

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: [Yei Rogers](#)

Title: [Wizer Electric, LLC](#)

Phone: [505-771-4973](#)

Fax: [505-867-0984](#)

Email: wizerelectric@yahoo.com

Marketing:

Contact Person: Anthony Sowder

Title: Project Manager

Phone: 505-771-4973 Fax: 505-867-0984

Email: sowdera@wizerelectric.com

Account Manager/Sales Lead:

Contact Person: Gabriel Rodriguez

Title: Estimator

Phone: 505-771-4973 Fax: 505-867-0984

Email: gabe.wizerelectric@yahoo.com

Sales Support:

Contact Person: Anthony Sowder

Title: Project Manager

Phone: 505-771-4973 Fax: 505-867-0984

Email: sowdera@wizerelectric.com

Contract Management (if different than sales lead):

Contact Person: Same as above

Title: _____

Phone: _____ Fax: _____

Email: _____

Financial Reporting:

Contact Person: Theresa Rogers

Title: Accounting/Office Manager

Phone: 505-771-4973 Fax: 505-867-0984

Email: trogers@wizerelectric.com



Management Plan



MANAGEMENT PLAN

Initiation Process

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Based on the information received and collected, WE will put together a proposal for Owner. WE will request quotes from select quality vendors and quality-oriented subcontractors to ensure that all our proposals meet budget expectations from our Owners. Along with price proposal, our Estimator will create a Schedule of Work for Owner.

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WE's Project Manager is responsible for preparing and implementing all requirements of the Purchase/Work Order. Along with ensuring that all work conforms to contract, WE's Project Manager is responsible for ensuring all subcontractors are executing Safety and Quality contract requirements.

Qualified Vendors

Our subcontracting plan incorporates WE's commitment to using only highly qualified, diverse group of subcontractors with a proven safety record. Realizing that the overall project allows significant implementation variation depending upon Owner needs and funding plans, this plan may be revised based upon scope of work scenarios.

We have previous experience with qualified, diverse subcontractors and suppliers and continue to expand the list of potentials by encouraging other small businesses to join our efforts in supplying outstanding quality work.

All our subcontractors and suppliers are

- Screened through a pre-qualification process.
- Effectively meet or surpass our established Small Business Diversity goals
- Have a proven high quality and safety record

WE's subcontractors are held to the same standards as we are as the general contractor. They are required to prepare documentation and provide materials that comply with all aspects of the contract. They are required to be fully licensed and bonded. They are required to comply with WE's Safety requirements along with OSHA Safety requirements. Another responsibility of our subcontractors is provide ideas and solutions that will help minimize the cost of the project along with minimizing disruptions around the work area. Subcontractors are required to keep WE aware of overall progress of the project.

The work of all subcontractors will be coordinated by WE to assure that the efforts of all parties are integrated into a cohesive whole through the processes. On a day-to-day basis, all subcontractor personnel will be free to interact with any WE personnel as needed to fulfill the subcontract.



Lines of Communication



Cost Control

Wizer Electric, LLC knows that when time is invested in value engineering during initial planning stages, value engineering has enormous benefit for Owners. Our Value Engineering starts at project initiation. As a general contractor, WE brings a new perspective to the project based on our construction experience, concentrating on maximizing the project's time schedule while minimizing cost. As an integral part of our business, WE approaches every project with the Value-Engineering concept in mind.

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Our team begins by

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Analyzing the functions of those elements

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Developing in more detail the alternatives with the highest likelihood of success

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Cost reduction suggestions of less expensive alternatives to specified materials or systems.

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Original Contract Amount	\$363,939
Change Orders	\$18, 544
Revised Contract Amount	\$382,483
Value Engineering Savings	\$31,774
Actual Payment to WE after Value Engineering	\$350,709

The value engineering workshop has five key steps

Information: During the initial phase, the project team seeks to gather information about the project thus far including important details about the owners' objectives, key criteria, and definition of value.

Speculation: The team studies the data and brainstorms as many ways as possible to reduce initial or lifecycle cost while still maximizing function.

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Although value engineering began as a cost-saving measure, it is becoming a valued project management technique that addresses all aspects of the building lifecycle from the initial construction through the sustainability of sourced materials and utility efficiency of the final project. The project team can bring positive environmental and social impact solutions to the table including methods for reducing the carbon footprint of transportation, building, and operation as well as suggestions that positively affect the safety and wellness of the surrounding community.

The goal is to create the greatest possible value for our clients. We have found that incorporating value engineering into our design and construction process results in greater added value and reduced costs for our clients.

Task Oriented Efficiency

Our team creates value for customers by staying productive on-site and on task. WE's service vans are organized and equipped with the necessary equipment and specialty tools to perform general contracting needs. All WE's service trucks are adequately stocked which allows WE to operate at a highly efficient level without making unnecessary trips to the supply house and staying prepared for unforeseen conditions.

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WE's new technicians shadow seasoned electricians to learn how to cross-train various facets of electrical construction, WE's company standards, quality control, and safety operations help to ensure lasting relationships with customers by exceeding their expectations. The team is not only highly qualified but also cross trained to perform multiple tasks relevant to their skills providing flexibility and increased productivity. By leveraging WE's reliable track record with our customers, our team is committed to setting the standard of quality and surpassing your construction needs.



Full-service General and Electrical Contracting with more than 100 years of combined experience.



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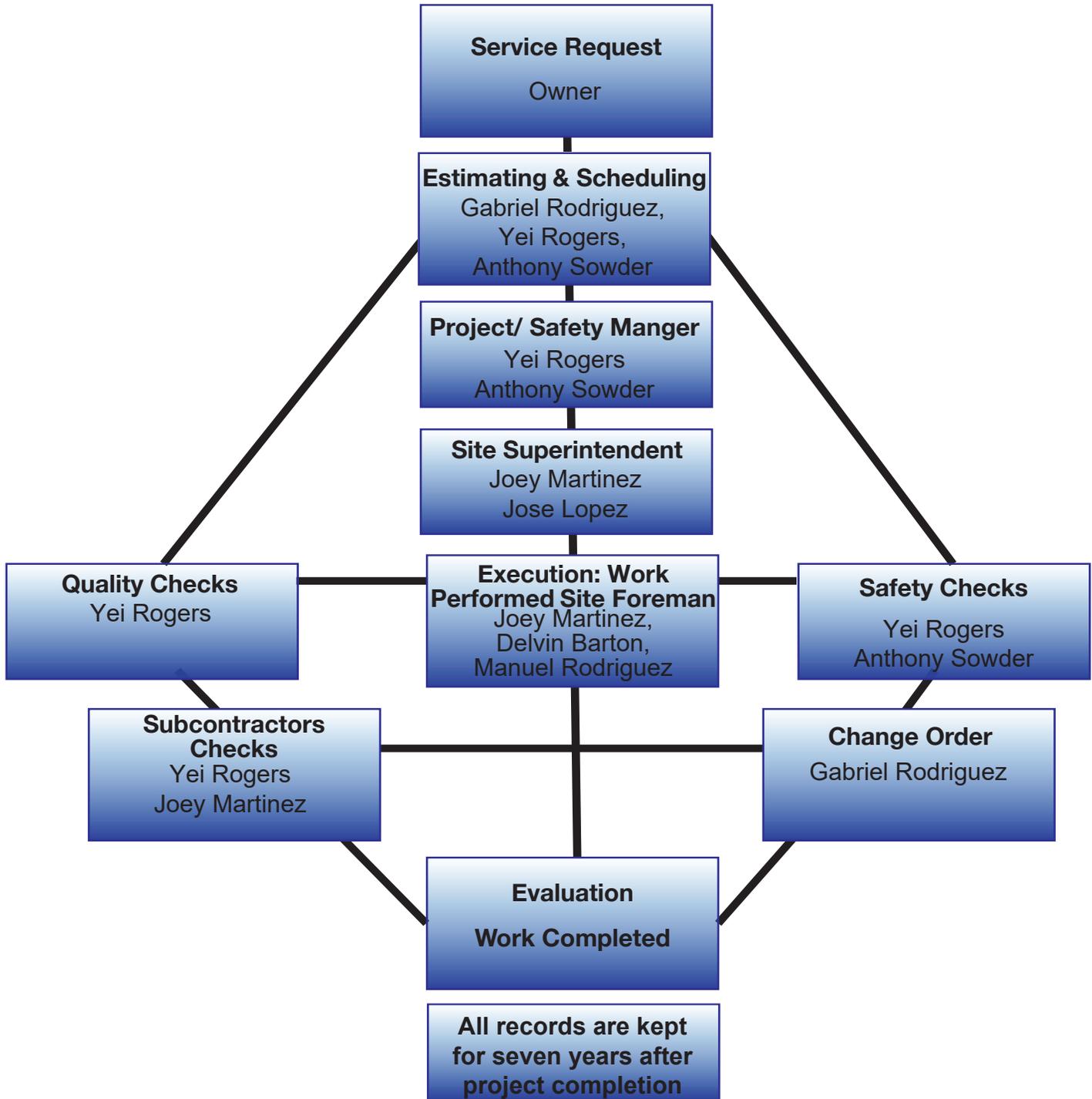
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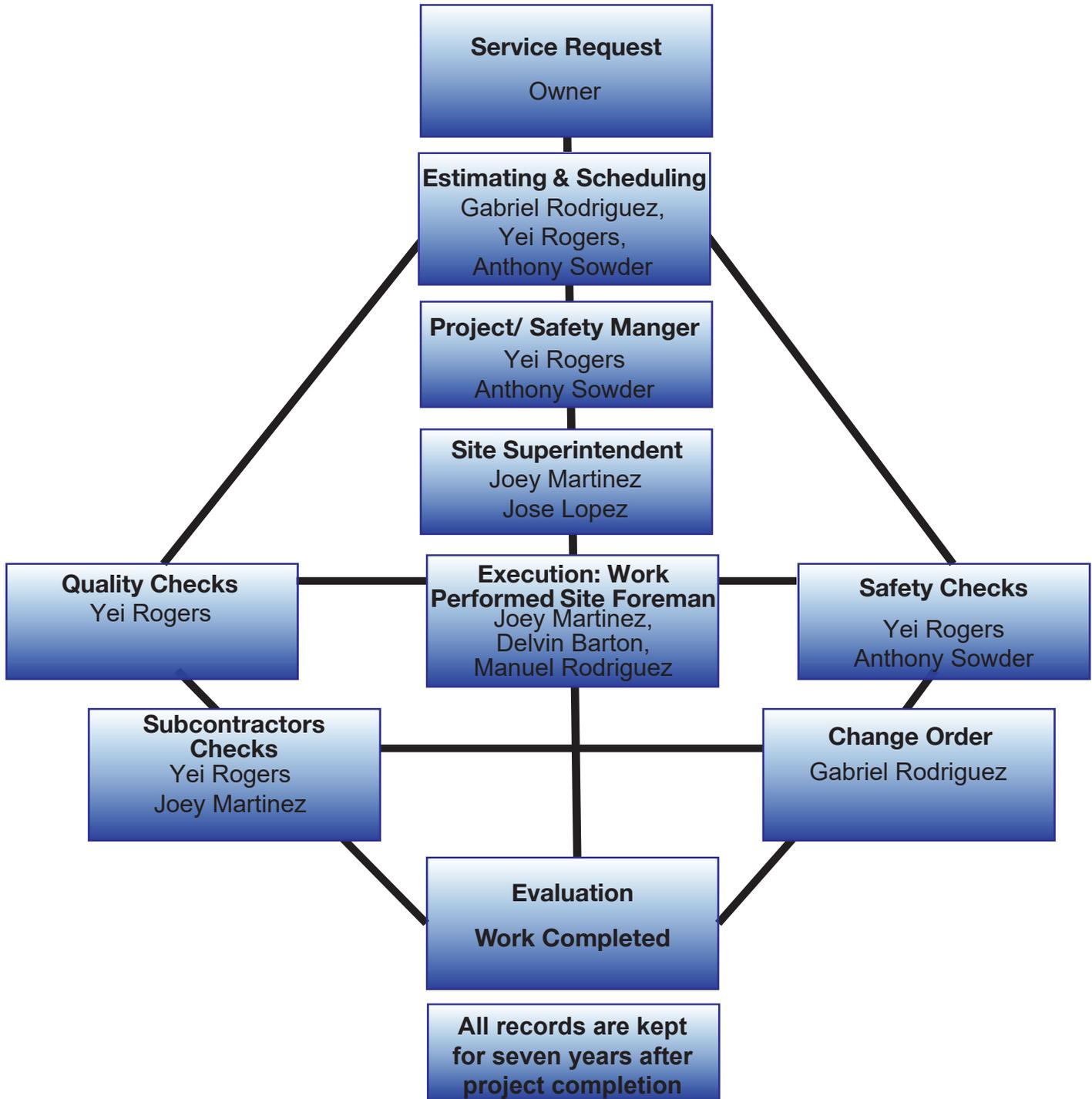
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Appendix B – Contractor’s Statement of Qualification

1. ORGANIZATION

Name: Wizer Electric, LLC Address:

Principal Office: 6017 Del Carmen Rd NE, Rio Rancho, NM 87144

Corporation Partnership Sole Proprietorship Joint
Venture
 Other

a. How many years has your organization been in business as a contractor? 20 Years

b. How many years has your organization been in business under its present business name? 10 Years

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

d. Department of Work Force Solutions Contracting Registration # 002428320120413
Effective Dates: 5/11/2022 to 5/11/2024

e. Submit FEIN and Dunn & Bradstreet report. Attached Below

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

g. Felony Conviction Notice: Indicate if the supplier N/A

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

h. Describe any debarment or suspension actions taken against supplier
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:
Wizer Electric, LLC

- b. License Classification: EE98, EL01, GB98 License Code: N/A
- c. License Number: 369333
- d. Issue Date: 3/23/2011 Expiration Date: 3/23/2023
- e. Is the firm's contractor's license free of ever being suspended or revoked by the CID or by the appropriate licensing agency in any other state?
 Yes [] No (attach explanation)
- f. Does your firm hold all applicable business licenses required by state and local law?
- License Number: 22-00004399 Jurisdiction: City of Rio Rancho
Name of License Holder, exactly as it appears on file with jurisdictional authorities.
Wizer Electric, LLC
Issue Date: 8/1/2022 Expiration Date: 7/31/2023
 - License Number: BRC-2003-284705 Jurisdiction: City of Albuquerque
Name of License Holder, exactly as it appears on file with jurisdictional authorities.
Wizer Electric, LLC
Issue Date: 9/1/2022 Expiration Date: 8/31/2023
 - License Number: ZBL-30328 Jurisdiction: Bernalillo County
Name of License Holder, exactly as it appears on file with jurisdictional authorities.
Wizer Electric, LLC
Issue Date: 5/20/2022 Expiration Date: 5/20/2023
- g. Is your firm registered with the State of New Mexico's Purchasing Department with a Resident Preference Number? Yes [] No
Resident Preference Number: L1561510832 Issue Date: 10-12-2021
Name of number holder, exactly as it appears on file with State Purchasing.
Wizer Electric, LLC
- h. Is your firm free from formal debarment from public works, federal, state or local jurisdictions?
 Yes [] No (attach explanation*)

3. CAPACITY AND CAPABILITY TO PERFORM THE WORK

a. Resources.

(1) Total number of current employees:

Project Managers	<u>6</u>
Estimators	<u>5</u>

Superintendents	<u>7</u>
Foremen	<u>7</u>
Tradesmen	<u>20</u>
Administration	<u>7</u>
Others	<u>N/A</u>

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

Yes

No

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

2

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

\$7.5 Million

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

\$2,000,000.00

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

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

Wizer is always submitting for project no mater how large or small they might be.

(8) Describe any green or environmental initiatives or policies. PNM Trade Ally

(9) Provide any necessary detail as it relates to standard ordering methods and payment terms. Equipment is ordered/ released once PO has been provided from Owner

(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: Western National Mutual Insurance Company

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

Yes

No (attach explanation*)

Contact Agent: Jude Griego Telephone: 505-369-1900
Years utilizing this surety: 5 Years Maximum capacity: \$10,000,000.00
Aggregate Total of current surety in force: \$15,000,000.00

- b. Is the surety company to be used on this project licensed to do business in the State of New Mexico?
 Yes No (attach explanation*)
- c. Is your firm free of having any construction contracts taken over by a surety for completion in the past five (5) years?
 Yes No (attach explanation*)
- d. **Complete Attachment A Provide a letter from your bonding company setting forth your company's available bonding capacity and availability and confirming that, if required, your company could provide labor and material payment bonds and performance bonds for certain projects up to the bonding capacity.**

5. SAFETY

- a. Does your firm have a written safety program compliant with current state regulations?
 Yes No (attach explanation*)
(NOTE: Selected contractor will be required to provide a copy of their firm's written safety program at the time of contracting.)
- b. Provide the Recordable Incident Rate for the past calendar year: 0
- c. Is your firm free of committing serious or willful violations of federal or state safety laws as determined by a final non-appealable decision of a court or government agency?
 Yes No (attach explanation*)
- d. Provide your safety record, safety rating, EMR and worker's compensation rate where available.

6. INSURANCE & CLAIMS HISTORY

- a. Is your firm free from any court judgments, pending litigation, arbitration and final agency decisions filed within the last five (5) years in a construction related matter in which the contractor, or any officer, is or was party?
 Yes No (attach explanation*)
- b. Has your firm during the past five (5) years been free of a determination by a court of competent jurisdiction that it filed a false claim with any federal, state, or local government entity?

Yes No (attach explanation*)

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

Yes No (attach explanation*)

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

7. QUALITY ASSURANCE

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

Yes No (attach explanation*)

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

8. PROJECT SCHEDULING

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

Yes No

If yes, please explain

▪ Project 1 Name: _____

Reason for Delay: _____

▪ Project 2 Name: _____

Reason for Delay: _____

▪ Project 3 Name: _____

Reason for Delay: _____

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

Yes No

If yes, please list project(s)

▪ Project 1 Name: _____

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

9. LABOR CODE VIOLATIONS

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

10. VALUE STATEMENT

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

11. CONTRACTOR'S COMMENTS

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

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

Signature of authorized representative Anthony Sowder

Printed or typed name Anthony Sowder

Title Project Manager

Date 16 November 2022

Company name Wizer Electric, LLC

Address 6017 Del Carmen Rd NE

City/State/Zip Rio Rancho, NM 87144

Telephone 505-771-4973 Fax 505-867-0984

Email sowdera@wizerelectric.com

ATTACHMENTS INCLUDED - 12

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

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

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



Date: November 15, 2022

Re: Wizer Electric, LLC

Dear: To Whom It May Concern

We understand that Wizer Electric, LLC has or is about to submit a proposal or proposals for work to be performed on the captioned project. This letter is to inform you that The Ohio Casualty Insurance Company has been the surety for Wizer Electric, LLC since 2022. We have authorized single bond requests for Wizer Electric, LLC up to approximately \$10,000,000 and \$15,000,000 aggregate and would consider other bond requests up to this amount, subject to our normal underwriting conditions.

The Ohio Casualty Insurance Company has expressed their willingness to consider supporting Wizer Electric, LLC on the contract referenced in the caption. Please understand any such bond request is subject to favorable review of the contract documents, confirmation of project financing, and other underwriting considerations deemed necessary at the time of the request. This letter is not to be construed as an agreement to provide bonds for any particular project, but is offered as in indication of our past experience and confidence in Wizer Electric, LLC. Any arrangement to provide final bonds is a matter between The Ohio Casualty Insurance Company and Wizer Electric, LLC and we assume no liability to third parties if we do not execute said bond(s).

If you should need any additional information, please contact our office.

Sincerely,

Austin Bulecza

Austin Bulecza
Surety Underwriting Specialist
Surety Plus

Liberty Mutual Insurance
10800 E. Geddes Avenue, Suite 160
Englewood CO 80112
Office: 720-533-4304
Cell: 512-962-2335

STATE OF NEW MEXICO
NOTARY PUBLIC
Noelia M. Luna
Commission Number 1087640
My Commission Expires July 29, 2024

A handwritten signature in cursive script, appearing to read "Noelia M. Luna".



November 17, 2022

University of New Mexico,
Purchasing Department
Suite 2600/ MSC01 1240
Albuquerque, NM 87131

RE: Wizer Electric, LLC
6017 Del Carmen Dr. NE
Rio Rancho, NM 87144

OWNER PROJECT: UNM Job Order Contracting (JOC) Job Number: RFP-2379-23

To Whom It May Concern:

Please be advised that Wizer Electric, LLC has been insured through our agency since 2015 to current and has continuously carried liability insurance such as General Liability, Business Auto and Workers Compensation.

If Wizer Electric is awarded the above listed job contract, we will work with our client to ensure they obtain the appropriate limits to comply and meet all the insurance requirements listed in the proposal terms and conditions.

Should you have any questions, please do not hesitate to contact our office.

Sincerely,

Denise Torres
Commercial Account Manager

STATE OF NEW MEXICO
NOTARY PUBLIC
Lilliana Rodriguez
Commission Number 1032329
My Commission Expires July 3, 2025

WaFd Insurance Group, Inc. A Washington Federal Company
Products and services sold by WaFd Insurance Group are not FDIC insured
5601 Office Blvd NE, Ste 400 * Albuquerque, NM 87109
505-369-1900



Quality Assurance
Program





WE'S QUALITY ASSURANCE PROGRAM

TABLE OF CONTENTS

1	Company Profile
2	Commitment to Quality
3	Quality System
4	Contract Document Review
5	Document Control
6	Design Management
7	Procurement & Expediting
8	Tool & Equipment Maintenance, Calibration, & Testing
9	Material & Equipment Management
10	Construction Management
11	Inspection, Testing, & Startup



1.0 COMPANY PROFILE

COMPANY STRUCTURE

Wizer Electric, LLC (WE) is a full-service general construction that adheres to the general construction codes and regulations enforced by the State of New Mexico.

MARKET SERVED

WE serves commercial, residential, and industrial customers located in NM.

MISSION STATEMENT

WE's mission is to be the most sought after general contractor in NM. At our office or in the field, WE values quality general construction build by a talented team that strives for customer satisfaction. From exceptional standards of quality and safety – to incorporating progressive green building construction, WE is committed to helping our clients and partners achieve their long-term goals through all aspects of WE's end-to-end process.

2.0 COMPANY COMMITMENT TO QUALITY

QUALITY ASSURANCE PROGRAM

Purpose

WE's Quality Assurance Program defines the structure, responsibilities, and procedures that ensure we exceed the needs of our valued customers and community stakeholders.

Basis

WE's Quality Assurance Program is based on ANSI/ASQC Standard Q9001.1. ANSI/ASQC Standard Q9001 is equivalent to ISO 9001.2

Definition of Terms Used

Unless otherwise noted, terms used in this Quality Assurance Quality Assurance Program are defined in accordance with ANSI/ISO/ASQC Standard A84023.

Distribution

A copy WE's Quality Assurance Program is provided to all management-level employees.

Training

Management-level employees receive Quality Assurance Program training within one month of his/her first day employment. On the field, WE contractors receive Quality Assurance training by project managers as it applies to relevant project areas. Additional Quality Assurance trainings are encouraged. Relentlessly supporting our dynamic team through additional Quality Assurance trainings is just one way we develop and retain our diverse talent base.

Revisions & Updates

Revisions and updates to the Quality Assurance Program are issued to registered holders of this Quality Assurance Program.

From time to time, WE's technical writer makes revisions to the Quality Assurance Program. Special Quality Assurance trainings are held if significant revisions to the Quality Assurance Program.

QUALITY POLICY

Quality Policy Statement

The scope of each general construction project that we do is outlined in each project agreement.

Quality Policy Objective

The objective of the Quality Assurance Policy is to ensure that every WE employee understands that he/she is responsible for quality work that surpasses our valued clients' expectations.

Quality Policy Dissemination

WE's Quality Assurance Policy is filed at the main office. The policy is verbally referenced at the office and on each site.

RESPONSIBILITY FOR CORPORATE QUALITY

Levels of Responsibility

WE is responsible for providing quality general construction products/services at the corporate, project, and individual levels.

Manager-Level Responsibility

WE's Quality Assurance Steering Committee, including Yei Rogers and Theresa Rogers, enforces to the Quality Assurance Policy. WE's Project Managers assist Yei and Theresa by enforcing the Quality Assurance Program on site. We encourage constructive feedback for customer satisfaction and continuous improvement.

Project-Level Responsibility

Yei oversees the Quality Assurance Program on site.

Individual Responsibility

A successful Quality Assurance program begins with each individual employee. Working closely with each employee to establish Quality Assurance, helps WE build the next generation of leading general contractors. Providing our team with the tools and resources they need to for quality assurance, we'll set the standard of quality high as we continue striving for excellence.

MANAGEMENT REVIEW

Yei and Theresa perform internal reviews to ensure that the Quality Assurance Program has a positive impact on our products/services. WE is implementing a new customer satisfaction survey that supports this initiative. Reviews are noted and corrective action is taken if necessary. Former reviews help us identify trends and determine if corrective measures are required.

3.0 QUALITY SYSTEM

QUALITY SYSTEM DEFINED

The Quality System describes WE's organizational structure, responsibilities, and procedures that help us achieve our Quality Assurance Program objectives.

QUALITY SYSTEM OBJECTIVES

- ▶ Recruit, develop, and retain a diverse talent base that is committed to provide superior products/services
- ▶ Encourage Quality Assurance Program education and awareness in the office and on site
- ▶ Relentlessly support our customers and team through Quality Assurance education and outreach
- ▶ Work closely with team and customers to track and report our performance on the Quality Assurance Program objectives

QUALITY SYSTEM PROCESSES

WE's Quality System Processes help us educate, inspire, and motivate our team and customers to adopt the Quality Assurance Program.

4.0 CONTRACT DOCUMENT REVIEW

PROCESS SCOPE & OBJECTIVES

From initiation to project close out, every decision made is crucial to maximizing our customers' investment. During pre-construction, WE carefully reviews each project scope, budget, schedule, and agreement. Through our passion for continuous improvement, WE's pre-construction processes ensure the entire team is eager to fulfill every term in the project contract.

DOCUMENT REVIEW PROCESS

Bid Documents

Understanding our customers' unique long-term goals and achieving them in the final scope is what WE aims to do starting with the bid document review.

Site Visit

Site visits are scheduled with the customer prior to bidding. During the site visit, WE discovers project logistics and local conditions that may lower bids, integrate construction quality activities, and reduce operating costs.

Pre-Bid Meeting

Attending mandatory/non-mandatory pre-bid meetings helps WE clearly identify the project scope while building rapport with each customer.

Contract Award

Prior to executing the contract, WE will meet with the customer to review the contract scope and requirements and agree on any administrative procedures not previously addressed. Once an understanding of all outstanding details and questions has been resolved, WE will execute the contract.

Post-Contract Award

Post-contract award, WE applies our integrated approach to quality assurance. Comprehensive construction documents reduce change orders, while smooth workflows eliminate operational issues that reduce cost. Taking the necessary quality assurance processes protect and enhance our customers' long-term investment. As construction regulations increase, WE will make sure quality remains at the forefront.

5.0 DOCUMENT CONTROL

PROCESS SCOPE & OBJECTIVES

Document control, including but not limited to, cataloging, filing, and distribution of project documents helps us access crucial project documents and implement each project according to scope.

DOCUMENT CONTROL PROCEDURES

Documents To Be Controlled

Controlled documents contain confidential information that is not available to the public, including but not limited to, contracts, change orders, field directives, calculations, specifications, inventory records, inspection documents, warranties, project schedules, and budgets relevant to the construction process.

Responsibility for Document Control

The project manager is responsible for project document control.

Document Control System

All documents received by third parties are stamped with the date of receipt, project number, and initialed by the recipient. Each project file contains important project documents and information, including a document log.

6.0 DESIGN MANAGEMENT (Applicable only on Design- Build Projects)

PROCESS SCOPE & OBJECTIVES

WE's process scope and objectives provide value by improving effective communications, enhancing collaboration, streamlining decision-making, reducing changes in the field, and ensuring project quality and safety.

DESIGN QUALITY DEFINED

Design quality requires effective communications and accurate, timely project information that's easy for the entire team to access, wherever and whenever it's needed. Starting in the design phase, WE leverages modern tech solutions to deliver quality products/services that our customers can rely on.

RESPONSIBILITY FOR DESIGN QUALITY

The project engineer works closely with the project manager to provide design quality.

CLIENT NEED IDENTIFICATION

The first step in the design process is to identify the customer's needs and project requirements at the initial site visit.

CODES & STANDARDS REVIEW

Once the project scope and requirements are determined, WE identifies the specific construction codes for design criteria.

DESIGN CRITERIA DEFINITION

WE converts the project system performance criteria into comprehensive design documents that are later reviewed by the customer. Ambiguous design requirements are addressed prior to moving forward.

CONSTRUCTIBILITY & VALUE ANALYSIS

Our passion for delivering maximum value in commercial construction helps WE determine alternative construction solutions that aim to surpass our customer's expectations.

DESIGN DOCUMENTATION

System Documentation

WE's design documentation includes a construction agreement, purchase orders, bid documents, schedules, change orders, change order logs, plans, specs, shop drawings, RFIs, submittals, correspondences, job cost reports, estimates, photos, and notes.

Power Distribution Systems

WE's Power Distribution Systems includes the system one-line diagram, conductor type, size, insulation type, protective devices, interrupting capacities, substation, switchboards, panel boards, motor control center locations, arrangements, ratings, circuiting of outlets/devices, short circuit analysis, load calculations, and legend.

Lighting Systems

Documentation of the lighting system includes lighting fixture performance specifications, arrangements, emergency/ exit lighting, lighting control, circuiting, and legend.

Communication & Data Processing Systems

Documentation of the communication and data processing systems design includes system riser diagram, conductor type/size, insulation type, equipment/device type/locations, special power supply requirements, description of system operation, and legend.

Life Safety/Security Systems

Documentation that describes how the project building(s) is/are arranged and equipped with features to facilitate safe evacuation of occupants in an emergency, including area calculation of occupant load counts for each area, identifying the path of egress travel from each area/distance for each area. The documentation will define the occupant count, required and provided exit width for each exit, identify protected features, such as rated corridors and areas of rescue assistance, provide smoke control system details, and include stair pressurization details, if applicable.

Lightning Protection Systems

Documentation of a lightning protection system design includes air terminal height/spacing, arrangement of down conductors, grounding methods/locations, ground test requirements, legend, master label, and other certifications, if required.

Grounding Systems

Documentation for grounding system design includes type/location of grounding electrodes, bonding requirements, ground test requirements, conductor material type/size/protection requirements, attachment/connection details, and legend.

Instrumentation & Control Systems

Documentation of the instrumentation and control systems includes functional diagram, conductor type/size/insulation type, equipment/device type/location, device mounting details, special power supply requirements, device air/impulse tubing, description of system operation, programming code, and legend.

System Technical Specifications

Specifications for the power, lighting, control, and communications systems will be prepared in accordance with Division 16 of the Construction Specification Institute's (CSI) *Uniform System for Construction Specifications, Data Filing, and the Cost Accounting* (Master Format).

DESIGN REVIEW PROCEDURES

Internal Design Reviews

The project manager performs internal design reviews as required by the complexity and size of the project.

Customer Design Reviews

Customer design reviews are scheduled according to the project contract.

DESIGN CHANGE & MODIFICATION PROCEDURES

The project manager is responsible for establishing and documenting design change and modification procedures with the customer.

7.0 PROCUREMENT & EXPEDITING

PROCESS SCOPE & OBJECTIVES

Procurement and expediting process scope and objectives involves procurement of materials and of subcontractors required to surpass our customer's needs and fulfill the project objectives.

SUPPLIER & SUBCONTRACTOR ASSESSMENT

Materials & Equipment

Suppliers and subcontractors of WE have the same mission and values as our customers. They are as commitment to quality and customer satisfaction as WE is.

Subcontractors

Specialty subcontractors are evaluated by WE based on expertise, past experience, commitment to quality and customer satisfaction, and ability to meet the construction schedule.

REQUESTS FOR QUOTATION

Only those suppliers and subcontractors approved by WE are asked to submit quotes. Applicable drawings and specification sections are made available to suppliers and subcontractors to facilitate their quote prep.

PURCHASING POLICIES & PROCEDURES

WE engages suppliers and subcontractors based on the criteria outlined in the request for quotation. Our team may select a bidder based on price when selected from a prequalified pool of equal bids. Following selection and prior to contract execution, WE reviews the successful bidder's quote accuracy and meets with bidder to review the project scope, tech requirements, inspection/testing/submittal requirements, and construction schedule. The contract is executed after the agreement terms are clearly defined and understood by both parties.

SUBMITTALS

WE submits drawings, catalog cuts, tests, and inspection data to the customer for approval. Submittals will be thoroughly reviewed for completeness and technical requirements prior to submission. Our team stamps each submittal as has been reviewed along with the reviewer's initials and review date.

OWNER-FURNISHED MATERIALS & EQUIPMENT

WE works closely with the project owner to ensure the owner-furnished materials and equipment help fulfill the project scope. The owner is informed about schedule milestones. If the materials and equipment are WE's responsibility, WE inspects the materials and equipment upon receipt and places them in storage until they are needed.

IDENTIFICATION & TRACEABILITY

Records will be kept for all materials and equipment.

8.0 TOOL & EQUIPMENT MAINTENANCE, CALIBRATION, & TESTING

PROCESS SCOPE & OBJECTIVES

Continual tool and equipment maintenance, calibration, and testing prepares WE to provide quality general construction products/services in a safe and timely manner.

SELECTION OF TOOLS & EQUIPMENT

Tools and equipment supplied by WE will be selected based on their suitability for the work to be performed. Wherever possible, WE selects proper tools and equipment to make sure our team provides quality products and services in a timely, professional manner.

TRANSPORTATION & STORAGE OF TOOLS/EQUIPMENT

Tools/equipment stored in such a way that they will be protected from theft, damage and deterioration.

CALIBRATION & TESTING OF TOOLS/EQUIPMENT

Tools /equipment requiring calibration and/or testing are calibrated and tested at regular intervals or prior to use. Qualified technicians in controlled environments follow manufacturer recommendations for calibration and testing of tools/equipment. Records of tool and equipment calibration and testing are labeled, indicating the calibration or test status.

REPAIR OF TOOLS/EQUIPMENT

If tools/equipment require repair, WE labels the tool/equipment as damaged or defective and disposed of according to industry recommendations.

OPERATING INSTRUCTIONS & PROCEDURES

Operating instructions and procedures are available at the project site for reference.

OPERATOR TRAINING & CERTIFICATION

If tools/equipment requires training for proper use, WE provides training for employees by qualified instructors.

9.0 MATERIALS & INSTALLED EQUIPMENT MANAGEMENT

PROCESS SCOPE & OBJECTIVES

WE manages materials and installed equipment from the time they are available on site until they are applied to bring the project to life. 69

RECEIVING & INSPECTION

Upon arrival, all materials/installed equipment are inspected to ensure that order accuracy. After a order is considered accurate, WE will accept the material/equipment and apply it according to the project scope. Corrective action is made for problematic orders that do not pass our inspection.

STORAGE & PROTECTION

Material and equipment delivered prior to when it is needed will be properly stored and protected to prevent theft or damage.

INVENTORY CONTROL PROCEDURES

For bulk materials, WE has inventory control procedures to ensure the accurate materials and equipment are readily available for the project scope.

MATERIAL & EQUIPMENT DOCUMENTATION

Material and equipment documentation, such as installation instructions, testing and startup procedures, Quality Assurance Program are cataloged and readily accessible for each project.

10.0 CONSTRUCTION MANAGEMENT

PROCESS SCOPE & OBJECTIVES

Quality construction management involves professional implementation of electrical materials, equipment, and systems that fulfill the project scope.

FIELD QUALITY DEFINED

Quality in the field is defined as meeting the customer's needs and requirements as stated in the construction documents.

RESPONSIBILITY FOR FIELD QUALITY

The project manager and each team member present on site is responsible for field quality.

ORGANIZATION FOR FIELD QUALITY

The manager is responsible for organizing for field quality and documenting responsibilities. The project organization and delegation of authority and responsibility for quality will vary from project to project depending on the project's complexity and size.

WORK FORCE QUALIFICATIONS & TRAINING

WE strives to recruit top talent with innovative backgrounds, skills, and personalities. Every person on our team genuinely cares meeting customer satisfaction. We are committed to engaging team members who can best comply with your requirements and deliver performance of the highest quality in a timely fashion.

INTERFACE WITH OTHER PROJECT PARTICIPANTS

WE enjoy planning and coordinating interface with other project participants, as required.

CONSTRUCTION MEANS & METHODS

Industry-standard construction means and methods are implemented according to project scope.

PROJECT PLANNING & SCHEDULING

WE work closely with our customers to make their visions a reality with effective project planning and scheduling, minimizing required shutdowns and cutovers.

ACTIVITY PREPLANNING

Activity preplanning is where our contractors apply their hands-on building experience, technical know-how, strong trade partner relationships to identify how the micro- meets the macro-vision. Pre plans are documented by project managers and distributed accordingly.

SAFETY & ACCIDENT PREVENTION

Safety and accident prevention is synonymous with maintaining quality assurance. Our goal of zero injury work culture is the top priority on site. Working closely with our Safety Program Manager to implement unique safety strategies for your construction site ensures safety every step of the way.

AS-BUILT CONSTRUCTION DOCUMENTS

As-built construction documents are maintained throughout project execution on site. Upon project close-out, the as- built construction documents are provided to the customer in accordance industry standards.

11.0 INSPECTION, TESTING, & START-UP

PROCESS SCOPE & OBJECTIVES

WE inspects, tests, and conducts a start-up to ensure the project scope and objectives are fulfilled to meet complete customer satisfaction and adhere to industry standards.

VERIFYING CONTRACT COMPLIANCE

Verification Processes

WE verifies contract compliance through work-in-progress inspections/tests, conducting a final inspection/test, and implementing third-party inspections/tests.

Work-In-Progress Inspection & Testing

Work-in-progress inspections and testing are done according to project scope, manufacturer recommendations, and WE's Quality Assurance Program.

Final Inspection & Testing

Final inspections and testing are implemented according to manufacturer recommendations, project scope, and industry standards.

Third-Party Inspection & Testing

Third-party inspections and testing are implemented according to manufacturer recommendations, project scope, and industry standards.

CORRECTION OF NONCONFORMING WORK

Correction of nonconforming work is resolved via: a.) Conduct rework/modification to meet project scope, b.) Seek rework/modification approval from project owner/authorized entity, or c.) Remove/replace work to fulfill project scope. If nonconforming work is approved by an authorized representative as is, WE documents the nonconformance and approval details in the project file. Reworked, modified, or replaced work is inspected and tested according to industry standards.

START-UP & TESTING PROCEDURES

Start-up and testing procedures for materials, equipment, and the systems they comprise will be performed in accordance with manufacturer recommendations, the technical specifications, and WEs quality assurance procedures. A manufacturer's representative will be brought to the site to inspect the installation, perform final adjustments, perform required tests, and/or startup the equipment or system when required by contract, for technical reasons, or for warranty compliance.

INSPECTION & TEST RECORDS

WE maintains all inspection and test records, including corrective details, according to industry standards.

WARRANTIES & GUARANTEES

WE ensures warranties and guarantees are implemented according to industry standards. Our Quality Assurance Program demonstrates our commitment to providing our valued customers with superior products/services, above industry standards. Every job is a pivotal moment to surpass our customers' expectations. Major effort is made to maintain our customers' loyalty far past project completion.

Attachment D

Affidavit of Non-Violation of Labor Codes

Supplemental to Subcontractor's Statement of Qualifications

Name of Firm: Wizer Electric, LLC

Address: 6017 Del Carmen Rd NE, Rio Rancho, NM 87144

Project: UNM Job Order Contracting (JOC)

Reference: Request for Proposal

Request for Proposal No: RFP-2379-23

Affidavit of Non-violation of Labor Codes

To: The University of New Mexico

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

Anthony Sowder
Signature

16 November 2022
Date

Anthony Sowder
Name

Project Manager
Title

NOTARY

State of New Mexico)

)

County of Sandoval)

Signed or attested before me on 16 November 2022 by Anthony Sowder



Mary Ann Lucero

My Commission Expires: July 25, 2026



6017 Del Carmen Rd. Rio Rancho, NM 87144

(505) 771-4973 (505) 867-0984 Fax

admin@wizerelectric.com

Value Statement

Our team creates value for customers by executing tasks productively. WE is a one-stop source for all renovations, maintenance and new construction. As your trusted contractor, our team is responsible for all phases of the projects consisting of assistance with development of scope, engineering, design build, and CAD Drawings for consideration and approval by the owner, from commencement of work to completion of project. WE take pride in delivering excellent results, within budget and to the customer's complete satisfaction. Outstanding professional partnerships are supported by our industry leading **5 year warranty** (industry standard is typically one year) on workmanship provided by WE.

By investing in our employees' education and well-being, WE has been successful in retaining employees for a period of five to ten years. WE have been able to maintain a productive and satisfied company culture since the company's founding in 2002. WE's new technicians shadow skilled and certified tradespersons and participate in journeyman apprenticeship programs to learn all facets of general construction, safety operation, service needs and company policies to help ensure lasting relationships with customers. Our team is committed to standard quality for surpassing the customer needs.

Thank you for your time and consideration. WE looks forward to working with you and letting us show you what makes our company stand apart from the rest.

Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Wizer Electric, LLC		
	2 Business name/disregarded entity name, if different from above Wizer Electric		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	<input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate		
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.		
	<input type="checkbox"/> Other (see instructions) ▶ _____		
	5 Address (number, street, and apt. or suite no.) See instructions. 6017 Del Carmen Dr.		Requester's name and address (optional)
6 City, state, and ZIP code Rio Rancho, NM 87144			
7 List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

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

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
2	7	-	0	4	3	8	3	8	8

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person ▶ <i>Geri Rogers</i>	Date ▶ 3/4/2022
------------------	---	------------------------

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

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

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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

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

BUSINESS CREDIT NOTIFICATION



Yei Rogers
WIZER ELECTRIC, LLC
6017 Del Carmen Dr NE
Rio Rancho, NM 87144-5592



One or more of your
D&B[®] business credit
scores may have changed.

**Call 1-844-600-0566 now
to renew your CreditBuilder™
account and save 20%.¹**

Dear Yei Rogers,
Re: **D&B D-U-N-S[®] Number 83-063-6358**

As a former CreditBuilder customer, you understand the importance of having an up-to-date business credit file and the potential impact it may have on the success of your business. Since you last actively monitored your business credit file, one or more of your scores may have changed. Enclosed you will find a complimentary report outlining your current scores for your review.

To learn more about possible changes to your business credit file and how you can help potentially impact your scores and ratings, call 1-844-600-0566 to speak with a Dun & Bradstreet Account Manager.²

Use CreditBuilder to help:

- Submit payment experiences to Dun & Bradstreet for review, verification, and possible acceptance³
- Benchmark your company's Dun & Bradstreet scores and ratings against your industry's average
- Gain a competitive advantage by monitoring the scores and ratings of your peers

Come back before September 30, 2022 and save 20%. Mention offer code CBW082022.

Call one of our Account Managers at **1-844-600-0566**, Monday–Friday, 8AM–9PM EST, and mention offer code CBW082022 to receive your 20% savings. We look forward to hearing from you.

Sincerely,

Jennifer Bradford
Senior Account Manager

P.S. Business credit scores can change frequently. Call **1-844-600-0566** now to speak with an Account Manager about reactivating your CreditBuilder product today.

¹ Discount applies to current price of new CreditBuilder subscription. One offer per D&B D-U-N-S Number.

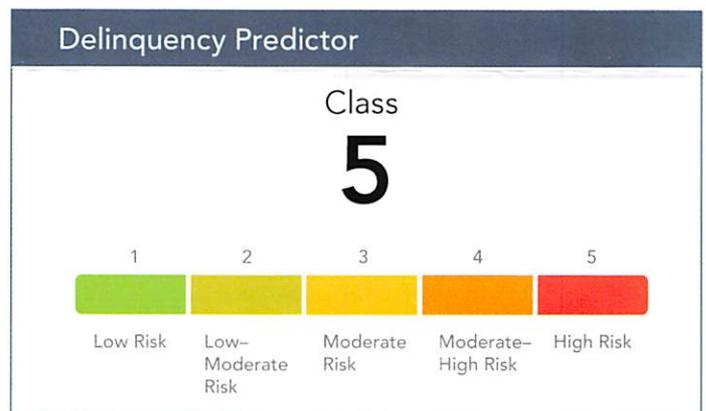
² The information provided by Dun & Bradstreet and its Account Managers is provided "as-is." Dun & Bradstreet makes no representations or warranties, express or implied, with respect to such information and the results of the use of such information. Neither Dun & Bradstreet nor any of its parents, subsidiaries, affiliates or their respective partners, officers, directors, employees or agents shall be held liable for any damages arising from or in connection with a business's use of or reliance on the information or advice given during any counseling session.

³ Trade References are counted as fulfilled when a qualified reference is successfully added to your report. Trade References are subject to Dun & Bradstreet review, verification, and acceptance. Please see <https://www.dnb.com/resources/what-is-a-trade-reference-impact-credit-scores.html> for eligibility, process, and other information regarding Trade References.

Company Name: WIZER ELECTRIC, LLC
 Dun & Bradstreet D-U-N-S® Number: 83-063-6358

Come back before
 September 30, 2022
 and save 20%¹

Overview of Your Dun & Bradstreet Business Credit Scores (as of 8/1/2022)²



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² Scores and ratings are based on findings as of 8/1/2022.



Quality Assurance
Program





WE'S QUALITY ASSURANCE PROGRAM

TABLE OF CONTENTS

1	Company Profile
2	Commitment to Quality
3	Quality System
4	Contract Document Review
5	Document Control
6	Design Management
7	Procurement & Expediting
8	Tool & Equipment Maintenance, Calibration, & Testing
9	Material & Equipment Management
10	Construction Management
11	Inspection, Testing, & Startup



1.0 COMPANY PROFILE

COMPANY STRUCTURE

Wizer Electric, LLC (WE) is a full-service general construction that adheres to the general construction codes and regulations enforced by the State of New Mexico.

MARKET SERVED

WE serves commercial, residential, and industrial customers located in NM.

MISSION STATEMENT

WE's mission is to be the most sought after general contractor in NM. At our office or in the field, WE values quality general construction build by a talented team that strives for customer satisfaction. From exceptional standards of quality and safety – to incorporating progressive green building construction, WE is committed to helping our clients and partners achieve their long-term goals through all aspects of WE's end-to-end process.

2.0 COMPANY COMMITMENT TO QUALITY

QUALITY ASSURANCE PROGRAM

Purpose

WE's Quality Assurance Program defines the structure, responsibilities, and procedures that ensure we exceed the needs of our valued customers and community stakeholders.

Basis

WE's Quality Assurance Program is based on ANSI/ASQC Standard Q9001.1. ANSI/ASQC Standard Q9001 is equivalent to ISO 9001.2

Definition of Terms Used

Unless otherwise noted, terms used in this Quality Assurance Quality Assurance Program are defined in accordance with ANSI/ISO/ASQC Standard A84023.

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A copy WE's Quality Assurance Program is provided to all management-level employees.

Training

Management-level employees receive Quality Assurance Program training within one month of his/her first day employment. On the field, WE contractors receive Quality Assurance training by project managers as it applies to relevant project areas. Additional Quality Assurance trainings are encouraged. Relentlessly supporting our dynamic team through additional Quality Assurance trainings is just one way we develop and retain our diverse talent base.

Revisions & Updates

Revisions and updates to the Quality Assurance Program are issued to registered holders of this Quality Assurance Program.

From time to time, WE's technical writer makes revisions to the Quality Assurance Program. Special Quality Assurance trainings are held if significant revisions to the Quality Assurance Program.

QUALITY POLICY

Quality Policy Statement

The scope of each general construction project that we do is outlined in each project agreement.

Quality Policy Objective

The objective of the Quality Assurance Policy is to ensure that every WE employee understands that he/she is responsible for quality work that surpasses our valued clients' expectations.

Quality Policy Dissemination

WE's Quality Assurance Policy is filed at the main office. The policy is verbally referenced at the office and on each site.

RESPONSIBILITY FOR CORPORATE QUALITY

Levels of Responsibility

WE is responsible for providing quality general construction products/services at the corporate, project, and individual levels.

Manager-Level Responsibility

WE's Quality Assurance Steering Committee, including Yei Rogers and Theresa Rogers, enforces to the Quality Assurance Policy. WE's Project Managers assist Yei and Theresa by enforcing the Quality Assurance Program on site. We encourage constructive feedback for customer satisfaction and continuous improvement.

Project-Level Responsibility

Yei oversees the Quality Assurance Program on site.

Individual Responsibility

A successful Quality Assurance program begins with each individual employee. Working closely with each employee to establish Quality Assurance, helps WE build the next generation of leading general contractors. Providing our team with the tools and resources they need to for quality assurance, we'll set the standard of quality high as we continue striving for excellence.

MANAGEMENT REVIEW

Yei and Theresa perform internal reviews to ensure that the Quality Assurance Program has a positive impact on our products/services. WE is implementing a new customer satisfaction survey that supports this initiative. Reviews are noted and corrective action is taken if necessary. Former reviews help us identify trends and determine if corrective measures are required.

3.0 QUALITY SYSTEM

QUALITY SYSTEM DEFINED

The Quality System describes WE's organizational structure, responsibilities, and procedures that help us achieve our Quality Assurance Program objectives.

QUALITY SYSTEM OBJECTIVES

- ▶ Recruit, develop, and retain a diverse talent base that is committed to provide superior products/services
- ▶ Encourage Quality Assurance Program education and awareness in the office and on site
- ▶ Relentlessly support our customers and team through Quality Assurance education and outreach
- ▶ Work closely with team and customers to track and report our performance on the Quality Assurance Program objectives

QUALITY SYSTEM PROCESSES

WE's Quality System Processes help us educate, inspire, and motivate our team and customers to adopt the Quality Assurance Program.

4.0 CONTRACT DOCUMENT REVIEW

PROCESS SCOPE & OBJECTIVES

From initiation to project close out, every decision made is crucial to maximizing our customers' investment. During pre-construction, WE carefully reviews each project scope, budget, schedule, and agreement. Through our passion for continuous improvement, WE's pre-construction processes ensure the entire team is eager to fulfill every term in the project contract.

DOCUMENT REVIEW PROCESS

Bid Documents

Understanding our customers' unique long-term goals and achieving them in the final scope is what WE aims to do starting with the bid document review.

Site Visit

Site visits are scheduled with the customer prior to bidding. During the site visit, WE discovers project logistics and local conditions that may lower bids, integrate construction quality activities, and reduce operating costs.

Pre-Bid Meeting

Attending mandatory/non-mandatory pre-bid meetings helps WE clearly identify the project scope while building rapport with each customer.

Contract Award

Prior to executing the contract, WE will meet with the customer to review the contract scope and requirements and agree on any administrative procedures not previously addressed. Once an understanding of all outstanding details and questions has been resolved, WE will execute the contract.

Post-Contract Award

Post-contract award, WE applies our integrated approach to quality assurance. Comprehensive construction documents reduce change orders, while smooth workflows eliminate operational issues that reduce cost. Taking the necessary quality assurance processes protect and enhance our customers' long-term investment. As construction regulations increase, WE will make sure quality remains at the forefront.

5.0 DOCUMENT CONTROL

PROCESS SCOPE & OBJECTIVES

Document control, including but not limited to, cataloging, filing, and distribution of project documents helps us access crucial project documents and implement each project according to scope.

DOCUMENT CONTROL PROCEDURES

Documents To Be Controlled

Controlled documents contain confidential information that is not available to the public, including but not limited to, contracts, change orders, field directives, calculations, specifications, inventory records, inspection documents, warranties, project schedules, and budgets relevant to the construction process.

Responsibility for Document Control

The project manager is responsible for project document control.

Document Control System

All documents received by third parties are stamped with the date of receipt, project number, and initialed by the recipient. Each project file contains important project documents and information, including a document log.

6.0 DESIGN MANAGEMENT (Applicable only on Design- Build Projects)

PROCESS SCOPE & OBJECTIVES

WE's process scope and objectives provide value by improving effective communications, enhancing collaboration, streamlining decision-making, reducing changes in the field, and ensuring project quality and safety.

DESIGN QUALITY DEFINED

Design quality requires effective communications and accurate, timely project information that's easy for the entire team to access, wherever and whenever it's needed. Starting in the design phase, WE leverages modern tech solutions to deliver quality products/services that our customers can rely on.

RESPONSIBILITY FOR DESIGN QUALITY

The project engineer works closely with the project manager to provide design quality.

CLIENT NEED IDENTIFICATION

The first step in the design process is to identify the customer's needs and project requirements at the initial site visit.

CODES & STANDARDS REVIEW

Once the project scope and requirements are determined, WE identifies the specific construction codes for design criteria.

DESIGN CRITERIA DEFINITION

WE converts the project system performance criteria into comprehensive design documents that are later reviewed by the customer. Ambiguous design requirements are addressed prior to moving forward.

CONSTRUCTIBILITY & VALUE ANALYSIS

Our passion for delivering maximum value in commercial construction helps WE determine alternative construction solutions that aim to surpass our customer's expectations.

DESIGN DOCUMENTATION

System Documentation

WE's design documentation includes a construction agreement, purchase orders, bid documents, schedules, change orders, change order logs, plans, specs, shop drawings, RFIs, submittals, correspondences, job cost reports, estimates, photos, and notes.

Power Distribution Systems

WE's Power Distribution Systems includes the system one-line diagram, conductor type, size, insulation type, protective devices, interrupting capacities, substation, switchboards, panel boards, motor control center locations, arrangements, ratings, circuiting of outlets/devices, short circuit analysis, load calculations, and legend.

Lighting Systems

Documentation of the lighting system includes lighting fixture performance specifications, arrangements, emergency/ exit lighting, lighting control, circuiting, and legend.

Communication & Data Processing Systems

Documentation of the communication and data processing systems design includes system riser diagram, conductor type/size, insulation type, equipment/device type/locations, special power supply requirements, description of system operation, and legend.

Life Safety/Security Systems

Documentation that describes how the project building(s) is/are arranged and equipped with features to facilitate safe evacuation of occupants in an emergency, including area calculation of occupant load counts for each area, identifying the path of egress travel from each area/distance for each area. The documentation will define the occupant count, required and provided exit width for each exit, identify protected features, such as rated corridors and areas of rescue assistance, provide smoke control system details, and include stair pressurization details, if applicable.

Lightning Protection Systems

Documentation of a lightning protection system design includes air terminal height/spacing, arrangement of down conductors, grounding methods/locations, ground test requirements, legend, master label, and other certifications, if required.

Grounding Systems

Documentation for grounding system design includes type/location of grounding electrodes, bonding requirements, ground test requirements, conductor material type/size/protection requirements, attachment/connection details, and legend.

Instrumentation & Control Systems

Documentation of the instrumentation and control systems includes functional diagram, conductor type/size/insulation type, equipment/device type/location, device mounting details, special power supply requirements, device air/impulse tubing, description of system operation, programming code, and legend.

System Technical Specifications

Specifications for the power, lighting, control, and communications systems will be prepared in accordance with Division 16 of the Construction Specification Institute's (CSI) *Uniform System for Construction Specifications, Data Filing, and the Cost Accounting* (Master Format).

DESIGN REVIEW PROCEDURES

Internal Design Reviews

The project manager performs internal design reviews as required by the complexity and size of the project.

Customer Design Reviews

Customer design reviews are scheduled according to the project contract.

DESIGN CHANGE & MODIFICATION PROCEDURES

The project manager is responsible for establishing and documenting design change and modification procedures with the customer.

7.0 PROCUREMENT & EXPEDITING

PROCESS SCOPE & OBJECTIVES

Procurement and expediting process scope and objectives involves procurement of materials and of subcontractors required to surpass our customer's needs and fulfill the project objectives.

SUPPLIER & SUBCONTRACTOR ASSESSMENT

Materials & Equipment

Suppliers and subcontractors of WE have the same mission and values as our customers. They are as commitment to quality and customer satisfaction as WE is.

Subcontractors

Specialty subcontractors are evaluated by WE based on expertise, past experience, commitment to quality and customer satisfaction, and ability to meet the construction schedule.

REQUESTS FOR QUOTATION

Only those suppliers and subcontractors approved by WE are asked to submit quotes. Applicable drawings and specification sections are made available to suppliers and subcontractors to facilitate their quote prep.

PURCHASING POLICIES & PROCEDURES

WE engages suppliers and subcontractors based on the criteria outlined in the request for quotation. Our team may select a bidder based on price when selected from a prequalified pool of equal bids. Following selection and prior to contract execution, WE reviews the successful bidder's quote accuracy and meets with bidder to review the project scope, tech requirements, inspection/testing/submittal requirements, and construction schedule. The contract is executed after the agreement terms are clearly defined and understood by both parties.

SUBMITTALS

WE submits drawings, catalog cuts, tests, and inspection data to the customer for approval. Submittals will be thoroughly reviewed for completeness and technical requirements prior to submission. Our team stamps each submittal as has been reviewed along with the reviewer's initials and review date.

OWNER-FURNISHED MATERIALS & EQUIPMENT

WE works closely with the project owner to ensure the owner-furnished materials and equipment help fulfill the project scope. The owner is informed about schedule milestones. If the materials and equipment are WE's responsibility, WE inspects the materials and equipment upon receipt and places them in storage until they are needed.

IDENTIFICATION & TRACEABILITY

Records will be kept for all materials and equipment.

8.0 TOOL & EQUIPMENT MAINTENANCE, CALIBRATION, & TESTING

PROCESS SCOPE & OBJECTIVES

Continual tool and equipment maintenance, calibration, and testing prepares WE to provide quality general construction products/services in a safe and timely manner.

SELECTION OF TOOLS & EQUIPMENT

Tools and equipment supplied by WE will be selected based on their suitability for the work to be performed. Wherever possible, WE selects proper tools and equipment to make sure our team provides quality products and services in a timely, professional manner.

TRANSPORTATION & STORAGE OF TOOLS/EQUIPMENT

Tools/equipment stored in such a way that they will be protected from theft, damage and deterioration.

CALIBRATION & TESTING OF TOOLS/EQUIPMENT

Tools /equipment requiring calibration and/or testing are calibrated and tested at regular intervals or prior to use. Qualified technicians in controlled environments follow manufacturer recommendations for calibration and testing of tools/equipment. Records of tool and equipment calibration and testing are labeled, indicating the calibration or test status.

REPAIR OF TOOLS/EQUIPMENT

If tools/equipment require repair, WE labels the tool/equipment as damaged or defective and disposed of according to industry recommendations.

OPERATING INSTRUCTIONS & PROCEDURES

Operating instructions and procedures are available at the project site for reference.

OPERATOR TRAINING & CERTIFICATION

If tools/equipment requires training for proper use, WE provides training for employees by qualified instructors.

9.0 MATERIALS & INSTALLED EQUIPMENT MANAGEMENT

PROCESS SCOPE & OBJECTIVES

WE manages materials and installed equipment from the time they are available on site until they are applied to bring the project to life. 69

RECEIVING & INSPECTION

Upon arrival, all materials/installed equipment are inspected to ensure that order accuracy. After a order is considered accurate, WE will accept the material/equipment and apply it according to the project scope. Corrective action is made for problematic orders that do not pass our inspection.

STORAGE & PROTECTION

Material and equipment delivered prior to when it is needed will be properly stored and protected to prevent theft or damage.

INVENTORY CONTROL PROCEDURES

For bulk materials, WE has inventory control procedures to ensure the accurate materials and equipment are readily available for the project scope.

MATERIAL & EQUIPMENT DOCUMENTATION

Material and equipment documentation, such as installation instructions, testing and startup procedures, Quality Assurance Program are cataloged and readily accessible for each project.

10.0 CONSTRUCTION MANAGEMENT

PROCESS SCOPE & OBJECTIVES

Quality construction management involves professional implementation of electrical materials, equipment, and systems that fulfill the project scope.

FIELD QUALITY DEFINED

Quality in the field is defined as meeting the customer's needs and requirements as stated in the construction documents.

RESPONSIBILITY FOR FIELD QUALITY

The project manager and each team member present on site is responsible for field quality.

ORGANIZATION FOR FIELD QUALITY

The manager is responsible for organizing for field quality and documenting responsibilities. The project organization and delegation of authority and responsibility for quality will vary from project to project depending on the project's complexity and size.

WORK FORCE QUALIFICATIONS & TRAINING

WE strives to recruit top talent with innovative backgrounds, skills, and personalities. Every person on our team genuinely cares meeting customer satisfaction. We are committed to engaging team members who can best comply with your requirements and deliver performance of the highest quality in a timely fashion.

INTERFACE WITH OTHER PROJECT PARTICIPANTS

WE enjoy planning and coordinating interface with other project participants, as required.

CONSTRUCTION MEANS & METHODS

Industry-standard construction means and methods are implemented according to project scope.

PROJECT PLANNING & SCHEDULING

WE work closely with our customers to make their visions a reality with effective project planning and scheduling, minimizing required shutdowns and cutovers.

ACTIVITY PREPLANNING

Activity preplanning is where our contractors apply their hands-on building experience, technical know-how, strong trade partner relationships to identify how the micro- meets the macro-vision. Pre plans are documented by project managers and distributed accordingly.

SAFETY & ACCIDENT PREVENTION

Safety and accident prevention is synonymous with maintaining quality assurance. Our goal of zero injury work culture is the top priority on site. Working closely with our Safety Program Manager to implement unique safety strategies for your construction site ensures safety every step of the way.

AS-BUILT CONSTRUCTION DOCUMENTS

As-built construction documents are maintained throughout project execution on site. Upon project close-out, the as- built construction documents are provided to the customer in accordance industry standards.

11.0 INSPECTION, TESTING, & START-UP

PROCESS SCOPE & OBJECTIVES

WE inspects, tests, and conducts a start-up to ensure the project scope and objectives are fulfilled to meet complete customer satisfaction and adhere to industry standards.

VERIFYING CONTRACT COMPLIANCE

Verification Processes

WE verifies contract compliance through work-in-progress inspections/tests, conducting a final inspection/test, and implementing third-party inspections/tests.

Work-In-Progress Inspection & Testing

Work-in-progress inspections and testing are done according to project scope, manufacturer recommendations, and WE's Quality Assurance Program.

Final Inspection & Testing

Final inspections and testing are implemented according to manufacturer recommendations, project scope, and industry standards.

Third-Party Inspection & Testing

Third-party inspections and testing are implemented according to manufacturer recommendations, project scope, and industry standards.

CORRECTION OF NONCONFORMING WORK

Correction of nonconforming work is resolved via: a.) Conduct rework/modification to meet project scope, b.) Seek rework/modification approval from project owner/authorized entity, or c.) Remove/replace work to fulfill project scope. If nonconforming work is approved by an authorized representative as is, WE documents the nonconformance and approval details in the project file. Reworked, modified, or replaced work is inspected and tested according to industry standards.

START-UP & TESTING PROCEDURES

Start-up and testing procedures for materials, equipment, and the systems they comprise will be performed in accordance with manufacturer recommendations, the technical specifications, and WEs quality assurance procedures. A manufacturer's representative will be brought to the site to inspect the installation, perform final adjustments, perform required tests, and/or startup the equipment or system when required by contract, for technical reasons, or for warranty compliance.

INSPECTION & TEST RECORDS

WE maintains all inspection and test records, including corrective details, according to industry standards.

WARRANTIES & GUARANTEES

WE ensures warranties and guarantees are implemented according to industry standards. Our Quality Assurance Program demonstrates our commitment to providing our valued customers with superior products/services, above industry standards. Every job is a pivotal moment to surpass our customers' expectations. Major effort is made to maintain our customers' loyalty far past project completion.

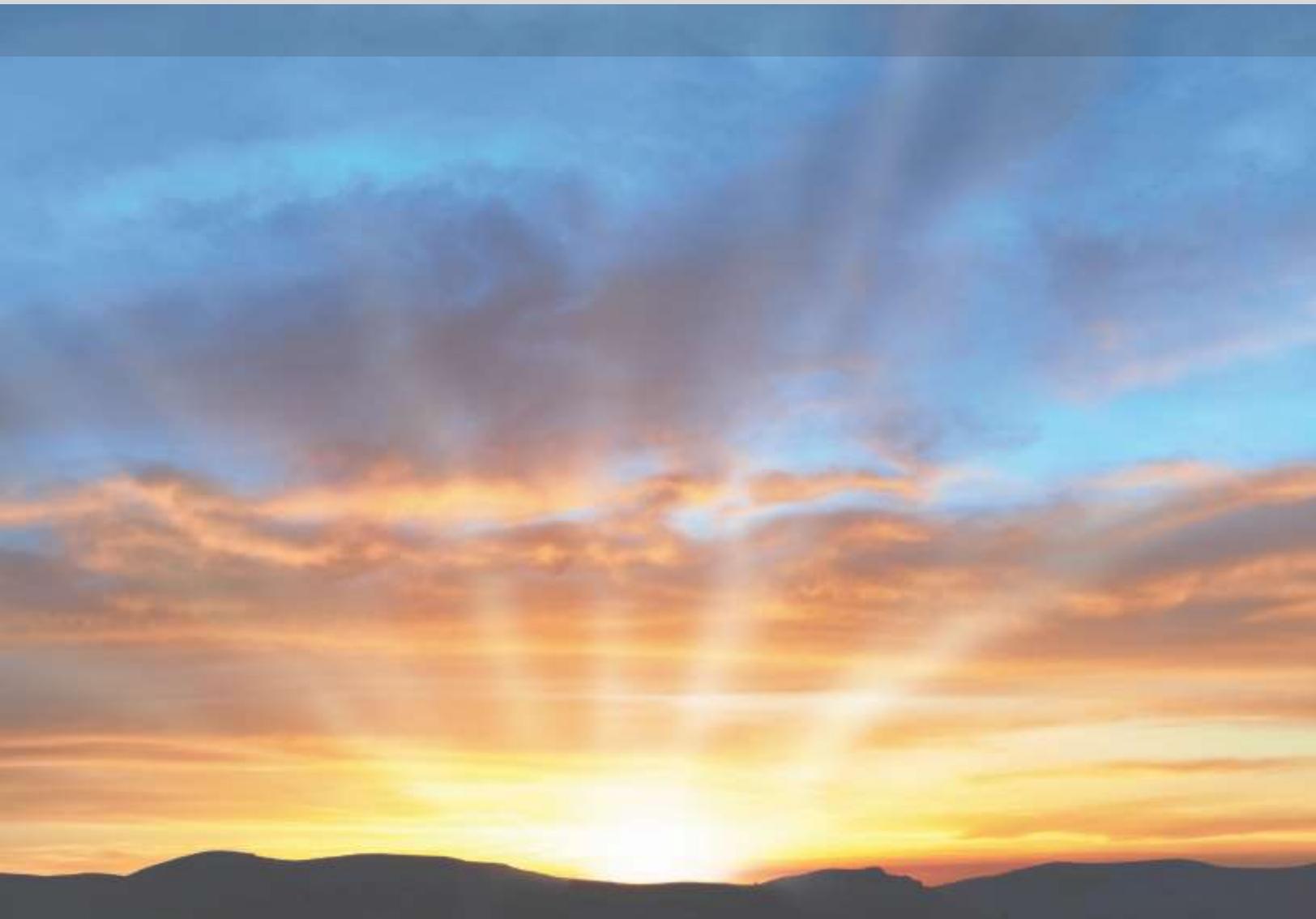
Appendix C – Quality Control Plan and Safety

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 ensure site safety and accident prevention on all jobs.



Quality Assurance Program





WE'S QUALITY ASSURANCE PROGRAM

TABLE OF CONTENTS

1	Company Profile
2	Commitment to Quality
3	Quality System
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3.0 QUALITY SYSTEM

QUALITY SYSTEM DEFINED

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- ▶ Recruit, develop, and retain a diverse talent base that is committed to provide superior products/services
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4.0 CONTRACT DOCUMENT REVIEW

PROCESS SCOPE & OBJECTIVES

From initiation to project close out, every decision made is crucial to maximizing our customers' investment. During pre-construction, WE carefully reviews each project scope, budget, schedule, and agreement. Through our passion for continuous improvement, WE's pre-construction processes ensure the entire team is eager to fulfill every term in the project contract.

DOCUMENT REVIEW PROCESS

Bid Documents

Understanding our customers' unique long-term goals and achieving them in the final scope is what WE aims to do starting with the bid document review.

Site Visit

Site visits are scheduled with the customer prior to bidding. During the site visit, WE discovers project logistics and local conditions that may lower bids, integrate construction quality activities, and reduce operating costs.

Pre-Bid Meeting

Attending mandatory/non-mandatory pre-bid meetings helps WE clearly identify the project scope while building rapport with each customer.

Contract Award

Prior to executing the contract, WE will meet with the customer to review the contract scope and requirements and agree on any administrative procedures not previously addressed. Once an understanding of all outstanding details and questions has been resolved, WE will execute the contract.

Post-Contract Award

Post-contract award, WE applies our integrated approach to quality assurance. Comprehensive construction documents reduce change orders, while a smooth workflow eliminates operational issues that reduce cost. Taking the necessary quality assurance processes protect and enhance our customers' long-term investment. As construction regulations increase, WE will make sure quality remains at the forefront.

5.0 DOCUMENT CONTROL

PROCESS SCOPE & OBJECTIVES

Document control, including but not limited to, cataloging, filing, and distribution of project documents helps us access crucial project documents and implement each project according to scope.

DOCUMENT CONTROL PROCEDURES

Documents To Be Controlled

Controlled documents contain confidential information that is not available to the public, including but not limited to, contracts, change orders, field directives, calculations, specifications, inventory records, inspection documents, warranties, project schedules, and budgets relevant to the construction process.

Responsibility for Document Control

The project manager is responsible for project document control.

Document Control System

All documents received by third parties are stamped with the date of receipt, project number, and initialed by the recipient. Each project file contains important project documents and information, including a document log.

6.0 DESIGN MANAGEMENT (Applicable only on Design- Build Projects)

PROCESS SCOPE & OBJECTIVES

WE's process scope and objectives provide value by improving effective communications, enhancing collaboration, streamlining decision-making, reducing changes in the field, and ensuring project quality and safety.

DESIGN QUALITY DEFINED

Design quality requires effective communications and accurate, timely project information that's easy for the entire team to access, wherever and whenever it's needed. Starting in the design phase, WE leverages modern tech solutions to deliver quality products/services that our customers can rely on.

RESPONSIBILITY FOR DESIGN QUALITY

The project engineer works closely with the project manager to provide design quality.

CLIENT NEED IDENTIFICATION

The first step in the design process is to identify the customer's needs and project requirements at the initial site visit.

CODES & STANDARDS REVIEW

Once the project scope and requirements are determined, WE identifies the specific construction codes for design criteria.

DESIGN CRITERIA DEFINITION

WE converts the project system performance criteria into comprehensive design documents that are later reviewed by the customer. Ambiguous design requirements are addressed prior to moving forward.

CONSTRUCTIBILITY & VALUE ANALYSIS

Our passion for delivering maximum value in commercial construction helps WE determine alternative construction solutions that aim to surpass our customer's expectations.

DESIGN DOCUMENTATION

System Documentation

WE's design documentation includes a construction agreement, purchase orders, bid documents, schedules, change orders, change order logs, plans, specs, shop drawings, RFIs, submittals, correspondences, job cost reports, estimates, photos, and notes.

Power Distribution Systems

WE's Power Distribution Systems includes the system one-line diagram, conductor type, size, insulation type, protective devices, interrupting capacities, substation, switchboards, panel boards, motor control center locations, arrangements, ratings, circuiting of outlets/devices, short circuit analysis, load calculations, and legend.

Lighting Systems

Documentation of the lighting system includes lighting fixture performance specifications, arrangements, emergency/ exit lighting, lighting control, circuiting, and legend.

Communication & Data Processing Systems

Documentation of the communication and data processing systems design includes system riser diagram, conductor type/size, insulation type, equipment/device type/locations, special power supply requirements, description of system operation, and legend.

Life Safety/Security Systems

Documentation that describes how the project building(s) is/are arranged and equipped with features to facilitate safe evacuation of occupants in an emergency, including area calculation of occupant load counts for each area, identifying the path of egress travel from each area/distance for each area. The documentation will define the occupant count, required and provided exit width for each exit, identify protected features, such as rated corridors and areas of rescue assistance, provide smoke control system details, and include stair pressurization details, if applicable.

Lightning Protection Systems

Documentation of a lightning protection system design includes air terminal height/spacing, arrangement of down conductors, grounding methods/locations, ground test requirements, legend, master label, and other certifications, if required.

Grounding Systems

Documentation for grounding system design includes type/location of grounding electrodes, bonding requirements, ground test requirements, conductor material type/size/protection requirements, attachment/connection details, and legend.

Instrumentation & Control Systems

Documentation of the instrumentation and control systems includes functional diagram, conductor type/size/insulation type, equipment/device type/location, device mounting details, special power supply requirements, device air/impulse tubing, description of system operation, programming code, and legend.

System Technical Specifications

Specifications for the power, lighting, control, and communications systems will be prepared in accordance with Division 16 of the Construction Specification Institute's (CSI) *Uniform System for Construction Specifications, Data Filing, and the Cost Accounting* (Master Format).

DESIGN REVIEW PROCEDURES

Internal Design Reviews

The project manager performs internal design reviews as required by the complexity and size of the project.

Customer Design Reviews

Customer design reviews are scheduled according to the project contract.

DESIGN CHANGE & MODIFICATION PROCEDURES

The project manager is responsible for establishing and documenting design change and modification procedures with the customer.

7.0 PROCUREMENT & EXPEDITING

PROCESS SCOPE & OBJECTIVES

Procurement and expediting process scope and objectives involves procurement of materials and of subcontractors required to surpass our customer's needs and fulfill the project objectives.

SUPPLIER & SUBCONTRACTOR ASSESSMENT

Materials & Equipment

Suppliers and subcontractors of WE have the same mission and values as our customers. They are as commitment to quality and customer satisfaction as WE is.

Subcontractors

Specialty subcontractors are evaluated by WE based on expertise, past experience, commitment to quality and customer satisfaction, and ability to meet the construction schedule.

REQUESTS FOR QUOTATION

Only those suppliers and subcontractors approved by WE are asked to submit quotes. Applicable drawings and specification sections are made available to suppliers and subcontractors to facilitate their quote prep.

PURCHASING POLICIES & PROCEDURES

WE engages suppliers and subcontractors based on the criteria outlined in the request for quotation. Our team may select a bidder based on price when selected from a prequalified pool of equal bids. Following selection and prior to contract execution, WE reviews the successful bidder's quote accuracy and meets with bidder to review the project scope, tech requirements, inspection/testing/submittal requirements, and construction schedule. The contract is executed after the agreement terms are clearly defined and understood by both parties.

SUBMITTALS

WE submits drawings, catalog cuts, tests, and inspection data to the customer for approval. Submittals will be thoroughly reviewed for completeness and technical requirements prior to submission. Our team stamps each submittal as has been reviewed along with the reviewer's initials and review date.

OWNER-FURNISHED MATERIALS & EQUIPMENT

WE works closely with the project owner to ensure the owner-furnished materials and equipment help fulfill the project scope. The owner is informed about schedule milestones. If the materials and equipment are WE's responsibility, WE inspects the materials and equipment upon receipt and places them in storage until they are needed.

IDENTIFICATION & TRACEABILITY

Records will be kept for all materials and equipment.

8.0 TOOL & EQUIPMENT MAINTENANCE, CALIBRATION, & TESTING

PROCESS SCOPE & OBJECTIVES

Continual tool and equipment maintenance, calibration, and testing prepares WE to provide quality general construction products/services in a safe and timely manner.

SELECTION OF TOOLS & EQUIPMENT

Tools and equipment supplied by WE will be selected based on their suitability for the work to be performed. Wherever possible, WE selects proper tools and equipment to make sure our team provides quality products and services in a timely, professional manner.

TRANSPORTATION & STORAGE OF TOOLS/EQUIPMENT

Tools/equipment stored in such a way that they will be protected from theft, damage and deterioration.

CALIBRATION & TESTING OF TOOLS/EQUIPMENT

Tools /equipment requiring calibration and/or testing are calibrated and tested at regular intervals or prior to use. Qualified technicians in controlled environments follow manufacturer recommendations for calibration and testing of tools/equipment. Records of tool and equipment calibration and testing are labeled, indicating the calibration or test status.

REPAIR OF TOOLS/EQUIPMENT

If tools/equipment require repair, WE labels the tool/equipment as damaged or defective and disposed of according to industry recommendations.

OPERATING INSTRUCTIONS & PROCEDURES

Operating instructions and procedures are available at the project site for reference.

OPERATOR TRAINING & CERTIFICATION

If tools/equipment requires training for proper use, WE provides training for employees by qualified instructors.

9.0 MATERIALS & INSTALLED EQUIPMENT MANAGEMENT

PROCESS SCOPE & OBJECTIVES

WE manages materials and installed equipment from the time they are available on site until they are applied to bring the project to life. 69

RECEIVING & INSPECTION

Upon arrival, all materials/installed equipment are inspected to ensure that order accuracy. After a order is considered accurate, WE will accept the material/equipment and apply it according to the project scope. Corrective action is made for problematic orders that do not pass our inspection.

STORAGE & PROTECTION

Material and equipment delivered prior to when it is needed will be properly stored and protected to prevent theft or damage.

INVENTORY CONTROL PROCEDURES

For bulk materials, WE has inventory control procedures to ensure the accurate materials and equipment are readily available for the project scope.

MATERIAL & EQUIPMENT DOCUMENTATION

Material and equipment documentation, such as installation instructions, testing and startup procedures, Quality Assurance Program are cataloged and readily accessible for each project.

10.0 CONSTRUCTION MANAGEMENT

PROCESS SCOPE & OBJECTIVES

Quality construction management involves professional implementation of electrical materials, equipment, and systems that fulfill the project scope.

FIELD QUALITY DEFINED

Quality in the field is defined as meeting the customer's needs and requirements as stated in the construction documents.

RESPONSIBILITY FOR FIELD QUALITY

The project manager and each team member present on site is responsible for field quality.

ORGANIZATION FOR FIELD QUALITY

The manager is responsible for organizing for field quality and documenting responsibilities. The project organization and delegation of authority and responsibility for quality will vary from project to project depending on the project's complexity and size.

WORK FORCE QUALIFICATIONS & TRAINING

WE strives to recruit top talent with innovative backgrounds, skills, and personalities. Every person on our team genuinely cares meeting customer satisfaction. We are committed to engaging team members who can best comply with your requirements and deliver performance of the highest quality in a timely fashion.

INTERFACE WITH OTHER PROJECT PARTICIPANTS

WE enjoy planning and coordinating interface with other project participants, as required.

CONSTRUCTION MEANS & METHODS

Industry-standard construction means and methods are implemented according to project scope.

PROJECT PLANNING & SCHEDULING

WE work closely with our customers to make their visions a reality with effective project planning and scheduling, minimizing required shutdowns and cutovers.

ACTIVITY PREPLANNING

Activity preplanning is where our contractors apply their hands-on building experience, technical know-how, strong trade partner relationships to identify how the micro- meets the macro-vision. Pre plans are documented by project managers and distributed accordingly.

SAFETY & ACCIDENT PREVENTION

Safety and accident prevention is synonymous with maintaining quality assurance. Our goal of zero injury work culture is the top priority on site. Working closely with our Safety Program Manager to implement unique safety strategies for your construction site ensures safety every step of the way.

AS-BUILT CONSTRUCTION DOCUMENTS

As-built construction documents are maintained throughout project execution on site. Upon project close-out, the as- built construction documents are provided to the customer in accordance industry standards.

11.0 INSPECTION, TESTING, & START-UP

PROCESS SCOPE & OBJECTIVES

WE inspects, tests, and conducts a start-up to ensure the project scope and objectives are fulfilled to meet complete customer satisfaction and adhere to industry standards.

VERIFYING CONTRACT COMPLIANCE

Verification Processes

WE verifies contract compliance through work-in-progress inspections/tests, conducting a final inspection/test, and implementing third-party inspections/tests.

Work-In-Progress Inspection & Testing

Work-in-progress inspections and testing are done according to project scope, manufacturer recommendations, and WE's Quality Assurance Program.

Final Inspection & Testing

Final inspections and testing are implemented according to manufacturer recommendations, project scope, and industry standards.

Third-Party Inspection & Testing

Third-party inspections and testing are implemented according to manufacturer recommendations, project scope, and industry standards.

CORRECTION OF NONCONFORMING WORK

Correction of nonconforming work is resolved via: a.) Conduct rework/modification to meet project scope, b.) Seek rework/modification approval from project owner/authorized entity, or c.) Remove/replace work to fulfill project scope. If nonconforming work is approved by an authorized representative as is, WE documents the nonconformance and approval details in the project file. Reworked, modified, or replaced work is inspected and tested according to industry standards.

START-UP & TESTING PROCEDURES

Start-up and testing procedures for materials, equipment, and the systems they comprise will be performed in accordance with manufacturer recommendations, the technical specifications, and WEs quality assurance procedures. A manufacturer's representative will be brought to the site to inspect the installation, perform final adjustments, perform required tests, and/or startup the equipment or system when required by contract, for technical reasons, or for warranty compliance.

INSPECTION & TEST RECORDS

WE maintains all inspection and test records, including corrective details, according to industry standards.

WARRANTIES & GUARANTEES

WE ensures warranties and guarantees are implemented according to industry standards. Our Quality Assurance Program demonstrates our commitment to providing our valued customers with superior products/services, above industry standards. Every job is a pivotal moment to surpass our customers' expectations. Major effort is made to maintain our customers' loyalty far past project completion.

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 ensure site safety and accident prevention on all jobs.



Quality Assurance Program





WE'S QUALITY ASSURANCE PROGRAM

TABLE OF CONTENTS

1	Company Profile
2	Commitment to Quality
3	Quality System
4	Contract Document Review
5	Document Control
6	Design Management
7	Procurement & Expediting
8	Tool & Equipment Maintenance, Calibration, & Testing
9	Material & Equipment Management
10	Construction Management
11	Inspection, Testing, & Startup



1.0 COMPANY PROFILE

COMPANY STRUCTURE

Wizer Electric, LLC (WE) is a full-service general construction that adheres to the general construction codes and regulations enforced by the State of New Mexico.

MARKET SERVED

WE serves commercial, residential, and industrial customers located in NM.

MISSION STATEMENT

WE's mission is to be the most sought after general contractor in NM. At our office or in the field, WE values quality general construction build by a talented team that strives for customer satisfaction. From exceptional standards of quality and safety – to incorporating progressive green building construction, WE is committed to helping our clients and partners achieve their long-term goals through all aspects of WE's end-to-end process.

2.0 COMPANY COMMITMENT TO QUALITY

QUALITY ASSURANCE PROGRAM

Purpose

WE's Quality Assurance Program defines the structure, responsibilities, and procedures that ensure we exceed the needs of our valued customers and community stakeholders.

Basis

WE's Quality Assurance Program is based on ANSI/ASQC Standard Q9001.1. ANSI/ASQC Standard Q9001 is equivalent to ISO 9001.2

Definition of Terms Used

Unless otherwise noted, terms used in this Quality Assurance Quality Assurance Program are defined in accordance with ANSI/ISO/ASQC Standard A84023.

Distribution

A copy WE's Quality Assurance Program is provided to all management-level employees.

Training

Management-level employees receive Quality Assurance Program training within one month of his/her first day employment. On the field, WE contractors receive Quality Assurance training by project managers as it applies to relevant project areas. Additional Quality Assurance trainings are encouraged. Relentlessly supporting our dynamic team through additional Quality Assurance trainings is just one way we develop and retain our diverse talent base.

Revisions & Updates

Revisions and updates to the Quality Assurance Program are issued to registered holders of this Quality Assurance Program.

From time to time, WE's technical writer makes revisions to the Quality Assurance Program. Special Quality Assurance trainings are held if significant revisions to the Quality Assurance Program.

QUALITY POLICY

Quality Policy Statement

The scope of each general construction project that we do is outlined in each project agreement.

Quality Policy Objective

The objective of the Quality Assurance Policy is to ensure that every WE employee understands that he/she is responsible for quality work that surpasses our valued clients' expectations.

Quality Policy Dissemination

WE's Quality Assurance Policy is filed at the main office. The policy is verbally referenced at the office and on each site.

RESPONSIBILITY FOR CORPORATE QUALITY

Levels of Responsibility

WE is responsible for providing quality general construction products/services at the corporate, project, and individual levels.

Manager-Level Responsibility

WE's Quality Assurance Steering Committee, including Yei Rogers and Theresa Rogers, enforces to the Quality Assurance Policy. WE's Project Managers assist Yei and Theresa by enforcing the Quality Assurance Program on site. We encourage constructive feedback for customer satisfaction and continuous improvement.

Project-Level Responsibility

Yei oversees the Quality Assurance Program on site.

Individual Responsibility

A successful Quality Assurance program begins with each individual employee. Working closely with each employee to establish Quality Assurance, helps WE build the next generation of leading general contractors. Providing our team with the tools and resources they need to for quality assurance, we'll set the standard of quality high as we continue striving for excellence.

MANAGEMENT REVIEW

Yei and Theresa perform internal reviews to ensure that the Quality Assurance Program has a positive impact on our products/services. WE is implementing a new customer satisfaction survey that supports this initiative. Reviews are noted and corrective action is taken if necessary. Former reviews help us identify trends and determine if corrective measures are required.

3.0 QUALITY SYSTEM

QUALITY SYSTEM DEFINED

The Quality System describes WE's organizational structure, responsibilities, and procedures that help us achieve our Quality Assurance Program objectives.

QUALITY SYSTEM OBJECTIVES

- ▶ Recruit, develop, and retain a diverse talent base that is committed to provide superior products/services
- ▶ Encourage Quality Assurance Program education and awareness in the office and on site
- ▶ Relentlessly support our customers and team through Quality Assurance education and outreach
- ▶ Work closely with team and customers to track and report our performance on the Quality Assurance Program objectives

QUALITY SYSTEM PROCESSES

WE's Quality System Processes help us educate, inspire, and motivate our team and customers to adopt the Quality Assurance Program.

4.0 CONTRACT DOCUMENT REVIEW

PROCESS SCOPE & OBJECTIVES

From initiation to project close out, every decision made is crucial to maximizing our customers' investment. During pre-construction, WE carefully reviews each project scope, budget, schedule, and agreement. Through our passion for continuous improvement, WE's pre-construction processes ensure the entire team is eager to fulfill every term in the project contract.

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Third-party inspections and testing are implemented according to manufacturer recommendations, project scope, and industry standards.

CORRECTION OF NONCONFORMING WORK

Correction of nonconforming work is resolved via: a.) Conduct rework/modification to meet project scope, b.) Seek rework/modification approval from project owner/authorized entity, or c.) Remove/replace work to fulfill project scope. If nonconforming work is approved by an authorized representative as is, WE documents the nonconformance and approval details in the project file. Reworked, modified, or replaced work is inspected and tested according to industry standards.

START-UP & TESTING PROCEDURES

Start-up and testing procedures for materials, equipment, and the systems they comprise will be performed in accordance with manufacturer recommendations, the technical specifications, and WEs quality assurance procedures. A manufacturer's representative will be brought to the site to inspect the installation, perform final adjustments, perform required tests, and/or startup the equipment or system when required by contract, for technical reasons, or for warranty compliance.

INSPECTION & TEST RECORDS

WE maintains all inspection and test records, including corrective details, according to industry standards.

WARRANTIES & GUARANTEES

WE ensures warranties and guarantees are implemented according to industry standards. Our Quality Assurance Program demonstrates our commitment to providing our valued customers with superior products/services, above industry standards. Every job is a pivotal moment to surpass our customers' expectations. Major effort is made to maintain our customers' loyalty far past project completion.

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 ensure site safety and accident prevention on all jobs.

Appendix F - Key Personnel Lead Superintendent

Name: Wizer Electric, LLC

Name: Joey Martinez

Title: Lead Superintendent/ Journeyman

of Years with the Firm: 13 Years

Experience with the Following Type of Construction Services:

General Construction Electrical Mechanical Roofing

Experience with the Following Type of Construction Services:

General Construction Mechanical, Electrical, and Plumbing Roofing Painting

of Years as a Project Manager for Type of Construction Services Selected Above: 13 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 Michael Madrid Title Director of Purchasing/
Chief Procurement Officer

Telephone: 505-962-1143 Email Address: michael.madrid@rrps.net

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 Charles Martinez Jr Title Project Manager

Telephone: 505-252-8553 Email Address: chmartinez@sandovalcountynm.gov

Joey Martinez

Resume

3254 Tin Cup NE | Rio Rancho, NM 87144 | Telephone
(505) 321-8126

ELECTRICAL CONTRACTOR PROFILE

Licensed EE-98 electrical contractor with over 17 years of experience on new, upgrade, or repair job orders. Adaptable leader with ability to work individually and become a member of a progressive team.

EMPLOYMENT HISTORY

LEAD SUPERINTENDENT/JOURNEYMAN

2009 – Present

Wizer Electric (WE), LLC, Rio Rancho (RR), NM

Fulfill electrical construction job orders in accordance with state, federal, and industry building codes for residential, commercial, and industrial sectors. Work closely with management to provide quality service execution for sustainable electrical systems (conduit installations, EMT, IMC, GRC, PVC, wire/cable installations, feeders/branch, solar systems, Renewable Energy, fuel systems, disconnects, transformers, panel terminations specialist systems, Fiber Optics, Life Safety (LSS), fire alarm Systems (EST), early warning air sampling systems (HSSD), and data/communication/intrusion security systems.

JOURNEYMAN ELECTRICIAN

2008 - 2009

THECO Electric, Inc., Corrales, NM

Provide layout/installation of electrical systems, including wiring, equipment, and fixtures—according to job specifications and building codes. Follow electrical construction blueprints and apply NEC strategies for completing high volumes of productions schedules under minimal supervision.

JOURNEYMAN ELECTRICIAN SUPERVISOR

2005 - 2008

S & P Electric, Albuquerque (ABQ), NM

Construct electrical parts using hand tools according to job order specs. Design project layout and perform business management operations, such as project records, reporting, and machine orders under limited supervision. Lead, train, and manage workers to fulfill job orders by the specified deadline.

ELECTRICIAN APPRENTICE/JOURNEYMAN

1998 – 2005

Theco Electric, Inc., Corrales, NM

Prepare electrical system materials using hand tools to meet specific directions within job orders. Work individually and with team to perform electrical construction projections according to unique client needs.

PROFESSIONAL DEVELOPMENT

- EE-98 Electrical Contractor's License, 2005
- IEC Apprentice Program, 1997
- Albuquerque High School Diploma, 1997

Appendix F - Key Personnel Lead Superintendent

Name: Wizer Electric, LLC

Name: Joey Martinez

Title: Lead Superintendent/ Journeyman

of Years with the Firm: 13 Years

Experience with the Following Type of Construction Services:

General Construction Electrical Mechanical Roofing

Experience with the Following Type of Construction Services:

General Construction Mechanical, Electrical, and Plumbing Roofing Painting

of Years as a Project Manager for Type of Construction Services Selected Above: 13 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 Michael Madrid Title Director of Purchasing/
Chief Procurement Officer

Telephone: 505-962-1143 Email Address: michael.madrid@rrps.net

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 Charles Martinez Jr Title Project Manager

Telephone: 505-252-8553 Email Address: chmartinez@sandovalcountynm.gov

Joey Martinez

Resume

3254 Tin Cup NE | Rio Rancho, NM 87144 | Telephone
(505) 321-8126

ELECTRICAL CONTRACTOR PROFILE

Licensed EE-98 electrical contractor with over 17 years of experience on new, upgrade, or repair job orders. Adaptable leader with ability to work individually and become a member of a progressive team.

EMPLOYMENT HISTORY

LEAD SUPERINTENDENT/JOURNEYMAN

2009 – Present

Wizer Electric (WE), LLC, Rio Rancho (RR), NM

Fulfill electrical construction job orders in accordance with state, federal, and industry building codes for residential, commercial, and industrial sectors. Work closely with management to provide quality service execution for sustainable electrical systems (conduit installations, EMT, IMC, GRC, PVC, wire/cable installations, feeders/branch, solar systems, Renewable Energy, fuel systems, disconnects, transformers, panel terminations specialist systems, Fiber Optics, Life Safety (LSS), fire alarm Systems (EST), early warning air sampling systems (HSSD), and data/communication/intrusion security systems.

JOURNEYMAN ELECTRICIAN

2008 - 2009

THECO Electric, Inc., Corrales, NM

Provide layout/installation of electrical systems, including wiring, equipment, and fixtures—according to job specifications and building codes. Follow electrical construction blueprints and apply NEC strategies for completing high volumes of productions schedules under minimal supervision.

JOURNEYMAN ELECTRICIAN SUPERVISOR

2005 - 2008

S & P Electric, Albuquerque (ABQ), NM

Construct electrical parts using hand tools according to job order specs. Design project layout and perform business management operations, such as project records, reporting, and machine orders under limited supervision. Lead, train, and manage workers to fulfill job orders by the specified deadline.

ELECTRICIAN APPRENTICE/JOURNEYMAN

1998 – 2005

Theco Electric, Inc., Corrales, NM

Prepare electrical system materials using hand tools to meet specific directions within job orders. Work individually and with team to perform electrical construction projections according to unique client needs.

PROFESSIONAL DEVELOPMENT

- EE-98 Electrical Contractor's License, 2005
- IEC Apprentice Program, 1997
- Albuquerque High School Diploma, 1997

Appendix H – Comparable Construction Experience General Construction Projects

Applicable to Firms Submitting a Proposal for General Construction Contracts

Proponent's Name: Rio Rancho Public Schools
Agency / Client Name: Rio Rancho Public Schools/ Patrick Martinez
Project Name: Colinas Del Norte Elementary School Building Renovations
Project Number: F-083050-021-001 Project Value: \$2,300,000.00

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

Company Role: Sub Contractor Prime / JV Contractor

Agency: Public Private

Location: On a UNM Campus Within State of New Mexico

Estimated Self Performance (%): 75
(Based on actual hours through the working foreperson. **Supervisory hours do NOT apply.**)

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

General Construction Mechanical, Electrical, and Plumbing Roofing Painting

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

Provide and install all required conduit, wiring, devices, fire alarm, lighting and electrical gear, controls, ceiling grid, ceiling tile, carpet tile, polished concrete, transitions, baseboard, painting, roofing, HVAC units, ductwork, and plumbing as specified in the drawings at time of bid.

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 Patrick Martinez Title Project Manager

Telephone: 505-896-0667 Email Address: patrick.martinez@rrps.net

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: University of New Mexico
Agency / Client Name: University of New Mexico/ Leah Murray
Project Name: UNM AML 337 HVAC Upgrade
Project Number: 201924 Project Value: \$1,372,983.43

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

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

Estimated Self Performance (%): 50
(Based on actual hours through the working foreperson. **Supervisory hours do NOT apply.**)

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

General Construction Mechanical, Electrical, and Plumbing Roofing Painting

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

Provide and install new raceways and wiring to HVAC Equipment, new MAVs, New ECV's,
and new Fume hoods for multiple labs on two floors of Sandia National Labs while select labs
were still operational

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 Leah Murray Title Project Manager
Telephone: 505-277-0111 Email Address: leahmurray@unm.edu

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

Appendix J – Comparable Construction Experience Roofing Projects

Applicable to Firms Submitting a Proposal for Roofing Contracts

Proponent's Name: Rio Rancho Public Schools

Agency / Client Name: Rio Rancho Public Schools/ Patrick Martinez

Project Name: CDNES Building Upgrades

Project Number: F-083050-021-001 Project Value: \$2,300,000.00

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

Company Role: Sub Contractor Prime / JV Contractor

Agency: Public Private

Location: On a UNM Campus Within State of New Mexico

Estimated Self Performance (%): 75
(Based on actual hours through the working foreperson. **Supervisory hours do NOT apply.**)

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

General Construction Mechanical, Electrical, and Plumbing Roofing Painting

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

Provide and install all required conduit, wiring, devices, fire alarm, lighting and electrical gear, controls, ceiling grid, ceiling tile, carpet tile, polished concrete, transitions, baseboard, painting, roofing, HVAC units, ductwork, and plumbing as specified in the drawings at time of bid.

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 Patrick Martinez Title Project Manager

Telephone: 505-896-0667 Email Address: patrick.martinez@rrps.net

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

Appendix K – Indefinite Quantity Contract Experience

General

1 Agency Name: CES, E-Gordian, RS Means

2 Contract #: 2020-09B-G1122-ALL

Reference Information

3 Reference Name, Position: Jenny Ramirez

4 Address: 1224 Pensylvania St NE Suite A

5 City, State Zip Code: Albuquerque, NM 87110

6 Phone Number: 505-506-9389

7 E-mail Address: j.ramirez@gordian.com

Contract Time:

8 Potential Maximum Time:* 3 Years

9 Award Date: 13 December 2019

10 Expiration / Termination Date (Or Still Active): 12 December 2022

Contract Amounts:

11 Potential Maximum Amount:** N/A

12 Total Amount of Work Issued (\$): \$1,100,000.00

13 Total Number of Job Orders Issued (#): 20+

Key Personnel

14 Name and Position: Yei Rogers, Owner/ President

15 Name and Position: Gabriel Rodriguez, Estimator

16 Name and Position: Anthony Sowder, Project Manager

17 Name and Position: Theresa Rogers, Accounting Manager

18 Yes or No, Did Any of the Key Personnel Proposed for the Naperville Contract Work on this Contract? No

19 If Answer to Above Question is "Yes," and if Those Individuals are NOT Listed as a Key Personnel Above, List the Name and Position Below:

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

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

Insurance Coverage

1. The proposer shall submit evidence of current insurance to cover the following required coverage. Proposers must submit with the proposal a Certificate of Insurance showing current coverage equal to or greater than what is required in this RFP.
 - a) Worker's Compensation and Employer's Liability Insurance – In accordance with applicable laws the minimum amount should be the amount required by New Mexico law, but no less than \$1,000,000.
 - b) Commercial General Bodily Injury and Property Damage Liability – Including automobile (owned, non-owned, and hired) of not less than \$3,000,000 for each occurrence and in the aggregate of \$5,000,000.
 - c) Owner's and Contractor's Protective Liability Insurance - Covering bodily injury to or death of persons and/or loss of or damage to property, in a combined single limit of \$3,000,000 per Occurrence and \$5,000,000 Aggregate
 - d) Builders Risk Insurance - The Contractor shall procure and shall maintain during the life of this contract Builder's Risk insurance as required by applicable State law. The minimum limits shall be for the total amount of the project.

Each certificate of insurance required shall remain in effect for the entire term of the contract and shall not be reduced or canceled without prior written acceptance by UNM. Commercial General Liability and Auto liability policies required hereunder shall name UNM as additional insured. Coverage shall be primary. All insurance required under this section shall be with companies acceptable to UNM. Stated minimums shall not be interpreted as limiting the contractor's insurance coverage.

**RESIDENT/NATIVE AMERICAN VETERANS RESIDENT PREFERENCE
CERTIFICATION**

N/A _____ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement:

Please check one box only

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$6M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference /Native American resident veteran Contractor Preference under section 13-1-21 or 13-1-22 NMSA 1978, when awarded a contract which was on the basis of having such veteran's preference, I agree to report to the State Purchasing division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

I understand that knowingly giving false or misleading information on this report constitutes a crime.

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

(Signature of Business Representative) *

(Date)

*Must be an authorized signatory for the Business.

The representations made in checking the boxes constitutes a material representation by the Business that is subject to protest and may result in denial of an award or unaward of the procurement involved if the statements are proven incorrect.

**RESIDENT/NATIVE AMERICAN VETERANS RESIDENT PREFERENCE
CERTIFICATION**

N/A _____ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement:

Please check one box only

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$6M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference /Native American resident veteran Contractor Preference under section 13-1-21 or 13-1-22 NMSA 1978, when awarded a contract which was on the basis of having such veteran's preference, I agree to report to the State Purchasing division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

I understand that knowingly giving false or misleading information on this report constitutes a crime.

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

(Signature of Business Representative) *

(Date)

*Must be an authorized signatory for the Business.

The representations made in checking the boxes constitutes a material representation by the Business that is subject to protest and may result in denial of an award or unaward of the procurement involved if the statements are proven incorrect.

DIVERSITY VENDOR CERTIFICATION PARTICIPATION

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

1. Minority Women Business Enterprise

Respondent certifies that this firm is an MWBE Yes No

List certifying agency: _____

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

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

List certifying agency: _____

3. Disabled Veterans Business Enterprise (DVBE)

Respondent certifies that this firm is an DVBE Yes No

List certifying agency: _____

4. Historically Underutilized Businesses (HUB)

Respondent certifies that this firm is an HUB Yes No

List certifying agency: _____

5. Historically Underutilized Business Zone Enterprise (HUBZone)

Respondent certifies that this firm is an HUBZone Yes No

List certifying agency: _____

6. Other

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

List certifying agency: _____

Appendix L – Price Proposal

University of New Mexico

BID FOR JOB ORDER CONTRACT (PRICE PROPOSAL)

Date of Bid:

New Mexico State Contractor's License No. [369333](#)

Resident Contractor's Preference Certificate No. [L1561510832](#)

Contractor's New Mexico Gross Receipts Tax No. [02-484018-00-1](#)

Contractor's Federal Employee Identification No. [27-0438388](#)

Dept. Workforce Solutions Registered Contractors Number [002428320120413](#)

UNM [Job Order Contracting \(JOC\)](#)

Request for Proposals No. [RFP-2379-23](#)

Bid (Price Proposal) of (company name): [Wizer Electric, 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:

Small Business Concern

Disadvantaged Business Concern

Large Business Concern

Women Owned Business Concern

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

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

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

PART 1: SCHEDULE OF PRICES:

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

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

PART 2: SIGNATURES

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

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

Respectfully Submitted,

By:(Authorized Signature) Anthony Sowder Date: 16 November 2022

By:(Same Name, Printed or Typed) Anthony Sowder

Title: Project Manager

Company: Wizer Electric, LLC

Address: 6017 Del Carmen Rd NE, Rio Rancho, NM

Zip: 87144

Phone: 505-771-4973 Fax: 505-867-0984 Email: sowdera@wizerelectric.com

(Affix Corporate Seal if response by Corporation):

Part 1 Schedule of Prices

Attach this schedule of Prices to Appendix L

OFFEROR'S NAME: Wizer Electric, 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%)	1.3	1.325	1.355
	Other Than Normal Working Hours (30%)	1.355	1.368	1.4
	Non Pre-Priced (10%)	1.25	1.25	1.25
	<i>Award Criteria Figure</i>	1.3115	1.3304	1.3580
Campus / Region	Adjustment Factor Name	General Construction	Mechanical, Electrical, Plumbing	Roofing
Northern New Mexico Branch Campuses	Normal Working Hours (60%)	1.38	1.365	1.385
	Other Than Normal Working Hours (30%)	1.425	1.405	1.43
	Non Pre-Priced (10%)	1.28	1.28	1.28
	<i>Award Criteria Figure</i>	1.3835	1.3685	1.3880
Campus / Region	Adjustment Factor Name	General Construction	Mechanical, Electrical, Plumbing	Roofing
Southern New Mexico Branch Campuses	Normal Working Hours (60%)	1.42	1.405	1.425
	Other Than Normal Working Hours (30%)	1.48	1.45	1.485
	Non Pre-Priced (10%)	1.28	1.28	1.28
	<i>Award Criteria Figure</i>	1.4240	1.4060	1.4285

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:

NOTES TO OFFERERS

- The Other Than Normal Working Hours Adjustment Factors must be greater than or equal to the Normal Working Hours Adjustment Factors.
- The Non Pre-Priced Adjustment Factor must be greater than or equal to 1.000
- The weighted multipliers above are for the purpose of calculating an Award Criteria Figure only. No assurances are made by the owner that Work will be ordered under the Contract in a distribution consistent with the weighted percentages above. The Award Criteria Figure is only used for the purpose of determining the Bid.
- When submitting Job Order Price Proposals related to specific Job Orders, the Bidder shall utilize one or more of the Adjustment Factors applicable to the Work being Performed.
- Make sure to attach this Part 1: Schedule of Prices to Appendix L in your proposal

By: Authorized Signature: Gabriel Rodriguez

By: Same Name and title Printed or typed: Gabriel Rodriguez

Date: 11/16/2022

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%)	1.485	1.515	1.515
	Other Than Normal Working Hours (30%)	1.535	1.565	1.565
	Non Pre-Priced (10%)	1.35	1.35	1.35
	<i>Award Criteria Figure</i>	1.4865	1.5135	1.5135
Campus / Region	Adjustment Factor Name	General Construction	Mechanical, Electrical, Plumbing	Roofing
Region #2	Normal Working Hours (60%)	1.445	1.465	1.465
	Other Than Normal Working Hours (30%)	1.495	1.515	1.515
	Non Pre-Priced (10%)	1.32	1.32	1.32
	<i>Award Criteria Figure</i>	1.4475	1.4655	1.4655
Campus / Region	Adjustment Factor Name	General Construction	Mechanical, Electrical, Plumbing	Roofing
Region #3	Normal Working Hours (60%)	1.485	1.515	1.515
	Other Than Normal Working Hours (30%)	1.535	1.565	1.565
	Non Pre-Priced (10%)	1.35	1.35	1.35
	<i>Award Criteria Figure</i>	1.4865	1.5135	1.5135
Campus / Region	Adjustment Factor Name	General Construction	Mechanical, Electrical, Plumbing	Roofing
Region #4	Normal Working Hours (60%)	1.445	1.465	1.465
	Other Than Normal Working Hours (30%)	1.495	1.495	1.495
	Non Pre-Priced (10%)	1.33	1.33	1.33
	<i>Award Criteria Figure</i>	1.4485	1.4605	1.4605
Campus / Region	Adjustment Factor Name	General Construction	Mechanical, Electrical, Plumbing	Roofing
Region #5	Normal Working Hours (60%)	1.485	1.515	1.515
	Other Than Normal Working Hours (30%)	1.535	1.565	1.565
	Non Pre-Priced (10%)	1.35	1.35	1.35
	<i>Award Criteria Figure</i>	1.4865	1.5135	1.5135

Insurance Coverage

1. The proposer shall submit evidence of current insurance to cover the following required coverage. Proposers must submit with the proposal a Certificate of Insurance showing current coverage equal to or greater than what is required in this RFP.
 - a) Worker's Compensation and Employer's Liability Insurance – In accordance with applicable laws the minimum amount should be the amount required by New Mexico law, but no less than \$1,000,000.
 - b) Commercial General Bodily Injury and Property Damage Liability – Including automobile (owned, non-owned, and hired) of not less than \$3,000,000 for each occurrence and in the aggregate of \$5,000,000.
 - c) Owner's and Contractor's Protective Liability Insurance - Covering bodily injury to or death of persons and/or loss of or damage to property, in a combined single limit of \$3,000,000 per Occurrence and \$5,000,000 Aggregate
 - d) Builders Risk Insurance - The Contractor shall procure and shall maintain during the life of this contract Builder's Risk insurance as required by applicable State law. The minimum limits shall be for the total amount of the project.

Each certificate of insurance required shall remain in effect for the entire term of the contract and shall not be reduced or canceled without prior written acceptance by UNM. Commercial General Liability and Auto liability policies required hereunder shall name UNM as additional insured. Coverage shall be primary. All insurance required under this section shall be with companies acceptable to UNM. Stated minimums shall not be interpreted as limiting the contractor's insurance coverage.