a single invoice. Accuracy and completeness of the information we submit is imperative. We ensure this by having highly trained office managers to process our billings at our corporate office.

All project-related expenses will be administered and monitored, and checks will be issued to the project through the corporate office. This office prepares all of our accounting and payroll paperwork which is then provided to the Management Team. The accounting staff will coordinate the financial and cost information needs of the project and will be in close communication with the on-site management staff throughout the duration of the contract. Project cost and labor distribution reports are generated weekly and monthly at the corporate office then forwarded to the project for review.

We commit to paying subcontractors and suppliers within 10 days of receipt of payment from the Owner. Our standard is "pay-when-paid", but we do recognize that, in certain circumstances, our subcontractors may require payment in advance of payment by the Owner to Paschen.

### 9. WHO IS YOUR COMPETITION IN THE PUBLIC MARKETPLACE?

HITT, Centennial, and KBR are Paschen's competition in the public marketplace.

In terms of building type, contracting methods, and geographies served, our firm is one of the most diverse in the nation. This makes it difficult to define our marketplace competition. It varies widely depending upon the type and location of the construction in question. We build everything from the smallest-scale renovations and repairs to the largest infrastructure installations, from the most straightforward of scopes to the most detailed and demanding

### 12. WHAT IS YOUR STRATEGY TO INCREASE MARKET SHARE IN THE PUBLIC SPACE?

It's difficult to draw a line between when Initial Marketing stops and Market Share Increase begins. Every component of the Marketing Program described in questions 17-19 continues through the duration of the contract. There are always new opportunities to be of service to NCPA members, so we never rest our outreach efforts.

### 13. WHAT DIFFERENTIATES YOUR COMPANY FROM YOUR COMPETITORS?

Paschen is a company whose organization and culture are ideally-suited for smaller-scale, fast-tracked projects such



## VENDOR PROFILE

as those that would be awarded under this program. We have a volume of experience with similar work nationwide. We have the capacity to make these projects top priority, be proactive at every stage, and respond to any unforeseen circumstance. Delivery of this contract will be accomplished using a well-established management program that institutes rigorous safety and quality control protocols. Our philosophy is to provide an experienced, hands-on management staff that is trained to execute company policies and procedures, then give them the authority to operate autonomously and ensure timely performance in accordance with the contract requirements.

### **Paschen's Reputation in the Marketplace**

Paschen is a company with an extensive performance record in virtually all aspects of construction. We have successfully completed each contract that has been awarded. We take great pride in our ability to perform each contract to the Customer's complete satisfaction. Not only is this superior performance mandated by executive management, it is the primary goal of all employees of the company.

With over 40 years of job order contracting experience nationwide, Paschen is truly one of the leading entities in the job order contracting business. With this depth of experience, our team has a thorough understanding of what it takes to successfully complete job order contracting projects in accordance with the contract requirements, in a safe manner and within the Owner's budget and timeframe requirements.

### **14. BRIEFLY SUMMARIZE YOUR COMPANY'S QUALITY CONTROL/QUALITY ASSURANCE PROGRAM.**

The F.H. Paschen's Three-Phase Quality Control/ Assurance approach is modeled after a similar program the U.S. Army Corps of Engineer's Quality Control has used for over 40 years. This approach encourages supervisors at all levels to do the following:

- Identify key portions of the work
- Develop a realistic and safe plan to achieve the desired results before work begins
- Communicate the plan with the workers performing the tasks and get their feedback
- Provide written and photo documentation of processes and results to confirm compliance with contract requirements

The program also includes routine internal and third-party audits, which confirm compliance with the program and identify areas for improvement. It also includes a robust training program with supervisors who hold U.S. Army Corps of Engineers Construction Quality Management Certification.

### **15. PROVIDE INFORMATION REGARDING WHETHER YOUR FIRM, EITHER PRESENTLY OR IN THE PAST, HAS BEEN INVOLVED IN ANY LITIGATION, BANKRUPTCY, OR REORGANIZATION.**

F.H. Paschen's construction claims are typically mechanics lien cases, arising from payment related disputes, to which F.H. Paschen has defenses and counterclaims. There are also personal injury suits and property damage cases pending that are adequately covered by insurance and are being defended by counsel approved by F.H. Paschen's insurers. F.H. Paschen provides defense and indemnification to project owners.

F.H. Paschen has no outstanding judgments. F.H. Paschen has not been involved in any bankruptcy or reorganization. Further information is available upon request.



## VENDOR PROFILE

### **16. PROVIDE EVIDENCE OF YOUR COMPANY'S ABILITY TO CONTINUOUSLY LOWER THE CUSTOMER'S COST. PROVIDE EXAMPLES OF ANY DOCUMENTED COST REDUCTION RESULTS THAT YOUR COMPANY HAS ENGAGED IN WITH YOUR CUSTOMERS.**

Our many long-term repeat JOC clients show Paschen's ability to remain cost effective for clients. Evidence of this can be found under value added products and services in Tab 8.

### **Marketing/Sales**

### **17. DETAIL HOW YOUR ORGANIZATION PLANS TO MARKET THIS CONTRACT WITHIN THE FIRST 90 DAYS OF THE AWARD DATE. THIS SHOULD INCLUDE, BUT NOT BE LIMITED TO:**

- a. A co-branded press release within first 30 days
- b. Announcement of award through any applicable social media sites
- c. Direct mail campaigns
- d. Co-branded collateral pieces
- e. Advertisement of contract in regional or national publications
- f. Participation in trade shows
- g. Dedicated NCPA and Region 14 ESC internet web-based homepage with:
  - i. NCPA and Region 14 ESC Logo
  - ii. Link to NCPA and Region 14 ESC website
  - iii. Summary of contract and services offered
  - iv. Due Diligence Documents including; copy of solicitation, copy of contract and any amendments, marketing materials

### **A CO-BRANDED PRESS RELEASE WITHIN FIRST 30 DAYS**

At the discretion of NCPA we can either lead the press release writing process or contribute to the process that is led by NCPA personnel. We are happy to share a Press Contact list we will develop to be added by NCPA to a list of NCPA contacts as we spear head this effort combining NCPA contacts as provided to our own list and handling distribution on your behalf.

### **ANNOUNCEMENT OF AWARD THROUGH ANY APPLICABLE SOCIAL MEDIA SITES**

After securing our clients' approval for each post, we regularly post news of awards, groundbreakings, project milestones, grand openings, and human-interest stories related to our projects and contracts.

In addition, to our own social media posts we will take the direction of NCPA to determine additional social media strategies. There are many LinkedIn interest groups and various industry message boards for instance in which this news would be appropriate and useful.

## VENDOR PROFILE

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### **DIRECT MAIL CAMPAIGNS**

We have the capability to produce collateral for direct mail campaigns. Although in response to current marketing trends we utilize email marketing campaigns more frequently than direct mail.

### **CO-BRANDED COLLATERAL PIECES**

We have produced an eziQC newsletter for the Naperville Cooperative since May 2012. We also produce and distribute newsletters for eligible entities for cooperative contracts in Cook County, Washington D.C., Indiana, and Georgia. An example can be found at the end of this section.

### **ADVERTISEMENT OF CONTRACT IN REGIONAL OR NATIONAL PUBLICATIONS**

Our community and business outreach and recruitment plan includes publishing notices of subcontracting opportunities in daily newspapers of general circulation in the appropriate metropolitan area(s). Another means of print advertising includes the sponsorship of special events and fundraisers that are hosted by current NCPA members.

### **PARTICIPATION IN TRADE SHOWS**

Paschen participates in many trades shows throughout the year. Among the trade shows in which we've participated, the Georgia Department of Administrative Service Procurement Fair has been successful the past couple of years. Our business developments representatives also attend dozens of other JOC specific trade shows held nationwide throughout the year.

### **DEDICATED NCPA AND REGION 14 ESC INTERNET WEB-BASED HOMEPAGE WITH:**

- i. NCPA and Region 14 ESC Logo
- ii. Link to NCPA and Region 14 ESC website
- iii. Summary of contract and services offered
- iv. Due Diligence Documents including; copy of solicitation, copy of contract and any amendments, marketing materials

## VENDOR PROFILE

### **18. DESCRIBE HOW YOUR COMPANY WILL DEMONSTRATE THE BENEFITS OF THIS CONTRACT TO ELIGIBLE ENTITIES IF AWARDED.**

Paschen will dedicate the leadership and sales support personnel required to deliver IQCC/JOC services. We will strategically deploy our resources to accomplish the necessary recognition, which will help us engage the marketplace. The strategy for bringing this expertise to new markets will closely follow the proven path we've developed to date. We will begin by identifying opportunities and organizations with significant capital improvement programs. This will be followed by the establishment of an appropriate client manager for these key target organizations. Our staff will be assigned to client pursuits based on relevant experience, pertinent skills sets, and personality profiles.

Matching clients with the right set of presenters is the key to turning a prospective client into an engaged and satisfied one. We have several individuals in the JOC division at Paschen who have not only performed on contracts but can articulately describe the process and how it provides value. Part of our Project Management training includes this training, because it is a clearly-set expectation that our Project General Managers and Delivery Order Managers, and Superintendents assist with the Marketing of Job Order Contracts.

We have a full array of prepared materials at our disposal – handouts, PowerPoint presentations, etc. – but we take the time to tailor each set of materials to each client and meeting. This can't be done well without having the kind of background information and initial talks described above.

### **19. EXPLAIN HOW YOUR COMPANY PLANS TO MARKET THIS AGREEMENT TO EXISTING GOVERNMENT CUSTOMERS.**

Once we have established a rapport with the client, we can investigate and assess the needs of that organization. Our seasoned and reliable Business Development professionals will formulate a schedule of educational outreach, phone calls, and face-to-face meetings that will gather the critical information required to create an informed IQCC/JOC services proposal. Our team will provide an experience-based introduction to JOC services and identify prospective projects that would benefit from this alternative delivery method.

### **20. PROVIDE A DETAILED 90-DAY PLAN DESCRIBING HOW THE CONTRACT WILL BE IMPLEMENTED WITHIN YOUR FIRM.**

From an operations point of view, we will be able to mobilize rapidly upon contract award. With our local offices already established, we have all key employees in place to be of service from Day 1. At NCPA's earliest convenience, we would welcome a meeting to discuss, in further detail, the types of projects, volume of work anticipated, and special requirements to be expected, as well as to discuss the makeup of NCPA's membership, including the quantities, types and locations of the membership.

With regard to Business Development, our contract implementation approach is relationship-based. While we begin by assembling lists of prospective agencies in the geography, we will strategically prioritize our outreach efforts to these agencies based on stringent criteria. We intend to quickly build a track record of local successes.

To begin, we will leverage our relationships with the Architectural, Engineering, and Trade Contractor communities, with the various agencies and associations that serve potential clients, and, most importantly, with any existing clients in the area. Conversations with these entities quickly reveal the agencies with whom we are likely to have the greatest affinity, and to whom we can immediately offer the greatest value. These conversations help us to identify agencies with the kinds of real estate portfolios and capital improvement programs that easily benefit from the JOC approach.



## VENDOR PROFILE

### 21. DESCRIBE HOW YOU INTEND ON TRAIN YOUR NATIONAL SALES FORCE ON THE NCPA AGREEMENT.

Matching clients with the right set of presenters from Paschen is key to turning a prospective client into an engaged and satisfied one. We have several individuals in the JOC division at Paschen who have not only performed on contracts but can articulately describe the process and how it provides value. These employees' skills are equally attributable to talent identified during the hiring process and ongoing professional development in public speaking, leadership, and management practices

### 22. ACKNOWLEDGE THAT YOUR ORGANIZATION AGREES TO PROVIDE ITS COMPANY LOGO(S) TO NCPA AND AGREES TO PROVIDE PERMISSION FOR REPRODUCTION OF SUCH LOGO IN MARKETING COMMUNICATIONS AND PROMOTIONS.

Paschen will provide our company logo to NCPA for the purposes of reproducing the logo and marketing communications and promotions.

### Administration

### 24. DESCRIBE YOUR COMPANY'S IMPLEMENTATION AND SUCCESS WITH EXISTING COOPERATIVE PURCHASING PROGRAMS, IF ANY, AND PROVIDE THE COOPERATIVE'S NAME(S), CONTACT PERSON(S) AND CONTACT INFORMATION AS REFERENCE(S).

In 2011, the City of Naperville established, with the award of their JOC contract, a joint purchase agreement between the City, Naperville Community Unit School District 203, Indian Prairie School District 204 and the Naperville Park District as well as other agencies located within the Six County Area of metropolitan Chicago, and the State of Illinois. The following is a list of municipalities that have benefitted from the City of Naperville JOC contract. This list grows monthly.

- City of Aurora
- Housing Authority of Cook County
- Village of Downers Grove
- City of Elgin
- Village of Glen Ellyn
- Glenbard Wastewater Authority
- Village of Hinsdale
- Homer Township
- Village of Homewood
- City of Joliet
- Village of Lakemoor
- Village of Lisle
- Village of Midlothian
- Naper Settlement
- City of Naperville
- Naperville Riverwalk Administration
- North Central College
- Village of Orland Park
- Village of Park Forest
- Village of Plainfield
- Village of Tinley Park
- City of Wheaton

## VENDOR PROFILE

### **25. DESCRIBE THE CAPACITY OF YOUR COMPANY TO REPORT MONTHLY SALES THROUGH THIS AGREEMENT.**

The Sales Support staff will create a Sales Funnel report to track leads at the following stages:

- Suspect – Everyone in the target market, contacted via some manner of outreach, e.g. conference attendance, direct mail, cold calling, etc.
- Prospect – Anyone who has taken a responsive action, such as return phone call or email, dropping of a business card, or response to a survey.
- Lead – Anyone who has been presented with further information, such as a one-on-one meeting, detailed brochure, etc. and has indicated interest but has not necessarily indicated a timeframe for deciding (urgency). The person who has indicated interest may not necessarily be the Decision Maker with ability to buy, but could be a Decision Influencer who will be an advocate during the close of a sale.
- Opportunity – A Decision Maker who has indicated interest and urgency to move toward a sale, whose remaining concerns must be resolved through negotiation.

Estimated revenue figures will be assigned to potential suspects, accompanied by an anticipated timeframe for the sales process and the odds of winning, expressed in a percentage. By multiplying the estimated revenue by the likelihood to win, and plotting that figure by date, a clearer picture emerges of where effort must be applied.

For instance, if a direct mail campaign yields many prospects, it's better to advance these new prospects forward to discover which are leads than it is to invest more time finding new suspects. Inevitably, prospects will lose interest if they are not contacted promptly after taking responsive action to an outreach. Similarly, it's best to launch new outreach campaigns when opportunities are heading into negotiations, so that the pipeline is always evenly full.

This Sales Funnel report is also very useful to Operations. If promising prospects are advancing through the sales cycle, decisions about staff allocations may need to be made. While hiring may not occur until market share increases substantially, Human Resources may be engaged to start identifying candidates.

### **26. DESCRIBE THE CAPACITY OF YOUR COMPANY TO PROVIDE MANAGEMENT REPORTS, I.E. CONSOLIDATED BILLING BY LOCATION, TIME AND ATTENDANCE REPORTS, ETC. FOR EACH ELIGIBLE AGENCY.**

Our Corporate Office accounting staff will coordinate the financial and cost information needs of this program. This centralized department administers and monitors all job order-related expenses, then checks will be issued to the Management Team. Weekly and monthly program cost/labor distribution reports are generated at the corporate office then forwarded to the project staff for review. Accounting and payroll paperwork is prepared at the corporate level, as well. Close communication will be maintained between the corporate accounting staffs throughout the duration of the contract.

A key element of our corporate support, with regard to subcontractors, is labor compliance. We maintain an in-house program that educates all subcontractors of their obligation to ensure that all workers are paid the correct minimum wage for the work they perform before they start work on a project. We require that all subcontractors submit weekly certified payroll information on all projects which is then cross referenced with the Project Superintendent's Contractor Production Report to confirm that the workers who actually performed the work at the jobsite are listed on the certified payroll information. We regularly check with workers to inquire if they are being paid the correct wage

## VENDOR PROFILE

rate in a timely manner and periodically require subcontractors to provide copies of cancelled payroll checks to verify that certified payroll information is true and accurate. If violations are discovered, we take immediate action to ensure the workers are properly paid.

### **27. PLEASE PROVIDE ANY SUGGESTED IMPROVEMENTS AND ALTERNATIVES FOR DOING BUSINESS WITH YOUR COMPANY THAT WILL MAKE THIS ARRANGEMENT MORE COST EFFECTIVE FOR YOUR COMPANY AND PARTICIPATING PUBLIC AGENCIES.**

Our company understands what it takes to successfully implement IQCC/JOC contracts. Our clients realize the greatest benefit from JOC when all parties have a clear, mutual understanding of priorities, the capabilities utilized, and the timeframes within which and the extent to which service will be provided.

### **Green Initiatives**

We are committed to helping to build a cleaner future! As our business grows, we want to make sure we minimize our impact on the Earth's climate. So we are taking every step we can to implement innovative and responsible environmental practices throughout Region 14 ESC to reduce our carbon footprint, reduce waste, promote energy conservation, ensure efficient computing, and much more. We would like vendors to partner with us in this enterprise. To that effort, we ask respondents to provide their companies environmental policy and/or green initiative.

### **28. PLEASE PROVIDE YOUR COMPANY'S ENVIRONMENTAL POLICY AND/OR GREEN INITIATIVE.**

The activities and programs that are described in this statement are practices, to the greatest reasonable extent, both in our offices and on our construction sites.

### **PROJECT-BASED ACTIVITIES & PROGRAMS**

- Truck & Equipment Idling – Through the use of two-way radios, and through management practices, we limit excess idling of trucks and equipment, which reduces emissions.
- Pollutant run-off- We follow wise chemical practices to prevent liabilities for exposure or storm runoff.
- Water conservation – We seek onsite water reuse opportunities.
- Local Sourcing – To the greatest extent possible, we procure materials that are manufactured or harvested within 500 miles of the project site.
- Compressed Natural Gas (CNG) – If acceptable to our Clients, we propose that project pickup trucks, street sweepers, etc. be fueled by CNG.

### **OFFICE-BASED ACTIVITIES & PROGRAMS**

When appropriate/applicable, we:

- Consider ergonomics of items such as table height, chair adjustability, stored items accessibility, etc.
- Audit inventory of appliances and equipment to make sure the capacity available matches the demand.
- Track costs of operation to note performance and cost changes.
- Mitigate noise and odor pollution from appliances/equipment.
- Strategically share equipment between departments – printers, faxes, refrigerators, microwaves, paper cutters, binders, etc.
- Purchase office supplies with reuse/recycling taken into account.
- Use high-capacity and remanufactured toner cartridges.



## VENDOR PROFILE

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- Use elemental chlorine free paper with >30% recycled content; 100% post-consumer content wherever possible; use of “Extra Bright”, colored, and glossy papers is heavily restricted.
- Duplex prints and copies as default.
- Reuse one-sided paper for drafts.
- Host meetings, luncheons and events in locations that minimize the cumulative travel of all participants.
- Order fair trade, shade grown coffee for daily office use and special events.
- Buy drinks and snacks in bulk to reduce delivery frequency.
- Opt for buffet service whenever catering, which uses less packaging and results in less waste than boxed or plated meals.

### ENERGY EFFICIENCY

When appropriate/applicable, we:

- Conference call and video-conference when possible.
- Support use of carpools, Zipcar rentals, alternate modes, and public transit.
- Use remote network access, intranet, and other virtual office connections to reduce inter-office travel.
- Circulate memos, announcements, forms, surveys, etc. electronically.
- Use day-lighting, including light dimmers in partially day-lit areas.
- Turn off all manual light switches when leaving rooms and use motion-detectors to auto-turn lights off.
- Use operable windows and/or fans instead of adjusting thermostats.
- Use zoned programmable thermostats, which shut down or run at minimal power when spaces are not in use.
- Adjust thermostats below 71° in the heating season and above 73° in the cooling season.
- Only plug surge protectors into wall sockets and use surge protector off switch when appliances aren't in use.
- Disallow the use of space heaters.
- Use rechargeable batteries.
- Hang insulated window shades to prevent heat loss.
- Lease, versus own appliances and equipment where practical.
- Clean heat exchanger and coils regularly.
- Review utility bills for accuracy and keep records to follow costs and changes in bills.
- Clean lighting regularly to maintain brightness.
- Use alternative light sources (skylights, windows, solar tubes, etc.).
- Regularly clean/service and calibrate the controls of HVAC systems.
- Place equipment and appliances in areas with proper ventilation and humidity levels.
- Turn off printers, copiers, computers and all other appliances at night and on the weekends.
- Set computers to turn off display after 5 minutes dormant; computers sleep after 10 minutes dormant. Never use screensavers.

## VENDOR PROFILE

### RECYCLING PROGRAMS

- List used or surplus equipment available to employees.
- Single-stream (single bin for all items) recycle.
- Recycle batteries, light bulbs, toner cartridges, and electronics with help from the Office Director or Project Superintendent.
- Place recycling containers in each office and near copiers, printers, etc.

### WATER EFFICIENCY

When appropriate/applicable, we:

- Use water coolers and aim for a “bottle-free environment”.
- Landscape with hydro-efficient or xeriscaping plants.
- Properly maintain filters and water traps.
- Purchase ice machines and water coolers designed to recycle cooling water.
- Inspect leaking faucets, toilets, and other water use machines.
- Track water bills to notice any abnormal changes.
- Maintain heating and cooling system water traps.
- Irrigate at more efficient times than during the heat of day, and use sensors to prevent irrigation during periods of rain.
- Install motion-detecting water faucets.

### PASCHEN'S CORPORATE HEADQUARTERS

In November 2011, F.H. Paschen, S.N. Nielsen moved to new headquarters. Putting a former IT Hub and Call Center to new use, the building and its operations integrate a multitude of “green” features. A sampling of these features includes the following:

- **Energy Management System (EMS)** – Similar to other systems of computer-aided tools, such as those that help practitioners manage quality or safety, an EMS measures and assesses a business’ strengths and weaknesses, helps identify and manage significant environmental impacts, increases efficiency, ensures compliance with environmental legislation, and provides benchmarks for improvements. One well-known benefit of an Energy Management System (EMS) – also known as a Building Automation System (BAS) – is the ability to help control energy costs. When a building without an Energy Management System is retrofitted, it is not unusual to save 10 to 15 percent of the total energy required to operate the building prior to the retrofit.
- **Variable Speed Fans** – Paschen recently converted the HVAC system from constant speed fans, so that, when the building’s target temperature is achieved, less energy is expended in order to maintain it.
- **Compact Fluorescent Light bulbs (CFLs)** – CFLs are installed in every location that would typically be lit by traditional incandescent bulbs. They use about 75% less energy than a traditional incandescent bulb and lasts at least 6 times longer. They produce about 75% less heat, so they’re safer to operate and cut energy costs associated with facility cooling.
- **T8 lamps and ballasts** – Where fluorescent lamps would be used, these lamps with high efficiency electronic ballasts are more energy-efficient than legacy T12 lamps and magnetic ballasts. This was a simple upgrade, since the T8 lamps and ballasts fit into the same fixture. This lighting retrofit provides energy savings greater

## VENDOR PROFILE

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than 40% while also improving the quality of the lighting. These quality improvements include quiet operation, improved color rendering, and a reduction in HVAC costs due to less heat being generated by the lighting system.

- **ENERGY STAR® Appliances** – All refrigerators, freezers, ice machines, microwaves, dishwashers, etc. in the employee kitchens are ENERGY STAR® qualified.

### SUSTAINABLE PROJECTS

Paschen has developed both experience and expertise in sustainable construction. We know that the construction process places significant demands on natural resources, in terms of material usage, demolition waste, and energy consumption. As a proud member of the U.S. Green Building Council, Paschen has a dedicated team of LEED Accredited Professionals on staff.

### USE OF RECYCLED MATERIALS

As a General Contractor, we have minimal influence on the choice of materials to be used in the manufacturing of our products. When those opportunities are available, we present options for procurement of locally-sourced, recycled, and recyclable materials. The options are presented with an analysis of initial vs. lifetime cost, durability, and their ease of maintenance over the useful duration.

### ENVIRONMENTAL STANDARDS/CRITERIA FOR SELECTING SUPPLIERS

When appropriate/applicable, we:

- Make concerted efforts, upon need for or acquisition of regional/project space, to negotiate a sustainable lease. New construction should pursue the highest reasonable LEED certification available.
- In any office build-out or renovation, consider the use of recycled, used or salvaged materials; environmentally responsible designs that optimize material use, energy efficiency and adaptability (lighting, air flow, insulation, etc); appropriate sizing; use of products and materials made without volatile organic compounds (VOCs, including solvents, adhesives and particle boards, may emit gasses that pollute office air).
- Consider product durability and life span on top of the initial cost for any purchase.
- Seek local companies and suppliers that pledge to reduce transportation impacts; always ask vendors and delivery services to combine packages and delivery schedules, whenever practicable. Ask vendors to reduce the amount of packaging for products, and buy products in bulk to avoid unnecessary packaging.
- Prefer suppliers that take back packing materials, and reuse supply boxes for outbound shipments.
- Choose local caterers who offer local, in-season and vegetarian menu options and reusable dishes.

## VENDOR PROFILE

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### WASTE-MANAGEMENT PROGRAM

- Demolished Material Recycling (concrete, pavement, lumber, metals, brick/masonry, carpet, plastic, etc.) – We are accustomed to recycling almost all of the roadway pavement and asphalt on our civil work. As we are able, we propose to separate recyclable materials and send them to the designated, appropriate recycling centers.
- On-site Water Reuse – We will incorporate site runoff water into our engineered dust control methods.
- When appropriate/applicable, we:
  - Encourage staff to use their own mugs, plates and utensils.
  - Post signs to remind people to recycle and communicate procedures.
  - Explore options for donating items that are no longer needed.
  - Train and supervise janitorial staff to comply with recycling/reuse policies.
  - Solicit money-saving and/or pollution prevention ideas from employees.
  - Regularly assess disposed items for recycling potential.
  - Train managers to help staff dispose of products/equipment in the most useful manner.
  - Prefer online/email catalogs, magazines and journals, and we are removed from mailing lists wherever possible; when hard copy is the only option, share subscriptions.
  - Receive faxes electronically instead of by hard copy.
  - Have electronic/online folders for filing most correspondence.
  - Mark "refused" on unsolicited mail and return it unopened to the post office.
- Waste-Management, continued
  - Create letterhead and form templates instead of pre-printing.
  - Exhaust updating and repair options before replacing furniture, appliances or equipment.
  - Communicate with refuse service to monitor trash volume, pulls per week, cost per pull, kinds of trash and potential hazards.
  - Initiate waste minimization practices in areas such as selection of cleaning supplies and towels.
  - Share surplus equipment or supplies with other offices.
  - Ask customers for ideas/preferences for information transmission, encouraging the use of email or on CD instead of by hard copy wherever possible.

## VENDOR PROFILE

### Vendor Certifications (if applicable)

Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing respondent to perform the covered services including, but not limited to licenses, registrations or certifications. M/WBE, HUB, DVBE, small and disadvantaged business certifications and other diverse business certifications, as well as manufacturer certifications for sales and service must be included if applicable.

**\*Please see the applicable licenses following this section.**

### Safety:

#### 29. DESCRIBE YOUR COMPANY'S SAFETY PROGRAM DURING SERVICE/REPAIR WORK.

Paschen will provide a program-specific safety plan coupled with our Corporate Safety Program. The program-specific safety plan shall identify potential risks inherent to the job orders and tasks at hand. It will identify measures to be taken to reduce or eliminate those risks before the work begins

Paschen will utilize an internal safety committee to address safety concerns for this program. The committee will meet on a weekly basis with the goal of increasing safety awareness, administering new loss control programs, and effectively reducing risk during Paschen's operations. In addition to the safety committee, we will utilize in house safety professionals and an outside safety consulting firm. The safety consulting firm provides additional safety expertise, training, and jobsite safety audits. Paschen follows all OSHA, federal, state and local laws.

As a part of the selection process for all levels of subcontractors, all potential bidders are thoroughly checked in accordance with our prequalification criteria, confirming contractor's license status, ability to perform the tasks assigned, competency and availability of personnel, employee certifications (i.e. welding, master electrician, master plumber, etc.), safety history, and financial solvency. Additionally, references will be checked to verify past performance, adherence to schedules, ability to pay suppliers and workmen, ability to maintain acceptable standards of quality, and ability to control safety as well as costs.

### SUBCONTRACTOR SELECTION

Paschen is committed to hiring subcontractors with a proven culture of safety—who are proactive in safety awareness, with a "zero accident" goal on all projects. We expect any firms we engage on our projects to hold themselves to the highest standards of safety performance and to demonstrate best practices at all times. In addition, our subcontractors are held accountable for their lower-tier subcontractors and suppliers.

### JOB HAZARD ANALYSIS (JHA)

Paschen will utilize the JHA system, and we recommend that our subcontractors implement the JHA process for their tasks. JHAs allow construction crews to analyze the work that will be performed each day, document the hazards that can be expected, and determine solutions. Using loss control and prevention techniques, these solutions protect the crews, other onsite personnel, and the public from hazards associated with the work being performed.

During construction, a Competent Person shall be on site at all times to assist the Superintendent with supervising the tasks with potential hazards identified in our Plans. If any violations are observed, the responsible party will be verbally informed, and corrective action will be implemented immediately. Written notice will follow, together with a formal plan of corrective action. If the unsafe conditions are not remedied, or there are reoccurring violations, Paschen will take a number of courses of action including and up to removal of personnel and/or suspension from any further involvement in the program.



## VENDOR PROFILE

### ACCIDENT AND INVESTIGATION PROCEDURES

Our employees are trained to properly investigate accidents that occur on the project. There are procedures in place and distributed to our employees in order to properly document the facts of the incident, take pictures of the incident's contributing factors, and obtain witness statements. All incident reports must have some sort of corrective action included on them. We encourage learning from mistakes on the project in order to avoid a repeat accident.

### EMERGENCY PREPAREDNESS

All jobsites have nearby clinics and hospitals identified and mapped in the case of a workplace accident. The information is posted in the job trailer or onsite office and communicated to the subcontractors. If the project site presents unusual hazards, such as being spread out over a large area, we will request that the fire department do a walk-through of the project to familiarize themselves with the area. Projects have fire extinguishers available in accordance with OSHA regulations and emergency procedures posted with proper evacuation rules if need be.

### SITE SECURITY

We will maintain site security fencing around the perimeter of the construction site. It will be at least six feet tall and strong enough to keep children and unwanted visitors away from the construction operation. We will address security lighting to help create an additional deterrent.

### EMR

Paschen is proud of the risk management measures implemented within the last few years. Their effectiveness is evident in our company EMR which is currently 0.68. Paschen's robust Safety Plan, as well as their EMR, is best in the construction industry, when compared amongst companies that self-perform high-risk work.

### 30. DESCRIBE YOUR COMPANY'S SAFETY PROGRAM DURING CONSTRUCTION.

See the response for item 29 above.

### 31. INDICATE NUMBER OF LOST HOURS OR OTHER BENCHMARKS TO VERIFY YOUR COMPANY'S EFFECTIVENESS OF THEIR SAFETY RECORD.

Please see the attached

### 32. WHAT REPORTING MECHANISM DOES YOUR COMPANY PROVIDED TO THE CUSTOMER UPON COMPLETION OF ANY PROJECT?

Paschen maintains a detailed management report, which tracks all associated dates that pertain to each purchase order. Substantial and final completion dates are logged and used for monitoring the warranty timeframe. If a warranty issue arises, the date of the notification will be logged, and an appointment will be set to investigate the issue. Ideally, few if any warranty issues will occur. When they do, response needs to be urgent, from someone who understands the background and requirements of the project, and effective – fixing the issue and preventing additional work resulting from the same incident.

We understand that, when warranty issues occur, remediation has to take place in a timely manner, within urgent, compressed schedules, usually requiring off-hours labor. The practical answer to what "timely" means is a discussion that needs to be had with the Owner as well as with the project team. Some tasks require specialized skills, and

## VENDOR PROFILE

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others need equipment with long lead times for delivery. Decisions can be made in an efficient manner when they can be easily categorized, based on assessments of: imminent and non-imminent hazards, capital costs, the need for shut-downs or access/egress modifications, etc.

If the warranty issue requires an emergency-level response, our Emergency Response team is available 24/7, able to respond within two hours of being notified of the emergency situation.

## VENDOR PROFILE

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### 5. LIST NUMBER OF EMPLOYEES EITHER NATIONALLY OR REGIONALLY (IF YOUR RESPONSE IS NOT ALL STATES) WITH BREAKDOWN OF DIRECT SALES, SALES SUPPORT, SERVICE TECHNICIANS, ENGINEERING SUPPORT AND ADMINISTRATION.

#### **Total Employees Nationally: 352**

Project Managers / Estimators

Project Superintendents / Project Engineers: 243

Administration: 60

Executives/Operation Managers: 17

EEO Officers: 1

In-House Counsel: 2

MEP Coordinators: 2

Information Technology: 4

Surveyors/Technical Engineers: 6

Safety Managers/Risk Manager: 7

Quality Control: 6

BIM Director: 1

CAD Drafter: 1

Scheduler: 2



# LEO J. WRIGHT

## Executive Support

### PROFESSIONAL EXPERIENCE

Leo has 36 years of construction industry experience including 21 years with Paschen. He joined the Company as a Project Superintendent in the Job Order Contract Division (JOC) and was promoted to Project Manager, Chicago JOC Manager and finally Senior Vice President. He is responsible for overseeing the Chicago, Virginia, Ohio, Georgia, and Florida JOC Departments. These departments are made up of over 80 JOC professionals including Project Managers, Superintendents, and Engineers. Under his leadership, Paschen's JOC Division has completed over \$650,000,000 worth of work, with \$1 billion in potential backlog.

### EDUCATION

- DeVry Institute of Technology, Telecommunication Management
- Davea Trade Center, Construction Management

### LICENSES/ CERTIFICATIONS

- US Army Corps of Engineers, Construction Quality Management (CQM)
- 30 HR OSHA

### RELEVANT PROJECT EXPERIENCE

#### UNITED STATES POSTAL SERVICE JOC NORTHERN OHIO

This USPS job order contract began in 2014 and is still active. To date 19 work orders have been completed totaling just under \$2.5 million. Projects include building renovations, paving, concrete, and ADA upgrades.

#### NATIONAL JOINT POWERS ALLIANCE - OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

Ohio ezIQC Contract started in January 2012 and ran through January 2015. Work orders ranged in value from under \$3,000 to over \$1,000,000.

#### GENERAL SERVICES ADMINISTRATION OHIO STATEWIDE ID/IQ

Paschen completed 83 work orders that ranged in value from \$300 to \$185,000, with a total value of \$2,550,466. Work was performed at various sites throughout three geographical zones within Northern and Southern Ohio.

#### UNITED STATES POSTAL SERVICE JOC, WASHINGTON DC

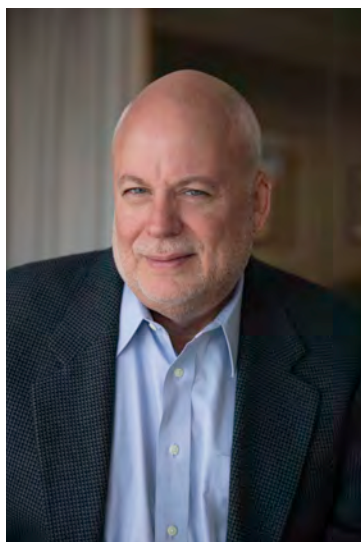
This JOC contract commenced in 2011 and ran through 2017. Work orders consisted of renovation projects to the headquarters facilities in the Washington DC area. 49 work orders were completed with a total value of \$1,062,867.

#### STATE OF GEORGIA EZIQC

This ezIQC® job order contract with the State of Georgia began in October of 2011 and ran through October of 2015. The contract was designed for on-call facility repair and alteration construction services. In total, Paschen completed 213 purchase orders which ranged in value from \$3,000 to \$1 million. This contract was available to all public entities statewide and had no maximum dollar value. Projects were site specific, ranging from building renovations to site improvements.

#### UNITED STATES POSTAL SERVICE JOC, CHICAGO & NORTHERN IL REPAIRS & ALTERATIONS

This contract began in 2010 and is still active. Work orders range in value from \$10,000 to over \$700,000 with 75 completed to date for a total of \$5,412,415. Projects include interior build-outs, building renovations, abatement, paving, security upgrades, landscaping, concrete, masonry, dock equipment installation, ADA upgrades, roof replacements, mechanical upgrades, and electrical work.



# **JAMES HABSCHMIDT,** Certified Public Accountant

## **Financial Reporting**

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### **PROFESSIONAL EXPERIENCE**

Jim is a Certified Public Accountant and has 37 years of experience in business finance and accounting, with 11 Years of construction industry experience. As Paschen's Chief Financial Officer since 2010, he is responsible for all internal controls systems and is located at our corporate office in Chicago. He monitors all project related expenses, financial and cost information needs. Jim is a member of the American Institute of Certified Public Accountants and Illinois CPA society.

Prior to joining the Company, Jim held several financial leadership roles, including:

- President and Chief Financial Officer at FeelSure Health Corporation
- Vice President of Finance and Chief Financial Officer for Vysis, Inc.
- Vice President, Development & Finance and Chief Financial Officer of Rand McNally & Co.
- Executive Vice President Operations & Finance of Silvestri Corporation
- Vice President, Finance and Administration of Kewaunee Scientific Corporation
- Financial management positions at American Hospital Supply Company prior to and after its acquisition by Baxter International

### **EDUCATION**

- DePaul University, M.B.A.
- DePaul University, B.S.,  
Accounting

### **LICENSES/ CERTIFICATIONS**

- Certified Public Accountant



# LARRY MIX

## Marketing & Sales

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### PROFESSIONAL EXPERIENCE

Larry has served as Paschen's Vice President of Business Development since 2010. With his 37 years of construction experience, Larry facilitates opportunities in the job order contracting, higher education, energy, aviation, and transportation markets to promote company growth. He has a reputation for communicating, strategizing and coordinating with the Operations teams to exceed client expectations and deliver quality construction projects.

Larry has been an integral part of Paschen since joining the company in 1984 as a Project Manager. He received his Bachelor of Science from Northern Illinois University and is Paschen's Corporate representative in several organizations including but not limited to the Construction Management Association of America (CMAA), Society of Marketing Professional Services, Federation of Women Contractors (FWC), Hispanic American Construction Industry Association (HACIA), United States Minority Contractors Association (USMCA). He is also the President of Joey's Angels Chapter of the Leukemia Research Foundation (LRF) and is currently the President of the Board for the LRF.

### EDUCATION

- Northern Illinois University,  
B.S., Physical Education

### LICENSES/ CERTIFICATIONS

- 30 HR OSHA



# CASSIDY TARPEY

## Sales Support

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### PROFESSIONAL EXPERIENCE

Cassidy has served as a Business Development Representative in Paschen's Job Order Contracting (JOC) Division since 2016. Her primary responsibilities include organizing and attending industry tradeshows and outreach events, identifying potential clients, and maintaining relationships with existing clients. Cassidy helps create and distribute marketing materials that inform and educate potential JOC clients of its many advantages in Illinois, Indiana, Georgia, and Washington D.C.

Cassidy is on the inaugural Affiliate Board of the Leukemia Research Foundation and the Auxiliary Board of Opportunity Knocks, an Illinois 501c.3 non-profit. She also represents Paschen as a member of the Health Care Institute, an IFMA (International Facility Management Association) Alliance Partner.

She also frequently represents Paschen at events and meetings for the following organizations: DuPage Mayors and Managers Conference, Illinois Association of School Boards, Federation of Women's Contractors, American Heart Association.

### EDUCATION

- Illinois Wesleyan University,  
B.A., Business Administration  
– Marketing Concentration,  
Psychology Minor



Visit

[www.eziQC.com/  
F.H.Paschen](http://www.eziQC.com/F.H.Paschen)

to get started today!

### Newsletter Guide

- Page 1: Using eziQC
- Page 2: F.H. Paschen & JOC
- Page 3: Featured Projects
- Page 4: Featured Projects

### F.H. Paschen Cooperative Contracts through eziQC:

- Arlington County (VA)
- Cook County (IL)
- City of Naperville (IL)
- State of Florida
- State of Georgia
- State of Indiana
- State of Maryland
- State of Ohio

### Upcoming Events

- Job Order Contracting Meet & Greet - March 3rd at F.H. Paschen

# FHP

## COOPERATIVE CONTRACT AVAILABLE FOR YOUR CONSTRUCTION NEEDS

### F.H. Paschen eziQC® Newsletter

Cook County has awarded a cooperative Gordian eziQC® Job Order Contract to F.H. Paschen, for use by other jurisdictions in Illinois **pursuant to 30 ILCS 525** (Procurement #11-082). This contract can be used to quickly order repair or alteration construction services, making F. H. Paschen your on-call contractor at competitive prices. Gordian has been providing procurement services since 1981 and completes over \$1 billion of construction work annually through their delivery systems. F.H. Paschen holds several cooperative contracts around the country through Gordian's eziQC® program that are **available** for use by public entities like cities, colleges & universities, municipalities, and public school systems. Through the program developed and implemented by Gordian, our team is **dedicated** to helping you eliminate weeks and months of time in the procurement process while providing a solution for emergency work and projects with strenuous circumstances. In the upcoming issues of this monthly newsletter, we will highlight featured projects, welcome new users, and provide helpful updates for your construction needs.

### How do I use this program?

Visit [www.eziQC.com/F.H.Paschen](http://www.eziQC.com/F.H.Paschen) to get started and specify F.H. Paschen as your preferred contractor. Once we receive your request, a representative will contact you for more details.

### Do I need to bid this project?

No, each procurement office of the entity holding the cooperative Contract has already procured and competitively awarded a JOC contract to F.H. Paschen. Pursuant to 30 ILCS 525, all jurisdictions in the state have the ability to utilize this Contract provided the public sector does not have any individual restrictions. The time you would typically spend on preparing a bid package, advertising, and awarding has already been done for you.

### Why is this Contract useful to me?

Procurement procedures are major contributors to overhead and require significant staff resources. By utilizing the JOC contract that has already been competitively bid and awarded, you will save time and money typically put into the conventional bid process, while still adhering to Illinois Procurement Code.



F.H. Paschen has been working as a General Contractor and Construction Manager in the Chicagoland area for over **40** years. Our staff has the expertise to build civil, institutional and commercial projects - both new construction and renovation - in educational, aviation, transportation, recreation, healthcare, road/bridge, and industrial sectors. Whether your need be pre-construction services, project design, value engineering, construction management, or acting as a traditional general contractor, we are there to help solve our clients' problems and **exceed their goals**. From Guaranteed Maximum Price contracts to Lump Sum Projects to Job Order Contract work, Paschen has the **experience** and **ability** to help with your construction project.

## JOB ORDER CONTRACTING

F.H. Paschen was awarded their first Job Order Contract (JOC) with the United States Postal Service in Chicago over **30** years ago and have since perfected this delivery. In the Chicagoland area, with a staff of over **45** devoted professionals, we manage 16 active JOC contracts for Federal, State, and Municipal governments, both public and private clients. Located near O'Hare airport, the Greater Chicagoland area has always been **our home**. We strive to help our community grow by completing projects for the municipalities, schools, and public sectors in which we live and do business. Our success in Chicago and its suburbs has allowed us to grow nationwide, now with 5 other regional offices around the country.

## TYPICAL JOC PROJECTS

- Repair and Renovations
- Design-Build
- Emergency Work
- Fast-Track Projects
- Library Renovations
- ADA Upgrades
- Infrastructure Work
- LEED Improvements
- Parks & Playgrounds
- Office Rehabilitation
- Civil Utilities
- Fire and Police Stations
- Interior Buildouts
- Building Additions
- Summer Critical School Projects
- Mechanical Upgrades
- Remediation Work
- Roadwork

## WHAT IS JOB ORDER CONTRACTING?

- Job Order Contracting (JOC) is a procurement process allowing Owners to accelerate construction projects by streamlining the bidding process.
- JOC is a performance-based contract awarded to contractors who have proven expertise, knowledge, and value.
- JOC allows Owners and Contractors to manage jobs, averaging in range from \$5,000 to \$750,000 and as high as \$5 million, faster and more efficiently than the conventional bid process.
- JOC contracts establish local fixed prices for each unit of work or material allowing the Owner to quickly arrive at a fixed price for each job.

For specific Cook County contract documents or help with any construction needs, please reach out to any of our team members.

### Leo Wright

Vice President  
F.H. Paschen  
773.444.3474

[lwright@fhpaschen.com](mailto:lwright@fhpaschen.com)

### Anthony Izzi

General Manager  
F.H. Paschen  
773.444.3474

[aizzi@fhpaschen.com](mailto:aizzi@fhpaschen.com)

### Dan Zivilik

Project Manager  
F.H. Paschen  
773.444.3474

[dzivilik@fhpaschen.com](mailto:dzivilik@fhpaschen.com)

### Cassidy Tarpey

Business Development Representative  
F.H. Paschen  
773.444.3474

[ctarpey@fhpaschen.com](mailto:ctarpey@fhpaschen.com)

## ROSEMONT TRANSIT CENTER

F.H. Paschen acted as the General Contractor to make improvements to the Rosemont Transit Center. An ADA ramp was added to each bus island, as well as a temporary ADA ramp for users while the project was under construction. Bus drop off stations were expanded, lanes were added, entrance/exit lanes were remodeled, and sidewalks were patched and redone in order to provide transit users with a safer and easier experience.



## STROGER HOSPITAL 3RD FLOOR RENOVATIONS

F.H. Paschen is currently working to complete a 17,000 SF renovation on the 3rd floor of John H. Stroger Jr. Hospital of Cook County. While the hospital remains fully active, an on-call area is being converted into a fully serviceable pre-op center and an existing office is being converted into a patient testing/exam area. Paschen is also creating a new office space and conference room, giving the Stroger staff some of today's most advanced tracking and patient monitoring systems in the industry.



## F.H. PASCHEN PROJECTS

- Rosemont Transit Center
- Stroger Hospital
  - 3rd Floor Renovations
  - Parking Garage CCTV and Panic System Replacement
- CCAB Adult Probation Renovation
- Provident Hospital Renovations
- Oak Forest Hospital Roof and Tuck Pointing
- Old Orchard Road Repairs
- Franklin Park Asphalt Repairs
- Thornton Township Roadway Improvements
- Department of Corrections Demolition of Divisions 3 and 17
- Provident Hospital Emergency Department Waiting Room HVAC Upgrade
- Department of Corrections
  - Central Kitchen Steam Line Installation
  - Fire Pump Replacement
- Countywide Emergency UPS and Expansion
- Cermak Hospital Nurses Call Station
- Skokie Courthouse Sensors

## OLD ORCHARD ROAD AT WOODS DRIVE

This emergency project at the Old Orchard Road at Woods Drive included F.H. Paschen performing pavement and traffic control. As you can see below, the finished job allows for a much smoother and safer drive.



## CRIMINAL COURTS ADMINISTRATION BUILDING ADULT PROBATION RENOVATION

This project at the Cook County CCAB included new cubicles, flooring replacement, ceiling replacement, a new mailroom, kitchen, and printing area. Renovating this 28,000 SF area is being completed all while half of the floor is still fully occupied and active with Cook County staff!



## QUOTE OF THE MONTH!

“The Village of River Grove recently renovated a large warehouse. **F.H. Paschen** was chosen as our general contractor for their reputation of successfully working with government bodies is well known. Paschen was very **professional** in the handling of all steps of the project. Weekly meetings were called to address issues and progress. The first topic discussed at these meetings was always **safety** in the work place, which I admired. At these meetings Paschen was represented, not only by their immediate superintendent for the project, with a detailed schedule, but by their in-house staff that kept the project moving forward and **finding answers to any problems** incurred.

F.H. Paschen **more than met my expectations** for the finished look of the building. It was obvious that they take **pride** in the quality of work performed by their company and the sub-contractors connected with the project.

I would highly recommend this company and look forward to working with them on other projects.”

- **Brent Leder**, Project Coordinator  
(River Grove)

# OSHA's Form 300A (Rev. 01/2004) Summary of Work-Related Injuries and Illnesses

Year 2017  
  
 U.S. Department of Labor  
 Occupational Safety and Health Administration  
 Form approved OMB no. 1218-0175

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

### Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>0</u>	<u>6</u>	<u>2</u>
(G)	(H)	(I)	(J)

### Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>0</u>	<u>367</u>
(K)	(L)

### Injury and Illness Types

Total number of...	(1) Injury	(2) Skin Disorder	(3) Respiratory Condition	(4) Poisoning	(5) Hearing Loss	(6) All Other Illnesses
(M)	<u>8</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed forms to this office.

### Establishment Information

Your establishment name F.H. Paschen, S.N. Nielsen & Associates LLC

Street 5515 N. East River Road

City Chicago State Illinois Zip 60656

Industry description (e.g., Manufacture of motor truck trailers)  
Construction

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)

OR North American Industrial Classification (NAICS), if known (e.g., 336212)  
2 3 7 3 1 0  
2 3 8 1 1 0  
2 3 6 2 2 0

### Employment Information

Annual average number of employees 450

Total hours worked by all employees last 1,065,219

### Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

  
 Timothy B. Stone  
 Company executive

Executive VP  
 Title

773-444-3474  
 Phone

1/15/2018  
 Date

# Log of Work-Related Injuries and Illnesses

You must record information about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an injury and illness incident report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 2017



Form approved OMB no. 1218-0176

F. H. Paschen, S.N. Nielsen & Associates LLC

Establishment name

State Illinois

City Chicago

Identify the person		Describe the case				Classify the case				Check the "injury" column or choose one type of illness:									
(A) Case No.	(B) Employee's Name	(C) Job Title (e.g., Welder)	(D) Date of injury or onset of illness (mo./day)	(E) Where the event occurred (e.g. Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g. Second degree burns on right forearm from acetylene torch)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
						CHECK ONLY ONE box for each case based on the most serious outcome for that case:				Enter the number of days the injured or ill worker was:									
						Days away from work				On job transfer or restriction (days)									
						Death				Away From Work (days)									
						(G)				(K)									
						(H)				(L)									
						(I)				(1)									
						(J)				(2)									
						(K)				(3)									
						(L)				(4)									
						(M)				(5)									
						(N)				(6)									
						(O)				(7)									
2017-2473-001	Irmiler, James	Laborer	01/19/2017	Stinger job at Ohare	When adjusting forks on skidsteer, finger got caught in pinch point and fractured pinky			X		0	66		X						
2017-3942-005	Porcelli, Santie	Labor Foreman	06/08/2017	Elgin Ohare western access	sharp pain in his back after framing approach slab, waiting for witness statement			X		0	94		X						
2017-2095-007	Sande, Matt	Laborer	06/22/2017	Admirals Club Ohare	wood splinter in the top of his left hand while throwing away garbage			X		0	20		X						
2017-3942-008	Annoreno, John	Operator	06/28/2017	Elgin Ohare western access	Moving plastic blankets off of a slab of concrete & stumbled on a basket and fell backwards and fell on left arm/hand			X		0	21		X						
2017-3938-010	Rodriguez, Hector	Laborer	09/11/2017	Irving Park rd.	when unloading dowel bars, a bar pinched his hand when it rolled, pain in left wrist			X		0	16		X						
2017-2468-012	Lopez, David	Carpenter	09/30/2017	95th st	while cutting with skisaw, the saw trigger became stuck, and kicked back and cut his left pinky finger			X		0	150		X						
2017-3964-016	Annoreno, John	operator	12/01/2017	Ohare runway	at some point during the day he got a piece of a metal particle in his eye, glasses were worn all day				X	0	0		X						
2017-2103-018	Soria, Juan	Surveyor	12/11/2017	Byrne school	the steel erector was erecting a steel column when the beam shifted and Mr. Soria dove to get out of the way of the beam in case it fell				X	0	0		X						
<b>Page totals</b>						0	0	6	2	0	367	8	0	0	0	0	0	0	0

STATE OF ALABAMA

BID LIMIT: U  
AMOUNT: UNLIMITED



LICENSE NO.: 47290  
TYPE: RENEWAL

State Licensing Board for General Contractors

THIS IS TO CERTIFY THAT

F H PASCHEN, S N NIELSEN & ASSOCIATES LLC

CHICAGO, IL 60656

is hereby licensed a General Contractor in the State of Alabama and is authorized to perform the following type(s) of work:

BC: BUILDING CONSTRUCTION

until May 31, 2018

when this Certificate expires.

Witness our hands and seal of the Board, dated Montgomery, Ala.,

1st day of May, 2017

132137

*Maui N. O'Quinn*

SECRETARY-TREASURER

*Alex Whaley*

CHAIRMAN

License No. 0215560518

ID #27318

# State of Arkansas Commercial Contractors Licensing Board

F.H. PASCHEN, S.N. NIELSEN & ASSOCIATES, LLC  
5515 N EAST RIVER RD  
CHICAGO, IL 60656

F.H. PASCHEN, S.N. NIELSEN & ASSOCIATES, LLC

**This is to Certify That** \_\_\_\_\_

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

- BUILDING
- (COMMERCIAL & RESIDENTIAL)
- HIGHWAY, RAILROAD, AIRPORT
- CONSTRUCTION
- MUNICIPAL & UTILITY CONSTRUCTION

with the following suggested bid limit Unlimited

from June 9, 2017 until May 31, 2018

when this Certificate expires.

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



*Stev Campbell*

\_\_\_\_\_


CHAIRMAN

*W. Dan Wright*

\_\_\_\_\_

SECRETARY

June 9, 2017 - sh

  
**GOVERNMENT**  
**OF THE**  
**DISTRICT OF COLUMBIA**  
**Muriel Bowser, Mayor**

## Department of Consumer and Regulatory Affairs

Business License Division  
 1100 4th Street S.W.  
 Washington DC 20024

Date Issued: 3/29/2016  
 Category: 4105  
 License#: 70102499  
 License Period: 4/1/2016 - 3/31/2018

### BASIC BUSINESS LICENSE

**Billing Name and Address:**

**F. H. PASCHEN, S.N. NIELSEN & ASSOCIATES**  
**LLC**  
**NICK BILSKI**

5515 N. EAST RIVER ROAD  
 CHICAGO, IL 60656

**Premise/Application's Name and Address:**

**F. H. PASCHEN, S.N. NIELSEN &**  
**ASSOCIATES LLC**

5515 N. EAST RIVER RD -  
 CHICAGO, IL 60631

**Registered Agent's Name and Address:**

**CT CORPORATION SYSTEM**

1015 15TH ST NW  
 WASHINGTON DC20005

Owner's Name

Corp. Name

Trade Name

**F. H. PASCHEN, S.N. NIELSEN & ASSOCIATES LLC**

CofO/HOP#:	SSL:	Zone:	Ward:	ANC:	PERM NO.
CLASS: A		UNITS: 0			

**General Service and Repair - Gen Contr/Construction Mngr**



STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD  
2601 BLAIR STONE ROAD  
TALLAHASSEE FL 32399-0783

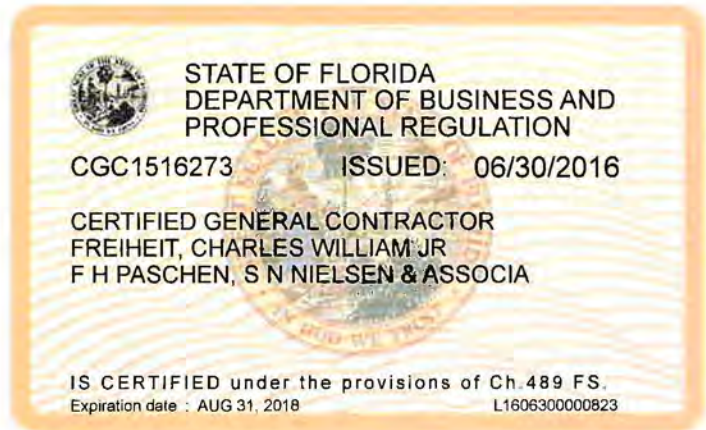
(850) 487-1395

FREIHEIT, CHARLES WILLIAM JR  
F H PASCHEN, S N NIELSEN & ASSOCIATES LLC  
5515 N. EAST RIVER ROAD  
CHICAGO IL 60656

Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbeque restaurants, and they keep Florida's economy strong.

Every day we work to improve the way we do business in order to serve you better. For information about our services, please log onto [www.myfloridalicense.com](http://www.myfloridalicense.com). There you can find more information about our divisions and the regulations that impact you, subscribe to department newsletters and learn more about the Department's initiatives.

Our mission at the Department is: License Efficiently, Regulate Fairly. We constantly strive to serve you better so that you can serve your customers. Thank you for doing business in Florida, and congratulations on your new license!



DETACH HERE

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
CONSTRUCTION INDUSTRY LICENSING BOARD

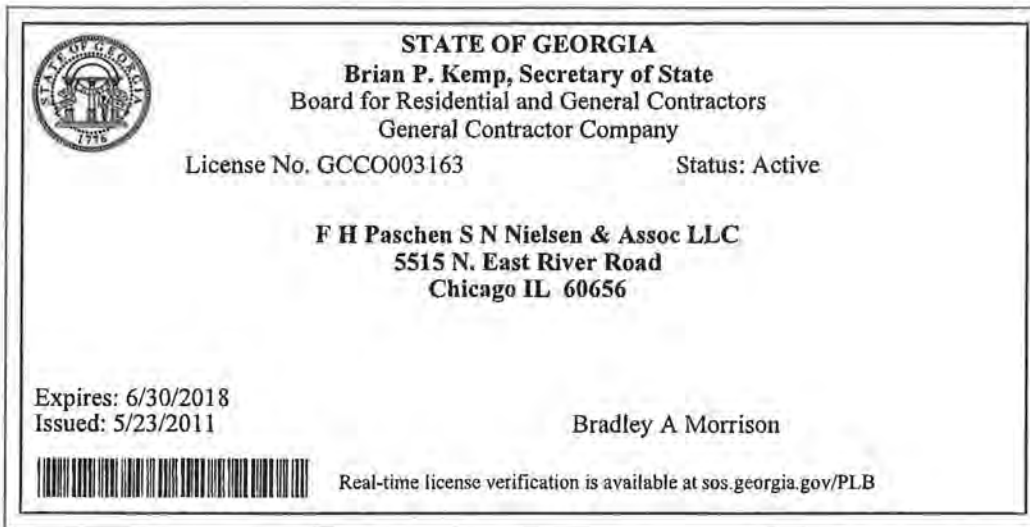
<b>LICENSE NUMBER</b>	
CGC1516273	

The GENERAL CONTRACTOR  
Named below IS CERTIFIED  
Under the provisions of Chapter 489 FS.  
Expiration date: AUG 31, 2018



FREIHEIT, CHARLES WILLIAM JR  
F H PASCHEN, S N NIELSEN & ASSOCIATES LLC  
5515 N. EAST RIVER ROAD  
CHICAGO IL 60656



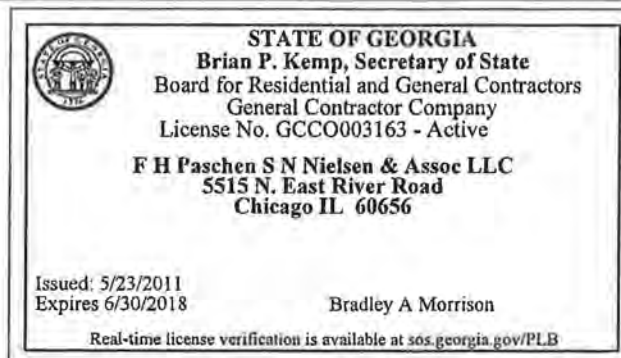


Above is your license issued by the Georgia State Board of Residential and General Contractors. A pocket-sized license card is below. Please make note of the expiration date on your license. It is your responsibility to renew your license before it expires. License renewals may be completed prior to the expiration date via the Board's website or by obtaining a paper renewal from the Board office.

Reminder: It is your responsibility to keep your insurance current. Please provide the Board with a copy of your Certificate of Insurance each time your insurance is renewed. The Board does receive copies of cancellation notices which will affect the status of your license.

It is the licensee's responsibility to notify the board office immediately of any change of name or address. You may update your address online at the board's website at [www.sos.ga.gov/plb/contractors/](http://www.sos.ga.gov/plb/contractors/).

You may contact the Board at:  
 GEORGIA STATE BOARD FOR RESIDENTIAL & GENERAL CONTRACTORS  
 237 COLISEUM DRIVE, MACON, GEORGIA 31217-3858  
 478-207-2440 (phone) website: [www.sos.ga.gov/plb/contractors/](http://www.sos.ga.gov/plb/contractors/)





State of Louisiana

State Licensing Board for Contractors

This is to Certify that:

F. H. PASCHEN, S.N. NIELSEN & ASSOCIATES LLC  
 5515 N. EAST RIVER ROAD  
 CHICAGO, IL 60656

is duly licensed and entitled to practice the following classifications

BUILDING CONSTRUCTION; HEAVY CONSTRUCTION; HIGHWAY, STREET AND BRIDGE  
 CONSTRUCTION; MUNICIPAL AND PUBLIC WORKS CONSTRUCTION



Witness our hand and seal of the Board dated,  
 Baton Rouge, LA 26th day of January 2018

Will B. Wood Director

Lee Mallett Chairman

Andy Demme Treasurer

Expiration Date: January 25, 2021

License No: 53002

This License Is Not Transferrable

90 County

# State of Maryland License

**02106326**

02422431

14753037

# 17



F H PASCHEN S N NIELSEN & ASSOCIATES LLC  
5515 N EAST RIVER ROAD  
CHICAGO IL 60656

F H PASCHEN S N NIELSEN & ASSOCIATES LLC  
5515 N EAST RIVER ROAD  
CHICAGO IL 60656

CODE	UNIT	TYPE OF LICENSE	NO OF LIC	COST
66	050	OUT-OF-STATE CONTRACTOR	1	50.00

DATE OF ISSUE  
MO DAY YR  
04/21/2017

MONTHS PAID  
12

ISSUING FEES	2.00		
TOTAL	52.00	AMOUNT PAID	52.00

**THIS LICENSE MUST BE PUBLICLY DISPLAYED  
AND EXPIRES ON **APRIL 30, 2018****

ISSUED BY  
ROBERT P. DUCKWORTH, CLERK OF CIRCUIT COURT  
8 CHURCH CIRCLE, ROOM H-101  
ANNAPOLIS, MARYLAND 21401 (410)222-1434

GCY

The information below is for the Clerk's Office use only, customers can disregard.

These barcodes are for use with the new Cashiering System. When your site is upgraded, you will be given instructions for their use.

These barcodes must be scanned in order for RCS:

Scan this one first



\*02515051024224315102106326\*

Scan this one second



\*50.00SM0.00SM0.00SM2.00\*

License Year

License No.

2018

70574

# North Carolina

## Licensing Board for General Contractors

This is to Certify That:

F.H. Paschen, S.N. Nielsen & Associates LLC  
Chicago, IL

is duly registered and entitled to practice

# General Contracting

Limitation: Unlimited  
Classification: Building

until

December 31, 2018

when this Certificate expires.

Witness our hands and seal of the Board.

Dated, Raleigh, N.C.

January 1, 2018

This certificate may not be altered.



  
Chairman  
  
Secretary-Treasurer

\*\*\* PLEASE CHECK YOUR CARD & CERTIFICATE ADDRESS, CLASSIFICATION(S), AND CONTRACT LIMIT FOR ACCURACY \*\*\*

\*\*\* The individual(s) qualifying this license can be verified on our website at <https://verify.llronline.com/LicLookup/LookupMain.aspx> \*\*\*

**LICENSE RENEWALS** - All General Contractor licenses expire on 10/31/20xx of every **EVEN**-numbered year. Renewing is only available during the renewal year between mid-June - January 31. After renewals end in January, the portal is closed and licenses not renewed must be reinstated by submitting an initial application, Doc #165, from our website, [www.llronline.com/pol/contractors](http://www.llronline.com/pol/contractors), with a current financial statement and fee. Renewal website: <https://renewals.llronline.com/RegLogin.asp>  
KEEP THIS RENEWAL INFORMATION TO RENEW YOUR LICENSE BEGINNING MID-JUNE OF EVERY **EVEN-NUMBERED YEAR**.

\*\*\* RENEWAL INFORMATION: **USERID: 2220802** - **PASSWORD: 81893** \*\*\*

\*\*\* LICENSE#: G116764 \*\*\*

CCB 1015327

South Carolina Department of Labor, Licensing and Regulation  
**SC Contractor's Licensing Board**

Certifies Licensee:

**F H PASCHEN SN NIELSEN & ASSOCIATES LLC**

5515 N. EAST RIVER ROAD

CHICAGO IL 60656

as a

**GENERAL CONTRACTOR**

DATE OF ISSUE: ..... 07/15/2016

INITIAL LICENSE DATE: ..... 08/18/2011

EXPIRATION DATE: ..... 10/31/2018

*Brad Lowe*  
Administrator

\*\*\* LICENSE#: G116764 \*\*\* CCB 1015327

for Licensee

**F H PASCHEN SN NIELSEN & ASSOCIATES LLC**  
in the Classification(s) and Group# Limitation of:

**BD5**

\*\*\* NEW Dollar Group# Limitations - Effective 06/03/2016: \*\*\*

The number after your 2-letter classification(s) above is your Group#

Group #1 - \$50,000      Group #3 - \$500,000

Group #2 - \$200,000    Group #4 - \$1,500,000

Group #5 - \$Unlimited

Disregard the previous dollar limitations on the back of this card!  
(See back of card for 2-letter Classification Abbreviations key)

Qualifier(s): **BRAD MORRISON**

**LICENSE EXPIRES: 10/31/2018**

\* \* \* \* **BOTH PORTIONS OF THE ABOVE POCKETCARD MUST BE PRESENTED AT ALL TIMES** \* \* \* \*

**DO NOT PEEL CARD FROM A CORNER**

**To remove card from backing**

- Bend form back from the outside edge
- Pull card off backing

WALL CERTIFICATE BELOW:

STATE OF SOUTH CAROLINA  
DEPARTMENT OF LABOR, LICENSING AND REGULATION  
SC CONTRACTOR'S LICENSING BOARD

CCB 1015327

**LICENSE CERTIFICATE**

The following Licensee:

\*\*\* LICENSE#: G116764 \*\*\*

**F H PASCHEN SN NIELSEN & ASSOCIATES LLC**  
5515 N. EAST RIVER ROAD  
CHICAGO IL 60656

has met the necessary qualifications required by the laws of South Carolina and is duly qualified and entitled to practice as a:

**GENERAL CONTRACTOR**

for the Classification(s) and Group Limitation shown below:

**BD5**

\*\*\* NEW Dollar Group# Limitations - Effective 06/03/2016: \*\*\*

The number after your 2-letter classification(s) above is your Group#

Group #1 - \$50,000      Group #3 - \$500,000

Group #2 - \$200,000    Group #4 - \$1,500,000

Group #5 - \$Unlimited

LICENSE EXPIRES: ..... 10/31/2018

Date of Issue: ..... 07/15/2016

Initial License Date: ..... 08/18/2011

*Brad Lowe*  
Administrator

License Qualifier(s): **BRAD MORRISON**

\*\*\* It is at the discretion of this licensee, not the board, to authorize individuals to pull permits and conduct business \*\*\*



**WEST VIRGINIA  
CONTRACTOR  
LICENSING  
BOARD**

# CONTRACTOR LICENSE

Authorized by the  
**West Virginia Contractor Licensing Board**

**Number:** WV047724

**Classification:**  
GENERAL BUILDING

FH PASCHEN SN NIELSEN & ASSOC LLC  
DBA FH PASCHEN SN NIELSEN & ASSOC LLC  
5515 N EAST RIVER ROAD  
CHICAGO, IL 60656

**Date Issued**

**Expiration Date**

FEBRUARY 07, 2018

FEBRUARY 07, 2019

*James A. ...*  
Authorized Company Signature

*Gene ...*  
Chair, West Virginia Contractor  
Licensing Board

This license, or a copy thereof, must be posted in a conspicuous place at every construction site where work is being performed. This license number must appear in all advertisements, on all bid submissions and on all fully executed and binding contracts. This license cannot be assigned or transferred by licensee. Issued under provisions of West Virginia Code, Chapter 21, Article 11.

# TAB 5 | PRODUCTS AND SERVICES/ SCOPE

## TAB 5| PRODUCTS AND SERVICES

### PASCHEN'S CONSTRUCTION SERVICES INCLUDE:

- General Contracting
- Job Order Contracting (JOC)
- Indefinite Delivery Indefinite Quantity Contracting (IDIQ)
- Design-Build Construction and Value Engineering
- Construction Manager as Constructor (CMc)
- LEED Construction
- Pre-Construction

Our broad range of expertise and offerings encompass new construction in addition to infrastructure, rehabilitation, and renovation and repair work, all from planning to completion. Over the years, we've built on our core skill set to become an industry leader in the alternative delivery of Order Contracting, Indefinite Delivery Indefinite Quantity Contracting Design-Build Construction, and Construction Manager as Constructor.

We serve both the public and private sectors and have extensive construction experience in municipal buildings, commercial properties and private institutions, heavy civil transportation (including major highways, bridges and mass transit systems), and public works projects.

**RS Means Unit Price Book will be utilized in the develop of cost proposals for this program.**

### PASCHEN APPROACH TO JOC/IDIQ

#### Proposal Phase

- Review the Proposal Request describing the scope of work.
- Visit the proposed worksite, and/or (at the discretion of the Owner) discuss the project with the Owner's Representative.
- Perform material take-offs and sizing calculations, and draft the detailed scope of work for review.
- Select the appropriate items from the Unit Price Book and include them on the unit price sheets. After manually developing the estimate, enter this information into CostWorks Estimator.

#### Purchasing

- Material and equipment selections will be made based on careful consideration of the technical specifications and architectural/aesthetic considerations.
- Requisition materials and services after approval of the submittals and/or samples in the final proposal.
- Delivery of materials and equipment shall be made with a minimum of interference to Owner's operations and personnel, at areas designated by the Owner and/or Representative.
- Upon delivery, all materials will be inspected in strict accordance with the quality control plan.



## TAB 5| PRODUCTS AND SERVICES

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### Construction Phase

- Upon receipt of the Job Order Assignment release, update the tracking system to include required start and completion dates. Verify the proposed sequence of operations and methods of conducting the work, means of access to building, storage space for materials and equipment, and all other issues pertaining to the execution of the JOA.
- Once work begins, submit daily reports to the Owner in a format approved by same.
- Implement and follow our rigorous Quality Control program, preventing any non-compliant work from proceeding before remedy.
- Continually update as-built documents, Operations & Maintenance (O & M) information, and warranties.
- Approve invoices and submit to corporate accounting to process.
- Monitor progress: daily by Superintendent and Estimator, weekly by Project Manager, periodically by Project Executive.

### Punch-list & Close-out

- Establish a pre-final punchlist prior to completion and distribute it to subcontractors.
- Address items as work progresses to obtain the “zero punch list” goal at the completion of the work.
- Prepare for the final inspection and acceptance, request Owner’s final inspection, and, upon acceptance, issue a final Notice of Completion certifying that all contract requirements have been completed.
- Schedule and document on-site training for equipment as required, and, as necessary, work with commissioning agents throughout the process.
- Submit a complete package of closeout documents for the Owner’s files.

### Warranty

- During periodic conversations and site visits, check that the project still looks as it should and is performing as expected.
- If a warranty issue arises, log the date of the notification and immediately set an appointment to investigate the issue. If the warranty issue requires an emergency-level response, our Emergency Response team is available 24/7, able to respond within two hours of being notified of the emergency.

# TAB 8 | VALUE ADDED PRODUCTS AND SERVICES

## TAB 8 | VALUE ADDED PRODUCTS AND SERVICES

### EXECUTIVE SUMMARY

F.H. Paschen has operated as a General Contractor and Construction Manager for over 40 years with a family history in construction for over 100 years. Our portfolio includes new building projects and multifaceted renovations for educational/institutional facilities, transit facilities, aviation, highway transportation, maintenance facilities, industrial/utility facilities, corporate facilities, and water treatment plants and pump stations.

During the past five years alone, Paschen has completed over \$600 million of work on over 45 IQCC contracts throughout the country. With this depth of experience, we have a thorough understanding of how to successfully complete indefinite quantity contracting projects in accordance with the contract requirements, in a safe manner and within the user’s budget and time frame requirements.

### SELF-PERFORMED CAPABILITIES

Paschen has the capability to self-perform major portions of the work, such as concrete and carpentry, but also demolition, paving, drywall, hollow metal, and hardware. This offers significant advantages to our clients, particularly the ability to control the project’s schedule, maintain the budget, and meet the quality standards specified while setting the pace of progress for the other trades to follow.

Paschen Self-Performed Trades	
Carpentry	✓
Drywall & Plaster	✓
Select Demolition	✓
Doors & Hardware	✓
Concrete	✓
Paving	✓



### TYPE OF WORK TYPICALLY SUBCONTRACTED

The following is a list of major trades subcontracted:

- Earthwork
- Site Utilities
- Landscaping
- Fencing
- Environmental Abatement
- Masonry
- Steel & Misc. Metals
- Roofing & Waterproofing
- Windows & Doors
- Finishes
- Elevators
- Mechanical
- Plumbing
- Electrical

# TAB 9 | REQUIRED DOCUMENTS

### **Clean Air and Water Act & Debarment Notice**

I, the Vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S. C. 1857 (h), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

I hereby further certify that my company has not been debarred, suspended or otherwise ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension", as described in the Federal Register and Rules and Regulations

Potential Vendor F.H. Paschen, S.N. Nielsen & Associates LLC

Print Name James V. Blair, Agent/Chief Executive Officer

Address 5515 N East River Road



City, State, Zip Chicago, IL 60656

Authorized signature



Date

3/20/2018

## **Contractor Requirements**

### **Contractor Certification Contractor's Employment Eligibility**

By entering the contract, Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA), and all other federal and state immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statues of the states it is will operate this contract in.

Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws.

Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.



The offeror complies and maintains compliance with the appropriate statutes which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.

Contractor shall comply with governing board policy of the NCPA Participating entities in which work is being performed

#### **Fingerprint & Background Checks**

If required to provide services on school district property at least five (5) times during a month, contractor shall submit a full set of fingerprints to the school district if requested of each person or employee who may provide such service. Alternately, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy. The district shall conduct a fingerprint check in accordance with the appropriate state and federal laws of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the district. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

The offeror shall comply with fingerprinting requirements in accordance with appropriate statutes in the state in which the work is being performed unless otherwise exempted.

Contractor shall comply with governing board policy in the school district or Participating Entity in which work is being performed

#### **Business Operations in Sudan, Iran**

In accordance with A.R.S. 35-391 and A.R.S. 35-393, the Contractor hereby certifies that the contractor does not have scrutinized business operations in Sudan and/or Iran.

Authorized signature

James V. Blair, Agent/Chief Executive Officer

Date

3/20/2018

#### **Antitrust Certification Statements (Tex. Government Code § 2155.005)**

I affirm under penalty of perjury of the laws of the State of Texas that:

- (1) I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;
- (2) In connection with this bid, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;
- (3) In connection with this bid, neither I nor any representative of the Company has violated any federal antitrust law; and
- (4) Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this bid to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

Company name	F.H. Paschen, S.N. Nielsen & Associates LLC
Address	5515 N East River Road
City/State/Zip	Chicago, IL 60656
Telephone No.	773.444.3474
Fax No.	773.444.5399
Email address	jblair@fhpaschen.com
Printed name	James V. Blair
Position with company	Agent/Chief Executive Officer
Authorized signature	

## **FEMA Standard Terms and Conditions Addendum for Contracts and Grants**

If any purchase made under the Master Agreement is funded in whole or in part by Federal Emergency Management Agency ("FEMA") grants, Contractor shall comply with all federal laws and regulations applicable to the receipt of FEMA grants, including, but not limited to the contractual procedures set forth in Title 44 of the Code of Federal Regulations, Part 13 ("44 CFR 13").

In addition, Contractor agrees to the following specific provisions:

- 1) Pursuant to 44 CFR 13.36(i)(1), University is entitled to exercise all administrative, contractual, or other remedies permitted by law to enforce Contractor's compliance with the terms of this Master Agreement, including but not limited to those remedies set forth at 44 CFR 13.43.
- 2) Pursuant to 44 CFR 13.36(i)(2), University may terminate the Master Agreement for cause or convenience in accordance with the procedures set forth in the Master Agreement and those provided by 44 CFR 13.44.
- 3) Pursuant to 44 CFR 13.36(i)(3)-(6)(12), and (13), Contractor shall comply with the following federal laws:
  - a. Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor ("DOL") regulations (41 CFR Ch. 60);
  - b. Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented in DOL regulations (29 CFR Part 3);
  - c. Davis-Bacon Act (40 U.S.C. 276a-276a-7) as supplemented by DOL regulations (29 CFR Part 5);
  - d. Section 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-30) as supplemented by DOL regulations (29 CFR Part 5);



- e. Section 306 of the Clean Air Act (42 U.S.C. 1857(h), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15); and
  - f. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L.94-163, 89 Stat. 871).
- 4) Pursuant to 44 CFR 13.36(i)(7), Contractor shall comply with FEMA requirements and regulations pertaining to reporting, including but not limited to those set forth at 44 CFR 40 and 41.
  - 5) Pursuant to 44 CFR 13.36(i)(8), Contractor agrees to the following provisions regarding patents:
    - a. All rights to inventions and/or discoveries that arise or are developed, in the course of or under this Agreement, shall belong to the participating agency and be disposed of in accordance with the participating agencies policy. The participating agency, at its own discretion, may file for patents in connection with all rights to any such inventions and/or discoveries.
  - 6) Pursuant to 44 CFR 13.36(i)(9), Contractor agrees to the following provisions, regarding copyrights:
    - a. If this Agreement results in any copyrightable material or inventions, in accordance with 44 CFR 13.34, FEMA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, for Federal Government purposes:
      - 1) The copyright in any work developed under a grant or contract; and
      - 2) Any rights of copyright to which a grantee or a contractor purchases ownership with grant support.
  - 7) Pursuant to 44 CFR 13.36(i)(10), Contractor shall maintain any books, documents, papers, and records of the Contractor which are directly pertinent to this Master Agreement. At any time during normal business hours and as often as the participating agency deems necessary, Contractor shall permit participating agency, FEMA, the Comptroller General of United States, or any of their duly authorized representatives to inspect and photocopy such records for the purpose of making audit, examination, excerpts, and transcriptions.
  - 8) Pursuant to 44 CFR 13.36(i)(11), Contractor shall retain all required records for three years after FEMA or participating agency makes final payments and all other pending matters are closed. In addition, Contractor shall comply with record retention requirements set forth in 44 CFR 13.42.

## **Required Clauses for Federal Assistance provided by FTA**

### **ACCESS TO RECORDS AND REPORTS**

Contractor agrees to:

- a) Maintain all books, records, accounts and reports required under this Contract for a period of not less than three (3) years after the date of termination or expiration of this Contract or any extensions thereof except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case Contractor agrees to maintain same until Public Agency, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto.
- b) Permit any of the foregoing parties to inspect all work, materials, payrolls, and other data and records with regard to the Project, and to audit the books, records, and accounts with regard to the Project and to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed for the purpose of audit and examination.

*FTA does not require the inclusion of these requirements of Article 1.01 in subcontracts. Reference 49 CFR 18.39 (i)(11).*

### **CIVIL RIGHTS / TITLE VI REQUIREMENTS**

- 1) Non-discrimination. In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, Section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, Section 202 of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12132, and Federal Transit Law at 49 U.S.C. § 5332, Contractor or subcontractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, marital status age, or disability. In addition, Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.
- 2) Equal Employment Opportunity. The following Equal Employment Opportunity requirements apply to this Contract:
  - a. Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal Transit Law at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable Equal Employment Opportunity requirements of U.S. Dept. of Labor regulations, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, 41 CFR, Parts 60 *et seq.*, and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of this Project. Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, marital status, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, Contractor agrees to comply with any implementing requirements FTA may issue.
  - b. Age. In accordance with the Age Discrimination in Employment Act (ADEA) of 1967, as amended, 29 U.S.C. Sections 621 through 634, and Equal Employment Opportunity Commission (EEOC) implementing regulations, “Age Discrimination in Employment Act”, 29 CFR Part 1625, prohibit employment discrimination by Contractor against individuals on the basis of age, including present and prospective employees. In addition, Contractor agrees to comply with any implementing requirements FTA may issue.
  - c. Disabilities. In accordance with Section 102 of the Americans with Disabilities Act of 1990, as amended (ADA), 42 U.S.C. Sections 12101 *et seq.*, prohibits discrimination against qualified individuals with disabilities in programs, activities, and services, and imposes specific requirements on public and private entities. Contractor agrees that it will comply with the requirements of the Equal Employment Opportunity Commission (EEOC), “Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act,” 29 CFR, Part 1630, pertaining to employment of persons with disabilities and with their responsibilities under Titles I through V of the ADA in employment, public services, public accommodations, telecommunications, and other provisions.
  - d. Segregated Facilities. Contractor certifies that their company does not and will not maintain or provide for their employees any segregated facilities at any of their establishments, and that they do not and will not permit their employees to perform their services at any location under the Contractor’s control where segregated facilities are maintained. As used in this certification the term “segregated facilities” means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin because of habit, local custom, or otherwise. Contractor agrees that a breach of this certification will be a violation of this Civil Rights clause.
- 3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment. In all solicitations, either by competitive bidding or negotiation, made by Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or

supplier shall be notified by Contractor of Contractor's obligations under this Contract and the regulations relative to non-discrimination on the grounds of race, color, creed, sex, disability, age or national origin.

- 4) Sanctions of Non-Compliance. In the event of Contractor's non-compliance with the non-discrimination provisions of this Contract, Public Agency shall impose such Contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to: 1) Withholding of payments to Contractor under the Contract until Contractor complies, and/or; 2) Cancellation, termination or suspension of the Contract, in whole or in part.

*Contractor agrees to include the requirements of this clause in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.*

### **DISADVANTAGED BUSINESS PARTICIPATION**

This Contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, "*Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*", therefore, it is the policy of the Department of Transportation (DOT) to ensure that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in the performance of DOT-assisted contracts.

- 1) Non-Discrimination Assurances. Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. Contractor shall carry out all applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or other such remedy as public agency deems appropriate. Each subcontract Contractor signs with a subcontractor must include the assurance in this paragraph. (See 49 CFR 26.13(b)).
- 2) Prompt Payment. Contractor is required to pay each subcontractor performing Work under this prime Contract for satisfactory performance of that work no later than thirty (30) days after Contractor's receipt of payment for that Work from public agency. In addition, Contractor is required to return any retainage payments to those subcontractors within thirty (30) days after the subcontractor's work related to this Contract is satisfactorily completed and any liens have been secured. Any delay or postponement of payment from the above time frames may occur only for good cause following written approval of public agency. This clause applies to both DBE and non-DBE subcontractors. Contractor must promptly notify public agency whenever a DBE subcontractor performing Work related to this Contract is terminated or fails to complete its Work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. Contractor may not terminate any DBE subcontractor and perform that Work through its own forces, or those of an affiliate, without prior written consent of public agency.
- 3) DBE Program. In connection with the performance of this Contract, Contractor will cooperate with public agency in meeting its commitments and goals to ensure that DBEs shall have the maximum practicable opportunity to compete for subcontract work, regardless of whether a contract goal is set for this Contract. Contractor agrees to use good faith efforts to carry out a policy in the award of its subcontracts, agent agreements, and procurement contracts which will, to the fullest extent, utilize DBEs consistent with the efficient performance of the Contract.

### **ENERGY CONSERVATION REQUIREMENTS**

Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plans issued under the Energy Policy and Conservation Act, as amended, 42 U.S.C. Sections 6321 *et seq.* and 41 CFR Part 301-10.

### **FEDERAL CHANGES**

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Contract between public agency and the FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this Contract.

#### **INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS**

The provisions include, in part, certain Standard Terms and Conditions required by the U.S. Department of Transportation (DOT), whether or not expressly set forth in the preceding Contract provisions. All contractual provisions required by the DOT, as set forth in the most current FTA Circular 4220.1F, dated November 1, 2008, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Contract. Contractor agrees not to perform any act, fail to perform any act, or refuse to comply with any public agency requests that would cause public agency to be in violation of the FTA terms and conditions.

#### **NO FEDERAL GOVERNMENT OBLIGATIONS TO THIRD PARTIES**

Agency and Contractor acknowledge and agree that, absent the Federal Government's express written consent and notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Contract, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to agency, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying Contract.

*Contractor agrees to include the above clause in each subcontract financed in whole or in part with federal assistance provided by the FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.*

#### **PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS**

Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this Contract. Upon execution of the underlying Contract, Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying Contract or the FTA assisted project for which this Contract Work is being performed.

In addition to other penalties that may be applicable, Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on Contractor to the extent the Federal Government deems appropriate.

Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307 (n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

*Contractor agrees to include the above clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.*

## State Notice Addendum

Pursuant to certain state notice provisions the following public agencies and political subdivisions of the referenced public agencies are eligible to access the contract award made pursuant to this solicitation. Public agencies and political subdivisions are hereby given notice of the foregoing request for proposal for purposes of complying with the procedural requirement of said statutes:

Nationwide: [http://www.usa.gov/Agencies/Local\\_Government/Cities.shtml](http://www.usa.gov/Agencies/Local_Government/Cities.shtml)

Other States: Cities, Towns, Villages, and Boroughs

<b>No.</b>	<b>Cities, Towns, Villages and Boroughs in Oregon</b>		
1	CEDAR MILL COMMUNITY LIBRARY	23	CITY OF DALLAS
2	CITY COUNTY INSURANCE SERVICES	24	CITY OF DAMASCUS
3	CITY OF ADAIR VILLAGE	25	CITY OF DUNDEE
4	CITY OF ALBANY	26	CITY OF EAGLE POINT
5	CITY OF ASHLAND	27	CITY OF ECHO
6	CITY OF ASTORIA OREGON	28	CITY OF ESTACADA
7	CITY OF AUMSVILLE	29	CITY OF EUGENE
8	CITY OF AURORA	30	CITY OF FAIRVIEW
9	CITY OF BEAVERTON	31	CITY OF FALLS CITY
10	CITY OF BOARDMAN	32	CITY OF GATES
11	CITY OF BURNS	33	CITY OF GEARHART
12	CITY OF CANBY	34	CITY OF GERVAIS
13	CITY OF CANNON BEACH OR	35	CITY OF GOLD HILL
14	CITY OF CANYONVILLE	36	CITY OF GRANTS PASS
15	CITY OF CENTRAL POINT POLICE DEPARTMENT	37	CITY OF GRESHAM
16	CITY OF CLATSKANIE	38	CITY OF HAPPY VALLEY
17	CITY OF COBURG	39	CITY OF HILLSBORO
18	CITY OF CONDON	40	CITY OF HOOD RIVER
19	CITY OF COOS BAY	41	CITY OF JOHN DAY
20	CITY OF CORVALLIS	42	CITY OF KLAMATH FALLS
21	CITY OF COTTAGE GROVE	43	CITY OF LA GRANDE
22	CITY OF CRESWELL	44	CITY OF LAKE OSWEGO
		45	CITY OF LAKESIDE
		46	CITY OF LEBANON

47	CITY OF MALIN
48	CITY OF MCMINNVILLE
49	CITY OF MEDFORD
50	CITY OF MILL CITY
51	CITY OF MILLERSBURG
52	CITY OF MILWAUKIE
53	CITY OF MORO
54	CITY OF MOSIER
55	CITY OF NEWBERG
56	CITY OF NORTH PLAINS
57	CITY OF OREGON CITY
58	CITY OF PHOENIX
59	CITY OF PILOT ROCK
60	CITY OF PORT ORFORD
61	CITY OF PORTLAND
62	CITY OF POWERS
63	CITY OF REDMOND
64	CITY OF REEDSPORT
65	CITY OF RIDDLE
66	CITY OF SALEM
67	CITY OF SANDY
68	CITY OF SANDY
69	CITY OF SCAPPOOSE
70	CITY OF SEASIDE
71	CITY OF SHADY COVE
72	CITY OF SHERWOOD
73	CITY OF SPRINGFIELD
74	CITY OF ST. PAUL
75	CITY OF STAYTON
76	CITY OF TIGARD, OREGON
77	CITY OF TUALATIN, OREGON
78	CITY OF WARRENTON
79	CITY OF WEST LINN/PARKS
80	CITY OF WILSONVILLE
81	CITY OF WINSTON
82	CITY OF WOOD VILLAGE
83	CITY OF WOODBURN
84	CITY OF YACHATS
85	FLORENCE AREA CHAMBER OF COMMERCE
86	GASTON RURAL FIRE DEPARTMENT
87	GLADSTONE POLICE DEPARTMENT
88	HOUSING AUTHORITY OF THE CITY OF SALEM
89	KEIZER POLICE DEPARTMENT
90	LEAGUE OF OREGON CITIES
91	MALIN COMMUNITY PARK AND RECREATION DISTRICT
92	METRO
93	MONMOUTH - INDEPENDENCE NETWORK
94	PORTLAND DEVELOPMENT COMMISSION
95	RAINIER POLICE DEPARTMENT
96	RIVERGROVE WATER DISTRICT
97	SUNSET EMPIRE PARK AND RECREATION
98	THE NEWPORT PARK AND RECREATION CENTER
99	TILLAMOOK PEOPLES UTILITY DISTRICT
100	TUALATIN VALLEY FIRE & RESCUE
101	WEST VALLEY HOUSING AUTHORITY
<b>No.</b>	<b>Counties and Parishes</b>
1	ASSOCIATION OF OREGON COUNTIES
2	BENTON COUNTY
3	CLACKAMAS COUNTY DEPT OF TRANSPORTATION
4	CLATSOP COUNTY
5	COLUMBIA COUNTY, OREGON
6	COOS COUNTY HIGHWAY DEPARTMENT
7	CROOK COUNTY ROAD DEPARTMENT
8	CURRY COUNTY OREGON
9	DESCHUTES COUNTY
10	DOUGLAS COUNTY
11	GILLIAM COUNTY
12	GILLIAM COUNTY OREGON
13	GRANT COUNTY, OREGON
14	HARNEY COUNTY SHERIFFS OFFICE
15	HOOD RIVER COUNTY
16	HOUSING AUTHORITY OF CLACKAMAS COUNTY
17	JACKSON COUNTY HEALTH AND HUMAN SERVICES

18	JEFFERSON COUNTY
19	KLAMATH COUNTY VETERANS SERVICE OFFICE
20	LAKE COUNTY
21	LANE COUNTY
22	LINCOLN COUNTY
23	LINN COUNTY
24	MARION COUNTY , SALEM, OREGON
25	MORROW COUNTY
26	MULTNOMAH COUNTY
27	MULTNOMAH COUNTY
28	MULTNOMAH LAW LIBRARY
29	NAMI LANE COUNTY
30	POLK COUNTY
31	SHERMAN COUNTY
32	UMATILLA COUNTY, OREGON
33	UNION COUNTY
34	WALLOWA COUNTY
35	WASCO COUNTY
36	WASHINGTON COUNTY
37	YAMHILL COUNTY
1	BOARD OF WATER SUPPLY
2	COUNTY OF HAWAII
3	MAUI COUNTY COUNCIL
<b>No.</b>	<b>Higher Education</b>
1	BIRTHINGWAY COLLEGE OF MIDWIFERY
2	BLUE MOUNTAIN COMMUNITY COLLEGE
3	CENTRAL OREGON COMMUNITY COLLEGE
4	CHEMEKETA COMMUNITY COLLEGE
5	CLACKAMAS COMMUNITY COLLEGE
6	COLUMBIA GORGE COMMUNITY COLLEGE
7	GEORGE FOX UNIVERSITY
8	KLAMATH COMMUNITY COLLEGE DISTRICT
9	LANE COMMUNITY COLLEGE
10	LEWIS AND CLARK COLLEGE
11	LINFIELD COLLEGE
12	LINN-BENTON COMMUNITY COLLEGE
13	MARYLHURST UNIVERSITY
14	MT. HOOD COMMUNITY COLLEGE
15	MULTNOMAH BIBLE COLLEGE
16	NATIONAL COLLEGE OF NATURAL MEDICINE
17	NORTHWEST CHRISTIAN COLLEGE
18	OREGON HEALTH AND SCIENCE UNIVERSITY
19	OREGON UNIVERSITY SYSTEM
20	PACIFIC UNIVERSITY
21	PORTLAND COMMUNITY COLLEGE
22	PORTLAND STATE UNIV.
23	REED COLLEGE
24	ROGUE COMMUNITY COLLEGE
25	SOUTHWESTERN OREGON COMMUNITY COLLEGE
26	TILLAMOOK BAY COMMUNITY COLLEGE
27	UMPQUA COMMUNITY COLLEGE
28	WESTERN STATES CHIROPRACTIC COLLEGE
29	WILLAMETTE UNIVERSITY
1	ARGOSY UNIVERSITY
2	BRIGHAM YOUNG UNIVERSITY - HAWAII
3	COLLEGE OF THE MARSHALL ISLANDS
4	RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII
5	UNIVERSITY OF HAWAII AT MANOA
<b>No.</b>	<b>K - 12</b>
1	ARCHBISHOP FRANCIS NORBERT BLANCHET SCHOOL
2	BAKER COUNTY SCHOOL DIST. 16J - MALHEUR ESD
3	BAKER SCHOOL DISTRICT 5-J
4	BANDON SCHOOL DISTRICT
5	BANKS SCHOOL DISTRICT
6	BEAVERTON SCHOOL DISTRICT
7	BEND / LA PINE SCHOOL DISTRICT
8	BEND-LA PINE SCHOOL DISTRICT
9	BROOKING HARBOR SCHOOL DISTRICT NO.17-C
10	CANBY SCHOOL DISTRICT
11	CANYONVILLE CHRISTIAN ACADEMY
12	CASCADE SCHOOL DISTRICT
13	CASCADES ACADEMY OF CENTRAL OREGON
14	CENTENNIAL SCHOOL DISTRICT

15	CENTRAL CATHOLIC HIGH SCHOOL	88	OUR LADY OF THE LAKE SCHOOL
16	CENTRAL POINT SCHOOL DISTRICT NO. 6	89	PHILOMATH SCHOOL DISTRICT
17	CENTRAL SCHOOL DISTRICT 13J	90	PHOENIX-TALENT SCHOOL DISTRICT NO.4
18	CLACKAMAS EDUCATION SERVICE DISTRICT	91	PORTLAND ADVENTIST ACADEMY
19	COOS BAY SCHOOL DISTRICT	92	PORTLAND JEWISH ACADEMY
20	COOS BAY SCHOOL DISTRICT NO.9	93	PORTLAND PUBLIC SCHOOLS
21	COQUILLE SCHOOL DISTRICT 8	94	RAINIER SCHOOL DISTRICT
22	COUNTY OF YAMHILL SCHOOL DISTRICT 29	95	REDMOND SCHOOL DISTRICT
23	CRESWELL SCHOOL DISTRICT	96	REEDSPORT SCHOOL DISTRICT
24	CROSSROADS CHRISTIAN SCHOOL	97	REYNOLDS SCHOOL DISTRICT
25	CULVER SCHOOL DISTRICT NO.	98	ROGUE RIVER SCHOOL DISTRICT NO.35
26	DALLAS SCHOOL DISTRICT NO. 2	99	ROSEBURG PUBLIC SCHOOLS
27	DAVID DOUGLAS SCHOOL DISTRICT	100	SALEM-KEIZER PUBLIC SCHOOLS
28	DAYTON SCHOOL DISTRICT NO.8	101	SCAPPOOSE SCHOOL DISTRICT 1J
29	DE LA SALLE N CATHOLIC HS	102	SEASIDE SCHOOL DISTRICT 10
30	DESCHUTES COUNTY SD NO.6 - SISTERS SD	103	SEVEN PEAKS SCHOOL
31	DOUGLAS COUNTY SCHOOL DISTRICT 116	104	SHERWOOD SCHOOL DISTRICT 88J
32	DOUGLAS EDUCATION SERVICE DISTRICT	105	SILVER FALLS SCHOOL DISTRICT
33	DUFUR SCHOOL DISTRICT NO.29	106	SIUSLAW SCHOOL DISTRICT
34	ELKTON SCHOOL DISTRICT NO.34	107	SOUTH COAST EDUCATION SERVICE DISTRICT
35	ESTACADA SCHOOL DISTRICT NO.108	108	SOUTH LANE SCHOOL DISTRICT 45J3
36	FOREST GROVE SCHOOL DISTRICT	109	SOUTHERN OREGON EDUCATION SERVICE DISTRICT
37	GASTON SCHOOL DISTRICT 511J	110	SOUTHWEST CHARTER SCHOOL
38	GEN CONF OF SDA CHURCH WESTERN OR	111	SPRINGFIELD SCHOOL DISTRICT NO.19
39	GLADSTONE SCHOOL DISTRICT	112	STANFIELD SCHOOL DISTRICT
40	GLENDALE SCHOOL DISTRICT	113	SWEET HOME SCHOOL DISTRICT NO.55
41	GLIDE SCHOOL DISTRICT NO.12	114	THE CATLIN GABEL SCHOOL
42	GRANTS PASS SCHOOL DISTRICT 7	115	TIGARD-TUALATIN SCHOOL DISTRICT
43	GREATHER ALBANY PUBLIC SCHOOL DISTRICT	116	UMATILLA-MORROW ESD
44	GRESHAM-BARLOW SCHOOL DISTRICT	117	VERNONIA SCHOOL DISTRICT 47J
45	HARNEY COUNTY SCHOOL DIST. NO.3	118	WEST HILLS COMMUNITY CHURCH
46	HARNEY EDUCATION SERVICE DISTRICT	119	WEST LINN WILSONVILLE SCHOOL DISTRICT
47	HEAD START OF LANE COUNTY	120	WHITEAKER MONTESSORI SCHOOL
48	HERITAGE CHRISTIAN SCHOOL	121	YONCALLA SCHOOL DISTRICT NO.32
49	HIGH DESERT EDUCATION SERVICE DISTRICT	1	CONGREGATION OF CHRISTIAN BROTHERS OF HAWAII, INC.
50	HOOD RIVER COUNTY SCHOOL DISTRICT	2	EMMANUAL LUTHERAN SCHOOL
51	JACKSON CO SCHOOL DIST NO.9	3	HANAHAU'OLI SCHOOL
52	JEFFERSON COUNTY SCHOOL DISTRICT 509-J	4	HAWAII TECHNOLOGY ACADEMY
53	JEFFERSON SCHOOL DISTRICT	5	ISLAND SCHOOL
54	KLAMATH FALLS CITY SCHOOLS	6	KAMEHAMEHA SCHOOLS
55	LA GRANDE SCHOOL DISTRICT	7	KE KULA O S. M. KAMAKAU
56	LAKE OSWEGO SCHOOL DISTRICT 7J	8	MARYKNOLL SCHOOL
57	LANE COUNTY SCHOOL DISTRICT 4J	9	PACIFIC BUDDHIST ACADEMY
58	LANE COUNTY SCHOOL DISTRICT 69	<b>No.</b>	<b>Nonprofit &amp; Other</b>
59	LEBANON COMMUNITY SCHOOLS NO.9	1	211INFO
60	LINCOLN COUNTY SCHOOL DISTRICT	2	ACUMENTRA HEALTH
61	LINN CO. SCHOOL DIST. 95C - SCIO SD	3	ADDICTIONS RECOVERY CENTER, INC
62	LOST RIVER JR/SR HIGH SCHOOL	4	ALLFOURONE/CRESTVIEW CONFERENCE CTR.
63	LOWELL SCHOOL DISTRICT NO.71	5	ALVORD-TAYLOR INDEPENDENT LIVING SERVICES
64	MARION COUNTY SCHOOL DISTRICT 103 - WASHINGTON ES	6	ALZHEIMERS NETWORK OF OREGON
65	MCMINNVILLE SCHOOL DISTRICT NO.40	7	ASHLAND COMMUNITY HOSPITAL
66	MEDFORD SCHOOL DISTRICT 549C	8	ATHENA LIBRARY FRIENDS ASSOCIATION
67	MITCH CHARTER SCHOOL	9	BARLOW YOUTH FOOTBALL
68	MOLALLA RIVER ACADEMY	10	BAY AREA FIRST STEP, INC.
69	MOLALLA RIVER SCHOOL DISTRICT NO.35	11	BENTON HOSPICE SERVICE
70	MONROE SCHOOL DISTRICT NO.1J	12	BETHEL CHURCH OF GOD
71	MORROW COUNTY SCHOOL DISTRICT	13	BIRCH COMMUNITY SERVICES, INC.
72	MT. ANGEL SCHOOL DISTRICT NO.91	14	BLACHLY LANE ELECTRIC COOPERATIVE
73	MT.SCOTT LEARNING CENTERS	15	BLIND ENTERPRISES OF OREGON
74	MULTISENSORY LEARNING ACADEMY	16	BONNEVILLE ENVIRONMENTAL FOUNDATION
75	MULTNOMAH EDUCATION SERVICE DISTRICT	17	BOYS AND GIRLS CLUBS OF PORTLAND METROPOLITAN AREA
76	MYRTLE POINT SCHOOL DISTRICT NO.41	18	BROAD BASE PROGRAMS INC.
77	NEAH-KAH-NIE DISTRICT NO.56	19	CANBY FOURSQUARE CHURCH
78	NESTUCCA VALLEY SCHOOL DISTRICT NO.101	20	CANCER CARE RESOURCES
79	NOBEL LEARNING COMMUNITIES	21	CASCADIA BEHAVIORAL HEALTHCARE
80	NORTH BEND SCHOOL DISTRICT 13	22	CASCADIA REGION GREEN BUILDING COUNCIL
81	NORTH CLACKAMAS SCHOOL DISTRICT	23	CATHOLIC CHARITIES
82	NORTH SANTIAM SCHOOL DISTRICT 29J	24	CATHOLIC COMMUNITY SERVICES
83	NORTH WASCO CTY SCHOOL DISTRICT 21 - CHENOWITH	25	CENTER FOR RESEARCH TO PRACTICE
84	NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT	26	CENTRAL BIBLE CHURCH
85	NYSSA SCHOOL DISTRICT NO. 26	27	CENTRAL CITY CONCERN
86	ONTARIO MIDDLE SCHOOL	28	CENTRAL DOUGLAS COUNTY FAMILY YMCA
87	OREGON TRAIL SCHOOL DISTRICT NO.46	29	CENTRAL OREGON COMMUNITY ACTION AGENCY NETWORK

30	CHILDPEACE MONTESSORI	103	LANE MEMORIAL BLOOD BANK
31	CITY BIBLE CHURCH	104	LANECO FEDERAL CREDIT UNION
32	CLACKAMAS RIVER WATER	105	LAUREL HILL CENTER
33	CLASSROOM LAW PROJECT	106	LIFEWORCS NW
34	COAST REHABILITATION SERVICES	107	LIVING WAY FELLOWSHIP
35	COLLEGE HOUSING NORTHWEST	108	LOAVES & FISHES CENTERS, INC.
36	COLUMBIA COMMUNITY MENTAL HEALTH	109	LOCAL GOVERNMENT PERSONNEL INSTITUTE
37	COMMUNITY ACTION ORGANIZATION	110	LOOKING GLASS YOUTH AND FAMILY SERVICES
38	COMMUNITY ACTION TEAM, INC.	111	MACDONALD CENTER
39	COMMUNITY CANCER CENTER	112	MAKING MEMORIES BREAST CANCER FOUNDATION, INC.
40	COMMUNITY HEALTH CENTER, INC	113	METRO HOME SAFETY REPAIR PROGRAM
41	COMMUNITY VETERINARY CENTER	114	METROPOLITAN FAMILY SERVICE
42	CONFEDERATED TRIBES OF GRAND RONDE	115	MID COLUMBIA COUNCIL OF GOVERNMENTS
43	CONSERVATION BIOLOGY INSTITUTE	116	MID-COLUMBIA CENTER FOR LIVING
44	CONTEMPORARY CRAFTS MUSEUM AND GALLERY	117	MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY, INC
45	CORVALLIS MOUNTAIN RESCUE UNIT	118	MORNING STAR MISSIONARY BAPTIST CHURCH
46	COVENANT CHRISTIAN HOOD RIVER	119	MORRISON CHILD AND FAMILY SERVICES
47	COVENANT RETIREMENT COMMUNITIES	120	MOSAIC CHURCH
48	DECISION SCIENCE RESEARCH INSTITUTE, INC.	121	NATIONAL PSORIASIS FOUNDATION
49	DELIGHT VALLEY CHURCH OF CHRIST	122	NATIONAL WILD TURKEY FEDERATION
50	DOGS FOR THE DEAF, INC.	123	NEW AVENUES FOR YOUTH INC
51	DOUGLAS ELECTRIC COOPERATIVE, INC.	124	NEW BEGINNINGS CHRISTIAN CENTER
52	EAST HILL CHURCH	125	NEW HOPE COMMUNITY CHURCH
53	EAST SIDE FOURSQUARE CHURCH	126	NEWBERG FRIENDS CHURCH
54	EAST WEST MINISTRIES INTERNATIONAL	127	NORTH BEND CITY- COOS/URRY HOUSING AUTHORITY
55	EDUCATIONAL POLICY IMPROVEMENT CENTER	128	NORTHWEST FOOD PROCESSORS ASSOCIATION
56	ELMIRA CHURCH OF CHRIST	129	NORTHWEST LINE JOINT APPRENTICESHIP & TRAINING COMMITTEE
57	EMERALD PUD	130	NORTHWEST REGIONAL EDUCATIONAL LABORATORY
58	EMMAUS CHRISTIAN SCHOOL	131	NORTHWEST YOUTH CORPS
59	EN AVANT, INC.	132	OCHIN
60	ENTERPRISE FOR EMPLOYMENT AND EDUCATION	133	OHSU FOUNDATION
61	EUGENE BALLET COMPANY	134	OLIVET BAPTIST CHURCH
62	EUGENE SYMPHONY ASSOCIATION, INC.	135	OMNIMEDIX INSTITUTE
63	EUGENE WATER & ELECTRIC BOARD	136	OPEN MEADOW ALTERNATIVE SCHOOLS, INC.
64	EVERGREEN AVIATION MUSEUM AND CAP. MICHAEL KING.	137	OREGON BALLET THEATRE
65	FAIR SHARE RESEARCH AND EDUCATION FUND	138	OREGON CITY CHURCH OF THE NAZARENE
66	FAITH CENTER	139	OREGON COAST COMMUNITY ACTION
67	FAITHFUL SAVIOR MINISTRIES	140	OREGON DEATH WITH DIGNITY
68	FAMILIES FIRST OF GRANT COUNTY, INC.	141	OREGON DONOR PROGRAM
69	FANCONI ANEMIA RESEARCH FUND INC.	142	OREGON EDUCATION ASSOCIATION
70	FARMWORKER HOUSING DEV CORP	143	OREGON ENVIRONMENTAL COUNCIL
71	FIRST CHURCH OF THE NAZARENE	144	OREGON MUSUEM OF SCIENCE AND INDUSTRY
72	FIRST UNITARIAN CHURCH	145	OREGON PROGRESS FORUM
73	FORD FAMILY FOUNDATION	146	OREGON REPERTORY SINGERS
74	FOUNDATIONS FOR A BETTER OREGON	147	OREGON STATE UNIVERSITY ALUMNI ASSOCIATION
75	FRIENDS OF THE CHILDREN	148	OREGON SUPPORTED LIVING PROGRAM
76	GATEWAY TO COLLEGE NATIONAL NETWORK	149	OSLC COMMUNITY PROGRAMS
77	GOAL ONE COALITION	150	OUTSIDE IN
78	GOLD BEACH POLICE DEPARTMENT	151	OUTSIDE IN
79	GOOD SHEPHERD COMMUNITIES	152	PACIFIC CASCADE FEDERAL CREDIT UNION
80	GOODWILL INDUSTRIES OF LANE AND SOUTH COAST COUNTIES	153	PACIFIC FISHERY MANAGEMENT COUNCIL
81	GRANT PARK CHURCH	154	PACIFIC INSTITUTES FOR RESEARCH
82	GRANTS PASS MANAGEMENT SERVICES, DBA	155	PACIFIC STATES MARINE FISHERIES COMMISSION
83	GREATER HILLSBORO AREA CHAMBER OF COMMERCE	156	PARALYZED VETERANS OF AMERICA
84	HALFWAY HOUSE SERVICES, INC.	157	PARTNERSHIPS IN COMMUNITY LIVING, INC.
85	HEARING AND SPEECH INSTITUTE INC	158	PENDLETON ACADEMIES
86	HELP NOW! ADVOCACY CENTER	159	PENTAGON FEDERAL CREDIT UNION
87	HIGHLAND HAVEN	160	PLANNED PARENTHOOD OF SOUTHWESTERN OREGON
88	HIGHLAND UNITED CHURCH OF CHRIST	161	PORT CITY DEVELOPMENT CENTER
89	HIV ALLIANCE, INC	162	PORTLAND ART MUSEUM
90	HOUSING AUTHORITY OF LINCOLN COUNTY	163	PORTLAND BUSINESS ALLIANCE
91	HOUSING AUTHORITY OF PORTLAND	164	PORTLAND HABILITATION CENTER, INC.
92	HOUSING NORTHWEST	165	PORTLAND SCHOOLS FOUNDATION
93	INDEPENDENT INSURANCE AGENTS AND BROKERS OF OREGON	166	PORTLAND WOMENS CRISIS LINE
94	INTERNATIONAL SOCIETY FOR TECHNOLOGY IN EDUCATION	167	PREGNANCY RESOUCCE CENTERS OF GRETER PORTLAND
95	INTERNATIONAL SUSTAINABLE DEVELOPMENT FOUNDATION	168	PRINGLE CREEK SUSTAINABLE LIVING CENTER
96	IRCO	169	PUBLIC DEFENDER SERVICES OF LANE COUNTY, INC.
97	JASPER MOUNTAIN	170	QUADRIPLEGICS UNITED AGAINST DEPENDENCY, INC.
98	JUNIOR ACHIEVEMENT	171	REBUILDING TOGETHER - PORTLAND INC.
99	KLAMATH HOUSING AUTHORITY	172	REGIONAL ARTS AND CULTURE COUNCIL
100	LA CLINICA DEL CARINO FAMILY HEALTH CARE CENTER	173	RELEVANT LIFE CHURCH
101	LA GRANDE UNITED METHODIST CHURCH	174	RENEWABLE NORTHWEST PROJECT
102	LANE ELECTRIC COOPERATIVE	175	ROGUE FEDERAL CREDIT UNION

176	ROSE VILLA, INC.	248	WILLAMETTE VIEW INC.
177	SACRED HEART CATHOLIC DAUGHTERS	249	WOODBURN AREA CHAMBER OF COMMERCE
178	SAIF CORPORATION	250	WORD OF LIFE COMMUNITY CHURCH
179	SAINT ANDREW NATIVITY SCHOOL	251	WORKSYSTEMS INC
180	SAINT CATHERINE OF SIENA CHURCH	252	YOUTH GUIDANCE ASSOC.
181	SAINT JAMES CATHOLIC CHURCH	253	YWCA SALEM
182	SALEM ALLIANCE CHURCH	1	ALCOHOLIC REHABILITATION SVS OF HI INC DBA HINA MAUKA
183	SALEM ELECTRIC	2	ALOHACARE
184	SALMON-SAFE INC.	3	AMERICAN LUNG ASSOCIATION
185	SCIENCEWORKS	4	BISHOP MUSEUM
186	SE WORKS	5	BUILDING INDUSTRY ASSOCIATION OF HAWAII
187	SECURITY FIRST CHILD DEVELOPMENT CENTER	6	CTR FOR CULTURAL AND TECH INTERCHNG BETW EAST AND WEST
188	SELF ENHANCEMENT INC.	7	EAH, INC.
189	SERENITY LANE	8	EASTER SEALS HAWAII
190	SEXUAL ASSAULT RESOURCE CENTER	9	GOODWILL INDUSTRIES OF HAWAII, INC.
191	SEXUAL ASSAULT RESOURCE CENTER	10	HABITAT FOR HUMANITY MAUI
192	SHELTERCARE	11	HALE MAHAOLU
193	SHERIDAN JAPANESE SCHOOL FOUNDATION	12	HAROLD K.L. CASTLE FOUNDATION
194	SHERMAN DEVELOPMENT LEAGUE, INC.	13	HAWAII AGRICULTURE RESEARCH CENTER
195	SILVERTON AREA COMMUNITY AID	14	HAWAII EMPLOYERS COUNCIL
196	SISKIYOU INITIATIVE	15	HAWAII FAMILY LAW CLINIC DBA ALA KUOLA
197	SMART	16	HONOLULU HABITAT FOR HUMANITY
198	SOCIAL VENTURE PARTNERS PORTLAND	17	IUPAT, DISTRICT COUNCIL 50
199	SOUTH COAST HOSPICE, INC.	18	LANAKILA REHABILITATION CENTER INC.
200	SOUTH LANE FAMILY NURSERY DBA FAMILY RELIEF NURSE	19	LEEWARD HABITAT FOR HUMANITY
201	SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.	20	MAUI COUNTY FCU
202	SOUTHERN OREGON HUMANE SOCIETY	21	MAUI ECONOMIC DEVELOPMENT BOARD
203	SPARC ENTERPRISES	22	MAUI ECONOMIC OPPORTUNITY, INC.
204	SPIRIT WIRELESS	23	MAUI FAMILY YMCA
205	SPONSORS, INC.	24	NA HALE O MAUI
206	SPOTLIGHT THEATRE OF PLEASANT HILL	25	NA LEI ALOHA FOUNDATION
207	SPRINGFIELD UTILITY BOARD	26	NETWORK ENTERPRISES, INC.
208	ST VINCENT DE PAUL	27	ORI ANUENUE HALE, INC.
209	ST. ANTHONY CHURCH	28	PARTNERS IN DEVELOPMENT FOUNDATION
210	ST. ANTHONY SCHOOL	29	POLYNESIAN CULTURAL CENTER
211	ST. MARYS OF MEDFORD, INC.	30	PUNAHOU SCHOOL
212	ST. VINCENT DEPAUL OF LANE COUNTY	31	ST. THERESA CHURCH
213	STAND FOR CHILDREN	32	WAIANAEE COMMUNITY OUTREACH
214	STAR OF HOPE ACTIVITY CENTER INC.	33	WAILUKU FEDERAL CREDIT UNION
215	SUMMIT VIEW COVENANT CHURCH	34	YMCA OF HONOLULU
216	SUNNYSIDE FOURSQUARE CHURCH	<b>No.</b>	<b>Special/Independent Districts</b>
217	SUNRISE ENTERPRISES	1	BAY AREA HOSPITAL DISTRICT
218	SUSTAINABLE NORTHWEST	2	CENTRAL OREGON INTERGOVERNMENTAL COUNCIL
219	TENAS ILLAHEE CHILDCARE CENTER	3	CENTRAL OREGON IRRIGATION DISTRICT
220	THE EARLY EDUCATION PROGRAM, INC.	4	CHEHALEM PARK AND RECREATION DISTRICT
221	THE NATIONAL ASSOCIATION OF CREDIT MANAGEMENT-OREGON, INC.	5	CITY COUNTY INSURANCE SERVICES
222	THE NEXT DOOR	6	CLEAN WATER SERVICES
223	THE OREGON COMMUNITY FOUNDATION	7	COLUMBIA 911 COMMUNICATIONS DISTRICT
224	THE SALVATION ARMY - CASCADE DIVISION	8	COLUMBIA RIVER PUD
225	TILLAMOOK CNTY WOMENS CRISIS CENTER	9	DESCHUTES COUNTY RFPD NO.2
226	TILLAMOOK ESTUARIES PARTNERSHIP	10	DESCHUTES PUBLIC LIBRARY SYSTEM
227	TOUCHSTONE PARENT ORGANIZATION	11	EAST MULTNOMAH SOIL AND WATER CONSERVANCY
228	TRAILS CLUB	12	GASTON RURAL FIRE DEPARTMENT
229	TRAINING EMPLOYMENT CONSORTIUM	13	GLADSTONE POLICE DEPARTMENT
230	TRI-COUNTY HEALTH CARE SAFETY NET ENTERPRISE	14	GLENDALE RURAL FIRE DISTRICT
231	TRILLIUM FAMILY SERVICES, INC.	15	HOODLAND FIRE DISTRICT NO.74
232	UMPQUA COMMUNITY DEVELOPMENT CORPORATION	16	HOODLAND FIRE DISTRICT #74
233	UNION GOSPEL MISSION	17	HOUSING AUTHORITY AND COMMUNITY SERVICES AGENCY
234	UNITED CEREBRAL PALSY OF OR AND SW WA	18	KLAMATH COUNTY 9-1-1
235	UNITED WAY OF THE COLUMBIA WILLAMETTE	19	LANE EDUCATION SERVICE DISTRICT
236	US CONFERENCE OF MENONNITE BRETHREN CHURCHES	20	LANE TRANSIT DISTRICT
237	US FISH AND WILDLIFE SERVICE	21	MALIN COMMUNITY PARK AND RECREATION DISTRICT
238	USAGENCIES CREDIT UNION	22	MARION COUNTY FIRE DISTRCT #1
239	VERMONT HILLS FAMILY LIFE CENTER	23	METRO
240	VIRGINIA GARCIA MEMORIAL HEALTH CENTER	24	METROPOLITAN EXPOSITION-RECREATION COMMISSION
241	VOLUNTEERS OF AMERICA OREGON	25	MONMOUTH - INDEPENDENCE NETWORK
242	WE CARE OREGON	26	MULTONAH COUNTY DRAINAGE DISTRICT #1
243	WESTERN RIVERS CONSERVANCY	27	NEAH KAH NIE WATER DISTRICT
244	WESTERN STATES CENTER	28	NW POWER POOL
245	WESTSIDE BAPTIST CHURCH	29	OAK LODGE WATER DISTRICT
246	WILD SALMON CENTER	30	OR INT'L PORT OF COOS BAY
247	WILLAMETTE FAMILY	31	PORT OF ST HELENS
		32	PORT OF UMPQUA

33 REGIONAL AUTOMATED INFORMATION NETWORK  
 34 RIVERGROVE WATER DISTRICT  
 35 SALEM AREA MASS TRANSIT DISTRICT  
 36 SANDY FIRE DISTRICT NO. 72  
 37 SUNSET EMPIRE PARK AND RECREATION  
 38 THE NEWPORT PARK AND RECREATION CENTER  
 39 THE PORT OF PORTLAND  
 40 TILLAMOOK PEOPLES UTILITY DISTRICT  
 41 TUALATIN HILLS PARK AND RECREATION DISTRICT  
 42 TUALATIN VALLEY FIRE & RESCUE  
 43 TUALATIN VALLEY WATER DISTRICT  
 44 UNION SOIL & WATER CONSERVATION DISTRICT  
 45 WEST MULTNOMAH SOIL AND WATER CONSERVATION DISTRICT  
 46 WEST VALLEY HOUSING AUTHORITY  
 47 WILLAMALANE PARK AND RECREATION DISTRICT  
 48 YOUNGS RIVER LEWIS AND CLARK WATER DISTRICT

**No. State Agencies**

1 BOARD OF MEDICAL EXAMINERS  
 2 OFFICE OF MEDICAL ASSISTANCE PROGRAMS  
 3 OFFICE OF THE STATE TREASURER  
 4 OREGON BOARD OF ARCHITECTS

5 OREGON CHILD DEVELOPMENT COALITION  
 6 OREGON DEPARTMENT OF EDUCATION  
 7 OREGON DEPARTMENT OF FORESTRY  
 8 OREGON DEPT OF TRANSPORTATION  
 9 OREGON DEPT. OF EDUCATION  
 10 OREGON LOTTERY  
 11 OREGON OFFICE OF ENERGY  
 12 OREGON STATE BOARD OF NURSING  
 13 OREGON STATE POLICE  
 14 OREGON TOURISM COMMISSION  
 15 OREGON TRAVEL INFORMATION COUNCIL  
 16 SANTIAM CANYON COMMUNICATION CENTER  
 17 SEIU LOCAL 503, OPEU  
 1 ADMIN. SERVICES OFFICE  
 2 HAWAII CHILD SUPPORT ENFORCEMENT AGENCY  
 3 HAWAII HEALTH SYSTEMS CORPORATION  
 4 SOH- JUDICIARY CONTRACTS AND PURCH  
 5 STATE DEPARTMENT OF DEFENSE  
 6 STATE OF HAWAII  
 7 STATE OF HAWAII  
 8 STATE OF HAWAII, DEPT. OF EDUCATION