

**INVITATION TO BID JOB ORDER CONTRACTING SERVICES
IN THE STATE OF FLORIDA, CONTRACT NUMBER: 23-909-027
PINELLAS COUNTY SCHOOLS**

PROPOSAL ISSUED
AUGUST 11, 2022

QUALIFICATIONS DUE
SEPTEMBER 15, 2022 AT 3 PM

QUALIFICATIONS



ASTRA CONSTRUCTION SERVICES, LLC
300 CHURCHILL COURT
WOODSTOCK, GA 30188
(770) 992-9300 PHONE
(678) 494-3601 FAX
WWW.ASTRAGROUPINC.COM





September 14, 2022

Joe Benjamin, NIGP-CPPO, CPPO, CPPB
Purchasing Department
School Board of Pinellas
301 Fourth Street SW
Largo, FL 33770-3536

**RE: JOB ORDER CONTRACTING SERVICES IN THE STATE OF FLORIDA,
CONTRACT NUMBER: 23-909-027**

Dear Mr. Benjamin,

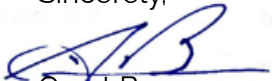
It is with great pleasure that Astra Construction Services, LLC (Astra), submits our qualifications to provide general contracting services for Pinellas County Schools (PCS) bid for **Job Order Contracting Services in the State of Florida**. We would be honored to establish a collaborative partnership with your organization through an open, transparent relationship as we have done for other universities and colleges in Florida and Georgia.

We are a subsidiary of Astra Group, LLC, a general contractor based in Woodstock, GA, that began as a specialty contractor more than 28 years ago. Since that time, our company has grown into a full-service general contractor located in the Metro Atlanta area with the personnel, experience and financial strength to take on and complete any building, infrastructure or transportation project. Astra typically self-performs most site activities, unless geographical distance proves too great to be feasible, and subcontracts all other trades with the exception of some finishes and concrete on a case-by-case basis. We have the staff availability to do as much, or as little, as you need.

Founded in 2014, Astra Construction Services was developed and staffed to specialize in Task Order Contracting and are awardees of ezIQC statewide contracts in Georgia and Florida. We have completed hundreds of task order projects ranging from \$10,000 to \$6.5 million. All of our staff is experienced in completing task order projects and are capable of hitting the ground running.

We look forward to starting a relationship with PCS. Our experienced construction team will work in concert with your team to deliver the high quality finishes that are to be expected. If you have any questions or concerns, please do not hesitate to call me at (770) 992-9300 x8140 or email me at gbeeson@astragroupinc.com. I look forward to hearing from you, and again, thank you for the opportunity to provide a qualifications package for this project.

Sincerely,


Grant Beeson
Vice President

HEADQUARTERS

300 Churchill Court
Woodstock, GA 30188
(770) 992-9300 phone
(678) 494-3601 fax

ATLANTA

1611 Perry Blvd
Atlanta, GA 30318
(470) 343-2757 phone
(470) 343-2756 fax

SAVANNAH

6001 Chatham Center Dr.
Suite 140
Savannah, GA 31405
(912) 339-5300 phone

MIDWAY

32410 Blue Star Highway
Midway, FL 32343
(813) 279-8250 phone

COMPANY OVERVIEW

ASTRA

Astra builds the infrastructure that helps communities flourish.

Since 1994, we have specialized in site and land development, and the construction of transportation, infrastructure and community facilities across the Southeast.

In our 28 years in business, Astra has completed just under \$1 billion in construction projects. We have more than 170 employees, whose combination of experience provides our clients with unparalleled expertise to complete any project.

We believe our human capital is our biggest resource and we can assign the appropriate staff and principals to ensure it is successfully completed on time. Astra's background flows into our team environment and it allows us to cross pollinate between companies – Astra Group, Astra Grading and Pipe, LLC, and Astra Construction Services, Inc. – allowing management and staff to assist each other, as needed.

We are licensed as a General Contractor in Georgia, Florida, North Carolina, South Carolina, Alabama and Tennessee. We are also Licensed Georgia Utility Contractor and approved Georgia Department of Transportation Contractor in Georgia. Through our Astra Grading and Pipe division, we offer multi-disciplinary construction services, including earthwork and utility installation. These combined capabilities give us the strength and expertise to bring our clients' visions to reality, creating the spaces where community residents relax and play.

Our President, Andrew Lindsay, has been with the firm since its inception, and is actively involved in operations, ensuring the right resources are in place to complete each and every project to our clients' satisfaction.



BID FORM 11: REFERENCES & EXPERIENCE QUESTIONNAIRE

Minimum of five (5) customer references dating within the past 3 years

Please refer to the references on the following page.

1. Identify any contracts with other cooperative or government group purchasing organizations

Cooperative/GPO Name Contract Number

Our current contracts with other government organizations include:

Organization	Contract #
Gordian/Sourcewell	GA02-2-072115-ACS
Gordian/eziQC	99999- SPD-S20200901
Metropolitan Atlanta Rapid Transit Authority (MARTA)	P40916
City of Atlanta, GA	FC-10641
Vizient Supply, LLC	N/A
Gordian/Sourcewell	FL-R9-CC02-111821-ACS
Gordian/Sourcewell	FL-R6-CC02-111821-ACS
Gordian/Sourcewell	FL-R3-CC02-111821-ACS
Gordian/Sourcewell	FL-R10-CC03-111821-ACS
Gordian/Sourcewell	FL-R1-CC02-111821-ACS
Gordian/Sourcewell	FL-R7-CC02-111821-ACS
Gordian/Sourcewell	FL-R4-GC10-111821-ACS
Gordian/Sourcewell	FL-R10-PAC03-111821-ACS
Gordian/Sourcewell	FL-R1-PAC01-111821-ACS
Gordian/Sourcewell	FL-R7-PAC02-111821-ACS
Gordian/Sourcewell	FL-R4-PAC02-111821-ACS
Gordian/Sourcewell	FL-R2-PAC02-111821-ACS

Organization	Contract #
Gordian/Sourcewell	FL-R8-PAC02-111821-ACS
Gordian/Sourcewell	FL-R5-CC02-111821-ACS
Gordian/Sourcewell	FL-R3-PAC01-111821-ACS
Gordian/Sourcewell	FL-R8-CC02-111821-ACS
Gordian/Sourcewell	FL-R6-PAC02-111821-ACS
Gordian/Sourcewell	FL-R5-PAC02-111821-ACS

2. Copy of all current licenses, registrations and certifications issued by federal, state and local agencies.

Please refer to our licenses on page 13.

3. Company's past experience with Job Order Contracting estimating and include specific examples of other cooperatives and public agencies where you have performed these services.

Astra Construction Services was developed for the sole purpose of performing Job/Task Order Contracting. Our staff is either trained or had extensive experience in this contract method. To date we have completed or are in process of completing 249 projects over the past eight years. To do this volume in 249 different locations takes several well-rounded professionals.

Projects range in size from \$5.000 to \$6.5 million and include all facets of general contracting and specialty contracting such as ground-up construction, renovation, architectural, civil and design services and hazardous remediation.

The only way to supervise these projects is to have plenty of people with the experience to do the work correctly the first time. Our organization is designed with one purpose in mind, support our field staff in any and every way we can. Their success is our collective success. Ultimately, everything we do is to support our field staff in the construction process. All of our staff are trained in this contract method and a variety of construction project types. This experience diversity is

paramount in being efficient in the JOC process, which is a dynamic process that encompasses several construction types and projects. A diverse experienced staff pays dividends in this process.

We understand this contract consists of projects ranging in size and complexity with plans on some projects and some with only a task order description. We are comfortable with both types of projects, and we understand the hurdles associated with preparing a scope of work for subcontractor pricing and the necessity of hiring an Architect/Engineer to provide design services for proper permitting. Astra also understands that project scopes might include partial or full renovations, single-trade improvements, complete ground-up projects, civil-related projects and architectural, structural, mechanical, electrical and/or plumbing or a combination of all, along with specialty trades. We get it – scopes are based on Pinellas County Schools’ needs and not a new development where everything is explained and detailed in a great set of plans and specifications.

Upon notice by Pinellas County Schools, Astra will attend a site visit/pre-bid meeting at the scheduled time and date. Our office is located in the Atlanta metro area so our response time for scheduled or unscheduled meetings would be minimal. Upon the conclusion of the pre-bid meeting we will prepare project scopes of work for the trades we intend to use for the project. Our quote delivery with supporting documents, sketches, material information and a schedule is typically two weeks or less. Smaller and less complicated projects could be quoted within a week to 10 days. Our staff involved in the estimating and bidding process are seasoned professionals with years of experience in a variety of trades and specialties. This experience eliminates a lot of the guess work that some less developed projects promote. Providing a scope of work to a subcontractor that creates an understanding of the project and offers real insight to the design intent generates better pricing with less opportunity for change orders caused by scope gaps or unclear project design information.

Astra has long-running relationships with many different local governments in the State of Georgia. As such, we have done many jobs in

the past that have had M/WBE and local small business requirements. Currently, the majority of our projects under construction or slated to begin construction have stated M/WBE requirements or goals. In the performance of our jobs, Astra has consistently met or exceeded these requirements.

Another intention of our subcontracting plan is to use known subcontractors in the area. Some of our best subcontractors come at the recommendation of the Owner.

It makes sense to utilize these tried and proven subcontractors as they know the culture of the Owner. Keeping money in the community just makes good fiscal sense. Most of these subcontractors travel with us to other projects outside the boundaries of their local economy. Astra always complies with the State-mandated Prompt Pay acts and, in some cases, offers better payment schedules to assist our smaller but very effective subcontractors. We support our subcontractors; we manage the process to assure compliance with our quality standards, project specifications and plans. Our subcontractors are part of the team.

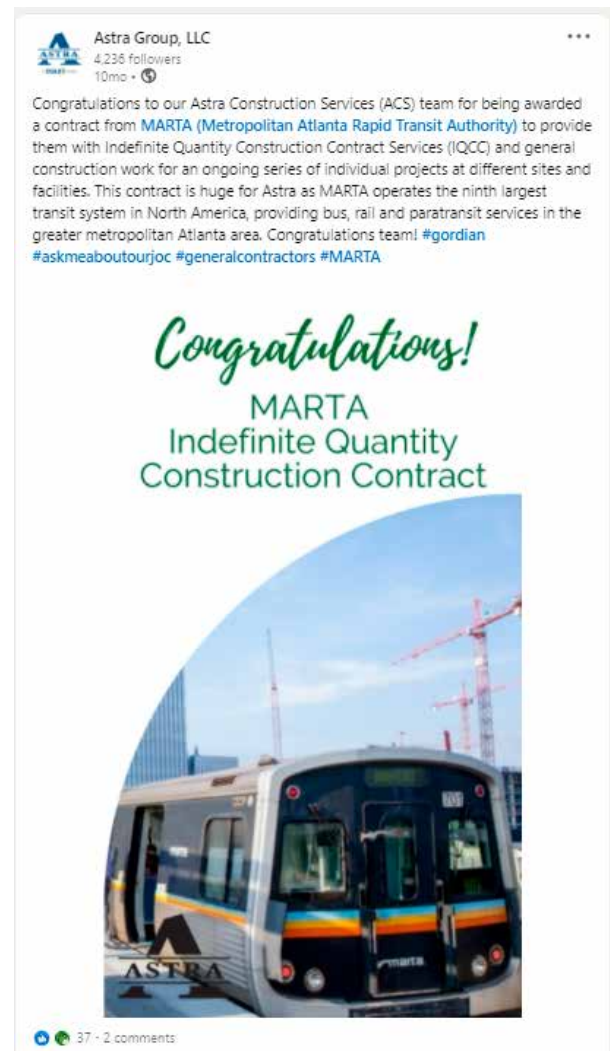
If Pinellas County Schools finds our proposal advantageous for award, Astra will start the buyout process to include subcontracts and materials and the gathering of the front-end documents required by the contract. Soon thereafter, submittals will be gathered, organized per specification requirements and submitted for review by the Architect or Engineer. During this time an application for permit(s) with supporting documentation will be submitted to the building department for review, comments and the eventual issuance of a permit(s). A notice of commencement will be filed simultaneously.

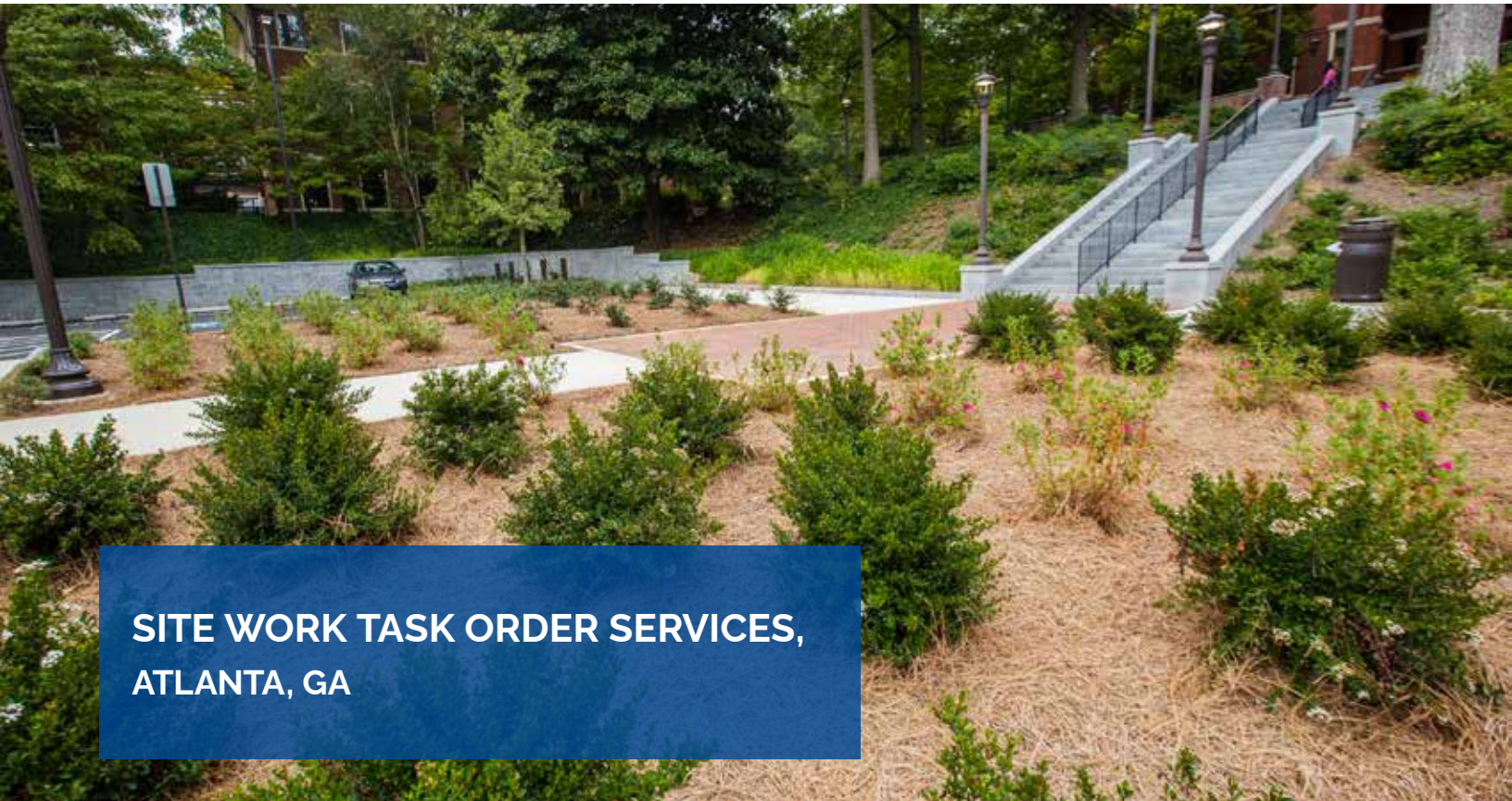


A pre-construction meeting will be requested to go over any special Owner requirements such as customer awareness, special phasing, working hours, holiday schedule (if pertinent), dust control, trash and clean-up, staging area, safety and health practices and expectations. Obviously, each project will have its own specific areas to cover, the RFI process and pre-construction meeting with minutes are effective means to gain clarifications to contract related questions and project specific issues. Some of our past projects have included a ground breaking ceremony at or near the same time of the pre-construction meeting.

Our construction process is one based on quality, efficiency, cleanliness and, most importantly, safety. All of our Project Managers and Superintendents have at a minimum a 10-hour OSHA certification, most have a 30-hour. All employees within the year will have the 30-hour certifications. Astra will have studied the plans, prepared and submitted a critical path schedule for review and approval by the owner. This schedule will be a path used to logically construct the project. Slight deviations may occur from the schedule to enhance the turnover or to provide a staggered start or finish for various subcontractors.

The turnover process will begin on the first day of construction. As-builts will be maintained on site and updated on a weekly basis. Most warranty information will be obtained during the submittal phase of the project. Our close-out process is honed and scheduled like a project itself. It takes a process to be able to close out a project within a week or two of completing construction activities. There are some projects, LEED-based projects for example, take more time to complete the turnover process than other projects. Typically, our close-out process is completed or near completion on the same date the project is delivered to the Owner. Astra is proud of the quality we produce and the process by which we produce it.





**SITE WORK TASK ORDER SERVICES,
ATLANTA, GA**

ENTITY NAME

Georgia Institute of Technology Facilities Management Design & Construction

CONTACT NAME & TITLE

Jerry Young, Landscape Project Manager
jerry.young@facilities.gatech.edu

CITY AND STATE

Atlanta, GA

PHONE NUMBER

(404) 565-3449

YEARS SERVICED

Since March 2017

ANNUAL VOLUME

Various; See list of projects with contract value under the description

DESCRIPTION OF SERVICES

Astra is providing Site Work Task Order Contractor Services to Georgia Tech, one of the largest universities in Georgia, for hardscape, landscape and Utility services. To date, task order contracts include:

- Lowery Bus Yard, \$844K
- Family Apartments ADA Compliance, \$265K
- Tech Tower Lawn, Phase II, \$469K
- Eco-Commons Stickworks Sculpture, \$31k
- Community Garden Improvements, \$479K
- 10th Street Streetscape Improvements, \$549K





**EZIQC TASK ORDER
CONTRACTS, DALTON, GA**

ENTITY NAME

Dalton State College

CONTACT NAME & TITLE

Scott Bailey, Director of Fiscal Affairs
sbailey@daltonstate.edu

CITY AND STATE

Dalton, GA

PHONE NUMBER

(706) 272-4480

YEARS SERVICED

Since September 2018

ANNUAL VOLUME

Various; See list of projects with contract value under the description

DESCRIPTION OF SERVICES

Astra is providing Job Order Contracting (JOC) services to Dalton State College, a college under

the Board of Regents of the University System of Georgia, through the State of Georgia's statewide contract.

Westcott Administration Building Facade Replacement, \$522K // Astra provided all of the materials, equipment, labor, and transportation necessary to construct a new front entrance and complete associated site work and added a new ADA walkway to the rear entry of the building. The main goal of Dalton State College was to enhance the façade of Westcott Administration Building, which houses the administrative offices of the school including those of the Office of the President, Academic Affairs, Admissions, Bursar, Enrollment, Financial Aid, Purchasing and the Registrar.

New Student Health Center, \$395k // Interior renovation to convert existing classrooms of a 1978-built Technical Education Building into a Student Health Clinic for Trauma Teaching. The Health Clinic contains exam rooms, a laboratory, counseling rooms, office space and restrooms.

DALTON STATE COLLEGE
EziQC JOB ORDER
CONTRACTING TASK
ORDERS, DALTON, GA
continued

Our scope included demolition and installation of walls, floors, ceilings, plumbing, HVAC and electrical.

Sequoia Hall Boiler Pumps, \$211K // Our scope included demolition of two existing hot water pumps and two chilled water pumps, pipes, valves, inertia bases electrical work, demolition of one boiler, hot water supply and hot water return piping, existing valve, 16" diameter and 6" diameter gas vents from the water heater, demolition of the existing vent cap. We also supplied and installed new pumps and boiler, electrical work, pipes for boiler and pumps and flue/vent. We also installed 110 ft of 6" pipe and 135 ft of 4" pipe about 25 ft per pump adding 4' for each fitting, insulation for hot water is glass fiber and foam glass for chilled water, and four ball valves.

Other projects completed under the eziQC Task Order contract include:

- HP-1 Elevator/Stair Replacement, \$733K
- Campus Signage, \$148K
- Canopy Improvements, \$24K
- ADA Restrooms Renovation, \$93K
- Brown Hall Carpet, \$96K
- Air Purification HVAC Upgrades, \$271K
- Water Fountains, \$34K
- Windows - Pope Student Center, \$153K
- Memorial Hall Rooftop Terrace, \$187K
- Memorial Hall Carpet, \$19K
- Liberal Arts Chiller, \$341K
- Negative Air Vent, \$21K
- Wescott Hall Window Replacement, \$139K
- Lorberaum Carpet, \$130K
- Pope Student Storefront Renovation, \$248K
- Touchless Faucets/Valves, \$149K
- Student Plaza Renovation, \$533K
- Tennis Court Pressure Washing, \$2K
- Sequoia Hall Bathrooms, \$113K
- Sequoia Hall Canopies, \$50K
- Library Stairwell, \$41K





**EZIQC TASK ORDER PROJECTS,
SAVANNAH, GA**

ENTITY NAME

Savannah State University

CONTACT NAME & TITLE

Randall Lowery, Assistant Director of Physical Plant
loweryc@savannahstate.edu

CITY AND STATE

Savannah, GA

PHONE NUMBER

(912) 358-4370

YEARS SERVICED

Since January 2019

ANNUAL VOLUME

Various; See list of projects with contract value under the description

DESCRIPTION OF SERVICES

Colston Hall 2nd Floor HVAC Replacement, \$546K // Astra replaced the HVAC units in the two-story administrative building, in which the work included demolition and replacement of a split-system air conditioning unit along with all of the associated piping, ductwork and accessories.

Other projects completed under the ezIQC Task Order contract include:

- Frazier Hall Kitchen Flooring, \$157K
- Hubert Hall A&B Flooring, \$10.5K
- Payne Hall Lighting, \$131.5K
- Payne Hall Flooring, \$76.5K



**ARMSTRONG & HEFNER
BUILDINGS, ATLANTA, GA**

ENTITY NAME

Georgia Institute of Technology Housing

CONTACT NAME & TITLE

Jose "Ray" Pineda, Capital Projects Coordinator
ray.pineda@housing.gatech.edu

CITY AND STATE

Atlanta, GA

PHONE NUMBER

(404) 431-2857

YEARS SERVICED

Since June 2020

ANNUAL VOLUME

Various; See list of projects with contract value under the description

DESCRIPTION OF SERVICES

Astra renovated all residence rooms, bathrooms and common areas in the Armstrong and Hefner dormitory buildings. The improvements included paint, flooring and ceramic tile. All work was completed during the summer break in approximately 60 days. This project was completed under the statewide ezIQC Job Order Contract.

Other projects include:

- Armstrong Building, \$422K
- Armstrong Signage, \$23K
- Hefner Building, \$450K
- Hefner Signage, \$25K
- Graduate Living Center, \$12K



EZIQC TASK ORDERS, ATLANTA, GA

ENTITY NAME

Atlanta Technical College

CONTACT NAME & TITLE

Gail Edwards, VP, Operations & Technology
gedwards@atlantatech.edu

CITY AND STATE

Atlanta, GA

PHONE NUMBER

(404) 225-4126

YEARS SERVICED

Since June 2019

ANNUAL VOLUME

Various; See list of projects with contract value under the description

DESCRIPTION OF SERVICES

Early Childcare Development Center Renovation, \$233K // This project was a renovation of an operational Childcare Facility on the Atlanta Technical College campus. The work was performed during Thanksgiving and Christmas break while the children were not present. The scope included the removal of existing flooring and re-installation of 11,800 SF of LVT and 211 square yards of carpet as well as painting the entire facility.

Academic Building Classroom Renovations, \$274k // Astra demolished existing finishes to replace and install new flooring, painting, acoustical ceiling tiles and LED lighting for the approximately nine (9) classrooms, offices and corridor halls.

Other projects completed under the ezIQC Task Order contract include:

- IDF Rooms, \$51K
- Scrub Sink, \$3K

STATE OF GEORGIA

Secretary of State

Corporations Division

313 West Tower

2 Martin Luther King, Jr. Dr.

Atlanta, Georgia 30334-1530

CERTIFICATE OF EXISTENCE

I, **Brad Raffensperger**, the Secretary of State of the State of Georgia, do hereby certify under the seal of my office that

Astra Construction Services, LLC
a Domestic Limited Liability Company

was formed in the jurisdiction stated below or was authorized to transact business in Georgia on the below date. Said entity is in compliance with the applicable filing and annual registration provisions of Title 14 of the Official Code of Georgia Annotated and has not filed articles of dissolution, certificate of cancellation or any other similar document with the office of the Secretary of State.

This certificate relates only to the legal existence of the above-named entity as of the date issued. It does not certify whether or not a notice of intent to dissolve, an application for withdrawal, a statement of commencement of winding up or any other similar document has been filed or is pending with the Secretary of State.

This certificate is issued pursuant to Title 14 of the Official Code of Georgia Annotated and is prima-facie evidence that said entity is in existence or is authorized to transact business in this state.

Docket Number : 21721293
Date Inc/Auth/Filed: 10/16/2014
Jurisdiction : Georgia
Print Date : 07/28/2021
Form Number : 211



Brad Raffensperger

Brad Raffensperger
Secretary of State

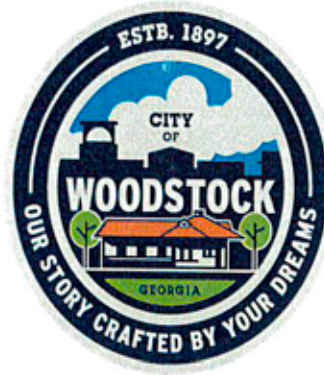
THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE

City of Woodstock

This license is not transferable and is subject to be revoked if abused.

Effective Date: 12/29/2021
License #: OCCTX22-07342
NAICS Code #: 236116
Business Name: ASTRA GROUP, LLC

Account #: 000003267
Expires: 12/31/2022



Woodstock, Georgia

DBA Name:
Business Location:
300 CHURCHILL CT
Business Description:
NEW MULTIFAMILY HOUSING CONSTRUCTION (EX

This license expires as specified above. Licensed business to be conducted in conformity with and subject to the provisions of the ordinance of the City of Woodstock and the laws of the State of Georgia.

Applicant/Owner:
ASTRA GROUP, LLC
300 CHURCHILL CT
Woodstock, GA 30188

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300 CHURCHILL CT
Woodstock, GA 30188



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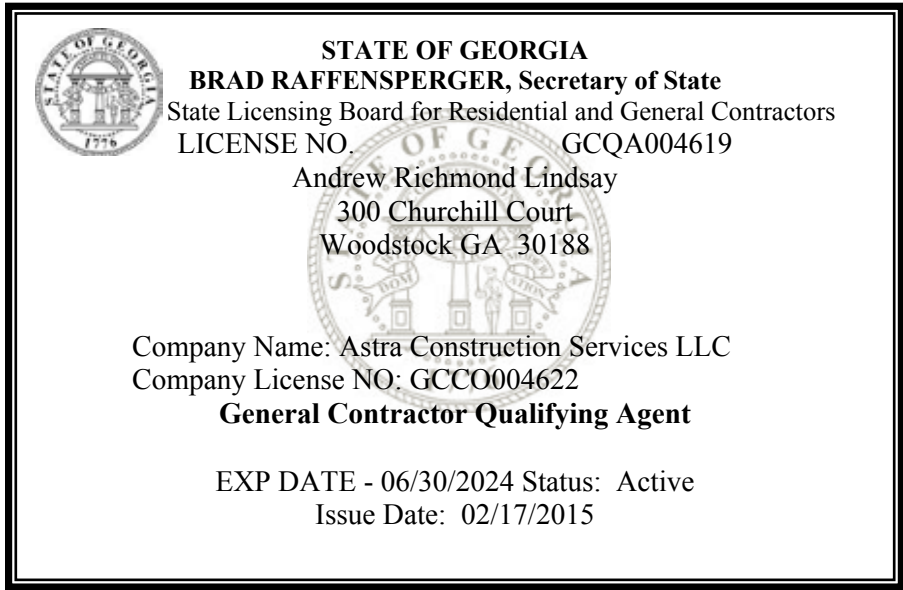
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Applicant/Owner:
ASTRA GROUP, LLC
300 CHURCHILL CT
Woodstock, GA 30188



City of Woodstock
12453 Hwy 92
Woodstock, GA 30188

ASTRA GROUP, LLC
300 CHURCHILL CT
WOODSTOCK, GA 30188



A pocket-sized license card is below. Above is an enlarged copy of your pocket card.

Please make note of the expiration date on your license. It is your responsibility to renew your license before it expires. Please notify the Board if you have a change of address.

Wall certificates suitable for framing are available at cost, see board fee schedule. To order a wall certificate, please order from the web site – www.sos.ga.gov/plb.

Please refer to Board Rules for any continuing education requirements your profession may require.

Georgia State Board of Professional Licensing
237 Coliseum Drive
Macon GA 31217
Phone: (404) 424-9966
www.sos.ga.gov/plb

Andrew Richmond Lindsay
300 Churchill Court
Woodstock GA 30188





Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

LINDSAY, ANDREW RICHMOND

ASTRA CONSTRUCTION SERVICES, LLC
300 CHURCHILL COURT
WOODSTOCK GA 30188

LICENSE NUMBER: CGC1524910

EXPIRATION DATE: AUGUST 31, 2024

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Foreign Limited Liability Company
ASTRA CONSTRUCTION SERVICES, LLC

Filing Information

Document Number	M16000003699
FEI/EIN Number	47-2102240
Date Filed	05/06/2016
State	GA
Status	ACTIVE
Last Event	LC STMNT OF RA/RO CHG
Event Date Filed	02/17/2020
Event Effective Date	NONE

Principal Address

300 CHURCHILL COURT
WOODSTOCK, GA 30188

Mailing Address

300 CHURCHILL COURT
WOODSTOCK, GA 30188

Registered Agent Name & Address

CT CORPORATION SYSTEM
1200 S PINE ISLAND RD
PLANTATION, FL 33324

Name Changed: 02/17/2020

Address Changed: 02/17/2020

Authorized Person(s) Detail

Name & Address

Title AMBR

Lydia Caseman
300 CHURCHILL COURT
WOODSTOCK, GA 30188

Title AMBR

LINDSAY, ANDREW
300 CHURCHILL COURT
WOODSTOCK, GA 30188

Annual Reports

Report Year	Filed Date
2020	01/30/2020
2021	04/06/2021
2022	02/09/2022

Document Images

02/09/2022 -- ANNUAL REPORT	View image in PDF format
04/06/2021 -- ANNUAL REPORT	View image in PDF format
02/17/2020 -- CORLCRACHG	View image in PDF format
01/30/2020 -- ANNUAL REPORT	View image in PDF format
01/25/2019 -- ANNUAL REPORT	View image in PDF format
03/09/2018 -- ANNUAL REPORT	View image in PDF format
01/16/2017 -- ANNUAL REPORT	View image in PDF format
05/06/2016 -- Foreign Limited	View image in PDF format

State of Florida

Department of State

I certify from the records of this office that ASTRA CONSTRUCTION SERVICES, LLC is a Georgia limited liability company authorized to transact business in the State of Florida, qualified on May 6, 2016.

The document number of this limited liability company is M16000003699.

I further certify that said limited liability company has paid all fees due this office through December 31, 2022, that its most recent annual report was filed on February 9, 2022, and that its status is active.

I further certify that said limited liability company has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-first day of February,
2022*



Ronald R. DeSantis
Secretary of State

Tracking Number: 9819796834CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

**BOARD OF COUNTY
COMMISSIONERS**

Dave Eggers
Pat Gerard
Charlie Justice
Janet Long
Karen Williams Seel
Kenneth T. Welch



**Joe Lauro, CPPO/CPPB
Director**

February 11, 2021

Astra Construction Services, LLC
Attn: Grant Beeson
300 Churchill Court
Woodstock, GA 30188

RE: CERTIFICATION OF PRE-QUALIFICATION

Congratulations! The Pre-Qualification Committee met on November 05, 2020 recommending the limit(s) / categories set below. The Pinellas County Board of County Commissioners approved the recommendations made by the Committee.

<u>CATEGORY</u>	<u>LIMITATION</u>
BUILDING	\$ 327,000,000
MARINE	\$ 327,000,000
ROAD, STREET & STORM SEWER	\$ 327,000,000
WATER & SANITARY SEWER	\$ 327,000,000
FIXED BRIDGE	\$ 327,000,000
BRIDGE REPAIR	\$ 327,000,000

Approved in the categories shown above. This approval will place your company on the Pinellas County Pre-Qualified Bidders List. A renewal notice will be sent to your company for November 2021 and each November thereafter.

Should any significant change in your financial statement, in the structure of your firm, or an address change occur, please notify me.

Visit our website: www.pinellascounty.org/purchase, click on the "Current Bids" link to find current projects. If you have any questions please do not hesitate to contact me at 727-464-4336.

Sincerely,

Rocky J. Luoma
Pre-Qualification Coordinator

PLEASE ADDRESS REPLY TO:
400 South Ft. Harrison, Sixth Floor
Clearwater, Florida 33756
Phone: (727) 464-3311
FAX: (727) 464-3925
Website: www.pinellascounty.org/purchase





2021 - 2022 LOCAL BUSINESS TAX RECEIPT

JIM OVERTON, DUVAL COUNTY TAX COLLECTOR

231 E. Forsyth Street, Suite 130, Jacksonville, FL 32202-3370
Phone: (904) 255-5700, option 3 Fax: (904) 255-8403
<https://taxcollector.coj.net/>

Note – A penalty is imposed for failure to keep this receipt exhibited conspicuously at your place of business. This business tax receipt is furnished pursuant to Municipal Ordinance Code, Chapters 770-772, for the period October 01, 2021 through September 30, 2022 .

ASTRA CONSTRUCTION SERVICES, LLC
300 CHURCHILL CT
WOODSTOCK, GA 30188

ACCOUNT NUMBER: 321819
BUSINESS NAME: ASTRA CONSTRUCTION SERVICES, LLC
PHYSICAL ADDRESS: 300 CHURCHILL CT
WOODSTOCK, GA 30188

CLASSIFICATION CODE: 309001 CONTRACTOR - ALL TYPES

STATE LICENSE NO: CGC1524910

COUNTY TAX: 11.25
MUNICIPAL TAX: 31.25
COUNTY LATE PENALTY: 0.00
MUNICIPAL LATE PENALTY: 0.00
TOTAL TAX: 42.50

RENEWAL

VALID UNTIL September 30, 2022

*****ATTENTION*****

THIS RECEIPT IS FOR BUSINESS TAX RECEIPT ONLY.
CERTAIN BUSINESSES MAY REQUIRE ADDITIONAL STATE LICENSING.

This is a business tax receipt only. It does not permit the receipt holder to violate any existing regulatory or zoning laws of the County or City. It does not exempt the receipt holder from any other license or permit required by law. This is not a certification of the receipt holder's qualifications.

JIM OVERTON, TAX COLLECTOR

THIS BECOMES A RECEIPT AFTER VALIDATION.

Paid 21092800004043 09/28/2021 \$ 42.50



2021 - 2022 LOCAL BUSINESS TAX RECEIPT

JIM OVERTON, DUVAL COUNTY TAX COLLECTOR

231 E. Forsyth Street, Suite 130, Jacksonville, FL 32202-3370
Phone: (904) 255-5700, option 3 Fax: (904) 255-8403
<https://taxcollector.coj.net/>

Note – A penalty is imposed for failure to keep this receipt exhibited conspicuously at your place of business. This business tax receipt is furnished pursuant to Municipal Ordinance Code, Chapters 770-772, for the period October 01, 2021 through September 30, 2022 .

LINDSAY, ANDREW RICHMOND
300 CHURCHILL CT
WOODSTOCK, GA 30188

ACCOUNT NUMBER: 321821
BUSINESS NAME: LINDSAY, ANDREW RICHMOND
PHYSICAL ADDRESS: 300 CHURCHILL CT
WOODSTOCK, GA 30188

CLASSIFICATION CODE: 325014 QUALIFYING AGENT - CONTRACTORS

STATE LICENSE NO: CGC1524910

COUNTY TAX: 0.00
MUNICIPAL TAX: 100.00
COUNTY LATE PENALTY: 0.00
MUNICIPAL LATE PENALTY: 0.00
TOTAL TAX: 100.00

RENEWAL

VALID UNTIL September 30, 2022

*****ATTENTION*****

THIS RECEIPT IS FOR BUSINESS TAX RECEIPT ONLY.
CERTAIN BUSINESSES MAY REQUIRE ADDITIONAL STATE LICENSING.

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JIM OVERTON, TAX COLLECTOR

THIS BECOMES A RECEIPT AFTER VALIDATION.

Paid 21092800004043 09/28/2021 \$ 100.00

Pre-Qualified Suppliers

Supplier Name: Certification Type: All

Supplier Name	Alternate ID	Exp Date	Vert	Horiz	Mech	Marine	ES Park	Demo < 3 Stories
Astra Construction Services, LLC		8/24/2023	X	X			X	
Astra Group, LLC		1/24/2023	X	X			X	

"If you experience difficulty viewing or accessing the documents provided on this site, or navigating this application's table features, using any assistive technology please contact the Disabled Services Division at 904-630-4940 or 904-630-4933 (TTY) to request an accommodation."

BID FORM 12: VALUE ADD QUESTIONNAIRE

1. Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies.

All licenses are provided on the preceding pages.

2. Provide company logo(s) to Pinellas Public Schools and OMNIA Partners and agrees to provide permission for reproduction

Acknowledged. We will provide our company logos to Pinellas Public Schools and OMNIA Partners and provide permission for reproduction of our logo in communications and promotions.

3. Provide a detailed plan beginning from award date of the Master Agreement describing the strategy to immediately implement the Master Agreement as supplier's primary go to market strategy for Public Agencies to supplier's teams, to include, but not limited to:

- a. Executive leadership endorsement and sponsorship of the award as the public sector go-to-market strategy within first 10 days
- b. Training and education of Supplier's employees (and if applicable sales force) with participation from the Supplier's executive leadership, along with the OMNIA Partners team within first 90 days

From our president, Andrew Lindsay, to our Vice President, Grant Beeson, and further down to our project managers, estimators, superintendents, safety directors, and office staff, we are committed to the success of our partnership with Pinellas County Schools and OMNIA Partners.

We issue announcements of new clients, projects, and partnerships internally to all staff through emails and internal newsletters! We are committed to the Gordian contracting method and endeavor to train and get everyone up-to-date on any new methodologies within the first 90 days.

Your Job Order Contract (JOC) will require the knowledge and teamwork of an experienced JOC leader to meet Pinellas County Schools' quality and schedule requirements. Astra Construction Services (Astra) was established to service the

task order, job order and delivery order contract format. Having seasoned people that can provide expertise in a variety of project types is paramount to the success of this contract model. Couple the diverse experience background with a sound understanding of customer service and you have an employee that is capable of taking a project from cradle to completion while maintaining a strong relationship with Owner. Astra has these employees; each one is unique but the overall professional rapport they exhibit is the same.

4. Detailed plan describing the strategy to market the Master Agreement immediately upon award, that could include, but is not limited to:

- a. Creation and distribution of a co-branded press release
- b. Announcement published on the Supplier's website within first 90 days
- c. Design, publication and distribution of co-branded marketing materials within first 90 days
- d. Attend & participate with OMNIA Partners at regional and supplier-specific tradeshows, conferences and meetings
- e. Design & publication of regional advertising
- f. Ongoing marketing and promotion
- g. Dedicated OMNIA Partners webpage with:
 - OMNIA Partners standard logo;
 - Copy of original Request for Proposal;
 - Copy of Master Agreement and amendments
 - Summary of Products and pricing;
 - Marketing Materials
 - Link to OMNIA Partners' website
 - Dedicated toll-free number and email address

We know who we are, and we know what we do well. We have mastered the way we execute our JOC construction process, and this RFP is an opportunity for us to enhance our strengths and grow our marketing plan. Since Astra was first selected as a statewide Gordian contractor for the State of Georgia, we have taken ownership and willingly promoted this procurement process to current and potential customers.

Through experience with Gordian and Sourcewell,

we understand the importance of working with you to market job order services under the OMNIA Partners brand. Throughout the past two years, we have been making a substantial investments in our 2022 marketing efforts to accomplish our marketing goals. Our sales and marketing plan will initially start with a kick-off meeting between OMNIA Partners, Gordian and our marketing director. In this meeting, we will solicit OMNIA Partners and Gordian on the means and methods that work best for them and plan to incorporate these successful ideas into our plan.

Throughout Astra, everyone wears multi-faceted hats. We are all seller-doers; everyone from our managers to estimators and superintendents, as well as our in-house office staff, are responsible for networking and promoting our services. Grant Beeson, our Vice President, leads Astra Construction Services in marketing the OMNIA Partners contract. He has more than 30 years of experience in construction, and 16 years specifically in the Indefinite Delivery, Indefinite Quantity Contracts (IDIQ) industry. He currently oversees our Gordian contract in Georgia and Florida, where he has experienced tremendous success on our job order contracting projects.

Upon selection as a contractor under this RFP, Astra's initial marketing plan includes announcing our partnership via press releases through our account at Cision PR Newswire, which broadcasts our news releases nationally. We will also update our website with the necessary changes to highlight our new contract with OMNIA Partners, including a dedicated page for OMNIA Partners, copy of the original RFP, copy of master

agreements and amendments, summary of projects and pricing, marketing materials, URL to link to OMNIA Partners' website and a dedicated toll-free number and email address.

Other methods include using MailChimp for direct email marketing campaigns to current clients and potential new clients. We can also implement direct mail marketing via postcards through the U.S. Postal Service, which also gets in front of customers who may have missed the email from MailChimp.

We have a Business Development Manager, who is extremely familiar with the JOC process, who can travel and meet with current and potential clients to educate them on the JOC contract, process, and OMNIA Partners and Gordian. Explaining in detail to public agencies, non-profit organizations, facility managers, purchasing and procurement agents, and City/County institutions the many benefits of the job order contracting procurement method has proven to be extremely helpful, especially with the help of Gordian and testimonials from past clients.

In addition to the aforementioned marketing tactics, we will continuously use our social media accounts to promote the benefits of OMNIA Partners and ezIQC. By showcasing our past and current successful ezIQC projects, we can educate our "followers" and client base on the benefits we provide to customers through this Agreement.

Another mainstay of our marketing plan is the importance of attending and exhibiting in facility and purchasing association conferences and tradeshow to promote our company, OMNIA



WHAT IS JOC?

A Job Order Contract (JOC) is a contract for a fixed term and/or a maximum dollar amount for performing various types of general contractor construction services. Contracts include, but are not limited to:

- Site improvements such as infrastructure additions and upgrades including water & wastewater, gas lines, sewer, storm, and all associated services such as grading, clearing, sidewalks, paving, etc.
- Building renovations of any type and size or system upgrades




ASK ME ABOUT JOC!

PRINCETON LAKES FIRE STATION #36
ATLANTA, GEORGIA



Partners and the benefits of both an experienced IDIQ contractor and this simplified procurement method. We have participated in numerous area conferences since our Georgia and Florida contract awards, including the Florida Airports Council, Georgia Airport Association, Florida Recreation and Parks Association, Georgia Parks & Recreation Association, the Florida Association of Procurement Professionals Organization, and Georgia's Department of Administrative Services Procurement Conference.

Finally, Astra understands that the best way to promote our company and this contract is through exceptional service to current Gordian members, as they are our best references. Our sales and marketing plan is an ongoing effort, and every year that we are part of this contract is an opportunity for OMNIA Partners, too. Our success is directly related to how we perform under the contract and how we market our wins. All marketing efforts that can be measured will be reported to OMNIA Partners and Gordian upon request, and will be adjusted, as required, to produce the best results.

5. Describe how Supplier will transition any existing Public Agency customers' accounts to the Master Agreement available through OMNIA Partners. Include a list of current cooperative contracts (regional and national) Supplier holds and describe how the Master Agreement will be positioned among the other cooperative agreements.

The other cooperative agreements that Astra have in Florida are through Sourcewell. To be honest, I do not believe any of our clients are aware of Sourcewell, therefore, their loyalty is to the contract. We will pursue all new Florida-based ventures within this contract's boundaries utilizing the OMNIA agreement.

6. Supplier agrees to provide its logo(s) to OMNIA Partners and agrees to provide permission for reproduction

Acknowledged. We will provide our company logos to Pinellas Public Schools and OMNIA Partners and provide permission for reproduction of our logo in communications and promotions.

7. Confirm Supplier will be proactive in direct sales of services and timely follow up to leads.

Supplier's sales initiatives should communicate:

- a. Master Agreement was competitively solicited and publicly awarded by a Principal Procurement Agency**
- b. Best government pricing**
- c. No cost to participate**
- d. Non-exclusive**

As past awardees of Gordian contracts and to promote our services and OMNIA Partners, we transitioned one of our project managers into the role of JOC General Manager and hired a business development person to pitch the ezIQC procurement methods to former and current clients as well as potentially new clients. It is a process to educate many clients who do not know that the State has a contract that they can utilize to expedite the completion of their long list of projects.

The advent of social media and its impact on the buying public has greatly changed effective marketing plans. Construction marketing is more visual than ever. To take advantage of the digital aspect of marketing, Astra is going through a major design change of our website with the intent of providing the type of visual and narrative information needed by our clients in determining their next award. Astra recently hired an SEO expert to increase our digital presence. Our website is not the sole source of a client's decision-making process, but it does constitute a factor in that process. Our reputation, success of past projects, past and current clients, and general word of mouth make up the majority of our marketing materials.

Astra consistently attends many tradeshow to market our construction capabilities. Our presence at these shows is commonplace. We have been successful in establishing several meetings for new work. Everyone at Astra is a sales person.

Our hard bid side of the company has been very successful selling our ezIQC capabilities when the hard bid was not successful for the Owner. These successes include the **Dunwoody Brook Run Park Baseball Facility** in metro Atlanta for \$6.4 million and several other projects ranging from \$300,000 to \$600,000 in Acworth and Woodstock, GA.

8. Confirm Supplier will train its sales force on the Master Agreement, including:

- a. Key features of Master Agreement
- b. Working knowledge of the solicitation process
- c. Awareness of the range of Public Agencies that can utilize the Master Agreement through OMNIA Partners
- d. Knowledge of benefits of the use of

cooperative contracts

Yes. We confirm we will train our staff on the OMNIA Partners master agreement, including key features, benefits on cooperative contracts, solicitation process, if needed, awareness

9. Supplier's organization is structured, including contact information for the highest-level executive in charge of the sales team.

- a. Explain in detail how the sales teams will

VP	<p>Grant Beeson* gbeeson@astragroupinc.com (770) 992-9300 x8140</p>	Provide executive oversight
Project Director	<p>Eric Ashley* eashley@astragroupinc.com (770) 992-9300 x8180</p>	Oversee the daily performance of this division to include evaluate scopes of work, proposals and individual employee performances. This position, when schedule allows, will attend some joint scope meetings.
Project Managers	<p>Joseph Kerr</p> <p>Scot Loveless</p> <p>Steven Caldwell</p>	Attend joint scope meetings, prepare scopes of work in concert with Estimators, review proposals, procure materials and subcontractors and oversee construction to close-out.
Estimators	<p>Ed Gillespie</p> <p>Amal Abdous</p> <p>Bob Heike</p>	Attend joint scope meetings when available, prepare scopes of work in concert with Project Managers, assist in value engineering if needed.
Superintendents	<p>Rafael Santos</p> <p>Eric Balog</p> <p>Jack Thomas</p>	Responsible for all field construction activities including safety, compliance with specifications, and building code and industry standards. Effectively manage the construction process per the schedule and industry standard coordination.

work with Gordian and the OMNIA Partners team to implement, grow and service the program.

Throughout our response to this section, we have laid specific plans as to how we will implement and grow this program. We currently have 26 employees which includes:

- One (1) vice president
- One (1) general manager
- One (1) business development manager
- Seven (7) project managers
- Two (2) assistant project manager
- Nine (9) superintendents
- Three (3) estimators
- One (1) controller
- Two (2) safety personnel - Director and Officer

Each of our project managers serve as primary points of contact for any assigned task orders resulting from this contract with Pinellas County Schools. Their respective careers in construction have allowed each of them to tackle progressively challenging roles and give them the authority and expertise to ensure that your organization, your stakeholders and riders are satisfied with each final project, as well as the relationship and communication that successfully moves the project forward.

As Project Managers on other significant and countless ezIQC projects, they are highly capable of leading any project and completing them by your deadline. They have full authority on any task order project, reporting to the Project Director, and have access to project resources, including 's Project Management System management tool to ensure all team members are continually updated on the project's status.

Our superintendents provide on-site coordination for all projects awarded to Astra under this JOC agreement, as well as coordinating subcontractors, material and equipment, ensuring that specifications are being strictly followed, and work is proceeding on schedule, within budget and meeting all quality expectations. Our project managers and superintendents work together for each project and maintain the accepted schedule,

material inspections, quality control and job-site safety.

Additionally, superintendents supervise all subcontractors, consultants and vendors on a daily basis to ensure adequate manpower is available for each task. Ultimately, their overall responsibilities lie in the successful completion of every aspect of the project scope. This is not unfamiliar territory for them as they have both completed dozens of task order projects throughout the Southeast. Our ezIQC experience on projects with Owners like Pinellas County Schools allow us to anticipate potential problems and risks before they arise. Astra's understanding of your goals enable us to have contingency plans in place, and our transparency keeps all stakeholders keenly aware of where the project is at any given time.

Our project team, including our safety director, will be involved at the onset to review the site and annotate a site plan to indicate site movements, which will be used to determine the best and quickest means to complete an activity, and ultimately, the project.

10. Explain how Supplier will manage the overall program throughout the term of the Master Agreement, including ongoing coordination of marketing and sales efforts, timely new Participating Public Agency account set-up, timely contract administration, etc.

Astra Construction Services was developed for the sole purpose of performing Job Order Contracting. Our staff is either trained or had extensive experience in this contract method. To date we have completed or are in process of completing 200 projects in the last seven years. To do this volume in 200 different locations takes several well-rounded professionals.

Projects range in size from \$5,000 to \$6.5 million and include all facets of General Contracting and Specialty Contracting such as ground-up construction, renovation, architectural, civil and design services and hazardous remediation.

The only way to supervise these projects is to have plenty of people with the experience to do the work correctly the first time. Our organization is designed with one purpose in mind, support

our field staff in any and every way we can. Their success is our collective success. Ultimately, everything we do is to support our field staff in the construction process. All of our staff are trained in this contract method and a variety of construction project types. This experience diversity is paramount in being efficient in the JOC process, which is a dynamic process that encompasses several construction types and projects. A diverse experienced staff pays dividends in this process.

We understand this contract consists of projects ranging in size and complexity with plans on some projects and some with only a task order description. We are comfortable with both types of projects, and we understand the hurdles associated with preparing a scope of work for subcontractor pricing and the necessity of hiring an Architect/Engineer to provide design services for proper permitting. Astra also understands that project scopes might include partial or full renovations, single-trade improvements, complete ground-up projects, civil-related projects and architectural, structural, mechanical, electrical and/or plumbing or a combination of all, along with specialty trades. We get it – scopes are based on Pinellas County Schools' needs and not a new development where everything is explained and detailed in a great set of plans and specifications.

Upon notice by Pinellas County Schools, Astra will attend a site visit/pre-bid meeting at the scheduled time and date. Then, we will prepare project scopes of work for the trades we intend to use for the project. Our quote delivery with supporting documents, sketches, material information and a schedule is typically two weeks or less. Smaller and less complicated projects could be quoted within a week to 10 days. Our staff involved in the estimating and bidding process are seasoned professionals with years of experience in a variety of trades and specialties. This experience eliminates a lot of the guess work

that some less developed projects promote. Providing a scope of work to a subcontractor that creates an understanding of the project and offers real insight to the design intent generates better pricing with less opportunity for change orders caused by scope gaps or unclear project design information.

Astra has long-running relationships with many different local governments in the State of Georgia. As such, we have done many jobs in the past that have had M/WBE and local small business requirements. Currently, the majority of our projects under construction or slated to begin construction have stated M/WBE requirements or goals. In the performance of our jobs, Astra has consistently met or exceeded these requirements.

Another intention of our subcontracting plan is to use known subcontractors in the area. Some of our best subcontractors come at the recommendation of the Owner. It makes sense to utilize these tried and proven subcontractors as they know the culture of the owner and the ins and outs to have effective communication with the right person. Keeping money in the community just makes good fiscal sense. Most of these subcontractors travel with us to other projects outside the boundaries of their local economy. Astra always complies with the State-mandated Prompt Pay acts and, in some cases, offers better payment schedules to assist our smaller but very effective subcontractors. We support our subcontractors; we manage the process to assure compliance with our quality standards, project specifications and plans. Our subcontractors are part of the team.

If Pinellas County Schools finds our proposal advantageous for award, Astra will start the buyout process to include subcontracts and materials and the gathering of the front-end documents required by the contract. Soon thereafter, submittals will be gathered, organized per specification requirements and submitted for review by the Architect or Engineer of Record. During this time an application for permit(s) with

supporting documentation will be submitted to the building department for review, comments and the eventual issuance of a permit(s). A notice of commencement will be filed simultaneously.

A pre-construction meeting will be requested to go over any special Owner requirements such as Customer awareness, special phasing, working hours, holiday schedule (if pertinent), dust control, trash and clean-up, staging area, safety and health practices and expectations. Obviously, each project will have its own specific areas to cover, the RFI process and pre-construction meeting with minutes are effective means to gain clarifications to contract related questions and project specific issues. Some of our past projects have included a ribbon cutting or ground breaking ceremony at or near the same time of the pre-construction meeting. Astra has a pair of big golden scissors and gold shovels if needed for this event.

Our construction process is one based on quality, efficiency, cleanliness and, most importantly, safety. All of our Project Managers and Superintendents have at a minimum a 10-hour OSHA certification, most have a 30-hour. All employees within the year will have the 30-hour certifications. Astra will have studied the plans, prepared and submitted a critical path schedule for review and approval by the owner. This schedule will be a path used to logically construct the project. Slight deviations may occur from the schedule to enhance the turnover or to provide a staggered start or finish for various subcontractors.

The turnover process will begin on the first day of construction. As-builts will be maintained on site and updated on a weekly basis. Most warranty information will be obtained during the submittal phase of the project. Our close-out process is honed and scheduled like a project itself. It takes a process to be able to close out a project within a week or two of completing construction activities. There are some projects, LEED-based projects for example, take more time to complete the turnover process than other projects. Typically, our close-out process is completed or near completion on the same date the project is delivered to the Owner.

Astra is proud of the quality we produce and the process by which we produce it.

11. Amount of Public Agency sales for the previous fiscal year. Provide a list of top 5 Public Agency customers, the total purchases for each for the previous fiscal year along with a key contact for each.

For fiscal year ending 2021, our public agency sales totaled \$23.5 million. Our Top 5 public agency customers and their billings for 2021 are:

- **Collier County, FL** | \$16,065,594; David Closas, PMP, (239) 252-7457, dave.closas@colliercountyfl.gov
- **City of Atlanta, GA** | \$842,002; Jeanette Nettles, jnettles@AtlantaGa.Gov
- **Dalton State College** | \$626,626; Scott Bailey, (706) 272-4480, sbailey@daltonstate.edu
- **Georgia Department of Army** | \$329,635; Janika Hudson, janika.l.hudson.mil@mail.mil
- **U.S. Army Corps of Engineers** | \$3,711,792; Eric Olson, Eric.Olson@gdc.ga.gov

12. Information systems capabilities and limitations regarding order management through receipt of payment

Astra uses **Procore Management Software** to provide a window for the client, subcontractors, and suppliers to see the status of a project from inception to completion. This software is used to prepare subcontracts, purchase orders, process submittals, create and distribute all forms of correspondence, prepare, and distribute daily reports, organize all project pictures, enhance project coordination, in coordination with the CPM schedule, prepare and distribute applications for payment and the creation and completion of punch list items. It is truly cradle to grave for the project life cycle.

All the parties involved in the project will have a varied authority level to review information contained within. All parties can be emailed simultaneously or individually according to what needs to be communicated. All plan and specifications are downloaded and formatted which allows the system to identify any revised plans that are downloaded in the future.

This central repository is accessible to any stakeholder. It is an extremely useful tool that quickly informs all stakeholders of ball in court activities, status and upcoming events.

For payments, we accept checks, credit cards and ACH payments.

13. Even though it is anticipated many Public Agencies will be able to utilize the Master Agreement without further formal solicitation, there may be circumstances where Public Agencies will issue their own solicitations.

a. Respond with Master Agreement pricing (Contract Sales reported to OMNIA Partners).

b. If competitive conditions require pricing lower than the standard Master Agreement not-to-exceed pricing, Supplier may respond with lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales are reported as Contract Sales to OMNIA Partners under the Master Agreement.

c. Respond with pricing higher than Master Agreement only in the unlikely event that the Public Agency refuses to utilize Master Agreement (Contract Sales are not reported to OMNIA Partners).

d. If alternative or multiple proposals are permitted, respond with pricing higher than Master Agreement, and include Master Agreement as the alternate or additional proposal.

e. Detail Supplier's strategies under these options when responding to a solicitation.

Typically, Astra will only entertain 13.A as a viable option for us to participate in their requests.

14. 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

All licenses are provided on the preceding section, Bid Form 11.

15. Any additional products and/or services not included in the scope of the solicitation

COST CONTROLS

Coupled with our Quality Control diligence, Procore eliminates excess expense due a lack of communication, not verify that methods and materials are specification compliant and from being reactive as opposed to proactive. Construction is a very unforgiving industry, the window of opportunity and the number of opportunities available to head-off a costly mistake is very limited in both time and frequency. Procore is made available to both Owners and Subcontractors. It is easy to use and very powerful in its ability to present the latest and greatest information to the team. It is intricate in maintaining a schedule for tasks that are required from the team including submittals, requests for information and pay requests. All emails pertinent to the progress of the project are generated and tracked with the software.

Reminders are sent automatically advising parties if the ball is in their court, and if responses are later than their agreed deadline. Willing participants of this program almost unanimously agree it is a great resource to offset costs that frequently slip through the cracks.

Astra also practices internal cost control and reporting on daily and monthly basis. All project costs are balanced, recorded and reviewed in a round table format among peers on a monthly basis. This open approach allows the sharing of past experiences when identifying cost trends outside the experience of the responsible Project Manager. Each project is reviewed and scrutinized for effective cost management.

Through value engineering, our team can review the feasibility of system equipment and materials cost, function and availability, review for potential savings without quality, use, or aesthetic sacrifice. It is critical that final construction documents are the value-engineered design. We are able to offer suggestions on alternate means, materials and products that provide savings. The key to responsible value engineering is not simply cutting cost, but reviewing the design to ensure

the best materials are provided at the best cost for the best finished product.

Examples of how we have overcome cost concerns on past projects include Brook Run Park, Youth Challenge Academy and Exchange Park Football Field.

The **Brook Run Park Baseball Facility** in Dunwoody, GA, was originally released as a Request for Proposal on the local market. The lowest, most responsive bid was over budgeted at approximately \$9 million. Astra was given the opportunity to value engineer the plans and provide a proposal on those recommendations. The proposal amount was less than \$6 million with very little compromise by the Owner. To accomplish this, the grades were revised to decrease the amount of import and decrease the height of the retaining walls. The detention pond was changed to a combination concrete and steel piling sided structure that saved a substantial sum of money. We doubt that any visitor to the park realizes the plans were revised to reduce the cost.

Another project, the **Youth ChalleNGe Academy (YCA) at Fort Gordon**, was originally scoped and priced 25 percent over their budget. By proposing a few interior changes, Astra was able to offer changes that resulted in an on-budget facility for the National Guard.

In Decatur, GA, **Exchange Park Football Field** was in need of some site improvements required by the County. From the introduction to this project, we knew that the budget for this facility based on the desired scope of work was going to be a challenge. Astra provided several variations to the scope to bring the price in line with what the County wanted. The concessions building was renovated instead of replacing it. The field was leveled and replanted instead of leveling the field via import only. This saved a substantial sum of money while improving the overall appearance and function of the athletic park.

Throughout our existence, we have worked with owners to get projects in budget; some are funded, and unfortunately, some are not. Our commitment to working as a collaborative partner and team member with the Owner in the value engineering endeavor has produced a lot of work

for our company. On occasion, we notice certain specified materials are over priced compared to comparable materials we have used in the past. Astra will definitely advise if a price looks inflated beyond its value, and the Owner will have the final say if it goes or stays.

QUALITY ASSURANCE/QUALITY CONTROL

Astra applies rigorous design and construction phase Quality Assurance (QA) and Quality Control (QC) measures to ensure the extraordinary attention is given to the design vision and refinement is successfully translated (through successively more intense internal/external review and comment cycles) into high quality and durable built work. Quality cannot be accomplished without a team effort. The focus of our QC program is our Client, and our main goal on all projects is our client's satisfaction.



QA guards against defects and deficiencies before and during the execution of the work. QC provides tools to evaluate completed activities and conformance of design elements with the project's requirements. QC procedures during design includes document reviews, mock ups and other forms of validation and review such as cost checks. QC for one process will serve as QA for subsequent processes in a continuing loop of review, comment tracking, refinement, and validation. We continually monitor the work and processes and make changes as needed to deliver the quality expected by our client and ourselves. The program is updated as often as needed throughout the life of the project. Below

is a brief synopsis of Astra's typical QC outline/ planning, which can be customized and tailored to fit any project needs.

We adopted the U.S. Corps of Engineers' QA plan. This program is tailored to fit the varying sizes of all our projects. We hold meetings with subcontractors to verify and confirm that they have a clear understanding of project requirements as illustrated on the plans and specifications. Key positions in the construction contractor's Construction Quality Control (CQC) team include the Contractor Superintendent, Project Manager, Field Superintendents and Foremen. Other CQC positions and responsibilities are assigned at the discretion of the procured contractor. Our CQC team is subject to the review and approval of the Project Manager before site mobilization is authorized. Team members may be employed directly by the contractor or as subcontracted firms or individuals. One individual or entity may perform multiple CQC responsibilities.

SAFETY, PRESERVATION & ENVIRONMENTAL

Safety is paramount on all Astra job sites. We worked to develop a customized safety plan which focuses on the particulars of our individual company to ensure all team members are aware of their responsibilities. Astra's Hazard Communication allows for quicker access to safety data sheets (SDS) by using indexed tabs and tables of contents. Our Safety Manual exceeds Federal OSHA requirements.

We tailor our Safety Program to meet the specific needs of each job. The Superintendent will be responsible for overseeing the Safety Program on the job site. A Job Specific Safety Plan (JSSP) is required prior to the start of the job from each subcontractor, to ensure that they have addressed hazards that may be specific to their scope of work on the site. If requested, we can provide a copy of our JSSP and JSA. Our safety manual is available for review at your request.

We are committed to the preservation of environmental and historic areas throughout the Southeast, and we work tirelessly to promote the sustainable planning, design, improvement and construction on all of our projects located

throughout Georgia.

Astra has been at the forefront of the Green Infrastructure movement. Our specialty in constructing parks has allowed us to be one of the first contractors in the Southeast to install bio-retention ponds.

Other services include:

- Partnering with Pinellas County Schools
- Design review/Constructability
- Policies and procedures
- Document control/RFI/Submittals
- Bid preparation/Evaluation
- Quality assurance/Control
- Value engineering/Cost benefit analysis
- Permits and approvals
- Close-out coordination & warranties
- Contract Administration
- Change order management
- Scheduling/Schedule maintenance
- Reporting
- Construction management/Coordination
- Cost control

16. If applicable, provide details of and propose additional discounts for volume orders, special manufacturer's offers, minimum order quantity, total annual spend.

Each project/opportunity will have to be evaluated on its own merits before the referenced purchasing arrangements can be determined.

10.0 Astra Sales and Marketing Plan for IQCC Florida

We at Astra Construction Services (Astra) know who we are. We know what we do well, and we have mastered the way we execute our JOC construction process. This Pinellas County Schools/OMNIA Program is an opportunity for us to enhance upon our strengths and grow our marketing plan as it relates to the Indefinite Quantity Construction Contracting (IQCC) system process. Since Astra was first selected as a contractor, we have always taken ownership and willingly promoted the procurement process to current and potential customers.

Our sales and marketing plan will initially start with a kick-off meeting between OMNIA, Gordian and our marketing manager. In this meeting, we will solicit Pinellas County Schools/OMNIA and Gordian on the means and methods that work best for them and plan to incorporate these successful ideas into our plan. As noted in Book 2, Section 10, we will design and get approval to include Pinellas County School's/OMNIA JOC Program and Gordian JOC logos, website URLs and phone number on all of our marketing materials, i.e., brochures, banners and website.

At Astra, everyone wears multi-faceted hats. We are all seller-doers; everyone from our managers to estimators and superintendents, as well as our in-house office staff, are responsible for networking and promoting our services. Grant Beeson, our Vice President, if awarded a contract, will lead Astra in marketing the Pinellas County Schools/OMNIA JOC contract. He has more than 34 years of experience in construction, and 15 years specifically in the IDIQ and IQCC industry. He currently oversees several JOC contracts in Georgia and Florida, where Astra has experienced tremendous success with job-order contracting.

Upon selection as a contractor under this RFP, Astra's initial 60-day marketing plan includes announcing our partnership via press releases throughout the region targeting niche industry publications and decisionmakers, revamping our website to serve as an informational hub for Pinellas County School's/Omnia JOC Program and Gordian contracting methods, and investing in

Google Analytics and Google AdWords to identify and track keywords that will lead to Astra ranking higher in keyword searches for this procurement method.

Other methods include direct email marketing campaigns to past clients, and any potential new clients who subscribe to receive newsletters and more information on our website. Explaining in detail to public agencies, non-profit organizations, facility managers, purchasing and procurement agents, and City/County institutions how beneficial the job order contracting procurement method is has proven to be extremely helpful especially with the help of Gordian and testimonials from past clients.

In addition to the marketing tactics, we will continuously use our social media accounts to promote the benefits of Pinellas County School's/Omnia JOC program. By showcasing our past and current successful JOC projects, we can educate our "fans" and client base on the benefits we provide to customers through this Agreement.

Another mainstay of our marketing plan is the importance of attending and exhibiting in facility and purchasing association conferences and tradeshow to promote Astra, Pinellas County School's/OMNIA JOC Program and the benefits of both an experienced IQCC contractor and this simplified procurement method.

Finally, Astra understands that the best way to promote our company and this contract is through exceptional service to current Pinellas County School's/Omnia JOC members as they are our best references. Our sales and marketing plan is an ongoing effort for us, and every year that we are part of this contract, it is an opportunity for Pinellas County School's/Omnia JOC program too. Our success will be directly related to how we perform under the contract and how we market our wins. All marketing efforts that can be measured will be reported to Pinellas County School's/Omnia and Gordian upon request, and will be adjusted, as required, to produce the best results.

11.0 What differentiates your company from competitors in the public sector.

Astra Construction Services, LLC (Astra) was developed for the sole purpose of performing Job Order Contracting (JOC). Our staff is either trained or had extensive experience in this contract method. To date we have completed or are in process of completing 249 projects in the last 8 years. To do this volume in 249 different locations takes several well-rounded professionals. Astra's current staff is as follows: 1 Vice President, 1 General Manager, 7 Project Managers, 2 Asst. Project Managers, 9 Superintendents, 1 Safety Director, and 1 Safety Manager. Projects range in size from \$5000 to \$8,300,000.00 and include all facets of General Contracting and Specialty Contracting to include ground-up construction, renovation, architectural and civil design services, and hazardous remediation.

The only way to Supervise these many projects is to have plenty of people with the experience to do the work correctly the first time. Secondly, our organization is designed with one purpose in mind, support our field staff in any and every way we can. Their success is our collective success. Astra is structured as follows: The Principle in Charge, or General Manager, supports all staff members; the Project Managers support the Superintendents, and the Assistance Project Managers support the Project Managers and Superintendents. Ultimately, everything we do is to support our field staff in the construction process. All our staff are trained in this contract method and a variety of construction project types. This experience diversity is paramount in being efficient in the JOC process, which is a dynamic process that encompasses several construction types and projects. A diversely experienced staff pays dividends in this process.

We understand this contract consists of projects varying in size and complexity with plans on some projects and some with only a task order description. We are comfortable with both types of projects, and we understand the hurdles associated with preparing a scope of work for subcontractor pricing and the necessity of hiring an Architect/Engineer to provide design services for proper permitting.

Astra also understands that project scopes might include partial or full renovations, single-trade improvements, complete ground-up projects, civil-related projects and architectural, structural, mechanical, electrical and/or plumbing or a combination of all, along with specialty trades. We get it – scopes are based on the needs of our clients and not a new development where everything is explained and detailed in a great set of plans and specifications.

Upon notice by Pinellas County Schools/Omnia/Gordian, Astra will attend a site visit/pre-bid meeting at the scheduled time and date. One of our offices is in Tampa, a central Florida location, therefore, our response time for scheduled or unscheduled meetings would be minimal. Upon the conclusion of the pre-bid meeting we will prepare project scopes of work for the trades we intend to use for the project. Our quote delivery with supporting documents, sketches, material information and a schedule are typically two weeks or less. Smaller and less complicated projects could be quoted within a week to 10 days. Our estimating staff are seasoned professionals which will result in change orders caused by scope gaps or unclear project design information.

15. List any relationships with Subcontractors or affiliates intended to be used when providing services and identify if subcontractors meet minority-owned standards. If any, list which certifications subcontractors hold and certifying agency.

Astra has long-running relationships with many different local governments in the State of Georgia and Florida. As such, Astra is very familiar with meeting M/WBE goals established by the contracting body. Currently, the majority of our projects under construction or slated to begin construction have stated M/WBE requirements or goals. In the performance of our jobs, Astra has consistently met or exceeded these requirements.

Another intention of our subcontracting plan is to use known subcontractors in the area. Some of our best subcontractors come at the recommendation of the Owner. It makes sense to utilize these tried and proven subcontractors as they know the culture of the owner and the ins and outs to have effective communication with the right person. Keeping money in the community just makes good fiscal sense.

Most of these subcontractors travel with us to other projects outside the boundaries of their local economy. Astra always complies with the State-mandated Prompt Pay acts and, in some cases, offers better payment schedules to assist our smaller but very effective subcontractors. We support our subcontractors; we manage the process to assure compliance with our quality standards, project specifications and plans. Our subcontractors are part of the team.

BID TITLE:	Job Order Contracting Services In the State of Florida	BID NO.	23-909-027
BUYER:	Joe Benjamin, NIGP-CPPO, CPPO, CPPB		
PHONE:	727-588-6143		
ISSUE DATE:	August 11, 2022		
BID DUE DATE AND TIME: <u>September 15, 2022 @ 3:00 PM ET</u>		BID OPENING ROOM: A308	

SUBMITTALS:

Certain **Submittals** are **required** with this bid. See the **SUBMITTALS CHECKLIST** found in Section Two: Bid Submission and Required Forms for details. **Submit One (1) complete hard copy of your bid, and one complete electronic copy on a flash drive.** Flash Drive must be labeled with Bid Number and Company Name. Bids should include all information and submittals requested herein. Incomplete bids may be declared non-responsive.

PURCHASES BY OTHER PUBLIC AGENCIES (D.O.E. Regulation #6A1.012 (5)): - With the consent and agreement of the successful Bidders(s), purchases may be made under this bid by other governmental agencies. Such purchases shall be governed by the same terms and conditions as stated herein.

Note to Bidders:

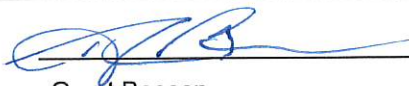
A. A signed bid submitted to the School Board obligates the Bidders to all terms, conditions and specifications stated in this bid document, unless exceptions are taken and clearly stated in the Bidder's bid documents.
 B. Bids received after the date & time specified will not be accepted.

Delivery days after receipt of order: _____ Date Submitted: 09/15/2022

BIDDERS MUST FILL IN THE INFORMATION LISTED BELOW AND SIGN WHERE INDICATED FOR BID TO BE CONSIDERED

Company Name:	<u>Astra Construction Services, LLC</u>	FEIN:	<u>47-2102240 (a disregarded entity of 85-3508497)</u>
Address:	<u>300 Churchill Court</u>	Telephone:	<u>(770) 992-9300 ext.</u>
City, State:	<u>Woodstock, GA</u> Zip: <u>30188</u>	FAX:	<u>678)494-3601</u>

NON COLLUSION: - The Bidders, by affixing its signature to this bid, certifies that its bid is made without previous understanding, agreement, or connection with any person, firm or corporation making a bid for the same item(s), and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

Signature of Owner or Authorized Officer/Agent:  _____ E-mail: gbeeson@astragroupinc.com
 Typed Name of Above: Grant Beeson Title: Vice President, ACS

NO BID: I hereby submit a "no bid" for the reasons checked below:

<input type="checkbox"/> Insufficient time to respond	<input type="checkbox"/> Could not meet Insurance requirements
<input type="checkbox"/> Addenda were received too late to respond	<input type="checkbox"/> Could not meet bonding requirements
<input type="checkbox"/> Could not meet specifications	<input type="checkbox"/> We do not offer the product or service requested
<input type="checkbox"/> Specifications were unclear or restrictive	<input type="checkbox"/> Our schedule will not permit us to respond
<input type="checkbox"/> Terms & Conditions were unclear or restrictive	<input type="checkbox"/> We do not bid directly
<input type="checkbox"/> Keep our company on this bid list for future bids	<input type="checkbox"/> Remove our company name from this bid list for future bids

(23-909-27)

(23-909-27)



DATE: September 2, 2022
TO: Prospective Proposers
FROM: Joe Benjamin, NIGP-CPP, CPPO, CPPB
Director of Purchasing
SUBJECT: ADDENDUM NO. 1, RFP NO. 23-909-027

NOTE: THIS ADDENDUM SHOULD BE SIGNED AS ACKNOWLEDGMENT OF ITS RECEIPT AND RETURNED WITH YOUR RESPONSE TO THE RFQ.

SIGNATURE

COMPANY NAME

The following should be recognized as **Addendum No. 1** to the **RFP No. 23-909-027** for Job Order Contracting Services In the State of Florida dated **August 11, 2022**, and due **September 15, 2022**.

PLEASE NOTE THE FOLLOWING:

Header in Section 2, pages 1 -51, is wrong. The Header currently reads, Section Three: Bid Submission and Required Forms and should read, Section Two: Bid Submission and Required Forms.

THE FOLLOWING QUESTIONS AND ANSWERS ARE FOR INFORMATION PURPOSES ONLY:

1. Are Bid Bonds required to bid on this opportunity?
 - **Answer:** No, Bid Bonds are not required to bid on this opportunity?
2. Verify we are to submit a hard copy and flash drive for all the regions we pursue.
 - **Answer:** Yes, we need you to submit a hard copy and a flash drive containing electronic copies of your submission. All the information can be copied on one flash drive if you are able. Flash Drive must be labeled with Bid Number and Company Name.
3. There are 8 separate GC contract numbers in region 1. Do you need to submit on all the contracts in order to receive a possible award in the region? How will the awards be distributed?
 - **Answer:** Yes, you will need to submit bid forms 1 and 2 for all separate contract opportunities within the region(s) to be considered for award. Awards are based on the lowest, responsive, responsible bidder based on the Combined Adjustment Factor. No bidder will be awarded more than on same scope contract within a Geographic Region. In the event a bidder submits the lowest bid on more than one Solicitation,



Pinellas County Schools may determine which contract will be awarded based on the combination of bids resulting in the lowest overall cost.

4. Is there an opportunity to adjust our Adjustment Factors at any time during the entire 5 years (including renewals) or do we need to figure this risk into our Adjustment Factor?
 - **Answer:** The Adjustment Factors submitted with the Contractor's Proposal shall be used for the full term of the Contract. On the anniversary of this contract (i.e. January 1, 2023 and each January 1st thereafter during the term) a new Construction Task Catalog will be furnished to address the escalation or de-escalation of costs of materials and services.
5. Is there a historical data of the number of projects between certain dollar values that may be run through this contract to help set an appropriate adjustment factor based on anticipated project sizes?
 - **Answer:** We have applied an estimated value of this contract at approximately \$10,000,000 annually, excluding renewal options. This is only an estimate and the actual amount could vary up or down.
6. Are we allowed to reject invitations of certain project sizes to match our set Adjustment Factors or must we accept all invitations and submit price proposals?
 - **Answer:** Acceptance of invitations and submission of price proposals is a business decision for the contractor. Through this program contractors are not required to accept all invitations that may come forward.
7. There is an inconsistency with the bid opening Room - A308 or A318.
 - **Answer:** The Bid Opening Room is A308.
8. Is there a published attendance list from the recent virtual pre-bid and will notes from that meeting be provided?
 - **Answer:** There is not an attendance list available sine the meeting was non-mandatory. The link to the meeting recording is:
<https://gordian.zoom.us/rec/share/o3MBaxYAWYORG4GjDNaYlaqxEnfg3bmjvakqiPGg5OUW923GEP80aWiu78yUor2J.PC11pCfPZKIFUrRX>
9. In addition to the Trades listed in the Regional Tables for General Construction, Electrical Construction, Plumbing Construction, Asphalt Paving/Concrete Construction, Civil Construction will trades which are typically represented in the Gordian CTC for Roofing/Waterproofing and HVAC Construction be added to the list or are they assumed to be included under one of the trades listed and if so, which would they apply too?
 - **Answer:** Additional Trades will not be added to this solicitation. Complete Roofing/Waterproofing and HVAC construction is covered in all of the CTC's giving the ability for each trade awarded to use line items from those sections of the CTC to complete any scope of work. Major Roofing/Waterproofing and HVAC Construction would typically be covered through the General Construction Contracts for this solicitation.
10. Can you please explain this verbiage in greater detail, as it regards to proposal or purchase orders on this project? Is this to mean that if a purchase order of \$10,000 is issued under the



contract, the contractor is required to issue a \$750 payment to the Gordian Group? Please clarify.

“9. FEES

The Bidder must include an Administrative Fee in calculating the Proposer's Adjustment Factors. The Administrative Fee will be calculated at the rate of 7.5% of the total Purchase Order Price.

The Administrative Fee will be remitted by the Contractor to the designated Gordian contract administrator, within thirty (30) days of the submission of an invoice to a Participating Public Agency by Contractor. The Contractor will be assessed a one percent (1%) per month late fee for any Administrative Fees not paid by the due date set forth herein.”

- **Answer:** Yes, if a purchase order of \$10,000 is issued under the contract, the contractor is required to issue a \$750 payment to the Gordian Group. Bidders must include the administrative fee in their responding adjustment factors. This ensures the administrative fee is included in the final work order price. Once the project is completed Gordian then invoices the contractor for the administrative fee due.

NOTE: Any questions pertaining to this addendum should be submitted in writing to:

Joe Benjamin, NIGP-CPP, CPPO, CPPB at benjaminst@pcsb.org

SUBMITTALS CHECKLIST

Company Name: Astra Construction Services, LLC

Signature of Buyer: _____

Signature of Evaluator: _____

To help ensure that you include all the submittals necessary to complete a thorough evaluation of your bid proposal, we ask that you use this checklist to make sure you have enclosed all **Required** submittals before sealing and mailing your proposal.

The list below comprises the **Required Submittals**, and they **must be** submitted at the time you submit your bid or your bid **will be** declared non-responsive. **Submit One (1) complete hard copy of your bid, and one complete electronic copy on a flash drive.** Flash Drive must be labeled with Bid Number and Company Name.

Bidders Must fill out separate Bid Forms 1 & 2 for each individual Trade, Contract Opportunity and Geographic Region being bid. To be considered for all opportunities bidders must submit Bid Forms 1 and 2 for each contract opportunity separately. For example, if you were going to respond to Region 1, Northwest Florida General Construction Contracts bidders will need to fill out 8 separate Bid Form 1 and 8 Separate Bid Form 2 to be considered for all 8 General Construction Contracts available. Please see Section One Instruction to Bidders and Award Process, 4. Solicitation Tables for information on Geographical Regions, Contract numbers, and Contract Trades available.

Bidders need only submit Bid Forms 3-16 once regardless of how many contracts or geographical regions they are bidding

Verified by Bidders	Verified by Buyer	Verified by Evaluator	Description of Required Submittal	Page No.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bid Form 1: The Adjustment Factors	4-5
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bid Form 2: Calculation of the Combined Adjustment Factors	6-7
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bid Form 3: Addendum Acknowledgement Form	8
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bid Form 4: Sworn Statement Under Section 287.133(3)(A), Florida Statutes, Public Entity Crimes	9-10
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bid Form 5: Pinellas County District Schools Bid Protest Procedure	11-12

Section Three: Bid Submission and Required Forms | Submittals Checklist

Verified by Bidders	Verified by Buyer	Verified by Evaluator	Description of Required Submittal	Page No.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bid Form 6: Certificate of Insurance including evidence of workers compensation coverage	13-14
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bid Form 7: Company Profile Questionnaire	15-18
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bid Form 8: Diversity Vendor Certification Participation	19
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bid Form 9: Bonding Capacity Statement	20
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bid Form 10: Management Personnel	21-23
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bid Form 11: References and Experience Questionnaire	24
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bid Form 12: Value Add Questionnaire	25-28
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bid Form 13: Agreement to work in all Regions of the State	29
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bid Form 14: Federal Certifications	30-35
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bid Form 15: FEMA Special Conditions	36-50
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bid Form 16: Signature Form	51

Items listed should be submitted at the time you submit your bid to facilitate the bid evaluation process.

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BID FORM 1: THE ADJUSTMENT FACTORS

CONTRACT #/TRADE: 23-909-027: General Contractor

CONTRACTOR NAME: Astra Construction Services, LLC

GEOGRAPHIC REGION: Region 8 North Suncoast Florida

The Contractor shall perform the Tasks and pay all Administrative Fees required by each individual Purchase Order issued pursuant to this using the following Adjustment Factors:

1. Normal Working Hours for Owner Funded Projects: 7:00am to 4:00pm Monday to Friday, except holidays. Contractor shall perform Tasks during Normal Working Hours for Owner Funded Projects for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

1.A Adjustment Factor With
Administrative Fees:

1	.	2	2	0	0
---	---	---	---	---	---

(Specify to four decimal places)

2. Other Than Normal Working Hours or All Working Hours at Secured Locations for Owner Funded Projects: 4:00pm to 7:00am Monday to Friday, and any time Saturday, Sunday and Holidays. Contractor shall perform Tasks during Other Than Normal Working Hours or All Working Hours at Secured Locations for Owner Funded Projects for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

2.A Adjustment Factor With
Administrative Fees:

1	.	2	9	0	0
---	---	---	---	---	---

(Specify to four decimal places)

3. Normal Working Hours for Federally Funded Projects: 7:00am to 4:00pm Monday to Friday, except holidays. Contractor shall perform Tasks during Normal Working Hours for Federally Funded Projects for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

3.A Adjustment Factor With
Administrative Fees:

1	.	3	6	0	0
---	---	---	---	---	---

(Specify to four decimal places)

4. Other Than Normal Working Hours or All Working Hours at Secured Locations for Owner Funded Projects: 4:00pm to 7:00am Monday to Friday, and any time Saturday, Sunday and Holidays. Contractor shall perform Tasks during Other Than Normal Working Hours or All Working Hours at Secured Locations for Federally Funded Projects for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

4.A Adjustment Factor With
Administrative Fees:

1	.	2	9	0	0
---	---	---	---	---	---

Section Three: Bid Submission and Required Forms | Bid Pricing Forms

(Specify to four decimal places)

5. Non-Pre-Priced Adjustment Factor: To be applied to work deemed not to be included in the CTC but within the general scope of the work.

5.A Adjustment Factor With
Administrative Fees:

1	.	2	9	5	0
---	---	---	---	---	---

(Specify to four decimal places)

6. Combined Adjustment Factor: (From Line 11 on bid Form 2)

1	.	2	6	2	5	
---	---	---	---	---	---	--

(See Bid Form 2 for calculation procedure)

NOTICE - The attention of Bidders is particularly called to the fact that, unless the Bid is made in strict conformity with the directions given, it may be considered non-responsive and may be rejected. The Bidder must fill in all boxes and blanks.

Before submitting this Bid, the Bidder is directed to the Construction Task Catalog to review the explanation of the costs included in the Unit Prices and in the Adjustment Factors. Except for a Non Pre-priced Task, the only compensation to be paid to a Contractor will be the total of the Unit Prices multiplied by the quantities multiplied by the Adjustment Factor. No additional payments of any kind whatsoever will be made. All costs not included in the Unit Prices must be part of the Adjustment Factors.

The Other Than Normal Working Hours Adjustment Factors must be equal to or higher than the Normal Working Hours Adjustment Factors.

PINELLAS COUNTY SCHOOLS RESERVES THE RIGHT TO REVISE ALL ARITHMETIC ERRORS IN CALCULATIONS FOR CORRECTNESS.

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BID FORM 2: CALCULATION OF THE COMBINED ADJUSTMENT FACTOR

CONTRACT #/TRADE: 23-909-027: General Contractor

CONTRACTOR NAME: Astra Construction Services, LLC

GEOGRAPHICAL REGION: Region 8 North Suncoast Florida

The following formula has been developed for the sole purpose of evaluating Bids and awarding.

Each Bidder must complete the following calculation.

Line 1.	Adjustment Factor for Normal Working Hours for Owner Funded Projects: Line (1.A)	<u>1.2200</u>
Line 2.	Multiply Line 1 by .50	<u>0.61</u>
Line 3.	Adjustment Factor for Other Than Normal Working Hours or All Working Hours at Secured Locations for Owner Funded Projects: Line (2.A)	<u>1.2900</u>
Line 4.	Multiply Line 3 by .20	<u>0.258</u>
Line 5.	Adjustment Factor for Normal Working Hours for Federally Funded Projects Line (3.A)	<u>1.3600</u>
Line 6.	Multiply Line 5 by .10	<u>0.136</u>
Line 7.	Adjustment Factor for Other Than Normal Working Hours or All Working Hours at Secured Locations for Owner Funded Projects Line (4.A)	<u>1.2900</u>
Line 8.	Multiply Line 7 by .10	<u>0.129</u>
Line 9.	Adjustment Factor for Non-Pre-Priced Line (5.A)	<u>1.295</u>
Line 10.	Multiply Line 9 by .10	<u>0.1295</u>
Line 11.	Summation of lines 2, 4, 6, 8 and 10 (Combined Adjustment Factor)	<u>1.2625</u>

(Bid Form 2 Continued on The Next Page)

Section Three: Bid Submission and Required Forms | Bid Pricing Forms

Transfer the number on line 11 to the space provided for the Combined Adjustment Factor on Bid Form 1.

Instructions To Bidder: Specify lines 1 through 11 to four (4) decimal places. Use conventional rounding methodology (i.e., if the number in the 5th decimal place is 0-4, the number in the 4th decimal remains unchanged; if the number in the 5th decimal place is 5-9, the number in the 4th decimal is rounded upward).

Note To Bidder: The weights in lines 2, 4, 6, 8 and 10 above are for the purpose of calculating a Combined Adjustment Factor only. No assurances are made by Pinellas County Schools that Work will be ordered under the Agreement in a distribution consistent with the weighted percentages above. The Combined Adjustment Factor is only used for the purpose of determining the lowest Bidder.

When submitting Price Proposals related to specific Purchase Orders, the Proposer shall utilize one or more of the Adjustment Factors applicable to the Work being performed provided in lines 1, 3, 5, 7 and 9 as applicable, on the Bid Form 2 above.

(The rest of this page is intentionally left blank)

BID FORM 1: THE ADJUSTMENT FACTORS

CONTRACT #/TRADE: 23-909-027: General Contractor

CONTRACTOR NAME: Astra Construction Services, LLC

GEOGRAPHIC REGION: Region 9 South Suncoast Florida

The Contractor shall perform the Tasks and pay all Administrative Fees required by each individual Purchase Order issued pursuant to this using the following Adjustment Factors:

1. Normal Working Hours for Owner Funded Projects: 7:00am to 4:00pm Monday to Friday, except holidays. Contractor shall perform Tasks during Normal Working Hours for Owner Funded Projects for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

1.A Adjustment Factor With
Administrative Fees:

1	.	2	4	0	0
---	---	---	---	---	---

(Specify to four decimal places)

2. Other Than Normal Working Hours or All Working Hours at Secured Locations for Owner Funded Projects: 4:00pm to 7:00am Monday to Friday, and any time Saturday, Sunday and Holidays. Contractor shall perform Tasks during Other Than Normal Working Hours or All Working Hours at Secured Locations for Owner Funded Projects for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

2.A Adjustment Factor With
Administrative Fees:

1	.	3	1	0	0
---	---	---	---	---	---

(Specify to four decimal places)

3. Normal Working Hours for Federally Funded Projects: 7:00am to 4:00pm Monday to Friday, except holidays. Contractor shall perform Tasks during Normal Working Hours for Federally Funded Projects for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

3.A Adjustment Factor With
Administrative Fees:

1	.	4	0	1	0
---	---	---	---	---	---

(Specify to four decimal places)

4. Other Than Normal Working Hours or All Working Hours at Secured Locations for Owner Funded Projects: 4:00pm to 7:00am Monday to Friday, and any time Saturday, Sunday and Holidays. Contractor shall perform Tasks during Other Than Normal Working Hours or All Working Hours at Secured Locations for Federally Funded Projects for the Unit Price set forth in the CTC multiplied by the Adjustment Factor of:

4.A Adjustment Factor With
Administrative Fees:

1	.	3	1	0	0
---	---	---	---	---	---

Section Three: Bid Submission and Required Forms | Bid Pricing Forms

(Specify to four decimal places)

5. Non-Pre-Priced Adjustment Factor: To be applied to work deemed not to be included in the CTC but within the general scope of the work.

5.A Adjustment Factor With
Administrative Fees:

1	.	2	9	5	0
---	---	---	---	---	---

(Specify to four decimal places)

6. Combined Adjustment Factor: (From Line 11 on bid Form 2)

1	.	2	8	2	6	
---	---	---	---	---	---	--

(See Bid Form 2 for calculation procedure)

NOTICE - The attention of Bidders is particularly called to the fact that, unless the Bid is made in strict conformity with the directions given, it may be considered non-responsive and may be rejected. The Bidder must fill in all boxes and blanks.

Before submitting this Bid, the Bidder is directed to the Construction Task Catalog to review the explanation of the costs included in the Unit Prices and in the Adjustment Factors. Except for a Non Pre-priced Task, the only compensation to be paid to a Contractor will be the total of the Unit Prices multiplied by the quantities multiplied by the Adjustment Factor. No additional payments of any kind whatsoever will be made. All costs not included in the Unit Prices must be part of the Adjustment Factors.

The Other Than Normal Working Hours Adjustment Factors must be equal to or higher than the Normal Working Hours Adjustment Factors.

PINELLAS COUNTY SCHOOLS RESERVES THE RIGHT TO REVISE ALL ARITHMETIC ERRORS IN CALCULATIONS FOR CORRECTNESS.

(The rest of this page is intentionally left blank)

BID FORM 2: CALCULATION OF THE COMBINED ADJUSTMENT FACTOR

CONTRACT #/TRADE: 23-909-027: General Contractor

CONTRACTOR NAME: Astra Construction Services, LLC

GEOGRAPHICAL REGION: Region 9 South Suncoast Florida

The following formula has been developed for the sole purpose of evaluating Bids and awarding.

Each Bidder must complete the following calculation.

Line 1.	Adjustment Factor for Normal Working Hours for Owner Funded Projects: Line (1.A)	<u>1.2400</u>
Line 2.	Multiply Line 1 by .50	<u>0.6200</u>
Line 3.	Adjustment Factor for Other Than Normal Working Hours or All Working Hours at Secured Locations for Owner Funded Projects: Line (2.A)	<u>1.3100</u>
Line 4.	Multiply Line 3 by .20	<u>0.2620</u>
Line 5.	Adjustment Factor for Normal Working Hours for Federally Funded Projects Line (3.A)	<u>1.4010</u>
Line 6.	Multiply Line 5 by .10	<u>0.1401</u>
Line 7.	Adjustment Factor for Other Than Normal Working Hours or All Working Hours at Secured Locations for Owner Funded Projects Line (4.A)	<u>1.3100</u>
Line 8.	Multiply Line 7 by .10	<u>0.1310</u>
Line 9.	Adjustment Factor for Non-Pre-Priced Line (5.A)	<u>1.2950</u>
Line 10.	Multiply Line 9 by .10	<u>0.1295</u>
Line 11.	Summation of lines 2, 4, 6, 8 and 10 (Combined Adjustment Factor)	<u>1.2826</u>

(Bid Form 2 Continued on The Next Page)

Section Three: Bid Submission and Required Forms | Bid Pricing Forms

Transfer the number on line 11 to the space provided for the Combined Adjustment Factor on Bid Form 1.

Instructions To Bidder: Specify lines 1 through 11 to four (4) decimal places. Use conventional rounding methodology (i.e., if the number in the 5th decimal place is 0-4, the number in the 4th decimal remains unchanged; if the number in the 5th decimal place is 5-9, the number in the 4th decimal is rounded upward).

Note To Bidder: The weights in lines 2, 4, 6, 8 and 10 above are for the purpose of calculating a Combined Adjustment Factor only. No assurances are made by Pinellas County Schools that Work will be ordered under the Agreement in a distribution consistent with the weighted percentages above. The Combined Adjustment Factor is only used for the purpose of determining the lowest Bidder.

When submitting Price Proposals related to specific Purchase Orders, the Proposer shall utilize one or more of the Adjustment Factors applicable to the Work being performed provided in lines 1, 3, 5, 7 and 9 as applicable, on the Bid Form 2 above.

(The rest of this page is intentionally left blank)

BID FORM 3: ADDENDUM ACKNOWLEDGEMENT FORM

ADDENDA ACKNOWLEDGMENT: The undersigned also acknowledges the receipt of the following Addenda:

<i>ADDENDUM NO.</i>	<u> 1 </u>	DATED	<u> 09/02/2022 </u>	<i>ADDENDUM NO.</i>	<u> </u>	DATED	<u> </u>
<i>ADDENDUM NO.</i>	<u> </u>	DATED	<u> </u>	<i>ADDENDUM NO.</i>	<u> </u>	DATED	<u> </u>
<i>ADDENDUM NO.</i>	<u> </u>	DATED	<u> </u>	<i>ADDENDUM NO.</i>	<u> </u>	DATED	<u> </u>
<i>ADDENDUM NO.</i>	<u> </u>	DATED	<u> </u>	<i>ADDENDUM NO.</i>	<u> </u>	DATED	<u> </u>

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**BID FORM 4: SWORN STATEMENT UNDER SECTION 287.133(3)(A),
FLORIDA STATUTES, PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract No. 23-909-027

2. This sworn statement is submitted by Astra Construction Services, LLC (Name of entity submitting sworn statement) whose business address is
300 Churchill Court, Woodstock, GA 30188

3. and (if applicable) its Federal Employer Identification Number (FEIN) is 47-2102240 (a If the entity has no disregarded entity of 85-3508497) FEIN, include the Social Security Number of the individual signing this sworn statement: N/A.

4. My name is Grant Beeson and my relationship to the
Astra Construction Services, LLC (please print name of individual signing) entity name above is Vice President, ACS.

5. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

6. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a violation of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

7. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. as entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

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8. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
9. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)



(Signature)

Date: 09/14/2022

STATE OF Georgia

COUNTY OF Cherokee

Grant Beeson APPEARED IN PERSON BEFORE ME (the undersigned authority),
who is

personally known to me or provided the following identification _____, and affixed
his/her signature in

the space provided above on this 14 day of Sept, 20 22.



NOTARY PUBLIC

My commission expires: 1-15-2024

Terra Hall
NOTARY PUBLIC
Cherokee County, GEORGIA
My Commission Expires 01/15/2024

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BID FORM 5: PINELLAS COUNTY DISTRICT SCHOOLS BID PROTEST PROCEDURE

Bidders who wishes to file a protest pertaining to a bid must file such notice in accordance with procedures prescribed by 120.57(3) FS enumerated below. For bids solicited by the purchasing department, the notice must be filed with the director of purchasing. For bids solicited by the facilities department, the notice must be filed with the director of facilities.

1. Any person who is adversely affected by the District decision or intended decision shall file with the Director of Purchasing a notice of protest in writing within 72 hours after the posting of the bid tabulation or after receipt of the notice of the District decision or intended decision and shall file a formal written protest within 10 days after filing the notice of protest. With respect to a protest of the specifications contained in an invitation to bid or in a request for proposals, the notice of protest shall be filed in writing within 72 hours after the receipt of notice of the project plans and specifications or intended project plans and specifications in an invitation to bid or request for proposals, and the formal written protest shall be filed within 10 days after the date the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under this chapter. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and legal holidays shall be excluded in the computation of the 72-hour time periods provided by this paragraph.
2. Any person who files an action protesting a decision or intended decision pertaining to a bid pursuant to FS 120.57(3)(b), shall post at the time of filing the formal written protest, a bond payable to the Pinellas County School District in an amount equal to 1 percent (1%) of the total estimated contract value, but not less than \$500 nor more than \$5,000, which bond shall be conditioned upon the payment of all costs which may be adjudged against the protester in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, a cashier's check, certified bank check, bank certified company check, money order or U.S. currency will be acceptable form of security. If, after completion of the administrative hearing process and any appellate court proceedings, the District prevails, it shall recover all costs and charges which shall be included in the final order or judgment, including charges made by the Division of Administrative Hearings, but excluding attorney's fees. Upon payment of such costs and charges by the protester, the protest security shall be returned. If the protester prevails, he or she shall recover from the District all costs and charges which shall be included in the final order of judgment, excluding attorney's fees.
3. Upon receipt of the formal written protest and protest bond which has been timely filed, the District shall stop the bid solicitation process or the contract award process until the subject of the protest is resolved by final District action, unless the Superintendent sets forth in writing particular facts and circumstances which require the continuance of the bid solicitation process or the contract award process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare.
4.
 - a) The District shall provide an opportunity to resolve the protest by mutual agreement between the parties within 7 days, excluding Saturdays, Sundays, and legal holidays, after receipt of a formal written protest.
 - b) If the subject of a protest is not resolved by mutual agreement within 7 days, excluding Saturdays, Sundays, and legal holidays, after receipt of the formal written protest, and if there is no disputed issue of material fact, an informal proceeding shall be conducted pursuant to 120.57(2) FS and applicable District rules before a person whose qualifications have been prescribed by rules of the District.
 - c) If the subject of a protest is not resolved by mutual agreement within 7 days, excluding Saturdays, Sundays, and legal holidays, after receipt of the formal written protest, and if there is a disputed issue of material fact, the District shall refer the protest to the Division of Administrative Hearings for proceedings under 120.57(1) FS.
5. Upon receipt of a formal written protest referred pursuant to this subsection, the director of the Division of Administrative Hearings shall expedite the hearing and assign an administrative law judge who shall commence a hearing within 30 days after the receipt of the formal written protest by the division and enter a recommended order within 30 days after the hearing or within 30 days after receipt of the hearing transcript by the administrative law judge, whichever is later. Each party shall be allowed 10 days in which to submit written exceptions to the recommended order. A final order shall be entered by the District within 30 days of the entry of a recommended order. The provisions of this paragraph may be waived upon stipulation by all parties.
6. In a competitive-procurement protest, no submissions made after the bid or proposal opening amending or supplementing the bid or proposal shall be considered. Unless otherwise provided by statute, the burden of proof shall rest with the party protesting the proposed District action. In a competitive-procurement protest, other than a rejection of all bids, the administrative law judge shall conduct a de novo proceeding to determine whether the District's proposed action is contrary to the District's governing statutes, the District's rules or policies, or the bid or proposal specifications. The standard of

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proof for such proceedings shall be whether the proposed District action was clearly erroneous, contrary to competition, arbitrary, or capricious. In any bid-protest proceeding contesting an intended District action to reject all bids, the standard of review by an administrative law judge shall be whether the District's intended action is illegal, arbitrary, dishonest, or fraudulent.

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BID FORM 6: CERTIFICATE OF INSURANCE INCLUDING EVIDENCE OF WORKERS COMPENSATION COVERAGE

Insurance is required from all contractors who will be performing work. Please provide proof of insurance based on the requirements listed below.

The name of the insurance company(ies) listed on the Certificate of Insurance on file in the Risk Management Department shall be the same as it appears in **Best's Financial Strength Rating**. The insurance company named on the Certificate of Insurance shall have a rating of "A-V" or better as stated in **Best's Financial Strength Rating**.

1. GENERAL LIABILITY INSURANCE

The contractor shall provide the ISO Commercial General Liability Policy. The Owner shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the responsibility solely of the contractor or subcontractor providing such insurance.

The **Commercial General Liability Policy (CGL)** is a method of automatically providing a broad range of common coverage extensions to the CGL policy that firms often need and overlook. By having a CGL policy, it will reduce the overall cost of providing those other coverage's at a future date and allows for a wide distribution of those packaged coverage's.

The CGL policy shall provide coverage of at least the following items:

- a) **General Aggregate:**
 - i) **Premises Operation** which will include XCU coverage except when work does not include foundation, structural work, pressure fired vessels or materials or construction techniques which could explode.
 - ii) **Independent Contractor's Protective** which provides coverage for injury to others arising out of the independent contractors work. General Contractors may opt to provide this coverage in lieu of naming the School Board of Pinellas County as "Additional Insured".
 - iii) **Broad Contractual Liability** which is liability assumed by the insured under any contract agreement. This includes any oral or written contract or agreement relating to the conduct of the named insured's business. If excluded, exception for liability is assumed in an insured contract.
- b) **Products and Completed Operations**
- c) **Personal & Advertising Injury Liability**

The contractor shall obtain insurance which shall at least meet the following minimum limits:

For projects/contracts under \$500,000.00:

- \$1,000,000.00 per occurrence, \$2,000,000.00 general aggregate.

For projects/contracts \$500,000.00 and over:

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- \$5,000,000.00 per occurrence, \$5,000,000.00 general aggregate.

2. AUTOMOTIVE LIABILITY INSURANCE

The contractor shall obtain Business Coverage Automobile Insurance which shall protect the contractor from claims for damage for personal injury, bodily injury including accidental death, as well as claims for property damages which may arise from operations under this contract whether such operations are by himself or by anyone directly or indirectly employed by him. Coverage shall include owned, non-owned, hired and rented vehicles.

The contractor shall obtain insurance which shall at least meet the following minimum limits:

- \$300,000.00 Combined Single Limit
- \$100,000.00 Bodily Injury (per person), \$300,000.00 Bodily Injury (per accident)
- \$100,000.00 Property Damage

3. WORKERS' COMPENSATION INSURANCE

The contractor shall take out and maintain during the life of this Contract, Workers' Compensation Insurance for all employees connected with the work of this Project and, in case any work is sublet, the contractor shall require the subcontractors similarly to provide Workers' Compensation Insurance as required by FS 440 for all the latter's employees unless such employees are covered by the protection of the contractor. The following limits shall be obtained:

The contractor shall obtain insurance which shall at least meet the following minimum limits:

- State Worker's Compensation: Statutory
- Employer's Liability: \$100,000.00 Each Accident
\$500,000.00 Disease, Policy Limit
\$100,000.00 Disease, Each Employee

(insuranc.dot) mar 1/1/1/1 (Rev 04/11)

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BID FORM 7: COMPANY PROFILE QUESTIONNAIRE

1. **What is your company's official registered name?**

Astra Construction Services, LLC

2. **What is/are your corporate office location(s)?**

300 Churchill Court, Woodstock, GA 30188

3. **Please provide a brief history and description of your company, including experience providing similar products/services and the year it was established.**

Since our inception in 1994, Astra Group, LLC (our parent company) has played an integral part in building up the Southeast's infrastructure and public spaces. In 28 years in business, we have completed just under \$1 billion in construction projects. With more than 170 employees, Astra has the capacity and expertise to provide you with unparalleled expertise to complete your delivery order construction. Astra Construction Services, LLC (ACS) was established as the Job Order Contracting (JOC) and ez|QC arm of the company in 2014. In 2019, Equix, Inc., invested their capital, knowledge and resources into Astra to allow for our future expansion. Although the Lindsay family no longer owns Astra, Andrew Lindsay remains as President to lead Astra with the same passion he has always had for the business. Equix's leadership team and investors have a proven track record of successfully growing and expanding the capabilities of construction companies, and provides the necessary support and capital to help Astra continue to grow.

4. **Who is your competition in the marketplace?**

We do not consider competition in the marketplace. The primary focus of Astra Construction Services is to develop the most efficient way to perform while offering the best price to do it. Our competition is internal, to strive to be a better contractor on every project we undertake. This competition produces a high quality and timely project that both we and Owner can be proud of.

5. **What is the total number and location of employees, and if applicable, sales persons, employed?**

170 employees located throughout Georgia and Florida

6. **What is the number and location of support centers, if applicable, and location of corporate office?**

Astra's headquarters is located at 300 Churchill Court, Woodstock, GA 30188. We are made up of many highly skilled construction project managers and superintendents, reporting to Grant Beeson, our Vice President.

Other Office Locations

- 1611 Perry Blvd NW, Atlanta, GA 30318
- 6001 Chatham Center Dr., Ste 140, Savannah, GA 31405
- 32410 Blue Star Hwy, Midway, FL 32343

7. **What was your annual construction volume over last three (3) fiscal years?**

Astra's consolidated total annual revenue for each of the past three (3) calendar years is as follows.

- 2019 - \$88.9 million
- 2020 - \$97.9 million
- 2021 - \$62.03 million

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8. **Submit FEIN and Dunn & Bradstreet report.**

47-2102240 (a disregarded entity of 85-3508497)

We do not provide Dun & Bradstreet reports and are available at <https://www.dnb.com/duns-number.html>.

9. **What are your overall public sector sales, excluding Federal Government, for last three (3) years?**

Astra is a public sector contractor. Our consolidated total annual revenue for each of the past three (3) calendar years is as follows.

- 2019 - \$88.9 million
- 2020 - \$97.9 million
- 2021 - \$62.03 million

10. **What is your strategy to increase market share in the public sector?**

Please refer to the following page.

11. **What differentiates your company from competitors in the public sector?**

Please refer to the following page.

12. **Describe any green or environmental initiatives or policies.**

We are committed to the preservation of environmental and historic areas throughout the Southeast, and we work tirelessly to promote the sustainable planning, design, improvement and construction on all of our projects located throughout Georgia. Astra has been at the forefront of the Green Infrastructure movement. Our specialty in constructing parks has allowed us to be one of the first contractors in the Southeast to install bio-retention ponds.

13. **Diversity program - Do you currently have a diversity program or any diversity partners that you do business with?**

Yes

No

a. **If the answer is yes, do you plan to offer your program or partnership through this contract opportunity?**

Yes

No

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14. Provide a copy of any diversity certifications indicated above.

Astra is not a diversity-certified organization.

15. List any relationships with subcontractors or affiliates intended to be used when providing services and identify if subcontractors meet minority-owned standards. If any, list which certifications subcontractors hold and certifying agency.

Please refer to the following page.

16. Describe any present or past litigation, bankruptcy or reorganization involving supplier.

Astra Construction Services, LLC, has not been involved in any litigation with any owners or architects. In the normal course of business, Astra (our parent company) is rarely subject to claims and litigation, which includes indemnification obligations to third party subcontractors and insurance companies. At any rate, our leadership staff do not believe that such matters will have a material adverse effect on the Company's operations, liquidity or financial condition. Further, these cases will not impact our ability to successfully complete this project.

17. **Felony Conviction Notice: Indicate if the supplier**

- a. is a publicly held corporation and this reporting requirement is not applicable;
- b. is not owned or operated by anyone who has been convicted of a felony; or
- c. is owned or operated by and individual(s) who has been convicted of a felony and provide the names and convictions.

N/A

18. Describe any debarment or suspension actions taken against supplier

N/A

19. Provide your safety record, safety rating, EMR and worker's compensation rate where available.

<u>Effective:</u>	<u>Experience Mod Factor:</u>
2/1/2022	0.89
2/1/2021	0.82
2/1/2020	0.85

20. Provide any additional necessary details as it relates to standard ordering methods and payment terms.

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22. **Provide your company's subcontracting plan, as described in the scope herein.**

Please refer to the following page.

23. **If Supplier requires additional agreements with Participating Public Agencies, provide a copy of the proposal agreement herein.**

Other than reviewing and requesting pertinent revisions, Astra Construction Services does not have supplementary agreement documents.

(The rest of this page is intentionally left blank)

BID FORM 8: DIVERSITY VENDOR CERTIFICATION PARTICIPATION

Diversity Vendor Certification Participation - It is the policy of some Members participating in Omnia Partners to involve minority and women business enterprises (M/WBE), small and/or disadvantaged business enterprises, disable veterans business enterprises, historically utilized businesses (HUB) and other diversity recognized businesses in the purchase of goods and services. Respondents shall indicate below whether or not they hold certification in any of the classified areas and include proof of such certification with their response.

- a. Minority Women Business Enterprise
Respondent certifies that this firm is an MWBE Yes No
List certifying agency: _____
- b. Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE)
Respondent certifies that this firm is a SBE or DBE Yes No
List certifying agency: _____
- c. Disabled Veterans Business Enterprise (DVBE)
Respondent certifies that this firm is an DVBE Yes No
List certifying agency: _____
- d. Historically Underutilized Businesses (HUB)
Respondent certifies that this firm is an HUB Yes No
List certifying agency: _____
- e. Historically Underutilized Business Zone Enterprise (HUBZone)
Respondent certifies that this firm is an HUBZone Yes No
List certifying agency: _____
- f. Other
Respondent certifies that this firm is a recognized diversity certificate holder Yes No
List certifying agency: _____

BID FORM 9: BONDING CAPACITY STATEMENT

Provide a letter from your bonding company setting forth your company's available bonding capacity and availability and confirming that, if required, your company could provide labor and material payment bonds and performance bonds for certain projects up to the bonding capacity.

(Insert bonding company statement here)

(The rest of this page is intentionally left blank)

Please refer to the bonding letter on the following page.

CNA SURETY

September 9, 2022

Pinellas County Schools
Purchasing Department
School Board of Pinellas
301 Fourth Street S.W.
Largo, FL 33770-3536

Re: **Astra Construction Services, LLC**
Project: Job Order Contracting Services in the State of Florida, Contract No. 23-909-027
Estimated Contract Price: \$10,000,000 per year (could renew for a total of 5 years)

To Whom It May Concern:

CNA Surety, through their issuing surety company, Continental Casualty Company, has had the pleasure of acting as the lead Surety for Astra Construction Services, LLC since November 2001. We have supported Astra Construction Services, LLC on single projects in excess of \$500,000,000 and an aggregate bonding capacity of \$1,500,000,000 and would favorably consider support in excess of this amount at their request. Astra Construction Services, LLC currently has a remaining capacity of \$700,000,000.

We and our co-surety partner, Liberty Mutual Insurance Company, have developed a great confidence in Astra Construction Services, LLC's ability and without hesitation we recommend the use of Astra Construction Services, LLC to prospective project owners. Continental Casualty Company & Liberty Mutual Insurance Company are both rated "A" with a financial size category of XV by A.M. Best. If requested, Continental Casualty Company & Liberty Mutual Insurance Company can provide performance & payment bonds for awarded projects.

This letter is not to be construed as an agreement to provide surety bonds for any particular project, but is offered as an indication of our past experience and confidence in this firm. Any specific request for bonds will be underwritten on its own merits.

We would be more than happy to offer any further specifics regarding Astra Construction Services, LLC at your request.

Best regards,

Continental Casualty Company



Heather R. Goedel
Attorney-in-Fact



Phone: 763.302.7159

Email: heather.goedel@willistowerswatson.com

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That Continental Casualty Company, an Illinois insurance company, National Fire Insurance Company of Hartford, an Illinois insurance company, and American Casualty Company of Reading, Pennsylvania, a Pennsylvania insurance company (herein called "the CNA Companies"), are duly organized and existing insurance companies having their principal offices in the City of Chicago, and State of Illinois, and that they do by virtue of the signatures and seals herein affixed hereby make, constitute and appoint

Laurie Pflug, Brian D Carpenter, Nicole Langer, Jessica Hoff, Craig Olmstead, Trisha Kasper, Blake S. Bohlig, Heather R. Goedel, Kelly Nicole Enghauser, Michelle Halter, Individually

of Bloomington, MN, their true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on their behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind them thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of their insurance companies and all the acts of said Attorney, pursuant to the authority hereby given is hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law and Resolutions, printed on the reverse hereof, duly adopted, as indicated, by the Boards of Directors of the insurance companies.

In Witness Whereof, the CNA Companies have caused these presents to be signed by their Vice President and their corporate seals to be hereto affixed on this 21st day of June, 2021.



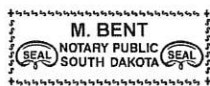
Continental Casualty Company
National Fire Insurance Company of Hartford
American Casualty Company of Reading, Pennsylvania

Paul T. Bruflat

Paul T. Bruflat Vice President

State of South Dakota, County of Minnehaha, ss:

On this 21st day of June, 2021, before me personally came Paul T. Bruflat to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is a Vice President of Continental Casualty Company, an Illinois insurance company, National Fire Insurance Company of Hartford, an Illinois insurance company, and American Casualty Company of Reading, Pennsylvania, a Pennsylvania insurance company described in and which executed the above instrument; that he knows the seals of said insurance companies; that the seals affixed to the said instrument are such corporate seals; that they were so affixed pursuant to authority given by the Boards of Directors of said insurance companies and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said insurance companies.



My Commission Expires March 2, 2026

M. Bent

M. Bent Notary Public

CERTIFICATE

I, D. Johnson, Assistant Secretary of Continental Casualty Company, an Illinois insurance company, National Fire Insurance Company of Hartford, an Illinois insurance company, and American Casualty Company of Reading, Pennsylvania, a Pennsylvania insurance company do hereby certify that the Power of Attorney herein above set forth is still in force, and further certify that the By-Law and Resolution of the Board of Directors of the insurance companies printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said insurance companies this 9th day of September, 2022.



Continental Casualty Company
National Fire Insurance Company of Hartford
American Casualty Company of Reading, Pennsylvania

D. Johnson

D. Johnson Assistant Secretary

Form F6853-4/2012

Authorizing By-Laws and Resolutions

ADOPTED BY THE BOARD OF DIRECTORS OF CONTINENTAL CASUALTY COMPANY:

This Power of Attorney is made and executed pursuant to and by authority of the following resolution duly adopted by the Board of Directors of the Company at a meeting held on May 12, 1995:

"RESOLVED: That any Senior or Group Vice President may authorize an officer to sign specific documents, agreements and instruments on behalf of the Company provided that the name of such authorized officer and a description of the documents, agreements or instruments that such officer may sign will be provided in writing by the Senior or Group Vice President to the Secretary of the Company prior to such execution becoming effective."

This Power of Attorney is signed by Paul T. Bruflat, Vice President, who has been authorized pursuant to the above resolution to execute power of attorneys on behalf of Continental Casualty Company.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 25th day of April, 2012:

"Whereas, the bylaws of the Company or specific resolution of the Board of Directors has authorized various officers (the "Authorized Officers") to execute various policies, bonds, undertakings and other obligatory instruments of like nature; and

Whereas, from time to time, the signature of the Authorized Officers, in addition to being provided in original, hard copy format, may be provided via facsimile or otherwise in an electronic format (collectively, "Electronic Signatures"); Now therefore be it resolved: that the Electronic Signature of any Authorized Officer shall be valid and binding on the Company. "

ADOPTED BY THE BOARD OF DIRECTORS OF NATIONAL FIRE INSURANCE COMPANY OF HARTFORD:

This Power of Attorney is made and executed pursuant to and by authority of the following resolution duly adopted by the Board of Directors of the Company by unanimous written consent dated May 10, 1995:

"RESOLVED: That any Senior or Group Vice President may authorize an officer to sign specific documents, agreements and instruments on behalf of the Company provided that the name of such authorized officer and a description of the documents, agreements or instruments that such officer may sign will be provided in writing by the Senior or Group Vice President to the Secretary of the Company prior to such execution becoming effective."

This Power of Attorney is signed by Paul T. Bruflat, Vice President, who has been authorized pursuant to the above resolution to execute power of attorneys on behalf of National Fire Insurance Company of Hartford.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 25th day of April, 2012:

"Whereas, the bylaws of the Company or specific resolution of the Board of Directors has authorized various officers (the "Authorized Officers") to execute various policies, bonds, undertakings and other obligatory instruments of like nature; and

Whereas, from time to time, the signature of the Authorized Officers, in addition to being provided in original, hard copy format, may be provided via facsimile or otherwise in an electronic format (collectively, "Electronic Signatures"); Now therefore be it resolved: that the Electronic Signature of any Authorized Officer shall be valid and binding on the Company. "

ADOPTED BY THE BOARD OF DIRECTORS OF AMERICAN CASUALTY COMPANY OF READING, PENNSYLVANIA:

This Power of Attorney is made and executed pursuant to and by authority of the following resolution duly adopted by the Board of Directors of the Company by unanimous written consent dated May 10, 1995:

"RESOLVED: That any Senior or Group Vice President may authorize an officer to sign specific documents, agreements and instruments on behalf of the Company provided that the name of such authorized officer and a description of the documents, agreements or instruments that such officer may sign will be provided in writing by the Senior or Group Vice President to the Secretary of the Company prior to such execution becoming effective."

This Power of Attorney is signed by Paul T. Bruflat, Vice President, who has been authorized pursuant to the above resolution to execute power of attorneys on behalf of American Casualty Company of Reading, Pennsylvania.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 25th day of April, 2012:

"Whereas, the bylaws of the Company or specific resolution of the Board of Directors has authorized various officers (the "Authorized Officers") to execute various policies, bonds, undertakings and other obligatory instruments of like nature; and

Whereas, from time to time, the signature of the Authorized Officers, in addition to being provided in original, hard copy format, may be provided via facsimile or otherwise in an electronic format (collectively, "Electronic Signatures"); Now therefore be it resolved: that the Electronic Signature of any Authorized Officer shall be valid and binding on the Company. "

BID FORM 10: MANAGEMENT PERSONNEL

Please provide contact information and resumes for the person(s) who will be responsible for the following areas. If not applicable, write 'Not Applicable'

Executive Contact

Contact Person: Grant Beeson

Title: Vice President, ACS

Company: Astra Construction Services, LLC

Address: 300 Churchill Court

City: Woodstock State: GA Zip: 30188

Phone: 770-992-9300 x8140 Fax: 678-494-3601

Email: gbeeson@astragroupinc.com

Marketing

Contact Person: Regina Pitts

Title: Director of Marketing

Company: Astra Group, LLC

Address: 1611 Perry Blvd NW

City: Atlanta State: GA Zip: 30318

Phone: 770-992-9300 x8211 Fax: 678-494-3601

Email: rpitts@astragroupinc.com

Account Manager / Sales Lead

Contact Person: Eric Ashley

Title: General Manager of Job Order Contracting, ACS

Company: Astra Construction Services, LLC

Address: 300 Churchill Court

City: Woodstock State: GA Zip: 30188

Phone: 770-992-9300 x8180 Fax: 678-494-3601

Email: eashley@astragroupinc.com

Section Three: Bid Submission and Required Forms | Performance, Capability, Qualification and Experience Forms

Sales Support

Contact Person: Terra Hall
Title: Assistant Project Manager/Contract Administrator
Company: Astra Construction Services, LLC
Address: 300 Churchill Court
City: Woodstock State: GA Zip: 30188
Phone: 770-992-9300 x8184 Fax: 678-494-3601
Email: thall@astragroupinc.com

Contract Management (if different than the Sales Lead)

Contact Person: Grant Beeson
Title: Vice President, ACS
Company: Astra Construction Services, LLC
Address: 300 Churchill Court
City: Woodstock State: GA Zip: 30188
Phone: 770-992-9300 x8140 Fax: 678-494-3601
Email: gbeeson@astragroupinc.com

Financial Reporting

Contact Person: Ashley Melendez
Title: Controller
Company: Astra Construction Services, LLC
Address: 300 Churchill Court
City: Woodstock State: GA Zip: 30188
Phone: 770-992-9300 x8100 Fax: 678-494-3601
Email: amelendez@astragroupinc.com

Section Three: Bid Submission and Required Forms | Performance, Capability, Qualification and Experience Forms

Billing & Reporting/Accounts Payable

Contact Person: Terra Hall

Title: Assistant Project Manager/Contract Administrator

Company: Astra Construction Services, LLC

Address: 300 Churchill Court

City: Woodstock State: GA Zip: 30188

Phone: 770-992-9300 x8184 Fax: 678-494-3601

Email: thall@astragroupinc.com

(The rest of this page is intentionally left blank)

BID FORM 11: REFERENCES AND EXPERIENCE QUESTIONNAIRE

Provide a minimum of five (5) customer references for product and/or services of similar scope dating within the past 3 years. Please try to provide references for K12, Higher Education, City/County and State entities. Provide the following information for each reference:

- a) Entity Name
- b) Contact Name and Title
- c) City and State
- d) Phone Number
- e) Years Serviced
- f) Description of Services
- g) Annual Volume

Please refer to the document after this form.

Questions:

1. Identify any contracts with other cooperative or government group purchasing organizations of which your company is currently a part of:

Cooperative/GPO Name

Contract Number

Please refer to the document after this form.

2. 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 refer to copies of our licenses for Florida and Georgia. We are also licensed in SC, TN and NC.
3. Describe your company's past experience with Job Order Contracting estimating and include specific examples of other cooperatives and public agencies where you have performed these services.

Please refer to the document after this form.

BID FORM 12: VALUE ADD QUESTIONNAIRE

Bidder must agree to work in cooperation with Pinellas Public Schools and OMNIA Partners to develop a marketing strategy and provide avenues to equally market and drive sales through the Contract and program to all current and potential Members. Bidder agrees to actively market in cooperation with Pinellas Public Schools and OMNIA Partners all available services to current and potential Members.

1. 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. If certifications and other documentation were already previously provided in above sections, there is no need to duplicate.

Please also list and include copies of any certificates you hold that would show value for your response not already included above.

Please refer to the document after this form.

2. Acknowledge that your organization agrees to provide its company logo(s) to Pinellas Public Schools and OMNIA Partners and agrees to provide permission for reproduction of such logo in marketing communications and promotions.
Please refer to the document after this form.
3. Provide a detailed plan beginning from award date of the Master Agreement describing the strategy to immediately implement the Master Agreement as supplier's primary go to market strategy for Public Agencies to supplier's teams, to include, but not limited to:
 - a. Executive leadership endorsement and sponsorship of the award as the public sector go-to-market strategy within first 10 days
 - b. Training and education of Supplier's employees (and if applicable sales force) with participation from the Supplier's executive leadership, along with the OMNIA Partners team within first 90 days

Please refer to the document after this form.

4. Provide a detailed plan beginning from award date of the Master Agreement describing the strategy to market the Master Agreement to current Participating Public Agencies, existing Public Agency customers of Supplier, as well as to prospective Public Agencies immediately upon award, that could include, but is not limited to:
 - a. Creation and distribution of a co-branded press release to trade publications
 - b. Announcement, Master Agreement details and contact information published on the Supplier's website within first 90 days
 - c. Design, publication and distribution of co-branded marketing materials within first 90 days

Section Three: Bid Submission and Required Forms | Performance, Capability, Qualification and Experience Forms

- d. Commitment to attendance and participation with OMNIA Partners at regional (i.e. Regional NIGP Chapter Meetings, Regional Cooperative Summits, etc.) and supplier-specific trade shows, conferences and meetings throughout the term of the Master Agreement
 - e. Design and publication of regional advertising in trade publications throughout the term of the Master Agreement
 - f. Ongoing marketing and promotion of the Master Agreement throughout its term (case studies, collateral pieces, presentations, promotions, etc.)
 - g. Dedicated OMNIA Partners internet web-based homepage on Supplier's website with:
 - OMNIA Partners standard logo;
 - Copy of original Request for Proposal;
 - Copy of Master Agreement and amendments between Principal Procurement Agency and Supplier;
 - Summary of Products and pricing;
 - Marketing Materials
 - Electronic link to OMNIA Partners' website including the online registration page;
 - A dedicated toll-free number and email address for OMNIA Partners
- Please refer to the document after this form.
5. Describe how Supplier will transition any existing Public Agency customers' accounts to the Master Agreement available through OMNIA Partners. Include a list of current cooperative contracts (regional and national) Supplier holds and describe how the Master Agreement will be positioned among the other cooperative agreements.
Please refer to the document after this form.
 6. Acknowledge Supplier agrees to provide its logo(s) to OMNIA Partners and agrees to provide permission for reproduction of such logo in marketing communications and promotions. Acknowledge that use of OMNIA Partners logo will require permission for reproduction, as well. Please refer to the document after this form.
 7. Confirm Supplier will be proactive in direct sales of Supplier's goods and services to Public Agencies and the timely follow up to leads established by OMNIA Partners. All sales materials are to use the OMNIA Partners logo. At a minimum, the Supplier's sales initiatives should communicate:
 - a. Master Agreement was competitively solicited and publicly awarded by a Principal Procurement Agency
 - b. Best government pricing
 - c. No cost to participate
 - d. Non-exclusive
- Please refer to the document after this form.
8. Confirm Supplier will train its sales force on the Master Agreement. At a minimum, sales training should include:
 - a. Key features of Master Agreement

Section Three: Bid Submission and Required Forms | Performance, Capability, Qualification and Experience Forms

- b. Working knowledge of the solicitation process
- c. Awareness of the range of Public Agencies that can utilize the Master Agreement through OMNIA Partners
- d. Knowledge of benefits of the use of cooperative contracts

Please refer to the document after this form.

9. Describe in detail how Supplier's organization (and if applicable, sales force) is structured, including contact information for the highest-level executive in charge of the sales team.

- a. Explain in detail how the sales teams will work with Gordian and the OMNIA Partners team to implement, grow and service the program.

Please refer to the document after this form.

10. Explain in detail how Supplier will manage the overall program throughout the term of the Master Agreement, including ongoing coordination of marketing and sales efforts, timely new Participating Public Agency account set-up, timely contract administration, etc.

Please refer to the document after this form.

11. State the amount of Supplier's Public Agency sales for the previous fiscal year. Provide a list of Supplier's top 5 Public Agency customers, the total purchases for each for the previous fiscal year along with a key contact for each.

Please refer to the document after this form.

12. Describe Supplier's information systems capabilities and limitations regarding order management through receipt of payment, including description of multiple platforms that may be used for any of these functions.

Please refer to the document after this form.

13. Even though it is anticipated many Public Agencies will be able to utilize the Master Agreement without further formal solicitation, there may be circumstances where Public Agencies will issue their own solicitations. The following options are available when responding to a solicitation for Products covered under the Master Agreement.

- a. Respond with Master Agreement pricing (Contract Sales reported to OMNIA Partners).
- b. If competitive conditions require pricing lower than the standard Master Agreement not-to-exceed pricing, Supplier may respond with lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales are reported as Contract Sales to OMNIA Partners under the Master Agreement.
- c. Respond with pricing higher than Master Agreement only in the unlikely event that the Public Agency refuses to utilize Master Agreement (Contract Sales are not reported to OMNIA Partners).
- d. If alternative or multiple proposals are permitted, respond with pricing higher than Master Agreement, and include Master Agreement as the alternate or additional proposal.
- e. Detail Supplier's strategies under these options when responding to a solicitation.

Please refer to the document after this form.

14. 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

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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 also list and include copies of any certificates you hold that would show value for your response not already included above.

Please refer to the document after this form.

15. Please include any additional products and/or services not included in the scope of the solicitation that you think will enhance and/or add value to this contract participating agencies.

Please refer to the document after this form.

16. If applicable, provide details of and propose additional discounts for volume orders, special manufacturer's offers, minimum order quantity, total annual spend.

Please refer to the document after this form.

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BID FORM 13: AGREEMENT TO WORK IN ALL REGIONS OF THE STATE

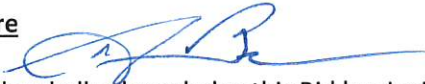
There are times that a Contractor may need to perform work for certain Members that have facilities in areas outside of the Geographic Region. By acknowledging your acceptance below, you are saying that you will consider performing work in such areas in the State or other States. The Contractor will use the awarded CTC and adjustment factor proposed. If a contractor holds multiple contracts when performing work outside an awarded area the contractor will use the contract that results in the lowest price for the Member. The Contractor will have the option to decline Projects outside of the Geographic Region.

Please circle your intention below:

Yes We agree to consider working in areas outside of the Geographic Region.

No We will NOT consider working outside of the Geographic Region.

Signature



Grant Beeson
Vice President, ACS

The Bidder shall acknowledge this Bid by signing and completing the spaces provided below:

Name of Bidder: Astra Construction Services, LLC

City/State/Zip: 300 Churchill Court, Woodstock, GA 30188

Telephone No.: 770-992-9300

If a partnership, names and addresses of partners:

N/A

Notarized

Subscribed and sworn to before me this 14 day of Sept, 2022

Notary Public in and for the County of Cherokee

State of GA

My commission expires: 1-15-2024

Signature: Suzanne Hall

BID FORM 14: FEDERAL CERTIFICATIONS

TO WHOM IT MAY CONCERN:

Participating Agencies may elect to use federal funds to purchase under the Master Agreement. This form should be completed and returned.

DEFINITIONS

Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward

Contractor means an entity that receives a contract as defined in Contract.

Cooperative agreement means a legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302-6305:

(a) Is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the Federal government or pass-through entity's direct benefit or use;

(b) Is distinguished from a grant in that it provides for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.

(c) The term does not include:

(1) A cooperative research and development agreement as defined in 15 U.S.C. 3710a; or

(2) An agreement that provides only:

(i) Direct United States Government cash assistance to an individual;

(ii) A subsidy;

(iii) A loan;

(iv) A loan guarantee; or

(v) Insurance.

Federal awarding agency means the Federal agency that provides a Federal award directly to a non-Federal entity

Federal award has the meaning, depending on the context, in either paragraph (a) or (b) of this section:

(a)(1) The Federal financial assistance that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in § 200.101 Applicability; or

(2) The cost-reimbursement contract under the Federal Acquisition Regulations that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in § 200.101 Applicability.

(b) The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of § 200.40 Federal financial assistance, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations.

(c) Federal award does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a contract to operate Federal government owned, contractor operated facilities (GOCOs).

(d) See also definitions of Federal financial assistance, grant agreement, and cooperative agreement.

Non-Federal entity means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.

Nonprofit organization means any corporation, trust, association, cooperative, or other organization, not including IHEs, that:

(a) Is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest;

(b) Is not organized primarily for profit; and

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(c) Uses net proceeds to maintain, improve, or expand the operations of the organization.

Obligations means, when used in connection with a non-Federal entity's utilization of funds under a Federal award, orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.

Pass-through entity means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.

Recipient means a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients.

Simplified acquisition threshold means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908. As of the publication of this part, the simplified acquisition threshold is \$250,000, but this threshold is periodically adjusted for inflation. (Also see definition of § 200.67 Micro-purchase.)

Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

Termination means the ending of a Federal award, in whole or in part at any time prior to the planned end of period of performance.

The following certifications and provisions may be required and apply when Participating Agency expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the Participating Agency and the Participating Agency's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

APPENDIX II TO 2 CFR PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to Federal Rule (A) above, when a Participating Agency expends federal funds, the Participating Agency reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does offeror agree? YES GB Initials of Authorized Representative of offeror

(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)


Pursuant to Federal Rule (B) above, when a Participating Agency expends federal funds, the Participating Agency reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Offeror as detailed in the terms of the contract.

Does offeror agree? YES GB Initials of Authorized Representative of offeror

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

Pursuant to Federal Rule (C) above, when a Participating Agency expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

Does offeror agree to abide by the above? YES  Initials of Authorized Representative of offeror

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

Pursuant to Federal Rule (D) above, when a Participating Agency expends federal funds during the term of an award for all contracts and subgrants for construction or repair, offeror will be in compliance with all applicable Davis-Bacon Act provisions.

Does offeror agree? YES  Initials of Authorized Representative of offeror

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

Pursuant to Federal Rule (E) above, when a Participating Agency expends federal funds, offeror certifies that offeror will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by Participating Agency resulting from this procurement process.

Does offeror agree? YES  Initials of Authorized Representative of offeror

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must

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comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does offeror agree? YES GB Initials of Authorized Representative of offeror

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA)

Pursuant to Federal Rule (G) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency member resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does offeror agree? YES GB Initials of Authorized Representative of offeror

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the Executive Office of the President Office of Management and Budget (OMB) guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (H) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency. If at any time during the term of an award the offeror or its principals becomes debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency, the offeror will notify the Participating Agency.

Does offeror agree? YES GB Initials of Authorized Representative of offeror

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (I) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term and after the awarded term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

(1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment,

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or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Does offeror agree? YES GB Initials of Authorized Representative of offeror

RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

When federal funds are expended by Participating Agency for any contract resulting from this procurement process, offeror certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The offeror further certifies that offeror will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does offeror agree? YES GB Initials of Authorized Representative of offeror

CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

When Participating Agency expends federal funds for any contract resulting from this procurement process, offeror certifies that it will comply with the 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 (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

Does offeror agree? YES GB Initials of Authorized Representative of offeror

CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS

To the extent purchases are made with Federal Highway Administration, Federal Railroad Administration, or Federal Transit Administration funds, offeror certifies that its products comply with all applicable provisions of the Buy America Act and agrees to provide such certification or applicable waiver with respect to specific products to any Participating Agency upon request. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

Does offeror agree? YES GB Initials of Authorized Representative of offeror

CERTIFICATION OF ACCESS TO RECORDS – 2 C.F.R. § 200.336

Offeror agrees that the Inspector General of the Agency or any of their duly authorized representatives shall have access to any documents, papers, or other records of offeror that are pertinent to offeror's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to offeror's personnel for the purpose of interview and discussion relating to such documents.

Does offeror agree? YES GB Initials of Authorized Representative of offeror

CERTIFICATION OF APPLICABILITY TO SUBCONTRACTORS

Offeror agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

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Does offeror agree? YES

GB

Initials of Authorized Representative of offeror

Offeror agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that offeror certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Offeror's Name:

Astra Construction Services, LLC

Address, City, State, and Zip Code:

300 Churchill Court, Woodstock, GA 30188

Phone Number: 770-992-9300

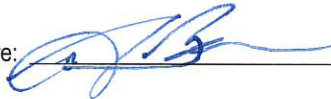
Fax Number: 678-494-3601

Printed Name and Title of Authorized Representative : Grant Beeson Vice President, ACS

Email Address:

gbeeson@astragroupinc.com

Signature of Authorized Representative:



Date: 09/14/2022

BID FORM 15: FEMA SPECIAL CONDITIONS

Awarded Supplier(s) may need to respond to events and losses where products and services are needed for the immediate and initial response to emergency situations such as, but not limited to, water damage, fire damage, vandalism cleanup, biohazard cleanup, sewage decontamination, deodorization, and/or wind damage during a disaster or emergency situation. By submitting a proposal, the Supplier is accepted these FEMA Special Conditions required by the Federal Emergency Management Agency (FEMA).

“Contract” in the below pages under FEMA SPECIAL CONDITIONS is also referred to and defined as the “Master Agreement”.

“Contractor” in the below pages under FEMA SPECIAL CONDITIONS is also referred to and defined as “Supplier” or “Awarded Supplier”.

Conflicts of Interest

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a FEMA award if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties, has a financial or other interest in or a tangible personal benefit from a firm considered for award. 2 C.F.R. § 200.318(c)(1); See also Standard Form 424D, ¶ 7; Standard Form 424B, ¶ 3. i. FEMA considers a “financial interest” to be the potential for gain or loss to the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties as a result of the particular procurement. The prohibited financial interest may arise from ownership of certain financial instruments or investments such as stock, bonds, or real estate, or from a salary, indebtedness, job offer, or similar interest that might be affected by the particular procurement. ii. FEMA considers an “apparent” conflict of interest to exist where an actual conflict does not exist, but where a reasonable person with knowledge of the relevant facts would question the impartiality of the employee, officer, or agent participating in the procurement. c. Gifts. The officers, employees, and agents of the Participating Public Agency nor the Participating Public Agency (“NFE”) must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, NFE’s may set standards for situations in which the financial interest is de minimus, not substantial, or the gift is an unsolicited item of nominal value. 2 C.F.R. § 200.318(c)(1). d. Violations. The NFE’s written standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the NFE. 2 C.F.R. § 200.318(c)(1). For example, the penalty for a NFE’s employee may be dismissal, and the penalty for a contractor might be the termination of the contract.

Contractor Integrity

A contractor must have a satisfactory record of integrity and business ethics. Contractors that are debarred or suspended as described in Chapter III, ¶ 6.d must be rejected and cannot receive contract awards at any level.

Public Policy

A contractor must comply with the public policies of the Federal Government and state, local government, or tribal government. This includes, among other things, past and current compliance with the:

- a. Equal opportunity and nondiscrimination laws

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b. Five affirmative steps described at 2 C.F.R. § 200.321(b) for all subcontracting under contracts supported by FEMA financial assistance; and FEMA Procurement Guidance June 21, 2016 Page IV- 7

c. Applicable prevailing wage laws, regulations, and executive orders

Affirmative Steps

For any subcontracting opportunities, Contractor must take the following Affirmative steps:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

Prevailing Wage Requirements

When applicable, the awarded Contractor (s) and any and all subcontractor(s) agree to comply with all laws regarding prevailing wage rates including the Davis-Bacon Act, applicable to this solicitation and/or Participating Public Agencies. The Participating Public Agency shall notify the Contractor of the applicable pricing/prevailing wage rates and must apply any local wage rates requested. The Contractor and any subcontractor(s) shall comply with the prevailing wage rates set by the Participating Public Agency.

Federal Requirements

If products and services are issued in response to an emergency or disaster recovery the items below, located in this FEMA Special Conditions section of the Federal Funds Certifications, are activated and required when federal funding may be utilized.

2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II, Required Contract Clauses

1. **Termination for Convenience:**

The right to terminate this Contract for the convenience of the Participating Public Agency is retained by the Participating Public Agency. In the event of a termination for convenience by the Participating Public Agency, the Participating Public Agency shall, at least ten (10) calendar days in advance, deliver written notice of the termination for convenience to Contractor. Upon Contractor's receipt of such written notice, Contractor immediately shall cease the performance of the Work and shall take reasonable and appropriate action to secure and protect the Work then in place. Contractor shall then be paid by the Participating Public Agency, in accordance with the terms and provisions of the Contract Documents, an amount not to exceed the actual labor costs incurred, the actual cost of all materials installed and the actual cost of all materials stored at the project site or away from the project site, as approved in writing by the Participating Public Agency but not yet paid for and which cannot be returned, and actual, reasonable and documented demobilization costs, if any, paid by Contractor and approved by the Participating Public Agency in connection with the Scope of Work in place which is completed as of the date of termination by the Participating Public Agency and that is in conformance with the Contract

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Documents, less all amounts previously paid for the Work. No amount ever shall be owed or paid to Contractor for lost or anticipated profits on any part of the Scope of Work not performed or for consequential damages of any kind.

2. Equal Employment Opportunity:

The Participating Public Agency highly encourages Contractors to implement Affirmative Action practices in their employment programs. This means Contractor should not discriminate against any employee or applicant for employment because of race, color, religion, sex, pregnancy, sexual orientation, political belief or affiliation, age, disability or genetic information.

During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. 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. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

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(7) In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: *Provided*, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

3. "During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. 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. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules,

regulations, and orders.

- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided bylaw.
- (7) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States."

4. Davis Bacon Act and Copeland Anti-Kickback Act.

- a. Applicability of Davis-Bacon Act. The Davis-Bacon Act only applies to the emergency Management Preparedness Grant Program, Homeland Security Grant Program, Nonprofit Security Grant Program, Tribal Homeland Security Grant Program, Port Security Grant Program, and Transit Security Grant Program. **It does not apply to other FEMA grant and cooperative agreement programs, including the Public Assistance Program.**
- b. All prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. §§ 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations at 29 C.F.R. Part 5 (Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction)). See 2 C.F.R. Part 200, Appendix II, ¶ D.
- c. In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once aweek.
- d. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
- e. In contracts subject to the Davis-Bacon Act, the contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations at 29 C.F.R. Part 3 (Contractors

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and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States). The Copeland Anti- Kickback Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to FEMA.

- f. The regulation at 29 C.F.R. § 5.5(a) does provide the required contract clause that applies to compliance with both the Davis-Bacon and Copeland Acts. However, as discussed in the previous subsection, the Davis-Bacon Act does not apply to Public Assistance recipients and subrecipients. In situations where the Davis-Bacon Act does not apply, neither does the Copeland "Anti-Kickback Act." However, for purposes of grant programs where both clauses do apply, FEMA requires the following contract clause:

"Compliance with the Copeland "Anti-Kickback" Act.

- (1) Contractor. The contractor shall comply with 18 U.S.C. § 874, 40U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.
- (2) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as the FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses
- (3) Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12."

5. Contract Work Hours and Safety Standards Act.

- a. Applicability: This requirement applies to all FEMA grant and cooperative agreement programs.
- b. Where applicable (see 40 U.S.C. § 3701), all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations at 29 C.F.R. Part 5. See 2 C.F.R. Part 200, Appendix II, ¶ E.
- c. Under 40 U.S.C. § 3702, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the workweek.
- d. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

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- e. The regulation at 29 C.F.R. § 5.5(b) provides the required contract clause concerning compliance with the Contract Work Hours and Safety Standards Act:

“Compliance with the Contract Work Hours and Safety Standards Act.

- (1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- (2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.
- (3) Withholding for unpaid wages and liquidated damages. The (write in the name of the Federal agency or the loan or grant recipient) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.
- (4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.”

6. Rights to Inventions Made Under a Contract or Agreement.

- a. Stafford Act Disaster Grants. This requirement **does not apply to the Public Assistance, Hazard Mitigation Grant Program, Fire Management Assistance Grant Program, Crisis Counseling Assistance and Training Grant Program, Disaster Case Management Grant Program, and Federal Assistance to Individuals and Households – Other Needs**

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Assistance Grant Program, as

FEMA awards under these programs do not meet the definition of "funding agreement."

- b. If the FEMA award meets the definition of "funding agreement" under 37 C.F.R. § 401.2(a) and the non-Federal entity wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the non-Federal entity must comply with the requirements of 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements), and any implementing regulations issued by FEMA. See 2 C.F.R. Part 200, Appendix II, ¶ F.
 - c. The regulation at 37 C.F.R. § 401.2(a) currently defines "funding agreement" as any contract, grant, or cooperative agreement entered into between any Federal agency, other than the Tennessee Valley Authority, and any contractor for the performance of experimental, developmental, or research work funded in whole or in part by the Federal government. This term also includes any assignment, substitution of parties, or subcontract of any type entered into for the performance of experimental, developmental, or research work under a funding agreement as defined in the first sentence of this paragraph.
7. Clean Air Act and the Federal Water Pollution Control Act. Contracts of amounts in excess of \$150,000 must contain a provision that requires the contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387). Violations must be reported to FEMA and the Regional Office of the Environmental Protection Agency. See 2 C.F.R. Part 200, Appendix II, ¶ G.
- a. The following provides a sample contract clause concerning compliance for contracts of amounts in excess of \$150,000:
 - "Clean Air Act
 - (1) The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
 - (2) The contractor agrees to report each violation to the (name of the state agency or local or Indian tribal government) and understands and agrees that the (name of the state agency or local or Indian tribal government) will, in turn, report each violation as required to assure notification to the (name of recipient), Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
 - (3) The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.
 - Federal Water Pollution Control Act
 - (1) The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

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- (2) The contractor agrees to report each violation to the (name of the state agency or local or Indian tribal government) and understands and agrees that the (name of the state agency or local or Indian tribal government) will, in turn, report each violation as required to assure notification to the (name of recipient), Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- (3) The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA."

8. Debarment and Suspension.

- a. Applicability: This requirement applies to all FEMA grant and cooperative agreement programs.
- b. Non-federal entities and contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, *Debarment and Suspension* (1986) and Executive Order 12689, *Debarment and Suspension* (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security's regulations at 2 C.F.R. Part 3000 (Non procurement Debarment and Suspension).
- c. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. See 2 C.F.R. Part 200, Appendix II, ¶ H; and *Procurement Guidance for Recipients and Subrecipients Under 2 C.F.R. Part 200 (Uniform Rules): Supplement to the Public Assistance Procurement Disaster Assistance Team (PDAT) Field Manual Chapter IV, ¶ 6.d, and Appendix C, ¶ 2 [hereinafter PDAT Supplement]*. A contract award must not be made to parties listed in the SAM Exclusions. SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. SAM exclusions can be accessed at www.sam.gov. See 2 C.F.R. § 180.530; *PDAT Supplement*, Chapter IV, ¶ 6.d and Appendix C, ¶ 2.
- d. In general, an "excluded" party cannot receive a Federal grant award or a contract within the meaning of a "covered transaction," to include subawards and subcontracts. This includes parties that receive Federal funding indirectly, such as contractors to recipients and subrecipients. The key to the exclusion is whether there is a "covered transaction," which is any non-procurement transaction (unless excepted) at either a "primary" or "secondary" tier. Although "covered transactions" do not include contracts awarded by the Federal Government for purposes of the non-procurement common rule and DHS's implementing regulations, it does include some contracts awarded by recipients and subrecipient.
- e. Specifically, a covered transaction includes the following contracts for goods or services:
 - (1) The contract is awarded by a recipient or subrecipient in the amount of at least \$25,000.
 - (2) The contract requires the approval of FEMA, regardless of amount.
 - (3) The contract is for federally required audit services.
 - (4) A subcontract is also a covered transaction if it is awarded by the contractor of a recipient or subrecipient and requires either the approval of FEMA or is in excess of \$25,000.

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- d. The following provides a debarment and suspension clause. It incorporates an optional method of verifying that contractors are not excluded or disqualified:

"Suspension and Debarment

- (1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- (2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- (3) This certification is a material representation of fact relied upon by (insert name of subrecipient). If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to (name of state agency serving as recipient and name of subrecipient), the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- (4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions."

9. Byrd Anti-Lobbying Amendment.

- a. Applicability: This requirement applies to all FEMA grant and cooperative agreement programs.
- b. Contractors that apply or bid for an award of \$100,000 or more must file the required certification. See 2 C.F.R. Part 200, Appendix II, ¶ I; 44 C.F.R. Part 18; PDAT Supplement, Chapter IV, 6.c; Appendix C, ¶ 4.
- c. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. See PDAT Supplement, Chapter IV, ¶ 6.c and Appendix C, ¶ 4.
- d. The following provides a Byrd Anti-Lobbying contract clause:

"Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, *The School Board of Pinellas County Prohibits Discrimination In All Purchasing and Contracting*

Section Three: Bid Submission and Required Forms | FEMA Special Conditions

grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.”

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

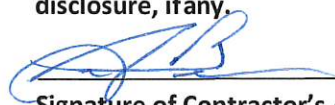
Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, Astra Construction Services, LLC, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

 _____ 09/14/2022
Signature of Contractor’s Authorized Official Date

Grant Beeson Vice President, ACS

Name and Title of Contractor’s Authorized Official

10. Procurement of Recovered Materials.

- a. Applicability: This requirement applies to all FEMA grant and cooperative agreement programs.
- b. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965) (codified as amended by the Resource Conservation and Recovery Act at 42 U.S.C. § 6962). See 2 C.F.R. Part 200, Appendix II, ¶ J; 2 C.F.R. § 200.322; *PDAT Supplement*, Chapter V, ¶ 7.
- c. The requirements of Section 6002 include procuring only items designated in guidelines of the EPA at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- d. The following provides the clause that a state agency or agency of a political subdivision of a state and its contractors can include in contracts meeting the above contract thresholds:

“(1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA- designated items unless the product cannot be acquired—

- (i) Competitively within a timeframe providing for compliance with the contract performance schedule;
- (ii) Meeting contract performance requirements; or
- (iii) At a reasonable price.

(2) Information about this requirement, along with the list of EPA- designate items, is available at EPA’s Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.”

11. Additional FEMA Requirements.

- a. The Uniform Rules authorize FEMA to require additional provisions for non-Federal entity contracts. FEMA, pursuant to this authority, requires or recommends the following:
- b. Changes.
To be eligible for FEMA assistance under the non-Federal entity’s FEMA grant or cooperative agreement, the cost of the change, modification, change order, or constructive change must be allowable, allocable, within the scope of its grant or cooperative agreement, and reasonable for the completion of project scope. FEMA recommends, therefore, that a non-Federal entity include a changes clause in its contract that describes how, if at all, changes can be made by either party to alter the method, price, or schedule of the work without breaching the contract. The language of the clause may differ depending on the nature of the contract and the end-item

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procured.

c. Access to Records.

All non-Federal entities must place into their contracts a provision that all contractors and their successors, transferees, assignees, and subcontractors acknowledge and agree to comply with applicable provisions governing Department and FEMA access to records, accounts, documents, information, facilities, and staff. See DHS Standard Terms and Conditions, v 3.0, ¶ XXVI (2013).

d. The following provides a contract clause regarding access to records:

“Access to Records. The following access to records requirements apply to this contract:

(1) The contractor agrees to provide (insert name of state agency or local or Indian tribal government), (insert name of recipient), the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

(2) The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

(3) The contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.”

12. DHS Seal, Logo, and Flags.

a. All non-Federal entities must place in their contracts a provision that a contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval. See DHS Standard Terms and Conditions, v 3.0, ¶ XXV (2013).

b. The following provides a contract clause regarding DHS Seal, Logo, and Flags: “The contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.”

13. Compliance with Federal Law, Regulations, and Executive Orders.

a. All non-Federal entities must place into their contracts an acknowledgement that FEMA financial assistance will be used to fund the contract along with the requirement that the contractor will comply with all applicable federal law, regulations, executive orders, and FEMA policies, procedures, and directives.

b. The following provides a contract clause regarding Compliance with Federal Law, Regulations, and Executive Orders: “This is an acknowledgement that FEMA financial assistance will be used to fund the contract only. The contractor will comply will all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.”

14. No Obligation by Federal Government.

a. The non-Federal entity must include a provision in its contract that states that the Federal Government is not a party to the contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to

The School Board of Pinellas County Prohibits Discrimination In All Purchasing and Contracting

Section Three: Bid Submission and Required Forms | FEMA Special Conditions

any matter resulting from the contract.

- b. The following provides a contract clause regarding no obligation by the Federal Government: "The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract."

15. Program Fraud and False or Fraudulent Statements or Related Acts.

- a. The non-Federal entity must include a provision in its contract that the contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to its actions pertaining to the contract.
- b. The following provides a contract clause regarding Fraud and False or Fraudulent or Related Acts: "The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract."

Additional contract clauses per 2 C.F.R. § 200.325

For applicable construction/reconstruction/renovation and related services: A payment and performance bond are both required for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided in the contract.

Offeror agrees to comply with all terms and conditions outlined in the FEMA Special Conditions section of this solicitation.

Offeror's Name:

Astra Construction Services, LLC

Address, City, State, and Zip Code:

300 Churchill Court, Woodstock, GA 30188

Phone Number: 770-992-9300

Fax Number: 678-494-3601

Printed Name and Title of Authorized Representative: Grant Beeson Vice President, ACS

Email Address: gbeeson@astragroupinc.com

Signature of Authorized Representative:



Date: 09/14/2022

BID FORM 15: SIGNATURE FORM

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 bid 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 bid.

Company Name: Astra Construction Services, LLC

Address: 300 Churchill Court

City/ State/ Zip: Woodstock, GA 30188

Telephone No: 770-992-9300

Fax No: 678-494-3601

Email Address: gbeeson@astragroupinc.com

Printed Name: Grant Beeson

Position with Company: Vice President, ACS

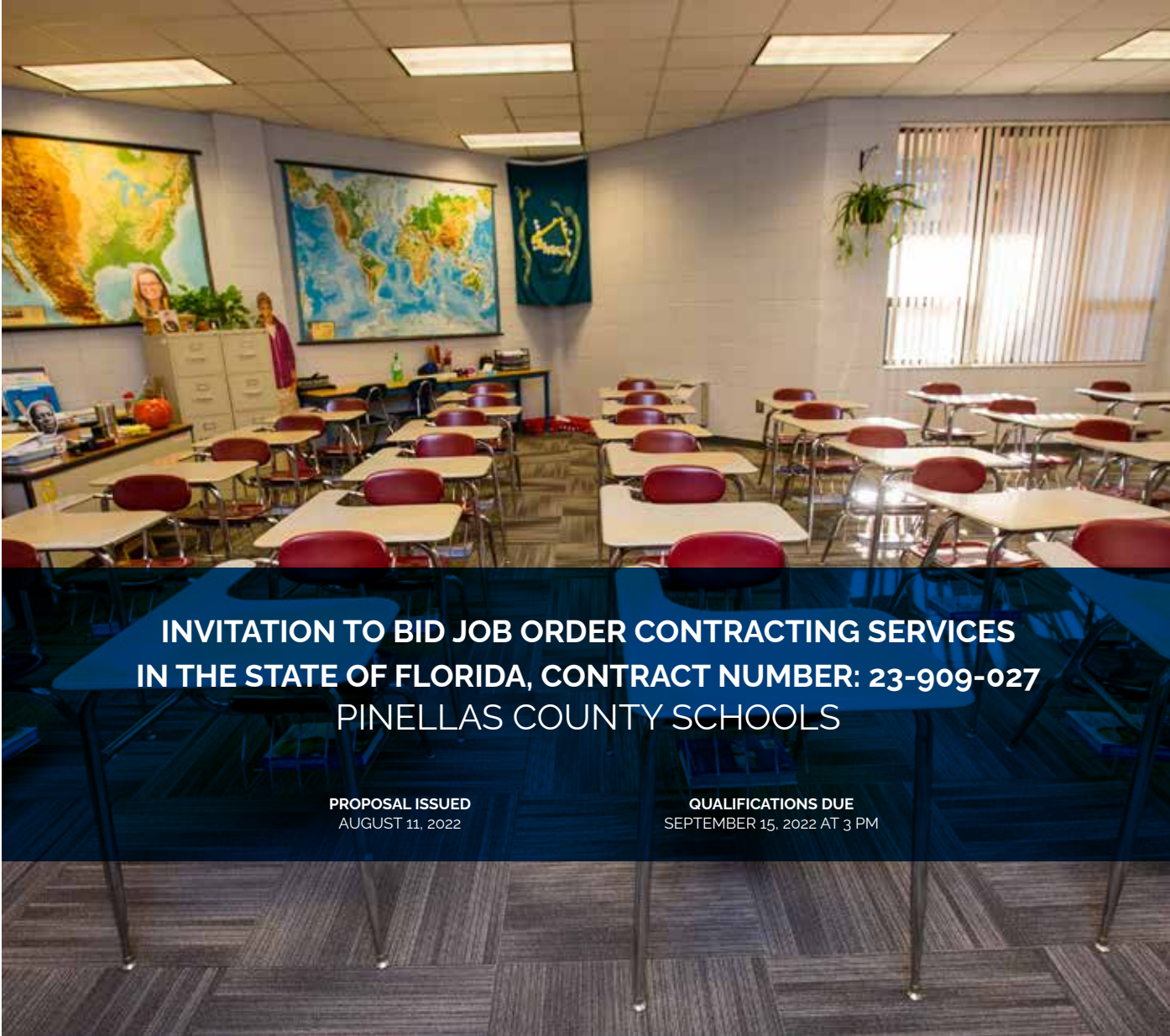
Authorized Signature  _____

The term of the Master Agreement will be three (3) years following the contract award date with the option to renew for two (2) additional one (1) year periods. The anticipated full term of the contract is five (5) years.

Pinellas County Schools Authorized Agent

Date

Print Name



**INVITATION TO BID JOB ORDER CONTRACTING SERVICES
IN THE STATE OF FLORIDA, CONTRACT NUMBER: 23-909-027
PINELLAS COUNTY SCHOOLS**

PROPOSAL ISSUED
AUGUST 11, 2022

QUALIFICATIONS DUE
SEPTEMBER 15, 2022 AT 3 PM

QUALIFICATIONS



ASTRA CONSTRUCTION SERVICES, LLC
300 CHURCHILL COURT
WOODSTOCK, GA 30188
(770) 992-9300 PHONE
(678) 494-3601 FAX
WWW.ASTRAGROUPINC.COM





September 14, 2022

Joe Benjamin, NIGP-CPPO, CPPO, CPPB
Purchasing Department
School Board of Pinellas
301 Fourth Street SW
Largo, FL 33770-3536

**RE: JOB ORDER CONTRACTING SERVICES IN THE STATE OF FLORIDA,
CONTRACT NUMBER: 23-909-027**

Dear Mr. Benjamin,

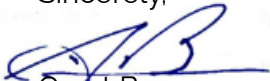
It is with great pleasure that Astra Construction Services, LLC (Astra), submits our qualifications to provide general contracting services for Pinellas County Schools (PCS) bid for **Job Order Contracting Services in the State of Florida**. We would be honored to establish a collaborative partnership with your organization through an open, transparent relationship as we have done for other universities and colleges in Florida and Georgia.

We are a subsidiary of Astra Group, LLC, a general contractor based in Woodstock, GA, that began as a specialty contractor more than 28 years ago. Since that time, our company has grown into a full-service general contractor located in the Metro Atlanta area with the personnel, experience and financial strength to take on and complete any building, infrastructure or transportation project. Astra typically self-performs most site activities, unless geographical distance proves too great to be feasible, and subcontracts all other trades with the exception of some finishes and concrete on a case-by-case basis. We have the staff availability to do as much, or as little, as you need.

Founded in 2014, Astra Construction Services was developed and staffed to specialize in Task Order Contracting and are awardees of ezIQC statewide contracts in Georgia and Florida. We have completed hundreds of task order projects ranging from \$10,000 to \$6.5 million. All of our staff is experienced in completing task order projects and are capable of hitting the ground running.

We look forward to starting a relationship with PCS. Our experienced construction team will work in concert with your team to deliver the high quality finishes that are to be expected. If you have any questions or concerns, please do not hesitate to call me at (770) 992-9300 x8140 or email me at gbeeson@astragroupinc.com. I look forward to hearing from you, and again, thank you for the opportunity to provide a qualifications package for this project.

Sincerely,


Grant Beeson
Vice President

HEADQUARTERS

300 Churchill Court
Woodstock, GA 30188
(770) 992-9300 phone
(678) 494-3601 fax

ATLANTA

1611 Perry Blvd
Atlanta, GA 30318
(470) 343-2757 phone
(470) 343-2756 fax

SAVANNAH

6001 Chatham Center Dr.
Suite 140
Savannah, GA 31405
(912) 339-5300 phone

MIDWAY

32410 Blue Star Highway
Midway, FL 32343
(813) 279-8250 phone

COMPANY OVERVIEW

ASTRA

Astra builds the infrastructure that helps communities flourish.

Since 1994, we have specialized in site and land development, and the construction of transportation, infrastructure and community facilities across the Southeast.

In our 28 years in business, Astra has completed just under \$1 billion in construction projects. We have more than 170 employees, whose combination of experience provides our clients with unparalleled expertise to complete any project.

We believe our human capital is our biggest resource and we can assign the appropriate staff and principals to ensure it is successfully completed on time. Astra's background flows into our team environment and it allows us to cross pollinate between companies – Astra Group, Astra Grading and Pipe, LLC, and Astra Construction Services, Inc. – allowing management and staff to assist each other, as needed.

We are licensed as a General Contractor in Georgia, Florida, North Carolina, South Carolina, Alabama and Tennessee. We are also Licensed Georgia Utility Contractor and approved Georgia Department of Transportation Contractor in Georgia. Through our Astra Grading and Pipe division, we offer multi-disciplinary construction services, including earthwork and utility installation. These combined capabilities give us the strength and expertise to bring our clients' visions to reality, creating the spaces where community residents relax and play.

Our President, Andrew Lindsay, has been with the firm since its inception, and is actively involved in operations, ensuring the right resources are in place to complete each and every project to our clients' satisfaction.



BID FORM 11: REFERENCES & EXPERIENCE QUESTIONNAIRE

Minimum of five (5) customer references dating within the past 3 years

Please refer to the references on the following page.

1. Identify any contracts with other cooperative or government group purchasing organizations

Cooperative/GPO Name Contract Number

Our current contracts with other government organizations include:

Organization	Contract #
Gordian/Sourcewell	GA02-2-072115-ACS
Gordian/eziQC	99999- SPD-S20200901
Metropolitan Atlanta Rapid Transit Authority (MARTA)	P40916
City of Atlanta, GA	FC-10641
Vizient Supply, LLC	N/A
Gordian/Sourcewell	FL-R9-CC02-111821-ACS
Gordian/Sourcewell	FL-R6-CC02-111821-ACS
Gordian/Sourcewell	FL-R3-CC02-111821-ACS
Gordian/Sourcewell	FL-R10-CC03-111821-ACS
Gordian/Sourcewell	FL-R1-CC02-111821-ACS
Gordian/Sourcewell	FL-R7-CC02-111821-ACS
Gordian/Sourcewell	FL-R4-GC10-111821-ACS
Gordian/Sourcewell	FL-R10-PAC03-111821-ACS
Gordian/Sourcewell	FL-R1-PAC01-111821-ACS
Gordian/Sourcewell	FL-R7-PAC02-111821-ACS
Gordian/Sourcewell	FL-R4-PAC02-111821-ACS
Gordian/Sourcewell	FL-R2-PAC02-111821-ACS

Organization	Contract #
Gordian/Sourcewell	FL-R8-PAC02-111821-ACS
Gordian/Sourcewell	FL-R5-CC02-111821-ACS
Gordian/Sourcewell	FL-R3-PAC01-111821-ACS
Gordian/Sourcewell	FL-R8-CC02-111821-ACS
Gordian/Sourcewell	FL-R6-PAC02-111821-ACS
Gordian/Sourcewell	FL-R5-PAC02-111821-ACS

2. Copy of all current licenses, registrations and certifications issued by federal, state and local agencies.

Please refer to our licenses on page 13.

3. Company's past experience with Job Order Contracting estimating and include specific examples of other cooperatives and public agencies where you have performed these services.

Astra Construction Services was developed for the sole purpose of performing Job/Task Order Contracting. Our staff is either trained or had extensive experience in this contract method. To date we have completed or are in process of completing 249 projects over the past eight years. To do this volume in 249 different locations takes several well-rounded professionals.

Projects range in size from \$5.000 to \$6.5 million and include all facets of general contracting and specialty contracting such as ground-up construction, renovation, architectural, civil and design services and hazardous remediation.

The only way to supervise these projects is to have plenty of people with the experience to do the work correctly the first time. Our organization is designed with one purpose in mind, support our field staff in any and every way we can. Their success is our collective success. Ultimately, everything we do is to support our field staff in the construction process. All of our staff are trained in this contract method and a variety of construction project types. This experience diversity is

paramount in being efficient in the JOC process, which is a dynamic process that encompasses several construction types and projects. A diverse experienced staff pays dividends in this process.

We understand this contract consists of projects ranging in size and complexity with plans on some projects and some with only a task order description. We are comfortable with both types of projects, and we understand the hurdles associated with preparing a scope of work for subcontractor pricing and the necessity of hiring an Architect/Engineer to provide design services for proper permitting. Astra also understands that project scopes might include partial or full renovations, single-trade improvements, complete ground-up projects, civil-related projects and architectural, structural, mechanical, electrical and/or plumbing or a combination of all, along with specialty trades. We get it – scopes are based on Pinellas County Schools’ needs and not a new development where everything is explained and detailed in a great set of plans and specifications.

Upon notice by Pinellas County Schools, Astra will attend a site visit/pre-bid meeting at the scheduled time and date. Our office is located in the Atlanta metro area so our response time for scheduled or unscheduled meetings would be minimal. Upon the conclusion of the pre-bid meeting we will prepare project scopes of work for the trades we intend to use for the project. Our quote delivery with supporting documents, sketches, material information and a schedule is typically two weeks or less. Smaller and less complicated projects could be quoted within a week to 10 days. Our staff involved in the estimating and bidding process are seasoned professionals with years of experience in a variety of trades and specialties. This experience eliminates a lot of the guess work that some less developed projects promote. Providing a scope of work to a subcontractor that creates an understanding of the project and offers real insight to the design intent generates better pricing with less opportunity for change orders caused by scope gaps or unclear project design information.

Astra has long-running relationships with many different local governments in the State of Georgia. As such, we have done many jobs in

the past that have had M/WBE and local small business requirements. Currently, the majority of our projects under construction or slated to begin construction have stated M/WBE requirements or goals. In the performance of our jobs, Astra has consistently met or exceeded these requirements.

Another intention of our subcontracting plan is to use known subcontractors in the area. Some of our best subcontractors come at the recommendation of the Owner.

It makes sense to utilize these tried and proven subcontractors as they know the culture of the Owner. Keeping money in the community just makes good fiscal sense. Most of these subcontractors travel with us to other projects outside the boundaries of their local economy. Astra always complies with the State-mandated Prompt Pay acts and, in some cases, offers better payment schedules to assist our smaller but very effective subcontractors. We support our subcontractors; we manage the process to assure compliance with our quality standards, project specifications and plans. Our subcontractors are part of the team.

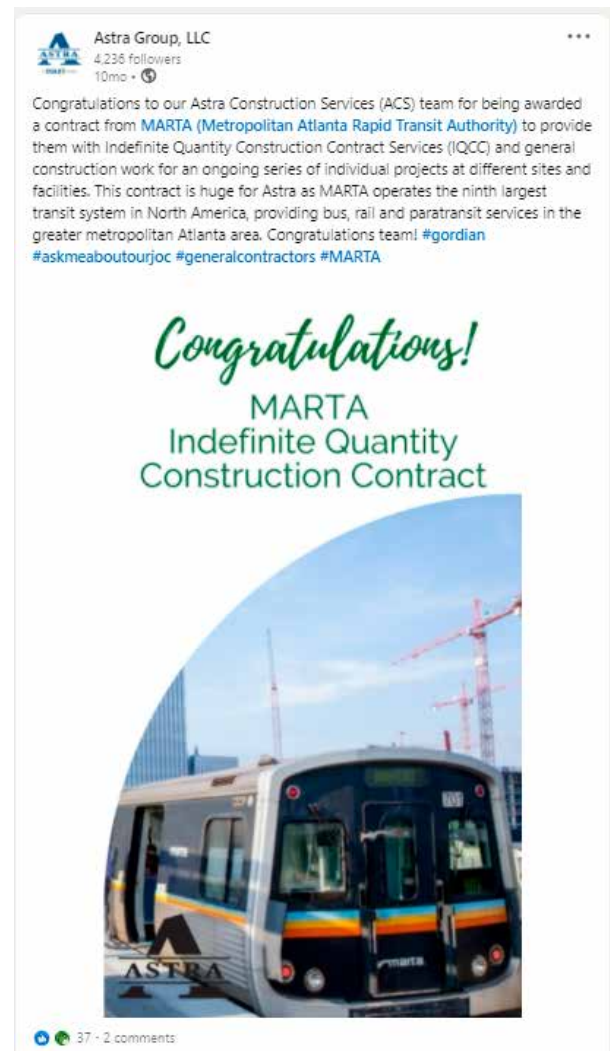
If Pinellas County Schools finds our proposal advantageous for award, Astra will start the buyout process to include subcontracts and materials and the gathering of the front-end documents required by the contract. Soon thereafter, submittals will be gathered, organized per specification requirements and submitted for review by the Architect or Engineer. During this time an application for permit(s) with supporting documentation will be submitted to the building department for review, comments and the eventual issuance of a permit(s). A notice of commencement will be filed simultaneously.

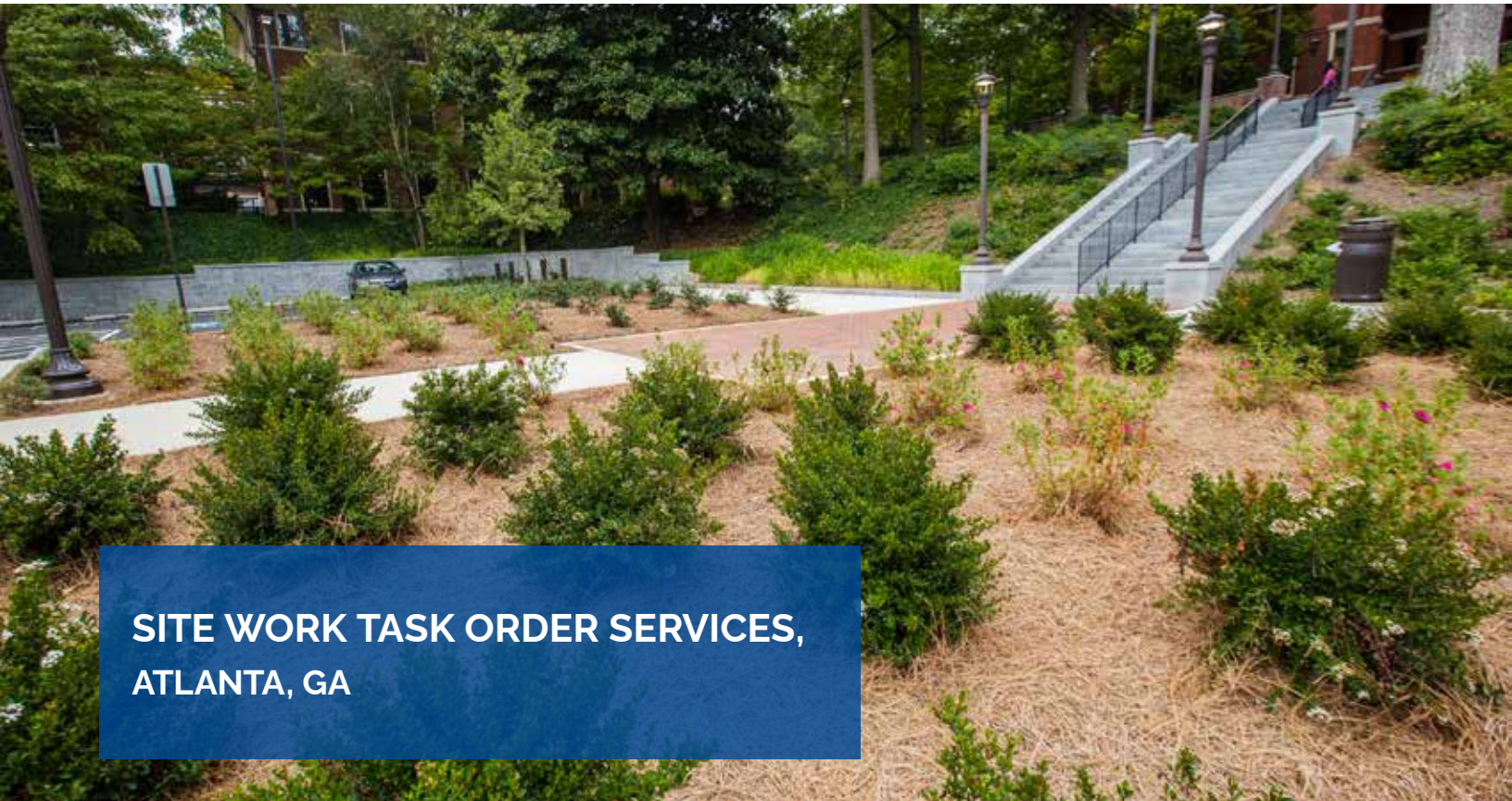


A pre-construction meeting will be requested to go over any special Owner requirements such as customer awareness, special phasing, working hours, holiday schedule (if pertinent), dust control, trash and clean-up, staging area, safety and health practices and expectations. Obviously, each project will have its own specific areas to cover, the RFI process and pre-construction meeting with minutes are effective means to gain clarifications to contract related questions and project specific issues. Some of our past projects have included a ground breaking ceremony at or near the same time of the pre-construction meeting.

Our construction process is one based on quality, efficiency, cleanliness and, most importantly, safety. All of our Project Managers and Superintendents have at a minimum a 10-hour OSHA certification, most have a 30-hour. All employees within the year will have the 30-hour certifications. Astra will have studied the plans, prepared and submitted a critical path schedule for review and approval by the owner. This schedule will be a path used to logically construct the project. Slight deviations may occur from the schedule to enhance the turnover or to provide a staggered start or finish for various subcontractors.

The turnover process will begin on the first day of construction. As-builts will be maintained on site and updated on a weekly basis. Most warranty information will be obtained during the submittal phase of the project. Our close-out process is honed and scheduled like a project itself. It takes a process to be able to close out a project within a week or two of completing construction activities. There are some projects, LEED-based projects for example, take more time to complete the turnover process than other projects. Typically, our close-out process is completed or near completion on the same date the project is delivered to the Owner. Astra is proud of the quality we produce and the process by which we produce it.





**SITE WORK TASK ORDER SERVICES,
ATLANTA, GA**

ENTITY NAME

Georgia Institute of Technology Facilities Management Design & Construction

CONTACT NAME & TITLE

Jerry Young, Landscape Project Manager
jerry.young@facilities.gatech.edu

CITY AND STATE

Atlanta, GA

PHONE NUMBER

(404) 565-3449

YEARS SERVICED

Since March 2017

ANNUAL VOLUME

Various; See list of projects with contract value under the description

DESCRIPTION OF SERVICES

Astra is providing Site Work Task Order Contractor Services to Georgia Tech, one of the largest universities in Georgia, for hardscape, landscape and Utility services. To date, task order contracts include:

- Lowery Bus Yard, \$844K
- Family Apartments ADA Compliance, \$265K
- Tech Tower Lawn, Phase II, \$469K
- Eco-Commons Stickworks Sculpture, \$31k
- Community Garden Improvements, \$479K
- 10th Street Streetscape Improvements, \$549K





**EZIQC TASK ORDER
CONTRACTS, DALTON, GA**

ENTITY NAME

Dalton State College

CONTACT NAME & TITLE

Scott Bailey, Director of Fiscal Affairs
sbailey@daltonstate.edu

CITY AND STATE

Dalton, GA

PHONE NUMBER

(706) 272-4480

YEARS SERVICED

Since September 2018

ANNUAL VOLUME

Various; See list of projects with contract value under the description

DESCRIPTION OF SERVICES

Astra is providing Job Order Contracting (JOC) services to Dalton State College, a college under

the Board of Regents of the University System of Georgia, through the State of Georgia's statewide contract.

Westcott Administration Building Facade Replacement, \$522K // Astra provided all of the materials, equipment, labor, and transportation necessary to construct a new front entrance and complete associated site work and added a new ADA walkway to the rear entry of the building. The main goal of Dalton State College was to enhance the façade of Westcott Administration Building, which houses the administrative offices of the school including those of the Office of the President, Academic Affairs, Admissions, Bursar, Enrollment, Financial Aid, Purchasing and the Registrar.

New Student Health Center, \$395k // Interior renovation to convert existing classrooms of a 1978-built Technical Education Building into a Student Health Clinic for Trauma Teaching. The Health Clinic contains exam rooms, a laboratory, counseling rooms, office space and restrooms.

DALTON STATE COLLEGE
 EZIQC JOB ORDER
 CONTRACTING TASK
 ORDERS, DALTON, GA
continued

Our scope included demolition and installation of walls, floors, ceilings, plumbing, HVAC and electrical.

Sequoia Hall Boiler Pumps, \$211K // Our scope included demolition of two existing hot water pumps and two chilled water pumps, pipes, valves, inertia bases electrical work, demolition of one boiler, hot water supply and hot water return piping, existing valve, 16" diameter and 6" diameter gas vents from the water heater, demolition of the existing vent cap. We also supplied and installed new pumps and boiler, electrical work, pipes for boiler and pumps and flue/vent. We also installed 110 ft of 6" pipe and 135 ft of 4" pipe about 25 ft per pump adding 4' for each fitting, insulation for hot water is glass fiber and foam glass for chilled water, and four ball valves.

Other projects completed under the eziQC Task Order contract include:

- HP-1 Elevator/Stair Replacement, \$733K
- Campus Signage, \$148K
- Canopy Improvements, \$24K
- ADA Restrooms Renovation, \$93K
- Brown Hall Carpet, \$96K
- Air Purification HVAC Upgrades, \$271K
- Water Fountains, \$34K
- Windows - Pope Student Center, \$153K
- Memorial Hall Rooftop Terrace, \$187K
- Memorial Hall Carpet, \$19K
- Liberal Arts Chiller, \$341K
- Negative Air Vent, \$21K
- Wescott Hall Window Replacement, \$139K
- Lorberaum Carpet, \$130K
- Pope Student Storefront Renovation, \$248K
- Touchless Faucets/Valves, \$149K
- Student Plaza Renovation, \$533K
- Tennis Court Pressure Washing, \$2K
- Sequoia Hall Bathrooms, \$113K
- Sequoia Hall Canopies, \$50K
- Library Stairwell, \$41K





EZIQC TASK ORDER PROJECTS, SAVANNAH, GA

ENTITY NAME

Savannah State University

CONTACT NAME & TITLE

Randall Lowery, Assistant Director of Physical Plant
loweryc@savannahstate.edu

CITY AND STATE

Savannah, GA

PHONE NUMBER

(912) 358-4370

YEARS SERVICED

Since January 2019

ANNUAL VOLUME

Various; See list of projects with contract value under the description

DESCRIPTION OF SERVICES

Colston Hall 2nd Floor HVAC Replacement, \$546K // Astra replaced the HVAC units in the two-story administrative building, in which the work included demolition and replacement of a split-system air conditioning unit along with all of the associated piping, ductwork and accessories.

Other projects completed under the ezIQC Task Order contract include:

- Frazier Hall Kitchen Flooring, \$157K
- Hubert Hall A&B Flooring, \$10.5K
- Payne Hall Lighting, \$131.5K
- Payne Hall Flooring, \$76.5K



ARMSTRONG & HEFNER BUILDINGS, ATLANTA, GA

ENTITY NAME

Georgia Institute of Technology Housing

CONTACT NAME & TITLE

Jose "Ray" Pineda, Capital Projects Coordinator
 ray.pineda@housing.gatech.edu

CITY AND STATE

Atlanta, GA

PHONE NUMBER

(404) 431-2857

YEARS SERVICED

Since June 2020

ANNUAL VOLUME

Various; See list of projects with contract value under the description

DESCRIPTION OF SERVICES

Astra renovated all residence rooms, bathrooms and common areas in the Armstrong and Hefner dormitory buildings. The improvements included paint, flooring and ceramic tile. All work was completed during the summer break in approximately 60 days. This project was completed under the statewide ezIQC Job Order Contract.

Other projects include:

- Armstrong Building, \$422K
- Armstrong Signage, \$23K
- Hefner Building, \$450K
- Hefner Signage, \$25K
- Graduate Living Center, \$12K



EZIQC TASK ORDERS, ATLANTA, GA

ENTITY NAME

Atlanta Technical College

CONTACT NAME & TITLE

Gail Edwards, VP, Operations & Technology
gedwards@atlantatech.edu

CITY AND STATE

Atlanta, GA

PHONE NUMBER

(404) 225-4126

YEARS SERVICED

Since June 2019

ANNUAL VOLUME

Various; See list of projects with contract value under the description

DESCRIPTION OF SERVICES

Early Childcare Development Center Renovation, \$233K // This project was a renovation of an operational Childcare Facility on the Atlanta Technical College campus. The work was performed during Thanksgiving and Christmas break while the children were not present. The scope included the removal of existing flooring and re-installation of 11,800 SF of LVT and 211 square yards of carpet as well as painting the entire facility.

Academic Building Classroom Renovations, \$274k // Astra demolished existing finishes to replace and install new flooring, painting, acoustical ceiling tiles and LED lighting for the approximately nine (9) classrooms, offices and corridor halls.

Other projects completed under the ezIQC Task Order contract include:

- IDF Rooms, \$51K
- Scrub Sink, \$3K

STATE OF GEORGIA

Secretary of State

Corporations Division

313 West Tower

2 Martin Luther King, Jr. Dr.

Atlanta, Georgia 30334-1530

CERTIFICATE OF EXISTENCE

I, **Brad Raffensperger**, the Secretary of State of the State of Georgia, do hereby certify under the seal of my office that

Astra Construction Services, LLC
a Domestic Limited Liability Company

was formed in the jurisdiction stated below or was authorized to transact business in Georgia on the below date. Said entity is in compliance with the applicable filing and annual registration provisions of Title 14 of the Official Code of Georgia Annotated and has not filed articles of dissolution, certificate of cancellation or any other similar document with the office of the Secretary of State.

This certificate relates only to the legal existence of the above-named entity as of the date issued. It does not certify whether or not a notice of intent to dissolve, an application for withdrawal, a statement of commencement of winding up or any other similar document has been filed or is pending with the Secretary of State.

This certificate is issued pursuant to Title 14 of the Official Code of Georgia Annotated and is prima-facie evidence that said entity is in existence or is authorized to transact business in this state.

Docket Number : 21721293
Date Inc/Auth/Filed: 10/16/2014
Jurisdiction : Georgia
Print Date : 07/28/2021
Form Number : 211



Brad Raffensperger

Brad Raffensperger
Secretary of State

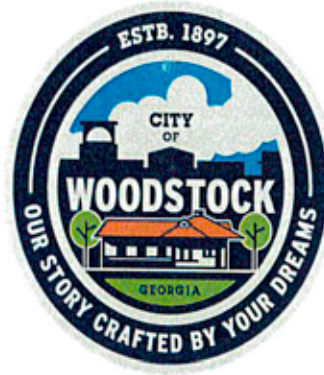
THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE

City of Woodstock

This license is not transferable and is subject to be revoked if abused.

Effective Date: 12/29/2021
License #: OCCTX22-07342
NAICS Code #: 236116
Business Name: ASTRA GROUP, LLC

Account #: 000003267
Expires: 12/31/2022



Woodstock, Georgia

DBA Name:
Business Location:
300 CHURCHILL CT
Business Description:
NEW MULTIFAMILY HOUSING CONSTRUCTION (EX

This license expires as specified above. Licensed business to be conducted in conformity with and subject to the provisions of the ordinance of the City of Woodstock and the laws of the State of Georgia.

Applicant/Owner:
ASTRA GROUP, LLC
300 CHURCHILL CT
Woodstock, GA 30188

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE

City of Woodstock


This license is not transferable and is subject to be revoked if abused.

Effective Date: 12/29/2021
License #: OCCTX22-07342
NAICS Code #: 236116
Business Name: ASTRA GROUP, LLC

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Woodstock, Georgia

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ASTRA GROUP, LLC
300 CHURCHILL CT
Woodstock, GA 30188



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Effective Date: 12/29/2021
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Expires: 12/31/2022

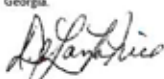
Woodstock, Georgia

DBA Name:
Business Location:
300 CHURCHILL CT
Business Description:
NEW MULTIFAMILY HOUSING CONSTRUCTION (



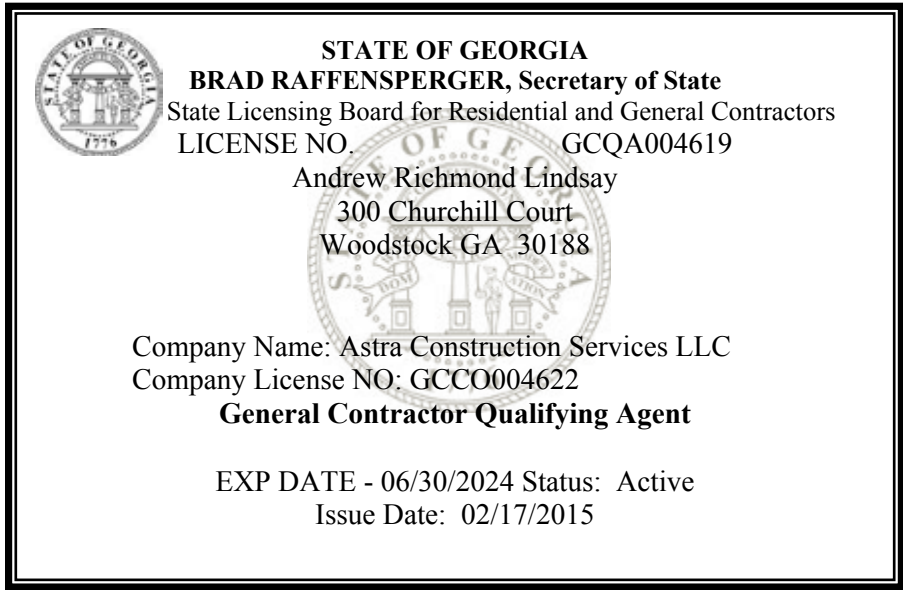
This license expires as specified above. Licensed business to be conducted in conformity with and subject to the provisions of the ordinance of the City of Woodstock and the laws of the State of Georgia.

Applicant/Owner:
ASTRA GROUP, LLC
300 CHURCHILL CT
Woodstock, GA 30188



City of Woodstock
12453 Hwy 92
Woodstock, GA 30188

ASTRA GROUP, LLC
300 CHURCHILL CT
WOODSTOCK, GA 30188



A pocket-sized license card is below. Above is an enlarged copy of your pocket card.

Please make note of the expiration date on your license. It is your responsibility to renew your license before it expires. Please notify the Board if you have a change of address.

Wall certificates suitable for framing are available at cost, see board fee schedule. To order a wall certificate, please order from the web site – www.sos.ga.gov/plb.

Please refer to Board Rules for any continuing education requirements your profession may require.

Georgia State Board of Professional Licensing
237 Coliseum Drive
Macon GA 31217
Phone: (404) 424-9966
www.sos.ga.gov/plb

Andrew Richmond Lindsay
300 Churchill Court
Woodstock GA 30188





Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

LINDSAY, ANDREW RICHMOND

ASTRA CONSTRUCTION SERVICES, LLC
300 CHURCHILL COURT
WOODSTOCK GA 30188

LICENSE NUMBER: CGC1524910

EXPIRATION DATE: AUGUST 31, 2024

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Foreign Limited Liability Company
ASTRA CONSTRUCTION SERVICES, LLC

Filing Information

Document Number	M16000003699
FEI/EIN Number	47-2102240
Date Filed	05/06/2016
State	GA
Status	ACTIVE
Last Event	LC STMNT OF RA/RO CHG
Event Date Filed	02/17/2020
Event Effective Date	NONE

Principal Address

300 CHURCHILL COURT
WOODSTOCK, GA 30188

Mailing Address

300 CHURCHILL COURT
WOODSTOCK, GA 30188

Registered Agent Name & Address

CT CORPORATION SYSTEM
1200 S PINE ISLAND RD
PLANTATION, FL 33324

Name Changed: 02/17/2020

Address Changed: 02/17/2020

Authorized Person(s) Detail

Name & Address

Title AMBR

Lydia Caseman
300 CHURCHILL COURT
WOODSTOCK, GA 30188

Title AMBR

LINDSAY, ANDREW
300 CHURCHILL COURT
WOODSTOCK, GA 30188

Annual Reports

Report Year	Filed Date
2020	01/30/2020
2021	04/06/2021
2022	02/09/2022

Document Images

02/09/2022 -- ANNUAL REPORT	View image in PDF format
04/06/2021 -- ANNUAL REPORT	View image in PDF format
02/17/2020 -- CORLCRACHG	View image in PDF format
01/30/2020 -- ANNUAL REPORT	View image in PDF format
01/25/2019 -- ANNUAL REPORT	View image in PDF format
03/09/2018 -- ANNUAL REPORT	View image in PDF format
01/16/2017 -- ANNUAL REPORT	View image in PDF format
05/06/2016 -- Foreign Limited	View image in PDF format

State of Florida

Department of State

I certify from the records of this office that ASTRA CONSTRUCTION SERVICES, LLC is a Georgia limited liability company authorized to transact business in the State of Florida, qualified on May 6, 2016.

The document number of this limited liability company is M16000003699.

I further certify that said limited liability company has paid all fees due this office through December 31, 2022, that its most recent annual report was filed on February 9, 2022, and that its status is active.

I further certify that said limited liability company has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-first day of February,
2022*



Ronald R. DeSantis
Secretary of State

Tracking Number: 9819796834CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

**BOARD OF COUNTY
COMMISSIONERS**

Dave Eggers
Pat Gerard
Charlie Justice
Janet Long
Karen Williams Seel
Kenneth T. Welch



**Joe Lauro, CPPO/CPPB
Director**

February 11, 2021

Astra Construction Services, LLC
Attn: Grant Beeson
300 Churchill Court
Woodstock, GA 30188

RE: CERTIFICATION OF PRE-QUALIFICATION

Congratulations! The Pre-Qualification Committee met on November 05, 2020 recommending the limit(s) / categories set below. The Pinellas County Board of County Commissioners approved the recommendations made by the Committee.

<u>CATEGORY</u>	<u>LIMITATION</u>
BUILDING	\$ 327,000,000
MARINE	\$ 327,000,000
ROAD, STREET & STORM SEWER	\$ 327,000,000
WATER & SANITARY SEWER	\$ 327,000,000
FIXED BRIDGE	\$ 327,000,000
BRIDGE REPAIR	\$ 327,000,000

Approved in the categories shown above. This approval will place your company on the Pinellas County Pre-Qualified Bidders List. A renewal notice will be sent to your company for November 2021 and each November thereafter.

Should any significant change in your financial statement, in the structure of your firm, or an address change occur, please notify me.

Visit our website: www.pinellascounty.org/purchase, click on the "Current Bids" link to find current projects. If you have any questions please do not hesitate to contact me at 727-464-4336.

Sincerely,

Rocky J. Luoma
Pre-Qualification Coordinator

PLEASE ADDRESS REPLY TO:
400 South Ft. Harrison, Sixth Floor
Clearwater, Florida 33756
Phone: (727) 464-3311
FAX: (727) 464-3925
Website: www.pinellascounty.org/purchase





2021 - 2022 LOCAL BUSINESS TAX RECEIPT

JIM OVERTON, DUVAL COUNTY TAX COLLECTOR

231 E. Forsyth Street, Suite 130, Jacksonville, FL 32202-3370
Phone: (904) 255-5700, option 3 Fax: (904) 255-8403
<https://taxcollector.coj.net/>

Note – A penalty is imposed for failure to keep this receipt exhibited conspicuously at your place of business. This business tax receipt is furnished pursuant to Municipal Ordinance Code, Chapters 770-772, for the period October 01, 2021 through September 30, 2022 .

ASTRA CONSTRUCTION SERVICES, LLC
300 CHURCHILL CT
WOODSTOCK, GA 30188

ACCOUNT NUMBER: 321819
BUSINESS NAME: ASTRA CONSTRUCTION SERVICES, LLC
PHYSICAL ADDRESS: 300 CHURCHILL CT
WOODSTOCK, GA 30188

CLASSIFICATION CODE: 309001 CONTRACTOR - ALL TYPES

STATE LICENSE NO: CGC1524910

COUNTY TAX: 11.25
MUNICIPAL TAX: 31.25
COUNTY LATE PENALTY: 0.00
MUNICIPAL LATE PENALTY: 0.00
TOTAL TAX: 42.50

RENEWAL

VALID UNTIL September 30, 2022

*****ATTENTION*****

THIS RECEIPT IS FOR BUSINESS TAX RECEIPT ONLY.
CERTAIN BUSINESSES MAY REQUIRE ADDITIONAL STATE LICENSING.

This is a business tax receipt only. It does not permit the receipt holder to violate any existing regulatory or zoning laws of the County or City. It does not exempt the receipt holder from any other license or permit required by law. This is not a certification of the receipt holder's qualifications.

JIM OVERTON, TAX COLLECTOR

THIS BECOMES A RECEIPT AFTER VALIDATION.

Paid 21092800004043 09/28/2021 \$ 42.50



2021 - 2022 LOCAL BUSINESS TAX RECEIPT

JIM OVERTON, DUVAL COUNTY TAX COLLECTOR

231 E. Forsyth Street, Suite 130, Jacksonville, FL 32202-3370
Phone: (904) 255-5700, option 3 Fax: (904) 255-8403
<https://taxcollector.coj.net/>

Note – A penalty is imposed for failure to keep this receipt exhibited conspicuously at your place of business. This business tax receipt is furnished pursuant to Municipal Ordinance Code, Chapters 770-772, for the period October 01, 2021 through September 30, 2022 .

LINDSAY, ANDREW RICHMOND
300 CHURCHILL CT
WOODSTOCK, GA 30188

ACCOUNT NUMBER: 321821
BUSINESS NAME: LINDSAY, ANDREW RICHMOND
PHYSICAL ADDRESS: 300 CHURCHILL CT
WOODSTOCK, GA 30188

CLASSIFICATION CODE: 325014 QUALIFYING AGENT - CONTRACTORS

STATE LICENSE NO: CGC1524910

COUNTY TAX: 0.00
MUNICIPAL TAX: 100.00
COUNTY LATE PENALTY: 0.00
MUNICIPAL LATE PENALTY: 0.00
TOTAL TAX: 100.00

RENEWAL

VALID UNTIL September 30, 2022

*****ATTENTION*****

THIS RECEIPT IS FOR BUSINESS TAX RECEIPT ONLY.
CERTAIN BUSINESSES MAY REQUIRE ADDITIONAL STATE LICENSING.

This is a business tax receipt only. It does not permit the receipt holder to violate any existing regulatory or zoning laws of the County or City. It does not exempt the receipt holder from any other license or permit required by law. This is not a certification of the receipt holder's qualifications.

JIM OVERTON, TAX COLLECTOR

THIS BECOMES A RECEIPT AFTER VALIDATION.

Paid 21092800004043 09/28/2021 \$ 100.00

Pre-Qualified Suppliers

Supplier Name: Certification Type:

Supplier Name	Alternate ID	Exp Date	Vert	Horiz	Mech	Marine	ES Park	Demo < 3 Stories
Astra Construction Services, LLC		8/24/2023	X	X			X	
Astra Group, LLC		1/24/2023	X	X			X	

"If you experience difficulty viewing or accessing the documents provided on this site, or navigating this application's table features, using any assistive technology please contact the Disabled Services Division at 904-630-4940 or 904-630-4933 (TTY) to request an accommodation."

BID FORM 12: VALUE ADD QUESTIONNAIRE

1. Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies.

All licenses are provided on the preceding pages.

2. Provide company logo(s) to Pinellas Public Schools and OMNIA Partners and agrees to provide permission for reproduction

Acknowledged. We will provide our company logos to Pinellas Public Schools and OMNIA Partners and provide permission for reproduction of our logo in communications and promotions.

3. Provide a detailed plan beginning from award date of the Master Agreement describing the strategy to immediately implement the Master Agreement as supplier's primary go to market strategy for Public Agencies to supplier's teams, to include, but not limited to:

- a. Executive leadership endorsement and sponsorship of the award as the public sector go-to-market strategy within first 10 days
- b. Training and education of Supplier's employees (and if applicable sales force) with participation from the Supplier's executive leadership, along with the OMNIA Partners team within first 90 days

From our president, Andrew Lindsay, to our Vice President, Grant Beeson, and further down to our project managers, estimators, superintendents, safety directors, and office staff, we are committed to the success of our partnership with Pinellas County Schools and OMNIA Partners.

We issue announcements of new clients, projects, and partnerships internally to all staff through emails and internal newsletters! We are committed to the Gordian contracting method and endeavor to train and get everyone up-to-date on any new methodologies within the first 90 days.

Your Job Order Contract (JOC) will require the knowledge and teamwork of an experienced JOC leader to meet Pinellas County Schools' quality and schedule requirements. Astra Construction Services (Astra) was established to service the

task order, job order and delivery order contract format. Having seasoned people that can provide expertise in a variety of project types is paramount to the success of this contract model. Couple the diverse experience background with a sound understanding of customer service and you have an employee that is capable of taking a project from cradle to completion while maintaining a strong relationship with Owner. Astra has these employees; each one is unique but the overall professional rapport they exhibit is the same.

4. Detailed plan describing the strategy to market the Master Agreement immediately upon award, that could include, but is not limited to:

- a. Creation and distribution of a co-branded press release
- b. Announcement published on the Supplier's website within first 90 days
- c. Design, publication and distribution of co-branded marketing materials within first 90 days
- d. Attend & participate with OMNIA Partners at regional and supplier-specific tradeshows, conferences and meetings
- e. Design & publication of regional advertising
- f. Ongoing marketing and promotion
- g. Dedicated OMNIA Partners webpage with:
 - OMNIA Partners standard logo;
 - Copy of original Request for Proposal;
 - Copy of Master Agreement and amendments
 - Summary of Products and pricing;
 - Marketing Materials
 - Link to OMNIA Partners' website
 - Dedicated toll-free number and email address

We know who we are, and we know what we do well. We have mastered the way we execute our JOC construction process, and this RFP is an opportunity for us to enhance our strengths and grow our marketing plan. Since Astra was first selected as a statewide Gordian contractor for the State of Georgia, we have taken ownership and willingly promoted this procurement process to current and potential customers.

Through experience with Gordian and Sourcewell,

we understand the importance of working with you to market job order services under the OMNIA Partners brand. Throughout the past two years, we have been making a substantial investments in our 2022 marketing efforts to accomplish our marketing goals. Our sales and marketing plan will initially start with a kick-off meeting between OMNIA Partners, Gordian and our marketing director. In this meeting, we will solicit OMNIA Partners and Gordian on the means and methods that work best for them and plan to incorporate these successful ideas into our plan.

Throughout Astra, everyone wears multi-faceted hats. We are all seller-doers; everyone from our managers to estimators and superintendents, as well as our in-house office staff, are responsible for networking and promoting our services. Grant Beeson, our Vice President, leads Astra Construction Services in marketing the OMNIA Partners contract. He has more than 30 years of experience in construction, and 16 years specifically in the Indefinite Delivery, Indefinite Quantity Contracts (IDIQ) industry. He currently oversees our Gordian contract in Georgia and Florida, where he has experienced tremendous success on our job order contracting projects.

Upon selection as a contractor under this RFP, Astra's initial marketing plan includes announcing our partnership via press releases through our account at Cision PR Newswire, which broadcasts our news releases nationally. We will also update our website with the necessary changes to highlight our new contract with OMNIA Partners, including a dedicated page for OMNIA Partners, copy of the original RFP, copy of master

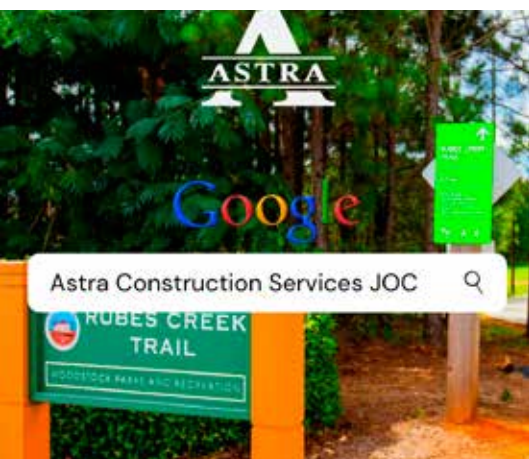
agreements and amendments, summary of projects and pricing, marketing materials, URL to link to OMNIA Partners' website and a dedicated toll-free number and email address.

Other methods include using MailChimp for direct email marketing campaigns to current clients and potential new clients. We can also implement direct mail marketing via postcards through the U.S. Postal Service, which also gets in front of customers who may have missed the email from MailChimp.

We have a Business Development Manager, who is extremely familiar with the JOC process, who can travel and meet with current and potential clients to educate them on the JOC contract, process, and OMNIA Partners and Gordian. Explaining in detail to public agencies, non-profit organizations, facility managers, purchasing and procurement agents, and City/County institutions the many benefits of the job order contracting procurement method has proven to be extremely helpful, especially with the help of Gordian and testimonials from past clients.

In addition to the aforementioned marketing tactics, we will continuously use our social media accounts to promote the benefits of OMNIA Partners and ezIQC. By showcasing our past and current successful ezIQC projects, we can educate our "followers" and client base on the benefits we provide to customers through this Agreement.

Another mainstay of our marketing plan is the importance of attending and exhibiting in facility and purchasing association conferences and tradeshow to promote our company, OMNIA



WHAT IS JOC?

A Job Order Contract (JOC) is a contract for a fixed term and/or a maximum dollar amount for performing various types of general contractor construction services. Contracts include, but are not limited to:

- Site improvements such as infrastructure additions and upgrades including water & wastewater, gas lines, sewer, storm, and all associated services such as grading, clearing, sidewalks, paving, etc.
- Building renovations of any type and size or system upgrades




Partners and the benefits of both an experienced IDIQ contractor and this simplified procurement method. We have participated in numerous area conferences since our Georgia and Florida contract awards, including the Florida Airports Council, Georgia Airport Association, Florida Recreation and Parks Association, Georgia Parks & Recreation Association, the Florida Association of Procurement Professionals Organization, and Georgia's Department of Administrative Services Procurement Conference.

Finally, Astra understands that the best way to promote our company and this contract is through exceptional service to current Gordian members, as they are our best references. Our sales and marketing plan is an ongoing effort, and every year that we are part of this contract is an opportunity for OMNIA Partners, too. Our success is directly related to how we perform under the contract and how we market our wins. All marketing efforts that can be measured will be reported to OMNIA Partners and Gordian upon request, and will be adjusted, as required, to produce the best results.

5. Describe how Supplier will transition any existing Public Agency customers' accounts to the Master Agreement available through OMNIA Partners. Include a list of current cooperative contracts (regional and national) Supplier holds and describe how the Master Agreement will be positioned among the other cooperative agreements.

The other cooperative agreements that Astra have in Florida are through Sourcewell. To be honest, I do not believe any of our clients are aware of Sourcewell, therefore, their loyalty is to the contract. We will pursue all new Florida-based ventures within this contract's boundaries utilizing the OMNIA agreement.

6. Supplier agrees to provide its logo(s) to OMNIA Partners and agrees to provide permission for reproduction

Acknowledged. We will provide our company logos to Pinellas Public Schools and OMNIA Partners and provide permission for reproduction of our logo in communications and promotions.

7. Confirm Supplier will be proactive in direct sales of services and timely follow up to leads.

Supplier's sales initiatives should communicate:

a. Master Agreement was competitively solicited and publicly awarded by a Principal Procurement Agency

b. Best government pricing

c. No cost to participate

d. Non-exclusive

As past awardees of Gordian contracts and to promote our services and OMNIA Partners, we transitioned one of our project managers into the role of JOC General Manager and hired a business development person to pitch the ezIQC procurement methods to former and current clients as well as potentially new clients. It is a process to educate many clients who do not know that the State has a contract that they can utilize to expedite the completion of their long list of projects.

The advent of social media and its impact on the buying public has greatly changed effective marketing plans. Construction marketing is more visual than ever. To take advantage of the digital aspect of marketing, Astra is going through a major design change of our website with the intent of providing the type of visual and narrative information needed by our clients in determining their next award. Astra recently hired an SEO expert to increase our digital presence. Our website is not the sole source of a client's decision-making process, but it does constitute a factor in that process. Our reputation, success of past projects, past and current clients, and general word of mouth make up the majority of our marketing materials.

Astra consistently attends many tradeshow to market our construction capabilities. Our presence at these shows is commonplace. We have been successful in establishing several meetings for new work. Everyone at Astra is a sales person.

Our hard bid side of the company has been very successful selling our ezIQC capabilities when the hard bid was not successful for the Owner. These successes include the **Dunwoody Brook Run Park Baseball Facility** in metro Atlanta for \$6.4 million and several other projects ranging from \$300,000 to \$600,000 in Acworth and Woodstock, GA.

8. Confirm Supplier will train its sales force on the Master Agreement, including:

- a. Key features of Master Agreement
- b. Working knowledge of the solicitation process
- c. Awareness of the range of Public Agencies that can utilize the Master Agreement through OMNIA Partners
- d. Knowledge of benefits of the use of

cooperative contracts

Yes. We confirm we will train our staff on the OMNIA Partners master agreement, including key features, benefits on cooperative contracts, solicitation process, if needed, awareness

9. Supplier's organization is structured, including contact information for the highest-level executive in charge of the sales team.

- a. Explain in detail how the sales teams will

VP	<p>Grant Beeson* gbeeson@astragroupinc.com (770) 992-9300 x8140</p>	Provide executive oversight
Project Director	<p>Eric Ashley* eashley@astragroupinc.com (770) 992-9300 x8180</p>	Oversee the daily performance of this division to include evaluate scopes of work, proposals and individual employee performances. This position, when schedule allows, will attend some joint scope meetings.
Project Managers	<p>Joseph Kerr</p> <p>Scot Loveless</p> <p>Steven Caldwell</p>	Attend joint scope meetings, prepare scopes of work in concert with Estimators, review proposals, procure materials and subcontractors and oversee construction to close-out.
Estimators	<p>Ed Gillespie</p> <p>Amal Abdous</p> <p>Bob Heike</p>	Attend joint scope meetings when available, prepare scopes of work in concert with Project Managers, assist in value engineering if needed.
Superintendents	<p>Rafael Santos</p> <p>Eric Balog</p> <p>Jack Thomas</p>	Responsible for all field construction activities including safety, compliance with specifications, and building code and industry standards. Effectively manage the construction process per the schedule and industry standard coordination.

work with Gordian and the OMNIA Partners team to implement, grow and service the program.

Throughout our response to this section, we have laid specific plans as to how we will implement and grow this program. We currently have 26 employees which includes:

- One (1) vice president
- One (1) general manager
- One (1) business development manager
- Seven (7) project managers
- Two (2) assistant project manager
- Nine (9) superintendents
- Three (3) estimators
- One (1) controller
- Two (2) safety personnel - Director and Officer

Each of our project managers serve as primary points of contact for any assigned task orders resulting from this contract with Pinellas County Schools. Their respective careers in construction have allowed each of them to tackle progressively challenging roles and give them the authority and expertise to ensure that your organization, your stakeholders and riders are satisfied with each final project, as well as the relationship and communication that successfully moves the project forward.

As Project Managers on other significant and countless ezIQC projects, they are highly capable of leading any project and completing them by your deadline. They have full authority on any task order project, reporting to the Project Director, and have access to project resources, including 's Project Management System management tool to ensure all team members are continually updated on the project's status.

Our superintendents provide on-site coordination for all projects awarded to Astra under this JOC agreement, as well as coordinating subcontractors, material and equipment, ensuring that specifications are being strictly followed, and work is proceeding on schedule, within budget and meeting all quality expectations. Our project managers and superintendents work together for each project and maintain the accepted schedule,

material inspections, quality control and job-site safety.

Additionally, superintendents supervise all subcontractors, consultants and vendors on a daily basis to ensure adequate manpower is available for each task. Ultimately, their overall responsibilities lie in the successful completion of every aspect of the project scope. This is not unfamiliar territory for them as they have both completed dozens of task order projects throughout the Southeast. Our ezIQC experience on projects with Owners like Pinellas County Schools allow us to anticipate potential problems and risks before they arise. Astra's understanding of your goals enable us to have contingency plans in place, and our transparency keeps all stakeholders keenly aware of where the project is at any given time.

Our project team, including our safety director, will be involved at the onset to review the site and annotate a site plan to indicate site movements, which will be used to determine the best and quickest means to complete an activity, and ultimately, the project.

10. Explain how Supplier will manage the overall program throughout the term of the Master Agreement, including ongoing coordination of marketing and sales efforts, timely new Participating Public Agency account set-up, timely contract administration, etc.

Astra Construction Services was developed for the sole purpose of performing Job Order Contracting. Our staff is either trained or had extensive experience in this contract method. To date we have completed or are in process of completing 200 projects in the last seven years. To do this volume in 200 different locations takes several well-rounded professionals.

Projects range in size from \$5,000 to \$6.5 million and include all facets of General Contracting and Specialty Contracting such as ground-up construction, renovation, architectural, civil and design services and hazardous remediation.

The only way to supervise these projects is to have plenty of people with the experience to do the work correctly the first time. Our organization is designed with one purpose in mind, support

our field staff in any and every way we can. Their success is our collective success. Ultimately, everything we do is to support our field staff in the construction process. All of our staff are trained in this contract method and a variety of construction project types. This experience diversity is paramount in being efficient in the JOC process, which is a dynamic process that encompasses several construction types and projects. A diverse experienced staff pays dividends in this process.

We understand this contract consists of projects ranging in size and complexity with plans on some projects and some with only a task order description. We are comfortable with both types of projects, and we understand the hurdles associated with preparing a scope of work for subcontractor pricing and the necessity of hiring an Architect/Engineer to provide design services for proper permitting. Astra also understands that project scopes might include partial or full renovations, single-trade improvements, complete ground-up projects, civil-related projects and architectural, structural, mechanical, electrical and/or plumbing or a combination of all, along with specialty trades. We get it – scopes are based on Pinellas County Schools' needs and not a new development where everything is explained and detailed in a great set of plans and specifications.

Upon notice by Pinellas County Schools, Astra will attend a site visit/pre-bid meeting at the scheduled time and date. Then, we will prepare project scopes of work for the trades we intend to use for the project. Our quote delivery with supporting documents, sketches, material information and a schedule is typically two weeks or less. Smaller and less complicated projects could be quoted within a week to 10 days. Our staff involved in the estimating and bidding process are seasoned professionals with years of experience in a variety of trades and specialties. This experience eliminates a lot of the guess work

that some less developed projects promote. Providing a scope of work to a subcontractor that creates an understanding of the project and offers real insight to the design intent generates better pricing with less opportunity for change orders caused by scope gaps or unclear project design information.

Astra has long-running relationships with many different local governments in the State of Georgia. As such, we have done many jobs in the past that have had M/WBE and local small business requirements. Currently, the majority of our projects under construction or slated to begin construction have stated M/WBE requirements or goals. In the performance of our jobs, Astra has consistently met or exceeded these requirements.

Another intention of our subcontracting plan is to use known subcontractors in the area. Some of our best subcontractors come at the recommendation of the Owner. It makes sense to utilize these tried and proven subcontractors as they know the culture of the owner and the ins and outs to have effective communication with the right person. Keeping money in the community just makes good fiscal sense. Most of these subcontractors travel with us to other projects outside the boundaries of their local economy. Astra always complies with the State-mandated Prompt Pay acts and, in some cases, offers better payment schedules to assist our smaller but very effective subcontractors. We support our subcontractors; we manage the process to assure compliance with our quality standards, project specifications and plans. Our subcontractors are part of the team.

If Pinellas County Schools finds our proposal advantageous for award, Astra will start the buyout process to include subcontracts and materials and the gathering of the front-end documents required by the contract. Soon thereafter, submittals will be gathered, organized per specification requirements and submitted for review by the Architect or Engineer of Record. During this time an application for permit(s) with

supporting documentation will be submitted to the building department for review, comments and the eventual issuance of a permit(s). A notice of commencement will be filed simultaneously.

A pre-construction meeting will be requested to go over any special Owner requirements such as Customer awareness, special phasing, working hours, holiday schedule (if pertinent), dust control, trash and clean-up, staging area, safety and health practices and expectations. Obviously, each project will have its own specific areas to cover, the RFI process and pre-construction meeting with minutes are effective means to gain clarifications to contract related questions and project specific issues. Some of our past projects have included a ribbon cutting or ground breaking ceremony at or near the same time of the pre-construction meeting. Astra has a pair of big golden scissors and gold shovels if needed for this event.

Our construction process is one based on quality, efficiency, cleanliness and, most importantly, safety. All of our Project Managers and Superintendents have at a minimum a 10-hour OSHA certification, most have a 30-hour. All employees within the year will have the 30-hour certifications. Astra will have studied the plans, prepared and submitted a critical path schedule for review and approval by the owner. This schedule will be a path used to logically construct the project. Slight deviations may occur from the schedule to enhance the turnover or to provide a staggered start or finish for various subcontractors.

The turnover process will begin on the first day of construction. As-builts will be maintained on site and updated on a weekly basis. Most warranty information will be obtained during the submittal phase of the project. Our close-out process is honed and scheduled like a project itself. It takes a process to be able to close out a project within a week or two of completing construction activities. There are some projects, LEED-based projects for example, take more time to complete the turnover process than other projects. Typically, our close-out process is completed or near completion on the same date the project is delivered to the Owner.

Astra is proud of the quality we produce and the process by which we produce it.

11. Amount of Public Agency sales for the previous fiscal year. Provide a list of top 5 Public Agency customers, the total purchases for each for the previous fiscal year along with a key contact for each.

For fiscal year ending 2021, our public agency sales totaled \$23.5 million. Our Top 5 public agency customers and their billings for 2021 are:

- **Collier County, FL** | \$16,065,594; David Closas, PMP, (239) 252-7457, dave.closas@colliercountyfl.gov
- **City of Atlanta, GA** | \$842,002; Jeanette Nettles, jnettles@AtlantaGa.Gov
- **Dalton State College** | \$626,626; Scott Bailey, (706) 272-4480, sbailey@daltonstate.edu
- **Georgia Department of Army** | \$329,635; Janika Hudson, janika.l.hudson.mil@mail.mil
- **U.S. Army Corps of Engineers** | \$3,711,792; Eric Olson, Eric.Olson@gdc.ga.gov

12. Information systems capabilities and limitations regarding order management through receipt of payment

Astra uses **Procore Management Software** to provide a window for the client, subcontractors, and suppliers to see the status of a project from inception to completion. This software is used to prepare subcontracts, purchase orders, process submittals, create and distribute all forms of correspondence, prepare, and distribute daily reports, organize all project pictures, enhance project coordination, in coordination with the CPM schedule, prepare and distribute applications for payment and the creation and completion of punch list items. It is truly cradle to grave for the project life cycle.

All the parties involved in the project will have a varied authority level to review information contained within. All parties can be emailed simultaneously or individually according to what needs to be communicated. All plan and specifications are downloaded and formatted which allows the system to identify any revised plans that are downloaded in the future.

This central repository is accessible to any stakeholder. It is an extremely useful tool that quickly informs all stakeholders of ball in court activities, status and upcoming events.

For payments, we accept checks, credit cards and ACH payments.

13. Even though it is anticipated many Public Agencies will be able to utilize the Master Agreement without further formal solicitation, there may be circumstances where Public Agencies will issue their own solicitations.

a. Respond with Master Agreement pricing (Contract Sales reported to OMNIA Partners).

b. If competitive conditions require pricing lower than the standard Master Agreement not-to-exceed pricing, Supplier may respond with lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales are reported as Contract Sales to OMNIA Partners under the Master Agreement.

c. Respond with pricing higher than Master Agreement only in the unlikely event that the Public Agency refuses to utilize Master Agreement (Contract Sales are not reported to OMNIA Partners).

d. If alternative or multiple proposals are permitted, respond with pricing higher than Master Agreement, and include Master Agreement as the alternate or additional proposal.

e. Detail Supplier's strategies under these options when responding to a solicitation.

Typically, Astra will only entertain 13.A as a viable option for us to participate in their requests.

14. 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

All licenses are provided on the preceding section, Bid Form 11.

15. Any additional products and/or services not included in the scope of the solicitation

COST CONTROLS

Coupled with our Quality Control diligence, Procore eliminates excess expense due a lack of communication, not verify that methods and materials are specification compliant and from being reactive as opposed to proactive. Construction is a very unforgiving industry, the window of opportunity and the number of opportunities available to head-off a costly mistake is very limited in both time and frequency. Procore is made available to both Owners and Subcontractors. It is easy to use and very powerful in its ability to present the latest and greatest information to the team. It is intricate in maintaining a schedule for tasks that are required from the team including submittals, requests for information and pay requests. All emails pertinent to the progress of the project are generated and tracked with the software.

Reminders are sent automatically advising parties if the ball is in their court, and if responses are later than their agreed deadline. Willing participants of this program almost unanimously agree it is a great resource to offset costs that frequently slip through the cracks.

Astra also practices internal cost control and reporting on daily and monthly basis. All project costs are balanced, recorded and reviewed in a round table format among peers on a monthly basis. This open approach allows the sharing of past experiences when identifying cost trends outside the experience of the responsible Project Manager. Each project is reviewed and scrutinized for effective cost management.

Through value engineering, our team can review the feasibility of system equipment and materials cost, function and availability, review for potential savings without quality, use, or aesthetic sacrifice. It is critical that final construction documents are the value-engineered design. We are able to offer suggestions on alternate means, materials and products that provide savings. The key to responsible value engineering is not simply cutting cost, but reviewing the design to ensure

the best materials are provided at the best cost for the best finished product.

Examples of how we have overcome cost concerns on past projects include Brook Run Park, Youth Challenge Academy and Exchange Park Football Field.

The **Brook Run Park Baseball Facility** in Dunwoody, GA, was originally released as a Request for Proposal on the local market. The lowest, most responsive bid was over budgeted at approximately \$9 million. Astra was given the opportunity to value engineer the plans and provide a proposal on those recommendations. The proposal amount was less than \$6 million with very little compromise by the Owner. To accomplish this, the grades were revised to decrease the amount of import and decrease the height of the retaining walls. The detention pond was changed to a combination concrete and steel piling sided structure that saved a substantial sum of money. We doubt that any visitor to the park realizes the plans were revised to reduce the cost.

Another project, the **Youth ChalleNGe Academy (YCA) at Fort Gordon**, was originally scoped and priced 25 percent over their budget. By proposing a few interior changes, Astra was able to offer changes that resulted in an on-budget facility for the National Guard.

In Decatur, GA, **Exchange Park Football Field** was in need of some site improvements required by the County. From the introduction to this project, we knew that the budget for this facility based on the desired scope of work was going to be a challenge. Astra provided several variations to the scope to bring the price in line with what the County wanted. The concessions building was renovated instead of replacing it. The field was leveled and replanted instead of leveling the field via import only. This saved a substantial sum of money while improving the overall appearance and function of the athletic park.

Throughout our existence, we have worked with owners to get projects in budget; some are funded, and unfortunately, some are not. Our commitment to working as a collaborative partner and team member with the Owner in the value engineering endeavor has produced a lot of work

for our company. On occasion, we notice certain specified materials are over priced compared to comparable materials we have used in the past. Astra will definitely advise if a price looks inflated beyond its value, and the Owner will have the final say if it goes or stays.

QUALITY ASSURANCE/QUALITY CONTROL

Astra applies rigorous design and construction phase Quality Assurance (QA) and Quality Control (QC) measures to ensure the extraordinary attention is given to the design vision and refinement is successfully translated (through successively more intense internal/external review and comment cycles) into high quality and durable built work. Quality cannot be accomplished without a team effort. The focus of our QC program is our Client, and our main goal on all projects is our client's satisfaction.



QA guards against defects and deficiencies before and during the execution of the work. QC provides tools to evaluate completed activities and conformance of design elements with the project's requirements. QC procedures during design includes document reviews, mock ups and other forms of validation and review such as cost checks. QC for one process will serve as QA for subsequent processes in a continuing loop of review, comment tracking, refinement, and validation. We continually monitor the work and processes and make changes as needed to deliver the quality expected by our client and ourselves. The program is updated as often as needed throughout the life of the project. Below

is a brief synopsis of Astra's typical QC outline/ planning, which can be customized and tailored to fit any project needs.

We adopted the U.S. Corps of Engineers' QA plan. This program is tailored to fit the varying sizes of all our projects. We hold meetings with subcontractors to verify and confirm that they have a clear understanding of project requirements as illustrated on the plans and specifications. Key positions in the construction contractor's Construction Quality Control (CQC) team include the Contractor Superintendent, Project Manager, Field Superintendents and Foremen. Other CQC positions and responsibilities are assigned at the discretion of the procured contractor. Our CQC team is subject to the review and approval of the Project Manager before site mobilization is authorized. Team members may be employed directly by the contractor or as subcontracted firms or individuals. One individual or entity may perform multiple CQC responsibilities.

SAFETY, PRESERVATION & ENVIRONMENTAL

Safety is paramount on all Astra job sites. We worked to develop a customized safety plan which focuses on the particulars of our individual company to ensure all team members are aware of their responsibilities. Astra's Hazard Communication allows for quicker access to safety data sheets (SDS) by using indexed tabs and tables of contents. Our Safety Manual exceeds Federal OSHA requirements.

We tailor our Safety Program to meet the specific needs of each job. The Superintendent will be responsible for overseeing the Safety Program on the job site. A Job Specific Safety Plan (JSSP) is required prior to the start of the job from each subcontractor, to ensure that they have addressed hazards that may be specific to their scope of work on the site. If requested, we can provide a copy of our JSSP and JSA. Our safety manual is available for review at your request.

We are committed to the preservation of environmental and historic areas throughout the Southeast, and we work tirelessly to promote the sustainable planning, design, improvement and construction on all of our projects located

throughout Georgia.

Astra has been at the forefront of the Green Infrastructure movement. Our specialty in constructing parks has allowed us to be one of the first contractors in the Southeast to install bio-retention ponds.

Other services include:

- Partnering with Pinellas County Schools
- Design review/Constructability
- Policies and procedures
- Document control/RFI/Submittals
- Bid preparation/Evaluation
- Quality assurance/Control
- Value engineering/Cost benefit analysis
- Permits and approvals
- Close-out coordination & warranties
- Contract Administration
- Change order management
- Scheduling/Schedule maintenance
- Reporting
- Construction management/Coordination
- Cost control

16. If applicable, provide details of and propose additional discounts for volume orders, special manufacturer's offers, minimum order quantity, total annual spend.

Each project/opportunity will have to be evaluated on its own merits before the referenced purchasing arrangements can be determined.

10.0 Astra Sales and Marketing Plan for IQCC Florida

We at Astra Construction Services (Astra) know who we are. We know what we do well, and we have mastered the way we execute our JOC construction process. This Pinellas County Schools/OMNIA Program is an opportunity for us to enhance upon our strengths and grow our marketing plan as it relates to the Indefinite Quantity Construction Contracting (IQCC) system process. Since Astra was first selected as a contractor, we have always taken ownership and willingly promoted the procurement process to current and potential customers.

Our sales and marketing plan will initially start with a kick-off meeting between OMNIA, Gordian and our marketing manager. In this meeting, we will solicit Pinellas County Schools/OMNIA and Gordian on the means and methods that work best for them and plan to incorporate these successful ideas into our plan. As noted in Book 2, Section 10, we will design and get approval to include Pinellas County School's/OMNIA JOC Program and Gordian JOC logos, website URLs and phone number on all of our marketing materials, i.e., brochures, banners and website.

At Astra, everyone wears multi-faceted hats. We are all seller-doers; everyone from our managers to estimators and superintendents, as well as our in-house office staff, are responsible for networking and promoting our services. Grant Beeson, our Vice President, if awarded a contract, will lead Astra in marketing the Pinellas County Schools/OMNIA JOC contract. He has more than 34 years of experience in construction, and 15 years specifically in the IDIQ and IQCC industry. He currently oversees several JOC contracts in Georgia and Florida, where Astra has experienced tremendous success with job-order contracting.

Upon selection as a contractor under this RFP, Astra's initial 60-day marketing plan includes announcing our partnership via press releases throughout the region targeting niche industry publications and decisionmakers, revamping our website to serve as an informational hub for Pinellas County School's/Omnia JOC Program and Gordian contracting methods, and investing in

Google Analytics and Google AdWords to identify and track keywords that will lead to Astra ranking higher in keyword searches for this procurement method.

Other methods include direct email marketing campaigns to past clients, and any potential new clients who subscribe to receive newsletters and more information on our website. Explaining in detail to public agencies, non-profit organizations, facility managers, purchasing and procurement agents, and City/County institutions how beneficial the job order contracting procurement method is has proven to be extremely helpful especially with the help of Gordian and testimonials from past clients.

In addition to the marketing tactics, we will continuously use our social media accounts to promote the benefits of Pinellas County School's/Omnia JOC program. By showcasing our past and current successful JOC projects, we can educate our "fans" and client base on the benefits we provide to customers through this Agreement.

Another mainstay of our marketing plan is the importance of attending and exhibiting in facility and purchasing association conferences and tradeshow to promote Astra, Pinellas County School's/OMNIA JOC Program and the benefits of both an experienced IQCC contractor and this simplified procurement method.

Finally, Astra understands that the best way to promote our company and this contract is through exceptional service to current Pinellas County School's/Omnia JOC members as they are our best references. Our sales and marketing plan is an ongoing effort for us, and every year that we are part of this contract, it is an opportunity for Pinellas County School's/Omnia JOC program too. Our success will be directly related to how we perform under the contract and how we market our wins. All marketing efforts that can be measured will be reported to Pinellas County School's/Omnia and Gordian upon request, and will be adjusted, as required, to produce the best results.

11.0 What differentiates your company from competitors in the public sector.

Astra Construction Services, LLC (Astra) was developed for the sole purpose of performing Job Order Contracting (JOC). Our staff is either trained or had extensive experience in this contract method. To date we have completed or are in process of completing 249 projects in the last 8 years. To do this volume in 249 different locations takes several well-rounded professionals. Astra's current staff is as follows: 1 Vice President, 1 General Manager, 7 Project Managers, 2 Asst. Project Managers, 9 Superintendents, 1 Safety Director, and 1 Safety Manager. Projects range in size from \$5000 to \$8,300,000.00 and include all facets of General Contracting and Specialty Contracting to include ground-up construction, renovation, architectural and civil design services, and hazardous remediation.

The only way to Supervise these many projects is to have plenty of people with the experience to do the work correctly the first time. Secondly, our organization is designed with one purpose in mind, support our field staff in any and every way we can. Their success is our collective success. Astra is structured as follows: The Principle in Charge, or General Manager, supports all staff members; the Project Managers support the Superintendents, and the Assistance Project Managers support the Project Managers and Superintendents. Ultimately, everything we do is to support our field staff in the construction process. All our staff are trained in this contract method and a variety of construction project types. This experience diversity is paramount in being efficient in the JOC process, which is a dynamic process that encompasses several construction types and projects. A diversely experienced staff pays dividends in this process.

We understand this contract consists of projects varying in size and complexity with plans on some projects and some with only a task order description. We are comfortable with both types of projects, and we understand the hurdles associated with preparing a scope of work for subcontractor pricing and the necessity of hiring an Architect/Engineer to provide design services for proper permitting.

Astra also understands that project scopes might include partial or full renovations, single-trade improvements, complete ground-up projects, civil-related projects and architectural, structural, mechanical, electrical and/or plumbing or a combination of all, along with specialty trades. We get it – scopes are based on the needs of our clients and not a new development where everything is explained and detailed in a great set of plans and specifications.

Upon notice by Pinellas County Schools/Omnia/Gordian, Astra will attend a site visit/pre-bid meeting at the scheduled time and date. One of our offices is in Tampa, a central Florida location, therefore, our response time for scheduled or unscheduled meetings would be minimal. Upon the conclusion of the pre-bid meeting we will prepare project scopes of work for the trades we intend to use for the project. Our quote delivery with supporting documents, sketches, material information and a schedule are typically two weeks or less. Smaller and less complicated projects could be quoted within a week to 10 days. Our estimating staff are seasoned professionals which will result in change orders caused by scope gaps or unclear project design information.

15. List any relationships with Subcontractors or affiliates intended to be used when providing services and identify if subcontractors meet minority-owned standards. If any, list which certifications subcontractors hold and certifying agency.

Astra has long-running relationships with many different local governments in the State of Georgia and Florida. As such, Astra is very familiar with meeting M/WBE goals established by the contracting body. Currently, the majority of our projects under construction or slated to begin construction have stated M/WBE requirements or goals. In the performance of our jobs, Astra has consistently met or exceeded these requirements.

Another intention of our subcontracting plan is to use known subcontractors in the area. Some of our best subcontractors come at the recommendation of the Owner. It makes sense to utilize these tried and proven subcontractors as they know the culture of the owner and the ins and outs to have effective communication with the right person. Keeping money in the community just makes good fiscal sense.

Most of these subcontractors travel with us to other projects outside the boundaries of their local economy. Astra always complies with the State-mandated Prompt Pay acts and, in some cases, offers better payment schedules to assist our smaller but very effective subcontractors. We support our subcontractors; we manage the process to assure compliance with our quality standards, project specifications and plans. Our subcontractors are part of the team.