

Appendix A – Management Plan

Attach a copy of the firm's management plan for this project. Per the evaluation criteria set forth in the Proposal Evaluation, the management plan shall include the following: [See pages 3-4 for response](#)

- 1) Provide a brief history and description of your company, including an overview and experience providing similar projects and services relating to the Contract being bid:
 - General Construction
 - Mechanical, Electrical, and Plumbing (MEP)
 - Roofing

- 2) Describe your general understanding of the JOC system to include the joint scoping of work, the preparation of price proposals and Job Order proposals, using the Construction Task Catalog®, meeting the contractual deadlines of proposal development, the rapid mobilization and start-up of Job Orders, and the expedient closeout of Job Orders)

- 3) Provide a subcontracting plan to include the purchasing of subcontractor services, and work to be accomplished with in-house forces. Identify the amount and type of subcontracting anticipated. Demonstrate in writing your ability to coordinate multiple subcontractors on multiple projects at multiple locations.

- 4) Provide a list of contemplated subcontractors.

- 5) The Contractor's input during the development of the Detailed Scope of Work is a valued component of any JOC program. Outline and describe the Value-Engineering processes you have employed over the last 5 years identifying what worked best and what did not.

- 6) Demonstrate your firm's ability to understand the Design and Build environment and how the JOC process can partner with this concept. UNM is seeking a full function contracting relationship that will allow a willing partnership in both design and execution of remodeling projects. Design and flexibility will be crucial to our customer base and successful. Proposers must be willing to cooperate with this process.

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

Executive Contact:

Contact Person: Weldon C. Good

Title: VP/CEO

Phone: 505.873.4660 Fax: 505.873.4648

Email: wgood@dkgroof.com

Marketing:

Contact Person: Weldon C. Good

Title: VP/CEO

Phone: 505.873.4660 Fax: 505.873.4648

Email: wgood@dkgroof.com

Account Manager/Sales Lead:

Contact Person: Lee Roe

Title: Senior Estimator/Sales

Phone: 505.873.4660 Fax: 505.873.4648

Email: lroe@dkgroof.com

Sales Support:

Contact Person: Lee Roe

Title: Senior Estimator/Sales

Phone: 505.873.4660 Fax: 505.873.4648

Email: lroe@dkgroof.com

Contract Management (if different than sales lead):

Contact Person: Kelli Good

Title: Corporate Secretary

Phone: 505.873.4660 Fax: 505.873.4648

Email: kgood@dkgroof.com

Financial Reporting:

Contact Person: Deborah Good

Title: President/CFO

Phone: 505.873.4660 Fax: 505.873.4648

Email: dkgood@dkgroof.com

Management Plan

- 1) DKG has been a CES vendor for approximately 20 years providing roofing related services to public school members through our JOC (Gordian) and IQ Unit Pricing Contracts. We also have had a JOC contract with NMGSD since 2013. Additionally, we have had On-Call Contracts with UNM, Bernalillo County, City of Albuquerque, City of ABQ Water Authority, Sandoval County and NMDOT. We have been a valuable roofing resource to a myriad of public entities providing long-term, cost-effective roofing solutions resulting in worry-free overhead waterproofing security.
- 2) DKG thoroughly understands the JOC system. We have been awarded several projects based on our JOC/Gordian proposals. A scope of work is recommended, and a proposal is constructed based on the Construction Task Catalog. Once the project is awarded, submittals are prepared, and we begin mobilization. During construction we always adhere to the contracted schedule and completion date. Any punch-list items are completed during the final inspection and close-out documents are normally prepared and delivered within 10 days after completion.
- 3) A roofing project often involves the services of electrical, mechanical and plumbing subcontractors. We have established close relationships with many subcontractors for these services during our roofing projects. In 2019 we have had as many as 18 projects in process at the same time and most of the projects involved subcontractor participation where we were the prime contractor. DKG is a licensed mechanical contractor, MM1, MM2 & MM3 along with our GS-21 Roofing license. This allows us to do much of the mechanical work in house. Also, we never subcontract our roofing responsibilities. Occasionally the services of a general contractor are required for work outside of our roofing license coverage. We have excellent relationships with many of the general contractors that subcontract their roofing work to DKG. When required we can count on one of them to provide quality cost-effective general contracting services.

4) Subcontractor Listing

Subcontractor Name	Trade	Contact
Winters Construction	General Construction	Bruce Winters
Franken Construction	General Construction	Jim Franken
First Mesa Construction	General Construction	Scott Butterbaugh
First Class Electric, LLC	Electrician	Uriel Vasquez
Trophy Ridge Electrical LLC	Electrician	Ron Lee
UV Plumbing Heating and Cooling	Mechanical/Plumbing	Uriel Vasquez
WT Denton Mech, Inc.	Mechanical/Plumbing	Chase Denton



- 5) We are often asked by Owners, Architects and Consultants to evaluate the plans and specifications of a project to determine ways to save money and not effect the quality of the roofing system. Some of the value engineered items we have recommended are:
- Install a new roof over the existing roof. When there is only one roofing system on a building, the IBC permits an overlay of a new roofing system over the existing. This is recommended if the existing roof insulation is dry and the structure can handle the weight of the new system. We would inspect the roof through infrared thermography to determine any latent moisture. Wet insulation would be removed and replaced locally to save the cost of entire roof replacement. If weight is a consideration, we would have a structural engineer make weight calculations to ensure that the new roof is within the deadload restrictions of the existing deck.
 - Thinner single-ply membranes that don't affect the warranty such as 60 mil. instead of 80 mil. membrane.
 - Mechanical attachment (Rhinobond) of TPO or PVC membranes instead of adhered systems if you are dealing with a nailable deck
 - DKG fabricated sheet metal coping and counter flashings instead of roofing material manufacturer, pre-manufactured copings and counter flashings
 - We offer a price comparison of the cost of tapered poly-isocyanurate board-stock insulation verses a lightweight insulating concrete pour with integral EPS step-up holey board
 - 20 psi poly-iso board instead of 25 psi poly-iso
 - Standard faced poly-iso instead of the coated glass facer
- 6) DKG takes pride in our ability to provide quality roofing recommendations based on experience and knowledge in line with budget constraints. Our recommendations are qualified by a licensed architect that provides stamped project plans & specifications as required by CID for permitting. Our senior project managers have an average of 30 years of experience in roofing and sheet metal fabrication and installation. We absolutely understand the Design/Build project delivery system and value the opportunity to partner with UNM in their roofing endeavors.



Appendix B – Contractor’s Statement of Qualification

1. ORGANIZATION

Name: DKG & Associates, Inc. Address:

Principal Office:

Corporation Partnership Sole Proprietorship Joint
Venture
 Other

- a. How many years has your organization been in business as a contractor? 25
- b. How many years has your organization been in business under its present business name?
25
- c. Under what other or former names has your organization operated? None

- d. Department of Work Force Solutions Contracting Registration # 0192732011707
Effective Dates: 07/07/22 to 01/14/2024
- e. Submit FEIN and Dunn & Bradstreet report. See attached report.
FEIN #: 74-2816319
D & B #: 03-692-6939 Rating: 1R2 Cage: 4DOUO
- f. Describe any present or past litigation, bankruptcy or reorganization involving supplier. N/A
- g. Felony Conviction Notice: Indicate if the supplier N/A
- is a publicly held corporation and this reporting requirement is not applicable;
 - is not owned or operated by anyone who has been convicted of a felony; or
 - is owned or operated by and individual(s) who has been convicted of a felony and provide the names and convictions.
- h. Describe any debarment or suspension actions taken against supplier
None

2. LICENSING

- a. Name of license holder (or qualifying party) exactly as on file with the State of New Mexico Construction Industries Division:
Weldon C. Good

- b. License Classification: GS License Code: 21
- c. License Number: 59360
- d. Issue Date: 03/18/1997 Expiration Date: 04/30/2024
- e. Is the firm's contractor's license free of ever being suspended or revoked by the CID or by the appropriate licensing agency in any other state?
 Yes No (attach explanation)
- f. Does your firm hold all applicable business licenses required by state and local law?
- License Number: ZBL-990462 Jurisdiction: Bernalillo County
Name of License Holder, exactly as it appears on file with jurisdictional authorities.
Weldon & Deborah Good
Issue Date: 02/26/2022 Expiration Date: 02/25/2023
 - License Number: FA0021458 Jurisdiction: City of Albuquerque
Name of License Holder, exactly as it appears on file with jurisdictional authorities.
DKG & Associates, Inc.
Issue Date: 12/12/2021 Expiration Date: 12/11/2022
 - License Number: _____ Jurisdiction: _____
Name of License Holder, exactly as it appears on file with jurisdictional authorities.

Issue Date: _____ Expiration Date: _____
- g. Is your firm registered with the State of New Mexico's Purchasing Department with a Resident Preference Number? Yes No
Resident Preference Number: L0070675248 Issue Date: 07/07/2022
Name of number holder, exactly as it appears on file with State Purchasing.
DKG & Associates, Inc.
- h. Is your firm free from formal debarment from public works, federal, state or local jurisdictions?
 Yes No (attach explanation*)

3. CAPACITY AND CAPABILITY TO PERFORM THE WORK

a. Resources.

(1) Total number of current employees:	
Project Managers	5
Estimators	3

Superintendents	<u>1</u>
Foremen	<u>8</u>
Tradesmen	<u>48</u>
Administration	<u>5</u>
Others	<u>6</u>

(2) Does your firm have the immediate capacity to perform the work required for this project?

Yes

No

(3) What is the number and location of support centers, if applicable, and location of corporate offices?

2 - Albuquerque & Farmington; Corporate Office: 7000 Huseman PI SW, ABQ, NM 87121

(4) What was your annual construction volume over the last three (3) fiscal years?

\$13,461,844.00

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

\$21,000,000

(6) What is your strategy to increase market share in the public sector?

Hire a salesman exclusively for public work solicitation. Concentrate on public work over private work.

(7) What differentiates your company from competitors in the public sector?

We have been providing quality roofing services to public entities for over 25 years through cooperative, on-call and IDIQ. Over the years we have demonstrated the value of eliminating the cost of a public bid. Accepting low bid creates the potential for poor quality.

(8) Describe any green or environmental initiatives or policies.

See attachment F.

(9) Provide any necessary detail as it relates to standard ordering methods and payment terms.

None

(10) If Contractor requires additional agreements with Participating Public Agencies, provide a copy of the proposed agreement herein.

We do not require any additional agreements.

4. SURETY

a. Firm's current surety company: The Cincinnati Insurance Company

Will this surety be used for the construction contract for this project?

Yes

No (attach explanation*)

Contact Agent: Will Burke Telephone: 575.524.2222

Years utilizing this surety: 8 Maximum capacity: \$10,000,000

Aggregate Total of current surety in force: \$3,000,000

b. Is the surety company to be used on this project licensed to do business in the State of New Mexico?

Yes No (attach explanation*)

c. Is your firm free of having any construction contracts taken over by a surety for completion in the past five (5) years?

Yes No (attach explanation*)

d. **Complete Attachment A 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.**

5. SAFETY

a. Does your firm have a written safety program compliant with current state regulations?
 Yes No (attach explanation*)

(NOTE: Selected contractor will be required to provide a copy of their firm's written safety program at the time of contracting.)

b. Provide the Recordable Incident Rate for the past calendar year: 0.69

c. Is your firm free of committing serious or willful violations of federal or state safety laws as determined by a final non-appealable decision of a court or government agency?

Yes No (attach explanation*)

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

[See attached.](#)

6. INSURANCE & CLAIMS HISTORY

a. Is your firm free from any court judgments, pending litigation, arbitration and final agency decisions filed within the last five (5) years in a construction related matter in which the contractor, or any officer, is or was party?

Yes No (attach explanation*)

b. Has your firm during the past five (5) years been free of a determination by a court of competent jurisdiction that it filed a false claim with any federal, state, or local government entity?

Yes No (attach explanation*)

c. Does your firm have the ability to provide the required insurance in the limit stated in the project documents?

Yes No (attach explanation*)

d. **Complete Attachment B** by providing a letter from an insurance carrier stating that the firm is able to obtain insurance in the limits required in the RFP.

7. QUALITY ASSURANCE

a. Does your firm have a written Quality Assurance Program?

Yes No (attach explanation*)

b. **Complete Attachment C** by providing a copy of the written Quality Assurance Program.

8. PROJECT SCHEDULING

a. Has the firm been involved with a construction project within the past five (5) years, where the schedule was not met?

Yes No

If yes, please explain

▪ Project 1 Name: _____

Reason for Delay: _____

▪ Project 2 Name: _____

Reason for Delay: _____

▪ Project 3 Name: _____

Reason for Delay: _____

b. Has the firm been assessed liquidated damages due to scheduling for any project in the past five (5) years?

Yes No

If yes, please list project(s)

▪ Project 1 Name: _____

- Project 2 Name: _____
- Project 3 Name: _____

9. LABOR CODE VIOLATIONS

- a. Has your firm, during the past five (5) years, been free of any determinations by a court or an administrative agency of repeated or willful violations of laws and/or regulations pertaining to the payment of prevailing wages or employment of apprentices of public works projects?
 Yes No (attach explanation*)
- b. **Complete Attachment D** by providing requested affidavit of non-violation of labor codes.
- c. Is the firm free of all sub-contractor Fair Practices Act violations for the past five (5) years?
 Yes No (attach explanation*)

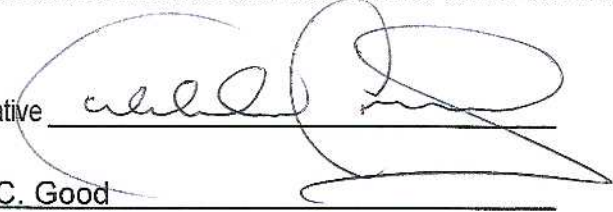
10. VALUE STATEMENT

UNM places a strong emphasis on diversity, quality management and sustainable efforts and strives to utilize these practices in its everyday activities. **Complete Attachment E** by describing your firm's value system and note how you would demonstrate such practices on this project?

11. CONTRACTOR'S COMMENTS

- a. ***Complete Attachment F** if you have selected any answers in the qualification statement that require further explanation. Note the question number and proceed with the explanation. This attachment may also be used if necessary to further clarify any of the answers to the above qualification questions, by noting the question number and posting the clarification.
- b. **Complete Attachment G** if you would like to provide additional information about your firm and/or proposal.

The undersigned certifies that all of the qualification information submitted with this form is true and correct.

Signature of authorized representative 
 Printed or typed name Weldon C. Good

Title Vice President/CEO

Date November 10, 2022

Company name DKG & Associates, Inc.

Address 7000 Huseman Place SW

City/State/Zip Albuquerque, NM 87121

Telephone 505.873.4660 Fax 505.873.4648

Email wgood@dkgroof.com

ATTACHMENTS INCLUDED - 12

Please check all attachments included in the proposal A Notarized Declaration of Surety

- B Proof of Insurance
- C Copy of Quality Assurance Program
- D Affidavit of Non-Violation of Labor Codes
- E Copy of Value Statement
- F Clarifications, and Explanations
- G Additional Information (Optional)

----- END OF **PRIMARY CONTRACTOR'S** QUALIFICATION STATEMENT -----

Update your information with D-U-N-S® Manager

Report as of: 11-17-2022

DKG & ASSOCIATES, INC.

ACTIVE

SINGLE LOCATION

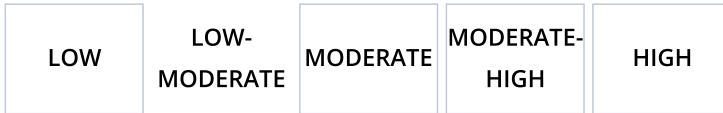
Address: 6920 Huseman Pl Sw, Albuquerque, NM, 87121, UNITED STATES

Alerts:

Risk Assessment

D&B GUIDANCE

Overall Business Risk



Dun & Bradstreet Thinks...

- Overall assessment of this company: **STABLE CONDITION**
- Based on the perceived sustainability of this company: **HIGH LIKELIHOOD OF CONTINUED OPERATIONS**
- Based on the payment behavior of this company: **LOW-POTENTIAL-FOR-SEVERELY-DELINQUENT-PAYMENTS**

Maximum Credit Recommendation

US\$ 180,000

The recommended limit is based on a low probability of severe delinquency.

PAYDEX® SCORE

Based on 24 months of data

79

Low Risk (100)

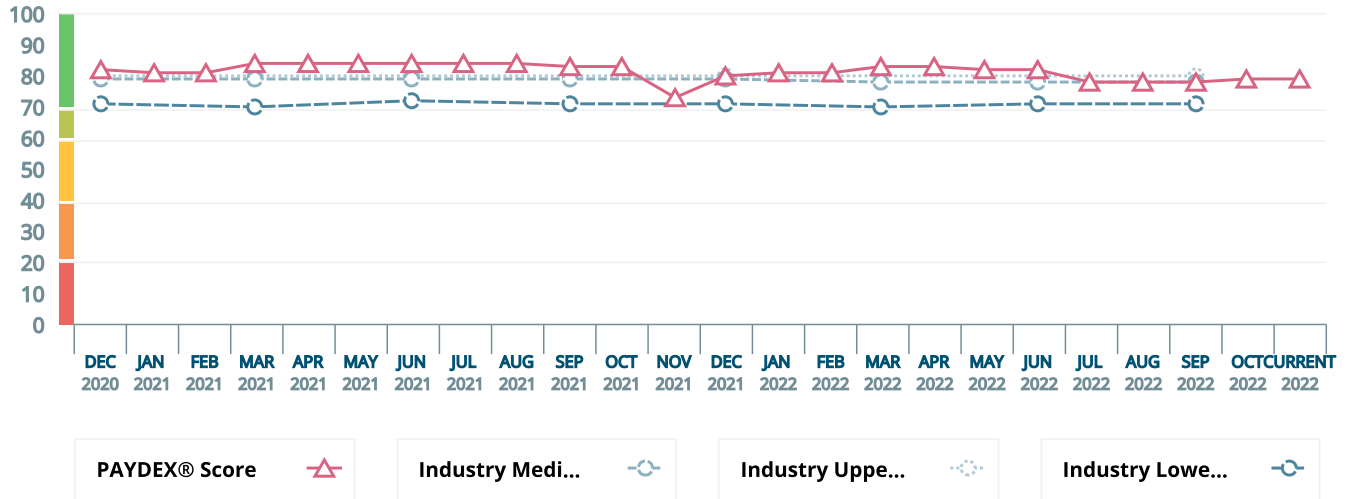
High Risk (1)

Based on a D&B PAYDEX® Score of 79

Risk of Slow Pay
Low

Payment Behavior
2 Days Beyond Terms

Business and Industry Trends



Understand My Score

Payment History

Total Last 24 Months: 22

[View All](#)

Date of Experience	Payment Status	Selling Terms	High Credit (US\$)	Now Owes (US\$)	Past Due (US\$)	Months Since Last Sale
11/22	payment-status-discount	-	400,000	2,500	0	1
10/22	Pays Slow 90+	-	100	100	50	1
10/22	Pays Prompt to Slow 30+	-	300,000	15,000	0	1
10/22	Pays Promptly	N30	500	0	0	Between 2 and 3 Months
10/22	Pays Promptly	-	500	0	0	Between 2 and 3 Months

KEYS

PAYDEX®

Payment Practices

100

Anticipate

90

Discount

80

Prompt

70

15 Days Beyond Terms

60

22 Days Beyond Terms

50

30 Days Beyond Terms

40

60 Days Beyond Terms

30

90 Days Beyond Terms

20

120 Days Beyond Terms

1-19

Over 120 Days Beyond Terms

UN

Unavailable

DELINQUENCY PREDICTOR SCORE

88

Low Risk (100)

High Risk (1)

Based on a D&B Delinquency Predictor Percentile of 88

Score
573 --

Class
2

Factors Affecting Your Score:

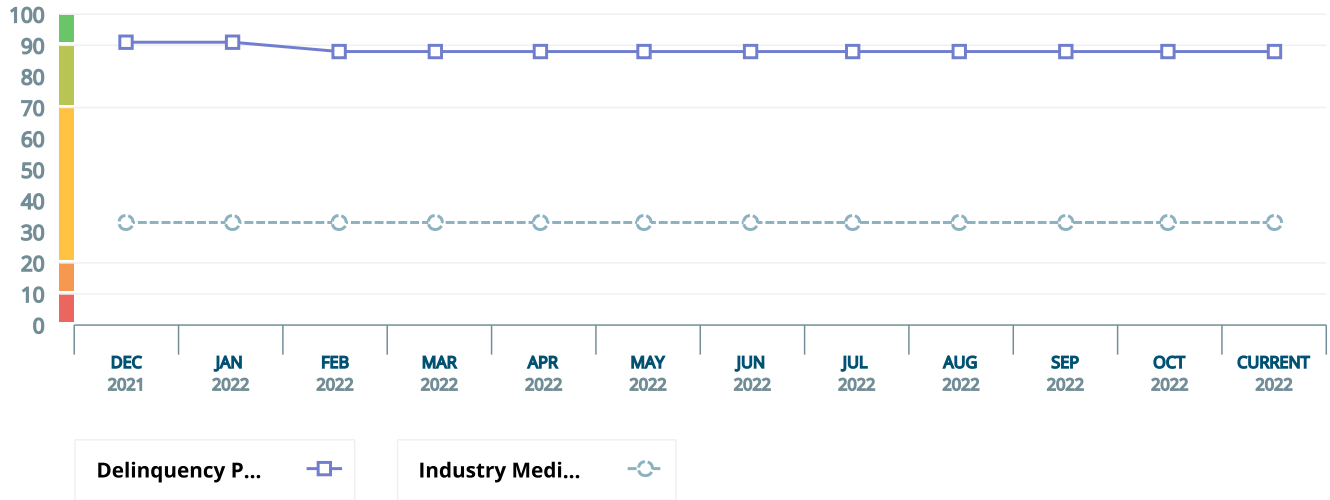
- Higher risk industry based on delinquency rates for this industry
- Proportion of slow payments in recent months

Level of risk
Low-Moderate

Probability of Delinquency
1.76%

Compared to Businesses in D&B Database
10.2%

Business and Industry Trends



FINANCIAL STRESS SCORE

69

Low Risk (100)

High Risk (1)

Based on a D&B Financial Stress Percentile of 69

Score
1512 ↑

Class
2

Factors Affecting Your Score:

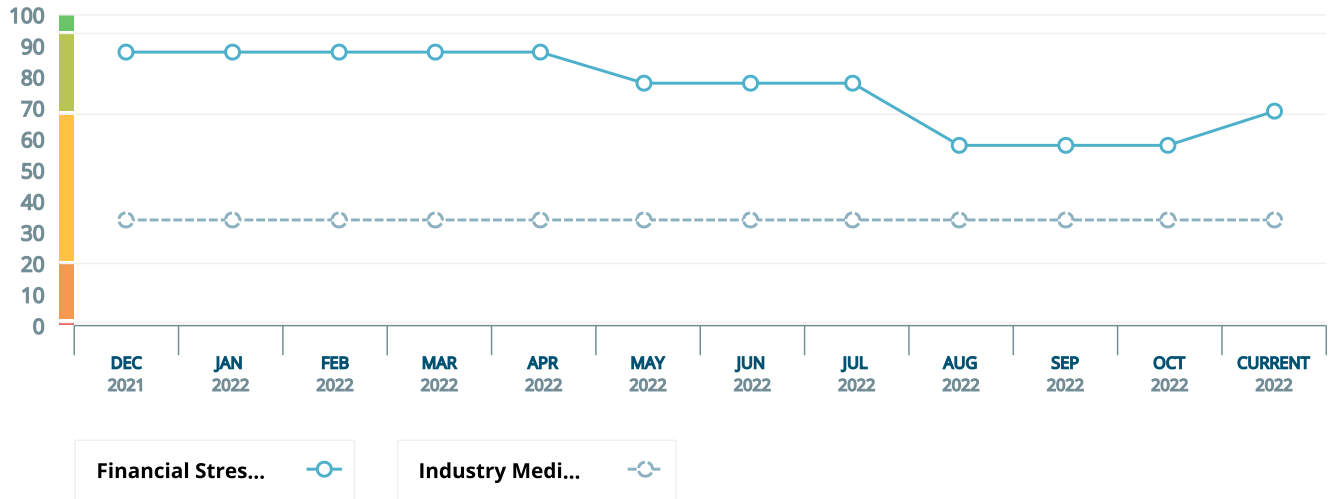
- Low proportion of satisfactory payment experiences to total payment experiences
- UCC Filings reported
- High proportion of slow payment experiences to total number of payment experiences
- Higher risk legal structure

Level of risk
Low-Moderate

Probability of Failure
0.14%

Average Probability of Failure for Businesses
in D&B Database
0.48%

Business and Industry Trends



SUPPLIER EVALUATION RISK RATING

Based on 24 months of data

3

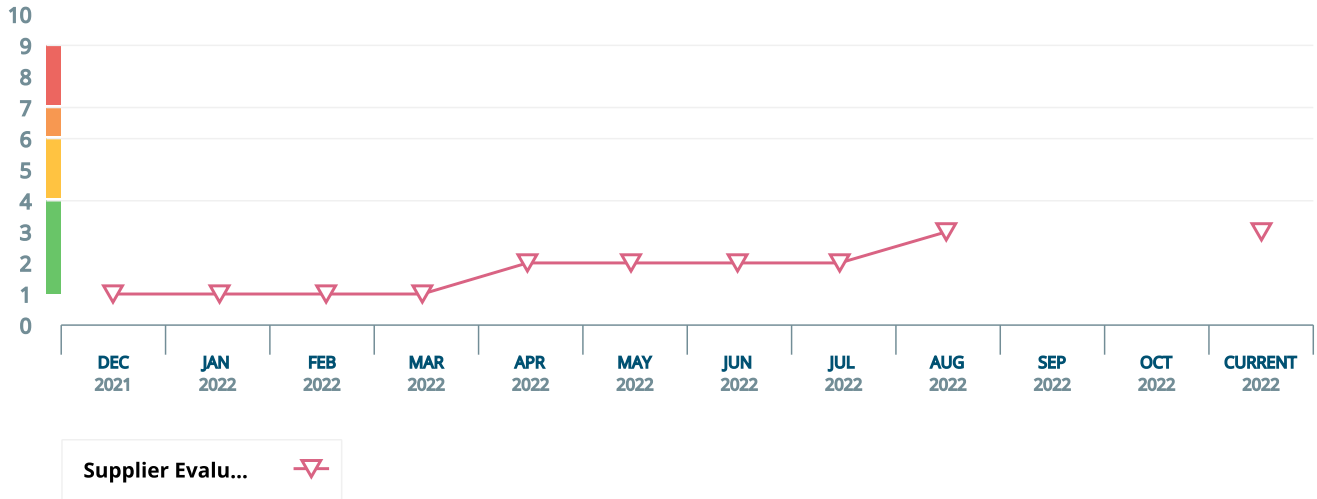
Low Risk (1)

High Risk (9)

Factors Affecting Your Score:

- Proportion of past due balances to total amount owing
- Business belongs to an industry with above average risk of ceasing operations or becoming inactive
- Proportion of slow payment experiences to total number of payment experiences reported

Business and Industry Trends



D&B RATING

Current Rating as of 10-28-2016

Previous Rating

Employee Size Risk Indicator

Employee Size

Risk Indicator

1R: **2** : Low Risk

1R : 10 employees and over

3 : Moderate Risk

10 employees and over

D&B VIABILITY RATING

Portfolio Comparison Score

3

Low Risk (1)

High Risk (9)

Level of risk

Low

Rating Confidence Level

Robust Predictions

Probability of becoming no longer viable

3%

Percentage of businesses ranked with this score

11%

Average probability of becoming no longer viable

5%

Viability Score

3

Low Risk(1)

High Risk (9)

Level of risk

Low

Probability of becoming no longer viable

3%

Percentage of businesses ranked with this score

14%

Average probability of becoming no longer viable

15%

Data Depth Indicator

B

Predictive (A)

Descriptive (G)

• Rich

Firmographics

- Extensive Commercial Trading Activity
- Basic Financial Attributes

Company Profile

	Financial Data	Trade Payments	Company Size	Years in Business
G	Not Available	Available	Large	Established

Compared to ALL US Businesses within the D&B Database:

- Financial Data : Not Available
- Trade Payments : Available: 3+Trade
- Company Size : Large: Employees:50+ or Sales: \$500K+
- Years in Business : Established: 5+

Trade Payments

TRADE PAYMENTS SUMMARY

Overall Payment Behavior

2

Days Beyond Terms

Highest Now Owing:

US\$ 55,000

% of Trade Within Terms

84%

Total Trade Experiences:

22

Largest High Credit:
US\$ 400,000

Average High Credit:
US\$ 60,523

Highest Past Due

US\$ 50

Total Unfavorable Comments :

0

Largest High Credit:
US\$ 0

Total Placed in Collections:

0

Largest High Credit:
US\$ 0

TRADE PAYMENTS BY CREDIT EXTENDED

Range of Credit Extended (US\$)	Number of Payment Experiences	% Within Terms
OVER 100,000	3	86
50,000 - 100,000	0	0
15,000 - 49,999	1	100
5,000 - 14,999	3	100
1,000 - 4,999	4	100
UNDER 1,000	8	66

TRADE PAYMENTS BY INDUSTRY

Industry Category	▲ Number of Payment Experiences	▼ Largest High Credit (US\$)	▼ % Within Terms (Expand to View)	▼
▼ 28 - Chemicals and Allied Products	1	400,000		
▼ 2891 - Mfg adhesives/sealant	1	400,000	100	
▼ 29 - Petroleum Refining and Related Industries	1	400,000		
▼ 2952 - Mfg asphalt felt/coat	1	400,000	100	
▼ 34 - Fabricated Metal Products except Machinery and Transportation Equipment	1	50		
▼ 3448 - Mfg prefab metal bldg	1	50	100	
▼ 35 - Industrial and Commercial Machinery and Computer Equipment	2	100		
▼ 3579 - Mfg misc office eqpt	2	100	75	
▼ 42 - Motor Freight Transportation and Warehousing	1	100		
▼ 4213 - Trucking non-local	1	100	100	
▼ 48 - Communications	1	2,500		
▼ 4812 - Radiotelephone commun	1	2,500	100	
▼ 50 - Wholesale Trade - Durable Goods	5	300,000		
▼ 5013 - Whol auto parts	1	100	0	
▼ 5031 - Whol lumber/millwork	1	20,000	100	
▼ 5033 - Whol roof/side/insul	2	300,000	50	
▼ 5085 - Whol industrial suppl	1	500	100	
▼ 57 - Home Furniture Furnishings and Equipment Stores	2	5,000		
▼ 5712 - Ret furniture	2	5,000	100	
▼ 73 - Business Services	1	500		
▼ 7389 - Misc business service	1	500	100	
▼ 96 - Administration of Economic Programs	1	500		
▼ 9611 - Admin economic prgm	1	500	0	
▼ 99 - Nonclassifiable Establishments	3	10,000		
▼ 9999 - Nonclassified	3	10,000	100	

TRADE LINES

Dispute Payments

Date of Experience	Payment Status	Selling Terms	High Credit (US\$)	Now Owes (US\$)	Past Due (US\$)	Months Since Last Sale
11/22	payment-status-discount	-	400,000	2,500	0	1
10/22	Pays Slow 90+	-	100	100	50	1
10/22	Pays Prompt to Slow 30+	-	300,000	15,000	0	1
10/22	Pays Promptly	N30	500	0	0	Between 2 and 3 Months
10/22	Pays Promptly	-	500	0	0	Between 2 and 3 Months
10/22	Pays Promptly	N30	1,000	0	0	1
10/22	Pays Promptly	-	1,000	0	0	1
10/22	Pays Promptly	-	7,500	0	0	1
10/22	Pays Promptly	-	10,000	10,000	0	1
10/22	Pays Promptly	-	20,000	20,000	0	1
10/22	Pays Promptly	-	400,000	55,000	0	1
09/22	Pays Prompt to Slow 60+	-	100	0	0	Between 2 and 3 Months
09/22	Pays Promptly	-	100	0	0	Between 6 and 12 Months
09/22	Pays Promptly	-	2,500	1,000	0	1
04/22	-	Cash account	2,500	0	0	1
12/21	Pays Promptly	-	1,000	500	0	1
11/21	-	Cash account	50	-	-	Between 6 and 12 Months
11/21	Pays Slow 30+	-	500	0	0	Between 6 and 12 Months
10/21	-	Cash account	0	0	0	Between 6 and 12 Months
08/21	Pays Promptly	N30	5,000	0	0	Between 6 and 12 Months
06/21	Pays Promptly	-	100	0	0	Between 6 and 12 Months
12/20	Pays Promptly	-	50	0	0	Between 6 and 12 Months

Legal Events

The following Public Filing data is for information purposes only and is not the official record. Certified copies can only be obtained from the official source.

Judgments	Liens	Suits	UCC Filings
0	0	0	1
Latest Filing: -	Latest Filing: -	Latest Filing: -	Latest Filing: 12-22-2020

EVENTS

UCC Filing - Original

Dispute UCC Filing

Filing Date	12-22-2020
Filing Number	20200107216F
Received Date	01-05-2021
Collateral	All Negotiable instruments including proceeds and products - All Inventory including proceeds and products - All Account(s) including proceeds and products - All Computer equipment including proceeds and products - and OTHERS
Secured Party	U.S. SMALL BUSINESS ADMINISTRATION, EL PASO, TX
Debtors	GOOD, DEBORAH
Filing Office	SECRETARY OF STATE/OPERATIONS BUREAU/UCC DIVISION, SANTA FE, NM

Special Events

There have been no Special Events reported for your company. If you have had a change in ownership or with officers of the company, please call customer service at 800-333-0505.

Ownership

This business, DKG & ASSOCIATES, INC. is not currently part of a family tree.

Company Profile

COMPANY OVERVIEW

D-U-N-S
03-692-6939

Mailing Address
United States

Employees
67

Business Form
Corporation (US)

Telephone
(505) 873-4660

Age (Year Started)
25 years (1997)

Date Incorporated
February 27, 1997

Named Principal
DEBORAH KELLY GOOD, PRES

State of Incorporation
New Mexico

Line of Business
Roofing/siding contractor

Ownership
Not publicly traded

BUSINESS REGISTRATION

Corporate and business registrations reported by the secretary of state or other official source as of: 11-01-2022

This data is for informational purposes only, certification can only be obtained through the Office of the Secretary of State. ▼

Registered Name	DKG & ASSOCIATES, INC.
Corporation Type	Corporation (US)
Business Commenced On	1997
State of Incorporation	NEW MEXICO
Date Incorporated	02-27-1997
Registration ID	1849058
Registration Status	ACTIVE
Filing Date	02-27-1997
Where Filed	NEW MEXICO PUBLIC REGULATION COMMISSION

Registered Agent ▼

Name	DEBORAH KELLY GOOD
Address	6920 HUSEMAN PLACE SW, ALBUQUERQUE, NM, 871210000

Registered Principal ▼

Registered Principal

Name GOOD, DEBORAH K.

Title Director

Address -

Name GOOD, WELDON C.

Title Director

Address -

Name DEBORAH GOOD

Title President

Address -

Name WELDON GOOD

Title Vice President

Address -

PRINCIPALS**Officers**

DEBORAH KELLY GOOD, PRES

WELDON GOOD, V PRES

WELDON C GOOD, V PRES

Directors

DIRECTOR(S): THE OFFICER(S)

COMPANY EVENTS**The following information was reported on: 02-06-2018**

The New Mexico Secretary of State's business registrations file showed that DKG & Associates, Inc. was registered as a Corporation on February 27, 1997.

Business started 1997 by Deborah Good. 51% of capital stock is owned by Deborah Good. 49% of capital stock is owned by Weldon Good.

DEBORAH KELLY GOOD born 1953. 1997-present active here.

WELDON GOOD born 1953. 1997-present active here.

WELDON C GOOD born 1963. Antecedents not available.

BUSINESS ACTIVITIES AND EMPLOYEES

The following information was reported on: 02-06-2018

Business Information ▼

Description	Contractor of roofing work (100%). Terms are Net 30 days. Sells to general public, commercial concerns and the government. Territory : Regional.
Employees	67 which includes officer(s).
Financing Status	Unsecured
Seasonality	Nonseasonal.

SIC/NAICS Information

SIC Codes	▼ SIC Description	▼ Percentage of Business	▼
1761	Roofing/siding contractor	-	
17610103	Roofing contractor	-	

NAICS Codes	▼ NAICS Description	▼
238160	Roofing Contractors	

GOVERNMENT ACTIVITY

Dispute Government Activity

Activity Summary ▼

Borrower(Dir/Guar)	Yes
Administrative Debt	No
Contractor	No
Grantee	No
Party excluded from federal program(s)	No

Possible candidate for socio-economic program consideration ▼

8(A) Firm	-
Labor Surplus Area	-
Small Business	-

Financials

D&B currently has no financial information on file for this company

Inquiries

INQUIRIES-SUMMARY - 12 MONTH

Total number of Inquiries

13

Unique Customers

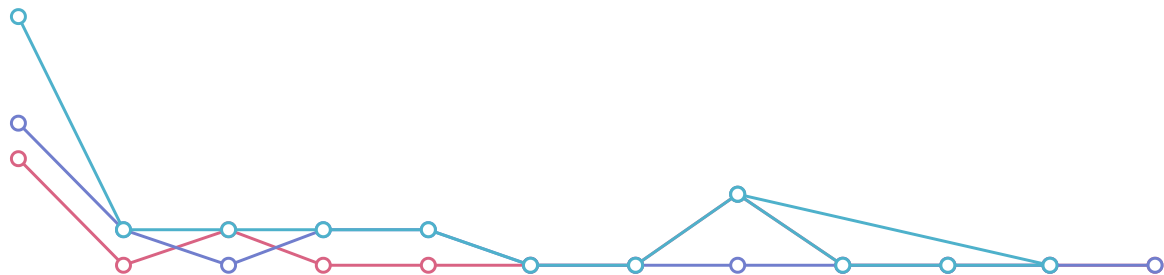
0

INQUIRIES-SUMMARY

Over the past 12 months ending 11-2022, 13 individual requests for information on your company were received. The 13 inquiries were made by 0 unique customers indicating that some companies have inquired on your business multiple times and may be monitoring you. Of the total products purchased, 6, or 46 % came from the Manufacturing; 4, or 30 % came from the Services; 2, or 15 % came from the Public Administration; 1, or 7 % came from the Finance, Insurance and Real Estate;

SIC/Sector	Type	Date
▼ SERV - Services		
- Business services, necSales & Marketing Solution	- Business services, necSales & Marketing Solution	2022-07-11
- Credit reporting servicesSales & Marketing Solution	- Business services, necD&B Risk Solution	2022-02-18
▼ MANUF - Manufacturing		
- Office machines, necD&B Risk Solution	- Office machines, necD&B Risk Solution	2021-12-15
- Office machines, necSales & Marketing Solution	- Office machines, necSales & Marketing Solution	2021-12-15
- Office machines, necSales & Marketing Solution	- Office machines, necSales & Marketing Solution	2021-12-15
- Unsupported plastics profile shapesD&B Risk Solution		2021-12-06
▼ PUBADMIN - Public Administration		
- General government, necD&B Risk Solution	- General government, necD&B Risk Solution	2022-04-11
- General government, necD&B Risk Solution		2022-01-20
▼ FIR - Finance, Insurance and Real Estate		
- Hospital and medical service plansD&B Risk Solution		2022-03-08

INQUIRIES TRENDS - 12 MONTH



TOP-FIVE-INQUIRIES

BY SIC SECTOR

Manufacturing	6
Services	4
Public Administration	2
Finance, Insurance and Real Estate	1

BY REPORT TYPE

D&B Risk Solution	7
Sales & Marketing Solution	6

ALL-INQUIRIES

Industry	Total Inquiries	Last 30 Days	Last 90 Days	Last 180 Days	Last 365 Days
Manufacturing	6	0	0	0	6
Finance, Insurance and Real Estate	1	0	0	0	1
Services	4	0	0	2	4
Public Administration	2	0	0	0	2

Peers Inquiries

Please **add a peer** from peers page to start the comparison.

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1690 S. Telshor Blvd.
Las Cruces, NM 88011
575-524-2222 • 575-525-1716 (FAX)

September 23, 2022

DKG & Associates, Inc.
6920 Huseman Place SW
Albuquerque, NM 87121

RE: General Bonding Capacity Letter

To Whom It May Concern:

Burke Insurance Group LLC is the bonding agent for DKG & Associates, Inc. bonding credit is provided through The Cincinnati Insurance Company, which is a listed surety with the Department of Treasury.

The Cincinnati Insurance Company has agreed to favorably consider extending bonding credit to DKG & Associates, Inc. for single size jobs of \$4,000,000 and for a total work program of \$10,000,000. DKG & Associates, Inc. is in excellent standings with the surety company. This is not to say that consideration will not be given for larger projects or programs, but provides you some general guidance as to your bonding capacity.

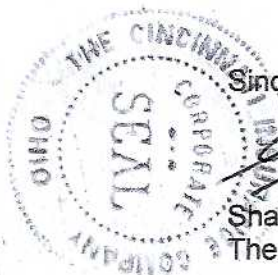
This letter should not be construed as an agreement to provide surety bonds for any particular project. Any specific requests for bonds will be underwritten on the merits of the project and will be based on the underwriting information available at that time.

If you should need additional information regarding the bonding capacity for DKG & Associates, Inc. please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shawn Gustafson', is written over a circular corporate seal.

Shawn Gustafson, Attorney-in-fact
The Cincinnati Insurance Company



OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

Year 2021

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0170

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

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

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

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>1</u>	<u>0</u>	<u>1</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>3</u>	<u>0</u>
(K)	(L)

Injury and Illness Types

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

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

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

Establishment Information

Your establishment name DKG & Associates

Street 7000 Huseman Place SW

City Albuquerque State NM Zip 87121

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

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

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

Employment Information

Annual average number of employees 73

Total hours worked by all employees last year 156570

Sign here

Knowingly falsifying this document may result in a fine.

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



Company executive

President/CFO
Title

505.873.4660
Phone

1/31/22
Date



WORKERS COMPENSATION EXPERIENCE RATING

Risk Name: DKG & ASSOCIATES INC

Risk ID: 300332307

Rating Effective Date: 03/16/2022

Production Date: 10/26/2021

State: NEW MEXICO

State	Wt	Exp Excess Losses	Expected Losses	Exp Prim Losses	Act Exc Losses	Ballast	Act Inc Losses	Act Prim Losses
NM	.25	369,413	480,265	110,852	12,336	77,675	41,138	28,802
(A) Wt	(B)	(C) Exp Excess Losses (D - E)	(D) Expected Losses	(E) Exp Prim Losses	(F) Act Exc Losses (H - I)	(G) Ballast	(H) Act Inc Losses	(I) Act Prim Losses
.25		369,413	480,265	110,852	12,336	77,675	41,138	28,802

	Primary Losses	Stabilizing Value	Ratable Excess	Totals	
Actual	(I) 28,802	$C * (1 - A) + G$ 354,735	$(A) * (F)$ 3,084	(J) 386,621	
Expected	(E) 110,852	$C * (1 - A) + G$ 354,735	$(A) * (C)$ 92,353	(K) 557,940	
	ARAP	FLARAP	SARAP	MAARAP	Exp Mod
Factors	1.00				$(J) / (K)$.69

ONE OR MORE CLAIM AMOUNTS HAVE BEEN REDUCED DUE TO EMPLOYER REIMBURSEMENTS AS PART OF A NET DEDUCTIBLE PROGRAM.

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JACKSON

INSURANCE SOLUTIONS

November 15, 2022

To Whom it May Concern:

We at Jackson Insurance Solutions have the capability to write and current to provide Commercial Insurance or Mr. Weldon Good, DKG & Associates. Their General Liability policy limits are \$2 million per occurrence with \$1 million aggregate limits. Their Auto Policy Liability limits is \$1 million. They also have an Excess Liability/Umbrella policy for \$5 Million, which gives them a total aggregate limit of \$7 Million on their General Liability and \$6 million for their auto.

Thanks

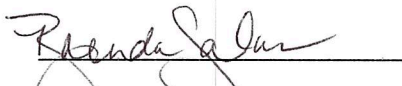


Christie Romero

Jackson Insurance Solutions

State of New Mexico County of Bernalillo

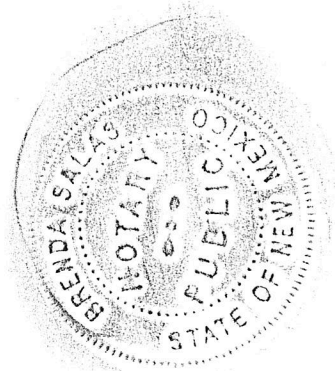
Subscribed and worn to before me on the 15th day of November, 2022 by Christie Romero.



Notary Public

March 13, 2023

My commission expi8res



QUALITY ASSURANCE PROGRAM

Prepared by
DKG & ASSOCIATES Inc.

Managing the
Quality Assurance Program for all Construction Contracts
Performed under the NM Contractors License #59360



SCOPE

This Quality Assurance Plan (QAP) applies to all personnel performing construction activities. Specifically, this QAP applies to contract procurement, project management, field construction staff and at the off-site locations under the auspices of QAP. Control of work activities affecting quality will be maintained as necessary throughout the life of the project to ensure that quality objectives are met to include all contractors and subcontractors involved in activities on the construction sites that may affect the scope of work for DKG & Associates Inc.

Program Responsibilities:

1. Review all bidding documents for feasibility of system specified.
 - a. Get prior approval from roofing material manufacturer that all specified materials are approved for warranty issuance and that all components of the roof assembly are compatible with material interfaces.
 - b. Obtain material pricing guaranty from the manufacturer to assure no price increases will affect installation cost during construction.
 - c. Verify specified roofing system meets all applicable building codes.
 - d. Scour over specifications and drawing to identify and resolve any possible contradictions or inaccuracies.
2. Notify architectural firm responsible for bid documents of any necessary changes to allow for the installation of a quality system.
 - a. Resolve any documental conflicts prior to bid.
 - b. Submit RFI for clarifications after bid award.
3. Provide project submittals for conformity with project documents.
 - a. Submit accurate submittals the first time.
 - b. Provide expedient revisions as requested by the design professional.
 - c. Do not start work until all submittals have been reviewed and approved as noted.
4. Coordinate project scheduling.
 - a. Discuss and determine subcontractor's scope of work and schedule.
 - b. Provide a project schedule based on the job duration requirements.
 - c. Schedule weekly meetings with Owner, Architect, Consultant, Prime and Subcontractors to among other things discuss progress and compliance with time schedule. If delays are occurring determine reasons and how to catch up, staying as much as possible with the predetermined schedule.
5. Material acquisition.
 - a. Prior to bidding make sure that all related materials are readily available to minimize the possibility of delivery delays.
 - b. Locate staging area to determine the amount of material that can be safely stored and transported to the roof.
 - c. Provide secure storage areas for subcontractor materials.
 - d. Order material quantities that can be stored and ensure installation continuity.



6. System installation.
 - a. Determine at the Pre-Construction Conference any Owner priorities that might dictate where to begin construction, e.g., would it benefit the Owner to complete certain roof areas before others.
 - b. Schedule subcontractor work in conjunction with the prime contractor's re-roofing efforts to avoid alterations in the completed work. Subcontractors are to be available whenever their work coincides with the roofing contractor's demolition and installation procedure.
 - c. Daily tear-off quantity cannot exceed what new roofing, insulation and flashings that can be installed the same day.
 - d. The foreman will provide a daily report that includes the amount and area of roof removal and replacement. Additionally, the daily report will list crew size, the weather, jobsite visitors, problems, solutions and any other applicable information related to the day's activities.
 - e. The Project Manager will inspect the completed work weekly for purposes of quality assurance.
 - f. A representative of the roofing material manufacturer will be present at the Pre-Construction Conference to address any issues raised by the other attendees.
 - g. A technical representative will make occasional in-progress inspections of the completed work during and provide a final inspection reporting any punch-list items needed to final the project. DKG will finish the punch-list items within one week and typically try to complete them during the Final Inspection to the satisfaction of the inspector.
7. Safety plan.
 - a. DKG employs a Safety Manager that goes to the jobsite prior to construction commencement and evaluates the safety procedures that will be instituted for the particular project. The recommended safety equipment for the job is taken to the job location and set up by the Safety Manager and his crew. At the beginning of the job the Safety Manager discusses with the crew and subcontractors, the site specific safety requirements and makes regular inspections to ensure safety compliance by the crew and subcontractors. Safety infractions can be written-up by the Safety Manager, Project Manager and/or foreman. DKG has a three strike policy. Three infraction write-ups to an individual DKG or subcontractor employee are grounds for termination.
 - b. The safety of the school children, staff and visitors is our main objective during construction. The school principal will be apprised daily where work will occur.
8. Coordination with contractor, architectural firm and project owner.
 - a. The Project Manager is responsible for all project coordination with the Owner and Architect.



- b. Future areas of work will be discussed at the Weekly Meetings and the foreman is required to alert the school staff to where work is to commence on a daily basis.
 - c. Whenever overhead hazards exist at building entrances or points of egress, temporary barricades will be placed to limited access. A worker will be placed on the ground at the entrance to further avert usage and warn unsuspecting traffic.
9. Final project review and closeouts.
- a. All close-out documents will expediently be prepared and submitted to the Architect for approval per the terms of the project specifications.
10. Customer satisfaction surveys.
- a. Questionnaires are sent to customers soliciting feedback on our performance after jobs are closed out.



Attachment D

Affidavit of Non-Violation of Labor Codes

Supplemental to Subcontractor's Statement of Qualifications

Name of Firm: DKG & Associates, Inc.

Address: 7000 Huseman Place SW, Albuquerque, NM 87121

Project: UNM Job Order Contracting (JOC)

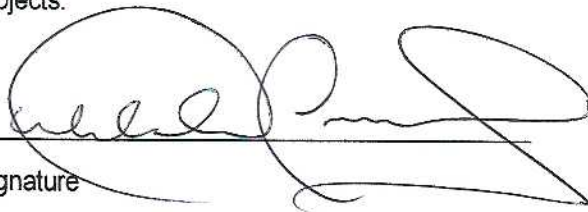
Reference: Roofing

Request for Proposal No: RFP-2379-23

Affidavit of Non-violation of Labor Codes

To: The University of New Mexico

The undersigned officer of DKG & Associates, Inc. hereby states that
DKG & Associates, Inc. has, during the past five
years, been free of any determinations by a court or an administrative agency, of repeated or willful violations of laws
and/or regulations pertaining to the payment of prevailing wages or employment of apprentices of public works
projects.


Signature

November 16, 2022
Date

Weldon C. Good
Name

Vice President/CEO
Title

NOTARY

State of New Mexico)

)

County of Bernalillo)

Signed or attested before me on Nov 16, 2022 by Weldon C. Good



seal

OFFICIAL SEAL
LaDena Skinner
NOTARY PUBLIC - STATE OF NEW MEXICO

My Commission Expires: April 16, 2023

LaDena Skinner

My Commission Expires: April 16, 2023

DKG Value Statement

DKG & Associates, Inc. was incorporated on February 27, 1997 founded solely to provide roofing contracting services in New Mexico. At the time of formation, I was a consulting roofing material manufacturer's representative providing quality roofing solutions to private and public entities in New Mexico. Ongoing business is comprised mainly of public bids and repeat customers because of our competitive pricing and attention to quality. Our business philosophy is very simple: *Give our customers **more** than is expected and represented.* I have included our "**MISSION STATEMENT**" to further demonstrate our commitment to quality roofing over the last twenty-two years to the private sector, NM School Districts, hospitals, municipalities, State of New Mexico, and the Federal Government.

DKG has a New Mexico GS-21 Roofing Contractors License, Number 59360. We also carry MM1 (Plumbing), MM2 (Natural Gas Fitting) & MM3 (HVAC) Licenses to aid in our roofing endeavors that entail basic mechanical and plumbing support.

DKG & Associates, Inc. is a New Mexico corporation, providing roofing solutions to businesses and government entities in all regions of New Mexico, Southwest Colorado West Texas, and the Navajo Nation. We are a full-service roofing contractor providing roof replacement, retrofit, restoration and repair as well as after sales maintenance and support such as warranty work, inspections, recommendations, specifications, drawings, and extensive roof diagnostics such as infrared inspections and core evaluation. Some of the systems we provide are single-ply - TPO, PVC & EPDM, built-up roofing - asphalt, coal tar pitch, SBS & APP, metal - roofing, wall panels and soffits, composition shingles, tile, and liquid applied coatings. DKG always completes their projects before the contracted time and has never been assessed liquidated damages. We are the top-rated contractor in the area by several of our manufacturers and our completed jobs are typically graded "Excellent" or even "Outstanding" for our final warranty inspections.

We are physically located at 7000 Huseman Place SW in Albuquerque at our new 15,000 square foot office and warehouse complex opened in 2020. Our 7,200 square feet sheet metal shop is located next door at 6920 Huseman Place SW. Company vehicles include twenty-five pick-ups, two crane trucks, Peterbilt dump truck, extended reach forklift and an industrial gravel vacuum. The sheet metal shop is equipped with two computerized 10' German brakes and shears, and Knudson and Nu Tech roll-formers for metal roofing panel fabrication. We also utilize the following equipment: spray rigs and a warm master, a power hoist, compressors, several generators, power brooms, six roof cutters, three gravel spud machines, twelve single-ply seam robots, 10 Pace Carts for 2-part urethane adhesive application, 40 heat guns, several torches, four kettles and a plethora of hand tools. Forty-five of the 70+ DKG employees are highly experienced roofing technicians. We are NMDOL registered and have New Mexico in-state (5%) preference. Our bonding aggregate is \$10,000,000 and we carry all State mandated insurance coverage. Additionally, we carry \$2M in general liability insurance with a \$6M umbrella as an added benefit to our customers and General Contractors. DKG is a debt-free company with a 1R2 Dunn & Bradstreet Rating.



DKG subscribes to good roofing practice as described by the National Roofing Contractors Association, Roofing and Waterproofing Manual, Fourth Edition, Volumes 1 & 2 and all certified roofing material manufacturer's warranty requirements. We provide edge metal systems that comply with IBC 2006 Edition and ES-1 requirements. Additionally, I have attended The Roofing Industry Educational Institute seminars at various locations throughout the U.S. for Continuing Education Credits (CEU) that are important in keeping up with industry innovations and standards. A DKG new roofing installation was featured in the May 2009 Roofing Contractor magazine entitled "Tapered Roof Solution Adds Up for New Mexico School". Additionally, DKG was listed as Number 48 in the August 2009 edition of Roofing Contractor's "The Top 100 Roofing Contractors" in the United States and have been listed at different positions every year since. Also, we were given a QUALITY AWARD by the New Mexico PSFA for Snell Elementary School in Bayard, NM and for a re-roof in Espanola, NM. The PSFA award Espanola Valley High School Re-Roof in Dec. 2007 was for "Exceptional work in roofing systems that has increased overall project construction quality and has played an essential role in providing a better school building for the children of New Mexico".

DKG has had an ongoing CES contracts for 20 years. The State of New Mexico has awarded us a multi-year Price Agreement for roofing services based on the Gordian pricing structure. Some of our additional purchasing vehicles include UNM, UNMH, City of Albuquerque, Bernalillo County, San Juan College and NMDOT on-call roofing contracts.

As you have read through this qualification portfolio, I hope I have been able to show how knowledge of one's industry can add value to the services offered. It has been our commitment to our customers to technically educate our employees and grow through experience. I cannot begin to tell you how many times I have heard the phrase "that's the way we've been doing it for 20 years" from contractors and roofers describing their outdated methods. Some people never change; however, technology will always continue to evolve. Roofing is no exception. We subscribe to monthly roofing related publications and have attended seminars at the Roofing Industry Educational Institute (RIEI) and the yearly National Roofing Contractors Association Roofing EXPOs to ensure an up-to-date knowledge of the industry. We maintain a reference library to be able to provide third party documentation on methods or materials. Our customers have found us to be a valuable roofing resource, knowledgeable in all facets of materials and workmanship, and able to communicate in layman's terms. It has and will be our commitment to provide contracting services that meet or exceed industry and manufacturer standards in all cases. This is our "value added" concept on which we have demonstrated consistently over the years.

Weldon C. Good, VP/CEO
DKG & Associates, Inc.



Attachment F

3-a (8):

One of our project managers has acquired the highest LEED Certification, AP (BD & C). We evaluate each project whether it's a LEED Certified building or not to help the owner save money, improve efficiency, low carbon emissions and create healthier spaces for people. When LEED Certification is required on a new construction project, we offer the general contractor ways of increasing LEED points through our roofing recommendations.



Kelli Good

From: Macias, Margie <MMacias@nmsbvi.k12.nm.us>
Sent: Thursday, June 18, 2020 2:13 PM
To: Khalid Al Ithawi
Cc: Weldon Good; Kelli Good; Beecher, Patricia; Gower, James (Todd); Shoemaker, Douglas; Puryear, Randy
Subject: RE: NMSVI - Maintenance Building Re-Roof Project; Alamogordo Campus- Warranty documents

Good Afternoon Khalid,

Thank you for the documents. I cannot express to you and the team at DKG Associates how pleased NMSBVI has been with the roof work and the wonderful business relationship.

We have never had such a pleasant experience with a roofing contractor, and I want you to know that NMSBVI very much looks forward to DKG's continued interest in working with NMSBVI.

We have three projects that are currently in design phase with anticipation of construction bidding happening in late October-early November. The projects consists of new construction of a dormitory, new construction of a duplex-like cottage (for student housing) and new construction of the Superintendent's residence. All three projects will fall under one general contractor. Perhaps DKG will have an interest.

Again, thank you and the DKG team for a very memorable experience. We wish you continued success!

Best Regards,

Margie Macias

Director of Institutional Support Services
New Mexico School f/t Blind & Visually Impaired
1900 North White Sands Boulevard
Alamogordo, NM 88310
Phone: 575-437-3505
Direct: 575-439-4488
Fax: 575-439-4411

From: Khalid AL ithawi <kalithawi@dkgroof.com>
Sent: Thursday, June 18, 2020 1:42 PM
To: Macias, Margie <MMacias@nmsbvi.k12.nm.us>; Norberto Vizcaino <nvizcaino@aksarchitecture.com>
Cc: Weldon Good <wgood@dkgroof.com>; Kelli Good <kgood@dkgroof.com>; Gower, James (Todd) <JamesGower@nmsbvi.k12.nm.us>; Jason Miller <jmiller@aksarchitecture.com>; Myles Kraenzel <mkraenzel@aksarchitecture.com>; Deborah Kelly Good <dkgood@dkgroof.com>
Subject: RE: NMSVI - Maintenance Building Re-Roof Project; Alamogordo Campus- Warranty documents

Margie / Norberto,

Please find attached the following warranty documents for New Mexico School for Blind – Alamogordo project for your information and records.

- 1- Twenty (20) Year Manufacturer's warranty.
- 2- Preventative Maintenance Guidelines.
- 3- Building owner letter.

Kelli Good

From: Khalid Al Ithawi
Sent: Thursday, July 28, 2022 1:29 PM
To: Deborah Kelly Good; Weldon Good
Cc: Kelli Good; Dillon Good
Subject: FW: Esther Bone Punch List & Sub-Completion
Attachments: Punch List Items - Esther Bone Roof.pdf; Substantial Completion Letter - Esther Bone Roof.pdf

Please read the email below and the attachments.

Thanks



Khalid Ithawi, PMP, LEED AP (BD+C)
Project Manager

7000 Huseman Place SW
Albuquerque, NM 87121
O: 505.873.4660
M: 505.933.4607
www.dkgroof.com

COMPREHENSIVE AND COST EFFECTIVE ROOFING SOLUTIONS

From: BRIAN PREDIKA <BPREDIKA@rrnm.gov>
Sent: Thursday, July 28, 2022 1:01 PM
To: Khalid Al Ithawi <kalithawi@dkgroof.com>
Cc: JAMIE MARRUFO <JMARRUFO@rrnm.gov>
Subject: Esther Bone Punch List & Sub-Completion

Khalid,

I want to thank you for your teams professionalism, knowledge and courtesy during this project. I am proud to report that there were no major issues on the project and it was planned very well. As per our meeting this morning during our walk-through you'll find attached the substantial completion letter and punch list items. I will need the substantial completion letter signed and returned to me before 8/1/22. The punch list items will need to be satisfied before 8/12/22, as agreed to.

Again, thank you for the professionalism given on this job and look forward to working with you in the future.



Brian Predika
Building Maintenance Supervisor

Public Works / Building Maintenance

O: 505.891.7235 **C:** 505.269.2480

Appendix C – Quality Control Plan and Safety

Attach a copy of the firm's quality control plan and safety. Per the evaluation criteria set forth in proposal evaluation, the quality control plan shall include the following: [See attached for responses.](#)

- 1) Propose a mechanism for addressing the preparation, submittal and re-submittal of proposals, transmittals, reports, drawings, and data.
- 2) Proposed plan for insuring that the price proposal, submittals, and documents are complete and accurate.
- 3) Proposed organizational approach for quality control and procedures to ensure that projects are constructed according to the scope of work, standards and specifications.
- 4) Explain the firm's approach to safety and procedures that you will follow to ensure site safety and accident prevention on all jobs.

Quality Control Plan and Safety

- 1) For over 20 years DKG has been utilizing State approved Job Order Contracts through the Gordian Group, RS Means, and CES Line Item Pricing totaling over \$30,000,000 for public roofing projects in New Mexico. Our mechanism for addressing roofing projects are:
 - a. Identify the components of the roof assembly and their respective condition through visual and representative core sample evaluation
 - b. Help determine the proper remedial scope of work for each project
 - c. Prepare accurate proposals based on the Construction Task Catalog
 - d. Architect stamped drawings for CID permitting
 - e. Provide project submittals that include material data sheets, detail drawings and any additional technical project information. Re-submit when necessary
 - f. Pre-Construction Conference
 - g. Provide RFI's for any unforeseen conditions
 - h. Provide Daily Activity Reports
 - i. Show weekly progress on roof drawing
 - j. Maintain roofing schedule as determined at Pre-Con Meeting
 - k. Provide specified long-term warranty depending on the system
- 2) DKG proposals are prepared using input from several different team members. We have roof inspection, estimating, submittal and project management departments that interact to ensure accurate project assessment and scope of work. Our roof technicians visually inspect the roof, core and measure the roof, and take photographs of all pertinent conditions. The completed roof information is then presented to our estimating department. An estimator puts the proposal together in this case based on the Gordian Construction Task Catalog. A Project Manager is assigned and he studies the inspection information, the scope of work and the completed estimate. Before the proposal is submitted the Project Team gather to discuss the project for inaccuracies and mistakes. Once they are comfortable with the package, it is submitted to the customer. The Project Manager is the point of contact from this time forward. The Project Manager takes responsibility for the project through completion.
- 3) Our Quality Assurance Plan (QAP) applies to all personnel performing construction activities. Specifically, this QAP applies to contract procurement, project management, field construction staff and at the off-site locations under the auspices of QAP. Control of work activities affecting quality will be maintained as necessary throughout the life of the project to ensure that quality objectives are met to include all contractors and subcontractors involved in activities on the construction sites that may affect the scope of work for DKG & Associates Inc.

QAP Program Responsibilities

1. Review all bidding documents for feasibility of system specified.
 - a. Get prior approval from roofing material manufacturer that all specified materials are approved for warranty issuance and that all components of the roof assembly are compatible with material interfaces.
 - b. Obtain material pricing guaranty from the manufacturer to assure no price increases will affect installation cost during construction.
 - c. Verify specified roofing system meets all applicable building codes.
 - d. Scour over specifications and drawing to identify and resolve any possible contradictions or inaccuracies.



2. Notify architectural firm responsible for bid documents of any necessary changes to allow for the installation of a quality system.
 - a. Resolve any documental conflicts prior to bid.
 - b. Submit RFI for clarifications after bid award.
3. Provide project submittals for conformity with project documents.
 - a. Submit accurate submittals the first time.
 - b. Provide expedient revisions as requested by the design professional.
 - c. Do not start work until all submittals have been reviewed and approved as noted.
 - d. Coordinate project scheduling.
4. Discuss and determine subcontractor's scope of work and schedule.
 - a. Provide a project schedule based on the job duration requirements.
 - b. Schedule weekly meetings with Owner, Architect, Consultant, Prime and Subcontractors to among other things discuss progress and compliance with time schedule. If delays are occurring determine reasons and how to catch up, staying as much as possible with the predetermined schedule.
5. Material acquisition.
 - a. Prior to bidding make sure that all related materials are readily available to minimize the possibility of delivery delays.
 - b. Locate staging area to determine the amount of material that can be safely stored and transported to the roof.
 - c. Provide secure storage areas for subcontractor materials.
 - d. Order material quantities that can be stored and ensure installation continuity.
6. System installation.
 - a. Determine at the Pre-Construction Conference any Owner priorities that might dictate where to begin construction, e.g., would it benefit the Owner to complete certain roof areas before others.
 - b. Schedule subcontractor work in conjunction with the prime contractor's re-roofing efforts to avoid alterations in the completed work. Subcontractors are to be available whenever their work coincides with the roofing contractor's demolition and installation procedure.
 - c. Daily tear-off quantity cannot exceed what new roofing, insulation and flashings that can be installed the same day.
 - d. The foreman will provide a daily report that includes the amount and area of roof removal and replacement. Additionally, the daily report will list crew size, the weather, jobsite visitors, problems, solutions and any other applicable information related to the day's activities.
 - e. The Project Manager will inspect the completed work weekly for purposes of quality assurance.
 - f. A representative of the roofing material manufacturer will be present at the Pre-Construction Conference to address any issues raised by the other attendees.
 - g. A technical representative will make occasional in-progress inspections of the completed work during and provide a final inspection reporting any punch-list items needed to final the project. DKG will finish the punch-list items within one week and typically try to complete them during the Final Inspection to the satisfaction of the inspector.



4) DKG has zero tolerance for unsafe practices. We abide by OSHA rules and regulations. Our Safety Synopsis (DKG Safety Policy Manual Attached) is as follows:

A. Personnel

1. All employees while engaged in any roof related activity must:
 - a. Wear long sleeve shirt and long pants
 - b. Hard hat, safety glasses and leather shoes
 - c. Safety vest with DKG logo
2. Comply with all DKG & Owner safety requirements.
3. Refrain from alcohol or controlled substance usage before or during work or face immediate termination.
4. Conduct business in a professional manner.
5. Immediately report any unsafe conditions or personal injuries to DKG Safety Representative.
6. Firearms or explosive devices are not permitted in a company owned vehicle or on any jobsite. Violation will result in dismissal.
7. Provide Contractor with approved employee background check and wear visible jobsite identification/uniforms while on campus.

B. Company Vehicle Use

1. Company vehicles will only be operated by licensed drivers.
2. Only DKG trained drivers will drive and operate company-owned dump/scissor bed trucks or material handling equipment. Dump trucks backing into position at the jobsite will be assisted by a fellow worker on the ground visible in the rearview mirrors.
3. Alcohol or illicit drugs are not permitted in company vehicles and if found, can be grounds for employment termination.
4. Drivers shall always operate vehicles in a safe, considerate manner or face loss of driving privileges.

C. Equipment Utilizing Propane Gas

1. All LP gas cylinders must be stored and operated in upright position.
2. Inspect hoses, valves, gauges, connections, fittings, and torch heads daily, before beginning work.
3. Have dry chemical or foam fire extinguishers available for all work areas where torches are being utilized. Only trained personnel should operate torches and related equipment.
4. Leather gloves should be used at all times. Long sleeves, long pants and leather shoes/boots are required.
5. **Never leave a lighted torch or kettle unattended.**
6. **Do not expose combustible material to torch flame.**
7. Cylinder valves must be protected. Do not hoist cylinder by the valve. Always transport cylinder with protective cap tightly screwed on.
8. Do not operate torches, kettles or any equipment if LP gas odor is evident. If odor is detected, shut off all equipment and check valves, lines and torch assemblies with soapy water for leaks.
9. Keep torches, open flames and sources of ignition away from cylinders, regulators and hoses.
10. Never point torches at anyone, leave lighted torches unattended or bypass triggers or regulators on torching equipment.
11. Close the valve on the propane container when the burner is turned off in order to allow the propane to burn out of the hose.
12. A torch crew shall consist of a torch operator and a helper. The helper will be responsible to keep a fire extinguisher within twenty feet of the open flame. Helper shall also communicate roof section peripheries and impending penetrations to torcher as a measure of safety and knowledge.



D. Ladder Safety

1. Only OSHA approved ladders, free of defects and in good operating conditions shall be permitted for use on any/all projects.
2. Ladders in use shall:
 - a. Extend 4 rungs above the roof plane for safe exit.
 - b. Extend 1/4 of the height of the building from the building wall or overhang.
 - c. Be securely tied-off to a roof structural member or structural protrusion eliminating the possibility of ladder slippage or sliding.
 - d. Require bases be located on concrete, pavement or solid ground.
3. Personnel using a ladder must:
 - a. Not carry any items in hands while climbing up or down.
 - b. Firmly grasp rungs as ascending or descending.
 - c. Never run or act irresponsibly while on a ladder.

E. Fall Protection

1. Comply with OSHA standards at all time. Construct warning line six feet from any unprotected perimeter where any work is in progress. Warning line shall be 3-4 feet above roof plane and be attached to poles set on heavy bases that resist turning over if impacted. Warning line shall be orange flagged or have orange caution tape attached to line every three feet.
2. All workers within the six foot area between the warning line and an unprotected periphery that is more than six feet above a lower level shall utilize fall protection equipment. Equipment is to include a synthetic fiber OSHA approved harness and lanyard attached to a steel wire lifeline affixed to a structural roof member or appurtenance. The lifeline must be able to resist a min. 5000 lb. load and shall be inspected daily for extensive wear, cuts or abrasions. Lifelines found to be substandard shall be immediately replaced. Additionally, harnesses and lanyards are to be inspected for unsafe wear. The system shall be rigged such that an employee must be brought to a full stop and not fall more than six feet with maximum deceleration distance of 3.5 feet. Where lifeline securement is not possible, a safety monitor will be utilized when workers must work in the six foot unprotected perimeter. The safety monitor's only work related responsibility is to advise workers of perimeter safety hazards.

F. Material Policy

1. Asbestos containing materials will not be allowed on jobsite.
2. Material Safety Data Sheets for all roofing materials installed will be available on site for general information. The safety representative shall inform workers of any materials that can be hazardous to their health. Materials containing hazardous chemicals shall be handled and installed safely with gloves, and not installed in enclosed areas where toxic fumes can be a concern.

G. General

1. The safety of our customers and DKG employees takes precedence over any and all other concerns. Unsafe conditions must be immediately brought to the attention of a foreman or supervisor and must be remedied before any work shall continue.
2. Staging areas will be temporarily fenced or inside fenced areas to permit construction activity away from the public. If an extended reach forklift is used outside of the staging area, there will be a spotter on the ground to direct the loading or unloading activities.
3. Warning lines will be erected if extended duties are required by the forklift outside the staging area.
4. Only certified forklift and crane personnel will be allowed to operate the equipment. Riggers will also be required to be certified. A valid driver's license is required to operate any DKG vehicle.



5. Deliveries and other construction related traffic will be required to enter and exit the property as shown on our traffic flow designation. This will limit the potential for pedestrian or vehicle collision with construction traffic.
6. Chemical hazards – Safety Data Sheets (SDS), formerly Material Safety Data Sheets (MSDS) for all related construction materials will be available on site to provide the specific dangers of such products and guidance on their safe handling, storage and disposal.
7. Documented weekly tool box talks will be conducted on different safety related subjects. On-site DKG employees as well as subcontractors must attend.
8. DKG workers are required to wear the following OSHA approved and labeled Personal Protective Equipment (PPE) at all times:
 - ✓ DKG Hard hats
 - ✓ Orange safety vests with DKG designation
 - ✓ Safety glasses
 - ✓ Work boots
 - ✓ DKG long sleeve shirts
 - ✓ Pants, no shorts
 - ✓ Gloves
 - ✓ Full body safety harness with shock absorbing lanyard
 - ✓ High-strength rope lifeline
 - ✓ Additional safety equipment that is project specific

The safety equipment must be checked daily by each roofer. Broken, frayed or out-of-date equipment must be turned-in and destroyed by the Safety Officer and new equipment issued. Safety Officer is to make onsite regular inspections of all PPE and roof safety equipment to ensure OSHA compliance.

These site specific jobsite hazards have been identified on most of our projects. Our proactive approach to minimize safety risks at roofing sites are as follows:

- a) Fall Protection – Many construction fatalities and major injuries are caused by falls from structure elevations such as roofs. OSHA mandates that workers must be protected from fall hazards that exceed six feet in height. DKG protects their employees and subcontractors by setting up warning lines six feet from an unprotected perimeter, approved life lines to hook up to if you are working within the 6 foot unprotected perimeter and roof edge guard rail systems that are installed a minimum 42” (+/- 3”) above the working surface that withstand 200 lb. outward force within 2” of the top of the railing. This helps eliminate perimeter fall hazards.
- b) Unprotected roof openings - After the removal of a roof-top unit, a fall hazard exists at the unprotected opening. The workers removing the skylights or equipment are required to install warning lines around the opening to prevent access to the area and to be tied-off to protect against falling into the opening. If the new skylight is not immediately installed the workers are required to cover the opening with plywood of sufficient thickness to prevent a fall. We will provide a worker below in the building, where the construction is occurring to prevent students or faculty from entering the hazardous area during construction. A safety monitor’s presence will additionally be the case for areas below the removal of obsolete equipment that will be removed and the section re-decked. The same procedure will be utilized when removing and replacing roof deck or metal roofing over open joists. The school will be advised on a daily basis where we will be working that day and the possible hazards that they could encounter.
- c) Airborne material hazard – Heavy winds can send unsecured materials into the air potentially injuring pedestrians or causing damage to personal property. DKG secures all material and equipment during the work day and inspects for acceptable securement of all equipment and materials on the roof before leaving the jobsite.
- d) Overhead hazards – When work is occurring overhead of access points to and from the building, we will install warning lines and a safety monitor on the ground.



- 5) DKG recycles refuse material whenever possible. Metal components of a roof such as coping, metal edge and counter flashings are always separated and recycled during demolition. Whenever we replace a metal roofing system, all metal components, roof panels and related trim are removed and recycled.

Recycling for most roofing systems including the substrate insulation is not available locally. PVC membranes under certain circumstances can be recycled. Sika/Sarnafil offers a recycling service for their PVC membranes. We have recycled clean expanded polystyrene insulation from under a ballasted EPDM roofing system, separating and stacking for scheduled pick-ups by the recycler.

We employ a certified LEED Accredited Professional for Design and Construction [AP (BD+C)]. When we order new materials for any roofing project, consideration is given to materials with high recycled content.

DKG is an environmentally friendly company. We utilize urethane, water based and low VOC adhesives in many cases instead of standard solvent-based adhesives. All project refuse is deposited in licensed landfills.





DKG & Associates, Inc.

PROJECT

CONTRACT / JOB NO.

SAFETY, HEALTH AND

ENVIRONMENTAL

PLAN

01/18/2016^{Rev.}

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SECTION 1: STATEMENT OF POLICY

OBJECTIVE: The development and implementation of a program to protect and minimize personal injuries on the job, the safety of the general public, the environment, and to reduce work related injuries by a measurable amount.

STATEMENT OF POLICY: It is the policy of DKG & Associates, Inc. to provide a healthy and safe place of employment for all employees; to attempt to comply with all regulations as they pertain to our Company which is set forth in Federal, State and Local standards, statutes and OSHA Standard 29 CFR 1910, 29 CFR 1926, 49 CFR Part 325, Parts 350-399 and Department of Transportation Motor Vehicle Transportation requirements and to integrate good working safety habits into every aspect of our Company activity. The “Company” as used in this Policy refers to DKG & Associates, Inc. and its departments. To support this policy, five basic principles are inherent:

1. A positive belief that all personal injuries can be prevented.
2. An acceptance on the part of management and supervisors of their responsibilities to prevent personal injuries.
3. A conviction that it is reasonably possible to safeguard all operating exposures, which may result in injuries.
4. Acceptance of the fact that the prevention of personal injuries is good business, both from the standpoint of efficiency and of economy.
5. A recognition that it is necessary to train all employees to work safely and understand it is to their advantage as well as to DKG & Associates, Inc. to work safely; further, that they have a responsibility to do so.

DEBORAH K. GOOD

President/CFO

WELDON C. GOOD

Vice President/CEO

SUSAN BACA

Safety Director

SECTION 2: SAFETY RESPONSIBILITIES & DUTIES

MANAGEMENT

RESPONSIBILITIES: Safety begins with management commitment and participation. We will set goals, establish accountability and become involved. A poor safety record is a management problem. Management is required to abide by this policy, as are all employees.

DUTIES:

1. Communicate safety commitment and policy.
2. Attend DKG & Associates, Inc. functions.
3. Review accident reports and safety activities.
4. Make needed appropriations.
5. Lead by example.
6. Provide resources, including funding adequate to support this program.

SAFETY DIRECTOR

RESPONSIBILITIES: The Safety Director will be responsible for the overall safety program, and is assigned responsibility for the administration of this program. The responsibility for a safe workplace rests with every employee, from the CEO to the newest hire.

DUTIES:

1. Develop educational materials, develop and implement training programs.
2. Arrange for training of employees, supervisors, and the Safety Committee and develop written safety rules.
3. Assure compliance with government regulations.
4. Arrange for work place inspections.
5. Review all accident investigations.
6. Analyze reports to identify accident causes.

7. Provide First Aid Kits.
8. Prepare periodic reports for management.
9. Ensure that the resources necessary to implement this program are available using appropriations provided by management.
10. Ensure that this safety policy is communicated to all employees of DKG & Associates, Inc.

DEPARTMENT HEADS

RESPONSIBILITIES: Safety begins with the Department Heads' commitment and participation. They set the department goals, establish accountability, and become involved. A poor safety record is a department management problem. Department Heads are required to abide by and enforce the safety policy and programs.

DUTIES:

1. Communicate safety commitment and safety policy and programs.
2. Attend safety functions.
3. Assure compliance with all government regulations and the DKG & Associates, Inc. safety programs.
4. Review accident reports and safety activities.
5. Help develop and enforce the written safety programs.
6. Make needed appropriations.
7. Set a good example.
8. Provide resources, including funding and time to support the safety program.
9. Support the Safety Director (SSHASP).
10. Conduct monthly inspections.
11. Provide and monthly inspect First Aid Kits.

SUPERVISORS / FOREMEN

RESPONSIBILITIES: Supervisors have a direct responsibility for the safety of the working group. They will help incorporate safety practices into the work process and be alert for safety and health problems.

DUTIES:

1. Attend safety functions.
2. Train new employees upon hire.
3. Train employees on job assignments and identified hazards.
4. Re-train present employees on an on-going basis.
5. Stop work if unsafe conditions exist or develop.
6. Make informal inspections daily. Document monthly inspections using the checklist provided in the attachment.
7. Prepare accident reports.
8. Enforce safety rules.
9. Correct unsafe acts and conditions.
10. Conduct weekly safety meetings/training sessions.
11. Investigate all accidents.
12. Attend all scheduled safety training sessions.

EMPLOYEES

RESPONSIBILITIES: Workers must learn the hazards of their jobs and abide by safety policies, programs and rules. The program requires the wholehearted support of those it was designed to protect. Employees are expected to participate to the fullest extent in this safety program.

DUTIES:

1. Abide by safety rules.
2. Report hazardous conditions or concerns.

3. Do not work in unsafe conditions.
4. Communicate safety to fellow employees.
5. Make suggestions to help improve safety.
6. Ensure Personal Protective Equipment (PPE) is maintained in good condition. If you need equipment or safety items, contact your field supervisor.
7. Use and maintain Personal Protective Equipment provided.
8. Attend weekly safety meetings.
9. Attend all safety-training sessions.

Every employee can feel confident that identifying unsafe acts or conditions will not result in any type of reprisal to them.

IMPLEMENTATION: All DKG & Associates, Inc. employees, from top management to the newest hire, are to be actively involved in the implementation of this program. Participation of all employees will be monitored by the Safety Director to ensure that all involved are fully participating in the program and each employee is doing his or her part in the implementation of this program.

SECTION 3: STANDARDS OF CONDUCT

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with DKG & Associates, Inc., you have a responsibility to the Company and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is to be certain that you understand what conduct is expected and necessary.

We expect each person to act in a mature and responsible manner at all times. The standards of conduct were created as part of DKG & Associates, Inc.'s commitment to creating an environment that is safe and comfortable for all employees and customers. If you fail to maintain proper standards of conduct, you may be subject to coaching action up to and including separation of employment.

The following items are a short list of Inappropriate Conduct:

1. Acting in a fashion that contradicts, or is not in line with, the DKG & Associates, Inc. Team Values.
2. Theft, embezzlement, conversion, damage, destruction or gross negligence in the care and handling of company property or equipment, or its unauthorized use or removal.
3. Theft or unauthorized removal of any property or equipment belonging to any employee, customer or other person.
4. Possessing a concealed, unauthorized or dangerous weapon (gun, knife, etc.) while on Company property.
5. Fighting or attempting bodily harm or injury to another person; threatening, intimidating, coercing, interfering or otherwise verbally or physically abusing other person(s) on Company premises.
6. Failure to follow rules, directions, instructions, policies or procedures of the Company whether oral or written.
7. Neglect, carelessness or mischief which results in loss, damage, breakage or destruction of Company, customer(s), or fellow employee's property; or which results in or contributes to unsanitary conditions.
8. Drinking while on duty or reporting for work under the influence of alcohol, or appearing under the influence of alcoholic beverages in any detectable form or amount is prohibited.

9. Acting in an insubordinate manner, willful disregard or disrespect toward a supervisor or manager, or failure to obey or to perform work as required or as assigned or instructed.
10. The possession, use, sale or distribution of illegal drugs and/or controlled substances is strictly prohibited. This rule does not apply to medically prescribed medication as prescribed by a licensed physician and when used in compliance with prescription guidelines. Any employee requiring prescription medication from their physician must notify their supervisor.
11. Failure or refusal to comply with DKG & Associates, Inc.'s Drug-Free Workplace Policy, including the failure to take drug or alcohol toxicology tests as prescribed by DKG & Associates, Inc.
12. Failing to observe established fire, civil defense or safety practices. Engaging in dangerous or potentially dangerous horseplay, or failure to report any personal injury sustained while on duty.
13. Failing to report accidents, breakage, or damage to equipment and machinery that may occur when you are assigned to drive or use equipment and/or machinery.
14. Operating machines, tools or equipment without proper authorization.

SECTION 4: ACCOUNTABILITY

In order for a Safety Program to be effective, there must be a means developed for holding employees accountable for their unsafe work habits or conditions.

RESPONSIBILITY FOR DISCIPLINARY ACTION: Disciplinary action will be the direct responsibility of Management. All employees including managers, department heads, and supervisors will be held equally accountable for compliance with safety policies and regulations.

1. If an accident occurs and if it has been determined that the accident could have been avoided, the means of holding employees accountable should be made more severe after each consecutive offense.
2. The purpose of holding employees accountable is to help employees conform to DKG & Associates, Inc. policy and work safely. It is not designed to end employment and, therefore, employees should be given the opportunity to start over with a clean slate periodically (i.e. 90 days).
3. All employees from top management to the newest hire are to be held equally accountable for any safety infraction.

POLICY OF PROGRESSIVE DISCIPLINE: A policy of progressive discipline will be followed in enforcing safety practices. The policy for violating safety rules will be progressive, with the final result being dismissal.

First Offense - Verbal warning

Second Offense - Verbal and written warning with a copy of the written warning becoming a part of the employee's file

Third Offense - Three days off work with no pay

Fourth Offense - Possible employment termination.

SERIOUS OFFENSES MAY RESULT IN IMMEDIATE TERMINATION.

NOTE: Severe violations such as the use of drugs, violating someone's lockout/tagout etc., which could result in death or serious bodily injury to others, may result in immediate dismissal after review.

PROGRESSIVE DISCIPLINE: Unacceptable behavior, which does not lead to immediate dismissal, may be dealt with in the following manner:

Oral Warnings - Oral warnings will be documented. DKG & Associates, Inc. will be advised of all oral warnings. Oral warnings will include a discussion by the supervisor with the employee on ways to correct the deficiency. Oral warnings will include notice that repeating the deficiency within a specified period of time (i.e., 90 days) will result in more severe disciplinary action.

Written Warnings - Written warnings will include the reasons for the administration's dissatisfaction and any support evidence. Written warnings usually follow an oral warning for the same offense, but may be used as the first step in the disciplinary process if the supervisor feels that the unacceptable performance or action warrants it. Written warnings will include notice that repeating the deficiency will result in more severe disciplinary action. You will have an opportunity to defend your actions and rebut the opinion of your supervisor at the time the warning is issued by preparing a written statement.

Probation - Probation will be for a specified period of time, documented in writing. It will usually follow a written warning for same offense, but may be used as the first step in the disciplinary process if the supervisor feels that the unacceptable performance or action warrants it. Probation must be approved by the Company before it is executed with the employee. Probation will include a discussion by the supervisor on ways to correct the deficiency. It will include notice that repeating the deficiency during the specified period of time may result in dismissal. You will have an opportunity to defend your actions and rebut the opinion of your supervisor at the time the probation is issued by preparing a written statement.

Dismissal - Prior to dismissal the supervisor will ensure that all pertinent facts are carefully reviewed. Dismissal usually follows probation for the same offense, but may be used as the first step in the disciplinary process if the supervisor feels that the unacceptable performance or action warrants it.

DISMISSAL: If your performance is unsatisfactory due to lack of ability, failure to abide by DKG & Associates, Inc. rules or policy, or failure to fulfill the requirements of your job you will be notified of the problem. If satisfactory change does not occur, you may be dismissed. Some incidents may result in immediate dismissal.

SECTION 5: GENERAL SAFETY RULES

1. Follow the safe job procedures established by your supervisor. You are to perform only those jobs you have been assigned and properly instructed to perform.
2. Wear the Personal Protective Equipment (PPE) required for your job as established by your supervisor through job instruction. It is your responsibility to see that your protective equipment is in good repair. Damaged equipment should be reported to your supervisor immediately and replaced.
3. Report unsafe acts or unsafe conditions to your supervisor without delay.
4. Report all accidents to your supervisor immediately whether anyone is hurt or not. In cases of injury, get first aid as soon as possible.
5. Keep all mechanical safeguards in position during operation.
6. Do not allow machinery to operate unattended.
7. Use only the machinery, equipment and tools you are qualified *and authorized* to use by the supervisor. A form must be completed by supervisor for any employee to be *“authorized”*.
8. **HORSEPLAY** such as scuffling, fooling around, playing practical jokes, or throwing articles at each other will not be tolerated.
9. No employee is permitted to make repairs on any electrical device or equipment unless authorized to do so. **ELECTRICAL EQUIPMENT IS NOT TO BE TAMPERED WITH IN ANY WAY.**
10. No employee will be permitted to remove any guard installed over the point of operation, power transmission, or moving parts without permission from the supervisor and then only after proper safety procedures have been followed. After use in specific instances where the guard was removed, it must be replaced immediately.
11. Compressed air should never be used for cleaning clothes, cooling off or practical jokes. **VIOLATION OF THIS RULE CAN RESULT IN SERIOUS INJURY OR DEATH.**

12. No worker will be permitted to use flammable solvents in an open container.
FLAMMABLES MUST BE STORED AND HANDLED IN APPROVED SAFETY CONTAINERS.
13. First Aid will be administered only by specifically trained personnel.
14. It is prohibited to ride on hand trucks or on powered industrial trucks.
15. The use of any tools, machinery or equipment for the personal uses of any employee, whether on Company time or not, shall not be permitted.
16. Only qualified maintenance personnel, authorized by the department head, are permitted to repair machinery and equipment.
17. Safety equipment such as safety glasses, shields, safety shoes, etc. shall be used whenever the operation or job hazard assessment requires them unless otherwise stated in this written Safety Program.
18. Employees who violate these safety rules will be subject to disciplinary action.
19. **ALL ACCIDENTS** must be reported to your immediate supervisor. If necessary, in-house First Aid or professional medical attention will be available. In **ALL** cases, a written report of injury will be completed and turned in to the Safety Coordinator.
20. Any unsafe condition noted must be reported to your supervisor, who is responsible for having the condition corrected prior to proceeding with the job.
21. Safety goggles and other Personal Protective Equipment (PPE) issued for your protection must be used or worn in designated areas or during activities as instructed or covered in this Program.
22. As an employee you are required to wear appropriate work clothing and shoes as described in the Employee Handbook under “Appearance Guidelines.”
23. Do not stand or walk under suspended loads.
24. Use of alcohol or drugs is not permitted and those reporting for work under the influence may be subject to appropriate disciplinary action. (See Employee Handbook under “Drug-Free Workplace”)
25. Good housekeeping should be maintained at all times throughout the work area. All spills should be cleaned up immediately.

26. Air lines, electrical cords, or any other objects that could cause a hazard need to be moved to a safe location when not in use.
27. HVAC units, vent hoods and other like areas are not for storage. Keep these areas free of materials and litter.
28. Areas on, around, in front of and over electrical controls or panels and fire extinguishers are to be kept clear at all times. This includes emergency exits.

SECTION 6: ACCIDENT REPORTING

All workplace accidents, regardless of how incidental, will be reported by the employee to his supervisor and to the Safety Director immediately.

1. The Company Safety Director will fully investigate all accidents and close calls/near misses and fill out the appropriate accident report form on the day of the accident. Accidents will be reported as required on the first report of injury form and are to be logged on the OSHA 300 form. Supervisors will report all accidents and near misses to the Safety Director or department head as soon as possible.
2. Company supervisors will document incidents on an Accident Investigation Form for all accidents which result in an injury or work related illness, near miss, or damage to Company property. The form will describe in writing the circumstances of the accident and the corrective action taken. The form will be completed within 24 hours of any incident and turned into the Human Resources Director.
3. In the event of a serious injury (see definition below), fatality, property damage accident, or any damaging fire the Safety Director will be immediately notified regardless of the day or hour. ***A serious injury is defined as any injury that requires medical treatment beyond First-Aid (as defined by OSHA in the standard 1904 "Recordkeeping Guidelines for Occupational Injuries and Illnesses"), any trip to the hospital or doctor's office, or any single incident where three or more employees are injured or hospitalized.***
4. All work related fatalities and catastrophes will be reported by the Safety Director to the nearest OSHA office within 8 hours of occurrence and/or notification of the incident.
5. The supervisor will complete within 5 working days a report outlining details involving any safety-related incident occurring on-the-job to be submitted to the Safety Director. The report will describe the circumstances of the incident, the recommended corrective action to be taken, and the time frame for implementation. All accident and near miss investigations shall be conducted with the goal being how to prevent recurrences or similar incidents.
6. The OSHA 300 logs will be kept by the Human Resource Director and a copy will be maintained by the Safety Director. The OSHA 300 log will be kept in accordance with 29 CFR 1904. It will be kept current within 7 calendar days. The

annual summary OSHA 300A will be verified by a Company Official (i.e. the CEO, President, General Manager) who will certify that it is true, accurate, and complete before posting it at all departments for the required time period for all employees to see.

7. In the event of a “loss of time” injury.
 - a. The injured person’s immediate supervisor shall stay in close contact with the injured employee or family and determine if any unnecessary hardship is being experienced, and if anything can be done by the Supervisor or Human Resources to alleviate that hardship.
 - b. The Human Resource Department will follow the medical status of the injured employee via written communication and telecommunication with the health care provider regarding the ability to return to work and realistic restrictions. The main thing to remember is “the injured employee” is still an employee and, therefore, is not to be ignored and written off as an unfortunate.
 - c. The review board will consist of the administrator (or his/her designee), department heads, and the Safety Director.
 - d. All employees will see the DKG & Associates, Inc. workers compensation provider for minor injuries and by the appropriate provider facility for all major injuries or illnesses. The Human Resource Department will work closely with the provider to facilitate a rapid return to duty.

SECTION 7: MEDICAL, FIRST AID AND BLOOD BORNE PATHOGENS

FOR SERIOUS INJURIES OR EMERGENCIES, CALL 911

IMMEDIATELY REPORT ALL ACCIDENTS TO A MEMBER OF MANAGEMENT

OSHA requires employers to ensure that medical care or First Aid is capable of being rendered within 4-6 minutes of time of injury. Therefore each department will ensure they have personnel currently certified in CPR/First Aid at all times.

Medical and non-medical emergency telephone numbers will be posted in the workplace within view of telephones.

ON-SITE FIRST AID

First-Aid knowledge is valuable on and off the job. It starts with four essentials:

1. Seconds can count in an emergency. Call immediately for medical assistance when there is an injury or illness.
2. Bring help to the victim. Do not move the person unless absolutely necessary.
3. Know where First Aid kits are kept.
4. If you're not sure what to do, *don't do anything*—wait for medical assistance. The wrong treatment or movement can be dangerous to the injured person.

There are, however, actions workers can take while waiting for medical assistance to keep victims comfortable and prevent a serious incident from getting worse—even fatal.

The Safety Director/Coordinator will provide and maintain First Aid kits, commensurate with the number of employees in the workplace.

BLOOD BORNE PATHOGENS

It is important for any employee offering assistance to take precautions and wear appropriate *Personal Protective Equipment* (PPE) such as latex gloves, eye protection, etc. to protect him or herself from blood and bodily fluids. Accidents or incidents involving blood or bodily fluids require special attention because of the potential for the transmission of infectious diseases or **Blood Borne Pathogens**. Blood borne pathogens

are a specific cause of a disease such as a virus or bacteria which is carried in the blood. Examples of blood borne pathogens are Malaria, Syphilis, the Hepatitis B Virus (HBV) and the Human Immunodeficiency Virus (HIV). Two common **Means of Transmission** for blood borne pathogens are blood to blood contact and contact with contaminated objects such as needles or a sharp piece of broken glass. Since it is difficult or impossible to tell if a person is infected with a contagious disease, universal precautions should be used when blood or bodily fluids are present. **Using universal precautions means treating all blood or bodily fluids as though they are potentially infectious.** If you think you may have had an **Exposure Incident** with another person's blood or bodily fluids, immediately wash the affected parts of your body with soap and water and report it to your manager. If an employee has an exposure incident, he or she will be offered a confidential medical evaluation. Based on the medical evaluation an employee may be offered, at no cost, a baseline blood test and a series of Hepatitis "B" vaccinations.

FIRST-AID Kits contain basic First-Aid supplies and are located on each job site location and in company vehicles. The First-Aid kits are primarily for **SELF-AID** treatment of *minor injuries*. Again, if an employee requires treatment beyond the scope of self-aid or treatment of minor injuries, he or she will be directed to the designated medical provider.

BLOOD BORNE PATHOGENS Kits are provided for situations involving blood or bodily fluids and contain Personal Protective Equipment (PPE) such as latex gloves, mouth to mouth barriers, face masks, aprons, etc. that protect a care provider from exposure to blood or bodily fluids.

SECTION 8: TRAINING & COMMUNICATION

As a minimum, employees will receive training in the following areas:

- This Written Safety Program Upon hire
- Hazard Communication (GHS) Upon hire/Annually
- General Safety Rules Upon hire
- OSHA 10 Hr. (construction) Within 6 months after hire
- Fall Protection Upon hire
- PPE use and care Upon hire
- Ladder Safety Upon hire

[Other safety training \(see attached\)](#)

Refresher training will be conducted when required and/or when any new job assignment is assigned or when conditions change.

Training will be documented and the documentation retained by the Safety Director.

SECTION 9: SAFETY MEETINGS AND REPORTING ACCOUNTABILITY

DKG & Associates, Inc. will conduct one safety training each month and document all employees in attendance. The monthly safety meeting report will include a brief narrative of the topic(s) of discussion.

Supervisors will conduct at least weekly safety meetings and will document these brief training sessions as to attendance and the topic of discussion. Each meeting is to be documented and forwarded monthly to the Safety Director (Safety meetings are usually conducted by department or section, not a Company wide meeting).

DKG & Associates, Inc. will complete a monthly safety report. The safety report will contain but not necessarily be limited to the minutes of the monthly safety meetings and the attendance roster. Also, to be included will be the accident/incident reports pertaining to work performed by DKG & Associates, Inc.

Identified hazards will be reported to management by employees immediately. This should be reported verbally as well as in writing.

SECTION 10: PROCEDURES AND ATTACHEMNTS

Policy A: Drug-Free Workplace

The health and safety of the employee is a serious concern of DKG & Associates, Inc. Drug and alcohol use may pose a serious threat to the employees' health and safety. While at work, each Company employee has a responsibility to the public to deliver services in a safe, efficient, and conscientious manner. In order to perform a job in the safest manner possible, Company employees must be able to work in a drug-free environment and themselves be free from the effects of alcohol and other job impairing substances while on the job. Accordingly, while on the job or in the Company vehicle the use, sale, distribution, possession, or being under the influence of an intoxicating liquor, controlled substance, drug not medically authorized, or any other substance which impairs job performance or poses a hazard to the safety and welfare of the employee, the public, or the other employees, is strictly prohibited and will result in disciplinary action up to and including termination.

It shall be the policy of the Company to make reasonable efforts to maintain a drug and alcohol free work place. Refer to the Employee Handbook, under “Drug-Free Workplace and Drug & Alcohol Screening” for a complete explanation of the DKG & Associates, Inc. Drug-Free Workplace Policy.

Policy B: Blood Borne Pathogens

Note: This policy Blood Borne Pathogens is covered in Section #7 - Medical, First Aid & Blood Borne Pathogens (page 20)

Policy C: Emergency Action Plan

The following procedures are to be followed for the following emergencies:

- A. Medical Emergencies
 1. Call 911 or the local emergency number.
 2. Notify the supervisor immediately.
 3. Render First-Aid until help arrives.

4. Send a person to the main entrance to direct emergency vehicles and equipment to the location.

B. Fire Emergencies

1. Call the Fire Department immediately.
2. Notify the supervisor.
3. Shut down equipment.
4. Evacuate personnel from the danger area.
5. Attempt to extinguish the fire if it is safe to do so. Do not endanger yourself. Evacuate if it is too dangerous.
6. Send a person to the main entrance to direct emergency vehicles and equipment to the emergency location.

All personnel will be aware of Fire Extinguisher locations, First-Aid equipment locations and Emergency Phone locations.

Policy D: Electrical Safety

QUALIFIED EMPLOYEES

The Company shall only allow employees to perform the work they are currently trained for. The Company will not allow unqualified, untrained, or unprotected workers to attempt electrical work. Qualified knowledge may come from on the job training. Additionally, the qualified worker must be knowledgeable about the proper use of special precautionary techniques and PPE.

If changes occur during the scope and direction of work, a Company Supervisor or the Safety Director will be notified and the work will stop and not commence until the hazards are mitigated. If additional electrical work will occur, additional training and an addendum shall be added to this policy.

Policy E: Fleet and Driver Safety

Safety and accident prevention are considered to be of utmost importance to the management of this Company in all areas of operation including driving.

Our drivers are one of the most important assets we have and their safety is our greatest responsibility. It is our intent to incorporate adequate safety features into our procedures to prevent accidents and eliminate injuries to our employees and clients as well as the general public.

It shall be the responsibility of every supervisor to carry on the operations under his/her authority to afford adequate protection for all employees under their supervision. The Supervisor is the key employee in preserving personnel, property and the environment in which this Company works. He/she will see that unsafe acts and conditions are detected, corrected and reported to the Safety Director so that precautions are taken to safeguard personnel and property.

Each individual driver is expected to cooperate and abide by the Company Safety Program to ensure the safety of him/herself and fellow drivers, as well as the property of the Company and others. All drivers are, therefore, expected to observe all safety rules and policies as well as instructions relative to effective and efficient performance. He/she shall report all unsafe acts/conditions to their supervisor.

Training is a function of all supervisors and it is their responsibility to ensure that each individual driver receives the necessary instruction required so that an employee can perform their job in the safest possible manner. It is also the job of the supervisor to see that the instruction in safe work practices are followed by all under their jurisdiction.

DRIVER RESPONSIBILITY AND FLEET SAFETY “BASICS”

1. Anyone who operates a licensed vehicle owned or controlled by their company must maintain a current driver’s license as required by Federal and/or State regulations. Also the operation of any vehicle not owned by the company is prohibited; vehicles that required a CDL license must be operated by CDL workers only.
2. Transportation of non-employee passengers is prohibited. Use of Company vehicles by non-employees or unqualified employees is prohibited, unless permission has been given by an authorized official of DKG & Associates, Inc.
3. All drivers are required to inspect their vehicle at the beginning of each workday. A vehicle checklist will be provided to all drivers. Vehicles must be kept clean.

4. Obey all traffic laws. All fines are the responsibility of the driver. You are required to report all citations to your supervisor in writing. Repeated violations are cause for disciplinary action, including suspension and/or dismissal.
5. **No Cell use while driving (park and talk).**
6. **Seat belts will be worn by all occupants, at all times.**
7. Unattended vehicles shall have the keys removed, brakes set, windows rolled up and the doors locked.
8. Consumption of alcohol or non-prescribed drugs is grounds for immediate dismissal whether reporting to work or while on the job. If anyone is taking prescribed medication that may affect their ability to perform their duties safely, they must notify their supervisor when reporting to work.
9. All incidents involving damage to company property, property of others, personal injury of employee or to others, must be reported to the safety director or supervisor immediately. Failure to report any accident involving a company vehicle is grounds for termination.
10. No radar equipment will be permitted in any company vehicle.
11. Courtesy should be extended to other motorists. The vehicle and you are a rolling billboard for your Company.
12. All drivers will use **DEFENSIVE DRIVING TECHNIQUES** while operating company vehicles.
13. Any employee that is in charge of a truck is also responsible for all tools and equipment assigned to that truck.
14. All vehicles will be equipped with an appropriate fire extinguisher and a First Aid kit.
15. Employees who violate these safety rules may be subject to disciplinary action.

DRIVER SELECTION

All prospective employees whose job will involve driving a company vehicle or their own vehicle on company business will be required to list all previous jobs for a check of driving status on the application. A MVR (Motor Vehicle Report) will be obtained from the state to verify this information. Any misrepresentation shall be grounds for termination.

MVR's will be evaluated according to the company standards. This evaluation will be based on the following criteria:

Number of At-Fault Accidents (last 3 years)

No. of Violations *	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor

**Any major violation as a “poor” MVR.*

Clear “MVR” – No points.

Acceptable “MVR” – No more than two minor violations; OR two at-fault accident in last three years; OR no more than a combination of one minor violation and one at-fault accident in last three years

Borderline “MVR” – Three minor violations; OR two at-fault accidents in last three years; OR any combination of minor violations and at-fault accidents in last three years, totaling three occurrences.

Unacceptable or Poor “MVR” – One or more major convictions in last five years; OR four or more minor violations; OR three or more at-fault accidents in the last three years; OR any combination of minor violations and at-fault accidents totaling four or more occurrences.

At-Fault Accident – Any accident where the driver is cited with a violation or negligently contributes to the incident or any single vehicle accident where the cause is not equipment related.

Major Violations:

- Driving under the influence of alcohol/drugs
- Failure to stop/report an accident
- Reckless driving/speeding contest
- Driving while impaired
- Making a false accident report
- Homicide, manslaughter or assault arising out of the use of a vehicle
- Driving while license is suspended/revoked
- Careless driving
- Attempting to elude a police officer

Minor Violation – Any moving violation other than a major except:

- Motor vehicle equipment, load or size requirement
- Improper/failure to display license plates (if they exist)
- Failure to sign or display registration
- Failure to have driver's license in possession (if valid license exists)

DRIVER EVALUATION

All driving employees will be reviewed at time of hire and annually thereafter, and evaluated according to the following operation standards. In the event of violations or accidents, which might make the driver uninsurable or place a risk on this Company, the driver is subject to termination, probation or relocation to another job within the Company that would not require the employee to drive a Company vehicle.

A driver on probation will remain on probation until the MVR is again within Company standards. This will occur when any violations drop off the MVR at the end of a year. A driver on probation will have their MVR checked every six months.

If a driver is removed from driving status because of failure to meet these Company standards a non-driving position may be offered if one is available, or the driver may be terminated.

ANY DRIVER currently employed as of this date that does not meet or exceed the Company driving standards will be placed on probation immediately. The rules and procedures regarding the period of probation and removal of driving privileges will apply as outlined if another moving violation or preventable accident occurs.

OPERATION STANDARDS

Annual Review

All driving employees will be reviewed annually and evaluated according to the above standards.

PERSONAL VEHICLE USE ON COMPANY BUSINESS

To assure that all employees who operate a personal vehicle on Company business, even incidental use, have adequate automobile liability insurance coverage and have a good driving record, shall meet the following criteria:

1. All employees who will operate a personal vehicle on Company business (business errands, sales contacts, etc.) should have a Motor Vehicle Record Check (MVR) at the time of hire and at least annually thereafter.
2. Employees who will operate their personal vehicle on Company business should provide proof of automobile liability insurance coverage of at least \$100,000 or a single limit of \$300,000 to Human Resources every six months.

CARE AND MAINTENANCE OF VEHICLES

The care and maintenance of each vehicle is the operator's responsibility. Daily checks of vital fluids such as oil, water, transmission fluid, battery fluid and fuel is expected and shall be logged as necessary on a pre-trip inspection form. Lights, wipers, brakes, tires and other vital systems must also be inspected to ensure proper working order and such items reported if not properly working.

If these vital systems are not in proper working order, the unit must be repaired before placing into operation. Any accident caused by a failure of said system because of a failure to check/repair/report deficiency will be cause for termination and possible criminal action.

Preventive maintenance must be performed as per manufacturer's recommendation regarding mileage and or time. Logs shall be kept of those items in which preventive maintenance is performed and any notable changes in operation such as better or worse gas mileage.

When the need arises for maintenance it will be documented and carried out as necessary. Failed parts such as light bulbs, window glass, hoses, and belt(s) are typical. However, universal joints, bushings, etc. should be replaced when worn and not put off until they fail. Signs of wear are typically noticeable and should be repaired or replaced before major damage has occurred.

VEHICLE INSPECTIONS

All motor vehicles shall be inspected in accordance with the laws of this State. They shall also be inspected at minimum on a monthly basis by the Fleet Coordinator or his/her designee.

Drivers should conduct a systematic check of their vehicle at the beginning of each working day. The recommended procedure to follow in inspecting the vehicle is as follows:

1. Note the general condition of the vehicle as you approach looking for water, oil or fuel leakage under the unit.
2. Check under the hood for oil, water and brake fluid levels. Look for cracks in the fan belts and general engine condition.
3. Start the engine for warm-up and note any unusual or abnormal sounds. Next check the gauges, if any, for low or high readings.
4. Check emergency equipment, horns, wipers, flashers and other lights including high beams.
5. Check the tires, wheels and their lug nuts, and don't operate until repaired or replaced (if necessary).

Any vehicle placed out of service by the Safety Director or designee after inspection shall not be allowed to operate until the defects have been repaired and the vehicle re-inspected by the Safety Director.

ACCIDENT REPORTING

IN THE EVENT YOU ARE INVOLVED IN AN ACCIDENT YOU SHALL:

1. Stop at once and investigate.
2. Protect the scene. Use warning devices. Get help from bystanders. Turn off all engines. No smoking and guard against fire.
3. Assist injured persons. Don't move them unless absolutely necessary. Summon an ambulance if needed.
4. Get help. Use nearby phone or send reliable passerby. Notify the office and police as instructed. Give location and nature of accident accurately.
5. Identify yourself and Company and show your license and registration on request.
6. Be courteous. *Make no statement about the accident except to the police or a DKG & Associates, Inc. and insurance company representative.*
7. Take photos with provided Company camera located in the Company vehicle, except where cameras are NOT allowed and have therefore been removed from the vehicle. (Sandia, LANL, Pantex, etc.)
8. Fill out and check off all applicable information on enclosed form BEFORE YOU LEAVE THE SCENE.
9. In case of serious injury, report to the nearest Medical Clinic or Hospital.
10. Immediately file an injury report with your supervisor as soon as you are able, and turn in to the Safety Director (SSHASP).
11. Submit to a drug test in town within 2 hours and out of town within 4 hours.

Policy F: Forklift Safety

Power industrial trucks may be operated only by DKG & Associates, Inc. employees who are trained and authorized in writing by the Company and possess a training card.

TRUCK OPERATIONS

1. Cell phone use while operating warehouse equipment is prohibited.
2. Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.
3. No person shall be allowed to stand, work or pass under the elevated portion of any truck, whether loaded or empty.
4. Unauthorized personnel shall not be permitted to ride on powered industrial trucks. A safe place to ride shall be provided where riding of trucks is authorized.
5. The employer shall prohibit arms or legs from being placed between the uprights of the mast or outside the running lines of the truck.
6. When a powered industrial truck is left unattended, load-engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set. Wheels shall be blocked if the truck is parked on an incline.
7. **The definition of “unattended” is:** A powered industrial truck is unattended when the operator is 25 ft. or more away from the vehicle which remains in his view, or whenever the operator leaves the vehicle and it is not in his view, or when the operator of an industrial truck is dismounted and within 25 feet of the truck still in his view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.
8. A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, platform or freight car. Trucks shall not be used for opening or closing freight doors.
9. Brakes shall be set and wheel blocks shall be in place to prevent movement of trucks, trailers, or railroad cars while loading or unloading. Fixed jacks may be necessary to support a semi trailer during loading or unloading when the trailer is not coupled to a tractor. The flooring of trucks, trailers, and railroad cars shall be checked for breaks and weakness before they are driven onto.
10. Seat belts must be worn at all times while operating the forklift.

11. There must be sufficient overhead clearance from ceilings, pipes, lights, sprinkler systems, etc.
12. An overhead guard shall be used as protection against falling objects. It shall be noted that an overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc. representative of the job application, but not to withstand the impact of a falling capacity load.
13. A load backrest extension shall be used whenever necessary to minimize the possibility of the load or part of it from falling rearward.
14. Only approved industrial trucks shall be used.
15. Fire aisles, access to stairways, and fire equipment shall be kept clear.

TRAVELING

1. The driver shall be required to look in the direction of, and keep a clear view of the path of travel.
2. Grades shall be ascended or descended slowly.
 - When ascending or descending grades in excess of 10%, loaded trucks shall be driven with the load upgrade.
 - On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.
3. Under all travel conditions the truck shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
4. Stunt driving and horseplay is not allowed.
5. The driver shall be required to slow down for wet and slippery floors.
6. Dock board or bridge plates shall be properly secured before they are driven over. Dock board or bridge plates shall be driven over carefully and slowly and their rated capacity never exceeded.
7. Running over loose objects on the roadway surface shall be avoided.
8. While negotiating turns, speed shall be reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate, even rate.

LOADING

1. Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads, which cannot be centered.
2. Only loads within the rated capacity of the truck shall be handled.
3. The long or high (including multiple tiered) loads, which may affect capacity, shall be adjusted.
4. Free rigging shall not be permitted.
5. Trucks equipped with attachments shall be operated as partially loaded trucks when not handling a load.
6. A load engaging means shall be placed under the load as far as possible and the mast shall be carefully tilted backward to stabilize the load.
7. Extreme care shall be used when tilting the load forward or backward, particularly when high tearing. Tilting forward with load engaging means elevated shall be prohibited except to pick up a load. An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tearing, only enough backward tilt to stabilize the load shall be used.

OPERATION OF THE TRUCK

1. If at any time a powered industrial truck is found to be in need of repair, defective, or in any way unsafe, the truck shall be taken out of service until it has been restored to safe operating conditions.
2. Fuel tanks shall not be filled while the engine is running. Spillage shall be avoided.
3. Spillage of oil or fuel shall be carefully removed or completely evaporated and the fuel tank cap replaced before re-starting engine.
4. No truck shall be operated with a leak in the fuel system until the leak has been corrected.
5. Open flames shall not be used for checking electrolyte level in storage batteries or gasoline level in fuel tanks.

MAINTENANCE OF INDUSTRIAL TRUCKS

1. Any power operated industrial truck not in safe operating condition shall be removed from service and repaired or replaced.
2. No repairs shall be made in Class I, II, and III locations.
3. Repairs to the fuel and ignition systems of industrial trucks, which involve fire hazards, shall be conducted only in locations designated for such repairs.
4. Trucks in need of repairs to the electrical system shall have the battery disconnected prior to such repairs.
5. Replacement parts equivalent to those used in the original design shall be used to repair each industrial truck.
6. The design of industrial trucks shall not be altered.
7. Industrial trucks shall be examined by the operator before being placed back in service, and shall not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Such examination shall be made by the operator at least daily. Where industrial trucks are used on a round-the-clock basis, they shall be examined by the operator after each shift. Defects when found shall be immediately reported and corrected.
8. When the temperature of any part of the truck is found to be in excess of its normal operating temperature, thus creating a hazardous condition, the vehicle shall be removed from service and not returned to service until the cause for such overheating has been eliminated.
9. Industrial trucks shall be kept in a clean condition, free of excess oil and grease. Noncombustible agents shall be used for cleaning trucks. Low flash point (below 100 degrees F.) solvents shall not be used. Precautions regarding toxicity, ventilation, and fire hazard shall be consonant with the agent of solvent used.

Policy G: Hazard Communication

This program provides information to company employees concerning chemical products to which they may be exposed as follows:

1. Maintain a list of all hazardous chemicals used in the Company's work.
2. Make available Material Safety Data Sheets (MSDS) and new SDS for all hazardous chemicals used.
3. Provide hazard communication training to employees (GHS)
4. All subcontractors will be required to meet Company's Hazard Communication Program requirements.

LISTING OF CHEMICAL PRODUCTS

1. DKG & Associates, Inc. shall maintain a list of all chemical products used in the Company's work. All subcontractors must give the Company a copy of their chemical list before starting work.
2. Potential health exposures and hazards related to a particular chemical must be evaluated prior to use, and workers informed.
3. Company will obtain MSDS/SDS from all chemical suppliers, and keep a copy of this program, the chemical list and the MSDS/SDS.

LABELS

1. All chemical products received at DKG & Associates, Inc. shall be properly labeled in English and any other languages needed. If labels are not provided they shall not be received, or the supplier shall be contacted to have specific labels sent. All chemical labels shall provide the following information:
 - Identity of the chemical or substance
 - Hazard warnings
 - Name and address of the manufacturer
2. Labels must not be removed and are to be replaced if illegible.

3. Signs or placards shall be posted in chemical storage areas to identify all materials and potential hazards.

HEALTH, SAFETY AND EMERGENCY PROCEDURES

To ensure that required information is available and accessible during an emergency such as a chemical spill, the following information shall be made available to Local, State or Federal authorities upon request:

1. MSDS/SDS
2. Location of all stored chemicals if the amount is equal to 30 gallons or pounds or more specific spill control/clean-up procedures as per the MSDS/SDS.
3. Health hazards, including symptoms of exposure or recognizable medical conditions.
4. Environmental impact to air, soil or water which may result from the specific quantities of a chemical substance.

TRAINING

No employee may be exposed to or handle chemicals on a work site unless properly trained. Employees will be trained initially upon hire and annually or when procedures change. The training will be done by the Safety Manager. The training program will provide the following information:

1. Requirements of the Hazard Communication Standard (new GHS and SDS).
2. Locations of all chemical products used during day-to-day operations.
3. Locations where hazardous chemicals will be used.
4. Location and availability of Material Safety Data Sheets (MSDS/SDS) and chemical inventory list to include those of subcontractors.
5. Interpretation of MSDS/SDS data and what is required to be on a MSDS and chemical labeling, physical and health hazards of the chemicals.
6. Observation techniques to detect the presence of a chemical spill or accidental release into the work area as a MSDS/SDS specifies.

7. Methodologies to enable employees to protect themselves such as work procedures, emergency procedures and Personal Protective Equipment (PPE) as a MSDS/SDS specifies.
8. Emergency response procedures.
9. Health hazards of the chemicals.
10. Measures employees are to take to protect themselves from the chemicals.
11. The details of the program.

MATERIAL SAFETY DATA SHEETS (MSDS)

MSDS's must maintain the following areas of information:

PRODUCT INFORMATION

- Manufacturers name and address and points of contact

HAZARDOUS INGREDIENTS

- Trade name
- Chemical name
- Exposure limits
- Physical data (i.e. Vapor pressure, specific gravity, odors, etc.)

FIRE DATA

- Any special fire hazards and firefighting procedures (i.e. Flash point, ignition temperature, lower and upper explosive limits)

HEALTH HAZARDS

- Primary routes of exposure
- Signs and symptoms of overexposure
- Emergency First Aid

MATERIAL STORAGE

- Reactivity
- Improper storage conditions
- Conditions to avoid
- Spills and leakage procedures

HANDLING REQUIREMENTS

- Required PPE
- Sometimes may have to review hazardous ingredient section to make sure you have proper PPE for product.

SHIPPING AND TRANSPORTATION DATA

- Required placards for rail

ANY OTHER SPECIAL INFORMATION

Note: The new SDS will be available as we receive new chemicals.

RESPIRATOR PROGRAM (as needed)

INTRODUCTION

OSHA requires that an employer develop a written program for the safe use, inspection, and maintenance of respirators. This program satisfies OSHA's requirements for such a written program. This program also meets or exceeds the standards established by any state for a respirator program. This program includes:

1. Respirator procedures
2. Training procedures
3. Program evaluation checklist
4. Sample inspection form

Employers Covered: Any employer using a hazardous material that requires a respirator as a protective device on the Safety Data Sheet (Material Safety Data Sheet.)

This program meets the OSHA requirement for a written program found in 29 CFR 1910.123, 1910.132, and 1910.134.

PURPOSE

The purpose of this operating procedure is to ensure the protection of all employees from respiratory hazards through proper use of respirators. Respirators are to be used only where engineering control of respirator hazards is not feasible, while engineering controls are being installed, or in emergencies. The Safety Director (SSHASP) has developed written detailed instructions covering each of the basic elements in this program, and will amend these instructions when necessary. DKG & Associates, Inc. has expressly authorized project management to halt any operation of the company where there is danger of serious personal injury. This authority includes halting operations because of respiratory hazards.

WRITTEN PROGRAM

The written program is a set of standard operating procedures governing the selection and use of respirators using the NIOSH Respirator Decision Logic as a guideline. Outside consultation, manufacturers' assistance and other recognized authorities will be consulted

if there is any doubt regarding proper selection and use. Only the Safety Director (SSHASP) may amend these procedures.

SELECTION OF RESPIRATOR

Respirators will be selected on the basis of hazards to which the worker is exposed. Only NSHA/NIOSA-certified respirators will be selected and used.

TRAINING

Users will be instructed and trained in the proper use of respirators and their limitations. Both supervisors and workers will be instructed by Company management. Training should provide the employee with the opportunity to:

- Handle the respirator
- Have it fitted properly
- Test its face piece for face seal
- Wear it in normal air for a long familiarity period
- Wear it in a test atmosphere

Every respirator wearer will receive fitting instructions. These instructions will include a demonstration of the respirators use, practice in how the respirator should be worn, practice in adjusting the respirator, and instruction in how to determine if it fits properly. Respirators should not be worn when conditions prevent a good face seal. Such conditions may include a growth of beard, sideburns, a skull cap that projects under the face piece, or temple pieces on glasses.

Also, the absence of one or both dentures can seriously affect the fit of a face-piece. The workers' diligence in observing these requirements will be evaluated by periodic checks. To assure proper protection, the face-piece will be checked by the wearer each time the wearer puts on the respirator. This will be done by following the manufacturer's face-piece fitting instructions.

ASSIGNING RESPIRATORS

Where practicable, respirators will be assigned to individual workers for their exclusive use.

CLEANING AND DISINFECTING RESPIRATORS

Respirators will be regularly cleaned and disinfected. Those issued for the exclusive use of one worker will be cleaned after each day's use or more often if necessary. Those used by more than one worker will be thoroughly cleaned and disinfected after each use.

STORAGE OF RESPIRATORS

Respirators will be stored in a clean and sanitary location.

INSPECTION OF RESPIRATORS

Respirators used routinely will be inspected during cleaning. Worn or deteriorated parts will be replaced.

SURVEILLANCE

Appropriate surveillance of work area conditions, including the degree of employee exposure or stress, will be maintained.

EVALUATION

There will be regular inspections and evaluations to determine the continued effectiveness of the program.

PHYSICAL ABILITY OF EMPLOYEE

An employee will not be assigned to a task requiring the use of a respirator unless it has been determined that the employee is physically able to perform the work while using the equipment.

CERTIFIED RESPIRATORS

Only certified respirators will be used. (As per SDS)

Policy H: Hand and Power Tools

GENERAL TOOL SAFETY

1. You must wear safety glasses, goggles, and a face shield at all times when operating power tools and hot kettle, to protect against flying debris that can result in eye injuries or blindness.
2. Never use a tool, machine, or device that you do not know how to use.
3. Use only tools that are provided by or specifically approved by the Company.
4. All tools must be kept in good repair and working order.
5. Examine tools before and after use and return them to their designated place when finished.
6. If a tool is defective, clearly tag it as defective and remove it from the work area or job site.
7. Do not attempt to repair any tool, machine, or device unless you are qualified to do so.
8. Use tools only for their intended purpose and use the correct tool for the job to be performed.
9. Do not use an axe as a hammer or sledge.
10. Cracked handles on tools must be replaced. Do not tape or try to secure broken handles with wire.
11. Never drop or throw tools. Use hand lines.
12. Never point tools at people.
13. Never leave tools unattended or unsecured on elevated places such as pole steps, ladder platforms, and ladder seats where they can fall. Use a tool bucket, tool belt, or other effective means to protect tools from falling when they are not in actual use.

14. Cutting tools such as saws, chisels, and drill bits must be kept properly sharpened and must be guarded or sheathed when not in use.
15. Sharp edge tools must be guarded when they are carried on vehicles.
16. Do not carry sharp or pointed tools in pockets.
17. Do not carry or place sharp or pointed tools where they might stab or otherwise injure the person carrying them or others in the area.
18. Do not carry tools over your stomach or the middle of your back when working in an elevated position in order to avoid injury to internal organs and spine in case of a fall.

ELECTRIC POWER TOOLS

1. Before using any power tool, set yourself in a solid and balanced position and arrange attachments and accessories in a safe place within easy reach. Never overreach. When necessary, turn off the tool and move or rearrange the work.
2. Keep cords out of the way of vehicular and pedestrian traffic.
3. Check the cords on power tools before using them. Worn, cracked, or frayed cords must be replaced before using.
4. All metal and non-double insulated tools must have a three-wire, three-prong plug to provide adequate grounding to protect against electric shock. Double insulated tools do not need a grounding wire.
5. The plastic housing of double insulated power tools provides one of the levels of the “double” insulation. Do not use a double insulated tool if the housing is cracked or broken.
6. Never attempt to bypass or tamper with grounding devices, insulation, or guards on electrical tools and equipment.
7. Never hoist or carry a power tool by its cord.
8. Never change parts or service a power tool while it is plugged in.
9. If a power tool develops a defect during use, stop using it immediately until it is properly repaired.
10. Never alter the on-off controls on any tool to keep it in the “on” position.
11. Extension cords must be of the same or heavier gauge or capacity than the tool.

12. When power for electrical power tools is supplied from a portable generator or a truck-mounted generator, metal parts must be properly grounded.
13. Extension cords and power tools will be plugged into a GFCI at all times.
14. All tools & equipment used in wet locations will be protected by a GFCI.

Policy I: Housekeeping

DKG & Associates, Inc. employees will at all times keep all debris clear from work areas, passageways, stairs, and in and around buildings or other structures. The following will be performed to ensure a safe work environment:

1. Continuous policing of all work areas.
2. Daily and regular clean up and waste disposal of non-regulated material.
3. Assignment of personnel to regular clean-up duties and responsibilities.
4. Segregation of hazardous and non-hazardous waste.
5. Documented legal disposal of debris.
6. Welding leads, hoses, and extension cords will be hung up with a non-conductive material, off all floors, stairways, and walkways.
7. Trash such as drinking cups, cans and scraps from lunch are not to be thrown down, but disposed of properly in marked containers.
8. Available material, equipment, etc. are to be stacked in an orderly manner out of walkways and from in front of doors, stairways, and ladders.
9. Oil, grease, and other such liquid spills shall be cleaned up at the time of spill and are not to be left unattended.

Policy J: Ladders

1. Visually inspect ladders before using. Do not use a ladder if:
 - Hardware and fittings are not clean, intact, and operational.
 - Ropes or cables on extension ladders do not move freely and are worn or frayed.

- Locks on extension ladders, brakes on rolling ladders, and spreaders in stepladders do not operate securely.
 - Rungs are worn, damaged, or dented or contaminated with oil or grease.
 - Rungs are not securely attached to side rail.
 - Side rails are shaky, warped, or decayed.
2. Surfaces of rungs and steps must be corrugated, serrated, or similarly textured or must be coated with skid-resistant material to provide traction. Do not use a ladder if the rungs on the steps are worn smooth, cracked, or contaminated with grease, oil, or other slippery material.
 3. Three points of contact at any time up or down in any ladder.
 4. Do not use a ladder if rungs, steps or side rails used for gripping are splintered or have sharp edges, burrs, or dangerous projections.
 5. Never use ladders near electrical lines or equipment. Metal ladders are prohibited.
 6. Do not paint wooden or fiberglass ladders. Only a clear, non-conductive finish should be used. Paint will cover defects that may develop in the ladder.
 7. Portable ladders must be firmly positioned with all feet securely in place.
 8. Ladders must be equipped with non-slip bases.

STRAIGHT LADDERS

1. Straight ladders must be held, tied, or otherwise made secure.
2. Both side rails of a straight ladder must be supported at the top.
3. Straight ladders shall be placed at a 4-to-1 pitch – for every 4 feet of height the ladder should be 1 foot from the base.
4. When working on a straight ladder, stand at least 4 rungs from the top of the ladder.
5. Use a ladder of sufficient length for the job. A ladder shall extend 3 feet above the level of the top point of support.

STEP LADDERS

1. Never use a self-supporting stepladder as a straight ladder.
2. The top two rungs of a stepladder must not be used to support a person.

CLIMBING

1. Ladders must be positioned so there is adequate clearance for the user. For ladders that are fixed at a 90 degree angle, clearance on the climbing side of the ladder must be no less than 30 inches from the rung to the nearest fixed object. Clearance behind the ladder must be not less than 7 inches from the nearest fixed object to allow for a good foothold.
2. Step-across distance from a ladder to adjacent equipment or a structure must not be more than 12 inches. If the distance is more than 12 inches, a landing platform must be present.
3. Ladders must always be positioned so that the user faces the ladder when going up or going down.
4. Do not carry items when going up or down the ladder. Both hands must be free for climbing.
5. When not in use, the hand line must be tied out of the way of traffic or pulled aloft.
6. When on a ladder, do not lean so that your outside shoulder is more than 12 inches from the side of the ladder. Shifting weight in this way can cause the ladder to slip.

MOVING LADDERS

1. When moving a ladder, always carry it in a horizontal position. Never move a ladder in a vertical position if you are in the vicinity of power lines or apparatus.
2. Never move a ladder when a person or any equipment or materials are on the ladder.
3. When carrying a ladder on a vehicle, make sure it is secured in a horizontal position and adequately supported to prevent sagging and stress.
4. Extension ladders must not be carried while extended. Stepladders shall not be moved while the legs are spread.

WORKING ON LADDERS

1. Use a hand line to raise and lower materials, tools, and equipment. Rated hoisting buckets shall be used. The hand line must not be connected to the ladder.
2. Do not allow hand lines, wires, cords, etc. to hang down where they may be struck by passing vehicles or pedestrians.
3. Wooden ladders shall not be longitudinally (up and down the length of the ladder) reinforced with metal. The metal will make the wooden ladder a conductor of electricity, which could result in injury or death from electric shock.
4. Ladders used to climb up and down from scaffolding must be properly secured and positioned so that the ladder does not disturb the stability of the scaffold.
5. Ladders that are placed against aerial stands, trees, poles, etc. must first be securely tied to the supporting item, then the climber must be secured by a safety strap to the ladder. This will help prevent falls if the climber slips or loses balance, if the ladder is bumped, or something else goes wrong.
6. While on a ladder never wear tools over your abdomen or the middle of your back.
7. Do not place tools or materials on the steps of a ladder. This is unsafe to the person on the ladder and for people below the ladder.
8. Never “walk” a ladder. Get off the ladder and move it.
9. Use extreme caution when moving a ladder in the area of energized power lines or apparatus to avoid contact with energized equipment.

STORING LADDERS

1. When a ladder is not in active use, it must be removed and stored in a horizontal position. Never store ladders in a vertical position.

FIXED LADDERS

1. Cages must be provided on fixed ladders of more than 20 feet unless fall arrest devices are used.
2. Fixed ladders used to ascend to heights exceeding 20 feet must be provided with landing platform for each 30 feet of height.
3. If work is to be performed from platforms accessed by fixed ladders, the platforms must have gates or barriers to prevent falls down the ladder cage.

4. Paint or treat metal ladders and appurtenances to resist corrosion and rusting when the location demands.
5. Maintain all ladders in a safe condition.

Policy K: Office Safety (on site or at the HQ)

1. Never open more than one drawer of a file cabinet at a time. **THIS IS THE MOST COMMON CAUSE OF OFFICE ACCIDENTS.**
2. Do not lay electrical extension cords in areas where people walk.
3. Do not overload circuits by plugging in more electrical devices than the electrical receptacle is designed to handle.
4. Do not place liquid containers near electrical machines. (i.e. Do not sit a cup of coffee near your calculator or computer)
5. Lifting heavy files or boxes beyond your physical ability is prohibited. When in doubt, get someone to help you.
6. Handrails must be used when using stairs.
7. Do not sit on or slide down handrails.
8. Proper lighting of your work area is of utmost importance. If the lighting is in need of repair report it to your supervisor or the Safety Officer at once.
9. When using microwave ovens you are to follow the manufacturer's safety recommendations.
10. You must know the location and proper use of fire extinguishers. Should it be necessary to discharge an extinguisher, report it to your supervisor immediately so they can get it recharged.

Policy L: Personal Protective Equipment (PPE)

EYE AND FACE PROTECTION

Safety glasses are the basic form of eye protection.

1. Coverage from the front and the sides is required anytime there is a hazard from flying objects.

2. Types of eye and face protection include:
 - Safety glasses with side shields
 - Goggles
 - Face shields
 - Welding helmets
 - Full hoods
3. Safety glasses or goggles shall be worn under face shield and welding helmets for added protection.
4. Tinted or shaded lenses may be needed when working in a bright environment.
5. Tinted or phototropic lenses can limit vision when moving from a bright area to a dim area.
6. Specially numbered filtering lenses are necessary to protect your eyes from welding or any other radiant energy. Check to see which lenses will best protect your eyes.
7. Manufacturer identification must be listed on the eye protection equipment.
8. If you wear prescription glasses, you must wear one of the following:
 - Goggles or other protective devices designed to fit over your glasses.
 - Protective eyewear ground specifically to your prescription, and shall meet ANSI Z-87 requirements.

BACK BELTS

All warehouse personnel must utilize back belts whenever loading and unloading product.

HAND PROTECTION

Fingers, hands and arms are injured more often than any other parts of the body. You must wear hand protection when you are exposed to hazards such as those from skin absorption of harmful substance, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns and harmful temperature extreme.

GLOVES

Gloves are the most common protectors for the hands.

1. When working with chemicals gloves must be taped at the top or folded with a cuff to keep liquids from running inside your glove or onto your arm.
2. Vinyl, rubber or neoprene gloves are sufficient when working with most chemicals. However, if you work with petroleum-based products a synthetic glove will be needed.
3. Leather gloves are appropriate for handling most abrasive materials. Cut resistant gloves shall be worn when handling sheet metal.
4. Do not wear metal-reinforced gloves when working with electrical equipment.
5. It is dangerous to wear gloves while working on moving machinery. Moving parts can easily pull your glove, hand and arm into the machine.
6. Your Supervisor will instruct you on the best type of hand protection available for your job. Whatever gloves are selected, make sure they fit properly.

FOOT PROTECTION

All personnel are required to wear safety-toed boots.

Foot injuries are most likely to occur when:

1. Heavy or sharp objects fall on your foot.
2. Something rolls over your foot.
3. An object pierces the sole of your shoe.

Safety shoes and boots are made with a steel or hardened plastic-reinforced box toe to protect your foot from being crushed or pierced. Many safety boots now offer puncture-resistant soles.

If you work around exposed electrical wires you will need to wear metal-free non-conductive shoes or boots.

Rubber or synthetic footwear may be needed when working around chemicals.

TRAFFIC VEST

Traffic vest type II or III with reflective tape must be worn at all times at the job site.

INSPECTION

- Dirty or scratched eyewear could limit your vision.
- Periodically, check the suspension of your hard hat. Look for loose or torn cradle straps, loose rivets, broken sewing lines or other defects.
- Replace your hard hat at least every five years, or after a major impact.
- PPE must fit properly to protect you. If you are not wearing the right size shoe, you may be in danger more from tripping than you would from any other hazard.

PPE MAINTENANCE

- PPE must be properly maintained, sanitized and stored in accordance with manufacturer specifications.
- All PPE must be inspected prior to use.

Policy M: Proper Lifting Techniques

IMPORTANT POINTS TO REMEMBER:

- Use back belts when loading and unloading product.
- Stretch and warm up before starting strenuous labor.
- Wear proper footwear.
- Before lifting stop, look, size up the load, and think about how to handle it.
- If you need help, ask for it! The maximum lift load is 75 lbs. per worker.
- If someone is helping you lift, talk about what you want to do before you do it. DO NOT ASSUME the other guy knows what you are going to do. Talk about how and when you want to lift as well as how and when to put it down. NEVER just drop an object without coordinating it with the other person. Someone can be seriously hurt.
- Wear gloves if the object has rough or sharp edges, sharp projections, or other hazards.

- Clear obstacles from around the object and the path you will take when carrying the load and prepare a place to set the load down.
- Face the object squarely and bring the load as close to your body as possible before attempting to lift.
- Separate your feet at least shoulder width and put one foot slightly ahead of the other. If you are right handed, the right foot forward will probably be most comfortable.
- Squat down bending at the knees and hips to a comfortable degree. Keep your lower back in a normal posture.
- Leg muscles are stronger than back muscles. It is better to bend and push up from the knees than from the waist and back.
- Lift the load straight up slowly, in a continuous motion, avoiding a jerky motion. If you feel like you must jerk the load, get some help.
- Push up with the legs, tighten the abdomen, keep your back as straight as possible and keep your head up. As you lift, bring the load in as close to the body as possible.
- Avoid twisting your body while carrying the load. Instead, move your feet and stay square with the load.
- Always make sure the load is balanced and even. If the weight is not evenly distributed in the load, attempt to get the heaviest part of the load closest to the body. Again, avoid the strain; get some help with the lift.
- NEVER lift or carry a load above your head or on the side of your body.
- Setting the load down is just as important as picking it up. Using the leg and stomach muscles, lower the load straight down while keeping the back as straight as possible. Keeping your head up helps to keep the back straight.

Policy N: Respirator Program (as needed)

INTRODUCTION

OSHA requires that an employer develop a written program for the safe use, inspection, and maintenance of respirators. This program satisfies OSHA's requirements for such a written program. This program also meets or exceeds the standards established by any state for a respirator program. This program includes:

1. Respirator procedures
2. Training procedures
3. Program evaluation checklist
4. Sample inspection form

Employers Covered: Any employer using a hazardous material that requires a respirator as a protective device on the Safety Data Sheet (Material Safety Data Sheet.)

This program meets the OSHA requirement for a written program found in 29 CFR 1910.123, 1910.132, and 1910.134.

PURPOSE

The purpose of this operating procedure is to ensure the protection of all employees from respiratory hazards through proper use of respirators. Respirators are to be used only where engineering control of respirator hazards is not feasible, while engineering controls are being installed, or in emergencies. The Safety Director (SSHASP) has developed written detailed instructions covering each of the basic elements in this program, and will amend these instructions when necessary. DKG & Associates, Inc. has expressly authorized project management to halt any operation of the company where there is danger of serious personal injury. This authority includes halting operations because of respiratory hazards.

WRITTEN PROGRAM

The written program is a set of standard operating procedures governing the selection and use of respirators using the NIOSH Respirator Decision Logic as a guideline. Outside consultation, manufacturers' assistance and other recognized authorities will be consulted if there is any doubt regarding proper selection and use. Only the Safety Director (SSHASP) may amend these procedures.

SELECTION OF RESPIRATOR

Respirators will be selected on the basis of hazards to which the worker is exposed. Only NSHA/NIOSA-certified respirators will be selected and used.

TRAINING

Users will be instructed and trained in the proper use of respirators and their limitations. Both supervisors and workers will be instructed by Company Management. Training should provide the employee with the opportunity to:

- Handle the respirator
- Have it fitted properly
- Test its face piece for face seal
- Wear it in normal air for a long familiarity period
- Wear it in a test atmosphere

Every respirator wearer will receive fitting instructions. These instructions will include a demonstration of the respirators use, practice in how the respirator should be worn, practice in adjusting the respirator, and instruction in how to determine if it fits properly. Respirators should not be worn when conditions prevent a good face seal. Such conditions may include a growth of beard, sideburns, a skull cap that projects under the face piece, or temple pieces on glasses.

Also, the absence of one or both dentures can seriously affect the fit of a face-piece. The workers' diligence in observing these requirements will be evaluated by periodic checks. To assure proper protection, the face-piece will be checked by the wearer each time the wearer puts on the respirator. This will be done by following the manufacturer's face-piece fitting instructions.

ASSIGNING RESPIRATORS

Where practicable, respirators will be assigned to individual workers for their exclusive use.

CLEANING AND DISINFECTING RESPIRATORS

Respirators will be regularly cleaned and disinfected. Those issued for the exclusive use of one worker will be cleaned after each day's use or more often if necessary. Those used by more than one worker will be thoroughly cleaned and disinfected after each use.

STORAGE OF RESPIRATORS

Respirators will be will stored in a clean and sanitary location.

INSPECTION OF RESPIRATORS

Respirators used routinely will be inspected during cleaning. Worn or deteriorated parts will be replaced.

SURVEILLANCE

Appropriate surveillance of work area conditions, including the degree of employee exposure or stress, will be maintained.

EVALUATION

There will be regular inspections and evaluations to determine the continued effectiveness of the program.

PHYSICAL ABILITY OF EMPLOYEE

An employee will not be assigned to a task requiring the use of a respirator unless it has been determined that the employee is physically able to perform the work while using the equipment.

CERTIFIED RESPIRATORS

Only certified respirators will be used. (As per SDS)

Policy O: Hearing Protection Plan (as needed)

Approved hearing protection must be worn by employees working in designated high noise areas, operating tools or equipment, or working near tools or equipment where Time Weighted Average (TWA) is above permissible noise limit standards. Approved hearing protection shall consist of ear plugs or ear-muffs which shall reduce the noise exposure to within a permissible limit.

GENERALNOTES

Evaluation of construction equipment under general use has determined that hearing protection may be required when employees are involved in the following tasks or working with the following equipment:

- Pile driver
- Arc gouging
- Chain saws
- Concrete pump
- Skill saws operator
- Ground tamper
- Table saw
- Cherry picker (full throttle)
- Hydro-blasting
- Concrete cut-off saw
- Air grinding
- Front end loader (without cab)
- Electric grinding
- Impact wrench operator
- Air compressor (full throttle)
- Bulldozer (without cab)

- Welding machine (full throttle)
- Pavement breakers
- Sump pump (without muffler)
- Powder actuated tools
- Pneumatic chipping
- Hammers/guns

Policy P: Emergency Action Plan Inclement Weather

The DKG & Associates, Inc. policy in the event of fire or other emergency is:

If a fire, all DKG & Associates, Inc. employees and subcontractors evacuate immediately to the meeting location. In the event of other emergency, travel to the safest shelter and await the All Clear signal.

In the event of emergency, jobsite is alerted by:

- Sounding of an alarm, verbal announcement and/or cell phone
- Fire - Air horn, Verbal
 - Fire - Fire in _____ Go to the meeting spot for accountability.
- Inclement Weather Lightning - All Clear Signal and Verbal
 - Take cover in closest safe shelter and wait for All Clear Signal then report to meeting spot for accountability.
- Earthquake - All Clear Signal and Verbal
 - Take cover in closest safe shelter and wait for All Clear Signal then report to meeting spot for accountability.
- Tornado- Air Horn Verbal, Cell Phone, All Clear Signal
 - Take cover in closest safe shelter and wait for All Clear Signal then report to meeting spot for accountability.

- High wind 25 to 30 mph stop work- Verbal, Cell Phone
 - Hold in Place and wait for all clear then report to meeting spot
- Meeting spot:

After an emergency evacuation, the procedure for accounting for all employees is: Safety Manager / Superintendent or Foreman will determine all present with written signature roster. In the event of an emergency, the following employees are DKG & Associates, Inc. Point of Contact for shutdown or monitor critical operations:

- Superintendent: to be assigned
- Safety & Health Director: Carlos Solivan (505) 850-7442
- Foreman: to be assigned

For Rescue or Medical duties during an emergency:

Superintendent or Site Safety Health Officer are the point of contact and will secure the scene and provide basic First Aid and comfort while awaiting EMT arrival. Portable fire extinguishers are provided in the workplace for employee use. In the event of fire, any employee may use extinguishers to attempt to extinguish the fire before evacuating.

Policy Q: Welding, Cutting, Brazing and Grinding

If you will be using a hot air gun to mate two membranes together, no open flame will be used. The spark- or flame-producing operations permit is not applicable.

Policy R: Barricades, Work Areas, Traffic and Pedestrian Control

Where tools, equipment or other materials may fall from the roof the area below will be guarded and/or barrier taped off to prevent employees and visitors from entering the work areas. No one will be allowed in those areas. If any employees, visitors or workers enter the barricaded area the work must and will stop and only start after the situation is safely resolved. Barricade loading and unloading overhead work areas and all areas with possible danger to others. Traffic controls will not be an issue at this site. Pedestrian control will be limited and the control will be used as needed. The dump trailer area will be barricaded with danger tape.

Policy S: Demolition Work

During demolition, continuing inspections by a competent person shall be made as the work progresses to detect hazards resulting from weakened or deteriorated floors, walls, or loosened materials. No employee shall be permitted to work where such hazards exist until they are corrected by shoring, bracing, or other effective means.

Walls, which serve as retaining walls to support earth or adjoining structures, shall not be demolished until such earth has been properly braced or adjoining structures have been properly underpinned. All debris and/or material must be placed in the trash trailer for proper disposal.

Policy T: Floor and Wall Opening

All floors and walls with an opening must be covered and marked "HOLE". No wall or floor with this existing condition should be uncovered for any reason; a barricade or cover must be in use. Any floor or wall opening must be protected from weather.

Policy U: Waste Management/Disposal (Characterization)

The waste that will be generated at this site will be the demo roof material consisting of coping, cap, various metals, PVC membranes and general debris. All waste material will be transported to an approved land fill for the type of waste material. The transportation will be done with a dump trailer and outside the project property.

Policy V: Scaffolding

Not Applicable

Policy W: Excavation and Trenching

Not Applicable

Policy X: Blind Penetrations

Not Applicable

Policy Y: Crane and Material Handling Equipment

Not Applicable

Policy Z: Aerial Work Platforms

Not Applicable

Policy AA: Pressure Safety Including Compressed Gases

Not Applicable

Policy BB: Field Waste Management Technician

Not Applicable

Policy CC: Waste Packaging and Transportation

Not Applicable

Policy DD: Option D Due Diligent Report

Not Applicable

Policy EE: Wastewater Discharger

Not Applicable

Policy FF: Storm Water Management

Not Applicable

Policy GG: Air Quality

Not Applicable

Policy HH: Environmental Reporting

Not Applicable

Policy II: Industrial Hygiene

Not Applicable

Policy JJ: Heavy Metal

Not Applicable

Policy KK: Biological Safety

Not Applicable

SECTION 11: FORMS AND ATTACHMENTS

DAILY PRE TASK PLANNING WORKSHEET

Supervisor: _____ Phone: _____
 Job Location: _____ Date: _____
 Project Name: _____ Inside: _____ Outside: _____

EAP Items	Location	Tools/Equipment	Services Required	Material In Use
			Yes No	
Safety Policy				
MSDS				
1st Aide Kit				
Emergency Egress				
Emergency Gathering				
2nd In Command				
Eye-wash				
Other:				
Other:				
Other:				

Personal Protective Equipment		Yes	No
Head Protection			
Safety Glasses			
Goggles			
Face Shield			
Proper gloves for the task			
Hearing Protection			
GFCI Power			
Scaffolding			
Respirator			
Man Hoist			
Drinking Water			
Other:			
Other:			
Other:			
Other:			
Other:			

Comments: _____

 Safety Impacts: _____

Sequence of Basic Job Tasks	Hazards in Completing Tasks	Method to Eliminate/ Mitigate Hazards

Identify principal steps and sequence of work activities the worker performs. Analyze each step to identify hazards that potentially impact the worker. Determine specific controls for each hazard, include procedures taken to eliminate hazard.

Name (Print)	Signature	Visitors/Subcontractors on site

Attach additional supporting documents as necessary

EMPLOYEE ACKNOWLEDGMENT

I, _____, have read and understand the Drug and
(Please Print Employee Name)

Alcohol Policy. I, _____, have received a copy of **DKG & Associates, Inc.** Safety and Health Policy and I, _____, fully understand and accept the requirements in order to be a **DKG & Associates, Inc.** employee.

(Print Name)

(Employee Signature)

(Supervisor Signature)

(Date)

(Date)

Copy to be kept on file and original forwarded to Human Resource Dept.

VEHICLE SAFETY INSPECTION REPORT

DRIVER: _____

DATE: _____

VEHICLE MODEL/YEAR: _____

CURRENT MILAGE: _____

OPERATION	OK	PROBLEM CORRECTED	
Engine Oil and Filter changed on time, level full			
Power steering fluid level			
Automatic transmission fluid			
Battery fluid			
Radiator fluid – overflow container			
Belts			
Hoses			
Air Filter			
Tire pressure and tread and tire gauge			
Spare tire pressure, jack , lug wrench			
Windshield wipers – condition of rubber and operation			
Headlights, tail lights and turn signals			
Horn			
Mirrors			
Glass			
Brakes			

Emergency Equipment (Fire Extinguisher, Fix-A-Flat, Triangles, Jumper Cables, Flashlight)			
License plate secure and current			
Inspection sticker current			
Seat belts operational			
Internal operations – defroster, heat, A/C, rear window defogger			
Dash instrument readings			
Drivability (e.g. Any vibrations, surging, pulling to right or left, hard starting)			
Disposal camera			
“In Case of Accident” reporting form			
D.O.T. Log (if applicable)			

DRIVER SUGGESTIONS:

LOSS CONTROL SUGGESTIONS/COMMENTS:

- **Interior Condition (torn seats/headliner, soiled seats/headliners/carpet, etc.):**

- **Exterior Condition (dents, scratches, etc.):**

• **Tire Tread Depth:**

R/F _____ 32nd

L/F _____ 32nd

R/R _____ 32nd

L/R _____ 32nd

* **Other:**

Loss Control Signature

NOTES:

Approach to Recycling

DKG recycles refuse material whenever possible. Metal components of a roof such as coping, metal edge and counter flashings are always separated and recycled during demolition. Whenever we replace a metal roofing system, all metal components, roof panels and related trim are removed and recycled.

Recycling for most roofing systems including the substrate insulation is not available locally. PVC membranes under certain circumstances can be recycled. Sika/Sarnafil offers a recycling service for their PVC membranes. We have recycled clean expanded polystyrene insulation from under a ballasted EPDM roofing system, separating and stacking for scheduled pick-ups by the recycler.

We employ a certified LEED Accredited Professional for Design and Construction [AP (BD+C)]. When we order new materials for any roofing project, consideration is given to materials with high recycled content.

DKG is an environmentally friendly company. We utilize urethane, water based and low VOC adhesives in many cases instead of standard solvent-based adhesives. All project refuse is deposited in licensed landfills.



Appendix J – Comparable Construction Experience Roofing Projects

Applicable to Firms Submitting a Proposal for Roofing Contracts

Proponent's Name: DKG & Associate, Inc.
Agency / Client Name: University of New Mexico Hospitals
Project Name: UNMH Phase II – Garage
Project Number: Project #14200100 **Project Value:** \$717,411.28

Achieved or Anticipated Final Acceptance after January 1, 2018 Yes No

Company Role: Sub Contractor Prime / JV Contractor
Agency: Public Private
Location: On a UNM Campus Within State of New Mexico

Estimated Self Performance (%): 100
(Based on actual hours through the working foreperson. **Supervisory hours do NOT apply.**)

Project Type: (The project type should correspond to the applicable Contract the proposal is being submitted for: General Construction, MEP, Roofing)
 General Construction Mechanical, Electrical, and Plumbing Roofing Painting

Project Scope: (Briefly describe the scope of work and the trades involved. The project scope should correspond to the applicable trade Contract the proposer is submitting for: General Construction, MEP, Roofing)

Provide and Install Sika Saranfil fully adhered PVC roofing system with taper insulation and cover board on the main CUP roof (Central Utility Plant), and Parking Garage roofs. DKG worked together with the General contractor and all other trades like MEP contractor to get this work done on time and with excellent quality of work. We had two coordination meetings every day at the Jobsite. The main contractor and the owner were involved with our daily activities and work progress. The project was completed on time and within the budget.

Client Reference for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Steve Adams **Title** Sr. Project Manager
Telephone: 505.401.2348 **Email Address:** sadams@bradburystamm.com

Briefly describe the project: Attached additional page, if necessary.

Appendix J – Comparable Construction Experience Roofing Projects

Applicable to Firms Submitting a Proposal for Roofing Contracts

Proponent's Name: DKG & Associates, Inc.

Agency / Client Name: Sandia National Laboratories

Project Name: SNL Buildings 831 & 832 Re-Roof

Project Number: 203292 **Project Value:** \$857,473.00

Achieved or Anticipated Final Acceptance after January 1, 2018 Yes No

Company Role: Sub Contractor Prime / JV Contractor

Agency: Public Private

Location: On a UNM Campus Within State of New Mexico

Estimated Self Performance (%): 95
(Based on actual hours through the working foreperson. **Supervisory hours do NOT apply.**)

Project Type: (The project type should correspond to the applicable Contract the proposal is being submitted for: General Construction, MEP, Roofing)

General Construction Mechanical, Electrical, and Plumbing Roofing Painting

Project Scope: (Briefly describe the scope of work and the trades involved. The project scope should correspond to the applicable trade Contract the proposer is submitting for: General Construction, MEP, Roofing)

Tear-off existing roofing system and associated flashings including asbestos.

Install R-30 and taper insulation.

Adhere 80 mil Fleeceback TPO on 1/2" coverboard.

Install pre-finished Kynar metal for coping, edge, fascia and gutters.

Client Reference for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Joseph Cordova **Title** Customer Operations Support

Telephone: 505.977.3208 Email Address: joscord@sandia.gov

Briefly describe the project: **Attached additional page, if necessary.**

Appendix J – Comparable Construction Experience Roofing Projects

Applicable to Firms Submitting a Proposal for Roofing Contracts

Proponent's Name: DKG & Associates, Inc.

Agency / Client Name: University of New Mexico

Project Name: Electrical & Computer Engineering Building

Project Number: N/A **Project Value:** \$233,598.00

Achieved or Anticipated Final Acceptance after January 1, 2018 Yes No

Company Role: Sub Contractor Prime / JV Contractor

Agency: Public Private

Location: On a UNM Campus Within State of New Mexico

Estimated Self Performance (%): 95

(Based on actual hours through the working foreperson. **Supervisory hours do NOT apply.**)

Project Type: (The project type should correspond to the applicable Contract the proposal is being submitted for: General Construction, MEP, Roofing)

General Construction Mechanical, Electrical, and Plumbing Roofing Painting

Project Scope: (Briefly describe the scope of work and the trades involved. The project scope should correspond to the applicable trade Contract the proposer is submitting for: General Construction, MEP, Roofing)

Remove existing roof system down to LWC deck, dispose of into contractor provided dumpster, mechanically attach vented
base sheet to LWC, adhere a 1/2" coverboard to base sheet, adhere 60 mil TPO to base sheet, disconnect and relocate
existing solar panel array (Lobo Electric) for new roof installation, reinstall upon new roof installation and abate roofing
mastics containing asbestos (Grancore)

Client Reference for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Bill Straba **Title** PDC/APM

Telephone: 505.934.5029 Email Address: wstraba@unm.edu

Briefly describe the project: Attached additional page, if necessary.

The EECE is a three story building with a re-roof area totaling 12,500 square feet and so required a crane for roof loading/unloading. Existing roofing mastics contained asbestos. Areas abated were temporarily sealed by DKG in order to try to maintain a water tight roof. Existing solar panel array was disconnected and relocated temporarily for roofing removal and installation. Solar panel arrays were reinstalled in original locations upon completion of roof installation. This work was performed by Lobo Electric. The existing roof was old with many leaks throughout, which introduced moisture into the lightweight concrete deck. Due to this, installation of a vapor barrier was required prior to installing a new roof system. Project duration was approximately four weeks.

Appendix J – Comparable Construction Experience Roofing Projects

Applicable to Firms Submitting a Proposal for Roofing Contracts

Proponent's Name: DKG & Associates, Inc.

Agency / Client Name: Santa Fe Public Schools

Project Name: Milagro Middle School

Project Number: N/A **Project Value:** \$1,131,640.87

Achieved or Anticipated Final Acceptance after January 1, 2018 Yes No

Company Role: Sub Contractor Prime / JV Contractor

Agency: Public Private

Location: On a UNM Campus Within State of New Mexico

Estimated Self Performance (%): 100

(Based on actual hours through the working foreperson. **Supervisory hours do NOT apply.**)

Project Type: (The project type should correspond to the applicable Contract the proposal is being submitted for: General Construction, MEP, Roofing)

General Construction Mechanical, Electrical, and Plumbing Roofing Painting

Project Scope: (Briefly describe the scope of work and the trades involved. The project scope should correspond to the applicable trade Contract the proposer is submitting for: General Construction, MEP, Roofing)

Fully adhered TPO 60 mil roofing system.

Curved metal roof panels.

Standing seam metal roof system.

Wall panels.

Aluminum anodized coping system.

Client Reference for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Steve Adams **Title** Senior Project Manager - Bradbury Stamm Construction

Telephone: 505.401.2348 Email Address: sadams@bradburystamm.com

Briefly describe the project: Attached additional page, if necessary.

New construction building. Provide and install new TPO 60 mil roofing system, wall panels, standing seam roof system with all related flashing and trims.

Appendix J – Comparable Construction Experience Roofing Projects

Applicable to Firms Submitting a Proposal for Roofing Contracts

Proponent's Name: DKG & Associates, Inc.

Agency / Client Name: Eastern New Mexico University

Project Name: ENMU - Portales Golden Student Success Center Renovation

Project Number: 1601 **Project Value:** \$343,400.00

Achieved or Anticipated Final Acceptance after January 1, 2018 Yes No

Company Role: Sub Contractor Prime / JV Contractor

Agency: Public Private

Location: On a UNM Campus Within State of New Mexico

Estimated Self Performance (%): 90

(Based on actual hours through the working foreperson. **Supervisory hours do NOT apply.**)

Project Type: (The project type should correspond to the applicable Contract the proposal is being submitted for: General Construction, MEP, Roofing)

General Construction Mechanical, Electrical, and Plumbing Roofing Painting

Project Scope: (Briefly describe the scope of work and the trades involved. The project scope should correspond to the applicable trade Contract the proposer is submitting for: General Construction, MEP, Roofing)

TPO roofing system with cover board and tapered insulation.

Install 24 GA coping and counterflashing.

Patching of existing roofing at new construction areas.

Install metal soffit panels at canopies.

Client Reference for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Barbi Towne **Title** Senior Project Manager - Bradbury Stamm Construction

Telephone: 505.681.6729 Email Address: btowne@bradburystamm.com

Briefly describe the project: Attached additional page, if necessary.

Appendix K – Indefinite Quantity Contract Experience

General

- 1 Agency Name: Cooperative Educational Services
- 2 Contract #: 2020-10B-C1304-ALL & 2020-10B-G1106-ALL & 2020-10B-R1206-ALL

Reference Information

- 3 Reference Name, Position: Robin Strauser, Executive Deputy Director
- 4 Address: 4216 Ballon Park Road NE
- 5 City, State Zip Code: Albuquerque, NM 87109
- 6 Phone Number: 505.344.5470 Ext 108
- 7 E-mail Address: robin@ces.org

Contract Time:

- 8 Potential Maximum Time:* 3 years with 1 year extension
- 9 Award Date: January 1, 2020
- 10 Expiration / Termination Date (Or Still Active): still active

Contract Amounts:

- 11 Potential Maximum Amount:** \$10,000,000/year
- 12 Total Amount of Work Issued (\$): \$6,000,000
- 13 Total Number of Job Orders Issued (#): 50

Key Personnel

- 14 Name and Position: Weldon C. Good, VP/CEO
- 15 Name and Position: Michael Lovato, Senior Project Manager
- 16 Name and Position: Kelli Good, Corporate Secretary
- 17 Name and Position: Jeffery Russell, Superintendent
- 18 Yes or No, Did Any of the Key Personnel Proposed for the Naperville Contract Work on this Contract? Yes
- 19 If Answer to Above Question is "Yes," and if Those Individuals are NOT Listed as a Key Personnel Above, List the Name and Position Below:

* Potential Maximum Time shall mean the the entire possible duration of the Contract. The Potential Maximum Time is calculated by adding together the base term plus all possible option terms.

** Potential Maximum Amount shall be the sum of the Potential Maximum for the base term and ALL possible option terms. Expressed as a Dollar Amount.

Appendix K – Indefinite Quantity Contract Experience

General

- 1 Agency Name: New Mexico General Services Department
- 2 Contract #: 80-350-17-08429AG

Reference Information

- 3 Reference Name, Position: Marilyn Martinez, Project Manager
- 4 Address: Facilities Management Division
PO Box 6850
- 5 City, State Zip Code: Santa Fe, NM 87502
- 6 Phone Number: 505.670.5917
- 7 E-mail Address: Marilyn.Martinez2@state.nm.us

Contract Time:

- 8 Potential Maximum Time:* 1 year with 2 (1) year extensions
- 9 Award Date: July 20, 2021
- 10 Expiration / Termination Date (Or Still Active): still active

Contract Amounts:

- 11 Potential Maximum Amount:** \$10,000,000
- 12 Total Amount of Work Issued (\$): \$2,000,000
- 13 Total Number of Job Orders Issued (#): 5

Key Personnel

- 14 Name and Position: Weldon C. Good, VP/CEO
- 15 Name and Position: Lee Roe, Senior Estimator
- 16 Name and Position: Michael Lovato, Senior Project Manager
- 17 Name and Position: Deborah Good, President/CFO
- 18 Yes or No, Did Any of the Key Personnel Proposed for the Naperville Contract Work on this Contract? Yes
- 19 If Answer to Above Question is "Yes," and if Those Individuals are NOT Listed as a Key Personnel Above, List the Name and Position Below:

* Potential Maximum Time shall mean the the entire possible duration of the Contract. The Potential Maximum Time is calculated by adding together the base term plus all possible option terms.

** Potential Maximum Amount shall be the sum of the Potential Maximum for the base term and ALL possible option terms. Expressed as a Dollar Amount.

Appendix K – Indefinite Quantity Contract Experience

General

- 1 Agency Name: Bernalillo County
- 2 Contract #: 2020-0623

Reference Information

- 3 Reference Name, Position: Richard Romero, Fleet & Facilities Manager
- 4 Address: 5100 Second Street NW
- 5 City, State Zip Code: Albuquerque, NM 87107
- 6 Phone Number: 505.934.3062
- 7 E-mail Address: rromero@bernco.gov

Contract Time:

- 8 Potential Maximum Time:* 4 years
- 9 Award Date: September 20, 2020
- 10 Expiration / Termination Date (Or Still Active): still active

Contract Amounts:

- 11 Potential Maximum Amount:** N/A
- 12 Total Amount of Work Issued (\$): \$950,000.00
- 13 Total Number of Job Orders Issued (#): 18

Key Personnel

- 14 Name and Position: Weldon C. Good, VP/CEO
- 15 Name and Position: Lee Roe, Senior Estimator
- 16 Name and Position: Michael Lovato, Senior Project Manager
- 17 Name and Position: Deborah Good, President/CFO
- 18 Yes or No, Did Any of the Key Personnel Proposed for the Naperville Contract Work on this Contract? Yes
- 19 If Answer to Above Question is "Yes," and if Those Individuals are NOT Listed as a Key Personnel Above, List the Name and Position Below:

* Potential Maximum Time shall mean the the entire possible duration of the Contract. The Potential Maximum Time is calculated by adding together the base term plus all possible option terms.

** Potential Maximum Amount shall be the sum of the Potential Maximum for the base term and ALL possible option terms. Expressed as a Dollar Amount.

Expressed as a dollar amount.

Appendix L – Price Proposal

University of New Mexico

BID FOR JOB ORDER CONTRACT (PRICE PROPOSAL)

Date of Bid: November 17, 2022

New Mexico State Contractor's License No. 59360

Resident Contractor's Preference Certificate No. L0111845808

Contractor's New Mexico Gross Receipts Tax No. 02-331963-00-1

Contractor's Federal Employee Identification No. 74-2816319

Dept. Workforce Solutions Registered Contractors Number 0192732011707

UNM Job Order Contracting (JOC)

Request for Proposals No. RFP-2379-23

Bid (Price Proposal) of (company name): DKG & Associates, Inc.
(hereinafter called the "Bidder") organized and existing under the laws of the State of New Mexico, doing business as a Corporation, Partnership or Individual. (Circle correct one).

To: The Regents of The University of New Mexico, Albuquerque, New Mexico
(hereinafter called the "Owner").

The undersigned, as an authorized representative for the Bidder named above, in compliance with the Request For proposals (RFP) for Job Order Contracting services, having examined the Contract Documents, hereby proposes to furnish all labor, materials and supplies, and to construct the project in accordance with the contract documents at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the contract documents, of which this proposal is a part.

Offeror must agree to commence work on a date specified in a written "Notice to Proceed" issued by the Owner. The Offeror must agree to complete the Project within the Job Order Completion Time stipulated date in the "Notice of Proceed". At the sole discretion of the Owner, liquidated damages will be assessed, if at all, on a Job Order-by-Job-Order basis. For each calendar day that the Detailed Scope of Work for a Job Order shall remain incomplete after the Job Order Completion Time, as amended pursuant to this Contract, the amount per calendar will be determined with each Job Order, and that amount will be deducted from any money due the Contractor, not as a penalty but as liquidated damages.

The following information is required for state reporting purposes only, and will not be used in evaluating or awarding the contract.

Is project material offered grown, produced or wholly manufactured in New Mexico? No

Business Size / Classification:

Small Business Concern

Disadvantaged Business Concern

Large Business Concern

Women Owned Business Concern

The Contractor shall perform all Work required called for in each individual Job Order issued under this Contract using the Construction Task Catalog[®] and Technical Specifications incorporated herein. Contractor shall perform any or all functions called for in the Contract Documents in the quantities specified in individual Job Orders against this Contract for the Unit Prices specified in the Construction Task Catalog[®] (CTC) multiplied by the Adjustment Factors being proposed.

The Bidder shall set forth Adjustment Factors in clearly legible figures in the respective space provided. Failure to submit Adjustment Factors for all categories may result in the Proposal being deemed non-responsive. **All amounts shall exclude NM Gross Receipts Tax.** The Contractor shall perform the Tasks required by each individual Job Order using the following Adjustment Factors:

The Schedule of Prices is contained in a separate Microsoft Excel document. Complete the Microsoft Excel document and submit as part of this Appendix L. Be sure to enter Adjustment Factors for each campus and trade being proposed.

PART 1: SCHEDULE OF PRICES:

Attach Schedule of Prices from the Microsoft Excel document. On the Microsoft Excel document, be sure to enter Adjustment Factors for each campus and trade being proposed.

Has the Part 1: Schedule of Prices been attached to this Appendix L: Yes No

PART 2: SIGNATURES

The Bidder understands that the contract(s) will be awarded in accordance with the all terms and conditions contained in this RFP and that the Owner reserves the right to reject any or all bids and to waive any formalities in the bidding.

The Bidder agrees that this response will be good and may not be withdrawn for a period of thirty (30) calendar days after the scheduled closing time for receiving bids.

Respectfully Submitted,

By:(Authorized Signature)



Date: November 17, 2022

By:(Same Name, Printed or Typed) Weldon C. Good

Title: VP/CEO

Company: DKG & Associates, Inc.

Address: 7000 Huseman Place SW, Albuquerque, NM

Zip: 87121

Phone: 505.873.4660

Fax: 505.873.4648

Email: wgood@dkgroof.com

(Affix Corporate Seal if response by Corporation):



Part 1 Schedule of Prices

Attach this schedule of Prices to Appendix L

OFFEROR'S NAME: DKG & Associates, Inc.

For the UNM Job Order Contracting Program the Offeror shall complete the cells highlighted grey below. Failure to submit all the Adjustment Factors for the Campus/Contract Type being proposes may result in the bid for that Campus/Contract Type being deemed non-responsive. **The Contractor is to include the administrative fee of 2.98% into their responding adjustment factors.** The Contractor shall perform the Tasks required by each individual Job Order using the following Adjustment Factors:

UNM Job Order Contracting Program		CONTRACT TYPES		
Campus / Region	Adjustment Factor Name	General Construction	Mechanical, Electrical, Plumbing	Roofing
Main Campus (Albuquerque)	Normal Working Hours (60%)			1.39
	Other Than Normal Working Hours (30%)			1.58
	Non Pre-Priced (10%)			1.25
	Award Criteria Figure	0.0000	0.0000	1.4330
Campus / Region	Adjustment Factor Name	General Construction	Mechanical, Electrical, Plumbing	Roofing
Northern New Mexico Branch Campuses	Normal Working Hours (60%)			1.46
	Other Than Normal Working Hours (30%)			1.65
	Non Pre-Priced (10%)			1.25
	Award Criteria Figure	0.0000	0.0000	1.4960
Campus / Region	Adjustment Factor Name	General Construction	Mechanical, Electrical, Plumbing	Roofing
Southern New Mexico Branch Campuses	Normal Working Hours (60%)			1.39
	Other Than Normal Working Hours (30%)			1.58
	Non Pre-Priced (10%)			1.25
	Award Criteria Figure	0.0000	0.0000	1.4330

For the UNM Cooperative Purchasing Job Order Contracting Program the Offeror shall complete the cells highlighted grey below. Failure to submit all the Adjustment Factors for the Region/Contract Type being propose may result in the bid for that Region/Contract Type being deemed non-responsive. A complete map of the regions can be found in the Purpose of this RFP Document. **The Contractor is to include the administrative fee of 7.50% into their responding adjustment factors.** The Contractor shall perform the Tasks required by each individual Job Order using the following Adjustment Factors:

UNM Cooperative Purchasing Job Order Contracting Program		CONTRACT TYPES		
Campus / Region	Adjustment Factor Name	General Construction	Mechanical, Electrical, Plumbing	Roofing
Region #1	Normal Working Hours (60%)			1.49
	Other Than Normal Working Hours (30%)			1.64
	Non Pre-Priced (10%)			1.25
	Award Criteria Figure	0.0000	0.0000	1.5110
Campus / Region	Adjustment Factor Name	General Construction	Mechanical, Electrical, Plumbing	Roofing
Region #2	Normal Working Hours (60%)			1.45
	Other Than Normal Working Hours (30%)			1.62
	Non Pre-Priced (10%)			1.25
	Award Criteria Figure	0.0000	0.0000	1.4810
Campus / Region	Adjustment Factor Name	General Construction	Mechanical, Electrical, Plumbing	Roofing
Region #3	Normal Working Hours (60%)			1.49
	Other Than Normal Working Hours (30%)			1.64
	Non Pre-Priced (10%)			1.25
	Award Criteria Figure	0.0000	0.0000	1.5110
Campus / Region	Adjustment Factor Name	General Construction	Mechanical, Electrical, Plumbing	Roofing
Region #4	Normal Working Hours (60%)			1.49
	Other Than Normal Working Hours (30%)			1.64
	Non Pre-Priced (10%)			1.25
	Award Criteria Figure	0.0000	0.0000	1.5110
Campus / Region	Adjustment Factor Name	General Construction	Mechanical, Electrical, Plumbing	Roofing
Region #5	Normal Working Hours (60%)			1.49
	Other Than Normal Working Hours (30%)			1.64
	Non Pre-Priced (10%)			1.25
	Award Criteria Figure	0.0000	0.0000	1.5110

NOTES TO OFFERERS

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

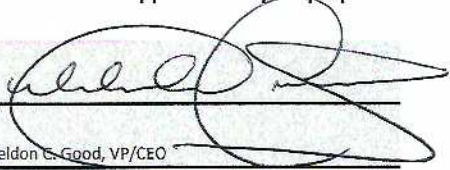
2. The Non Pre-Priced Adjustment Factor must be greater than or equal to 1.000

3. The weighted multipliers above are for the purpose of calculating an Award Criteria Figure only. No assurances are made by the owner that Work will be ordered under the Contract in a distribution consistent with the weighted percentages above. The Award Criteria Figure is only used for the purpose of determining the Bid.

4. When submitting Job Order Price Proposals related to specific Job Orders, the Bidder shall utilize one or more of the Adjustment Factors applicable to the Work being Performed.

5. Make sure to attach this Part 1: Schedule of Prices to Appendix L in your proposal

By: Authorized Signature:



By: Same Name and title Printed or typed:

Weldon C. Good, VP/CEO

Date:

16-Nov-22



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 09/02/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

Table with producer and insured information, contact details for Josh K. Jackson, and a list of insurers including New Mexico Mutual Casualty Co., United Fire & Casualty, Risk Placement Services, US Assure Insurance Service, and Scottsdale Insurance Co.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Main coverage table with columns for INSR LTR, TYPE OF INSURANCE, POLICY NUMBER, POLICY EFF, POLICY EXP, and LIMITS. Includes Commercial General Liability, Automobile Liability, Umbrella Liability, Workers Compensation, and Rented/Leased/Pollution coverages.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER CANCELLATION

Table for Certificate Holder and Cancellation. Certificate holder: FY10000. Cancellation notice: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

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, disabled 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.

1. Minority Women Business Enterprise

Respondent certifies that this firm is an MWBE Yes No

List certifying agency: _____

2. Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE)

Respondent certifies that this firm is a SBE or DBE Yes No

List certifying agency: _____

3. Disabled Veterans Business Enterprise (DVBE)

Respondent certifies that this firm is an DVBE Yes No

List certifying agency: _____

4. Historically Underutilized Businesses (HUB)

Respondent certifies that this firm is an HUB Yes No

List certifying agency: _____

5. Historically Underutilized Business Zone Enterprise (HUBZone)

Respondent certifies that this firm is an HUBZone Yes No

List certifying agency: _____

6. Other

Respondent certifies that this firm is a recognized diversity certificate holder Yes No

List certifying agency: _____

Appendix E – Key Personnel Project Manager

Name: DKG & Associates, Inc.

Name: Michael Lovato

Title: Senior Project Manager

of Years with the Firm: 21

Experience with the Following Type of Construction Services:

General Construction Mechanical, Electrical, and Plumbing Roofing

of Years as a Project Manager for Type of Construction Services Selected Above: 32

Check All Relevant Experience:

Projects for Higher Education Owners Laboratory Renovations Clinical / Medical Environment
 General Construction Roofing Replacement/Repair Mechanical Upgrades Electrical Upgrades

Interior Renovation Asbestos abatement Exterior / Interior painting Boiler Replacement

Bituminous Paving Concrete Masonry Exterior Facade Security Camera Installation

Canopy Replacement/Repair Elevator Repair/Replacement Escalator Repair/Replacement

Overhead Doors Glass Installation Steel Erection Concrete Floor

Duct bank repair / installation Outdoor light installation Fire Suppression System Installation

Landscaping Fencing Earthwork / Site Work Demolition Paintin

ATTACH RESUME Yes

Client Reference #1 for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name David Armstrong **Title** Owner - AGI

Telephone: 505.235.7596 Email Address: davida@agiconsultants.com

Client Reference #2 for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Craig Barnard **Title** Utilities Project Manager

Telephone: 505.681.0833 Email Address: cabarnard@unm.edu

Senior Project Manager Resume – Michael Lovato

1) Education

- Cuba High School, Cuba, NM – 1980 Graduate
- Technical Vocational Institute, Carpentry – Albuquerque, NM – 1981 Graduate

2) Job Experience

- True Value Hardware – Sales Clerk
January 1983 – December 1983
- Goodrich Roofing – Laborer/Maintenance Crew at SNL
July 1984 – October 1999
- Alpha Construction Services – Maintenance Crew Foreman at SNL
October 1999 – March 2001
- Precision Roofing – Owner
January 2001 – October 2001
- DKG & Associates - Project Manager
September 2001 – Present

3) Related Experience

a) Position Title: Project Manager

b) Duties & Responsibilities

- Interaction with owners, architects and consultants
- Prepare submittals & evaluate change orders
- Attend weekly progress meetings
- Conduct jobsite safety inspections
- Quality control
- Interaction with roofing material manufacturer
- Attend manufacturer inspections
- Prepare & submit close-outs

c) Major Accomplishments

- Experience includes: roof installation, foreman, superintendent, estimating, project and operations management
- 30 years of management experience in the roofing industry



d) Number of Personnel Supervised

- Up to 30 depending on number of projects managed simultaneously

4) Project Experience

- Piedra Vista High School – Farmington, NM
- Sandia National Laboratories – Albuquerque, NM
- Los Alamos National Laboratories: Re-Roof Bldg RC-45 – Los Alamos, NM
- Bernalillo County Projects: Metropolitan Court House Re-Roof, Metro Detention Center, Capital Improvement Projects, Re-Roof Projects 2013 – JDC/JJC & Atrium Bldg – Albuquerque, NM
- Dine College – NHC Bldg; College Dorms A, C, D, I & J; College Teacherages D & E; Student Union/Gym & Repairs – Tsaille, AZ
- Central Elementary School – Santa Clara, NM

5) Other Information

- OSHA 10 Certified
- Manufacturer Certifications: Firestone, Johns Manville, Sarnafil & Carlisle
- Systems Experience: Single-Ply, PVC, EPDM, TPO, Metal, Shingles, B.U.R Modified, CSPE & APP SBS



STATE OF NEW MEXICO

TAXATION AND REVENUE DEPARTMENT

RESIDENT CONTRACTOR CERTIFICATE

Issued to: **DKG & ASSOCIATES INC**

DBA: **DKG & ASSOCIATES INC**
6920 HUSEMAN PL SW
ALBUQUERQUE, NM 87121-4238

Expires: **14-Jan-2024**

Certificate Number:

L0111845808



Stephanie Schardin Clarke
Cabinet Secretary

THIS CERTIFICATE IS NOT TRANSFERABLE

Appendix G – Key Personnel Safety Manager

Name: DKG & Associates, Inc.

Name: John Martinez

Title: Safety Director

of Years with the Firm: 6

Experience with the Following Type of Construction Services:

General Construction Mechanical, Electrical, and Plumbing Roofing

of Years as a Project Manager for Type of Construction Services Selected Above: 13

Check All Relevant Experience:

Projects for Higher Education Owners Laboratory Renovations Clinical / Medical Environment

General Construction Roofing Replacement/Repair Mechanical Upgrades Electrical Upgrades

Interior Renovation Asbestos abatement Exterior / Interior painting Boiler Replacement

Bituminous Paving Concrete Masonry Exterior Facade Security Camera Installation

Canopy Replacement/Repair Elevator Repair/Replacement Escalator Repair/Replacement

Overhead Doors Glass Installation Steel Erection Concrete Floor

Duct bank repair / installation Outdoor light installation Fire Suppression System Installation

Landscaping Fencing Earthwork / Site Work Demolition Painting

ATTACH RESUME Yes

Client Reference #1 for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Chris Knight **Title** Facilities Services Contracts

Telephone: 505.263.1844 Email Address: clknight@sandia.gov

Client Reference #2 for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Joseph Cordova **Title** Customer Operations Support

Telephone: 505.977.3208 Email Address: joscord@sandia.gov

Safety Director Resume – John Martinez

1. Education

- Certified Commercial Roof Inspector (CCRI)
- Asbestos Contractor - 039810093
- Registered Safety Officer (RSO)
- National Safety Council - CPR/First Aid/AED Instructor
- TEEK OSHA 10/30 Construction Instructor (500)

2. Related Experience

a) Position Title: Safety Officer

b) Duties & Responsibilities

- Interaction with owner, architect, and consultant concerning corporate safety program
- Determines safety requirements of individual projects
- Make jobsite safety inspections
- Accident investigation
- Control of Losses
- Establishing and enforcing safety procedure
- Internal safety audits
- New employee orientation

c) Major Accomplishments

- Was a Safety Officer at Sandia National Laboratories where we received numerous Safety Stars for going above and beyond our safety requirements

d) Number of Personnel Supervised

- Has responsibility for safety on all on-going operations

3. Project Experience

- Sandia National Laboratories Bldgs. 880, 809, 1012, 725, 801, 829, 850, 981, 518, 6620, 970, 857A Roof Replacements- Albuquerque, NM
- Game and Fish Department Roof Replacement - Raton, NM
- VLA Re-Roof - Socorro, NM
- Sandia National Laboratories Maintenance Program - Albuquerque, NM
- Lovelace Biomedical Research Institute (Multiple Projects) – Albuquerque, NM

4. Other Information

- Class VII Forklift Training All Terrain
- Fall Arrest Systems & 40 hour Hazard Certification
- OSHA Construction Silica Training
- HazCom “Right To Know” GHS
- Scaffolding Awareness For Construction



Appendix F – Key Personnel

Lead Superintendent

Name: DKG & Associates, Inc.

Name: Heber Gonzalez

Title: Superintendent

of Years with the Firm: 9

Experience with the Following Type of Construction Services:

General Construction Electrical Mechanical Roofing

of Years as a Project Manager for Type of Construction Services Selected Above: 15

Check All Relevant Experience:

Projects for Higher Education Owners Laboratory Renovations Clinical / Medical Environment
 General Construction Roofing Replacement/Repair Mechanical Upgrades Electrical Upgrades

Interior Renovation Asbestos abatement Exterior / Interior painting Boiler Replacement

Bituminous Paving Concrete Masonry Exterior Facade Security Camera Installation

Canopy Replacement/Repair Elevator Repair/Replacement Escalator Repair/Replacement

Overhead Doors Glass Installation Steel Erection Concrete Floor

Duct bank repair / installation Outdoor light installation Fire Suppression System Installation

Landscaping Fencing Earthwork / Site Work Demolition Painting

ATTACH RESUME Yes

Client Reference #1 for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Rick Carboni **Title** Executive Director

Telephone: 505.913.5171 Email Address: Rick.Carboni@stvin.org

Client Reference #2 for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Terra Garcia **Title** Project Manager - Bradbury Stamm Construction

Telephone: 505.681.2291 Email Address: tgarcia-chang@bradburystamm.com

Superintendent Resume – Heber Gonzalez

1. Education
 - High School - Cuauhtémoc, Mexico
2. Related Experience
 - a) Position Title: Project Foreman
 - b) Duties & Responsibilities
 - Manages crews and coordinates work with subcontractors
 - Brings substandard conditions to the attention of the architect
 - Holds weekly toolbox/safety meetings and attends progress meetings
 - Documents progress in daily reports
 - Responsible for all safety equipment and procedures
 - c) Major Accomplishments
 - Has completed all projects in a timely, warrantable condition
 - d) Number of Personnel Supervised
 - Up to 30 depending on the complexity of projects
3. Project Experience
 - Santa Ana Star Casino - Bernalillo, NM
 - Party City - Albuquerque, NM
 - Spencer Theater - Ruidoso, NM
 - Port Royal Ocean Resort - Corpus Christi, TX
 - Verizon Wireless - Albuquerque, NM
 - Genzyme Genetics - Santa Fe, NM
 - Mesa Verde Middle School - Albuquerque
 - Milagro Middle School – Santa Fe, NM
 - New Mexico Rehabilitation Center - Roswell, NM
 - XRANM - Albuquerque, NM
 - La Promesa Early Learning Center - Albuquerque, NM
 - Adobe Acres Elementary School - Albuquerque, NM
 - Plaza Maya Building Re-Roof - Albuquerque, NM
 - Kirtland Middle School Re-Roof - Kirtland, NM
 - Christus St Vincent's Hospital, Multiple Projects – Santa Fe, NM
 - PNM Level 2 Re-Roof – Santa Fe, NM
 - UNMH Section 10A & 10B
 - UNMH Main Hospital – Section 17
4. Other Information
 - OSHA 10 Certified
 - Certified Forklift Operator
 - Manufacturer Certifications: Johns Manville, Firestone and Sarnafil

