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:

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: Christofer Pacheco

Title: Managing Member

Phone: (505) 345-0755 Fax: (505) 212-4990

Email: chris@plucys.com

Marketing:

Contact Person: Kodi McCarthy

Title: Executive Administrator

Phone: (505) 345-0755 Fax: (505) 212-4990

Email: Kodi@plucys.com

Account Manager/Sales Lead:

Contact Person: Christofer Pacheco

Title: Managing Member

Phone: (505) 345-0755 Fax: (505) 212-4990

Email: Chris@plucys.com

Sales Support:

Contact Person: Timothy Everett

Title: Vice President of Administration

Phone: (505) 345-0755 Fax: (505) 212-4990

Email: tim@plucys.com

Contract Management (if different than sales lead):

Contact Person: Kodi McCarthy

Title: Executive Administrator

Phone: (505) 345-0755 Fax: (505) 212-4990

Email: kodi@plucys.com

Financial Reporting:

Contact Person: Timothy Everett

Title: Vice President of Administration

Phone: (505) 345-0755 Fax: (505) 212-4990

Email: tim@plucys.com

Contract Management Plan/Subcontracting Strategies

Pluma, LLC brings quantifiable and significant value as a project partner in performing work for The University of New Mexico. Pluma has performed similar construction services for over fifteen years. Pluma has extensive experience with government funded contracts.

Holding a National Task Order Contract with the Department of Veteran Affairs, a Regional (Region 7, NM and West Texas) Task Order Contract with GSA, Statewide Task Order Contracts with NM Department of Transportation, NM Facilities Management Division, NM General Services Department, and NM Cooperative Educational Services. On a local level Pluma holds on call construction contracts with the City of Albuquerque, the City of Santa Fe, Los Alamos County, Gallup McKinley School District, Bernalillo County, and a construction Task Order Contract with Sandia National Laboratories for Albuquerque and Lawrence Livermore.

The majority of these MATOCs require pricing through RS Means, or the RS Means Gordian JOC module. Pluma holds licenses and is proficient in pricing using both packages.

The size of projects under these contracts has ranged from small projects with a value of $2,000.00 to larger projects up to $5,500,000.00.

In New Mexico, Pluma has performed work under these agreements from Hobbs to Taos and from Gallup to Tucumcari. Outside of New Mexico, Pluma has performed work in California, Oregon, Arizona, Texas, Colorado, and Washington State. In all these locations Pluma has performed the work to completion and to the customer's satisfaction.

For example, Pluma LLC is currently performing a facility expansion in Bakersfield, CA for the VA, remodeling a US Senators Office in Santa Fe, New Mexico, completing a 7000 Square Foot ground up building for New Mexico Junior College in Hobbs, NM, performing emergency irrigation system repairs at the Santa Fe National Cemetery, installing a backup generator at the Social Security Building in Gallup NM, and installing power for teacher mobile homes on the Navajo Nation. All these projects are running concurrently, all these projects require bonding, project management, safety managers, and quality control. All these projects are on-schedule (in a very demanding environment for materials), and on budget. All these projects have performance criteria that are being met and exceeded.

Understanding our customer's needs helps us anticipate their requirements, navigate their systems, and work within their constraints. Pluma brings personnel experienced for working at all job sites, including general superintendents, project superintendents, foremen, craftsmen, and subcontractors. These individuals will have also completed all required site-specific training as applicable.

Pluma self performs most major tasks except for Plumbing, Mechanical, Roofing, and large concrete pours. Pluma recognizes that our subcontractors are viewed by our customers as an extension of our company and a failure by any of our subcontractors can adversely affect our company's reputation. Therefore, Pluma extensively evaluates all our subcontractors in the following areas: Safety, Financials, Staffing/Organization Structure, Equipment, Project Plan

and Schedule, Project Cost and Payment Terms, Comparable Projects, Past Performance, and Letter of Recommendation or References.

Pluma has been successful in managing our Subcontractors to ensure that their performance meets our project's safety and quality requirements, and that their work is in accordance with our project's schedule and specifications.

All Pluma's subcontractors and teaming partners are held to the same standards and measurements as Pluma's employees. Every effort is made to encourage, coach and involve our partners in achieving an Incident and Injury Free workplace, as well as a successful project.

A partial list of major subcontractors includes:

- DHL Mechanical
- Tru Mechanical and Plumbing
- TLC Plumbing and Mechanical
- Noel Concrete
- Jaynes Corp. Concrete
- National Roofing
- J3 Roofing

Critical to having a good subcontractor relationship is having a good subcontract. Our subcontracts are managed by our Project Coordinator, Kodi McCarthy, Kodi holds a Certificate in Contract Administration from Cornell University School of Law. Payment terms for all subcontractors are outlined in the subcontract. Most of our subcontracts are pay when paid, however we do have subcontracts that are Net 30, some include advance payments, some include mobilization payments. Pluma is financially secure with cash and cash equivalents in the 7 digits and can finance a subcontractor if necessary.

Pluma's administrative operations are managed by Tim Everett, our VP of Administration. Tim is a CPA candidate. Tim is responsible for bookkeeping, estimates, project management, and financial reporting. Tim's staff will manage bonding, estimates, project management, schedule of payments, progress payments and pay applications. Tim has a staff of 7 people spread across the disciplines for which he is responsible, and they have been working together for several years operating well as a team and interfacing smoothly with operations.

Pluma will utilize our extensive array of subcontractor and consultant relationships to your benefit, building a cohesive team best suited for UNIVERSITY OF NEW MEXICO projects.

Teams will be established through the following criteria:

- Contractors' capabilities
- Completed projects of similar scope
- Ability to work within the schedule
- Working relationship

Pluma's Project Management team prepares a detailed estimate and budget for every project. The estimate tracks costs for each task associated with your project, including but not limited to:

- Labor
- Materials
- Equipment
- Subcontractors

The estimate and budgets developed provide the guidelines for project expenditure and planning. Labor is posted each Thursday. All other costs are input daily upon receipt and verification of accuracy.

During a project's preconstruction service phase, Pluma actively analyzes all possible cost savings without compromising quality. We use the term Value Analysis to describe this process. In our cost-saving efforts, we review the current design and look for similar products that perform equally as well but cost less. We also examine all the future implications related to the product change.

Value Analysis does not always equate to immediate cost savings. After evaluating an idea, Pluma may propose a change that initially costs more than the current system but provides better long-term value and service.

Pluma's estimating staff has over 50 years of combined estimating experience. Years of hands-on field experience allows us to apply Value Analysis to each project, providing the best possible price and maintaining the highest quality of construction.

Construction operations are managed by Pluma's VP of Operations, Jose Lovato. Jose has over 25 years of field and field management experience. He strengths include skilled labor organization and prioritization. Jose has managed Pluma's subcontractor and crews in the field for seven years and is in a large part responsible for Pluma's success as a company. Jose works closely with administration to ensure adherence to schedule, timely material delivery, and quality outcomes.

Every construction project contains a multitude of risks. Risks are mitigated through thorough planning and continuous and active project management. To that end Pluma has 3 experienced and skilled project managers. All our project managers are proficient in and certified on our project management tools, Primavera P6 and Buldertrend. These tools provide our PMs the ability to manage and track schedule, resources, materials, labor, and costs from a single platform. These platforms interface with Pluma's accounting software and provide Pluma to see the progress of all projects in real time. Given the scope, geographical dispersion, and diversity of the work Pluma does these resources are critical to project success.

One of Pluma Construction's core strength is Design Build Construction. As discussed, Plume Construction has expensive JOC and Task Order Experience. Combining Pluma's JOC and Task Order Experience with Pluma's Design Build creates a powerful solution experience for our customers. Pluma has multiple successful complex Design Build projects in its portfolio.

Pluma has built the gym for New Mexico Junior College's law enforcement academy as a Design Build Project. Pluma has also built New Mexico Junior College's 12,800 SF indoor golf practice facility as a Design Build. Pluma has built multiple large commercial retail buildings as Design Build projects. Whether a tenant improvement or vertical construction, Pluma brings expertise in both JOC/Task Order contracts and Design Build projects, offering our customers a flexible force multiplier within the JOC/Task Order Contract.

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Appendix D – Approach to Recycling

Complete Appendix D by describing your company's approach to recycling.

Recycling is not just good for business; it's one of Pluma's fundamental business practices. Pluma recognizes that our projects and our actions leave a lasting mark in our communities and an indelible impression on the environment. As such, we make thoughtful decisions about every aspect of our business — from the office supplies we buy to the way we manage our construction operations — to be the most conscientious builder we can be and leave behind a better world.

Pluma's initial step in a construction waste reduction strategy is good planning. Cost savings are also realized through the efficient design and use of materials, minimizing waste. When possible, our design is be based on standard sizes. The less our team must adapt or cut, the less waste the project will incur – not to mention the time and effort saved. For example, framing layouts can be planned to use standard wood lengths. Standard dimensions also make it easier to reuse any materials we have left over.

We strive at Pluma to order materials accurately. Additionally, using high quality materials such as engineered products reduces rejects. This approach can reduce the amount of material needing to be recycled and bolster profitability and economy for both Pluma and our customers.

Pluma understands that the most important step for recycling of construction waste is on-site separation. Pluma's staff has embraced separation habits. Before recycling construction waste, our staff identifies who will accept it. This is important in designating the type of waste to separate, and in planning for drop-off or delivery of materials. Pluma has built working relationships with salvage companies, as well as non-profit organizations in the Albuquerque area that can recycle some of the construction waste generated on site. For example, larger pieces of leftover lumber (6′ or more in length) can be donated to Habitat for Humanity.

Recyclable materials can include:

- Masonry for reuse in your construction or for crushing to make road bases
- Windows, doors, and roofing (where reusable) for use in other buildings
- Appliances and fixtures, including sinks and baths, for refitting elsewhere
- Lumber and wood products (where reusable) for reuse or conversion to mulch or biomass fuel
- Metals for smelting and conversion into other products
- Vegetation and trees for replanting if feasible, or for biomass fuel
- Cardboard and paper for pulping
- Plastic crates/container, bags and sheets (where reusable)

Appendix E – Key Personnel
Project Manager

Name: Jose Lovato

Name:

Title: VP of Operations/Project Manager

# of Years with the Firm: 8 Years

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: 15 Years

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 DCA - Robert Aaragon **Title** Supervisor

Telephone: 505-901-7643 Email Address: robert.aragon@dca.nm.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 SF County - William Baca **Title** Supervisor

Telephone: 505-490-0345 Email Address: wbaca@santafecounty.nm.gov

JOSE LOVATO

Vice President of Operations / Project Manager

PROFILE

Project Manager with a 10-year record of success overseeing and managing all phases of construction projects, including large-scale, multi-million-dollar projects for government and private-sector clients. Experience includes managing crews of up to 20 in new construction, tenant improvements and remodels, manufacturing and industrial plants, wastewater and well facilities, and a variety of other construction projects. Backed by strong credentials and a proven history of on-time, on-budget and high quality project completions.

CONTACT

PHONE:
505-453-3941
WEBSITE:
www.plucys.com

EMAIL:
jose@plucys.com

Skills

- Construction Planning and Scheduling *
- Site Safety and OSHA Compliance
- Subcontractor/Crew Supervision
- QA/QC Management

WORK EXPERIENCE

Pluma, LLC Vice President of Operations / Project Manager
2012 To Present

- Coordinate, plan and manage diverse field staff and subcontractors; Liaisons with owners, architects and engineers
- Prepare and review plans, specifications, drawings and schedules to determine work phases and priorities.
- Supervise manpower to assure that work is done safely, efficiently, properly and within time allowed
- Ensure work and performance comply with drawings, specs, schedules, building codes and regulations, and enforcement of same
- Facilitate efficient use of manpower and equipmen
- Establish strong safety practices and maintain job labor relations and EEO compliance.
- Schedule equipment and material delivery coinciding with owner's schedules to meet project requirements
- Inspect fieldwork to evaluate construction quality and progress, operational efficiency and proper installation in accord with design Assure safety mgt program is implemented and complied with throughout project.
- Prepare weekly construction progress reports
- Train multiple employees in all aspects of construction work to be able to identify an employee's strengths and weaknesses to better utilize their skills

Licenses & Certifications

- Certified in Construction Safety, Confined Space Entry and First Aid/CPR
- OSHA-10 Certified
- OSHA-30 Certified
- AWS Certified Welder ;
- AGC STP Certified
- GB98
- EE98

Appendix F – Key Personnel
Lead Superintendent

Name: George Ulloa

Name:

Title: Lead Superintendent

# of Years with the Firm: 5 Years

Experience with the Following Type of Construction Services:

☒ General Construction ☒ Electrical ☒ Mechanical ☒ Roofing

# of Years as a ~~Project Manager~~ Lead Superintendent for Type of Construction Services Selected Above: 15 Years

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 VA - Victor Vasquez **Title** Contracting Officer

Telephone: 505-984-3900 Email Address: victor.vasquez2@va.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 VA - Juan Martinez **Title** Contracting Officer

Telephone: 505-988-6400 Email Address: juan.martinez5@va.gov

GEORGE ULLOA

U.S. Citizen

LEAD SUPERINTENDENT

PROFILE

Over 15+ years of experience supervising and managing multi-million dollar commercial and residential construction projects as a site superintendent. Expertise includes planning build sites; liaising with architects, engineers, and developers; overseeing subcontractors and laborers; developing and following construction schedules; monitoring progress; tracking budgets and controlling expenses. Aggressive in identifying and resolving inefficient operational processes. Strong team member; able to motivate others to achieve optimal production while maintaining high safety practices. Proven record of success completing projects on time and under budget!

CONTACT

PHONE:
432-213-5236
WEBSITE:
www.plucys.com

EMAIL:
george@plucys.com

Skills

- Construction Planning and Scheduling
- Subcontractor Coordination
- QA/QC Management
- Change Control Management
- Worksite Management
- Regulation & Compliance

WORK EXPERIENCE

- Coordinate, plan and manage diverse field staff and subcontractors, Liaisons with owners, architects, and engineers.
- Prepare and review plans, specifications, drawings, and schedules to determine work phases and priorities. Supervise manpower to assure that work is done safely, efficiently, properly and within time allowed.
- Ensure work and performance comply with drawings, specs, schedules, building codes and regulations, and enforcement of same
- Facilitate efficient use of manpower and equipment.
- Establish strong safety practices and maintain job labor relations and EEO compliance.
- Schedule equipment and material delivery coinciding with owner’s schedules to meet project requirements.
- Inspect fieldwork to evaluate construction quality and progress, operational efficiency, and proper installation in accord with design.
- Assure safety mgt program is implemented and complied with throughout project. Prepare weekly construction progress reports.
- Train multiple employees in all aspects of construction work to be able to identify an employee's strengths and weaknesses to better utilize their skills.

Education

Fort Stockton High School – 2000

Licenses & Certifications

OSHA-10 Certified
OSHA-30 Certified

Appendix G – Key Personnel
Safety Manager

Name: Christofer Pacheco

Name: _____

Title: Managing Member / Safety Manager

# of Years with the Firm: 22 Years

Experience with the Following Type of Construction Services:

☒ General Construction ☒ Mechanical, Electrical, and Plumbing ☒ Roofing

# of Years as a ~~Project Manager~~ Safety Manager for Type of Construction Services Selected Above: 8 Years

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

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☒ Landscaping ☒ Fencing ☒ Earthwork / Site Work ☒ Demolition ☒ Painting

ATTACH RESUME ☒ Yes

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Agency's contact: Name Auvorie Benson **Title** Contracting Officer

Telephone: (571) 320-0283 Email Address: Auvorie.Benson@va.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 SNL - Royina Lopez **Title** Mentor-Protege Program Lead

Telephone: (505) 238-1136 Email Address: rlopez3@sandia.gov

CHRISTOFER PACHECO

U.S. Citizen

MANAGING MEMBER/SAFETY OFFICER

PROFILE

Manager and leader with 35 years of successful sales, business, and leadership experience. Life philosophy. Success is not an accident and is more than doing a job well. Success is process of managing one's environment to produce the desired results. Success comes from vision, discipline, persistence, and execution. The ability to define a vision, develop a plan to achieve the vision, the discipline to execute the plan, and the persistence to see the plan through obstacles are the attributes of a successful person.

CONTACT

PHONE:
505-345-0755
WEBSITE:
www.plucys.com

EMAIL:
Chris@plucys.com

Skills

- Budgeting & Planning
- Project Risk & Scope
- Project & Delivery Methodologies
- Change Control Management
- Strategy, Vision & Mission Planning

WORK EXPERIENCE

- Since 2014, built profitable construction company – Profitable every year of operation
- Ensure work and performance comply with drawings, specs, schedules, building codes and regulations, and enforcement of same • Officer, U.S. Army in National Rapid Deployment Force (75th Ranger Regiment, 82nd Airborne Division) – Top 5% of year group (1984). Ranger and Airborne qualified, Bronze Star recipient
- Closed Major Construction Indefinite Delivery, Indefinite Quantity Contracts (IDIQ) with Veteran Affairs, GSA, State of New Mexico, City of Albuquerque, County of Bernalillo – Total Possible Value of Contracts is $50MM
- Sicily Plaza – Albuquerque, NM $2 Million (New Construction)
- NM Department of Cultural Affairs – Santa Fe, NM $250K (Concrete Work and Interior Improvements at Center for Contemporary Arts)
- State of NM – Facilities Management Division – Santa Fe, NM $195K (Repair and Restoration of Masonry at Ortiz Y Pino Building)
- US Department of Veterans Affairs – Santa Fe, NM $150K (Exterior Restoration of maintenance building, Exterior and Interior Restoration of committal shelter, Design
- NM Department of Cultural Affairs – Santa Fe, NM $214K (Restoration of interior courtyard at NM Museum of Arts)
- The UPS Store – throughout New Mexico $600K (Interior Remodel of multiple stores)
- Eight (8) years experience as a Site Safety Officer on construction projects.

Education

- Boston University, MSBA, Economics, 1985 - 1988
- United States Military Academy at West Point, BS, Mathematical Economics, 1980 - 1984

Licenses & Certifications

- GB98 State of NM
- EE98 State of NM
- OSHA-30 Certified
- OSHA NFPA 70E
- Certified in Construction Safety
- First Aid/CPR

Appendix H – Comparable Construction Experience
General Construction Projects

Applicable to Firms Submitting a Proposal for General Construction Contracts

Proponent's Name: Pluma LLC

Agency / Client Name: US Department of Veterans Affairs - Bakersfield, CA

Project Name: IT and New Construction

Project Number: 929-MM-FY22-001 **Project Value:** $123,720.00

Achieved or Anticipated Final Acceptance after January 1, 2021 ☒ 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 (%): 70%
(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)

Install new HVAC for IT Closets in the Administration and Maintenance Buildings of the Bakersfield National Cemetery, Bakersfield CA.

Design and erect new storage building for storing cemetery aggregates for the Bakersfiled National Cemetery, Bakersfield, CA.

Project part of the VA National Cemetery Administration MATOC.

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 Auvorie Benson **Title** Contracting Officer

Telephone: 703.630.9347 Email Address: auvorie.benson@va.gov

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

Appendix H – Comparable Construction Experience
General Construction Projects

Applicable to Firms Submitting a Proposal for General Construction Contracts

Proponent's Name: Pluma LLC

Agency / Client Name: Central New Mexico College

Project Name: Classroom Renovation

Project Number: 2022-1694 **Project Value:** $88,952.66

Achieved or Anticipated Final Acceptance after January 1, 2021 ☐ 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)

Renovate 2 classrooms within a Building at the Central New Mexico College Campus, Building S. Renovations included all new finishes, rewiring electrical for new floor plan configuration.

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 Peter Siebert **Title** Faciities Project Manager

Telephone: 505.224.4661 Email Address: psiebert@cnm.edu

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

Appendix H – Comparable Construction Experience
General Construction Projects

Applicable to Firms Submitting a Proposal for General Construction Contracts

Proponent's Name: Pluma LLC

Agency / Client Name: New Mexico Jumior College

Project Name: Western Heritage Museum Storage Building

Project Number: P0009809 **Project Value:** $378,645.00

Achieved or Anticipated Final Acceptance after January 1, 2021 ☒ 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 (%): 85%
(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)

Pluma LLC provided all services, materials, labor and the Design and Build of a Storage Building for the Western Heritage Museum at the New Mexico Junior College.

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 Dr. Charley Carroll **Title** Facilities Manager

Telephone: 575.399.0601 Email Address: ccarroll@nmjc.edu

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

Appendix H – Comparable Construction Experience
General Construction Projects

Applicable to Firms Submitting a Proposal for General Construction Contracts

Proponent's Name: Pluma LLC

Agency / Client Name: New Mexico Department of Cultural Affair

Project Name: Stucco MIAC Building

Project Number: 50500-0000045403 **Project Value:** $350,000.00

Achieved or Anticipated Final Acceptance after January 1, 2021 ☒ 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)

Restucco 39,997 sq. ft of exteror wall on on MIAC building on Museum Hill in Santa Fe, New Mexico

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 Robert Aragon **Title** Facilities Manager

Telephone: 505.901.7643 Email Address: robert.aragon@dca.nm.us
robert.aragon@state.nm.us

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

Appendix H – Comparable Construction Experience
General Construction Projects

Applicable to Firms Submitting a Proposal for General Construction Contracts

Proponent's Name: Pluma, LLC

Agency / Client Name: New Mexico Junior College

Project Name: Indoor Golf Facility

Project Number: P0008999 **Project Value:** $621,813.19

Achieved or Anticipated Final Acceptance after January 1, 2021 ☒ 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)

Pluma LLC provided all services, materail, labor for the Design and Build of an indoor Golf Practice Facility. Approximately 12,800 sq. ft.

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 Charley Carroll **Title** Facilities Manager

Telephone: 575.399.0601 Email Address: ccarroll@nmjc.edu

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

Appendix I – Comparable Construction Experience
Mechanical, Electrical, and Plumbing (MEP) Projects

Applicable to Firms Submitting a Proposal for the Mechanical, Electrical, and Plumbing (MEP) Contract

Proponent's Name: Pluma LLC

Agency / Client Name: Gallup McKinley County Schools

Project Name: Lighting Retrofit - SSC Boardroom

Project Number: 220730 **Project Value:** $40,346.00

Achieved or Anticipated Final Acceptance after January 1, 2021 Yes ☒ No ☐

mpany 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)

Lighting retrofit from flourescent lighting to LED lighting to promote energy efficiency.

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 Roxy Flander **Title** Facilities Manager

Telephone: 505.728.7690 Email Address: rflander@gmcs.org

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

Appendix I – Comparable Construction Experience
Mechanical, Electrical, and Plumbing (MEP) Projects

Applicable to Firms Submitting a Proposal for the Mechanical, Electrical, and Plumbing (MEP) Contract

Proponent's Name: Pluma LLC

Agency / Client Name: Gallup McKinley County Schools

Project Name: Lighting Retrofit - Gallup High School

Project Number: 2206633 **Project Value:** $94,879.00

Achieved or Anticipated Final Acceptance after January 1, 2021 Yes ☒ No ☐

mpany 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)

Lighting retrofit High School Gymnasium - Replace 75 each high bay halogen lights iwth 75 each high bay LED lights (30,000 lumens each). Replace 25 each 4 foot Flourescent light fixtures with 4 ft LED ;ights with protective screen.

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 Roxy Flander **Title** Facilities Manager

Telephone: 505.728.7690 Email Address: rflander@gmcs.org

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

Appendix I – Comparable Construction Experience
Mechanical, Electrical, and Plumbing (MEP) Projects

Applicable to Firms Submitting a Proposal for the Mechanical, Electrical, and Plumbing (MEP) Contract

Proponent's Name: Pluma LLC

Agency / Client Name: US Department of Veteran Affairs - Tacoma National Cemetery

Project Name: Wifi Wireless Access Point Network Tacoma National Cemetery

Project Number: 919-MM-FY21-015 **Project Value:** $47,934.00

Achieved or Anticipated Final Acceptance after January 1, 2021 Yes ☒ No ☐

mpany 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)

Install a campus wide Wireless Access Point Network in both the Administra-
buildings and the Maintenance buildings of the Tacoma National Cemetery.

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 Auvorie Benson **Title** Contracting Officer

Telephone: 703.630.9347 Email Address: auvorie.benson@va.gov

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

Appendix I – Comparable Construction Experience
Mechanical, Electrical, and Plumbing (MEP) Projects

Applicable to Firms Submitting a Proposal for the Mechanical, Electrical, and Plumbing (MEP) Contract

Proponent's Name: Pluma LLC

Agency / Client Name: Central New Mexico Community College

Project Name: S-Building Renovation

Project Number: 2022-1694 **Project Value:** $34,289.00

Achieved or Anticipated Final Acceptance after January 1, 2021 Yes ☒ No ☐

mpany 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)

See Attached:

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 Peter Siebert **Title** Facilities Project Manager

Telephone: 505.224.4661 Email Address: psiebert@cnm.edu

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

Provide Electrical Work for Renovation of Two (2) Classrooms in Building S of CNM Campus.

Work Included:

- Demo existing power and lighting per demo sheet A 101. Cap-off all existing circuits in J-Boxes and label.
- Provide and install new 10 KVA step down transformer mount up in celling area of work area.
- Provide and install new 100 amp 208 volt (3) phase square "D" QO type panel inside work area. Feed new transformer from existing 480 volt main panel.
- Provide and install 30 amp 480 volt, (3) pole breaker in existing main panel for transformer input power. Feed new 100 amp 208 volt panel from transformer per sheet E 501 of drawing.
- Provide and install (19) new 2'x4' lay-in light fixture in grid ceiling and connect to new lighting control per detail C-3 drawings.
- Provide and install (2) emergency wall lights and (2) ceiling mount exit lights.
- Provide and install electrical wiring for all devise, cord reels, duplex receptacles, and equipment per detail A-3 of drawings.

Appendix I – Comparable Construction Experience
Mechanical, Electrical, and Plumbing (MEP) Projects

Applicable to Firms Submitting a Proposal for the Mechanical, Electrical, and Plumbing (MEP) Contract

Proponent's Name: Pluma LLC

Agency / Client Name: Gallup McKinley County Schools

Project Name: Lighting Retrofit - Gallup Middle School Gymnasium

Project Number: 2206634 **Project Value:** $30,566.00

Achieved or Anticipated Final Acceptance after January 1, 2021 Yes ☒ No ☐

mpany 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)

Lighting retrofit from flourescent lighting to LED lighting to promote energy efficiency.

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 Roxy Flander **Title** Facilities Manager

Telephone: 505.728.7690 Email Address: rflander@gmcs.org

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

Appendix K – Indefinite Quantity Contract Experience

General

1. Agency Name: State of New Mexico General Services Department
2. Contract Number: 00-00000-20-00110 - IDIQ SWPA

Reference Information

3. Reference Name, Position: Michael Saavedra, Contracting Officer
4. Address: 1100 St. Francis Drive
5. City, State, Zip Code: Santa Fe, NM 87505
6. Phone Number: 505.372.8489
7. Email Address: michael.saavedra@state.nm.us

Contract Time:

8. Potential Maximum Time:* 4 years
9. Award Date: 7/1/2020
10. Expiration/Termination Date(or still active): Still Active

Contract Amounts:

11. Potential Maximum Amount:** $10,000,000.00
12. Total Amount of Work Issued ($): $3,500,000.00 (est.)
13. Total Number of Job Orders Issued (#): 15 (est.)

Key Personnel

14. Name and Position: Jose Lovato, VP Operations
15. Name and Position: George Ulloa, Superintendent
16. Name and Position: Christofer Pacheco, Executive Management
17. Name and Position: Kevin Rodriguez, Project Manager
18. Yes or No, Did any of the key personnel proposed for this contract work on the contract referenced? Yes
19. If answer to the above question is "Yes" and if those individuals are not listed as key personnel above list the name and position below: N/A

***Potential Maximum Time** shall mean 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

Appendix K – Indefinite Quantity Contract Experience

General

1. Agency Name: State of New Mexico General Services Department
2. Contract Number: 10-00000-20-0002 SWPA IDIQ Flooring

Reference Information

3. Reference Name, Position: Michael Saavedra, Conctracting Officer
4. Address: 1100 St. Francis Drive
5. City, State, Zip Code: Santa Fe, NM 87505
6. Phone Number: 505.827.0472
7. Email Address: michael.saavedra@state.nm.us

Contract Time:

8. Potential Maximum Time:* 4 Years
9. Award Date: 08/03/2020
10. Expiration/Termination Date(or still active): Still Active

Contract Amounts:

11. Potential Maximum Amount:** $10,000,000.00
12. Total Amount of Work Issued ($): $1,000,000.00 (est.)
13. Total Number of Job Orders Issued (#): 10 (est.)

Key Personnel

14. Name and Position: Jose Lovato, VP Operations
15. Name and Position: George Ulloa, Superintendent
16. Name and Position: Matt Bryant, Project Manager
17. Name and Position: Christofer Pacheco, Executive Management
18. Yes or No, Did any of the key personnel proposed for this contract work on the contract referenced? Yes
19. If answer to the above question is "Yes" and if those individuals are not listed as key personnel above list the name and position below: N/A

***Potential Maximum Time** shall mean 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

Appendix K – Indefinite Quantity Contract Experience

General

1. Agency Name: US General Services Administration
2. Contract Number: 47PH081D0028 - IDIQ General Construction

Reference Information

3. Reference Name, Position: Matthew Deptuch, Contracting Officer
4. Address: 819 Taylor St. RM 12B01
5. City, State, Zip Code: Fort Worth, TX 76102
6. Phone Number: 817.201.3972
7. Email Address: matthew.deptuch@gsa.gov

Contract Time:

8. Potential Maximum Time:* 4 years
9. Award Date: 05/23/2019
10. Expiration/Termination Date(or still active): Still Active

Contract Amounts:

11. Potential Maximum Amount:** $5,000,000.00
12. Total Amount of Work Issued ($): $750,000.00 (est.)
13. Total Number of Job Orders Issued (#): 9 (est.)

Key Personnel

14. Name and Position: Jose Lovato, VP Operations
15. Name and Position: George Ulloa, Superintendent
16. Name and Position: Christofer Pacheco, Executive Management
17. Name and Position: Rainy Jain, Project Manager
18. Yes or No, Did any of the key personnel proposed for this contract work on the contract referenced? Yes
19. If answer to the above question is "Yes" and if those individuals are not listed as key personnel above list the name and position below: N/A

***Potential Maximum Time** shall mean 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

Appendix K – Indefinite Quantity Contract Experience

General

1. Agency Name: Sandia National Laboratories
2. Contract Number: 2296663 - Construction Pricing Agreement

Reference Information

3. Reference Name, Position: Kimberly Marian, Contracting Officer
4. Address: Sandia National Laboratories
5. City, State, Zip Code:
6. Phone Number: 505.569.9059
7. Email Address: krmarie@sandia.gov

Contract Time:

8. Potential Maximum Time:* 4 years
9. Award Date: 01/18/2022
10. Expiration/Termination Date(or still active): Still Active

Contract Amounts:

11. Potential Maximum Amount:** Open Pricing Agreement
12. Total Amount of Work Issued ($): $250,000.00 (est.)
13. Total Number of Job Orders Issued (#): 2

Key Personnel

14. Name and Position: Jose Lovato, VP Operations
15. Name and Position: George Ulloa, Superintendent
16. Name and Position: Christofer Pacheco, Executive Management
17. Name and Position: Matt Bryant, Project Manager
18. Yes or No, Did any of the key personnel proposed for this contract work on the contract referenced? Yes
19. If answer to the above question is "Yes" and if those individuals are not listed as key personnel above list the name and position below: N/A

***Potential Maximum Time** shall mean 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

Appendix K – Indefinite Quantity Contract Experience

General

1. Agency Name: US Department of Veterans Affairs, NCA
2. Contract Number: 36C78619D0163 - MATOC

Reference Information

3. Reference Name, Position: Kellyann P. Bruno
4. Address: 18434 Joplin Road
5. City, State, Zip Code: Triangle, VA 22172
6. Phone Number: 571.320.0573
7. Email Address: kellyann.bruno@va.gov

Contract Time:

8. Potential Maximum Time:* 5 Years
9. Award Date: 9/6/2019
10. Expiration/Termination Date(or still active): Still Active

Contract Amounts:

11. Potential Maximum Amount:** $15,000,000.00
12. Total Amount of Work Issued ($): $5,000,000.00 (est.)
13. Total Number of Job Orders Issued (#): 30+ (est.)

Key Personnel

14. Name and Position: Jose Lovato, VP Operations
15. Name and Position: George Ulloa, Superintendent
16. Name and Position: Christofer Pacheco, Executive Management
17. Name and Position: Kevin Rodriguez, Project Manager
18. Yes or No, Did any of the key personnel proposed for this contract work on the contract referenced? Yes
19. If answer to the above question is "Yes" and if those individuals are not listed as key personnel above list the name and position below: N/A

***Potential Maximum Time** shall mean 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 L – Price Proposal

University of New Mexico

BID FOR JOB ORDER CONTRACT (PRICE PROPOSAL)

Date of Bid: 11/17/2022
New Mexico State Contractor's License No. 387286
Resident Contractor's Preference Certificate No. L0843737200 (Resident/Veteran)
Contractor's New Mexico Gross Receipts Tax No. 02-963775-00-9
Contractor's Federal Employee Identification No. 03-0495332
Dept. Workforce Solutions Registered Contractors Number 1755520150602

UNM Job Ordering Contract

Request for Proposals No. 2379-23

Bid (Price Proposal) of (company name): Pluma LLC
(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? Yes

Business Size / Classification:

XX Small Business Concern	XX 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.

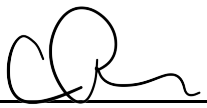
Has the Part 1: Schedule of Prices been attached to this Appendix L: ☒ Yes ☐ No

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: 11/16/2022

By:(Same Name, Printed or Typed) Christofer M. Pacheco

Title: Managing Member

Company: Pluma LLC

Address: 6301 4th St. NW, Ste 1, Albuquerque NM

Zip: 87107

Phone: 505.345.0755 Fax: 505.212.4990 Email: chris@plucys.com

(Affix Corporate Seal if response by Corporation):

Part 1 Schedule of Prices

Attach this schedule of Prices to Appendix L

OFFEROR'S NAME: Pluma LLC

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%)	1.2798	1.2798	
	Other Than Normal Working Hours (30%)	1.3898	1.3898	
	Non Pre-Priced (10%)	1.3498	1.3498	
	Award Criteria Figure	1.3198	1.3198	0.0000
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Northern New Mexico Branch Campuses	Normal Working Hours (60%)	1.2898	1.2898	
	Other Than Normal Working Hours (30%)	1.3998	1.3998	
	Non Pre-Priced (10%)	1.3598	1.3598	
	Award Criteria Figure	1.3298	1.3298	0.0000
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Southern New Mexico Branch Campuses	Normal Working Hours (60%)	1.2898	1.2898	
	Other Than Normal Working Hours (30%)	1.3998	1.3998	
	Non Pre-Priced (10%)	1.3598	1.3598	
	Award Criteria Figure	1.3298	1.3298	0.0000

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 weightede persentages abouve. The Award Criteria Figure is only used for the purpose of determing the Bid.

4. When.s ubmitting 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: Christofer Pacheco, Managing Member

Date: 11/16/2022

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%)	1.325	1.325	
	Other Than Normal Working Hours (30%)	1.435	1.435	
	Non Pre-Priced (10%)	1.395	1.395	
	Award Criteria Figure	1.3650	1.3650	0.0000
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Region #2	Normal Working Hours (60%)	1.325	1.325	
	Other Than Normal Working Hours (30%)	1.435	1.435	
	Non Pre-Priced (10%)	1.395	1.395	
	Award Criteria Figure	1.3650	1.3650	0.0000
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Region #3	Normal Working Hours (60%)	1.325	1.325	
	Other Than Normal Working Hours (30%)	1.435	1.435	
	Non Pre-Priced (10%)	1.395	1.395	
	Award Criteria Figure	1.3650	1.3650	0.0000
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Region #4	Normal Working Hours (60%)	1.325	1.325	
	Other Than Normal Working Hours (30%)	1.435	1.435	
	Non Pre-Priced (10%)	1.395	1.395	
	Award Criteria Figure	1.3650	1.3650	0.0000
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Region #5	Normal Working Hours (60%)	1.325	1.325	
	Other Than Normal Working Hours (30%)	1.435	1.435	
	Non Pre-Priced (10%)	1.395	1.395	
	Award Criteria Figure	1.3650	1.3650	0.0000

Appendix B – Contractor's Statement of Qualification

1. ORGANIZATION

Name: Pluma LLC Address:

Principal Office:

[X] Corporation [ ] Partnership [ ] Sole Proprietorship [ ] Joint Venture

[ ] Other

a. How many years has your organization been in business as a contractor?

b. How many years has your organization been in business under its present business name?

9

c. Under what other or former names has your organization operated?

DBA: Pluma Construction Systems

d. Department of Work Force Solutions Contracting Registration # 1755520150602

Effective Dates: 5/14/21 to 6/2/2023

e. Submit FEIN and Dunn & Bradstreet report.

Federal Tax ID #: 03-0495332 DUNS #: 794763941

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

N/A

g. Felony Conviction Notice: Indicate if the supplier

- 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.

N/A

h. Describe any debarment or suspension actions taken against supplier

N/A

2. LICENSING

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

Christofer Pacheco

b. License Classification: EE98, GB98

c. License

Number: 387286 License Code: _____

d. Issue Date: 9/14/2016 Expiration Date: 12/31/2024

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?
[XX] Yes [ ] No (attach explanation)

f. Does your firm hold all applicable business licenses required by state and local law?

- License Number: BRC-2002-292744 Jurisdiction: City of Albuquerque

  Name of License Holder, exactly as it appears on file with jurisdictional authorities.
  Pluma LLC

  Issue Date: 03/01/2021 Expiration Date: 02/28/2022

- License Number: ZBL2017-0203 Jurisdiction: Bernalillo County

  Name of License Holder, exactly as it appears on file with jurisdictional authorities.
  Pluma LLC

  Issue Date: 7/13/2022 Expiration Date: 7/13/2023

- License Number: 21-00016117 Jurisdiction: City of Rio Rancho

  Name of License Holder, exactly as it appears on file with jurisdictional authorities.
  Pluma LLC

  Issue Date: 12/2/2021 Expiration Date: 12/31/2022

g. Is your firm registered with the State of New Mexico's Purchasing Department with a Resident Preference Number? [X] Yes [ ] No

Resident Preference Number: L0843737200 Issue Date: _____

Name of number holder, exactly as it appears on file with State Purchasing.
Pluma, LLC

h. Is your firm free from formal debarment from public works, federal, state or local jurisdictions?
[XX] Yes [ ] No (attach explanation*)

(1) Total number of current employees:

Project Managers	3
Estimators	2
Superintendents	4
Foremen	5
Tradesmen	15

Administration 7
Others

3. CAPACITY AND CAPABILITY TO PERFORM THE WORK

a. Resources.

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

[XX] Yes [ ] No

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

Corporate Office: 6301 4th St. NW, Ste 1, Albuquerque NM 87107
Warehouse/Shop/Yard: 1629 7th St., Albuquerque NM 87102

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

$4,000,000.000

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

$3,000,000.00

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

We are executing our strategy. Multiple Task Order contracts on the Federal, State, and Local levels. Intense marketing in those accounts for which we hold contracts.

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

1. Public sector focus, 2. Public sector expertise (work force solutions, NM resident contractor, certified payroll, etc.), 3. Task Order contract experience, 4. Successful completion record.

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

LEED, Energy Star, Energy Audits, Energy Retrofits

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

Department of Energy Approved Quality Plan and Safety Plan - 1/2% 10, N30

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

N/A

4. SURETY

a. Firm's current surety company: Nielson, Rosenhaus & Associates

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

[XX] Yes
[ ] No (attach explanation*)

Contact Agent: Taylor Rosenhaus Telephone: 561.454.8210

Years utilizing this surety: 2 Maximum capacity: $10,000,000.00

Aggregate Total of current surety in force: $4,000,000.00

b. Is the surety company to be used on this project licensed to do business in the State of New Mexico?
[XX] 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?
[XX] Yes [ ] No (attach explanation*)

d. *Complete Attachment A (Notarized Declaration of Surety)* 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?
[XX] 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

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?
[XX] Yes [ ] No (attach explanation*)

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

EMR=.87

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?
[XX] 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?

[XX] Yes [ ] No (attach explanation*)

c. Does your firm have the ability to provide the required insurance in the limit stated in the project documents?
[XX] Yes [ ] No (attach explanation*)

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

Certificate of Insurance Attached

7. QUALITY ASSURANCE

a. Does your firm have a written Quality Assurance Program?
[XX] Yes [ ] No (attach explanation*)

b. ***Complete Attachment C (Copy of Quality Assurance)*** Program 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 [XX] 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 [XX] No

If yes, please list project(s)

- Project 1 Name: _____

Attachments:

A. Bonding Letter
B. Certificate of Insurance
C. DOE Approved Quality Assurance Program

NIELSON, ROSENHAUS & ASSOCIATES
A NIELSON HOOVER GROUP COMPANY

ACRISURE
AGENCY PARTNER

November 15, 2022

Re: Pluma, LLC
Statement of Bondability

To Whom It May Concern:

This is to advise you that our office provides Bid, Performance, and Payment Bonds for Pluma, LLC. Their Surety is The Gray Insurance Company which carries an A.M. Best Rating of A-VIII and is listed in the Department of the Treasury's Federal Register.

Based upon normal and standard underwiring criteria at the time of the request, we should be in position to provide Performance and Payment Bonds for projects up to $3,000,000 for a single bond and $10,000,000 in the aggregate. We obviously reserve the right to review final contractual documents, bond forms and obtain satisfactory evidence of funding prior to final commitment to issue bonds. We cannot assume liability to any third party, including you, if we do not execute said bonds.

Pluma, LLC is an excellent contractor, and we hold them in the highest regard. We feel extremely confident in our contractor and encourage you to offer them an opportunity to execute any upcoming projects.

This letter is not an assumption of liability, nor is it a bid or performance and payment bond. It is issued only as a bonding reference by our respected client.

If you should have any questions, please do not hesitate to give me a call.

Sincerely,

Taylor Rosenhaus
Surety Bond Specialist

This instrument was signed or acknowledged before me on this 15th day of November, 2022, by Taylor Rosenhaus

KAILEE STONE
Notary Public - State of Florida
Commission # HH 196931
My Comm. Expires Nov 9, 2025
Bonded through National Notary Assn.

Notary Signature

220 Congress Park Drive
Suite 100
Delray Beach, FL 33445
P: 561.454.8210
F: 561.455.4787
W: nielsonbonds.com

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/14/2022

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. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Downey & Company
6565 AMERICAS PARKWAY NE
SUITE 750
ALBUQUERQUE NM 87110

CONTACT NAME: Susan Vance
PHONE (A/C, No, Ext): (505) 881-0300 **FAX (A/C, No):** (505) 881-0908
E-MAIL ADDRESS: svance@downeyandco.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Donegal Insurance Group	13692
INSURER B : Builders Trust of New Mexico	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Pluma, LLC, DBA: Pluma Construction Systems
6301 4th St, NW
Suite 1
Albuquerque NM 87107

COVERAGES **CERTIFICATE NUMBER:** 2022-2023 **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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:			CPT9304970	06/01/2022	06/01/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			CA9063215	06/01/2022	06/01/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	[X] UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 0			CXL9304970	06/01/2022	06/01/2023	EACH OCCURRENCE AGGREGATE	$ 4,000,000 $ 4,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N: Y If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		6343	01/01/2022	01/01/2023	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 2,000,000 $ 2,000,000 $ 2,000,000

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

CERTIFICATE HOLDER
University of New Mexico Purchasing Department
MSCO1 1240
1 University of New Mexico
Albuquerque NM 87131

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Christian B Downey

Pluma, LLC

Contractor Quality Control (CQC) Plan

_____

Project Number

_____

Project Name

_____

Pluma, LLC
Approval Date

_____

Contractor

_____

Submitted By

_____

Email Address

_____

Phone

Contractor Quality Control Plan Acknowledgement

Project Name: _____

Project Number: _____

The undersigned have read and concur with this Contractor Quality Control Plan:

_____ _____

Quality Control Manager Date

_____ _____

Project Manager Date

_____ _____

Project Superintendent Date

_____ _____

Electrical Foreman Date

_____ _____

Mechanical Foreman Date

_____ _____

Civil Foreman Date

_____ _____

Site Safety Manager Date

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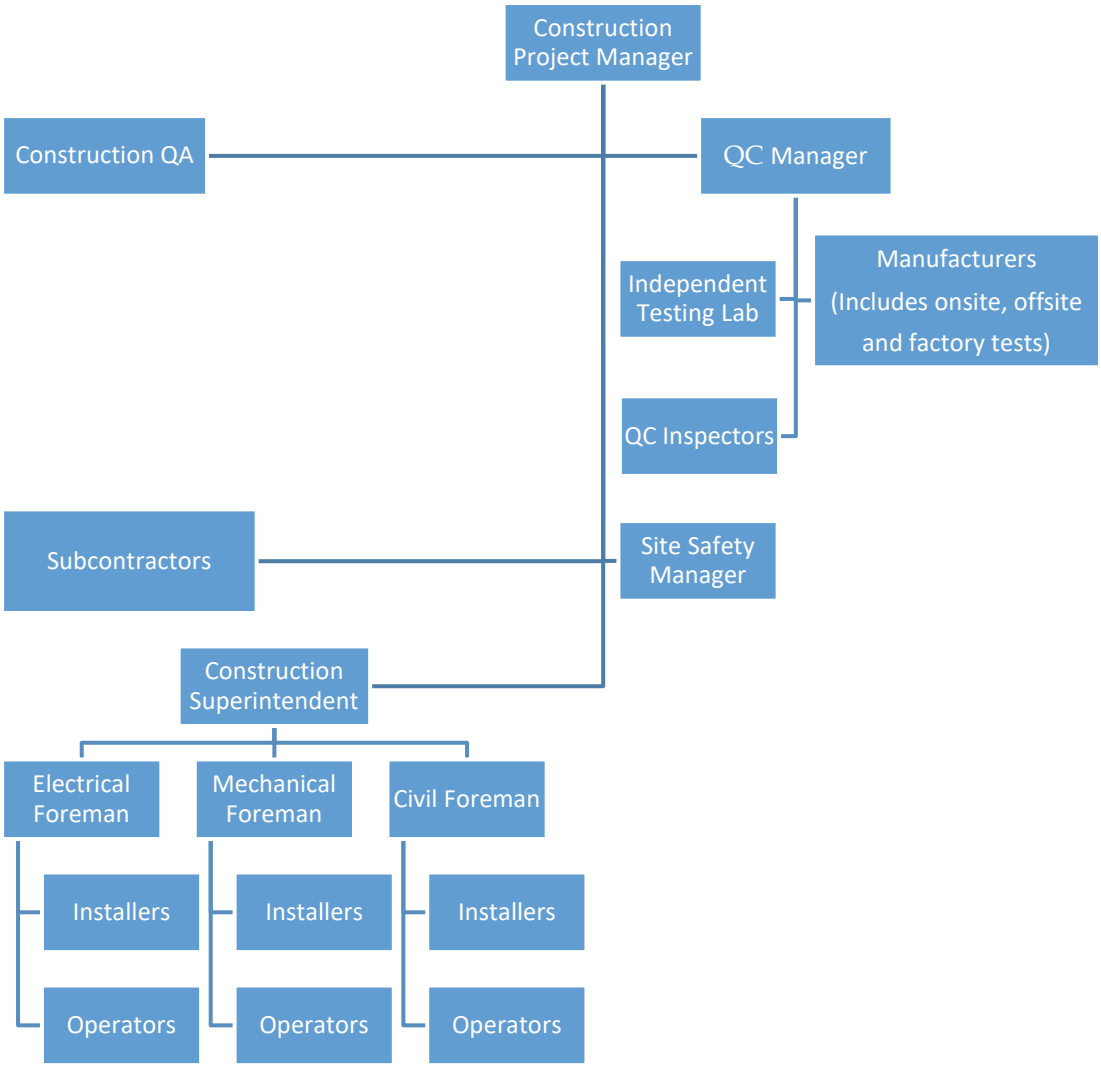
1.0 Organizational Chart

This is a recommended organizational chart for Projects in which Pluma, LLC is the General Contractor. It may be modified provided the responsibilities are covered in the positions presented.



2.0 Training

2.1) Training Requirements

Pluma Construction has a defined training program for field employees.

2.2) New Hire Training Requirements

All new Pluma Construction field employees will complete OSHA 10 training within their first 180 days of employment with the company, and OSHA 30 within their first year of employment with the company.

2.3) Foreman Training Requirements

The Following Is Required Within 1 Year Of Promotion To Foreman.

- OSHA 30
- Basic Computer Skills Training
- Construction Plan Reading Training
- Industry Related Skill Training of Employees Choice

2.4) Superintendent

The following is required within 180 days of promotion to Superintendent.

All Training Required for New Hires and Foremen

- Basic Project Management Training
- Enrollment in Professional Certification Course, for example: EE98, GB98, MM98. Pluma LLC will cover the cost of test preparation courses and pay for the 1st round of tests.
- Employees are required to pay for any retests.

2.5) Continuing Training

- All staff will continue training after initial training to ensure that they maintain job proficiency.
- Construction Personnel: In addition to training required with promotions as listed above, all construction personnel will take a minimum of one professional training course per quarter. Specific training requirements to be determined. Professional training topics for construction include customer required training, skills related training, and safety related training.
- Administrative Personnel will continue training after initial training to maintain job proficiency: Training is related to specific job requirements.

3.0 Resumes and Certifications Documentation

Attach the documentation to support the applicable resumes and certifications:

3.1) Quality Control Manager

Confirm on resume at least 5 years of related experience in quality control inspection on construction projects.

3.2) Quality Control Specialists

Confirm on resume at least 2 years of related experience under the direction of a Project Manager, Construction Superintendent or Quality Control Manager.

3.3) Construction Superintendent

Confirm on resume either a degreed graduate of engineering, architecture or construction management or 5 years of relevant experience.

3.4) Project Manager

Confirm on resume either a degreed graduate of engineering, architecture or construction management or 5 years of relevant experience.

3.5) Site Safety Manager

Confirm on resume at least 3 years of related experience.

3.6) Foreman

Confirm on resume at least 3 years of related experience.

3.7) Installers/Laborers

Confirm on resume at least 2 years of related experience working under the direction of a Project Manager or Construction Superintendent. Provide copy of current license and/or certification to drive/operate the type of vehicle/equipment which they drive/operate either on-site or off-site.

3.8) Independent Testing Agencies

Provide documentation of having a minimum of 5 years experience performing the specified independent testing required by the Contract Documents.

4.0 Quality Control Manager Responsibility

The Quality Control (QC) Manager, _____ , is responsible for overseeing the overall implementation of the Quality Control Plan and coordinates all project testing, inspections and reporting matters directly with the Project Manager. The QC Manager has the authority to intercede directly and stop unsatisfactory work, and/or control further processing, delivery or installation of non-conforming material.

4.1 Duties:

- Preparation, approval, and implementation of the CQC Plan
- Verification of materials as per project plans and specifications
- Development of means and methods to store and protect materials
- Maintain documentation of inspection status of materials
- Maintain documentation for material and administrative approvals
- Ensure that all materials and construction are in accordance with the requirements for the completeness, accuracy, and constructability in accordance with applicable building codes
- Carry out and participate in weekly progress and QC meetings
- Maintain documentation of inspection of work executed by subcontractors
- During the initial vendor qualification ensure materials provided are non-suspect or counterfeit items.
- Responsible for making sure that the person receiving materials checks for suspect or counterfeit items and records the status on Receiving Materials Inspection Report.

4.2 Document Control

The Quality Control Manager and Project Manager are responsible for document management. To that end The QC manager will prepare a document control matrix as per the Document Management Matix appendix to this quality document. The purpose of the matrix is to help manage and quickly get the status of project documents. The matrix will manage the preparation, review, approval, distribution, and revisions of project documents. Additionally, all documents are to be posted to Pluma's project management platform.

4.3 Independent Assessments

On all Project Managed Projects, Pluma LLC will coordinate a mid-project independent assessment. The assessment is to be completed by a competent, independent 3rd party. The assessor will conduct the assessment free of management input and will have full authority to conduct a thorough assessment. The purpose of the Independent Assessment is to ensure that processes and services are in compliance with the contract documents, the construction documents, and specifications.

5.0 Management Processes

5.1 Scheduling and Resources

The following 14 Metrics are the measurable criteria by which the Project Manager will control the project schedule. These 14 metrics are intended to indicate the health of the project schedule and help ensure projects are managed to success.

Total Tasks is equal to complete tasks plus incomplete tasks.

5.2 Schedule Development Quality Checks

1. Logic. This metric provides for measurement of the percentage of incomplete dangling tasks (on predecessor or successor) to total tasks. This metric is less than or equal 5%.

   Incomplete Dangling Tasks/Total Tasks = Logic ____%

2. Leads. This metric measures the percentage of tasks that have a negative lag between each other (negative lag is the time overlapped if a task starts prior to its predecessor being complete.) Ideally this metric is 0%. The schedule should eliminate or minimize negative lag tasks. Tasks that overlap should be decomposed into separate tasks.

   Negative Lag Tasks/Total Tasks = Lead ____%

3. Lags. This metric measures the percentage of tasks that have positive lag to total tasks. This metric is less than or equal to 5%.

   Positive Lag Tasks/Total Tasks = Lag____%

4. Relationship Type. This metric measures the percentage of finish-to-start (FS) tasks to total tasks. This metric is greater than or equal to 90%.

   FS Tasks/Total Tasks = Relationship_____%

5. Hard Constraints. This metric measures the percentage of hard constraint (mandatory start of mandatory finish) to total tasks. This metric is less than or equal to 5%.

   Hard Constraint Tasks/Total Tasks = Hard Constraints____%

6. High Float. This metric measures the percentage of unfinished tasks with a float greater than 44 working days to total tasks. This metric is less than or equal to 5%.

   High Float Tasks/Total Tasks = High Float____%

7. Negative Float. This metric measures the percentage of tasks that have a negative float (float less than zero). This metric should be 0.

   Negative Float Tasks/Total Tasks = Negative Float____%

8. High Duration. This metric measures the percentage of high duration tasks (greater than 44 days) to total tasks. This metric should be less than or equal to 5%.

   High Duration Tasks/Total Tasks = High Duration Percentage____%

9. Invalid Forecast Dates. This metric measures the percentage of invalid forecast dates (unfinished task start/finish date is past). This metric should be 0.

   Invalid Date Tasks/Total Tasks = Invalid Date____%

10. Resources. This metric requires that all tasks with durations of at least one day have resources. This metric measures the percentage of Non-Resourced Tasks to Total Tasks.

    Non-Resourced Tasks/Total Tasks = Resources____%

5.3 Schedule Management Quality Checks

11. Missed Tasks. This metric measures any task that was scheduled to complete by the project status date and finished after the baseline finish date. These types of completed tasks are known late finishes. The metric for this task is less than or equal to 5%

    Missed Tasks/Total Tasks = Missed Tasks____%

12. Critical Path Test. This metric measures the logic of the schedule. Complete this metric by adding 600 days to any task on the critical path. The corresponding end date of the project should extend a corresponding 600 days. If not, it means that somewhere in the schedule there exists broken logic, either a missing a predecessor and/or successor.

13. Critical Path Index. This index determines if the project finish date is realistic given the forecasted finish date. The actual formula for the critical path length index is calculated using the formula (Critical Path Length + Total Float) / (Critical Path Length). If the value is greater than 1.0, then the project finish date can be considered realistic given the forecasted finish.

14. Baseline Execution Index. The Baseline Execution Index compares the number of completed tasks to the number of tasks planned to be completed by the project status date. The BEI is calculated # of Complete Tasks / BEI Baseline Count and should be greater than 1.0.

5.4 Management Process Assessments

Pluma deems continuous improvement critical to the successful completion of a project, and the successful operation as a company, for this reason we have established 9 key factors to assess the effectiveness of our management processes. Managers are expected to review factors metrics prior to the start of the project, on a regularly scheduled basis during the project, and at the completion of the project.

Project Name:
Date of Review:
Type of Review: Circle One Start of Project In Project End of Project

Item Number	Item Description	Sr. Management	Business Development	Operations	Project Management	QA\QC	ES&H	Field Superintendent	Accounting	Owners Representative	Other	Discrepancies	Corrective Action
1	Do all stakeholders have a clear understanding of the Construction Documents and the Statement of Work?												
2	Has the Project Manager completed a Work Plan and do all stakeholders understand their responsibilites under the Work Plan?												
3	Is the Construction Schedule complete and current and do all stake holders have a clear understanding of their responsibilities under the schedule?												
4	Is the Contractor Quality Control Plan Complete and current and do all stakeholders understand their responsibilities under the plan?												
5	Is the ES&H Plan complete and current do all stakeholders understand their responsibilites under the plan?												
6	Is there a clear document control systems in place and do the appropriate stakeholders have an understanding of their responsibilites?												
7	Is the Schedule of Values complete and current and do the appropriate stakeholders understand their responsibilities associated with the Schedule of Values?												
8	Are all the accounting systems for this project in place and do the appropriate stakeholders have a clear understanding of their roles in relation to project accounting?												
9	Are close out procedures clearly defined and do all stakeholders understand their role in project close out?												

6.0 Stop Work Authorization Letter

Project Name: _____

Project Number: _____

From: Company President

To: QC Manager

This Letter of Authorization outlines your responsibility as our site Quality Control Manager for the project referenced above. As the site Quality Control Manager, you report directly to the Project Manager. You review the specifications, addendums and plans in their entirety and implement the Quality Control Program. The Quality Control Program encompasses three phases of inspection: Preparatory Meetings and Initial and Follow-Up Inspections. All inspections and testing are recorded in the Contractor Quality Control Report (CQCR) and submitted to the Project Manager. Test reports are submitted no later than three (3) working days after the test was performed. You and/or your staff are responsible for reviewing specifications, submittals, as-builts, plans and shop drawings for compliance to the contractual requirements.

Additionally, this applies to all subcontractor documents. You and/or your staff conduct daily inspections to ensure that the workmanship and materials used in the construction of the project are in compliance with the plans, drawings and specifications.

You are authorized to stop work that does not comply with the plans and specifications. You and/or your staff witness all tests required by the specifications and coordinate such tests with PLUMA, LLC. You and your staff must document all non-conforming conditions, items and/or workmanship noted and constantly monitor and alert Safety personnel to safety violations. If, at any time, you require assistance with the implementation of the Quality Control Program, contact the Project Manager.

_____

Company President

Acknowledgements

_____

Subcontractor “A”

_____

Subcontractor “B”

_____

Subcontractor “C”

7.0 Major Definable Features of Work

Check all definable features of work and describe how each feature will be accomplished. (You may add or delete items based on the project. All items will be reviewed and approved by PLUMA, LLC.)

Construction Activities	Contractor	Primary Contact
☐ Trenching & Excavation 1. Trenching 2. Excavation Work 3. Form Work		
☐ Gravity Sewer		
☐ Force Mains		
☐ Erosion Control		
☐ HVAC		
☐ Plumbing		
☐ Electrical		
☐ Roofing		
☐ Masonry		
☐ Concrete		
☐ Landscape		
☐ Bridges		
☐ Highway & Appurtenances		
Construction Site Activities	Contractor	Primary Contact

☐ Fire Alarm		
☐ Fire Suppression		
☐ Demo		
☐ Hazardous Material Abatement		
☐ Elevators		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		

8.0 Safety Authority

Work performed under this project are subject to the following safety considerations:

1. Customer specific safety requirements.
2. Pluma, LLC most recent Safety Handbook.
3. Site Specific Safety Plan
4. Federal Safety Requirements – OSHA 29 CFR Part 1926
5. State Safety Requirements – 11.5.3 NMAC Occupational Health and Safety – Construction Industry (New Mexico Only)
6. Local Safety Requirements.

9.0 Procurement

9.1 Supplier Selection

Pluma LLC is a General Contractor and as such will use both trade subcontractors and material vendors to complete its projects. To this end Pluma LLC requires subcontractors to complete a Subcontractor Qualification Form and material suppliers are reviewed using Pluma LLC's Material Supplier Qualification Form.

The Quality Control Manager will work with construction material suppliers to complete the Material Supplier Qualification Form.

The purpose of the forms are to ensure supplied products and services meet project requirements, meet specifications, the subcontractor and vendor operate in a safe manner, and quality is consideration in subcontractor and vendor operations.

The Quality Control Manager is responsible for ensuring all procurement documents are saved to Pluma's Project Management System (C2MS) for the project.

9.2 Supplier Inspections

During a project, the Quality Control Manager will conduct monthly reviews of the Qualification forms to ensure products and services continue to meet project specifications and record any applicable changes to the subcontractor's and vendor's status.

10.0 Three Phases of Inspection

10.1 Preparatory Meetings

Preparatory Meetings are performed prior to the beginning of any major Definable Feature of Work (DFOW). A meeting is held for each crew performing such feature or when members of the crew change. Preparatory Meetings are conducted by the Quality Control Manager and/or designee after a complete review of all applicable plans, specifications, shop drawings and related submittals. A Preparatory Phase Meeting Checklist (pp 25-27) is completed for each Definable Feature of Work and distributed at the meetings. At the Preparatory Meeting, the Superintendent and Foreman (involved in this phase of construction) coordinate with Quality Assurance, Quality Control and Safety personnel and introduce their plan for accomplishing the work. PLUMA, LLC is notified at least 48 hours in advance of the Preparatory Meeting. The following items are discussed at each meeting:

1. Review of applicable specifications.
2. Review of applicable plans and shop drawings.
3. Review of related submittals and a check that all related submittals, shop drawings and materials have been tested (if applicable), submitted and approved.
4. Review of the detailed sequence of the execution of the work.
5. Discuss required testing and frequency.
6. Review provisions to ensure controlled inspection and testing.
7. Examination of the work area to ensure that all required preliminary work has been completed and is in compliance with the plans and/or specifications.
8. Examination of the related material, review of the Receiving Material Inspection Reports (p 29) and verification that the items received are in compliance with the contract and are properly stored.
9. Review of the Site Safety Plan to ensure that all safety precautions are met, and the required safety equipment has been purchased and is available.
10. Review the document and the workmanship expected for the Definable Feature of Work.
11. Meeting Minutes are recorded and sent to PLUMA, LLC Document Control within 48 hours of the conclusion of the meeting.

10.2 Initial Inspections

Initial Inspections are performed at the beginning of any Definable Feature of Work and must be repeated at any time new workmen or new crews are assigned to the work or if the required standard of work is not being met. An Initial Phase Checklist (p 28) is completed for each Definable Feature of Work and distributed at the initial inspection. PLUMA, LLC is notified at least 48 hours in advance of the Initial Inspection. The same personnel who attended the Preparatory Meeting also attend the Initial Inspection. These include the Superintendent and Foreman, Safety Personnel and the Quality Control Staff. The following is accomplished during these meetings:

1. Review the minutes of the Preparatory Meeting and verify that the work complies with the design documents (ie, submittals, specifications and/or shop drawings).
2. Resolve all differences.
3. Verify adequacy of inspection and testing.

4. Establish a level of workmanship and verify that it meets the requirements.
5. Provide documentation of the previous inspection of the work area.
6. Re-examine the work area for compliance.
7. Meeting Minutes are recorded and sent to PLUMA, LLC Document Control within 48 hours of the conclusion of the meeting.

10.3 Follow-Up Inspections

Follow-Up Inspections are performed daily to ensure that the control established during Preparatory Meeting and Initial Inspection continues to provide a product that conforms to the contractual requirements.

1. Construction daily activities are inspected by Quality Control in accordance with Quality Control Procedures and the Quality Control Report (CQCR) (pp 20-21) is completed.
2. Installation and testing activities which do not comply with the requirements are documented on a Non-Conformance Report (NCR) (p 22).
3. Modifications, repairs and/or replacement of materials and/or parts performed subsequent to Final Inspection require replacement of materials and/or parts installed. Re-inspection and re-testing are required to verify acceptability. Inspection and testing documents are submitted to PLUMA, LLC Document Control and are filed and maintained in accordance with Quality Control Testing and Verifications (p 13).

Signature of acknowledgement indicate that the Three Phases of the Quality Control Inspection Program are understood and will be followed.

_____ _____

QC Manager Date

11.0 Quality Control Testing and Verifications

11.1 PURPOSE

To ensure that tests of the Contractor's and Subcontractor's work is adequately planned and that the necessary testing procedures are available to perform the tests in a satisfactory manner. This procedure establishes the methods to be used when performing the tests listed in the specifications. Test reports are submitted to PLUMA, LLC Document Control and are filed and logged with other project documentation.

11.2 TESTING (Onsite, Factory/Offsite)

A list of tests required to verify that control measures are adequate are delineated in the specifications and/or determined upon the completion of the design. The list includes the test name, specification paragraph, feature of work to be tested, the test frequency and the organization's name that will perform the test. **The QC Manager provides written notice to PLUMA, LLC of the proposed test 3 days in advance (5 working days for factory or other offsite tests). The QC Manager witnesses the test with the appropriate organization representatives present and/or with the individual(s) qualified to perform the designated test(s).**

11.3 COMMISSIONING OF EQUIPMENT

Pre-Commissioning - Pre-commissioning activities are Site Acceptance Tests (SAT) and Factory Acceptance Tests (FAT) as well as other similar activities and are usually outlined in the project specifications. **The QC Manager provides written notice to PLUMA, LLC of the proposed test 3 days in advance (5 working days for factory or other offsite tests). The QC Manager witnesses the test with the appropriate organization representatives present and/or with the individual(s) qualified to perform the designated test(s).**

Commissioning – Commissioning activities are usually outlined in the project specification. Additionally, the manufacturer has commissioning documents. The QC Manager is responsible for helping the Project Manager identify the appropriate commissioning procedures. The Project Manager shall implement the commissioning procedures. **The QC Manager provides written notice to PLUMA, LLC of the proposed test 3 days in advance (5 working days for factory or other offsite tests). The QC Manager witnesses the test with the appropriate organization representatives present and/or with the individual(s) qualified to perform the designated test(s).**

11.4 FAILED TEST

Failing tests are cleared by one of the following methods:

1. Retest – Retest if there is any doubt that the first test was not adequate.
2. Rework – Re-inspect and re-test.
3. Failed Material – Remove, replace, re-inspect and re-test.

11.5 PROCEDURES

1. The Quality Control Manager reviews the testing requirements to ensure that the planned test is in accordance with the design documents: ie, plans, specifications, shop drawings and/or other documents.
2. Instruments used for testing are calibrated in accordance with established calibration procedures. Specialists experienced in such work perform the calibration.
3. Technicians performing tests provide copies of calibration certificates and their field notes and reports to the Quality Control Manager.
4. The Quality Control Manager witnesses all required tests detailed in the design documents (plans, specifications, shop drawings, etc.).
5. PLUMA, LLC's witnessing of tests does not relieve the Contractor and Subcontractor of their obligation to comply with the requirements of the Contract Documents.
6. PLUMA, LLC is notified 3 days in advance of all scheduled tests (5 working days for Factory/offsite tests).
7. Test reports, when completed, are attached to the Contractor's Quality Control Report and submitted to PLUMA, LLC.

12.0 Tests, Documents, Records

12.1 PURPOSE

This section establishes a system for the control of documentation and records which provide objective evidence of the quality of items and activities performed in accordance with the programmatic requirements. The Quality Control Manager is responsible for the control, review, verifications, and maintenance of the documentation delineated in the contract documents and specifications.

12.2 REPORTING AND DISTRIBUTION OF REPORTS

12.2.1. After reviewing reports (including Subcontractor reports) the Quality Control Manager submits documentation to PLUMA, LLC Document Control.

12.2.2. PLUMA, LLC's Project Manager is responsible for ensuring all documents are maintained by PLUMA, LLC Document Control and submitted to the appropriate party as outlined in the contract documents, the construction documents, and specifications.

12.2.3. All inspections and testing are summarized and recorded in a Contractor's Quality Control Report (CQCR). A copy of the CQCR is sent to MSD Document Control and to the Project Manager. "Original" reports are retained by the Quality Control Manager. Field notes, inspection forms and test reports are filed and available for review by PLUMA, LLC.

12.2.4. The Contractor's Quality Control Report includes the following:

a. Contractor and Subcontractor areas of responsibility.
b. Working, idle and downtime hours for equipment.
c. Work accomplished each day, indicating the location, activity and by whom.
d. Laboratory test reports, including the test results (passing or failing), location of tests and specification references.
e. Deficiencies and corrective actions.
f. Material received onsite.
g. Safety violations and corrective action implemented.
h. Conflicts encountered in the plans and/or specifications.

12.3 RECORDS STORAGE AND RETENTION

12.3.1. Project records are stored in areas that protect them from damage, deterioration and/or loss at the site Field Office during the construction period. Records are accessible to PLUMA, LLC personnel.

12.3.2. Project records are stored for a period of time as determined by the contractual documents. Records, designated for storage, are not to be destroyed or otherwise disposed of within that period of time. Control and final disposition of Subcontractor and Supplier records, both onsite and offsite, are to be in accordance with the contractual documents.

13.0 Testing Agency Schedule

Testing Agency Schedule		
Project Name:	**Date:**	**Project Number:**
Agency	**Discipline**	**Estimated Date of Test**

14.0 Inspection and Acceptance Testing

Initial Inspection Checklist			
Project Name:			**Project Number:**
DFOW:			
Date:	**Sheet:**	**Spec. Section:**	**Page: ___ of ___**

No.	Item	Yes	No	N/A
1	Was the production foreman present?			
2	Material			
a)	Were materials inspected for compliance?			
b)	Were corrective actions taken for defective material?			
c)	Were corrective actions appropriate?			
d)	Were any deviations accepted?			
3	Installation Requirements			
a)	Did work comply with specifications or plans?			
b)	Was workmanship satisfactory?			
c)	Were corrective actions appropriate?			
d)	Were any deviations accepted?			
4	Tests			
a)	Were tests being performed?			
b)	Was testing frequency satisfactory?			
c)	Were test samples or locations appropriate?			
d)	Was testing quality coordinated with Mechanical/Electrical			
5	Inspections			
a)	Was inspection done by the QC Inspector in the Prep. meeting?			
b)	Was the inspection frequency as established in the Prep.			
c)	Were critical inspections satisfactory?			
d)	Was the inspection satisfactory?			
6	Safety			
a)	Was the safety officer present?			
b)	Were the safety requirements followed?			
c)	Were the safety requirements modified?			
Remarks (explanations required for “No” responses and if deviations were accepted):				

Reported By:	Reviewed By:	Reviewed By:
(Quality Control Inspector)	(Quality Control Manager)	(Quality Assurance Representative)

15.0 Independent Assessment Form

Section I - General Project Information

Your Name:	**Telephone No.:**
Position/Title:	**Date:**
Agency/Firm:	
Name of Contractor:	**Total Contract Cost With Change Orders:**
	Contract Start/ End Dates:
Project Title:	**Actual Completion Date**
Scope of Work:	
Project Location:	

Important!!

Please check (□) if this is an Interim Report (50% complete) ☐

or a Final Evaluation (at least 99% complete) ☐

Section II - Evaluation Questionnaire

Please rate this contractor's performance in each of the following areas. If you need additional space, attach 81/2" x 11" sheets. If you rate the contractor below Satisfactory in any area, you must provide detailed information to explain the rating assigned. The purpose of this evaluation is to ensure that all services and processes are completed and submitted as per the project contract documents, construction documents, and specifications.

15.1. **Quality of Workmanship** *0-28 points (refer to Page 4)*

Rate the quality of this contractor's completed work. Was there quality related or workmanship problems on the contract? If not, provide specific examples.

_____

_____

_____

_____

15.2. **Project Management** *0-13 points (refer to Page 4)*

a) Scheduling - Rate this contractor's performance with regard to adhering to contract schedules. Did this contractor meet the contract schedule, or the schedule as revised by approved change orders? If not, was the delay attributable to this contractor? If so, provide specific examples.

_____

_____

_____

_____

(b) Subcontractor Management *0-13 points (refer to Page 4)*

Rate this contractor's ability, effort, and success in managing and coordinating subcontractors (if no subcontractors, rate this contractor's overall project management). Was this contractor able to effectively resolve problems? If not, provide specific examples.

_____

_____

_____

_____

c) Safety and Housekeeping Procedures *0-9 points (refer to Page 4)*

Rate this contractor's safety and housekeeping procedures on this project. Were there any OSHA violations or serious safety accidents? If so, provide specific examples.

d) Change Orders - *0-9 points (refer to Page 4)*

Did this contractor unreasonably claim change orders or extras? Was this contractor's price on change order and extras reasonable? If not, provide specific examples.

e) Working Relationships - *0-7 points (refer to Page4)*

*4)*Rate this contractor's working relationships with other parties (i.e., owner, designer, subcontractors, etc.). Did this contractor relate to other parties in a professional manner? If not, give specific examples.

f) Paperwork Processing *-7 points (refer to Page 4)*

Rate this contractor's performance in completing and submitting required project paperwork (i.e., submittals, drawings, requisitions, payrolls, workforce reports, etc.). Did the contractor submit the required paperwork promptly and in proper form? If not, provide specific examples.

15.3. **On-Site Supervisory Personnel Rating** *0-14 points (refer to Page 4)*

a) **General Performance** - Rate the general performance of this contractor's on-site supervisory personnel. Did the superintendent(s) have the knowledge, management skills and experience to run a project of this size and scope? If not, provide specific examples.

SECTION III - Legal and Administrative Proceedings

Are you aware of any legal or administrative proceedings, invoked bonds, assessed damages, demands for direct payment, payment bond claims, contract failures, contract terminations, or penalties involving this contractor on this contract? What is the status of any pending litigation? What was the final outcome of any completed litigation? What are the dollar amounts of assessed damages or penalties?

SECTION IV - Numerical Rating

Use the grid on the following page to rate the contractor's performance on this project. In assigning the Numerical Rating, please note the following:

1. You are not restricted to using the numerical values shown and may score in between the numbers shown.

2. A total Numerical Rating of 70 is required for a passing grade.

3. If you rate the contractor below satisfactory in any area, you must provide written comments in Section II to explain the rating(s) assigned.

Contractor's Name:	Unsatis-factory	Below Average		Average		Above Average		Rating
		Poor	Deficient	Satisfactory (Passing)	Good	Very Good	Excellent	
1. Quality of Work	0	10	16	22	24	26	28	
2. Project Management a) Scheduling b) Subcontractor Management c) Safety and Housekeeping d) Change Orders e) Working Relationships f) Paperwork Processing	0 0 0 0 0 0	4 4 3 3 2 2	8 8 4 4 3 3	10 10 6 6 4 4	11 11 7 7 5 5	12 12 8 8 6 6	13 13 9 9 7 7	
						Subtotal - Item 2		
3. Supervisory Personnel Rating General performance	0	2	4	8	10	12	14	
						Subtotal - Item 3		
						Total Numerical Rating		

Section V - Evaluator Certification

I certify that the information contained in this evaluation form represents, to the best of my knowledge, a true analysis of this contractor's performance record on this contract.

I also certify that I have no ties with this contractor either through a business or family relationship.

I have mailed a copy of this completed evaluation form to the contractor on
(A copy of this completed evaluation form **must** be mailed to the contractor.).

Signature _____ Date _____

Section VI - Additional Comments

16.0 Submittals

16.1 SUBMITTALS

All submittals shall be reviewed, certified, and managed by the Quality Control Manager. Copies of the manufacturer's data (material, equipment, etc.), including catalogue cut sheets showing dimensions, performance characteristics, capacities, wiring diagrams, schedules, operation and maintenance manuals and any other relevant information are reviewed by the Quality Control Manager. The Quality Control Manager is an authorized submittal reviewer and testing lab report reviewer. One (1) copy of the submittal remains with the Contractor and one (1) copy is retained by MSD's Document Control. The Quality Control Manager is responsible for ensure that submittals and processes are completed and submitted as per the project construction documents and specifications.

16.2 FILING OF SUBMITTALS

Submittals (material, design, data, samples, shop drawings, etc.) are filed according to the specification section and paragraph number in a secure place for reference and coordination. Color and mock-up samples are maintained in a secure place at the job site for comparison with the finished product. A tag or sticker identifying the submittal number and the date of approval is attached to the sample. When a color or mock-up sample is not approved, it is labeled as "Rejected" and removed from the job site (if requested). The record is maintained along with a photograph of the disapproved item with a copy submitted to PLUMA, LLC Document Control.

16.3 SUBMITTAL REGISTER

The Submittal Register is maintained by the Project Manager. Revised copies of the Submittal Register are provided to PLUMA, LLC Document Control on a monthly basis.

16.4 QUALITY CONTROL MANAGER REVIEW AND APPROVAL

Prior to submittal, all items are checked and approved by the Quality Control Manager. If found to be in strict conformance with the contract requirements, each item is stamped, signed and dated by the Quality Control Manager. Copies of review comments indicating action(s) taken are included within each submittal.

16.5 QUALITY CONTROL MANAGER GUIDELINES FOR PREPARING AND REVIEWING SUBMITTALS:

1. Be familiar with the submittal procedures.
2. Review all of the information attached to the submittal.
3. Ensure that all of the pages associated with the enclosures are attached to the submittal.
4. Thoroughly review the applicable design documents.
5. Ensure the attachments are legible.
6. Direct all questions to the Project Manager.
7. Submit a detailed written report pertaining to the review of the submittal in a timely manner to the Project Manager.
8. Ensure that the sample received and/or material received complies with the submittal.
9. Notify the Project Manager if material is installed without a submittal; then request a submittal.
10. Maintain and file submittals so they are readily retrievable.

16.6 STAMPS

Stamps are used by the Contractor to certify the submittal meets contract requirements and are similar to the following:

Contractor (Firm Name): _____

Project Name: _____

Project Number: _____

I certify that this submittal is accurate, is in strict conformance with all contract requirements, has been thoroughly coordinated and cross-checked against all other applicable disciplines to prevent the omission of vital information, that all conflicts have been resolved, that repetition has been avoided, and that it is it complete and in sufficient detail to allow ready determination of compliance with contract requirements by the Contracting Officer.

Printed Name of the Quality Control Manager: _____

Signature of the Quality Control Manager: _____

Date: _____

17.0 Tracking Deficiencies

17.1 NON-CONFORMING ITEMS, PROCESSES, SERVICES

1. Non-conforming items, processes, and services are those conditions that deviate from the requirements detailed in the contract documents, construction documents, and specifications, plans and /or shop drawings. The Quality Control Manager is responsible for the control and documentation of non-conforming items, services, or processes.
2. The Quality Control Manager prevents non-conforming items from being installed
3. The Quality Control Manager prevents non-conformance in services and processes as they relate to the contract documents, construction documents, and specifications.
4. Minor non-conforming items, which are corrected in the same day, are documented in the Contractor's "Weekly Report."
5. All other non-conformances are documented on a Non-Conformance Report prepared by the Quality Control Manager, sequentially numbered, and dated and include the following information, as appropriate:
    a. Description of the non-conformance including relevant details of the occurrence.
    b. For processes and Services, provide a description of how the process and or service is not conforming to the contract documents and specifications.
    c. Identification of material, component or system by part number, plan, shop drawing and/or specification number and intended installation location.
    d. Source of material or item (name of supplier, owner, or subcontractor).
    e. Current status or item in shop, warehouse, lay-down yard or structure.
    f. Individual and organization which detected the non-conformance.
    g. Recommendation for corrective action including sketches, test data and/or repair procedures necessary to substantiate the recommendation.
    h. Cause of the non-conformance and steps taken to prevent reoccurrence indicating action(s) taken, positions or titles of persons contacted, letters written and/or procedural changes proposed.
6. The Quality Control Manager signs and forwards the Non-Conformance Report to PLUMA, LLC Document Control.
7. Each Non-Conformance Report is recorded on the Non-Conformance Report Log by the Quality Control Manager.
8. Actions to be taken are entered on the Non-Conformance Report Log. The Engineer of Record initiates the disposition(s) necessary to clear the item.
9. Verification of "Corrective Action" (eg, completion of repair) by Quality Control after the work in question has been re-inspected and re-tested. Entries are made in the Non-Conformance Report (NCR) log documenting the Final Disposition of each NCR.
10. Non-Conformance Reports, logs and documents are filed and maintained. Reports and Records are submitted to PLUMA, LLC Document Control.

17.2 INITIAL PUNCH LIST

The QC Report reports Punch List items (deficiencies) throughout the life of the project and demonstrates that the QC Staff is correcting the deficiency(ies) in a timely manner. An Initial Punch List is developed as a result of initial inspections and then maintained throughout the life of the project. The Punch List is consistently updated and submitted to the Project Manager for

corrective actions. Corrections are accomplished within the time stated. The QC Manager performs Follow-Up Inspections to ensure the deficiencies have been corrected before notifying

17.3 PRE-FINAL INSPECTION

After the completion of the Initial Punch List Inspection, the Quality Control Manager and PLUMA, LLC Representative conduct a Pre-Final Inspection and develop a joint "Punch List" of noted deficiencies. The Punch List is formally documented along with the estimated date by which the deficiencies will be corrected. The Quality Control Manager conducts Follow-Up Inspections to ensure that all deficiencies have been corrected before requesting a Final Inspection by PLUMA, LLC.

17.4 FINAL INSPECTION

Upon completion of the items listed in the Pre-Final Inspection "Punch List," the QC Manager notifies PLUMA, LLC 14 days prior to the Final Inspection (or as agreed to) with the assurance that all items listed in the Pre-Final Inspection and all other remaining work has been completed and will be acceptable by the date of the Final Inspection.

18.0 Contractor's Quality Report (CQCR)

CONTRACTOR'S QUALITY CONTROL REPORT (CQCR) WEEKLY LOG OF CONSTRUCTION	**Report Number: Page 1 of 2** **Date:**
Project Name:	**Project Number:**
Contractor:	**Weather:**
1 – Were there any delays in work progress?	
Response:	
2 – Verbal instructions given by PLUMA, LLC:	
Response:	
3 – Did anything develop that may lead to a change order/claim?	
Response:	
4 – Activities in process:	
Response:	
5 – General comments:	
Response:	
6 – Safety Inspection/Safety Meetings:	
Response:	
7 – Prep/Initial Dates (Preparatory and initial dates held and advance notice)	
Response:	

CONTRACTOR'S QUALITY CONTROL REPORT (CQCR) WEEKLY LOG OF CONSTRUCTION	Report Number: Page 2 of 2 Date:
Project Name:	**Project Number:**
Activity Start/Finish:	
QC Requirements:	
QA/QC Punch List:	
Contractors/Visitors on Site:	
Equipment Hours (Total Operating Hours to Date):	
Accident Reporting (Describe Accident):	
Contractor Certification	On behalf of the contractor, I certify that this report is complete and correct and all equipment and material used and work performed during this reporting period are in compliance with the contract, plans and specifications, to the best of my knowledge, except as noted above.

19.0 Non-Conformance Report

Non-Conformance Report			
<Project Name>			<Project Number>
Structural ☐	Mechanical ☐	Electrical ☐	Civil ☐
Date:	Location:	Spec. Section:	Spec. Paragraph:
Non-Conforming Condition:			
Reported By (Quality Control Representative):			Date:
Disposition:			
Dispositioned By (Project Engineer):			Date:
Re-Inspected By (Quality Control Representative):			Date:
Accepted By (Quality Control Manager):			Date:

20.0 Construction Punch List

Construction Punch List			
Project Name:			**Project Number:**
Structural ☐	**Mechanical ☐**	**Electrical ☐**	**Civil ☐**
Inspected By:		**Date:**	**Page: ___ of ___**

Item No.	Description	Completed by Construction (Sign/Date)	Accepted by Quality Control (Sign/Date)

21.0 Weekly QA/QC Definable Feature Meeting Minutes

Weekly QA/QC Definable Feature Meeting Minutes			
Project Name:			**Project Number:**
Date:	**Time:**	**Location:**	**Page: ___ of ___**

Attendees

PLUMA, LLC	Contractor	Subcontractors	Other

No.	Description of Item Discussed	Action Date	Action By

22.0 Preparatory Meeting Checklist (to support each DFOW)

Preparatory Meeting Checklist (to support each DFOW)			
Project Name:			**Project Number:**
DFOW:			
Date:	**Sheet:**	**Spec. Section:**	**Page: 1 of 3**

PERSONNEL PRESENT	PLUMA, LLC Representative Notified? YES ☒ NO ☐ Hours		
	Name	**Position**	**Company/Government**
SUBMITTALS	Review submittals and/or submittal register. Have all submittals been approved? YES ☐		
	If no, what items have not been submitted?		
	Are all materials on hand? YES ☐ NO ☐		
	If no, what items are missing?		
	Check approved submittals against delivered material. (This should be done as material		
	Comments:		
MATERIAL STORAGE	Are materials stored properly? YES ☐ NO ☐		
	If no, what action is taken?		

Preparatory Meeting Checklist (to support each DFOW)			
Project Name:			**Project Number:**
DFOW:			
Date:	**Sheet:**	**Spec. Section:**	**Page: 2 of 3**

SPECIFICATIONS	Review each paragraph of specifications.
	Discuss procedure for accomplishing the work.
	Clarify any differences.
PRELIMINARY WORK &	Ensure preliminary work is correct and permits area on file.
	If no, what action is taken?
TESTING	Identify test to be performed, frequency and by whom.
	When required?
	Review testing plan.
	Have test facilities been approved?

Preparatory Meeting Checklist (to support each DFOW)			
Project Name:			**Project Number:**
DFOW			
Date:	**Sheet:**	**Spec. Section:**	**Page: 3 of 3**

SAFETY	Site Safety Plan Approved? YES ☐ NO ☐ Review Site Safety Plan:
MEETING COMMENTS	Comments during meeting:
WORKSHEETS	Worksheets:
OTHER ITEMS OR REMARKS	Other items or remarks:

Reported By:	Reviewed By:	Reviewed By:
(Quality Control Inspector)	(Quality Control Manager)	(MSD QA Representative)

23.0 Receiving Material Inspection Report

Receiving Material Inspection Report			
Project Name:			**Project Number:**
DFOW:			
Date Received:	**Order Number:**	**Date Inspected:**	**Inspected By:**

Ref No.	Item Description	Quantity	Partial or Full?	Okay or Damaged?	Special Storage?	Suspect/ Counterfeit

24.0 Pluma, LLC QC Worksheets

Check worksheets that apply based on those listed in bid package and attach:

- ☐ Cable Test Data Form
- ☐ Calibration Sheet
- ☐ Circuit Breaker Schedule
- ☐ Control Circuit Piping Leak Test Form
- ☐ Controller Calibration Test Data Form
- ☐ Cut-in Schedule Form
- ☐ Dry Transformer Test Data Form
- ☐ Equipment Record Form 1
- ☐ Equipment Record Form 2
- ☐ Equipment Test Report Form
- ☐ Individual Loop Test Data Form
- ☐ Installed Motor Test Data Form
- ☐ Loop Commissioning Test Data Form
- ☐ Loop Wiring and Insulation Resistance Test Data Form
- ☐ Manufacturer's Installation Certification
- ☐ Manufacturer's Instruction Certification Form
- ☐ Misc Instrument Calibration Test Data Form
- ☐ Motor Control Center Test Form
- ☐ Motor Data Form
- ☐ Operation and Maintenance Transmittal Form
- ☐ Request for Contractor Proposal
- ☐ Submittal Transmittal Form
- ☐ Substitution Request Form
- ☐ Unit Responsibility Certification Form
- ☐ Wire and Cable Resistance Test Data Form
- ☐ Work Directive Change Instructions and Form

25.0 Subcontractor Qualification Form

Company Name: _____

Contact Person: _____

Address: _____

City: _____State: _____ Zip: _____

Telephone: _____ Fax: _____

Federal Tax ID# _____

Email Address: _____

Web Site: _____

Type of work qualified to perform: (masonry, steel, etc.) _____

Specific Geographical Area You Work In: _____

Year Business Started: _____Number of Employees: _____

Has Company or any of its Owners Declared Bankruptcy in last 5 years? [ ] Yes [ ] No
Is Company Bondable? [ ] YES [ ]NO – Single Project Limit $_____Total $_____

Have you ever failed to complete a project: [ ] YES (explain details below) [ ] NO
Details:_____
_____
_____

Have you ever failed to complete a project on time? [ ] YES (explain detail below) [ ] NO

Details: _____
_____
_____

Have you had a contract terminated due to performance? [ ] YES (explain detail below) [ ] NO

Details:

_____
_____
_____
_____

What is your current Worker's Compensation Experience Modification Rating (EMR)_____

Jobs Run @ Time: _____ Annual Volume $_____

Largest Job $ _____ Average Job $ _____ Smallest Job $_____

Current Contract Backlog: _____

Do you have a Service Department? [ ] YES [ ] NO

27.1 Subcontractor Pre-Qualification Worksheet

Contractor's License (s) States and Numbers

State: _____No: _____

State: _____No:_____

State: _____No:_____

State: _____No:_____

Estimating Contact: _____

Union / Signatory: Yes [ ] No [ ] Subcontractor: [ ] Vendor/Supplier: [ ]

Business Type: [ ] Corporation [ ] Partnership [ ] Limited Liability Company [ ] Sole Proprietor[ ]

Officers of the Company:

Name & Title	Years with Company

Is your company owned or controlled by a parent or any other organization? [ ] YES [ ] NO
If yes, please describe on a separate sheet.

Is you company a certified: [ ] MBE [ ] WBE [ ] DBE [ ] SBE [ ] VBE

I. Legal Information

Are there any judgments, claims, arbitration proceedings, or suits pending/out-standing against your firm or
its officer or principals? [ ] YES [ ] NO

If yes, please provide a complete explanation on a separate sheet.

Has your company filed any lawsuits or requested arbitration or mediation with regard to construction?
contracts within the last three (3) years? [ ] YES [ ] NO

If yes, please provide a complete explanation on a separate sheet.

II. References

Banking

Name & Branch _____ Since? _____

City, State, Zip _____

Contact Person _____

Bonding

Bonding Company_____Since?_____

Surety Broker/Agent_____Since?_____

Contact Person_____Telephone_____

Bonding Capacity – Per Project $ _____Aggregate $ _____

Last Bond Issued – Date _____ Amount $_____ Rate %_____

Please attach a formal letter from your bonding company.

Insurance

General Liability Carrier_____Since?_____

Insurance Broker/Age _____Since? _____

Contact Person _____Telephone_____

What is your limit to Liability insurance? _____

Supplier

Supplier Name & Location_____

Contact Person_____Telephone_____

Supplier Name & Location_____

Contact Person_____

Supplier Name & Location_____

Contact Person_____

5 References (Owner, Architects, and at least 2 General Contractors for work completed within the last 2 years):

Project: _____ Company: _____

Address: _____

Telephone: _____ Fax: _____ Your Contract $ _____

Project: _____ Company: _____

Address: _____

Telephone: _____ Fax: _____ Your Contract $ _____

Project: _____ Company: _____

Address: _____

Telephone: _____ Fax: _____ Your Contract $ _____

Project: _____ Company: _____

Address: _____

Telephone: _____ Fax: _____ Your Contract $ _____

Project: _____ Company: _____

Address: _____

Telephone: _____ Fax: _____ Your Contract $ _____

III. Revenue

Annual Volume: What was the annual volume of work completed in the last three years as well as next year's forecast (Forecast Volume)

$_____$_____$_____$_____(Forecast Volume)

IV. Experience

Has your company had experience with LEED projects [ ] YES [ ] NO

V. Safety

Does your firm have a written safety plan? [ ] YES [ ] NO

Has your firm had any OSHA citations, fines, or jobsite fatalities within the most recent three (3) years? [ ] YES [ ] NO

If yes, please describe in detail on an attached sheet what occurred and what steps were taken by the company to prevent from happening in the future

OSHA Incident Rate: Please list your firms OSHA incident rate for the most recent three (3) years
YR. / Rate_____ YR. / Rate_____ YR. / Rate_____

VI. Required Documentation

Certificate of Insurance that meets Project Requirements Provided	[ ] YES [ ] NO
Current W-9 Provided	[ ] YES [ ] NO
Project Specific Documentation on Provided	[ ] YES [ ] NO

-

VI. Additional Information

Please list any additional information you feel will help us determine your company's qualifications and expertise_____
_____
_____

I hereby certify that the above information is accurate, correct, and true.

Completed By: _____
(Name)

_____
(Title)

_____
(Signature)

_____
(Date)

26.0 Material Supplier Qualification Form

Contact Info	**Supplier #1**	**Supplier #2**	**Supplier #3**
Company Name			
Contact Information			
Federal Tax ID #			
Email Address			
Vendor Web Site			
Materials			
Materials Provided			
Company Information			
Years in Business			
Total Revenues (last fiscal year)			
Geographic Region Served			
Number of Employees			
W-9 on File			
Certificate of Insurance on File			
Quality			
Do Materials Meet Project Specification.			
Method for Confirming Materials Provided Meet Project Specifications			
Ability to Meet Delivery Due Dates			
Is Pricing Market Competitive			
Confirm Materials are Suspect/Counterfeit items			
Method for Confirming Materials Provided are not Suspect/Counterfeit Items			

Safety			
Written Safety Plan			
OSHA Citations			
Last 3 Years EMR			

27.0 Document Management Matrix

Project Documents:	Previous Version	Latest Version	Reviewed	Approved	Distribution	Posted to C2MS
Plans						
Specifications						
Statement of Work						
Submittals						
Correspondence						
Request for Information						
Material Change Request						
Change Orders						
Contract Documents						
Punch Lists						
Close Out Documents						
Quality Documents:						
Stop Work						
Major Definable Features of Work						
Inspections						
Testing and Verification						
Contractors Weekly Quality Control Report						
Record of Deficiencies - Non-Conformance Report						
Preparatory Meeting Checklist						
Inspection Checklist						
Safety:						
Daily Safety Briefing						
Emergency Evacuation Plan						
Un-Safe Working Conditions Report						
Safety Violation Verbal Warning Log						
Safety Violation Written Warning Log						
Subcontractor Safety Violation Warning Report						

Accident/Injury/Illness Investigation Form						
Weekly Toolbox Safety Talks						
Weekly Safety Meeting Forms						
Log/Out Tag Out						
Fall Protection						
Covid 19						

28.0 Contractor QC Documentation

(Attach resumes and applicable worksheets including Contractor recommended forms)

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/17/2022

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. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Downey & Company
6565 AMERICAS PARKWAY NE
SUITE 750
ALBUQUERQUE NM 87110

CONTACT NAME: Susan Grant
PHONE (A/C, No, Ext): (505) 980-9177 **FAX (A/C, No):** (505) 881-0908
E-MAIL ADDRESS: sgrant@downeyandco.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Donegal Insurance Group	13692
INSURER B : Builders Trust of New Mexico	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Pluma, LLC, DBA: Pluma Construction Systems
6301 4th St, NW
Suite 1
Albuquerque NM 87107

COVERAGES **CERTIFICATE NUMBER:** 2022-2023 **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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:	Y		CPT9304970	06/01/2022	06/01/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG 	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
A	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY	Y		CA9063215	06/01/2022	06/01/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) 	$ 1,000,000 $ $ $ $
A	[X] UMBRELLA LIAB [X] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 0			CXL9304970	06/01/2022	06/01/2023	EACH OCCURRENCE AGGREGATE 	$ 4,000,000 $ 4,000,000 $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N: Y If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		6343	01/01/2022	01/01/2023	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 2,000,000 $ 2,000,000 $ 2,000,000

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

Re: RFP
The Regents of The University of New Mexico, The University of New Mexico, its agents, servants and employees are held as additional insured. Coverage is primary and non-contributory. 45 day notice of cancellation, except 10 days for non-payment is provided.

CERTIFICATE HOLDER

University of New Mexico Purchasing Department
700 Lomas Blvd NE #200
MSC01 1740
Albuquerque NM 87131-0001

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Christian B Downey

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:

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 insure site safety and accident prevention on all jobs.

5) Please describe your company's approach to recycling. **(Complete Appendix D)**

Pluma, LLC

Contractor Quality Control (CQC) Plan

_____
Project Number

_____
Project Name

_____
Pluma, LLC
Approval Date

_____
Contractor

_____
Submitted By

_____
Email Address

_____
Phone

Contractor Quality Control Plan Acknowledgement

Project Name: _____

Project Number: _____

The undersigned have read and concur with this Contractor Quality Control Plan:

_____ _____

Quality Control Manager Date

_____ _____

Project Manager Date

_____ _____

Project Superintendent Date

_____ _____

Electrical Foreman Date

_____ _____

Mechanical Foreman Date

_____ _____

Civil Foreman Date

_____ _____

Site Safety Manager Date

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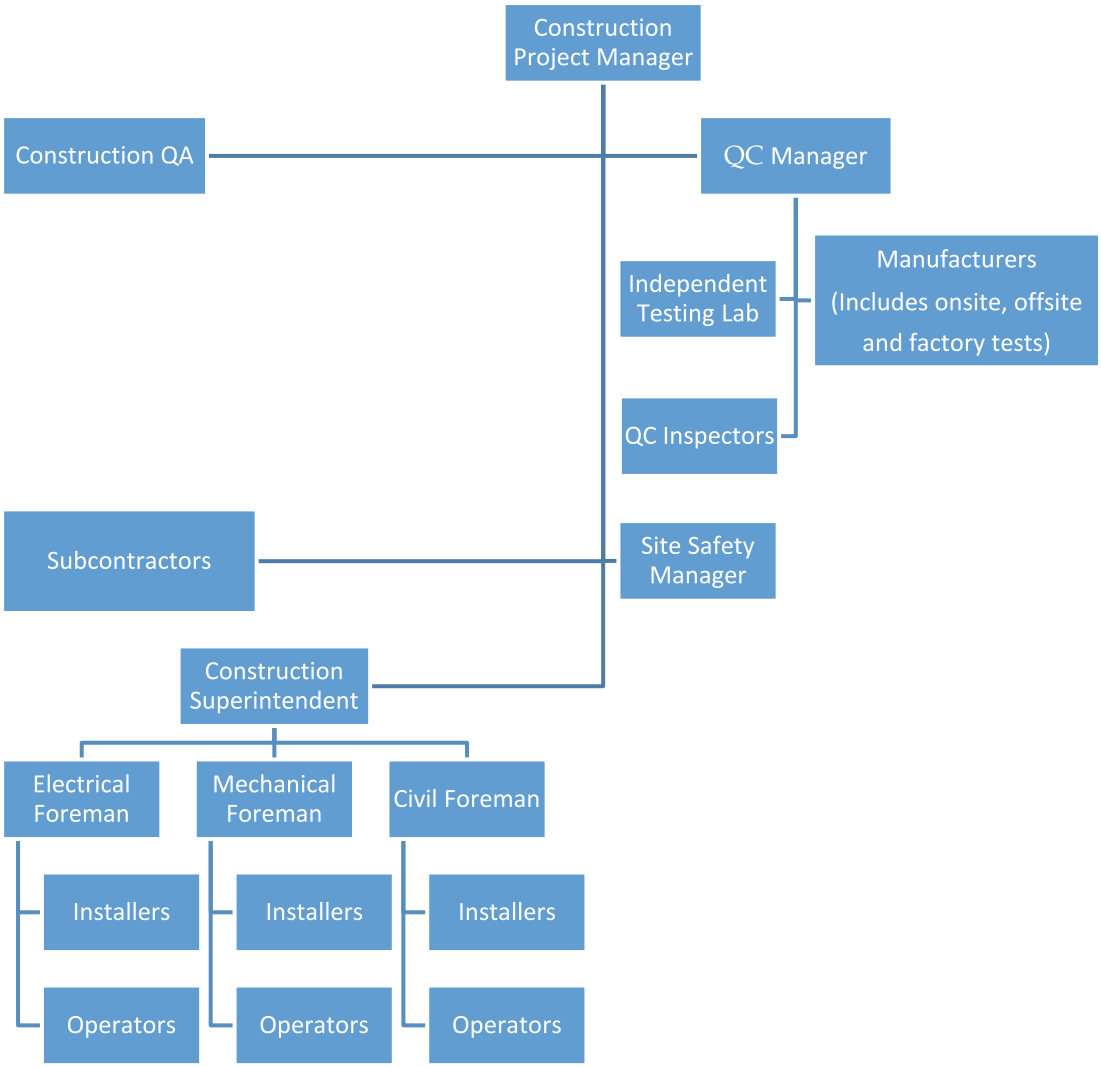
1.0 Organizational Chart

This is a recommended organizational chart for Projects in which Pluma, LLC is the General Contractor. It may be modified provided the responsibilities are covered in the positions presented.



2.0 Training

2.1) Training Requirements

Pluma Construction has a defined training program for field employees.

2.2) New Hire Training Requirements

All new Pluma Construction field employees will complete OSHA 10 training within their first 180 days of employment with the company, and OSHA 30 within their first year of employment with the company.

2.3) Foreman Training Requirements

The Following Is Required Within 1 Year Of Promotion To Foreman.

- OSHA 30
- Basic Computer Skills Training
- Construction Plan Reading Training
- Industry Related Skill Training of Employees Choice

2.4) Superintendent

The following is required within 180 days of promotion to Superintendent.

All Training Required for New Hires and Foremen

- Basic Project Management Training
- Enrollment in Professional Certification Course, for example: EE98, GB98, MM98. Pluma LLC will cover the cost of test preparation courses and pay for the 1st round of tests.
- Employees are required to pay for any retests.

2.5) Continuing Training

- All staff will continue training after initial training to ensure that they maintain job proficiency.
- Construction Personnel: In addition to training required with promotions as listed above, all construction personnel will take a minimum of one professional training course per quarter. Specific training requirements to be determined. Professional training topics for construction include customer required training, skills related training, and safety related training.
- Administrative Personnel will continue training after initial training to maintain job proficiency: Training is related to specific job requirements.

3.0 Resumes and Certifications Documentation

Attach the documentation to support the applicable resumes and certifications:

3.1) Quality Control Manager

Confirm on resume at least 5 years of related experience in quality control inspection on construction projects.

3.2) Quality Control Specialists

Confirm on resume at least 2 years of related experience under the direction of a Project Manager, Construction Superintendent or Quality Control Manager.

3.3) Construction Superintendent

Confirm on resume either a degreed graduate of engineering, architecture or construction management or 5 years of relevant experience.

3.4) Project Manager

Confirm on resume either a degreed graduate of engineering, architecture or construction management or 5 years of relevant experience.

3.5) Site Safety Manager

Confirm on resume at least 3 years of related experience.

3.6) Foreman

Confirm on resume at least 3 years of related experience.

3.7) Installers/Laborers

Confirm on resume at least 2 years of related experience working under the direction of a Project Manager or Construction Superintendent. Provide copy of current license and/or certification to drive/operate the type of vehicle/equipment which they drive/operate either on-site or off-site.

3.8) Independent Testing Agencies

Provide documentation of having a minimum of 5 years experience performing the specified independent testing required by the Contract Documents.

4.0 Quality Control Manager Responsibility

The Quality Control (QC) Manager, _____ , is responsible for overseeing the overall implementation of the Quality Control Plan and coordinates all project testing, inspections and reporting matters directly with the Project Manager. The QC Manager has the authority to intercede directly and stop unsatisfactory work, and/or control further processing, delivery or installation of non-conforming material.

4.1 Duties:

- Preparation, approval, and implementation of the CQC Plan
- Verification of materials as per project plans and specifications
- Development of means and methods to store and protect materials
- Maintain documentation of inspection status of materials
- Maintain documentation for material and administrative approvals
- Ensure that all materials and construction are in accordance with the requirements for the completeness, accuracy, and constructability in accordance with applicable building codes
- Carry out and participate in weekly progress and QC meetings
- Maintain documentation of inspection of work executed by subcontractors
- During the initial vendor qualification ensure materials provided are non-suspect or counterfeit items.
- Responsible for making sure that the person receiving materials checks for suspect or counterfeit items and records the status on Receiving Materials Inspection Report.

4.2 Document Control

The Quality Control Manager and Project Manager are responsible for document management. To that end The QC manager will prepare a document control matrix as per the Document Management Matix appendix to this quality document. The purpose of the matrix is to help manage and quickly get the status of project documents. The matrix will manage the preparation, review, approval, distribution, and revisions of project documents. Additionally, all documents are to be posted to Pluma's project management platform.

4.3 Independent Assessments

On all Project Managed Projects, Pluma LLC will coordinate a mid-project independent assessment. The assessment is to be completed by a competent, independent 3rd party. The assessor will conduct the assessment free of management input and will have full authority to conduct a thorough assessment. The purpose of the Independent Assessment is to ensure that processes and services are in compliance with the contract documents, the construction documents, and specifications.

5.0 Management Processes

5.1 Scheduling and Resources

The following 14 Metrics are the measurable criteria by which the Project Manager will control the project schedule. These 14 metrics are intended to indicate the health of the project schedule and help ensure projects are managed to success.

Total Tasks is equal to complete tasks plus incomplete tasks.

5.2 Schedule Development Quality Checks

1. Logic. This metric provides for measurement of the percentage of incomplete dangling tasks (on predecessor or successor) to total tasks. This metric is less than or equal 5%.

   Incomplete Dangling Tasks/Total Tasks = Logic ____%

2. Leads. This metric measures the percentage of tasks that have a negative lag between each other (negative lag is the time overlapped if a task starts prior to its predecessor being complete.) Ideally this metric is 0%. The schedule should eliminate or minimize negative lag tasks. Tasks that overlap should be decomposed into separate tasks.

   Negative Lag Tasks/Total Tasks = Lead ____%

3. Lags. This metric measures the percentage of tasks that have positive lag to total tasks. This metric is less than or equal to 5%.

   Positive Lag Tasks/Total Tasks = Lag____%

4. Relationship Type. This metric measures the percentage of finish-to-start (FS) tasks to total tasks. This metric is greater than or equal to 90%.

   FS Tasks/Total Tasks = Relationship_____%

5. Hard Constraints. This metric measures the percentage of hard constraint (mandatory start of mandatory finish) to total tasks. This metric is less than or equal to 5%.

   Hard Constraint Tasks/Total Tasks = Hard Constraints____%

6. High Float. This metric measures the percentage of unfinished tasks with a float greater than 44 working days to total tasks. This metric is less than or equal to 5%.

   High Float Tasks/Total Tasks = High Float____%

7. Negative Float. This metric measures the percentage of tasks that have a negative float (float less than zero). This metric should be 0.

   Negative Float Tasks/Total Tasks = Negative Float____%

8. High Duration. This metric measures the percentage of high duration tasks (greater than 44 days) to total tasks. This metric should be less than or equal to 5%.

   High Duration Tasks/Total Tasks = High Duration Percentage____%

9. Invalid Forecast Dates. This metric measures the percentage of invalid forecast dates (unfinished task start/finish date is past). This metric should be 0.

   Invalid Date Tasks/Total Tasks = Invalid Date____%

10. Resources. This metric requires that all tasks with durations of at least one day have resources. This metric measures the percentage of Non-Resourced Tasks to Total Tasks.

    Non-Resourced Tasks/Total Tasks = Resources____%

5.3 Schedule Management Quality Checks

11. Missed Tasks. This metric measures any task that was scheduled to complete by the project status date and finished after the baseline finish date. These types of completed tasks are known late finishes. The metric for this task is less than or equal to 5%

    Missed Tasks/Total Tasks = Missed Tasks____%

12. Critical Path Test. This metric measures the logic of the schedule. Complete this metric by adding 600 days to any task on the critical path. The corresponding end date of the project should extend a corresponding 600 days. If not, it means that somewhere in the schedule there exists broken logic, either a missing a predecessor and/or successor.

13. Critical Path Index. This index determines if the project finish date is realistic given the forecasted finish date. The actual formula for the critical path length index is calculated using the formula (Critical Path Length + Total Float) / (Critical Path Length). If the value is greater than 1.0, then the project finish date can be considered realistic given the forecasted finish.

14. Baseline Execution Index. The Baseline Execution Index compares the number of completed tasks to the number of tasks planned to be completed by the project status date. The BEI is calculated # of Complete Tasks / BEI Baseline Count and should be greater than 1.0.

5.4 Management Process Assessments

Pluma deems continuous improvement critical to the successful completion of a project, and the successful operation as a company, for this reason we have established 9 key factors to assess the effectiveness of our management processes. Managers are expected to review factors metrics prior to the start of the project, on a regularly scheduled basis during the project, and at the completion of the project.

Project Name:
Date of Review:
Type of Review: Circle One Start of Project In Project End of Project

Item Number	Item Description	Sr. Management	Business Development	Operations	Project Management	QA\QC	ES&H	Field Superintendent	Accounting	Owners Representative	Other	Discrepancies	Corrective Action
1	Do all stakeholders have a clear understanding of the Construction Documents and the Statement of Work?												
2	Has the Project Manager completed a Work Plan and do all stakeholders understand their responsibilites under the Work Plan?												
3	Is the Construction Schedule complete and current and do all stake holders have a clear understanding of their responsibilities under the schedule?												
4	Is the Contractor Quality Control Plan Complete and current and do all stakeholders understand their responsibilities under the plan?												
5	Is the ES&H Plan complete and current do all stakeholders understand their responsibilites under the plan?												
6	Is there a clear document control systems in place and do the appropriate stakeholders have an understanding of their responsibilites?												
7	Is the Schedule of Values complete and current and do the appropriate stakeholders understand their responsibilities associated with the Schedule of Values?												
8	Are all the accounting systems for this project in place and do the appropriate stakeholders have a clear understanding of their roles in relation to project accounting?												
9	Are close out procedures clearly defined and do all stakeholders understand their role in project close out?												

6.0 Stop Work Authorization Letter

Project Name: _____

Project Number: _____

From: Company President

To: QC Manager

This Letter of Authorization outlines your responsibility as our site Quality Control Manager for the project referenced above. As the site Quality Control Manager, you report directly to the Project Manager. You review the specifications, addendums and plans in their entirety and implement the Quality Control Program. The Quality Control Program encompasses three phases of inspection: Preparatory Meetings and Initial and Follow-Up Inspections. All inspections and testing are recorded in the Contractor Quality Control Report (CQCR) and submitted to the Project Manager. Test reports are submitted no later than three (3) working days after the test was performed. You and/or your staff are responsible for reviewing specifications, submittals, as-builts, plans and shop drawings for compliance to the contractual requirements.

Additionally, this applies to all subcontractor documents. You and/or your staff conduct daily inspections to ensure that the workmanship and materials used in the construction of the project are in compliance with the plans, drawings and specifications.

You are authorized to stop work that does not comply with the plans and specifications. You and/or your staff witness all tests required by the specifications and coordinate such tests with PLUMA, LLC. You and your staff must document all non-conforming conditions, items and/or workmanship noted and constantly monitor and alert Safety personnel to safety violations. If, at any time, you require assistance with the implementation of the Quality Control Program, contact the Project Manager.

_____
Company President

Acknowledgements

_____
Subcontractor “A”

_____
Subcontractor “B”

_____
Subcontractor “C”

7.0 Major Definable Features of Work

Check all definable features of work and describe how each feature will be accomplished. (You may add or delete items based on the project. All items will be reviewed and approved by PLUMA, LLC.)

Construction Activities	Contractor	Primary Contact
☐ Trenching & Excavation 1. Trenching 2. Excavation Work 3. Form Work		
☐ Gravity Sewer		
☐ Force Mains		
☐ Erosion Control		
☐ HVAC		
☐ Plumbing		
☐ Electrical		
☐ Roofing		
☐ Masonry		
☐ Concrete		
☐ Landscape		
☐ Bridges		
☐ Highway & Appurtenances		
Construction Site Activities	Contractor	Primary Contact

☐ Fire Alarm		
☐ Fire Suppression		
☐ Demo		
☐ Hazardous Material Abatement		
☐ Elevators		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		

8.0 Safety Authority

Work performed under this project are subject to the following safety considerations:

1. Customer specific safety requirements.
2. Pluma, LLC most recent Safety Handbook.
3. Site Specific Safety Plan
4. Federal Safety Requirements – OSHA 29 CFR Part 1926
5. State Safety Requirements – 11.5.3 NMAC Occupational Health and Safety – Construction Industry (New Mexico Only)
6. Local Safety Requirements.

9.0 Procurement

9.1 Supplier Selection

Pluma LLC is a General Contractor and as such will use both trade subcontractors and material vendors to complete its projects. To this end Pluma LLC requires subcontractors to complete a Subcontractor Qualification Form and material suppliers are reviewed using Pluma LLC's Material Supplier Qualification Form.

The Quality Control Manager will work with construction material suppliers to complete the Material Supplier Qualification Form.

The purpose of the forms are to ensure supplied products and services meet project requirements, meet specifications, the subcontractor and vendor operate in a safe manner, and quality is consideration in subcontractor and vendor operations.

The Quality Control Manager is responsible for ensuring all procurement documents are saved to Pluma's Project Management System (C2MS) for the project.

9.2 Supplier Inspections

During a project, the Quality Control Manager will conduct monthly reviews of the Qualification forms to ensure products and services continue to meet project specifications and record any applicable changes to the subcontractor's and vendor's status.

10.0 Three Phases of Inspection

10.1 Preparatory Meetings

Preparatory Meetings are performed prior to the beginning of any major Definable Feature of Work (DFOW). A meeting is held for each crew performing such feature or when members of the crew change. Preparatory Meetings are conducted by the Quality Control Manager and/or designee after a complete review of all applicable plans, specifications, shop drawings and related submittals. A Preparatory Phase Meeting Checklist (pp 25-27) is completed for each Definable Feature of Work and distributed at the meetings. At the Preparatory Meeting, the Superintendent and Foreman (involved in this phase of construction) coordinate with Quality Assurance, Quality Control and Safety personnel and introduce their plan for accomplishing the work. PLUMA, LLC is notified at least 48 hours in advance of the Preparatory Meeting. The following items are discussed at each meeting:

1. Review of applicable specifications.
2. Review of applicable plans and shop drawings.
3. Review of related submittals and a check that all related submittals, shop drawings and materials have been tested (if applicable), submitted and approved.
4. Review of the detailed sequence of the execution of the work.
5. Discuss required testing and frequency.
6. Review provisions to ensure controlled inspection and testing.
7. Examination of the work area to ensure that all required preliminary work has been completed and is in compliance with the plans and/or specifications.
8. Examination of the related material, review of the Receiving Material Inspection Reports (p 29) and verification that the items received are in compliance with the contract and are properly stored.
9. Review of the Site Safety Plan to ensure that all safety precautions are met, and the required safety equipment has been purchased and is available.
10. Review the document and the workmanship expected for the Definable Feature of Work.
11. Meeting Minutes are recorded and sent to PLUMA, LLC Document Control within 48 hours of the conclusion of the meeting.

10.2 Initial Inspections

Initial Inspections are performed at the beginning of any Definable Feature of Work and must be repeated at any time new workmen or new crews are assigned to the work or if the required standard of work is not being met. An Initial Phase Checklist (p 28) is completed for each Definable Feature of Work and distributed at the initial inspection. PLUMA, LLC is notified at least 48 hours in advance of the Initial Inspection. The same personnel who attended the Preparatory Meeting also attend the Initial Inspection. These include the Superintendent and Foreman, Safety Personnel and the Quality Control Staff. The following is accomplished during these meetings:

1. Review the minutes of the Preparatory Meeting and verify that the work complies with the design documents (ie, submittals, specifications and/or shop drawings).
2. Resolve all differences.
3. Verify adequacy of inspection and testing.

4. Establish a level of workmanship and verify that it meets the requirements.
5. Provide documentation of the previous inspection of the work area.
6. Re-examine the work area for compliance.
7. Meeting Minutes are recorded and sent to PLUMA, LLC Document Control within 48 hours of the conclusion of the meeting.

10.3 Follow-Up Inspections

Follow-Up Inspections are performed daily to ensure that the control established during Preparatory Meeting and Initial Inspection continues to provide a product that conforms to the contractual requirements.

1. Construction daily activities are inspected by Quality Control in accordance with Quality Control Procedures and the Quality Control Report (CQCR) (pp 20-21) is completed.
2. Installation and testing activities which do not comply with the requirements are documented on a Non-Conformance Report (NCR) (p 22).
3. Modifications, repairs and/or replacement of materials and/or parts performed subsequent to Final Inspection require replacement of materials and/or parts installed. Re-inspection and re-testing are required to verify acceptability. Inspection and testing documents are submitted to PLUMA, LLC Document Control and are filed and maintained in accordance with Quality Control Testing and Verifications (p 13).

Signature of acknowledgement indicate that the Three Phases of the Quality Control Inspection Program are understood and will be followed.

_____ _____

QC Manager Date

11.0 Quality Control Testing and Verifications

11.1 PURPOSE

To ensure that tests of the Contractor's and Subcontractor's work is adequately planned and that the necessary testing procedures are available to perform the tests in a satisfactory manner. This procedure establishes the methods to be used when performing the tests listed in the specifications. Test reports are submitted to PLUMA, LLC Document Control and are filed and logged with other project documentation.

11.2 TESTING (Onsite, Factory/Offsite)

A list of tests required to verify that control measures are adequate are delineated in the specifications and/or determined upon the completion of the design. The list includes the test name, specification paragraph, feature of work to be tested, the test frequency and the organization's name that will perform the test. **The QC Manager provides written notice to PLUMA, LLC of the proposed test 3 days in advance (5 working days for factory or other offsite tests). The QC Manager witnesses the test with the appropriate organization representatives present and/or with the individual(s) qualified to perform the designated test(s).**

11.3 COMMISSIONING OF EQUIPMENT

Pre-Commissioning - Pre-commissioning activities are Site Acceptance Tests (SAT) and Factory Acceptance Tests (FAT) as well as other similar activities and are usually outlined in the project specifications. **The QC Manager provides written notice to PLUMA, LLC of the proposed test 3 days in advance (5 working days for factory or other offsite tests). The QC Manager witnesses the test with the appropriate organization representatives present and/or with the individual(s) qualified to perform the designated test(s).**

Commissioning – Commissioning activities are usually outlined in the project specification. Additionally, the manufacturer has commissioning documents. The QC Manager is responsible for helping the Project Manager identify the appropriate commissioning procedures. The Project Manager shall implement the commissioning procedures. **The QC Manager provides written notice to PLUMA, LLC of the proposed test 3 days in advance (5 working days for factory or other offsite tests). The QC Manager witnesses the test with the appropriate organization representatives present and/or with the individual(s) qualified to perform the designated test(s).**

11.4 FAILED TEST

Failing tests are cleared by one of the following methods:

1. Retest – Retest if there is any doubt that the first test was not adequate.
2. Rework – Re-inspect and re-test.
3. Failed Material – Remove, replace, re-inspect and re-test.

11.5 PROCEDURES

1. The Quality Control Manager reviews the testing requirements to ensure that the planned test is in accordance with the design documents: ie, plans, specifications, shop drawings and/or other documents.
2. Instruments used for testing are calibrated in accordance with established calibration procedures. Specialists experienced in such work perform the calibration.
3. Technicians performing tests provide copies of calibration certificates and their field notes and reports to the Quality Control Manager.
4. The Quality Control Manager witnesses all required tests detailed in the design documents (plans, specifications, shop drawings, etc.).
5. PLUMA, LLC's witnessing of tests does not relieve the Contractor and Subcontractor of their obligation to comply with the requirements of the Contract Documents.
6. PLUMA, LLC is notified 3 days in advance of all scheduled tests (5 working days for Factory/offsite tests).
7. Test reports, when completed, are attached to the Contractor's Quality Control Report and submitted to PLUMA, LLC.

12.0 Tests, Documents, Records

12.1 PURPOSE

This section establishes a system for the control of documentation and records which provide objective evidence of the quality of items and activities performed in accordance with the programmatic requirements. The Quality Control Manager is responsible for the control, review, verifications, and maintenance of the documentation delineated in the contract documents and specifications.

12.2 REPORTING AND DISTRIBUTION OF REPORTS

12.2.1. After reviewing reports (including Subcontractor reports) the Quality Control Manager submits documentation to PLUMA, LLC Document Control.

12.2.2. PLUMA, LLC's Project Manager is responsible for ensuring all documents are maintained by PLUMA, LLC Document Control and submitted to the appropriate party as outlined in the contract documents, the construction documents, and specifications.

12.2.3. All inspections and testing are summarized and recorded in a Contractor's Quality Control Report (CQCR). A copy of the CQCR is sent to MSD Document Control and to the Project Manager. "Original" reports are retained by the Quality Control Manager. Field notes, inspection forms and test reports are filed and available for review by PLUMA, LLC.

12.2.4. The Contractor's Quality Control Report includes the following:

a. Contractor and Subcontractor areas of responsibility.
b. Working, idle and downtime hours for equipment.
c. Work accomplished each day, indicating the location, activity and by whom.
d. Laboratory test reports, including the test results (passing or failing), location of tests and specification references.
e. Deficiencies and corrective actions.
f. Material received onsite.
g. Safety violations and corrective action implemented.
h. Conflicts encountered in the plans and/or specifications.

12.3 RECORDS STORAGE AND RETENTION

12.3.1. Project records are stored in areas that protect them from damage, deterioration and/or loss at the site Field Office during the construction period. Records are accessible to PLUMA, LLC personnel.

12.3.2. Project records are stored for a period of time as determined by the contractual documents. Records, designated for storage, are not to be destroyed or otherwise disposed of within that period of time. Control and final disposition of Subcontractor and Supplier records, both onsite and offsite, are to be in accordance with the contractual documents.

13.0 Testing Agency Schedule

Testing Agency Schedule		
Project Name:	**Date:**	**Project Number:**
Agency	**Discipline**	**Estimated Date of Test**

14.0 Inspection and Acceptance Testing

Initial Inspection Checklist			
Project Name:			**Project Number:**
DFOW:			
Date:	**Sheet:**	**Spec. Section:**	**Page: ___ of ___**

No.	Item	Yes	No	N/A
1	Was the production foreman present?			
2	Material			
a)	Were materials inspected for compliance?			
b)	Were corrective actions taken for defective material?			
c)	Were corrective actions appropriate?			
d)	Were any deviations accepted?			
3	Installation Requirements			
a)	Did work comply with specifications or plans?			
b)	Was workmanship satisfactory?			
c)	Were corrective actions appropriate?			
d)	Were any deviations accepted?			
4	Tests			
a)	Were tests being performed?			
b)	Was testing frequency satisfactory?			
c)	Were test samples or locations appropriate?			
d)	Was testing quality coordinated with Mechanical/Electrical			
5	Inspections			
a)	Was inspection done by the QC Inspector in the Prep. meeting?			
b)	Was the inspection frequency as established in the Prep.			
c)	Were critical inspections satisfactory?			
d)	Was the inspection satisfactory?			
6	Safety			
a)	Was the safety officer present?			
b)	Were the safety requirements followed?			
c)	Were the safety requirements modified?			
Remarks (explanations required for “No” responses and if deviations were accepted):				

Reported By:	Reviewed By:	Reviewed By:
(Quality Control Inspector)	(Quality Control Manager)	(Quality Assurance Representative)

15.0 Independent Assessment Form

Section I - General Project Information

Your Name:	**Telephone No.:**
Position/Title:	**Date:**
Agency/Firm:	
Name of Contractor:	**Total Contract Cost With Change Orders:**
	Contract Start/ End Dates:
Project Title:	**Actual Completion Date**
Scope of Work:	
Project Location:	

Important!!

Please check (□) if this is an Interim Report (50% complete) ☐

or a Final Evaluation (at least 99% complete) ☐

Section II - Evaluation Questionnaire

Please rate this contractor's performance in each of the following areas. If you need additional space, attach 81/2" x 11" sheets. If you rate the contractor below Satisfactory in any area, you must provide detailed information to explain the rating assigned. The purpose of this evaluation is to ensure that all services and processes are completed and submitted as per the project contract documents, construction documents, and specifications.

15.1. **Quality of Workmanship** *0-28 points (refer to Page 4)*

Rate the quality of this contractor's completed work. Was there quality related or workmanship problems on the contract? If not, provide specific examples.

_____

_____

_____

_____

15.2. **Project Management** *0-13 points (refer to Page 4)*

a) Scheduling - Rate this contractor's performance with regard to adhering to contract schedules. Did this contractor meet the contract schedule, or the schedule as revised by approved change orders? If not, was the delay attributable to this contractor? If so, provide specific examples.

_____

_____

_____

_____

(b) Subcontractor Management *0-13 points (refer to Page 4)*

Rate this contractor's ability, effort, and success in managing and coordinating subcontractors (if no subcontractors, rate this contractor's overall project management). Was this contractor able to effectively resolve problems? If not, provide specific examples.

_____

_____

_____

_____

c) Safety and Housekeeping Procedures *0-9 points (refer to Page 4)*

Rate this contractor's safety and housekeeping procedures on this project. Were there any OSHA violations or serious safety accidents? If so, provide specific examples.

d) Change Orders - *0-9 points (refer to Page 4)*

Did this contractor unreasonably claim change orders or extras? Was this contractor's price on change order and extras reasonable? If not, provide specific examples.

e) Working Relationships - *0-7 points (refer to Page4)*

*4)*Rate this contractor's working relationships with other parties (i.e., owner, designer, subcontractors, etc.). Did this contractor relate to other parties in a professional manner? If not, give specific examples.

f) Paperwork Processing *-7 points (refer to Page 4)*

Rate this contractor's performance in completing and submitting required project paperwork (i.e., submittals, drawings, requisitions, payrolls, workforce reports, etc.). Did the contractor submit the required paperwork promptly and in proper form? If not, provide specific examples.

15.3. **On-Site Supervisory Personnel Rating** *0-14 points (refer to Page 4)*

a) **General Performance** - Rate the general performance of this contractor's on-site supervisory personnel. Did the superintendent(s) have the knowledge, management skills and experience to run a project of this size and scope? If not, provide specific examples.

SECTION III - Legal and Administrative Proceedings

Are you aware of any legal or administrative proceedings, invoked bonds, assessed damages, demands for direct payment, payment bond claims, contract failures, contract terminations, or penalties involving this contractor on this contract? What is the status of any pending litigation? What was the final outcome of any completed litigation? What are the dollar amounts of assessed damages or penalties?

SECTION IV - Numerical Rating

Use the grid on the following page to rate the contractor's performance on this project. In assigning the Numerical Rating, please note the following:

1. You are not restricted to using the numerical values shown and may score in between the numbers shown.

2. A total Numerical Rating of 70 is required for a passing grade.

3. If you rate the contractor below satisfactory in any area, you must provide written comments in Section II to explain the rating(s) assigned.

Contractor's Name:	Unsatis-factory	Below Average		Average		Above Average		Rating
		Poor	Deficient	Satisfactory (Passing)	Good	Very Good	Excellent	
1. Quality of Work	0	10	16	22	24	26	28	
2. Project Management a) Scheduling b) Subcontractor Management c) Safety and Housekeeping d) Change Orders e) Working Relationships f) Paperwork Processing	0 0 0 0 0 0	4 4 3 3 2 2	8 8 4 4 3 3	10 10 6 6 4 4	11 11 7 7 5 5	12 12 8 8 6 6	13 13 9 9 7 7	
						Subtotal - Item 2		
3. Supervisory Personnel Rating General performance	0	2	4	8	10	12	14	
						Subtotal - Item 3		
						Total Numerical Rating		

Section V - Evaluator Certification

I certify that the information contained in this evaluation form represents, to the best of my knowledge, a true analysis of this contractor's performance record on this contract.

I also certify that I have no ties with this contractor either through a business or family relationship.

I have mailed a copy of this completed evaluation form to the contractor on
(A copy of this completed evaluation form **must** be mailed to the contractor.).

Signature _____ Date _____

Section VI - Additional Comments

16.0 Submittals

16.1 SUBMITTALS

All submittals shall be reviewed, certified, and managed by the Quality Control Manager. Copies of the manufacturer's data (material, equipment, etc.), including catalogue cut sheets showing dimensions, performance characteristics, capacities, wiring diagrams, schedules, operation and maintenance manuals and any other relevant information are reviewed by the Quality Control Manager. The Quality Control Manager is an authorized submittal reviewer and testing lab report reviewer. One (1) copy of the submittal remains with the Contractor and one (1) copy is retained by MSD's Document Control. The Quality Control Manager is responsible for ensure that submittals and processes are completed and submitted as per the project construction documents and specifications.

16.2 FILING OF SUBMITTALS

Submittals (material, design, data, samples, shop drawings, etc.) are filed according to the specification section and paragraph number in a secure place for reference and coordination. Color and mock-up samples are maintained in a secure place at the job site for comparison with the finished product. A tag or sticker identifying the submittal number and the date of approval is attached to the sample. When a color or mock-up sample is not approved, it is labeled as "Rejected" and removed from the job site (if requested). The record is maintained along with a photograph of the disapproved item with a copy submitted to PLUMA, LLC Document Control.

16.3 SUBMITTAL REGISTER

The Submittal Register is maintained by the Project Manager. Revised copies of the Submittal Register are provided to PLUMA, LLC Document Control on a monthly basis.

16.4 QUALITY CONTROL MANAGER REVIEW AND APPROVAL

Prior to submittal, all items are checked and approved by the Quality Control Manager. If found to be in strict conformance with the contract requirements, each item is stamped, signed and dated by the Quality Control Manager. Copies of review comments indicating action(s) taken are included within each submittal.

16.5 QUALITY CONTROL MANAGER GUIDELINES FOR PREPARING AND REVIEWING SUBMITTALS:

1. Be familiar with the submittal procedures.
2. Review all of the information attached to the submittal.
3. Ensure that all of the pages associated with the enclosures are attached to the submittal.
4. Thoroughly review the applicable design documents.
5. Ensure the attachments are legible.
6. Direct all questions to the Project Manager.
7. Submit a detailed written report pertaining to the review of the submittal in a timely manner to the Project Manager.
8. Ensure that the sample received and/or material received complies with the submittal.
9. Notify the Project Manager if material is installed without a submittal; then request a submittal.
10. Maintain and file submittals so they are readily retrievable.

16.6 STAMPS

Stamps are used by the Contractor to certify the submittal meets contract requirements and are similar to the following:

Contractor (Firm Name): _____

Project Name: _____

Project Number: _____

I certify that this submittal is accurate, is in strict conformance with all contract requirements, has been thoroughly coordinated and cross-checked against all other applicable disciplines to prevent the omission of vital information, that all conflicts have been resolved, that repetition has been avoided, and that it is it complete and in sufficient detail to allow ready determination of compliance with contract requirements by the Contracting Officer.

Printed Name of the Quality Control Manager: _____

Signature of the Quality Control Manager: _____

Date: _____

17.0 Tracking Deficiencies

17.1 NON-CONFORMING ITEMS, PROCESSES, SERVICES

1. Non-conforming items, processes, and services are those conditions that deviate from the requirements detailed in the contract documents, construction documents, and specifications, plans and /or shop drawings. The Quality Control Manager is responsible for the control and documentation of non-conforming items, services, or processes.
2. The Quality Control Manager prevents non-conforming items from being installed
3. The Quality Control Manager prevents non-conformance in services and processes as they relate to the contract documents, construction documents, and specifications.
4. Minor non-conforming items, which are corrected in the same day, are documented in the Contractor's "Weekly Report."
5. All other non-conformances are documented on a Non-Conformance Report prepared by the Quality Control Manager, sequentially numbered, and dated and include the following information, as appropriate:
    a. Description of the non-conformance including relevant details of the occurrence.
    b. For processes and Services, provide a description of how the process and or service is not conforming to the contract documents and specifications.
    c. Identification of material, component or system by part number, plan, shop drawing and/or specification number and intended installation location.
    d. Source of material or item (name of supplier, owner, or subcontractor).
    e. Current status or item in shop, warehouse, lay-down yard or structure.
    f. Individual and organization which detected the non-conformance.
    g. Recommendation for corrective action including sketches, test data and/or repair procedures necessary to substantiate the recommendation.
    h. Cause of the non-conformance and steps taken to prevent reoccurrence indicating action(s) taken, positions or titles of persons contacted, letters written and/or procedural changes proposed.
6. The Quality Control Manager signs and forwards the Non-Conformance Report to PLUMA, LLC Document Control.
7. Each Non-Conformance Report is recorded on the Non-Conformance Report Log by the Quality Control Manager.
8. Actions to be taken are entered on the Non-Conformance Report Log. The Engineer of Record initiates the disposition(s) necessary to clear the item.
9. Verification of "Corrective Action" (eg, completion of repair) by Quality Control after the work in question has been re-inspected and re-tested. Entries are made in the Non-Conformance Report (NCR) log documenting the Final Disposition of each NCR.
10. Non-Conformance Reports, logs and documents are filed and maintained. Reports and Records are submitted to PLUMA, LLC Document Control.

17.2 INITIAL PUNCH LIST

The QC Report reports Punch List items (deficiencies) throughout the life of the project and demonstrates that the QC Staff is correcting the deficiency(ies) in a timely manner. An Initial Punch List is developed as a result of initial inspections and then maintained throughout the life of the project. The Punch List is consistently updated and submitted to the Project Manager for

corrective actions. Corrections are accomplished within the time stated. The QC Manager performs Follow-Up Inspections to ensure the deficiencies have been corrected before notifying

17.3 PRE-FINAL INSPECTION

After the completion of the Initial Punch List Inspection, the Quality Control Manager and PLUMA, LLC Representative conduct a Pre-Final Inspection and develop a joint "Punch List" of noted deficiencies. The Punch List is formally documented along with the estimated date by which the deficiencies will be corrected. The Quality Control Manager conducts Follow-Up Inspections to ensure that all deficiencies have been corrected before requesting a Final Inspection by PLUMA, LLC.

17.4 FINAL INSPECTION

Upon completion of the items listed in the Pre-Final Inspection "Punch List," the QC Manager notifies PLUMA, LLC 14 days prior to the Final Inspection (or as agreed to) with the assurance that all items listed in the Pre-Final Inspection and all other remaining work has been completed and will be acceptable by the date of the Final Inspection.

18.0 Contractor's Quality Report (CQCR)

CONTRACTOR'S QUALITY CONTROL REPORT (CQCR) WEEKLY LOG OF CONSTRUCTION	Report Number: Page 1 of 2 Date:
Project Name:	**Project Number:**
Contractor:	**Weather:**
1 – Were there any delays in work progress?	
Response:	
2 – Verbal instructions given by PLUMA, LLC:	
Response:	
3 – Did anything develop that may lead to a change order/claim?	
Response:	
4 – Activities in process:	
Response:	
5 – General comments:	
Response:	
6 – Safety Inspection/Safety Meetings:	
Response:	
7 – Prep/Initial Dates (Preparatory and initial dates held and advance notice)	
Response:	

CONTRACTOR'S QUALITY CONTROL REPORT (CQCR) WEEKLY LOG OF CONSTRUCTION	Report Number: Page 2 of 2 Date:
Project Name:	**Project Number:**
Activity Start/Finish:	
QC Requirements:	
QA/QC Punch List:	
Contractors/Visitors on Site:	
Equipment Hours (Total Operating Hours to Date):	
Accident Reporting (Describe Accident):	

Contractor Certification	On behalf of the contractor, I certify that this report is complete and correct and all equipment and material used and work performed during this reporting period are in compliance with the contract, plans and specifications, to the best of my knowledge, except as noted above.

19.0 Non-Conformance Report

Non-Conformance Report			
<Project Name>			<Project Number>
Structural ☐	Mechanical ☐	Electrical ☐	Civil ☐
Date:	Location:	Spec. Section:	Spec. Paragraph:
Non-Conforming Condition:			
Reported By (Quality Control Representative):			Date:
Disposition:			
Dispositioned By (Project Engineer):			Date:
Re-Inspected By (Quality Control Representative):			Date:
Accepted By (Quality Control Manager):			Date:

20.0 Construction Punch List

Construction Punch List			
Project Name:			**Project Number:**
Structural ☐	**Mechanical ☐**	**Electrical ☐**	**Civil ☐**
Inspected By:		**Date:**	**Page: ___ of ___**

Item No.	Description	Completed by Construction (Sign/Date)	Accepted by Quality Control (Sign/Date)

21.0 Weekly QA/QC Definable Feature Meeting Minutes

Weekly QA/QC Definable Feature Meeting Minutes			
Project Name:			**Project Number:**
Date:	**Time:**	**Location:**	**Page: ___ of ___**

Attendees

PLUMA, LLC	Contractor	Subcontractors	Other

No.	Description of Item Discussed	Action Date	Action By

22.0 Preparatory Meeting Checklist (to support each DFOW)

Preparatory Meeting Checklist (to support each DFOW)			
Project Name:			**Project Number:**
DFOW:			
Date:	**Sheet:**	**Spec. Section:**	**Page: 1 of 3**

PERSONNEL PRESENT	PLUMA, LLC Representative Notified? YES ☒ NO ☐ Hours		
	Name	**Position**	**Company/Government**
SUBMITTALS	Review submittals and/or submittal register. Have all submittals been approved? YES ☐		
	If no, what items have not been submitted?		
	Are all materials on hand? YES ☐ NO ☐		
	If no, what items are missing?		
	Check approved submittals against delivered material. (This should be done as material		
	Comments:		
MATERIAL STORAGE	Are materials stored properly? YES ☐ NO ☐		
	If no, what action is taken?		

Preparatory Meeting Checklist (to support each DFOW)			
Project Name:			**Project Number:**
DFOW:			
Date:	**Sheet:**	**Spec. Section:**	**Page: 2 of 3**

SPECIFICATIONS	Review each paragraph of specifications.
	Discuss procedure for accomplishing the work.
	Clarify any differences.
PRELIMINARY WORK &	Ensure preliminary work is correct and permits area on file.
	If no, what action is taken?
TESTING	Identify test to be performed, frequency and by whom.
	When required?
	Review testing plan.
	Have test facilities been approved?

Preparatory Meeting Checklist (to support each DFOW)			
Project Name:			**Project Number:**
DFOW			
Date:	**Sheet:**	**Spec. Section:**	**Page: 3 of 3**

SAFETY	Site Safety Plan Approved? YES ☐ NO ☐ Review Site Safety Plan:
MEETING COMMENTS	Comments during meeting:
WORKSHEETS	Worksheets:
OTHER ITEMS OR REMARKS	Other items or remarks:

Reported By:	Reviewed By:	Reviewed By:
(Quality Control Inspector)	(Quality Control Manager)	(MSD QA Representative)

23.0 Receiving Material Inspection Report

Receiving Material Inspection Report			
Project Name:			**Project Number:**
DFOW:			
Date Received:	**Order Number:**	**Date Inspected:**	**Inspected By:**

Ref No.	Item Description	Quantity	Partial or Full?	Okay or Damaged?	Special Storage?	Suspect/ Counterfeit

24.0 Pluma, LLC QC Worksheets

Check worksheets that apply based on those listed in bid package and attach:

- ☐ Cable Test Data Form
- ☐ Calibration Sheet
- ☐ Circuit Breaker Schedule
- ☐ Control Circuit Piping Leak Test Form
- ☐ Controller Calibration Test Data Form
- ☐ Cut-in Schedule Form
- ☐ Dry Transformer Test Data Form
- ☐ Equipment Record Form 1
- ☐ Equipment Record Form 2
- ☐ Equipment Test Report Form
- ☐ Individual Loop Test Data Form
- ☐ Installed Motor Test Data Form
- ☐ Loop Commissioning Test Data Form
- ☐ Loop Wiring and Insulation Resistance Test Data Form
- ☐ Manufacturer's Installation Certification
- ☐ Manufacturer's Instruction Certification Form
- ☐ Misc Instrument Calibration Test Data Form
- ☐ Motor Control Center Test Form
- ☐ Motor Data Form
- ☐ Operation and Maintenance Transmittal Form
- ☐ Request for Contractor Proposal
- ☐ Submittal Transmittal Form
- ☐ Substitution Request Form
- ☐ Unit Responsibility Certification Form
- ☐ Wire and Cable Resistance Test Data Form
- ☐ Work Directive Change Instructions and Form

25.0 Subcontractor Qualification Form

Company Name: _____

Contact Person: _____

Address: _____

City: _____State: _____ Zip: _____

Telephone: _____ Fax: _____

Federal Tax ID# _____

Email Address: _____

Web Site: _____

Type of work qualified to perform: (masonry, steel, etc.) _____

Specific Geographical Area You Work In: _____

Year Business Started: _____Number of Employees: _____

Has Company or any of its Owners Declared Bankruptcy in last 5 years? [ ] Yes [ ] No
Is Company Bondable? [ ] YES [ ]NO – Single Project Limit $_____Total $_____

Have you ever failed to complete a project: [ ] YES (explain details below) [ ] NO
Details:_____
_____
_____

Have you ever failed to complete a project on time? [ ] YES (explain detail below) [ ] NO

Details: _____
_____
_____

Have you had a contract terminated due to performance? [ ] YES (explain detail below) [ ] NO

Details:

_____
_____
_____
_____

What is your current Worker's Compensation Experience Modification Rating (EMR)_____

Jobs Run @ Time: _____ Annual Volume $_____

Largest Job $ _____ Average Job $ _____ Smallest Job $_____

Current Contract Backlog: _____

Do you have a Service Department? [ ] YES [ ] NO

27.1 Subcontractor Pre-Qualification Worksheet

Contractor's License (s) States and Numbers

State: _____No: _____

State: _____No:_____

State: _____No:_____

State: _____No:_____

Estimating Contact: _____

Union / Signatory: Yes [ ] No [ ] Subcontractor: [ ] Vendor/Supplier: [ ]

Business Type: [ ] Corporation [ ] Partnership [ ] Limited Liability Company [ ] Sole Proprietor[ ]

Officers of the Company:

Name & Title	Years with Company

Is your company owned or controlled by a parent or any other organization? [ ] YES [ ] NO
If yes, please describe on a separate sheet.

Is you company a certified: [ ] MBE [ ] WBE [ ] DBE [ ] SBE [ ] VBE

I. Legal Information

Are there any judgments, claims, arbitration proceedings, or suits pending/out-standing against your firm or
its officer or principals? [ ] YES [ ] NO
If yes, please provide a complete explanation on a separate sheet.

Has your company filed any lawsuits or requested arbitration or mediation with regard to construction?
contracts within the last three (3) years? [ ] YES [ ] NO
If yes, please provide a complete explanation on a separate sheet.

II. References

Banking

Name & Branch _____ Since? _____

City, State, Zip _____

Contact Person _____

Bonding

Bonding Company_____Since?_____

Surety Broker/Agent_____Since?_____

Contact Person_____Telephone_____

Bonding Capacity – Per Project $ _____Aggregate $ _____

Last Bond Issued – Date _____ Amount $_____ Rate %_____

Please attach a formal letter from your bonding company.

Insurance

General Liability Carrier_____Since?_____

Insurance Broker/Age _____Since? _____

Contact Person _____Telephone_____

What is your limit to Liability insurance? __ _____

Supplier

Supplier Name & Location_____

Contact Person_____Telephone_____

Supplier Name & Location_____

Contact Person_____

Supplier Name & Location_____

Contact Person_____

5 References (Owner, Architects, and at least 2 General Contractors for work completed within the last 2 years):

Project: _____ Company: _____

Address: _____

Telephone: _____ Fax: _____ Your Contract $ _____

Project: _____ Company: _____

Address: _____

Telephone: _____ Fax: _____ Your Contract $ _____

Project: _____ Company: _____

Address: _____

Telephone: _____ Fax: _____ Your Contract $ _____

Project: _____ Company: _____

Address: _____

Telephone: _____ Fax: _____ Your Contract $ _____

Project: _____ Company: _____

Address: _____

Telephone: _____ Fax: _____ Your Contract $ _____

III. Revenue

Annual Volume: What was the annual volume of work completed in the last three years as well as next year's forecast (Forecast Volume)

$_____$_____$_____$_____(Forecast Volume)

IV. Experience

Has your company had experience with LEED projects [ ] YES [ ] NO

V. Safety

Does your firm have a written safety plan? [ ] YES [ ] NO

Has your firm had any OSHA citations, fines, or jobsite fatalities within the most recent three (3) years? [ ] YES [ ] NO

If yes, please describe in detail on an attached sheet what occurred and what steps were taken by the company to prevent from happening in the future

OSHA Incident Rate: Please list your firms OSHA incident rate for the most recent three (3) years
YR. / Rate_____ YR. / Rate_____ YR. / Rate_____

VI. Required Documentation

Certificate of Insurance that meets Project Requirements Provided	[ ] YES [ ] NO
Current W-9 Provided	[ ] YES [ ] NO
Project Specific Documentation on Provided	[ ] YES [ ] NO

-

VI. Additional Information

Please list any additional information you feel will help us determine your company's qualifications and expertise_____
_____
_____

I hereby certify that the above information is accurate, correct, and true.

Completed By: _____
(Name)

_____
(Title)

_____
(Signature)

_____
(Date)

26.0 Material Supplier Qualification Form

Contact Info	Supplier #1	Supplier #2	Supplier #3
Company Name			
Contact Information			
Federal Tax ID #			
Email Address			
Vendor Web Site			
Materials			
Materials Provided			
Company Information			
Years in Business			
Total Revenues (last fiscal year)			
Geographic Region Served			
Number of Employees			
W-9 on File			
Certificate of Insurance on File			
Quality			
Do Materials Meet Project Specification.			
Method for Confirming Materials Provided Meet Project Specifications			
Ability to Meet Delivery Due Dates			
Is Pricing Market Competitive			
Confirm Materials are Suspect/Counterfeit items			
Method for Confirming Materials Provided are not Suspect/Counterfeit Items			

Safety			
Written Safety Plan			
OSHA Citations			
Last 3 Years EMR			

27.0 Document Management Matrix

Project Documents:	Previous Version	Latest Version	Reviewed	Approved	Distribution	Posted to C2MS
Plans						
Specifications						
Statement of Work						
Submittals						
Correspondence						
Request for Information						
Material Change Request						
Change Orders						
Contract Documents						
Punch Lists						
Close Out Documents						
Quality Documents:						
Stop Work						
Major Definable Features of Work						
Inspections						
Testing and Verification						
Contractors Weekly Quality Control Report						
Record of Deficiencies - Non-Conformance Report						
Preparatory Meeting Checklist						
Inspection Checklist						
Safety:						
Daily Safety Briefing						
Emergency Evacuation Plan						
Un-Safe Working Conditions Report						
Safety Violation Verbal Warning Log						
Safety Violation Written Warning Log						
Subcontractor Safety Violation Warning Report						

Accident/Injury/Illness Investigation Form						
Weekly Toolbox Safety Talks						
Weekly Safety Meeting Forms						
Log/Out Tag Out						
Fall Protection						
Covid 19						

28.0 Contractor QC Documentation

(Attach resumes and applicable worksheets including Contractor recommended forms)

Pluma Construction

Environment, Safety, and Health Plan

March 29, 2022

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1 SAFETY POLICY

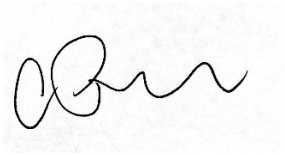
Pluma Construction Systems is committed to providing a safe and healthy working environment **for our employees, clients, and subcontractors**. Safety is our number one priority.

Our goal of achieving compliance with OSHA statutory regulations, relating to employee health and safety, are met through cooperation and participation. This program will be reviewed annually to determine the overall success in meeting the goals and objectives. Revisions will be made as needed to ensure the program meets the changing regulatory requirements.

Employees, clients, and subcontractors are encouraged to become familiar in all aspects of this Safety and Health Program. Pluma Construction Systems Directors, Managers and Supervisors expects employees to assist in the implementation and overall growth of the Safety and Health Program.

Employees and subcontractors are expected to perform their respective duties in a safe productive manner. Employees and subcontractors are required to comply with all safety and health policies, procedures and regulations established by Pluma Construction Systems, our clients, Federal or State OSHA, NIOSH, authority having jurisdiction and any non-standard site-specific procedures or policies.

Continued employment and business relations with **Pluma Construction Systems** are contingent upon all parties recognizing and complying with our Safety and Health Program requirements.



PRESIDENT/SAFETY MANAGER

2 PROFESSIONAL CONDUCT

All employees and visitors regardless of title or position, relevance to the project or company, and/ or personal status shall always conduct themselves in a professional manner. NO employee at any time shall discuss project details outside of the project with an unknown person or persons without having been properly authorized and advised to do so by the **Pluma Construction Systems** Safety Manager. NO employee at any time, while working within the site boundaries during work hours, shall interact with the public for any reason unless authorized to do so by the **Pluma Construction Systems** supervisor on site. When entering, leaving, or in the general visible area of the project site, ALL employees are to always act professional. Unprofessional conduct of any kind will not be tolerated, and you will be required to leave the site, building, or general area immediately. Further review of the occurrence will be conducted by **Pluma Construction Systems'** management team with a formal follow up (verbally or written) as determined by the Pluma Construction Systems Employee Handbook. The outcome as defined by **Pluma Construction Systems'** management team, will be strictly enforced, or implemented with the affected party or parties being required to provide written acknowledgment that they will abide by all requested guidelines or possible immediate termination will follow.

PROHIBITED ACTIVITIES that will result in immediate dismissal from the project site and/or termination of employment include but are not limited to: Horseplay, Fighting, Physical/ Sexual/ Racial/ or Verbal Abuse or Harassment, Use or Possession of A Fire Arm or Sporting Knife, Use/ Possession/ or Abuse of Drugs and/or Alcohol, Any Activity That Endangers Life & Health, Purposeful Destruction/ Vandalism/ or Theft of Company or Personal Property, and Intentional Deviation or Blatant Disregard for the Policies & Procedures Set Forth in This Safety Plan or Those Set Forth by Other Regulating Agencies (OSHA, NIOSH, and ANSI) That Result In An Immediate Danger To Life & Health.

Pluma Construction Systems management members reserve the right to issue disciplinary warnings to employees of **Pluma Construction Systems**, or other contract workers under their direct authority, up to and including termination, for failure to follow the guidelines of this program.

3 DEFINITIONS

ANSI - American National Standards Institute

AHA - Activity Hazard Analysis is a documented process in which the steps to accomplish a work activity is outlined and the actual or potential hazards of each step are identified. Then the elimination or control of the hazards are developed.

Authorized Operator - A qualified and trained person assigned to operate a given vehicle, equipment, or tools.

Competent Person - One who can identify existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous and who has authorization to take prompt corrective measures to eliminate them.

Construction Manager and General Contractor - herein after referred to as **Pluma Construction Systems**

Contract Safety Officer - The contract safety officer will meet the minimum requirements per DOE's Standards.

Contract Site Specific Safety Plan (CSSP) - This is a document that will be developed for each project using the Job Site Hazard Evaluation (JSHE) It will spell out how site hazards and work hazards will be addressed, and employees kept safe from the hazards.

Employee – Any person working directly or indirectly for **Pluma Construction Systems**. This includes temporary, part-time, seasonal, and full-time individuals working both on site and in administrative offices.

Fall Protection - Required for most activities 6 feet above lower levels, (i.e., standard guardrails, hole covers, safety nets, personal fall arrest systems, warning lines and safety monitors). Fall protection will be required at any time you are 6 feet and higher or within 15 feet of any unprotected side or edge that is 6 feet or more above a lower surface.

High Hazard Task – Tasks that involve Confined spaces, critical lifts, hot work, excavations, penetrations, energized electrical work or any work requiring use of respirators. These tasks will require contractor safety representative oversight

IDLH – Immediate Dangar to Life and Health

Job Site Hazard Evaluation (JSHE) – This is an evaluation of the jobsite for existing site and work hazards and restrictions prior to the start of the project so that the Contract Site Specific Safety Plan can be developed.

NIOSH - National Institute for Occupational Safety and Health

OSHA - Occupational Safety and Health Administration

PPE – Personal Protective Equipment

PTP – A Pre-Task Plan is a documented task planning tool developed with the superintendent

and the crew doing the task develop a step-by-step review of the work activity, hazards involved to include chemical, biological, and physical, tools & equipment used, PPE and any control measures to eliminate or reduce the hazards.

Qualified Person - One who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training and experience has demonstrated his/her ability to solve problems relating to the work or project.

SDS- ***Safety Data Sheet*** **-** Required by Federal law, lists chemical & physical dangers, safety procedures, PPE & emergency procedures. A list of all chemicals that will be on site will be kept and used to ensure there is a SDS on site for that chemical. Any carcinogens

Subcontractor – Any company and its employees, under contract to **Pluma Construction Systems** to perform work, provide materials, equipment, etc., for the project.

Superintendent - The **Pluma Construction Systems** on-site person responsible for project safety, coordination, administration, planning, scheduling, and completion.

Supervisor - An experienced person designated to carry out supervisory, statutory, and contractual obligations at the worksite.

Worker – Shall refer to any person performing work, supplying materials or equipment on **Pluma Construction Systems** projects, including employees, subcontractors, and suppliers.

4 AUTHORITY AND RESPONSIBILITIES

Pluma Construction Systems Safety Manager or designee is responsible for providing resources and guidance for the development, maintenance and implementation/ enforcement of the safety and health process and all policies and/or procedures within.

4.1 SAFETY OFFICER / MANAGER

The Safety Officer shall ensure compliance and implementation of requirements in the CSSP and may or may not be the designated "competent person" as prescribed by 29 CFR 1926. When required for a specific project, a competent person will be identified, and his/her credentials submitted. The proposed Safety Officer shall be subject to acceptance by SDR based on the scope of work, anticipated hazards, and training and experience that meet the following minimum requirements:

Education: Two-year degree with course work in occupational health and safety, industrial hygiene, environmental engineering, or related field. Documented experience in safety inspection and coordination may be substituted on a year-for-year basis in lieu of formal course work.

4.1.1 Experience: Two years of documented experience in safety inspection and coordination.

4.1.2 Required to be knowledgeable of the following:

i. Principles and practices of industry and construction site safety
ii. Safety and occupational health laws and procedures
iii. Methods of assessing safety hazards and controls
iv. Hazardous material storage and transfer procedures
v. Emergency preparedness activities

Safety Officer (s): Christofer Pacheco – Attachment 5

For each construction project, **Pluma Construction Systems** will assign a Safety Officer/Manager that meets these qualifications and is best suited for the specific project. The Safety Manager and/or the appointed designee (Project Manager and/or Superintendent) are responsible for the overall implementation of the working policies and procedures. The Safety Manager and site-specific safety officer will meet all minimum requirements. The Safety Manager has the authority to delegate any or all portions the program to subordinates but maintains responsibility for the overall performance of the process. The Safety Manager or designee also has the authority to approve or carry out disciplinary actions against those that violate policies, procedures, or rules/ regulations, in consultation with the appropriate management personnel. They will be required to perform frequent and periodic inspections that will be documented. The inspections will document compliance with the site-specific safety plan and correction of non-compliance. The inspection documentation will be kept on site until the project is completed.

Management personnel are responsible to ensure that all employees under their control follow all safety and health policies, procedures, rules/ regulations, and site-specific safety plan established by the company. They are also responsible for verifying training and providing guidance to employees under their direction. Management personnel have the authority to reprimand and recommend disciplinary actions against employees that violate the safety and health policies of **Pluma Construction Systems** and/ or any of is contracted clients.

Employees are responsible for providing **Pluma Construction Systems** with a commitment to the safety and health process, including but not limited to; following policies, procedures, rules, and becoming actively involved in the process to assist in providing a safe and healthful workplace.

Note: The Pluma Construction Systems Safety Department and its associated management teams reserve the right to amend any policy or procedure herein as they see fit, without consultation or approval of its employees or subcontractors, when it is in the best interest and benefit of employee safety and health. Notification of any changes will be provided in writing within 48 hours of an approved policy or procedural change. All cost and time associated with training, equipment, materials, and/ or loss there of as well as any loss of time relative to a project, are the express responsibility of the subcontractor and those employees who represent them (this includes third tier subcontractors).

4.2 SUPERINTENDENT & SUPERVISOR'S RESPONSIBILITIES

The superintendent or supervisor in charge is ultimately responsible for site and employee safety throughout the life of the project. Important responsibilities for the superintendent and/ or supervisor include, but are not limited to:

- 4.2.1 Provide concise instruction, if an interpreter is need for language barriers, do so. Follow up to ensure the employee understands those instructions. Provide training as necessary.
- 4.2.2 Correct all non-compliance and reported hazards, immediately. Operating under known hazardous conditions will not be tolerated. For projects, if any hazards are encountered that are not in the JSHE or the CSSP to contact the SCO or SDR for guidance and then update the CSSP.
- 4.2.3 Do not permit new or inexperienced employees to work with power tools or complex equipment without proper training and supervision.
- 4.2.4 Ensure that proper tools, and/or equipment are available for the job being performed, and that they are in proper operating condition prior to use.
- 4.2.5 Ensure that proper **PPE** (**P**ersonal **P**rotective **E**quipment) is available and that employees use it when necessary or required.
- 4.2.6 Do not allow the use of unsafe tools or equipment. As a supervisor, it is your responsibility to ensure your subordinates have the necessary and proper training and tools for the job.
- 4.2.7 Ensure that all employees/subordinates under your supervision have been provided with a copy of safety procedures, and that you have reviewed these

procedures with them, prior to work. For all projects an Activity Hazard Analysis will be done before beginning the work and will be followed, as well as a daily PTP. Completed AHAs And PTPs will be kept on site.

4.2.8 Encourage safety suggestions, reporting of hazardous conditions/equipment from employees under your supervision.

4.2.9 Provide a site-specific Emergency Action Plan to obtain prompt first aid or emergency services for injured employees.

4.2.10 Immediately after rendering first aid for an injured employee, determine what occurred and what will be necessary to prevent a reoccurrence during the safety stand down.

4.2.11 Provide or arrange to have on-the-job training or refresher training provided for those in need, or when new equipment or procedures are in place.

4.2.12 Collect all necessary Certifications, Certificates, Training Records and Medical Evaluations for job/tool specific requirements.

4.2.13 The Superintendent or delegate will be onsite during active construction times and will communicate and document hazards and mitigations.

4.3 EMPLOYEE RESPONSIBILITIES

4.3.1 All Employees & Subcontractors are Responsible for:

The overall environmental safety and health and aiding in the success of the safety program. Employees and subcontractors must follow the safety program and site-specific safety plan as outlined in this document as well as those identified in the employee handbook. All employees with receive OSHA Construction 10 Hour training.

All Employees & Subcontractors are Required to:

Be responsible for making themselves familiar with the Safety Policy, the CSSP, JSHE, AHA , PTP and the Employee handbook. If questions or concerns arise prior to or throughout the process of a task or scope of work regarding the safety of the employee, the employee shall STOP WORK IMMEDIATELY and consult with the **Pluma Construction Systems** supervisor on site.

Always STOP work if you; are unsure, need help, unclear of the requirements or unfamiliar with the equipment, until the **Pluma Construction Systems** supervisor has provided guidance and/or training.

i. Refrain from any unsafe act that might endanger themselves or fellow workers. If you observe an imminent danger to employees, contractors, visitors, the public or environment STOP Work. Upon receipt of a Stop Work request get the person's name & phone number, reason for request. Then contact the superintendent and SCO or SDR. Do not restart until the issue is resolved and permission is given to resume work.

ii. Use proper safety devices provided by the employer as required by OSHA for the duties being performed.

iii. To participate in doing the daily PTP and following it for all projects.

iv. Report any unsafe situation or act to their supervisor or safety representative immediately.

v. Follow ALL safety rules, inclusive of your company's clients you are working for. Ensure you are aware of their safety rules as they may differ somewhat from yours.

vi. Pluma Construction will receive a Safety Plan from all Subcontractors and incorporate Subcontractor safety plans in the CSSP.

vii. Never operate any machinery or equipment that you are not familiar with and/or trained to operate, or equipment that is defective or in need of repair. It is your responsibility to immediately notify your supervisor of any machinery or equipment that you find is unsafe, defective or in need of repair until it has been removed, destroyed, repaired, or replaced.

viii. Regardless of severity report ALL accidents, injuries, or near miss incidents as soon as they occur to your supervisor and the superintendent and secure the scene.

5 ADMINISTRATION

5.1 SAFETY MEETINGS

Safety meetings are an effective way to encourage and inform employees in developing and following safe work practices.

5.1.1 **"Task Specific Hazard Analysis"** A process and document that is done for high hazard tasks.

5.1.2 **"Pre-Task Plan"** A document that is done with everyone involved with the specific work task to spell out the sequence of the work, the tools and equipment, materials needed, and personnel required to do the task. It will specify what the hazards will be, and how they will be controlled or mitigated.

5.1.3 **"Toolbox Topic"** meetings are to be held by each subcontractor at least once weekly. An employee sign in shall be used to verify the topic of discussion and those in attendance. A copy of the sign in sheet shall be provided to the **Pluma Construction Systems** supervisor by the end of the day that the meeting was held. **"All-Hands/ Site Wide"** meetings are to be conducted on a weekly basis with the exact day and time to be determined by the **Pluma Construction Systems** supervisor on site. ALL subcontractors and associated employees shall attend this meeting. These meetings will have a main topic of discussion, occasional guest speakers, and cover an overview of the current critical tasks and/or hazards present around the project. A sign in sheet will also be provided for this meeting and turned into the **Pluma Construction Systems** Safety Manager at least once a month. A lack of attendance (without a superintendents/ supervisor's exception) to this meeting by any subcontractor or employee more than two weeks in a row will not be tolerated and penalties may be applied. Discussions Topics should include new safety rules, possible hazards to be encountered, or changes in procedures or equipment are examples of some topics which should be covered. When safety training is provided during safety meetings, it shall be documented within your weekly safety meeting sign in sheet as to the date, attendance (signature in each employee's own handwriting), and type of training received/ given. Whenever possible provide copies of training certificates or certification cards to the **Pluma Construction Systems** or supervisor.

5.2 EMPLOYEE TRAINING AND RECORD KEEPING

Annual training will be provided to employees of Pluma Construction Systems and will include but not limited to:

5.2.1 Drug & Alcohol Abuse Policy

5.2.2 Fall Protection & Prevention

5.2.3 Proper Lifting Techniques & Body Positioning

5.2.4 Pluma Construction Systems Safety Policies & Procedures
5.2.5 Accident Prevention, Reporting & Investigation
5.2.6 Materials Handling & Storage
5.2.7 Personal Protective Equipment
5.2.8 Hazard Communication / Right to Know
5.2.9 Excavation & Trenching
5.2.10 Crane Rigging & Signalman

The Safety Manager, or appointed designee, is ultimately responsible for ensuring this training is conducted in timely and proper manner for all current and new hire Pluma Construction Systems employees.

Subcontractor administrative or project management teams/ representatives are responsible for training of all employees scheduled to perform work on a Pluma Construction Systems project. Prior to the start of work, employee training records shall be provided to the Pluma Construction Systems superintendent or supervisor. Records for any employee that will be operating motorized or powered equipment, specialty tools, and/ or working in an IDLH (Immediate Danger to Life & Health) atmosphere shall be on hand for immediate reference or official use. Employees performing work without these records on hand will be immediately stopped, and work postponed until records have been provided. Note that these delays or impacts will be at the time and expense of the subcontractor responsible for providing such training and associated records.

All records of training and/or certifications are to be maintained in accordance with 29 CFR 1926 OSHA Construction Regulations (Sub parts determined by duty or craft)

5.3 DISCIPLINARY ACTIONS

The success of this safety program is dependent on cooperation and strict compliance with established safety rules, regulations, policies, etc. All disciplinary actions are outlined in and will follow the **Pluma Construction Systems** employee handbook.

NOTE: Certain infractions or violations of the regulating safety policies and procedures (**Pluma Construction Systems**, OSHA, NIOSH, ANSI, or owner/ site/ task specific) are grounds for immediate dismissal upon first violation without further review or notice. These types of violations include but are not limited to: Sexual/ Verbal/ Racial/ or Physical Harassment, Fighting, Use or Abuse of Alcohol and/or Drugs, Committing and act that endangers their life or the lives of those working around them.

Should an employee believe that he/she is being requested to perform a task that disregards established safety rules or otherwise hazardous duty, that employee has the right to refuse to perform the task without fear of retaliation or penalty. To establish a safe procedure, the topic will be discussed with the employee, their respective supervisor, and the **Pluma Construction Systems** supervisor on site.

5.4 STATUTORY SAFETY AND HEALTH REQUIREMENTS

It is **Pluma Construction Systems** policy to achieve voluntary compliance with the OSHA

Statutory Safety and Health Requirements. Field and shop supervisors will be familiar with these requirements and work diligently to meet the stated objectives.

Pursuant to authority provided under the OSHA Safety Standards, MINIMUM safety and health standards have been published; these regulations and standards outline the MINIMUM safety and health measures acceptable. **Pluma Construction Systems** goal is to exceed the minimum standards, when possible, to protect the safety and health of our employees.

5.5 HAZARDOUS HEALTH AND SAFETY CONDITION CONTROL

Employees shall notify the **Pluma Construction Systems** supervisor on site in person or in writing of hazardous conditions. Employees have the right to remain anonymous and will not suffer reprisal for reporting a hazardous condition. For all projects any employee that see an imminent danger hazard can request a Stop Work. Work will stop until the superintendent, SCO or SDR arrive, and the incident/hazard is resolved and permission to resume is given.

All employees are required to report any unsafe conditions observed. "Employee Report of Unsafe Condition" (attached) is to be completed when unsafe conditions are observed. The forms will be kept on site at the **Pluma Construction Systems** project office, and a copy will be sent to the **Pluma Construction Systems** Safety Manager for further review and general records.

In the case the **Pluma Construction Systems** superintendent or supervisor on site are unable to establish an acceptable plan of remediation, the **Pluma Construction Systems** Safety Manager will provide direction on how to proceed. On both accounts however, a plan of remediation shall be reached within 24 hours of the initial notice, and all necessary steps taken immediately to safeguard the area of concern during that time.

5.6 RECOGNIZED HAZARD CORRECTION

Superintendents will coordinate efforts with management, supervisors, and employees for the correction and control of recognized hazards.

When possible, engineering controls shall be implemented to eliminate hazards. **Pluma Construction Systems** will provide Personal Protective Equipment (PPE) to protect its internal employees and any site visitors against identified hazards. Subcontractors are responsible for providing the appropriate PPE to their respective employees per the task each employee will be performing. The **Pluma Construction Systems** superintendent or supervisor will perform/review the job hazard analysis to ultimately determine the type and extent of PPE necessary for each job or task.

Management will establish safety and health rules and safe work procedures for general employee activities via the daily PTP as a means of administrative controls. Management, supervisors, and employees will read and implement these procedures and rules in their everyday activities.

5.7 ACCIDENT AND NEAR-MISS INCIDENTS

Employees shall report accidents, near-miss incidents, and injury/illness experiences immediately, to their supervisor or the **Pluma Construction Systems** superintendent/ supervisor.

For all projects the superintendent or their representative will contact 911 or on cellphone 505-844-0911 for life-threating injuries.

The supervisor will report incidents requiring reporting (those requiring intervention beyond First Aid) within 24 hours of the incident, and in full compliance with all stated regulations for accident, injury, or illness reporting. All Incidents including those not requiring reporting (First Aid) will be investigated to determine cause and corrective action. All injuries and illness will be recorded per regulatory standards, trends will be monitored to identify common causes, and necessary corrective actions taken to mitigate future reoccurrence. **Supervisors must become familiar with OSHA 1904 Subpart E "Reporting Fatality, Injury and Illness information to the government"**

NOTE: FAILURE TO REPORT AN INCIDENT AND/OR NEAR-MISS INCIDENT WILL RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION AND MAY ALSO RESULT IN A DENIAL OF WORKERS COMPENSATION BENEFITS AND/OR LOSS OF PAYMENT, AND POSSIBLE LEGAL ACTIONS AS DETERMINED BY OSHA.

5.8 EVENT NOTIFICATION

When Pluma becomes aware of an event that could adversely impact workers, the public, or the environment, or cause unplanned disruptions of normal operations, Pluma will barricade the site, as appropriate, to ensure workers and pedestrians in the area are not exposed to a hazard and notify the SCO, SCM, SDR, or SPM of the event (when in doubt, report it). Leaving a message on voicemail or sending a page does not meet this requirement of notification; the Contractor must speak to the SCO, SCM, SDR, or SPM.

To report an incident, use form SF 2050-P, *Report of Occupational Injury/Illness*, available on the Corporate Forms website. SF 2050 gets submitted as soon as possible, but not later than 3 days following the incident.

5.8.1 Exposure - When Pluma becomes aware of any monitoring results that indicate personnel exposure to chemical, biological, or physical hazards are above limits established by OSHA or ACGIH, Pluma will notify the SCO, SCM, SDR, or SPM as soon as possible. Leaving a message on voicemail or sending a page does not meet this requirement of notification; the Contractor must speak to the SCO, SCM, SDR, or SPM.

5.8.2 Emergency Events - If the event is an emergency, call 911 or (505) 844-0911 on an outside/cellular telephone.

Note: Ensure barricading is installed as appropriate to provide awareness and protection to workers and pedestrian or vehicle traffic in the vicinity of the event.

5.9 SUSPENSION OF WORK

All employees, Contractors, and visitors have the responsibility and authority to suspend inappropriate or unsafe work activities/tasks when those activities/tasks present clear and

imminent danger to employees, Contractors, visitors, the public, or the environment. Personnel may suspend activities/tasks they observe or in which they are a participant, if they believe the activities/tasks present an imminent danger. To conduct this properly, we must understand the design intent and technical basis for the activity and controls. Each Contractor shall communicate the unacceptable consequences for work at this site.

Upon receiving a suspension of work request (oral or written), immediately cease the activity/task and notify the SCI or SDR. Obtain the name and telephone number of the person requesting the suspension and the reason for the suspension of work. Work shall not continue on that activity/task until the issue has been resolved. The SCI or SDR may restart activity/task only after review and approval of the oral or written response submitted by the Contractor.

5.9.1 Stop Work Order - A Stop Work Order that affects the crew for a period greater than 1 hour shall be followed by issuance of a formal written Stop Work Order. Work may be restarted only with written work release from the SSP. A Stop Work Order shall include the following information:

i. Date and time when work was stopped
ii. Reason for work stoppage
iii. Requirements for Contractor to resume work

5.9.2 Work Release - SSP shall provide a written work release that includes the following:

i. Reference to the Stop Work Order
ii. Reason for work stoppage
iii. Conditions for restart of activity/task
iv. Specified date and time when work may resume

5.9.3 Hold Work Order - A Hold Work Order is a document issued through the contract that prevents work on some future task. This is a planning tool to require further evaluation of a condition or plan before a task is performed. For example, a Hold Work Order may be issued prohibiting the pouring of concrete until the rebar mat is inspected. A Contractor shall not perform the work described on the Hold Work Order until the signature of a Release Authority is obtained. Any Hold Work Orders issued shall be available onsite while applicable to the project being worked. The Hold Work Order does not affect any other restrictions listed elsewhere in this document. The Hold Work Order is not a Stop Work Order.

5.10 INTEGRATED SAFETY MANAGEMENT SYSTEM

Pluma personnel are committed to performing work safely and ensuring performing work safely and ensuring the protection of employees, the public, and the environment. To support these commitments, Pluma employs an Integrated Safety Management System (ISMS), which provides the framework for this specification, and the requirements established for contracted construction work.

Apply the ISMS work cycle shown below at the task or activity level for construction

assignments. Depending on the size and complexity of the work activity/task, some elements of the work planning phase may not be used formally.

5.10.1 **Plan Work:** Contract requirements are translated into work, expectations are set, activities and/or tasks are identified and prioritized, and resources are allocated.

5.10.2 **Analyze Hazards:** Hazards associated with the work are identified, analyzed, and categorized.

5.10.3 **Control Hazards:** Applicable standards and requirements are identified. Controls to prevent or mitigate hazards are identified; CSSPs are developed, and controls are implemented.

5.10.4 **Perform Work:** Contractor's readiness to perform contract work is confirmed and work is performed safely.

5.10.5 **Feedback and Improve:** Feedback information on the adequacy of controls is gathered, opportunities for improving the definition of planning of work identified and implemented, oversight is conducted, and when necessary, controls are modified to ensure a safe work environment.

6 GENERAL SITE & EMPLOYEE PRACTICES

6.1 PRE-TASK PLAN AND/OR HAZARD ANALYSIS

Pluma Construction Systems will provide general and/or electrical constructions services. Pluma will provide supervision, labor, materials, consumables, tools, equipment, and vehicles to perform general and/or electrical construction and modifications to existing infrastructure. Depending on the project size, complexity and schedule, multiple projects may be performed concurrently. Individual projects will be issued as task orders.

All work shall be discussed and documented with employees prior to the start of work each day. All PTPs will be followed and updated if anything changes. Employees assigned to tasks that require additional or more extensive safety requirements shall receive all necessary instruction, training, equipment or tools, and PPE from their supervisor prior to starting work. Employees should notify their supervisor if they have not received proper training on any equipment or tools required to perform the task, have training in or general knowledge on how to perform the task assigned, or unable to perform the task. A Daily Pre-Task Plan or Hazard Analysis shall be completed, and signed by all associated employees, and turned into the **Pluma Construction Systems** supervisor on site each day.

*** NO Hazardous activities** which possess an IDLH environment shall be conducted without the AHA documentation transferred to and reviewed by the **Pluma Construction Systems** supervisor on site. When necessary, all effected personnel, adjacent buildings residential or commercial and local authorities shall be informed of the work being performed, are to be notified in writing a minimum of 24 hours in advance so they may adjust their respective work plan, as necessary.

6.2 HIGH RISK WORK

High-risk work is defined as work that may result in serious personal injury or a fatality if performed improperly. The increased risk is based upon characteristics inherent in the work task, location, materials, or proximity to other hazards. High-risk work activities include the following:

6.2.1 Critical crane lifts

i. Excavation within five feet of known hazardous energy utilities (electrical, natural gas, other pressurized systems, etc.) or personnel entry into an excavation > 5′ in depth
ii. Energized electrical work
iii. Work within ten feet of aerial high voltage power lines (> 50kV)
iv. Wall, floor, or ceiling penetrations where a site investigation cannot identify all potential hidden hazards
v. Permit required Confined Space entry
vi. Roof work within six feet of an edge not protected by standard guardrails, parapets, or similar physical barriers.
vii. Elevated work greater than six feet above a lower level and within 15 feet of an unprotected side or edge for all construction trades, excluding roofers. For roofers, the requirement is within six feet of an unprotected side or edge.

Pluma will prepare a task-specific AHA for work that has been determined to be high-risk activity. The task-specific AHA will identify the appropriate hazard mitigation methods (e.g., engineering, administrative, PPE) for all work steps associated with the evolution. Any required supporting documents (e.g., permits, procedures, engineering calculations) shall be attached to the AHA and when a documented and approved safety plan is required for high-risk activities.

The Contractor Safety Representative will provide oversight for the high-risk work and will have specific training or experience for the type of high-risk work being performed. The AHA will specify the level of oversight that is to be provided by the Contractor.

A minimum of two persons will be present for high-risk work activities and shall have the ability to make notifications should an emergency response be needed. The individual providing oversight for high-risk work cannot be a worker for the high-risk work evolution.

6.3 P.P.E.

Employees are required to inspect their personal protective equipment before each use. If equipment shows signs of excessive wear or damage, **DO NOT USE IT**. Ask for a replacement immediately. (Reference OSHA 1926 Subpart E Personal Protective Equipment)

6.4 SANITATION

Jobsite sanitation to include but not limited to; access to fresh drinking water, restroom facilities and identification of “non-potable water”. (Reference OSHA 1926 Subpart D Sanitation)

6.5 SIGNS, SIGNALS AND BARRICADES

6.5.1 Will be posted to alert workers and the public of construction hazards. Crossing through, over, under, or dismantling of Warning signs, signals and barricades is prohibited. Only Authorized personnel can enter hazardous areas as determined by the supervisor on site. (Reference OSHA 1926 Subpart G Signs, Signals, and Barricades)

6.5.2 Hazard Identification Signage and Barricades. Provide appropriate hazard

identification and barricades in accordance with 29 CFR 1926 to warn Contractor personnel and worksite visitors of specific work hazards and to communicate safe bypass information to non-construction personnel in the vicinity of the site. Prior to the start of work, ensure personnel onsite know and understand signage that might be present onsite during performance of work.

i. Use flagging and tape barricades only for temporary or interior protection, unless otherwise accepted by the SCO. Use orange safety fencing or snow fencing around excavations and trenching. Fencing shall be a minimum of 4 feet high (1.2 meters high) and secured vertically every 10 feet (3 meters).

ii. Provide signage in compliance with 29 CFR 1926. Always protect unattended sites with applicable signs and barricades.

6.6 HOUSEKEEPING

Shall be performed in all work areas, materials storage or handling areas, site offices, and common areas/ walkways. All trash and scraps shall be picked up throughout the workday and disposed of accordingly. (Reference OSHA 1926 Subpart C)

6.7 STATE AND FEDERAL REQUIRED SIGNAGE ("Right to Know)

Provide and maintain a weather-tight safety bulletin board in a visible location. The bulletin board shall be used only to post official announcements.

6.7.1 For projects under $50,000, provide and maintain a legible, durable, and weatherproof 8-⅛-inch by 11-inch sign in a visible location with the following information:

i. Company Name

ii. Superintendent Name

iii. After-Hours Telephone Number

6.7.2 For projects over $50,000, in addition to the information required above (Section 1.12 A.1), the bulletin board shall also include the following:

i. Equal Opportunity Posters

ii. Employment Standards

iii. Project Davis-Bacon Wage Decisions

iv. DOE Safety Posters

v. Contractor's Accident Prevention

vi. Fire Prevention

vii. Emergency Phone Numbers

viii. First Aid Plan

6.7.3 For all projects the CSSP must be readily available at project site.

***Note: Reference your local jurisdiction for additional requirements. Information provided is for the State of New Mexico and Federal Projects.**

6.8 REQUIRED PROJECT SITE DOCUMENTS

The following documents are required to be on site and ready for review.

- Project Plans
- Project Specifications
- Work Authorizations
- Required Permits
- Contract Specific Safety Plan
- Safety Data Sheets for onsite chemicals

6.9 6.9 - PUBLIC PROTECTION

Shall include but not limited to:

- Limit exposure to environmental hazards (dust/smoke/fumes/ etc.)
- Safe means of travel (traffic control and pedestrian access)
- Warning of loud noise (explosions or equipment)
- Barriers or warning to limit access to job site and the hazards associated (equipment/ trenches /arc flash /etc.)

(Reference ANSI Standards A.10)

6.10 FEEDBACK AND IMPROVEMENT

6.10.1 **Self-Assessment.** The Contractor will review daily inspection reports, lessons learned, and injury/illness reports to identify areas that require improvement.

6.10.2 **Performance Reviews.** Discuss performance strengths and weaknesses with employees and Subcontractors. Information on strengths and weaknesses will flow down to Subcontractors and workers.

6.10.3 **Assessment of Pre-Task Plans.** Review and discuss the quality and effectiveness of in-process and completed PTPs with employees and Subcontractors. The Contractor will review Subcontractor pre-work assessments, PTPs, etc. to determine if CSSP requirements are communicated to Subcontractor personnel.

7 FIRST AID / CPR

7.1 POLICY STATEMENT

Pluma Construction Systems is committed to the safety of its workers, subcontractors and all visitors entering its job sites. Workers, subcontractors, and visitors are required to immediately report injuries to the Pluma Construction Systems supervisor.

7.2 FIRST AID / CPR

Pluma Construction Systems will provide basic first aid supplies on the jobsites that have access to public emergency medical response within 3-5 minutes. When jobsites are outside of this limitation, Pluma Construction Systems will ensure that first aid/CPR trained personnel are on site, and appropriate equipment and/ or supplies are available. Pluma Construction Systems will provide contact information and directions to the nearest emergency facility in the site office. (Reference OSHA 1926.50 Subpart D)

7.3 OCCUPATIONAL MEDICINE

Pluma's credentialed medical provider is:

Sandia Family Medicine, LLC
Christina Pacheco MSN, FNP-C
6303 4th St. NW, Ste 1F
505.908.0123
Pluma will coordinate the transport of personnel with non-life-threatening injuries or illnesses that require medical attention to the Contractor's identified medical facility.

Additionally, at the start of all projects, Pluma will complete and provide the SDR with a Declaration of Occupational Medicine Provider form, SF 4040-DOP. A copy of this form is included in the Appendix to this CSSP.

8 PERSONAL PROTECTIVE EQUIPMENT

Supervisors, employees, and all visitors are required to wear PPE at all times.

8.1 **PLUMA CONSTRUCTION SYSTEMS EMPLOYEES AND SITE VISITORS WILL BE PROVIDED** a hard hat, safety vest, gloves, safety glasses, and ear plugs upon hire. For internal employees, maintenance and general upkeep of these items are the responsibility of each employee. Replacements shall be provided on an as needed basis due to damage, loss, or task specific requirement. For visitors, all visitors are responsible for general maintenance and upkeep of these items while on site and in possession of them during their site visit. ALL visitors are required to return any provided PPE to the Pluma Construction Systems site office prior to departure from the project site.

8.2 **SUBCONTRACTORS WILL BE RESPONSIBLE TO PROVIDE THE REQUIRED PPE** for their employees for the tasks being performed. ALL subcontractor employee PPE shall be provided by, maintained, and reissued by that company. At no time will Pluma Construction Systems be responsible for providing subcontractor employees with PPE to perform their CONTRACTED, DAY-TO-DAY WORK.

8.3 **ALL EMPLOYEES AND VISITORS WILL BE REQUIRED TO WEAR THE APPROPRIATE FOOTWEAR** to enter the site. This footwear shall be a full coverage leather boot, with a solid rubberized and non-slip sole, upper ankle support, and of a sturdy durable nature. Where and as necessary it may be required for employees performing certain tasks to use specialty shoes that provide added protection such as electrical shock isolation, or steel toes.

8.4 **HARD HATS SHALL MEET ALL APPLICABLE REGULATORY STANDARDS AND REQUIREMENTS** for use (per current OSHA, NIOSH, ANSI, ASTM standards). Hard hats shall be worn at all times, with exceptions being advised on an as needed basis through the Pluma Construction Systems supervisor. (Reference OSHA 1926.100)

8.5 **SAFETY GLASSES AND EYE PROTECTION SHALL MEET ALL APPLICABLE REGULATORY STANDARDS** and requirements for use (per current OSHA, NIOSH, ANSI, ASTM standards). Safety glasses shall be worn at all times, with exceptions being advised on an as needed basis through the Pluma Construction Systems supervisor. (Reference OSHA 1926.102)

8.6 **EAR AND HEARING PROTECTION SHALL MEET ALL APPLICABLE REGULATORY STANDARDS** and requirements for use (per current OSHA, NIOSH, ANSI, ASTM standards). It shall be worn on an as needed basis and is mandatory when performing a task where excessively high noise levels will be present. All employees shall apply hearing protection to their respective task(s) per all applicable regulatory standards. It is recommended that employees always carry a set of ear plugs with them throughout their working day. (Reference OSHA 1926)

8.7 **GLOVES AND HAND PROTECTION SHALL BE WORN** on an as needed basis and is mandatory when performing a task where handling of sharp, jagged, fragile/ breakable, or chemical material is necessary. All employees shall apply hand protection practices to their respective task(s) per all applicable regulatory standards. All gloves in use shall comply with all applicable regulatory standards and requirements for their respective and intended use (per current OSHA, NIOSH, ANSI standards). (Reference OSHA 1926.1

8.8 **SAFETY VESTS AND HI-VISIBILITY CLOTHING SHALL BE WORN** on an as needed basis and is mandatory when performing a task where certain visibility of employees is required. All subcontractors and respective employees directly involved with tasks such as (but not limited to) excavation, dirt/ earth work, landscaping, concrete work, crane operation or hoisting of materials and/ or equipment, or general site traffic control, shall be required always wear a safety vest or hi-visibility clothing. (*Note: Jackets or over shirts shall not cover the vest or hi-visibility clothing at any time. Vests and/or hi-visibility clothing shall be always worn as the outermost layer and visible.)

Note: Any employee that is observed working without the proper PPE will be directed to stop work and advised to retain the proper PPE prior to returning to work.

9 FIRE PROTECTION & PREVENTION POLICY

9.1 FIRE PROTECTION

A fire extinguisher, rated not less than 2A, shall be provided for each 3,000 square feet of the protected building area, or major fraction thereof. Travel distance from any point of the protected area to the nearest fire extinguisher shall not exceed 100 feet. (Reference: OSHA 1926.150)

9.2 FIRE PREVENTION

Smoking is prohibited in high hazard areas. Appropriate signs will be posted to identify these areas.

A continuous and effective housekeeping program will be strictly adhered to at jobsites.

All roofing systems will be FM Approved.

Parts of the program will include A sufficient number of trash cans, including a labeled, self-closing, non-combustible can specifically for disposal of rags used with oil, grease, paint, etc., and a daily cleanup of materials, such as plastic sheeting, lumber, etc. (Reference OSHA 1926.151)

NOTE: Employees are not required to fight fires. In case of eminent danger from a fire, follow the company "Emergency Evacuation Plan". Call 911 or the appropriate emergency number and notify a supervisor immediately.

9.3 FIRE SAFETY

Fire safety procedures address requirements as set forth in the International Fire Code (IFC) and American National Standards Institute (ANSI) Z49.1, Sections 4.3 and E4.3.

All construction sites will ensure that emergency vehicle access criteria are met.

Minimum 20 ft wide vehicle pathway

Must support the weight of the fire apparatus (75,000 lbs.)

Minimum 13’ 6” vertical Clearance.

Fire Department inlet connections or fire protection system control valves shall not be hampered. A minimum 3-foot clearance must be maintained around fire hydrants. Storage, vehicles, trash, or other materials or objects shall not be placed or kept near fire hydrants, Fire Department inlet connections, or fire protection system control valves. Any temporary fencing installed near fire hydrants or fire protection equipment shall be provided with a gate to allow emergency access.

Flammable and combustible materials shall be stored in accordance with the IFC and 29 CFR Subpart F. These materials may not be stored near existing facilities, egress routes, emergency vehicle access points, or fire protection equipment.

The use and storage of flammable liquids will meet the requirements of 29 CFR 1910.152, Flammable Liquids.

Protective clothing for welding, cutting, and allied processes shall be selected to minimize the

potential for ignition, burning, trapping hot sparks or electrical shock.

10 MATERIALS, STORAGE AND HANDLING

10.1 RECEIVING OF MATERIALS

Shall be planned with the Pluma Construction Systems supervisor on site, 48 hours in advance whenever possible. All materials being received are the sole responsibility of the subcontractor or employee that placed the original order and shall be on site whenever possible to receive ordered materials directly. In the instance that the originator of the order is not available, and coordination has been made with Pluma Construction Systems staff on site to receive materials on their behalf; at no time will Pluma Construction Systems be responsible for missing, damaged, incorrect, or unprotected materials being received on behalf of the subcontractor or employee. Storage shall be coordinated with the Pluma Construction Systems supervisor on site to ensure materials are stored in a safe area. Once placed in the designated area the protection, security, and cleanliness of this area are the responsibility of the subcontractor who owns the material until it has been installed in its final designed location. NOTE: Depending on project location, Pluma Construction Systems may add overall site security measures to ensure overall safety and security of the project site and all materials and/or equipment within its boundaries. This will be on an “as needed” basis only.

10.2 STORAGE

Materials stored inside buildings under construction shall not be placed within 6 feet of any hoist way or inside floor openings, nor within 10 feet of an exterior wall which does not extend above the top of the material stored. Brick stacks shall not be more than 7 feet in height. (Reference OSHA 1926 Subpart H)

11 BASIC HAND & POWER TOOL USE

11.1 GENERAL USE AND INSPECTION

(Reference OSHA 1926 Subpart I Tools)

11.1.1 Tools shall be used according to their designed purpose and at no time shall be used for other than that. Improper or improvision use of a tool for any other purpose than its designed use shall result in the immediate stoppage of work, employees' removal from the project and possible termination of employment.

11.1.2 ALL tools regardless of type or intended use shall be inspected for safe and proper operation, free of any broken or loose parts, prior to use. All tools found to have damage shall be removed from service immediately, tagged out of service, and set aside for the necessary repairs to be made.

11.1.3 ALL tools shall be stored in safe, secure locations when not in use. NOTE: Pluma Construction Systems shall at no time be held liable for the loss, misuse/ damage, or maintenance of any tools or equipment not directly owned by Pluma Construction Systems.

11.1.4 ALL tools shall be maintained and repaired according to the manufacturer's specification or requirements and shall only be repaired by trained and certified technicians and/ or repair shops.

11.1.5 Tools that require user specific training shall be conducted prior to the use. Employees found using these types of tools without proper training and/or certifications shall be stopped immediately.

11.1.6 Powder actuated tools shall be handled ONLY by those employees properly trained to use such tools shall be allowed to. All unused rounds shall be disposed of properly (according to manufacturer and/ or OSHA recommendations) or returned to a secure storage area away from all working or common areas and sources of high heat or open flame. (Reference OSHA 1926.302e)

11.1.7 Pneumatic or hydraulically actuated tools shall be handled ONLY by those employees trained in proper use of such tools shall be allowed to use them. (Reference OSHA 1926.302b)

12 ELECTRICAL SAFETY

12.1 GENERAL REQUIREMENTS

No employer shall permit an employee to work is such proximity to any part of an electric power circuit that the employee could contact the electric power circuit in the course of work. (Reference OSHA 1926 Subpart K).

12.1.1 Extension cords must be fully insulated, grounded, and rated for the workload being performed. Extension cords must be used within the manufacture's guidelines. An extension cord with any visible damaged shall be removed from the job site immediately.

12.1.2 Panel boxes must be fully enclosed unless qualified worker is in control of the work area and duties being performed. (Limited access only)

12.1.3 GFCI must be used at all times on power tools and equipment

12.1.4 Temporary lighting must not have empty light sockets, protected from impact, and must be hung by anchorage points provided.

13 SCAFFOLDING

13.1 TRAINING

Pluma Construction Systems shall have each employee who performs work while on a scaffold trained by a person qualified in the subject matter to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards.(Reference OSHA 1926.454)

13.2 SCAFFOLD ERECTION, INSPECTION AND GENERAL USE

All Scaffolding shall be erected under the supervision of a competent person, and all inspections shall be performed by a competent person prior to use each day. Scaffold erection, inspection, and use shall comply with manufacture guideline and all regulatory requirements

(Reference OSHA Subpart L)

14 FALL PREVENTION & PROTECTION

Fall Protection Training shall be provided to each employee that may be assigned to work 6 feet or more above lower level with an unprotected side or edge. Training will be completed before new employees are assigned to duties where fall hazards exist, and annually from that date forward.

The Fall Protection methods to protect the employees from fall hazards on project sites will be spelled out in the CSSP. (Reference OSHA 1926 Subpart M)

Control the methods used to protect employees from fall hazards, which may include administrative controls, PPE, and other controls necessary for fall restraint or fall arrest.

The CSSP shall identify administrative controls, fall-protection methods, or both to be used for all work within 15 feet of an unprotected side or edge that is more than six feet above a lower level for all construction trades, excluding roofers. The requirement is within six feet for roofers.

14.1 GUARDRAIL SYSTEM

Guardrail systems and their use shall comply with the following provisions: (Reference OSHA 1926 Appendix B Subpart M)

Top edge height of top rails, or equivalent guardrail system members, shall be 42 inches plus or minus 3 inches above the walking/working level when there is no wall or parapet wall at least 39 inches high.

Mid-rails, screens, mesh, intermediate vertical members, or equivalent intermediate structural members shall be installed between the top edge of the guardrail system and the walking/working surface when there is no wall or parapet wall at least 21 inches high.

Guardrail systems shall be capable of withstanding, without failure, a force of at least 200 pounds applied within 2 inches of the top edge, in any outward or downward direction, at any point along the top edge.

Mid-rails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members shall be capable of withstanding, without failure, a force of at least 150 pounds applied in any downward or outward direction at any point along the mid-rails or other member.

*Note: When employees are using stilts, an additional top rail, or equivalent member, shall be increased an amount equal to the height of the stilts above the standard top rail.

14.2 PERSONAL FALL ARREST SYSTEM

A Personal Fall Arrest System (PFAS) consisting of a full Body harness, shock absorbing lanyard and anchor point, are mandatory for all work performed at 6 feet above a lower level without an unprotected side/edge or safety monitor system. (Reference OSHA 1926 Appendix C Subpart M)

14.3 FALL PROTECTION PLAN

Purpose: The purpose of a fall protection plan is to ensure that every employee who works for or under the authority of Pluma Construction Systems, directly or indirectly, recognizes workplace fall hazards and takes the appropriate measures to address and protect themselves and others against those hazards. (Reference Appendix this document for sample Fall Protection Plan.)

14.4 RULES FOR STEEL ERECTION ACTIVITIES GENERAL REQUIREMENTS

Safety harness, shock absorbing lanyards, and lifelines or anchorage's, shall be used during all steel erection activities over 15 feet from the ground or lower deck. For all projects fall protection will be required anytime you are working 6 feet or more above a lower level.

Workers shall tie off 100% of the time. In no case shall bolting, welding, or plumbing of structural members be performed without the use of a Personal Fall Arrest System.

A safety railing of ½ inch cable (minimum 6400 lbs. tensile strength) or equivalent shall be installed around the perimeter, 42 inches above open sided floors, temporary decks, or temporary metal decked floors of tiered buildings, or other multiple-floored structures during steel erection. Cables shall remain until guardrails or permanent walls are installed.

Structural steel members, decking, joists and other materials shall not be stacked, loaded or stored on structural steel framework unless the framework has been securely bolted in place, or welded.

14.5 CHANGES TO THE COMPANY FALL PROTECTION PLAN

The Fall Protection Plan will be reviewed before the start of each project, and throughout the life of each project, to ensure the planned procedures eliminate exposure to fall hazards. Each fall protection plan shall be site specific.

Any changes to this plan must be reviewed and approved by the Project Superintendent in charge of each respective project, and the Pluma Construction Systems Supervisor.

**** A copy of this plan and any changes will be available at all times at each Pluma Construction Systems jobsite for immediate review.***

15 EXCAVATION & TRENCHING

15.1 SCOPE AND APPLICATION

This subpart applies to all open excavations made in the earth's surface. Excavations are defined to include trenches. (Reference OSHA 1926 Subpart P)

15.1.1 For ALL excavations or trenches which will be at a depth of more than 4 feet, at a length of more than 10 feet, and at a width of more than 6 feet. Prior to any excavation or trenching activities starting an "Excavation & Trenching Permit" shall be filled out and filed with the Pluma Construction Systems supervisor on site. NO work shall be performed on these types of excavations or trenches until this document has been completed.

15.1.2 *Measure all trench and excavation depths from the base of the cavity to the top of the adjacent material (spoil, dirt, rock, etc.) pile.

15.1.3 ALL soil conditions shall be considered type 'C' (according to OSHA standard) and when at a depth of 4 feet or more shall be shored, sloped, or benched as necessary to prevent cave-in. (Reference Appendix A Subpart P 1926)

15.1.4 ALL excavations or trenches where these prevention measures are required, sloping or benching shall be a minimum ratio of 2:1, and shoring systems shall meet all the applicable requirements. (Reference Appendix B, C, D of 1926 Subpart P)

15.1.5 In trench excavations, 4 feet or more in depth, a means of egress shall be provided to workers within 25 feet of lateral travel. (Reference OSHA 1926.651(c))

15.1.6 A competent person will examine soil to determine type. Erect support systems, if necessary, according to type.

NOTICE: Determination and location of all underground utility installations, such as sewer, telephone, fuel, electric, water lines, etc., which are expected during excavation work, shall be performed prior to the start of work. Each subcontractor who will be required to perform such work per their respective contractual scope, regardless of depth, shall be held expressly responsible for the location of all UG utilities which may be located in their work area. All subcontractors are responsible to contact the appropriate companies or owners, to ensure this requirement has been met prior to the start of work. Any work being performed without this requirement having been fulfilled shall be strictly prohibited.

16 DEMOLITION

16.1 PREPARATIONS AND OPERATIONS:

Prior to starting Demolition Operations, a survey shall be made by a competent person, of the structure to determine the condition of the framing, floors, and walls, and the unplanned

possibility of collapse of any portion of the structure. (Reference OSHA 1926 Subpart T)

16.1.1 Any utility company that is involved will be notified in advance.

16.1.2 No material shall be dropped to any point lying outside the exterior walls of the structure unless the area is effectively protected and controlled for unauthorized entry.

16.1.3 Chutes will be used whenever possible to remove material from elevated floors and be constructed of materials adequate to eliminate failure due to impact of materials.

16.1.4 All chutes installed over 45 degrees from the horizontal, shall be entirely enclosed.

16.1.5 The outlet end of all chutes shall be guarded or barricaded to prevent workers from entering the danger zone.

All access and egress from the building, and demolition site shall be established and maintained in a safe condition.

Adequate fire protection, medical response, and emergency plan procedures shall be implemented before any work begins.

17 LADDERS AND STAIRWAYS

17.1 TRAINING

Pluma Construction Systems will provide a training program for all internal employees using ladders before being assigned to tasks requiring ladder use. This training will be provided on an annual basis.

Training will enable each employee to recognize hazards related to ladders and give procedures that will minimize these hazards.

17.2 GENERAL RULES TO FOLLOW

17.2.1 Ladders use must comply with all guidelines and directions as identified by the manufacture specifications. Alterations will not be allowed for any reason.

17.2.2 A competent person must inspect all ladders for visible defects regularly.

17.2.3 Ladders with defects must be marked "Do Not Use", set aside and replaced.

17.2.4 Only use ladders on stable, level surfaces and secured to prevent displacement.

17.2.5 Keep the area around the top and bottom of ladders clear.

17.2.6 Use ladders with non-conductive side rails where the employee or the ladder could contact exposed energized electrical equipment.

17.2.7 Use portable extension ladders at an angle where the horizontal distance from the top support to the foot of the ladder is 1/4 of the working length of the ladder. (Example: The base of a 20-ft. ladder should be 5 feet from the structure.) (Reference OSHA 1926.1053)

17.2.8 Portable ladder side rails must extend at least 3 feet above the upper landing

surface when used to access an upper landing surface or have a 3-foot grab bar and shall be secured to prevent sliding or shifting.

17.2.9 The user shall face the ladder when ascending or descending. All workers shall use, at least one hand to grasp the ladder when moving up or down. (3 points of contact) And employees shall not carry objects or loads that could cause them to lose balance and fall, or general alter the 3 points of contact rule (Reference OSHA 1926 Subpart X)

17.3 STAIRWAYS

A stairway or ladder shall be provided at all personnel points of access where there is a break in elevation of 19 inches (48 cm) or more, and no ramp, runway, sloped embankment, or personnel hoist is provided. (Reference OSHA 1926.1052)

Stairways having four or more risers or rising more than 30 inches (76 cm), whichever is less, shall be equipped with:

17.3.1 At least one handrail; and

17.3.2 One stair rail system along each unprotected side or edge that is 6 feet or more above a lower level.

18 HAZARD COMMUNICATION & GHS

This program follows the requirement set forth in OSHA 1910.1200 “Hazard Communication” and is consistent with the provisions of the United Nations Globally Harmonized System of Classification and Labeling of Chemicals (GHS) Revision 3, by providing information to subcontractors and Pluma Construction Systems employees, concerning chemical products to which they may be exposed as follows:

18.1 PLUMA CONSTRUCTION SYSTEMS WILL

18.1.1 Maintain a lift of all hazardous chemicals to be used in the workplace or jobsite, these chemicals will have corresponding SDS sheets wherever the chemical is present.

18.1.2 If any chemicals that are brought on site are carcinogens, they will be on a separate list for carcinogens as well as on the chemical list.

18.1.3 Train employees on and make available Safety Data Sheets (SDS) for all chemicals used.

18.1.4 Provide Hazardous Communication and GHS training to employees.

18.1.5 All subcontractors will be required to meet Pluma Construction Systems’ Hazard Communication Program Requirements.

18.2 LISTING OF CHEMICAL PRODUCTS:

18.2.1 Pluma Construction Systems shall maintain a list of all chemical products used in the execution of work as well as a list of any carcinogens. All subcontractors must give the Pluma Construction Systems a copy of their chemical list before starting work.

18.2.2 Potential health exposures and hazards related to a particular chemical must be evaluated prior to use and employees trained on the hazards, SDS sheets etc.

18.2.3 All chemicals must be listed in a fashion that the SDS sheets correlate.

18.2.4 Pluma Construction Systems will obtain the SDS from all chemical suppliers and keep a copy of the chemical list and the SDS on site readily available for all employees & subcontractors.

18.3 LABELS AND OTHER FORMS OF WARNING:

18.3.1 All chemical products brought on site shall be properly labeled by the manufacturer in English and any other languages as needed. If labels are not provided, they shall not be allowed on site. All chemical labels shall provide the following information:

18.3.2 Product identifier

18.3.3 Signal word

18.3.4 Hazard statement(s)o988

18.3.5 Pictogram(s)

18.3.6 Precautionary statement(s)

18.3.7 Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.

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

18.3.9 Secondary container labeling shall refer to OSHA 1910.1200 (f)

18.4 HEALTH, SAFETY AND EMERGENCY PROCEDURES:

Pluma Construction Systems shall have a safety data sheet in the workplace for each hazardous chemical which they use. 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 employees, local, State or Federal authorities upon request:

18.5 TRAINING:

No employee, subcontractor member may be exposed to or handle chemicals on a work site unless properly trained. Employees will be trained initially upon hire and then as needed when new chemicals are added or procedures change. Subcontractors will be informed of the precautionary measures prior to starting activity. The training will be done by Pluma Construction Systems or an outside safety consultant. The training program will provide the following information:

18.5.1 Requirements of the Hazard Communication Policy.

18.5.2 Locations of all chemical products used during day-to-day operations.

18.5.3 Locations where hazardous chemicals will be used.

18.5.4 Location and availability of Safety Data Sheets (SDS) and chemical inventory list to include those of subcontractors.

18.5.5 Interpretation of SDS data and what is required to be on an SDS and chemical labeling, physical and health hazards of the chemicals.

18.5.6 Observation techniques to detect the presence of a chemical spill or accidental release into the work area as an SDS specifies.

18.5.7 Methodologies to enable employees to protect themselves, such as work procedures, emergency procedures and personal protective equipment as the SDS specifies.

18.5.8 Emergency response procedures.

18.5.9 Health hazards of the chemicals

18.5.10 Measures employees are to take to protect themselves from the chemicals.

19 CONFINED SPACE ENTRY

19.1 GENERAL REQUIREMENTS

(Reference OSHA 1926 Subpart AA)

19.1.1 Before work begins at a worksite, each employer must ensure that a competent person identifies all confined spaces in which one or more of the employees it directs may work, and identifies each space that is a permit space, through consideration and evaluation of the elements of that space, including testing as necessary.

19.1.2 If the workplace contains one or more permit spaces, the employer who identifies, or who receives notice of, a permit space must:

i. Inform exposed employees by posting danger signs or by any other equally effective means, of the existence and location of, and the danger posed by, each permit space; and

Note to paragraph (b)(1). A sign reading "DANGER—PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER" or using other similar language would satisfy the requirement for a sign.

19.1.3 Inform, in a timely manner and in a manner other than posting, its employees' authorized representatives and the controlling contractor of the existence and location of, and the danger posed by, each permit space.

19.1.4 Each employer who identifies, or receives notice of, a permit space and has not authorized employees it directs to work in that space must take effective measures to prevent those employees from entering that permit space, in addition to complying with all other applicable requirements of this standard.

19.1.5 If any employer decides that employees it directs will enter a permit space, that employer must have a written permit space program that complies with 1926.1204 implemented at the construction site. The written program must be made available prior to and during entry operations for inspection by employees and their authorized representatives.

19.2 CONFINED SPACE VS. PERMIT REQUIRED CONFINED SPACE

Confined space means a space that: (Reference OSHA 1926.1202)

19.2.1 Is large enough and so configured that an employee can bodily enter it;

19.2.2 Has limited or restricted means for entry and exit; and

19.2.3 Is not designed for continuous employee occupancy.

19.2.4 Permit-required confined space (permit space) means a confined space that has one or more of the following characteristics: (Reference OSHA 1926.1202)

19.2.5 Contains or has a potential to contain a hazardous atmosphere;

19.2.6 Contains a material that has the potential for engulfing an entrant;

19.2.7 Has an internal configuration such that an entrant could be trapped or

asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or

19.2.8 Contains any other recognized serious safety or health hazard.

19.3 CONFINED SPACE ENTRY

Contractor work practices and procedures shall incorporate all applicable regulatory requirements and knowledge of the content of applicable regulatory standards should be considered fundamental for any Contractor who proposes to engage in confined space operations.

19.3.1 Types: There are three types of construction confined space entry operations recognized —permit-required, non-permit, and telecommunications. The Contractor is responsible for developing confined-space entry programs and issuing confined space permits.

19.3.2 Signage: In areas that appear to qualify as a confined space, absence of appropriate signage shall not be interpreted to mean that the area is not a confined space.

i. Permit-Required Confined Space signs state DANGER – CONFINED SPACE – ENTER BY PERMIT ONLY or other similar language.

ii. Non-Permit Confined Space signs state CAUTION – CONFINED SPACE – CONTACT SPACE OWNER FOR PERMISSION TO ENTER or other similar language.

19.3.3 Written Confined Space Program: The Contractor is responsible for developing confined space entry programs and issuing confined space permits.

Note: Telecommunication-confined space requirements are covered under number 6 of this section. The Contractor's written confined space program shall comply with 29 CFR 1926 Subpart AA and include at a minimum the following requirements:

19.3.4 Define how spaces are classified:

i. Permit-required confined space (PRCS)

ii. Non-permit confined space (NPCS)

19.3.5 Define alternate procedure/reclassification of PRCS (optional)

i. C5 alternate procedure (atmospheric hazard only)

ii. C7 reclassification (non-atmospheric hazards)

19.3.6 State training objectives/requirements for:

i. Supervisor authorizing entry (SAE)

ii. Authorized entrant

iii. Attendant

19.3.7 Implement measures that prevent unauthorized entry into permit-required

confined space

19.3.8 Identify and evaluate the hazards of permit spaces

19.3.9 Develop and implement procedures for safe permit space entry operations, including but not limited to the following:

i. Define atmospheric monitoring requirements:

- Instrument used for calibration and bump testing, hazards monitored, and documentation of results
- Acceptable entry conditions specifying OSHA PEL or ACGIH TLV, whichever is most protective.

ii. Identify control measures including:

- Communication: radio, voice, visual, etc.
- Isolation
- Cleaning
- Purging
- Inerting
- Flushing
- Ventilation
- Protective equipment
- Rescue equipment
- LOTO of equipment

iii. State pre-entry briefing requirements:

- Frequency
- Items/safety issues covered
- Attendance requirement and documentation

iv. Address requirement for entrant protection from outside hazards as necessary via pedestrian, vehicle, or other barriers.

v. Address verification procedures of conditions in the permit space as being acceptable for entry throughout the duration of an authorized entry.

vi. Provide provision for authorized entrant or his/her authorized representative to have the opportunity to observe any monitoring or testing of permit spaces.

vii. If alternate procedures are incorporated into written plan, develop, and implement requirements set forth in 1926.1203(e)

viii. If reclassification is incorporated into the written plan, develop, and implement requirements set forth in 1926.1203(g).

19.3.10 Identify non-entry rescue methods

i. Non-entry retrieval equipment

ii. Extraction procedures

19.3.11 Develop and implement an Emergency Response Plan that has appropriate elements of the following:

i. "Rescue of Personnel in Confined Spaces"

ii. Contractor Incident Commander (IC) notification methods:

- Just prior to entry
- After entry is terminated
- If any emergency situation occurs

19.3.12 Includes forms for permit-required confined space entry

i. SF 2001-CSS, Confined Space Permit Sign-In/Sign-Out Sheet for Emergency Response

ii. Contractor's permit

iii. Contractor's C5 alternate procedure form, if implemented into written Confined Space Program

iv. Contractor's C7 reclassification form, if implemented into Contractor's written Confined Space Program

19.3.13 Address method used to inform SDR of hazard(s) confronted or created in permit spaces through a debriefing or during entry operations.

19.3.14 Permit Required Confined Space: The Contractor must ensure that all hazards are adequately identified and that all entry requirements comply with applicable standards:

i. 29 CFR 1910.146 and approved written Confined Space Program

ii. SAE, attendant, and authorized entrant(s) shall be current with training requirements

iii. Conduct a pre-entry briefing

iv. Fill out permit

- Implement all controls noted on permit
- Wear all PPE required for entry noted on permit

v. Personnel making a confined space entry shall follow the procedures in Attachment A, "Rescue of Personnel in Confined Spaces" to establish their confined entry plan.

vi. Notification requirements include the following:

- Communication must be established with the IC at the jobsite prior to entry. This can be accomplished via cell phone, if working outside of Limited Areas, or two-way radio. SOCs have radios that can be loaned to the Contractor for a confined space entry.

- The Contractor shall identify the specific location of the confined space (building, room, space type; if the space is outside, indicate the direction [NW, SE, etc.] from the closest building).
- The Contractor shall identify the individual serving as the SAE (for purposes of overseeing the entry), the company name, and number of entrants and attendants.
- The Contractor shall identify the communication equipment used to contact emergency personnel (IC) and the means used to communicate between the attendant and entrants.

vii. SF 2001-CSS, Confined Space Permit Sign-In/Sign-Out Sheet: This form is used to maintain accurate, real-time tracking of entrants for emergency response. Use of this form only becomes necessary when the permit extends beyond a single day, or different entrants other than those initially identified on the permit are involved in the entry.

viii. Atmospheric Monitoring: Perform atmospheric monitoring on a continuous basis for the duration of the entry. If monitoring indicates the presence of atmospheric contaminants above acceptable concentrations, NO ENTRY IS ALLOWED. If entry has already occurred when contaminants are detected, exit the space immediately and contact the SCO, SDR, and IC.

- If C5 or 1926.1203(e) alternate procedures are allowed under the Contractor's written Confined Space Program and are used, the IC does not need to be notified.
- If C7 or 1926.1203(g) reclassification is allowed under the Contractor's written Confined Space Program and is used to enter the PRCS, then the following apply:
- The IC does not need to be notified.
- Atmospheric monitoring is not done (no actual or potential hazardous atmosphere exists).
- Non-atmospheric hazards are eliminated during entry.
- Completion/termination of permit entry:
- Notify IC that PRCS entry is terminated.
- Debrief SDR of hazard(s) confronted or created in permit spaces.

19.3.15 Non-Permit Confined Space: This refers to a space that fits the definition of a confined space but lacks any inherent or introduced hazards. Entry into this type of space includes:

i. Pre-entry briefing.

ii. Fill out permit

- Implement all controls noted on permit
- Wear all PPE required for entry noted on permit

iii. Personnel making a confined space entry shall follow the procedures in Attachment A, "Rescue of Personnel in Confined Spaces" to establish their confined entry plan.

iv. Notification requirements include the following:

- Communication must be established with the IC at the jobsite prior to entry. This can be accomplished via cell phone, if working outside of Limited Areas, or two-way radio. SOCs have radios that can be loaned to the Contractor for a confined space entry.
- The Contractor shall identify the specific location of the confined space (building, room, space type; if the space is outside, indicate the direction [NW, SE, etc.] from the closest building).
- The Contractor shall identify the individual serving as the SAE (for purposes of overseeing the entry), the company name, and number of entrants and attendants.
- The Contractor shall identify the communication equipment used to contact emergency personnel (IC) and the means used to communicate between the attendant and entrants.

v. SF 2001-CSS, Confined Space Permit Sign-In/Sign-Out Sheet: This form is used to maintain accurate, real-time tracking of entrants for emergency response. Use of this form only becomes necessary when the permit extends beyond a single day, or different entrants other than those initially identified on the permit are involved in the entry.

vi. Atmospheric Monitoring: Perform atmospheric monitoring on a continuous basis for the duration of the entry. If monitoring indicates the presence of atmospheric contaminants above acceptable concentrations, NO ENTRY IS ALLOWED. If entry has already occurred when contaminants are detected, exit the space immediately and contact the SCO, SDR, and IC.

- If C5 or 1926.1203(e) alternate procedures are allowed under the Contractor's written Confined Space Program and are used, the IC does not need to be notified.
- If C7 or 1926.1203(g) reclassification is allowed under the Contractor's written Confined Space Program and is used to enter the PRCS, then the following apply:
- The IC does not need to be notified.

- Atmospheric monitoring is not done (no actual or potential hazardous atmosphere exists).
- Non-atmospheric hazards are eliminated during entry.
- Completion/termination of permit entry:
- Notify IC that PRCS entry is terminated.
- Debrief SDR of hazard(s) confronted or created in permit spaces.

19.3.16 Non-Permit Confined Space: This refers to a space that fits the definition of a confined space but lacks any inherent or introduced hazards. Entry into this type of space includes:

i. Pre-entry briefing.

ii. If operations performed within and/or in close proximity to the confined space create additional hazards that impact safeguards and entry procedures, space shall be treated as a permit-required confined space and follow the requirements of 29 CFR 1910.146 and the Contractor's written Confined Space Program.

19.3.17 Commissioned Telecommunication Manholes and Vaults: These must comply with the following:

i. 29 CFR 1910.268

ii. Telecommunication manholes and vaults that have been newly constructed or are part of an ongoing construction project are not considered commissioned and shall comply with 29 CFR 1926 Subpart AA.

20 GASES, VAPORS, FUMES, DUSTS, AND MISTS

20.1 GENERAL REQUIREMENTS

Use engineered, administrative, or PPE controls to keep employee exposures within prescribed limits.

20.1.1 Controls must be evaluated to ensure the appropriate level of protection to the worker.

20.1.2 Equipment and technical measures used to determine an occupational exposure shall be performed by a technically qualified person and conform to current analytical methods.

20.1.3 For all welding, cutting, and brazing operations, the Contractor is required to submit a completed "Contractor Welding, Cutting, Brazing Exposure Assessment Form" (SF 2001-WLD) to the Division ES&H Customer Support Team Industrial Hygienist.

20.1.4 The Contractor or Contractor's qualified health and safety representative shall identify hazards and select and implement effective controls to ensure worker safety and health. Control measures (e.g., full face air-purifying respirators or local exhaust ventilation) may be required.

20.1.5 The Division ES&H Customer Support Team Industrial Hygienist documents approval of the proposed control measures on the "Contractor Welding, Cutting, Brazing Exposure Assessment Form" (SF 2001-WLD).

20.1.6 No work shall proceed without approval of the proposed control measures by the Division ES&H Customer Support Team Industrial Hygienist.

20.1.7 Engineering controls equipment, such as local exhaust ventilation devices, shall be appropriate for their use and operated to manufacturer requirements. This may include incorporation of fire-prevention features for hot-work applications or processes or gauges to ensure high-efficiency particulate air (HEPA) filters are operating within the effective range. When the Contractor AHA requires local exhaust ventilation (LEV) units, the manufacturer and the serial number of the unit shall be identified. The Customer Support Team Industrial Hygienist can provide further criteria and examples of acceptable LEV units to help ensure units meet applicable requirements.

21 PHYSICAL HAZARDS

21.1 GENERAL REQUIREMENTS

This includes noise (sound pressure levels), ergonomics, lasers, non-ionizing radiation, and thermal stress.

21.1.1 Noise, non-ionizing radiation, and thermal stress: Comply with ACGIH TLVs.

21.1.2 Lasers: Comply with ANSI Z136.1, Safe Use of Lasers.

i. Class 1, 2, and 3a lasers may be used.

ii. When used for operations such as leveling floors, roads, and sidewalks, the laser beam shall not be directed above the horizon, through navigable airspace, or toward aircraft ground operations. The laser beam shall be backstopped with a non-reflective surface that is opaque (non-transparent) to the laser's beam.

22 RADIOLOGICAL SAFETY

22.1 GENERAL REQUIREMENTS

Employees may not enter an area that contains a posted radiological sign, as signified by a radiation symbol on a yellow background with black or magenta markings, without prior authorization and training appropriate for radiological hazards.

22.1.1 If work is required in a posted area, and specific written instructions have not been issued, do not enter the area.

22.1.2 A JSHE is not required for work in controlled areas or RMAs unless:

i. Additional hazards (chemicals, biohazards, etc.) have been identified

ii. The area is posted for additional radiation hazards (i.e., radiation area)

22.1.3 For performance of work in radiological areas posted a radiological buffer area (RBA), radiation area (RA), high radiation area (HRA), very high radiation area, airborne radioactivity area (ARA), contamination area (CA), or high contamination area (HCA), ensure the following:

i. A JSHE for work activity/task performed in radiological areas is obtained.

ii. Employees understand and follow JSHE requirements.

iii. Employees shall be current on radiological training required for site or activity/task (e.g., General Employee Radiation Training, Rad-Worker I, or Rad-Worker II).

iv. Employee shall be 18 years of age or older.

v. Comply with Contract requirements for work in radiological areas.

24 PENETRATION PERMIT

24.1 GENERAL REQUIREMENTS

24.1.1 Prior to requesting a Penetration Permit, Pluma personnel will complete the following:

i. Complete a drawing review to identify potential hazards.

ii. Identify any high-voltage hazards that will require a penetration permit and develop a task-specific procedure to accomplish the task.

iii. Do a site investigation to identify potential hazards and to attempt to assess/mitigate any risk. if visual site investigation does not detect any potential risks, SDR will be notified prior to any penetrations or excavations and appropriate PPE will be worn.

iv. Determine if GPR or other instrumentation is necessary prior to doing any penetrations.

24.1.2 Obtain permit from the SCI.

i. Obtain penetration permit prior to the start of the following operations:

ii. Penetration into concrete slabs, floors, ceilings, roofs, or walls greater than 2 inches (50 mm) in depth (does not include precast concrete).

iii. Penetration into underground concrete duct banks. All duct-bank penetrations shall be reviewed by Facilities personnel for high-voltage hazards. If high-voltage hazards are identified on the penetration permit, the Supervisor authorizing the duct-bank penetration shall ensure that (1) a task-specific (each duct-bank penetration is considered a task) procedure is written and submitted to the duct-bank Penetration Coordinator (or SCO, SCM, or SPM) for review and acceptance, and (2) the Supervisor authorizing the duct-bank penetration shall attend and ensure attendance of the penetrator at the pre-task meeting that will be scheduled by the duct-bank Penetration Coordinator. The task-specific procedure shall be reviewed at the meeting.

iv. Area to be penetrated shall be shown on the drawing. Submit permit requests to the SCI no more than 14 days and no less than 6 days prior to start of penetration. If the penetration is inside a building, an outage request shall be submitted with the permit.

v. Permit is task specific. Confine penetration to those areas identified on the permit.

vi. Maintain a minimum of 1 inch from GPR markings. Any anomalies shall be treated as potential energized conductors.

vii. GPR is available for assessing proposed penetrations.

24.1.3 Pluma or its lower tier subcontractors will use appropriate tools for penetration operations and, as with all construction tasks, ensure the proper PPE is specified for the task.

i. Ensure PPE is in good working condition.

- Electrically rated gloves
- Electrically rated work boots

ii. Ensure tools are in good working condition.

- Ensure tools have GFCI protection.
- Ensure tools are double insulated.

25 WASTE MANAGEMENT & DISPOSAL

25.1 GENERAL REQUIREMENTS

Construction project non-hazardous non-regulated waste shall be managed in accordance with Section 01505, "Construction Waste Management." Property items and equipment that may be reused for their intended purpose are not considered waste and shall be managed as U.S. government property. Waste generated during construction operations may be classified as regulated or hazardous waste. This section describes commonly generated waste types. Details for waste management are contained in Section 01505.

25.2 CONSTRUCTION AND DEMOLITION DEBRIS

As defined by 20 New Mexico Administrative Code 9.1, "Construction and demolition debris" means materials generally considered to be not water soluble and non-hazardous in nature, including but not limited to steel, glass, brick, concrete, asphalt roofing materials, pipe, gypsum wallboard, and lumber from the construction or demolition of a structure project, and includes rocks, soil, tree remains, trees, and other vegetative matter that normally results from land clearing. If construction and demolition debris is mixed with any other types of solid waste, it loses its classification as construction and demolition debris. Construction and demolition debris do not include asbestos or liquids, including but not limited to waste paints, solvents, sealers, adhesives, or potentially hazardous materials.

25.3 RESIDUE MATERIAL AND EQUIPMENT

Intact and dismantled equipment and material removed while performing construction operations shall remain the property of the government. If the equipment and material is not reused in the performance of the project, the Contractor shall manage it as residue material and equipment. All residue material and equipment shall be staged by the Contractor and evaluated for hazardous and radioactive contamination before being delivered to the reapplication yard.

25.4 EMPTY CONTAINERS

Containers that held non-regulated products shall not contain any free liquid in order to be disposed as construction and demolition (C&D) waste.

Containers that have free liquid or previously contained hazardous material shall be submitted to the hazardous waste management facility.

As a best business practice, use as much material that can be removed from containers. Place a small amount of floor dry absorbent material (kitty litter, vermiculite, etc.) to assist in the collection of any remaining material in containers.

Used aerosol cans that contain any amount of propellant or product must be managed as hazardous waste. If an aerosol can is empty of propellant and product, is no longer pressurized, and does not contain residue of an acute hazardous waste, it is considered an empty container and may be disposed of as regular trash.

25.4.1 Do not spray out the remaining contents of an aerosol can for the sole purpose of emptying it.

25.4.2 Never puncture an aerosol can.

25.5 LAMPS

Fluorescent, sodium, and incandescent lamps shall be removed from light fixtures and managed as regulated waste, but not as C&D waste. These items shall be boxed and labeled to identify the contents. Notify the Construction Manager to coordinate waste pick up.

25.6 LIGHT BALLASTS

Remove ballasts from all light fixtures and submit the residue material for characterization by the Facilities ES&H (FESH) team.

25.6.1 Ballasts clearly labeled "No-PCBs" shall be placed in a container for disposal.

25.6.2 Ballasts that are NOT clearly labeled "No-PCBs" shall be managed as waste polychlorinated biphenyls (PCBs). Place waste PCBs and PCB items in a container that is capable of preventing the spread of contamination unless the PCBs are completely contained by the item, such as totally enclosed electrical equipment. Place waste contaminated items, such as PPE and rags, in a sealed plastic bag with a minimum 6-mil thickness to prevent the spread of contamination.

25.6.3 Light fixtures installed prior to 1980, with evidence of ballast leaks, shall be removed and treated as waste PCBs.

25.6.4 All waste PCBs must be double bagged or double wrapped with the words "Removed from Service on _____ (supply the correct date)."

25.6.5 Notify the Construction Manager to coordinate waste pick up within 30 days.

25.7 OIL-CONTAINING EQUIPMENT

Equipment containing oil or other petroleum products shall be drained of oil and managed as residue material. Drained oil shall be managed as either used oil for recycle or chemical waste if contaminated. Notify the Construction Manager to coordinate waste pick up.

25.8 CHEMICAL WASTE/HAZARDOUS WASTE

Chemical wastes shall be managed as hazardous waste, unless specific guidance is provided in the Contract. The procedure for disposal of chemical/hazardous waste is as follows:

Coordinate all waste management activities with the Safety Manager.

All items must be inventoried.

25.8.1 All containers need labels, and labels shall include contents, project number or name, and contact phone number.

25.8.2 Notify the Safety Manager that waste is ready for pickup as soon as possible.

25.8.3 Safety Manager shall coordinate with the appropriate regulatory authority.

25.9 NORM MATERIALS

Naturally occurring radioactive materials (NORM) used in commercial products that have measurable radioactivity above State of New Mexico established limits shall be managed as radioactive waste when declared waste and is not deemed for Reapplication. Some examples are as follows:

25.9.1 Chemicals with NORM

25.9.2 Ceramic insulators (with some exceptions)

25.9.3 Glass-containing thorium or uranium for coloring purposes

25.9.4 Smoke detectors

25.10 RADIOACTIVE WASTE

Radioactive waste is not expected to be identified at this stage of the process. Radioactive hazards should be identified during the JSHE process. If material is discovered to be radioactive, then all work should be paused and the FESH team should be notified.

25.11 MIXED WASTE

Mixed waste is not expected to be identified at this stage of the process. Mixed waste should be identified during the JSHE process. If material is discovered to be mixed during this activity, then all work should be paused and the FESH team should be notified.

TRANSPORTATION OF HAZARDOUS WASTE

Facilities construction contractors are prohibited from transporting hazardous waste.

26 HOT WORK

26.1 26.1 – GENERAL INFORMATION

Prior to cutting, welding, open flame burning, or use of tar kettles and roof solvents, obtain a Hot Work Permit. Display the issued permits in a prominent location at the work site.

26.1.1 If welding, brazing, thermal cutting, is performed, or an open flame and/or tar kettles and roof solvents are used, submit a completed "Contractor Welding, Cutting, Brazing Exposure Assessment Form" to the Industrial Hygienist supporting Facilities construction operations.

26.1.2 Prior to receiving a site-specific Hot Work Permit, operators responsible for performing the hot work and personnel responsible for performing fire-watch duties annually shall view the training videos and read the accompanying literature provided by Fire Protection Engineering. These videos are approximately 1 hour in combined length.

26.1.3 The operators responsible for performing the hot work and the personnel responsible for performing the fire-watch duties shall be trained in the use of portable fire extinguishers annually and shall have demonstrated proficiency through certification.

26.1.4 Hot work operations will be suspended if conducted in an area where a fire suppression system is impaired.

26.1.5 Hot-work operations shall be suspended if in an area where a fire suppression system is impaired.

26.1.6 A Fire Watch shall be provided during hot-work operations and shall continue for a minimum of 30 minutes after the conclusion of the work. Fire Protection Engineering or the SDR is authorized to extend the time required for the Fire Watch based on the hazards or work being performed (such as tar-kettle roofing operations).

26.1.7 The Fire Watch shall include the entire hot-work area. Hot work conducted in areas with vertical or horizontal fire exposures that are not observable by a single individual shall have additional personnel assigned to Fire Watches to ensure that exposed areas are monitored.

26.1.8 Individuals assigned to Fire-Watch duty shall be responsible for the safety of the welders in addition to that of the property, extinguishing spot fires, and communicating an alarm. Individuals assigned Fire-Watch duties must remain in the hot work area until hot work is completed and for 30 minutes afterwards and shall not have any other duties (e.g., not a runner).

26.1.9 The Operator shall ensure that his/her Fire Watch is present prior to beginning hot-work activities. If the operator is found to be performing hot-work activities without his/her Fire Watch present, the Operator forfeits the active Hot Work Permit, and his/her supervisor must apply for a new permit.

26.1.10 The Operator (if no Fire Watch is required) shall perform a final area inspection,

sign the Hot Work Permit, and return the permit to Fire Protection Engineering (MS 0909).

26.1.11 The Fire Watch shall be present while the Operator is always performing hot-work activities. The Fire Watch shall not perform any additional tasks while on duty. If the Fire Watch is found delinquent in his/her duties, he/she forfeits the active Hot Work Permit, and his/her supervisor must apply for a new permit.

26.1.12 The Fire Watch shall perform a final area inspection, sign the Hot Work Permit, and return the permit to Fire Protection Engineering (MS 0909).

27 HOISTING, RIGGING AND LOAD HANDLING

27.1 – GENERAL INFORMATION

This section applies to all hoisting and rigging lifting operations involving but not limited to chain falls, bridge cranes, mobile cranes, forklifts, and all-terrain lifts. **Pluma Construction Systems** will adhere to DOE-STD-1090-2015 during hoisting and rigging operations and will perform a proper hazard analysis for all hoisting activities on a graded approach. Pluma will submit a lift plan 10 working days in advance of any operation. The Safety Officer shall determine if the lift is considered ordinary or critical per DOE STD 1090-2020.

27.2 MOBILE CRANES

All crane lifts require documented review and approval. Notify the SCM 48 hours in advance of the scheduled mobile crane site arrival time and arrange for a Facilities crane inspection. The inspection shall include but not be limited to verification of license or training; load charts; inspection reports; and physical verification of ropes, slings, undercarriage, outriggers, and boom. Additionally, the SCI shall document the review of crane placement and lifting plan or sequence with the Contractor and Contractor's crane operator, as appropriate. Review the site for underground utility vaults. Buildings or affected parts of the buildings shall be evacuated prior to lifts. All crane lifts shall be submitted for review and approval.

27.2.1 Provide proof of inspection and load tests in accordance with 29 CFR 1926 and ASME B30 series.

27.2.2 Crane operators shall be properly trained and experienced in operation of the crane or hoisting device. The Crane operator shall have one of the following in possession during crane inspection and operation: valid State of New Mexico Crane Operator's License or certification that indicates completion of a State of New Mexico recognized, in-house training course based on ASME B30 standards for hoisting operators and who is employed by the entity that taught the training course or contracted to have the training course taught.

27.3 ORDINARY/DOCUMENTED LIFT PLAN:

Lift planning shall comply with ASME P30.1, "Planning for Load Handling Activities" and 48 CFR 970.5223-1 "Integration of environment, safety, and health into work planning and execution"—a.k.a. Integrated Safety Management System (ISMS). The following additions and exceptions to the above cited standard should also be implemented.

27.3.1 A written lift plan beyond normal site work planning and control documents is not required for ordinary lifts, other than crane operations. However, the Designated Leader may determine that a written plan is prudent.

27.3.2 The Designated Leader shall ensure that in addition to the P30.1 "Standard Lift Plan" considerations, the following pre-lift planning issues are addressed, as applicable, prior to the lift.

i. Identify the item to be moved, its intrinsic characteristics (e.g., load integrity, loose materials, liquids), weight, dimensions, center of

gravity, ability to support imposed lifting forces (both the load and any lift points), and whether it contains any hazardous or toxic materials.

ii. Validate the loads path and clearances.

iii. Identify lifting equipment and rigging to be used by type and rated capacity.

iv. Prepare rigging sketches, as necessary.

v. Evaluate the work area for conditions impacting crane setup operations (e.g., weather, soil bearing capacity, underground utilities, clearances to power lines and other structures).

vi. Identify any special or site-specific operating procedures and special instructions.

27.4 CRITICAL LIFT

A designated person shall classify each lift/load handling activities (LHA) into one of the DOE categories (ordinary, special critical, personnel, or pre-engineered production) prior to planning the lift. A lift shall be classified critical if any of the following conditions are met:

27.4.1 If loss of control of the item being lifted would likely result in the declaration of an emergency as defined by the facility's emergency plan or construction site emergency plan (such as release of radioactive or hazardous material into the environment exceeding the established permissible environmental limits).

27.4.2 The load item is unique and, if damaged, would be irreplaceable or not repairable and is vital to a system, facility, or project operation.

27.4.3 The cost to replace or repair the load item, or the delay in operations of having the load item damaged, would have a negative impact on facility, organizational, or DOE budgets to the extent that it would affect program commitments.

27.4.4 If mishandling or dropping of the load would cause any of the above noted consequences to nearby installations or facilities.

27.4.5 For steel erection, a lift shall be designated as a critical lift if:

i. The lift exceeds 75 percent of the rated capacity of the crane or derrick, or

ii. The lift requires the use of more than one crane or derrick (refer to 29 CFR 1926.751).

- Further site-specific criteria may be developed to supplement those cited above and may include criteria imposed by site or project safety basis requirements as well as lifting loads which require exceptional care in handling because of size, weight, close-tolerance

installation, or high susceptibility to damage, as well as lifts using multiple pieces of lifting equipment.

- The critical lift plan must be followed in sequence as written unless noted otherwise.
- Though lifting personnel may meet the above criteria, personnel lifts shall not be considered critical lifts and shall be conducted in accordance with 29 CFR 1926.1431 and ASME B30.23.

27.5 CRITICAL LIFT REQUIREMENTS

Ensure that the requirements are met for lifts specified in each section of this standard for each equipment category.

27.5.1 The operating organization shall appoint a person who meets the criteria for both a competent person and a qualified person, or by a competent person who is assisted by one or more qualified persons (Lift Director). The Competent/Qualified person/Lift Director shall be present at the lift site during the entire lifting operation.

27.5.2 The Lift Director shall:

i. Have the necessary knowledge and experience of the specific type of equipment and assigned lifting operations.

ii. Understand the site rules and procedures addressing:

- Administrative requirements for lifting operations.
- Personnel assignments and responsibilities commensurate with job requirements.
- Selection of proper slings, rigging hardware, and lifting equipment.
- Recognition and control of hazardous or unsafe conditions.
- Job efficiency and safety.
- Critical-lift determination and documentation.

27.5.3 The Competent/Qualified person shall ensure that a documented pre-job plan or procedure is prepared by qualified person(s) that defines the operation and includes the following:

i. Identify the item to be moved, its intrinsic characteristics (e.g., load integrity, loose materials, liquids), weight, dimensions, its center of gravity, its ability to support imposed lifting forces (both the load and any lift points), and whether it contains any hazardous or toxic materials.

ii. Identification of operating equipment to be used by type and rated capacity (e.g., mobile crane, overhead crane, forklift).

iii. Rigging sketches and/or descriptions that include (as applicable):

- Identification and rated capacity of slings, lifting bars, rigging accessories, and below-the-hook lifting devices. Calculate and provide the rated capacity of equipment in the configuration in which it will be used.
- Load-indicating devices.
- Load vectors.
- Lifting points.
- Sling angles.
- Required lifting equipment movement (e.g., boom and swing angles, trolley, and bridge motions).
- Methods of attachment.
- Crane orientations.
- Other factors affecting equipment capacity (e.g., load path sketch, key point heights, floor or soil bearing capacity).

27.5.4 Operating procedures and special instructions to operators including rigging precautions and safety measures to be followed as applicable.

i. All rigging equipment used in critical lifts (i.e., slings, below-the-hook lifting devices, and rigging hardware) shall be proof load tested in accordance with applicable ASME standards.

ii. Experienced operators who have been trained and qualified to operate the specific equipment to be used shall be assigned to make the lift.

iii. Only designated, qualified signalers shall give signals to the operator. However, the operator shall obey a STOP signal at all times, no matter who gives the signal.

iv. The procedure and rigging sketches shall be reviewed and approved by a qualified person (technical authority), the responsible manager (or designee), and the responsible oversight, which could include a competent safety person and qualified rigging engineer before the lift is made. Subsequent revisions shall be approved per site-specific procedures.

v. A pre-lift meeting involving participating personnel shall be conducted prior to making a critical lift. The critical lift plan/procedure shall be reviewed, and questions shall be resolved.

vi. Prior to executing a critical lift, a qualified person shall verify that the as-installed rigging matches the configuration in the approved lifting plan.

vii. If required by the critical lift procedure, a practice lift shall be done before the critical lift. Conditions for a practice lift should closely

simulate actual conditions involving weight, rigging selection and configuration, load movement path, and other relevant factors. Practice lifts should be performed by the same crew using the same lifting equipment that will be used in the lift. The crane/equipment should be operated through the full range of motion prior to performing the lift.

viii. Although individual plans are generally prepared for critical lifts, multi-use plans may be employed to accomplish recurrent critical lifts. For example, a multi-use plan may be used to lift an item or series of similar items that are handled repeatedly in the same manner. However, if the lifting equipment or rigging must change to accomplish the lift, the critical lift plan must be revised and approved accordingly.

27.5.5 Millwright/Moving: Pluma will use properly rated equipment for millwright and industrial moving operations. Considerations shall be made for floor loading, building considerations, knowledge of the weight being moved, unstable loads, anchor points, tie-downs, chocks, struck-by, caught-between hazards, and training.

27.6 DIGGER DERRICKS

27.6.1 Determine if any part of the equipment, load line, or load (including rigging and lifting accessories), if operated up to the equipment's maximum working radius in the work zone, could get closer than 20 feet to a power line. If so, the employer must meet the requirements in Option (1), Option (2), or Option (3) of this section, as follows:

i. **1926.1408(a)(2)(i)** *Option (1) – Deenergize and ground*. Confirm from the utility owner/operator that the power line has been deenergized and visibly grounded at the worksite.

ii. **1926.1408(a)(2)(ii)** *Option (2) – 20-foot clearance*. Ensure that no part of the equipment, load line, or load (including rigging and lifting accessories), gets closer than 20 feet to the power line by implementing the measures specified in paragraph (b) of this section.

iii. **1926.1408(a)(2)(iii)** *Option (3) – Table A clearance*.

iv. **1926.1408(a)(2)(iii)(A)** Determine the line's voltage and the minimum approach distance permitted under Table A (*see* § 1926.1408).

v. **1926.1408(b)(5)** The requirements of paragraph (b)(4) of this section do not apply to work covered by subpart V of this part.

27.6.2 Qualified High Voltage Worker working on transmission and distribution systems.

i. 1926.960 – Electric Power T&D – Working on or near exposed energized parts

Note: Most of this section deals with Qualified Workers doing live-line barehand type work from aerial lifts on energized conductors. The only part that applies to the Digger Derrick crews is the 2-man rule, if lines are potentially energized. Approach distances are calculated for live line work, not mechanical equipment.

28 ELECTRICAL SAFE WORK PRACTICES

28.1 GENERAL REQUIREMENTS

Pluma will ensure that electrical work, equipment, and installations are in compliance with the National Electric Code (NEC); National Electric Safety Code (NESC); NFPA 70E, Standard for Electrical Safety in the Workplace; and OSHA standards. Subcontractor and manufacturers' representatives shall be managed to the above standards.

28.2 TRAINING:

Employees who face a risk of electrical hazard that is not reduced to a safe level by the applicable electrical-installation requirements shall be trained to understand the specific hazards of electrical energy and identify and understand the relationship between electrical hazards and possible injury. Retraining is required for qualified workers every three years.

28.3 TRAINING DOCUMENTATION:

Pluma will document that each employee has received the training on electrical hazards and controls necessary for his/her safety. Records shall be maintained for the duration of the employee's employment and shall contain each employee's name and dates of training.

28.4 LOCKOUT/TAGOUT

A written arc-flash-protection program will be submitted for all construction projects where necessary. Lockout/tagout procedures will be documented in the project CSSP. The procedures shall be appropriate for the experience and training of the employees and the conditions that exist in the workplace. The procedure will address employee and management responsibilities associated with LOTO, training, system/hazard communication, and energy control methods (e.g., types of locking devices, authorized testing equipment, and PPE). A lock must always be applied (Article 120) NFPA 70E.

28.5 ARC-FLASH PROTECTION:

Written arc-flash-protection procedures will be submitted for all construction projects where necessary. At a minimum, documentation shall include requirements for (1) developing arc-flash boundaries; (2) requirements for protective clothing, hard hats, eye protection, face shields, hand and foot protection, and hearing protection based on hazard/risk category classifications; and (3) care and maintenance of arc-rated (AR) clothing, AR flash suits, and other PPE.

If the electrical equipment/system to be worked on has an arc-flash hazard (AFH) warning label, contract employees wear PPE and establish flash boundaries specified in their employer's CSSP for the hazard level/category identified on the label. If the electrical equipment is not provided with an AFH warning label, the contract employees will implement controls, wear PPE, and establish flash boundaries as identified in the CSSP for the hazard/risk categories specified below.

28.6 SHOCK PROTECTION:

Written shock protection procedures will be submitted for all construction projects where

necessary. Procedures shall be documented in the Contractor's CSSP. At a minimum, documentation shall include requirements for the following: (1) developing limited shock approach boundaries, (2) requirements for voltage-rated gloves and insulated tools, and (3) maintenance and testing of PPE.

28.7 ELECTRICAL OUTAGE REQUESTS:

Prior to performing work on any live parts that are not placed in an electrically safe work condition (i.e., prior to performing energized work), the Contractor shall contact the Electrical SCI and request an electrical outage. Exemptions to this requirement include tasks such as testing, troubleshooting, and voltage measuring, assuming appropriate safe work practices and PPE are provided and used in accordance with NFPA 70E.

28.8 GFCI PROTECTION:

Provide listed ground-fault circuit interrupter (GFCI) protection for 120-volt, single-phase, 15- and 20-ampere receptacle outlets on work sites that are not part of the permanent wiring of a building or structure and that are in use by employees.

29 INDUSTRIAL HYGIENE

Pluma's industrial hygiene program as applicable to construction work at specific sites is attached (attachment 1).

30 ASBESTOS SAFETY

30.1 GENERAL INFORMATION

Asbestos might be present in existing building materials, finishes, and mechanical systems.

30.1.1 Asbestos-containing building materials will be identified as part of the JSHE and an Asbestos Work Release Permit will be attached to the JSHE report.

i. Work may proceed only if the Contractor's work activities do not damage or disturb the asbestos-containing materials.

30.2 Asbestos Work Release Permit:

This permit documents existing asbestos hazards and provides recommendations to control or eliminate the hazards. The Contractor must conduct a pre-work safety meeting with workers to review the Asbestos Work Release Permit guidance and follow the guidance exactly when performing the work.

31 EARTH FILL AND BORROW AREAS

31.1 GENERAL INFORMATION

Project-specific fill and borrow areas shall not be near or on underground or aboveground utilities. If the Contractor has written authorization from the SPM or contract documents to use a designated borrow or fill area in a location other than the project site, the Contractor shall do the following:

Ensure that the project CSSP adequately addresses the hazards identified in the designated area. If the designated area is located within the boundaries of a project site controlled by another Contractor, the visiting Contractor shall coordinate access with the controlling project site Contractor and comply with all requirements for that site.

Pluma will obtain the required Fugitive Dust Control Permit prior to disturbing the soil.

32 BIRD NESTING SITES

32.1 GENERAL INFORMATION

Bird nesting sites are not to be disturbed. If nesting sites are discovered during the course of operations, the SCI will be contacted for further direction.

33 PAVED AND GRADED ROADS

33.1 GENERAL INFORMATION

Contractors shall always keep vehicles on paved or graded roads unless prior approval has been obtained to travel into previously undisturbed areas.

34 CONTRACTOR'S STAGING AREA

34.1 GENERAL INFORMATION

The contracting officer shall approve staging area locations prior to use. Stored vehicles and equipment, intended for use on owners property, shall be in serviceable and safe operating condition. Pluma will immediately repair or remove defective or unsafe equipment from owners property until proper repairs are completed. The staging area shall not be used for storage of hazardous materials not intended for timely use (within 30 days) for work activity. Excess hazardous material will be removed or disposed of in accordance with the "Waste Management and Disposal" article.

35 TEMPORARY BUILDINGS STORAGE AREAS

35.1 GENERAL INFORMATION

Obtain approval from the SDR for location of temporary buildings and storage areas prior to scheduled delivery of building or material.

Attachment 1

Industrial Hygiene Program

Pluma Industrial Hygiene Program for Construction Work

APPLICABILITY

This section defines the requirements and responsibilities for anticipating, recognizing, evaluating, and controlling employee exposures to chemical, physical and biological agents. Pluma's industrial hygiene (IH) program will address the following elements (as applicable to the project):

- Gases and Vapors
- Fumes, Dusts and Mists
- Hazardous materials
- Noise
- Non-ionizing radiation
- Thermal stress
- Lasers
- Respiratory Protection
- Confined Space Entry

REGULATORY REQUIREMENTS

- 10 CFR 851, Worker Safety and Health Program
- 10 CFR 1926, Construction
- 29 CFR 1910, General Industry
- ANSI Z88.2, American National Standard for Respiratory Protection – 2015
- American Conference of Governmental Industrial Hygienists, "Threshold Limit Values for Chemical Substances and Physical Agents and Biological Indices", latest edition

GENERAL

Identification of Industrial Hygiene Hazards

Pluma will identify and document, as part of the activity hazard analysis, existing and potential industrial hygiene exposure hazards. The activity hazard analysis should include any additional hazards revealed by supplemental site information provided by the owner (e.g., site characterization data, as- built drawings, information regarding adjacent operations, etc.) and should be updated to reflect significant changes in exposure potential, new information, monitoring data, etc.

Exposure Assessment

The Safety Officer will be responsible for ensuring worker exposure to identified hazards is assessed to reduce the risk of work-related disease or illness. Worker exposure to chemical, physical, biological, or ergonomic hazards will be assessed through appropriate workplace monitoring (including personal, area, wipe, and bulk sampling), biological monitoring, and observation. All monitoring results will be recorded. Documentation will describe the activities,

tasks, and/or locations where monitoring occurred; identify workers monitored or represented by the monitoring; and identify the sampling methods and durations, control measures in place during monitoring (including the use of PPE), and any other factors that might have affected sampling results. Based on exposure assessments, a determination of the adequacy of work controls will be made as applicable to the work being performed.

Confined Space Entry
Pluma will perform confined space entry work in accordance with its written program and the CSSP Plan.

INDUSTRIAL HYGIENE HAZARD CONTROLS

Pluma's industrial hygiene program will address hazards and controls based on risk and the hierarchy of controls. Pluma will require that controls be implemented to eliminate or reduce employee exposures below occupational exposure limits and strive to maintain exposures as low as reasonably achievable. The hierarchy of control measures will be:

1. Eliminate the hazard or substitute to a less hazardous material if possible
2. Use engineering controls
3. Use administrative controls
4. PPE

Respiratory protection will be used in accordance with Pluma's Respiratory Protection Program.

Gases, Vapors, Fumes, Dusts, and Mists:
Controls must be evaluated to ensure the appropriate level of protection to the worker.

Equipment and technical measures used to determine an occupational exposure shall be performed by a technically qualified person and conform to current analytical methods.

The Division ES&H Customer Support Team Industrial Hygienist will document approval of the proposed control measures on the "Contractor Welding, Cutting, Brazing Exposure Assessment Form" (SF 2001-WLD).

No work shall proceed without approval of the proposed control measures by the Division ES&H Customer Support Team Industrial Hygienist.

Engineering controls equipment, such as local exhaust ventilation devices, shall be appropriate for their use and operated to manufacturer requirements. This may include incorporation of fire-prevention features for hot-work applications or processes or gauges to ensure HEPA filters are operating within the effective range. When the Contractor AHA requires LEV units, the manufacturer and the serial number of the unit shall be identified. The Customer Support Team Industrial Hygienist can provide further criteria and examples of acceptable LEV units to help ensure units meet applicable requirements.

Pluma will comply with the current edition of the ACGIH TLVs for Chemical Substances and Physical Agents and BEIs when the ACGIH TLVs and BEIs are lower (more protective) than OSHA permissible exposure limits (PELs). Applicable OSHA-expanded health standards shall be complied with, even when ACGIH TVLs are used.

- For work activities where there is a potential for worker exposure to meet or exceed the action level of 25 µg/m3 for respirable crystalline silica, Pluma will submit a Written Exposure Control Plan that meets the requirements of 29 CFR 1926.1153.
- Prior to performing any work activities involving potential hazardous exposures to lead as described in 29 CFR 1926.62, Pluma will submit a written Lead Compliance Plan to the owner.

Physical Hazards: this includes noise (sound pressure levels), ergonomics, lasers, non-ionizing radiation, and thermal stress.

1. **Noise:** Pluma will assess and control noise exposure according to its Noise Exposure and Hearing Conservation Program.
2. **Ergonomics, Non-ionizing radiation and thermal Stress:** Pluma will comply with the current ACGIH TLVs
3. **Lasers:** Pluma will comply with ANSI Z136.1, *Safe Use of Lasers*.
    a) Class 1, 2, and 3a lasers may be used.
    b) When used for operations such as leveling floors, roads, and sidewalks, the laser beam shall not be directed above the horizon, through navigable airspace, or toward aircraft ground operations. The laser beam shall be backstopped with a non-reflective surface that is opaque (non-transparent) to the laser's beam.

Attachment 2

Confined Space Program

Attachment 3

Noice Exposure and Hearing Program

Attachment 4

Respiratory Protection Program

Attachment 5

Safety Officer – Christofer Pacheco

STATE OF NEW MEXICO

TAXATION AND REVENUE DEPARTMENT

RESIDENT VETERAN CONTRACTOR CERTIFICATE

Issued to: **PLUMA, LLC**

DBA: **PLUMA, LLC**
6301 4TH ST NW STE 7
LOS RANCHOS, NM 87107-5860

Expires: **02-Nov-2025**

Certificate Number:

L0843737200

Stephanie Schardin Clarke
Cabinet Secretary

THIS CERTIFICATE IS NOT TRANSFERABLE