



## Proposal

RFP # 03-20 / National Cooperative Purchasing Alliance (NCPA)  
Competitive Solicitation by Region 14 Education Service Center  
For Job Order Contracting

June 16, 2020, 2:00 PM (CST)

Submitted by:  
HITT Contracting Inc.  
2900 Fairview Park Drive  
Falls Church, VA 22042  
Phone: 703.846.9065  
Fax: 703.846.9110  
[www.hitt.com](http://www.hitt.com)



June 16, 2020

Matthew Mackel  
Director, Business Development  
Region 14 Education Service Center  
1850 Highway 351  
Abilene, Texas 79601

Re: Job Order Contracting Inc.  
Solicitation Number 03-20

Dear Mr. Mackel:

On behalf of HITT Contracting, I am pleased to submit our proposal in response to Solicitation Number 03-20 for job order contracting on behalf of itself and other government agencies and made available through the National Cooperative Purchasing Alliance.

Our team is committed to partnering with you to achieve opportunities for cost savings and proactive sequencing of the project schedule. We will staff this project with a full time, on-site Project Superintendent responsible for daily project organization.

The HITT Way of doing business – maintaining integrity while delivering high quality and timely construction and service projects – has helped us earn our reputation in the construction industry. We will use our leverage as an industry leader to add value to your team and get the job done right, the first time.

We look forward to the opportunity of working with the National Cooperative Purchasing Alliance/ Region 14 Education Service on this important project. Please do not hesitate to contact me at 703.942.5268 if you have questions or require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Rich Ruckman", written in a cursive style.

Rich Ruckman  
Project Executive

cc: Mitch Filipowicz, Senior Vice President, HITT Contracting Inc.  
Camden Seiler, Project Manager, HITT Contracting Inc.

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# Master Agreement / Signature Form

# Tab 1 – Master Agreement

## General Terms and Conditions

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- ◆ Customer Support
  - The vendor shall provide timely and accurate technical advice and sales support. The vendor shall respond to such requests within one (1) working day after receipt of the request.
- ◆ Disclosures
  - Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.
  - The respondent affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.
- ◆ Renewal of Contract
  - Unless otherwise stated, all contracts are for a period of one (1) year with an option to renew annually for an additional five (5) years if agreed to by Region 14 ESC and the vendor.
- ◆ Funding Out Clause
  - Any/all contracts exceeding one (1) year shall include a standard “funding out” clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the entity’s current revenue only, provided the contract contains either or both of the following provisions:
  - Retains to the entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the entity to obtain appropriate funds for payment of the contract.
- ◆ Shipments (if applicable)
  - The awarded vendor shall ship ordered products within the written estimate of delivery time by the vendor to the entity after the receipt of the order unless modified. If a product cannot be shipped within that time, the awarded vendor shall notify the entity placing the order as to why the product has not shipped and shall provide an estimated shipping date. At this point the participating entity may cancel the order if estimated shipping time is not acceptable. All deliveries shall be freight prepaid, F.O.B. destination.
- ◆ Tax Exempt Status
  - Since this is a national contract, knowing the tax laws in each state is the sole responsibility of the vendor.

◆ Payments

- The entity using the contract will make payments directly to the awarded vendor or their affiliates as long as written request and approval by NCPA is provided to the awarded vendor.

◆ Adding authorized distributors/dealers

- Awarded vendors may submit a list of distributors/partners/resellers to sell under their contract throughout the life of the contract. Vendor must receive written approval from NCPA before such distributors/partners/resellers considered authorized.
- Purchase orders and payment can only be made to awarded vendor or distributors/business partners/resellers previously approved by NCPA.
- Pricing provided to members by added distributors or dealers must also be less than or equal to the pricing offered by the awarded contract holder.
- All distributors/partners/resellers are required to abide by the Terms and Conditions of the vendor's agreement with NCPA.

◆ Pricing

- All pricing submitted to shall include, as a cost of sale to the awarded vendor, the administrative fee to be remitted to NCPA by the awarded vendor. It is the awarded vendor's responsibility to keep all pricing up to date and on file with NCPA. For those pricing requiring annual or periodic pricing updates, awarded vendors are expected to provide these changes as submitted.
- All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing

◆ Warranty

- Proposals should address each of the following:
  - Applicable warranty and/or guarantees of equipment and installations including any conditions and response time for repair and/or replacement of any components during the warranty period.
  - Availability of replacement parts
  - Life expectancy of equipment under normal use
  - Detailed information as to proposed return policy on all equipment
- All supplies, equipment and services shall include manufacturer's minimum standard warranty and one (1) year labor warranty unless otherwise agreed to in writing.

◆ Audit rights

- Vendor shall, at Vendor's sole expense, maintain appropriate due diligence of all purchases made by any entity that utilizes this Agreement. NCPA and Region 14 ESC each reserve the right to audit the accounting for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. In the State of New Jersey, this audit right shall survive termination of this Agreement for a period of five (5) years from the date of

final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

- Region 14 ESC shall have the authority to conduct random audits of Vendor's pricing that is offered to eligible entities at Region 14 ESC's sole cost and expense. Notwithstanding the foregoing, in the event that Region 14 ESC is made aware of any pricing being offered to eligible agencies that is materially inconsistent with the pricing under this agreement, Region 4 ESC shall have the ability to conduct an extensive audit of Vendor's pricing at Vendor's sole cost and expense. Region 14 ESC may conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 14 ESC or NCPA.

◆ Indemnity

- The awarded vendor shall protect, indemnify, and hold harmless Region 14 ESC and its participants, administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the vendor, vendor employees or vendor subcontractors in the preparation of the solicitation and the later execution of the contract.

◆ Licenses and Duty to keep current licenses

- Vendor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by vendor. Vendor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the contract. Region 14 ESC reserves the right to stop work and/or cancel the contract of any vendor whose license(s) expire, lapse, are suspended or terminated. Vendor is expected to provide all required license(s) with this RFP response.

◆ Franchise Tax

- The respondent hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes.

◆ Supplemental Agreements

- The entity participating in this contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor.

◆ Certificates of Insurance

- Certificates of insurance shall be delivered to the Public Agency prior to commencement of work. The insurance company shall be licensed in the applicable state in which work is being conducted. The awarded vendor shall give the participating entity a minimum of ten (10) days notice prior to any modifications or cancellation of policies. The awarded vendor shall require all subcontractors performing any work to maintain coverage as specified.

#### ◆ Legal Obligations

- It is the Respondent's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services identified in this RFP and any awarded contract and shall comply with all while fulfilling the RFP. Applicable laws and regulation must be followed even if not specifically identified herein.

#### ◆ Protest

- A protest of an award or proposed award must be filed in writing within ten (10) days from the date of the official award notification and must be received by 5:00 pm CST. No protest shall lie for a claim that the selected Vendor is not a responsible Bidder. Protests shall be filed with Region 14 ESC and shall include the following:
  - Name, address and telephone number of protester
  - Original signature of protester or its representative
  - Identification of the solicitation by RFP number
  - Detailed statement of legal and factual grounds including copies of relevant documents and the form of relief requested
- Any protest review and action shall be considered final with no further formalities being considered.

#### ◆ Force Majeure

- If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.
- The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or any civil or military authority; insurrections; riots; epidemics; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty.



◆ Prevailing Wage

- It shall be the responsibility of the Vendor to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the purchaser. It shall further be the responsibility of the Vendor to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of this contract and adjust wage rates accordingly.

◆ Miscellaneous

- Either party may cancel this contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order.

◆ Cancellation for Non-Performance or Contractor Deficiency

- Region 14 ESC may terminate any contract if awarded vendor has not used the contract, or if purchase volume is determined to be low volume in any 12-month period.
- Region 14 ESC reserves the right to cancel the whole or any part of this contract due to failure by contractor to carry out any obligation, term or condition of the contract.
- Region 14 ESC may issue a written deficiency notice to contractor for acting or failing to act in any of the following:
  - ◆ Providing material that does not meet the specifications of the contract;
  - ◆ Providing work and/or material that was not awarded under the contract;
  - ◆ Failing to adequately perform the services set forth in the scope of work and specifications;
  - ◆ Failing to complete required work or furnish required materials within a reasonable amount of time;
  - ◆ Failing to make progress in performance of the contract and/or giving Region 14 ESC reason to believe that contractor will not or cannot perform the requirements of the contract;
- Upon receipt of a written deficiency notice, contractor shall have ten (10) days to provide a satisfactory response to Region 14 ESC. Failure to adequately address all issues of concern may result in contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by contractor under the contract shall become the property of Region 14 ESC on demand.

◆ Open Records Policy

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

counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

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

◆ Cancellation for Conflict of Interest

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

◆ Registered Sex Offender Restriction

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

◆ Contract's Employment Eligibility

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

◆ Terrorism Country Divestments

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

◆ Fingerprint Checks

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

◆ Indemnification

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

# Process

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

- ◆ Contract Administration
  - The contract will be administered by Region 14 ESC. The National Program will be administered by NCPA on behalf of Region 14 ESC.
- ◆ Contract Term
  - The contract term will be for one (1) year starting from the date of the award. The contract may be renewed for up to two (4) additional one-year terms or any combination of time equally not more than 4 years.
  - It should be noted that maintenance/service agreements may be issued for up to (5) years under this contract even if the contract only lasts for the initial term of the contract. NCPA will monitor any maintenance agreements for the term of the agreement provided they are signed prior to the termination or expiration of this contract.
- ◆ Contract Waiver
  - Any waiver of any provision of this contract shall be in writing and shall be signed by the duly authorized agent of Region 14 ESC. The waiver by either party of any term or condition of this contract shall not be deemed to constitute waiver thereof nor a waiver of any further or additional right that such party may hold under this contract.
- ◆ Products and Services additions
  - Products and Services may be added to the resulting contract during the term of the contract by written amendment, to the extent that those products and services are within the scope of this RFP and has written approval of NCPA and Region 14 ESC.
- ◆ Competitive Range
  - It may be necessary for Region 14 ESC to establish a competitive range. Responses not in the competitive range are unacceptable and do not receive further award consideration.
- ◆ Deviations and Exceptions
  - Deviations or exceptions stipulated in response may result in disqualification. It is the intent of Region 14 ESC to award a vendor's complete line of products and/or services, when possible.
- ◆ Estimated Quantities
  - The estimated dollar volume of Products and Services purchased under the proposed Master Agreement is \$50 million dollars annually. This estimate is based on the anticipated volume of Region 14 ESC and current sales within the NCPA program. There is no guarantee or commitment of any kind regarding usage of any contracts resulting from this solicitation

◆ Evaluation

- Region 14 ESC will review and evaluate all responses in accordance with, and subject to, the relevant statutes, ordinances, rules and regulations that govern its procurement practices. NCPA will assist the lead agency in evaluating proposals. Recommendations for contract awards will be based on multiple factors, each factor being assigned a point value based on its importance.

◆ Formation of Contract

- A response to this solicitation is an offer to contract with Region 14 ESC based upon the terms, conditions, scope of work, and specifications contained in this request. A solicitation does not become a contract until it is accepted by Region 14 ESC. The prospective vendor must submit a signed Signature Form with the response thus, eliminating the need for a formal signing process.

◆ NCPA Administrative Agreement

- The vendor will be required to enter and execute the National Cooperative Purchasing Alliance Administration Agreement with NCPA upon award with Region 14 ESC. The agreement establishes the requirements of the vendor with respect to a nationwide contract effort.

◆ Clarifications / Discussions

- Region 14 ESC may request additional information or clarification from any of the respondents after review of the proposals received for the sole purpose of elimination minor irregularities, informalities, or apparent clerical mistakes in the proposal. Clarification does not give respondent an opportunity to revise or modify its proposal, except to the extent that correction of apparent clerical mistakes results in a revision. After the initial receipt of proposals, Region 14 ESC reserves the right to conduct discussions with those respondent's whose proposals are determined to be reasonably susceptible of being selected for award. Discussions occur when oral or written communications between Region 14 ESC and respondents are conducted for the purpose clarifications involving information essential for determining the acceptability of a proposal or that provides respondent an opportunity to revise or modify its proposal. Region 14 ESC will not assist respondent bring its proposal up to the level of other proposals through discussions. Region 14 ESC will not indicate to respondent a cost or price that it must meet to neither obtain further consideration nor will it provide any information about other respondents' proposals or prices.

◆ Multiple Awards

- Multiple Contracts may be awarded as a result of the solicitation. Multiple Awards will ensure that any ensuing contracts fulfill current and future requirements of the diverse and large number of participating public agencies.

◆ Past Performance

- Past performance is relevant information regarding a vendor's actions under previously awarded contracts; including the administrative aspects of performance; the vendor's history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the vendor's businesslike concern for the interests of the customer.

# Evaluation Criteria

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

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

# Signature Form

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

Prices are guaranteed: **120 days**

Company name	<u>HITT Contracting Inc.</u>
Address	<u>2900 Fairview Park Drive</u>
City/State/Zip	<u>Falls Church, Virginia 22042</u>
Telephone No.	<u>703.846.9000</u>
Fax No.	<u>703.846.9110</u>
Email address	<u>ruckman@hitt-gc.com</u>
Printed name	<u>Rich Ruckman</u>
Position with company	<u>Project Executive</u>
Authorized signature	<u></u>



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## NCPA Administration Agreement

## Tab 2 – NCPA Administration Agreement

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This Administration Agreement is made as of July 1, 2020, by and between National Cooperative Purchasing Alliance ("NCPA") and HITT Contracting Inc. ("Vendor").

### Recitals

WHEREAS, Region 14 ESC has entered into a certain Master Agreement dated July 1, 2020, referenced as Contract Number 04-24, by and between Region 14 ESC and Vendor, as may be amended from time to time in accordance with the terms thereof (the "Master Agreement"), for the purchase of Job Order Contracting in Virginia;

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

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

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

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

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

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

#### ◆ General Terms and Conditions

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

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

- The Public Agency participating in the NCPA contract and Vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the Public Agency and Vendor. NCPA, its agents, members and employees shall not be made party to any claim for breach of such agreement.

◆ **Term of Agreement**

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

◆ **Fees and Reporting**

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

Agency Name	State	Zip Code	Date	PO Number	RQN Number	Sale Amount	Admin Fee (3%)
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**Total**


- Each month NCPA will invoice the vendor based on the total of sale amount(s) reported. From the invoice the vendor shall pay to NCPA three (3%) administrative fee on the amount of the agency's purchase order less any applicable sales tax and Performance and/or Payment bond cost. Vendor's annual sales shall be measured on a calendar year basis. Deadline for term of payment will be included in the invoice NCPA provides.
- Supplier shall maintain an accounting of all purchases made by Public Agencies under the Master Agreement. NCPA and Region 14 ESC reserve the right to audit the accounting for a period of five (5) years from the date NCPA receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by Region 14 ESC or NCPA. In the event such audit reveals an underreporting of Contract Sales and a resulting underpayment of administrative fees, Vendor shall promptly pay NCPA the amount of such underpayment, together with interest on such amount and shall be obligated to reimburse NCPA's costs and expenses for such audit.



◆ General Provisions

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

**National Cooperative Purchasing Alliance:**

Name: Matthew Mackel  
Title: Director, Business Development  
Address: PO Box 701273  
Houston, TX 77270  
Signature:   
Date: July 1, 2020

**Vendor:**

HITT Contracting Inc.  
Name: Rich Ruckman  
Title: Project Executive  
Address: 2900 Fairview Park Drive  
Falls Church, VA 22042  
Signature:   
Date: 06/16/2020

## **NCPA Registered Vendor Quotation Number**

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

## **NCPA Registered Vendor Quotation Number Process**

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

(Direct link is <http://www.ncpa.us/Facilities/Register>)

### **\* Fill out and submit.**

- All registered vendor quotation number requests must be submitted and a proposal number received before you present it to your potential customer.
- You will have a response with a NCPA Vendor Registered Quotation Number within 4 hours.
- If you have an emergency and need a quotation number sooner, call any member of the Facility Management team and we will help you.
- Include the quotation number on all proposals.


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

Date 06/16/2020

RFP Number 03-20

Company Name HITT Contracting Inc.

Printed Name Rich Ruckman

Signature 



## Vendor Questionnaire



## Tab 3 – Vendor Questionnaire

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

♦ **Minority and Women Business Enterprise (MWBE) and (HUB) Participation**

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

▪ **Minority / Women Business Enterprise**

- Respondent Certifies that this firm is a M/WBE

☐

▪ **Historically Underutilized Business**

- Respondent Certifies that this firm is a HUB

☐

♦ **Residency**

- Responding Company's principal place of business is in the city of Falls Church, State of VA

♦ **Felony Conviction Notice**

- Please Check Applicable Box;

☐

A publically held corporation; therefore, this reporting requirement is not applicable.

☒

Is not owned or operated by anyone who has been convicted of a felony.

☐

Is owned or operated by the following individual(s) who has/have been convicted of a felony

- If the 3<sup>rd</sup> box is checked, a detailed explanation of the names and convictions must be attached.

♦ **Distribution Channel**

- Which best describes your company's position in the distribution channel:

☐

Manufacturer Direct

☐

Certified education/government reseller

☐

Authorized Distributor

☐

Manufacturer marketing through reseller

☐

Value-added reseller

☒

Other: General Contractor

♦ **Processing Information**

- Provide company contact information for the following:

▪ **Sales Reports / Accounts Payable**

Contact Person: Rich Ruckman

Title: Project Executive

Company: HITT Contracting Inc.

Address: 2900 Fairview Park Drive

City: Falls Church

State: Virginia

Zip: 22042

Phone: 703.942.5268

Email: muckman@hitt-gc.com

▪ **Purchase Orders**

Contact Person: Rich Ruckman

Title: Project Executive

Company: HITT Contracting Inc.  
Address: 2900 Fairview Park Drive  
City: Falls Church State: Virginia Zip: 22042  
Phone: 703.942.5268 Email: ruckman@hitt-gc.com

▪ Sales and Marketing

Contact Person: Rich Ruckman  
Title: Project Executive  
Company: HITT Contracting Inc.  
Address: 2900 Fairview Park Drive  
City: Falls Church State: Virginia Zip: 22042  
Phone: 703.942.5268 Email: ruckman@hitt-gc.com

♦ Pricing Information

- In addition to the current typical unit pricing furnished herein, the Vendor agrees to offer all future product introductions at prices that are proportionate to Contract Pricing.
  - If answer is no, attach a statement detailing how pricing for NCPA participants would be calculated for future product introductions.

☒ Yes ☐ No
- Pricing submitted includes the required NCPA administrative fee. The NCPA fee is calculated based on the invoice price to the customer.

☒ Yes ☐ No
- Vendor will provide additional discounts for purchase of a guaranteed quantity.

☒ Yes ☐ No



4

## Vendor Profile

## Tab 4 – Vendor Profile

**Please provide answers to the following questions in a clear and concise manner.  
Provide the question number in your response:**

### **GENERAL**

1. Company's official registered name.

HITT Contracting Inc.

2. Brief history of your company, including the year it was established.

We all started here—it's the desire to build: the dream to make things, to work with our hands, and to express our imagination. In 1937, HITT Contracting was founded by Warren and Myrtle Hitt as a small family business that has expanded to be among the top 50 largest general contractors in the nation. With deep roots in Washington, DC, our national presence has grown to include offices in Atlanta, Charleston, Dallas, Fort Lauderdale, Houston, Los Angeles, New York, Raleigh, Richmond, Santa Clara, and Seattle. Our growth is client-driven and our success as a national contractor is a result of strong bonds we form with our clients, partners, and subcontractors. HITT's 1,000 construction professionals provide our clients a wide range of services—from base building construction and renovation, to corporate interior fit-outs, to service and emergency work. With annual revenues of more than \$2.43 billion, it's more than construction. We are building dreams, shaping possibilities, and defining the places that surround our lives.

People are our passion—we are in the business of building places that matter, while forging relationships that last. We're not bound by the bottom line and draw no distinction between our success and that of our clients. Real success means anticipating our clients' needs, asking the right questions, and delivering solutions that last. The HITT Way of doing business—fulfilling client goals and needs while delivering high quality, timely construction and service projects—has helped us achieve a repeat client rate of more than 85 percent. We are HITT, we build great projects for great organizations, and we simply couldn't imagine doing anything else.

3. Company's Dun & Bradstreet (D&B) number.

00-325-8746

4. Corporate office location.

2900 Fairview Park Drive, Falls Church, Virginia 22042

5. List number of employees either nationally or regionally (if your response is not all

states) with breakdown of direct sales, sales support, service technicians, engineering support and administration.

- Washington, DC – 780 Employees
- Atlanta, Georgia – 72 Employees
- California – 20 Employees
- New York, New York – 55 Employees
- Charleston, South Carolina – 28 Employees
- Raleigh, North Carolina – 12 Employees
- Richmond, Virginia – 9 Employees
- Seattle, Washington – 15 Employees
- South Florida – 17 Employees
- Texas – 61 Employees

6. List the number and location of offices for all states being offered in this solicitation. Additionally, list the names of key contacts at each location with title, address, phone and e-mail address.

- HEADQUARTERS  
2900 Fairview Park Drive  
Falls Church, VA 22042  
Contact: Rich Ruckman  
Phone: 703.942.5268  
[rruckman@hitt-gc.com](mailto:rruckman@hitt-gc.com)
- ATLANTA  
3200 Windy Hill Road SE  
Suite 1100E  
Atlanta, GA 30339  
Contact: Rich Ruckman  
Phone: 703.942.5268  
[rruckman@hitt-gc.com](mailto:rruckman@hitt-gc.com)
- CHARLESTON  
216 Seven Farms Drive  
Charleston, SC 29492  
Contact: Summer Schmidt  
Phone: 843.308.9412  
[sschmidt@hitt-gc.com](mailto:sschmidt@hitt-gc.com)
- DALLAS  
7460 Warren Parkway  
Suite 100  
Frisco, TX 75034  
Contact: Rich Ruckman  
Phone: 703.942.5268

[rruckman@hitt-gc.com](mailto:rruckman@hitt-gc.com)

- FORT LAUDERDALE  
2501 SW 160th Avenue  
Suite 300  
Miramar, FL 33027  
Contact: Rich Ruckman  
Phone: 703.942.5268  
[rruckman@hitt-gc.com](mailto:rruckman@hitt-gc.com)
- HOUSTON  
9300 Bamboo Road  
Houston, TX 77041  
Contact: Rich Ruckman  
Phone: 703.942.5268  
[rruckman@hitt-gc.com](mailto:rruckman@hitt-gc.com)
- LOS ANGELES  
10100 Venice Boulevard  
Culver City, CA 90232  
Contact: Rich Ruckman  
Phone: 703.942.5268  
[rruckman@hitt-gc.com](mailto:rruckman@hitt-gc.com)
- NEW YORK  
120 Broadway  
Suite 1120  
New York, NY 10271  
Contact: Rich Ruckman  
Phone: 703.942.5268  
[rruckman@hitt-gc.com](mailto:rruckman@hitt-gc.com)
- RALEIGH  
6601 Six Forks Road  
Suite 330  
Raleigh, NC 27615  
Contact: Rich Ruckman  
Phone: 703.942.5268  
[rruckman@hitt-gc.com](mailto:rruckman@hitt-gc.com)
- RICHMOND  
4909 Dickens Road  
Richmond, VA 23230  
Contact: Rich Ruckman  
Phone: 703.942.5268  
[rruckman@hitt-gc.com](mailto:rruckman@hitt-gc.com)

- SANTA CLARA  
469 El Camino Real  
Suite 230  
Santa Clara, CA 95050  
Contact: Rich Ruckman  
Phone: 703.942.5268  
[rruckman@hitt-gc.com](mailto:rruckman@hitt-gc.com)

- SEATTLE  
2025 First Avenue  
Suite 1212  
Seattle, WA 98121  
Contact: Doug Bardin  
Phone: 206.717.8145  
[dbardin@hitt-gc.com](mailto:dbardin@hitt-gc.com)

7. Please provide contact information for the person(s) who will be responsible for the following areas, including resumes:

- a. Sales (Rich Ruckman / 703.942.5268 / [rruckman@hitt-gc.com](mailto:rruckman@hitt-gc.com))
- b. Sales Support (Camden Seiler / 703.289.9231 / [cseiler@hitt-gc.com](mailto:cseiler@hitt-gc.com))
- c. Marketing (Rich Ruckman / 703.942.5268 / [rruckman@hitt-gc.com](mailto:rruckman@hitt-gc.com))
- d. Financial Reporting (Camden Seiler / 703.289.9231 / [cseiler@hitt-gc.com](mailto:cseiler@hitt-gc.com))
- e. Executive Support (Mitch Filipowicz / 703.289.9214 / [mfilipowicz@hitt-gc.com](mailto:mfilipowicz@hitt-gc.com))

Organizational Chart and Resumes are attached.

8. Define your standard terms of payment.

Net 30 days

9. Who is your competition in the public marketplace?

Competitors in the market place include The Matthews Group. Centennial Contractors Enterprises, Inc., and Sorenson Gross Construction Services all under the Sourcewell Contract.

## 12. What differentiates your company from your competitors?

Throughout our 83-year history, HITT has learned that having the General Contractor involved at the inception of a project is often the best approach to achieving timely, reliable and affordable construction services. Having an on-call contractor as a part of your team allows you to bring them into the fold at the idea-stage and be there from the beginning to make that idea a reality. Our capable staff can assist in feasibility studies, budgeting and estimating exercises, site surveys, and can be onsite at a moment's notice.

NCPA will benefit from HITT being the general contractor for the following reasons:

- The financial strength of HITT enables our company to pre-purchase materials to meet schedule requirements, make deposits, and reward subcontractors who perform well, as we pay very aggressively.
- We have a proven track record of timely payments to our subcontractors – often before payment has been received from our clients. This motivates our subcontractors into performing work of the highest quality and at the most accelerated pace.
- Our in-house staff of service carpenters and assistants can provide service trips, response to emergencies, correct minor problems, hang artwork, or perform any other office carpentry work for our clients. We can also use their skills to supplement drywall, millwork, and door installations, if needed, in order to stay on schedule.
- Our Commercial Services department is set up to service our project managers and clients. We have (40) painters in uniforms that can work in occupied areas neatly and professionally. They can also supplement the paint work of scheduled subcontractors.
- We have a fleet of transportation, which includes dump trucks, pick-up trucks, and vans, and experienced on-staff drivers to help with off-hours trash removal or deliveries of materials. We have sent these drivers and vehicles to manufacturers, fixture factories, operable partition plants, and many other locations to ensure our products and materials arrive on-site to meet the schedule.
- Our knowledge of local markets, and long-term relationships with our subcontractors and our suppliers, ensures that we get the best pricing available in the market.

## 13. Briefly summarize your company's Quality control/Quality assurance program.

Our approach to construction, called The HITT Way, is founded on delivering client's quality and service beyond expectation. In fact, we often quote our founders' saying "Good enough is never enough, if we can do better." This fundamental belief drives our approach to quality control.

HITT jobsites look different; our hallmark is cleanliness, organization, crisp signage, and well-maintained temporary protection. This attention to detail permeates our projects and reflects our approach to quality construction—the HITT Way.

HITT's quality program clearly defines expectations for all stakeholders, regardless of project size, value, or complexity, and ensures a consistent project as we execute work across the country. Our program is based on three pillars: education, verification, and documentation. This established program and its clear steps enables our team members to provide consistent quality execution on every project.

14. Have your Estimators/delivery/task order managers had JOC experience? Have they had a course in JOC estimating? What is their general construction experienced?

HITT's task order managers and estimators proposed to service this contract are currently working with NCPA in this capacity under the current Region 14 JOC program and/or are well versed in JOC estimating through e4clicks, Gordian, and R.S. Means pricing mechanisms.

In addition, proposed Project Executive Mitch Filipowicz is a Certified JOC Professional (CJP) and Immediate Past Chair for the Center for Job Order Contracting Excellence. Proposed Project Executive responsible for the overall success of this contract Rich Ruckman currently serves as Treasurer of the Center for Job Order Contracting Excellence.

HITT offers 12 project management and 16 superintendent personnel who have unique and specific JOC experience at all levels of scope development, estimating, and JOC management, managing multiple projects simultaneously with differing scopes, subcontractors, and vendors.

HITT currently holds awards on more than 20 on-call contracts and has executed work on indefinite quantity indefinite delivery contracts since the inception of the company in 1937, when we began work at The George Washington University. To date, HITT has provided more than \$500 million in total on-call construction services for multiple educational institutions, federal and municipal government agencies, secure facilities, and international organizations.

As the company has grown, we have remained nimble by maintaining a focus on multiple-award contracts and repeat Clients. Current and recent contracts allow HITT to execute work with clients such as:

- State of Maryland – Job Order Contract
- Georgetown University – Job Order Contract
- Fairfax County (Virginia) – \$15-20 million in job orders annually
- Arlington County (Virginia) – Job Order Contract
- Alexandria Renew Enterprises – Job Order Contract
- Loudoun Water – Job Order Contract
- International Monetary Fund (\$50 million+ in IDIQ Term Construction Services)
- World Bank (\$50 million+ in IDIQ Term Construction Services)
- John F. Kennedy Center for the Performing Arts (\$15 million+ in IDIQ CM-At-Risk

- Construction Services)
  - United States Postal Service – IDIQ Construction Services
  - Architect of the Capitol (\$75 million+ Job Order Contract)
    - U.S. Senate
    - U.S. House of Representatives
    - U.S. Supreme Court
    - Library of Congress
    - U.S. Capitol Power Plant
  - The Pentagon / Department of Defense / Washington Headquarters Services (\$40 million+ IDIQ Term Construction and Multiple Award Design/Build IDIQ Contracts)

HITT, as an on-call general contractor for NCPA Region 14, will provide the proper personnel and all resources to complete each and every service required for this contract. Key team members will be available and committed 24/7/365 throughout the life of the contract.

15. Has a corporate officer been assigned to the program? Does he understand his role in providing the corporate resources necessary for the program? Has the PGM been empowered by corporate to make immediate decisions in support of the program?

Mitch Filipowicz will serve as the HITT corporate officer for this program. He has served in the capacity under the current Region 14 contract, will provide corporate resources and support as necessary, and is empowered to make immediate decisions in support of the program.

16. Provide information regarding whether your firm, either presently or in the past, has been involved in any litigation, bankruptcy, or reorganization.

There are a limited number of pending claims / suits against HITT, the details of which can be made available upon request. Due to the short time frame in which to answer this inquiry, as well as potential confidentiality and privilege concerns, HITT suggests that if further information is requested, NCPA may contact Sheila Sears, HITT General Counsel, at 703.289.9347.

HITT has been involved in a limited amount of litigation in the past, the details of which can be made available upon request. Importantly, none of the pending matters relate to poor workmanship or failure to perform by HITT, or any termination of contracts.

17. Provide evidence of your company's ability to continuously lower the customer's costs. Provide examples of any documented cost reduction results that your company has engaged in with your customers.

Traditional preconstruction services are reactive; they include estimating, cost-cutting, and scheduling. HITT brings a fully integrated approach that replaces the reactive with collaborative, and exchanges re-design for best-value design, done right the first time.



We approach value engineering as a process to provide the best value to our clients—the most advantageous balance of cost, quality, performance, and schedule.

HITT collaborates with the owner and the design team to assess design concepts for construction costs, schedule, quality, maintenance, and function with respect to project requirements and goals. We develop creative, cost effective means of construction, as well as offer opportunities for cost savings using alternate materials and/or equipment that do not compromise the design concept or useful intent of the project. Cost-effective solutions that are comparable in aesthetics and performance are reviewed and offered on a trade-by-trade basis. We also compare designed systems with similar projects HITT has priced and built, looking for anomalies and that can lead to additional value engineering opportunities and recommendations for efficiencies.

HITT develops a value engineering log that is an important communication tool for ongoing discussions with the team throughout the preconstruction phase. Value engineering items that populate the log shift between four categories: pending, rejected, accepted, and incorporated. The full impact of each suggestion on cost, schedule, availability of materials, and the interface with other materials or systems is reviewed and discussed before a decision to incorporate a value engineering solution is made.

Value engineering is an integral part of the overall project delivery process and is not a separate entity to second guess the design or the design intent. HITT's process is an opportunity for a professional, experienced team to discuss alternative products and methods without compromising the intent of the architect, engineers, and owner. The process must be a team effort led by our preconstruction and construction teams, with dedicated participation by the owner, starting with the already developed contract documents and continuing on as the development of the documents advance. The earlier we are engaged in the process, the more opportunities are available for value engineering. HITT's deep relationships nationally with the vendor and subcontractor market allow us to engage these key players as early as possible. Our subcontractor and vendor partners further enable HITT to share ideas, gather current pricing, and provide budget updates.

18. Describe how your company handles after-hours customer service needs indicate your average response time to emergency service calls.

HITT is a 24/7/365 company capable of responding to any need under this contract. Upon award of the Region 14 contract, we will assemble a Job Order Contract Team under the leadership of Project Executive Mitch Filipowicz to be available and kept at the ready to complete repairs and alterations on an emergency basis. The team will consist of two project managers, two superintendents, and four laborers who will be made available for NCPA emergency service calls. The Job Order Contract Team will be broken into two units—one project manager, one superintendent, and two laborers per unit—that will alternate as the NCPA on-call job order team on a week-to-week basis. The on-call job order team will be available to respond to all NCPA requests within two

(2) hours and perform emergency and/or off-hour work as needed.

In addition to the proposed staff, HITT has more than 200 field forces and professional tradesmen associated with our organization, and all are readily accessible to support any work effort.

19. Discuss your organization's capability and historical flexibility in completing timely service calls and problem resolution.

HITT's staffing resources (1000+ personnel), having a dedicated JOC team, flexibility, and adaptability to any situation allow us to immediately respond to client needs for service and problem resolution. A recent example occurred when Fairfax County, Virginia, Facilities Management Department called HITT to provide emergency service resulting from roof collapse during a Winter storm. HITT provided labor, materials, and equipment to safety shore up the existing structure and salvage what was left of the building's roof. We also provided labor to remove the rest of the snow on the shored-up portion of the roof to prevent future stress on the structure. We then repaired and provided a new roof structure for the prefabricated metal building.

HITT is honored to have many municipal and educational clients, who utilize our cooperative JOC programs to repeatedly call upon us when service is needed.

20. Please describe the quality program(s) within your company which measures your service work.

HITT considers quality and production above all, with the exception of safety, on all of our projects, no matter how small. At all times, the assigned superintendent will apply Quality Control and Safety practices in monitoring the performance expectations of all work in the field. The superintendent will educate and mentor the trades, and inspect subcontractor craftsmanship, methods, and materials. We apply The HITT Way QA/QC method described in item #13 above for all projects—service/repair and construction—and implement U.S. Army Corps of Engineers QC principles where applicable.

21. What is the reputation of your company's service in the public marketplace?

Twenty-five years ago, we began our work in the public marketplace, managing multiple small Indefinite Delivery Indefinite Quantity (IDIQ) contracts for federal financial institutions. We have since grown to be an industry leader in this sector, capable of successfully delivering capital projects more than \$200 million for public sector agencies. HITT's steady growth in the public marketplace attributed to our government procurement knowledge, unrivaled subcontractor base, and deep company resources. With work in the continental United States and select diplomatic facilities overseas, HITT completes approximately \$110 million in public sector—Federal and Municipal—projects annually.

## 22. Describe your company's startup and system checkout responsibilities

HITT closely coordinates the manufacturer factory start-up with the subcontractors (and commissioning agent, if applicable). We ensure compliance with the construction documents and specifications, as well as proper testing and checkout by all parties. All required documentation of the start-up and checkout is gathered for record. In addition, we coordinate and schedule any required factory support of the commissioning activities with the supplier. These efforts ensure that we turn over a reliable, functioning system for the client.

Prior to testing, a commissioning kick-off meeting is held on-site for all involved MEP subcontractors, equipment vendors, designers, and client staff. The commissioning plan, pre-functional checklists, and testing scripts are distributed to all involved parties. This process ensures contractor familiarity with the requirements and expectations by the time functional testing commences. The start-up and commissioning dates are tracked in advance through the construction schedule, which is reviewed in weekly progress meetings.

To facilitate and manage the commissioning process, HITT can dispatch an in-house MEP superintendent to the site to oversee new equipment start-ups and all functional and integrated systems testing. Our MEP superintendents are experienced in all facets of Level I-V testing and ensure that the required pre-functional documentation is properly completed for early turnover to the commissioning agent.

## 23. Describe your company's post-installation and warranty support

We stand behind our work, and the craftsmanship of our subcontractors, and comply with the specified warranty requirements—typically one (1) year. Commencement date for the warranty is the date of acceptance of the work by client. The O&M manuals provided at the completion of the project include warranty contact information for all subcontractors and vendors who performed work and/or provided equipment for the project. HITT assists the client as necessary in coordination of any required warranty work or post-construction service contracts.

HITT is a 24/7 organization. All HITT personnel have smart phones with email. Our company policy is to leave phones on at all times—emergencies happen outside of normal business hours as well. Our response time can be as soon as 15 minutes, depending on the customer's urgency and issue. Every service call, no matter how small, receives immediate attention. We believe that it is this level of service that sets us apart from our peers.

## 24. Describe your company's steps for system analysis.

HITT frequently and routinely inspects client facilities to identify general construction,

maintenance/repair and service needed. To ensure that building systems and components are operated and maintained at an acceptable level, HITT will inspect and NCPA client of any repair items outside of the scope of this contract.

If at any time a building component or system fails, HITT will immediately notify the NCPA client representative. We will report all failures on the same day they are discovered and initiate all remedial actions to prevent damage to the building or injury to personnel.

If requested by the client and included in our scope of work, HITT will develop and implement a schedule for periodic preventive maintenance by dates, individual building components, furnishing, pieces of equipment, etc., indicating location and building. Tasking and frequency will be based on industry standards, and maintenance requirements will be approved by an authorized NCPA client representative.

25. Discuss your company's current computer systems architecture. How does your company's computer system guarantee customer receives consistent service support, responsibility verification, and management reporting?

Use of technology (hardware and software) to implement and manage projects is rapidly expanding in the construction industry. HITT embraces state-of-the-art technology, and invests heavily in the processes and tools that help our clients achieve exceptional outcomes.

We are continually expanding and adapting the use of technology to manage and document our projects. Handheld tablets and jobsite work stations provide instant access to real-time drawings and other project resources such as photos, punchlists and RFIs. These hardware innovations are a powerful tool for superintendents and trade foremen in helping streamline the information-sharing process in the field. Our clients benefit by more efficient work flows, minimizing rework and change orders.

HITT utilizes a variety of software solutions that emphasize collaboration, provide real-time information, and enable instant communication with project stakeholders. These software solutions help us improve coordination and decision-making, which leads to an efficient, high quality construction experience for the entire project team.

HITT utilizes Procore, a cloud-based construction project management system that allows all team members to easily and intuitively engage in and monitor project delivery from their computer, smartphone, or tablet. Procore houses all project documentation, RFIs, meeting minutes, submittals, photos, daily reports, schedule, as-builts, and project-related information. The platform provides users with a comprehensive suite of tools to maximize project collaboration and efficiency.

Procore is an extremely user-friendly and powerful communication tool. We can provide access to owners, designers, subcontractors, and other team members

and conduct all project business through the Procore project homepage. By utilizing Procore, the entire project team has instant access to all project documentation; the system also sends notifications to involved parties when new information is added to allow for real-time distribution. Procore accelerates the construction project management process by providing project teams with the up-to-date information they need to make decisions and keep the project moving forward.

HITT is currently using Procore on roughly 700 construction projects of value greater than \$100,000. Through the implementation of Procore, HITT has developed standardized processes and consistent project reporting.

HITT will prepare Job Order estimates utilizing e4Clicks software and R.S. Means pricing methodology. We are experienced in using e4Clicks, R.S. Means and the associated data books and Success Estimator (This system was developed for the U.S. Navy, and HITT has utilized similar systems on previous Job Order Contracts). In the event that unit prices are not available in R.S. Means, HITT will provide competitive subcontractor pricing.

26. Explain how your company would propose a planned unit replacement program including how units would be identified for replacement and how pricing would be addressed.

Depending on NCPA needs and scope of work, HITT can work directly with the client agencies to implement the operation, maintenance, and replacement program for failing building units and systems as necessary. Pricing would be generated by applying the corresponding coefficient (based on location) to time and materials necessary to support the program. HITT would use our system analysis procedure outlined in item 24 above to perform inspection of the units. Units may include but are not limited to building envelope, interior features, MEP implementations, as well as a wide range of exterior process equipment replacements.

27. Describe what project scheduling tools your company use to track projects during construction.

All HITT Project Managers are adept in creating critical path milestone schedules utilizing Microsoft Project and/or Oracle's Primavera P6 scheduling software programs to monitor and control the work during construction.

28. Describe how your company handles site development and project permitting process.

Site development has not been featured in our previous experience under the NCPA Region 14 contract. However, we have worked with clients and architects under other contracts to develop sites for multi-million-dollar government, technology and multi-family housing projects. In each instance, site development was either defined in the scope of work or resulted from collaboration through design-build, design-assist, or construction manager-at-risk contracting mechanisms. Nevertheless, should NCPA

clients have site development needs, HITT is prepared to work directly with them to formulate and implement a mutually agreed upon plan.

The permit process can present obstacles to maintaining the project schedule and is managed aggressively to ensure we achieve construction milestones. HITT works closely with the client and design team to monitor, track, and coordinate when permits are needed. Our strong history of working successfully with local jurisdictions has led to valuable relationships between HITT and the inspection and permitting authorities. If necessary, we utilize permit expeditors to ensure schedule success.

To ensure a seamless inspection process, both our superintendent and project management team members meet with the appropriate building inspectors. A key priority upon mobilization is to host a meeting with the building inspectors from the local authority having jurisdiction (AHJ) to review the permit drawings and determine the timeline of required inspections. By bringing the inspectors in early and often, we ensure alignment of goals and expectations between the project stakeholders and the AHJ. Through this proactive approach, we can avoid last minute changes that may or may not be necessary for compliance with local codes and regulations.

29. Describe your company's design-build quality control guidelines for design, construction and review on a contract project.

HITT has an internal design-build quality control program that ensures design errors are minimized on all projects. The design quality control process is as follows:

- The design approach is reviewed by an experienced engineer independent of the project. This review challenges the philosophy of the design approach relative to the requirements of the project.
- All calculations are checked by an independent experienced Peer Review team.
- Fit, Finish, Layout: All drawings are checked to ensure what is drawn reflects the design analysis, fits the overall scheme of the project and are constructible. The drawing check includes dimensions, member sizes, equipment layout, etc.
- An Independent Reviewer, Design Quality Control Manager, and the construction QC Officer will utilize a Design Review Matrix to verify that the design has met the requirements set forth by NCPA.
- The HITT Corporate Quality Assurance Manager periodically audits the process to ensure that proper quality control is being utilized on this project.

HITT's Construction Quality Control (CQC) Program is based on the U.S. Army Corps of Engineers (USACE) three-phase (Preparatory, Initial, Follow-Up Phases) inspection plan used on federal construction contracts. Through our CQC System, HITT will obtain a uniform, high quality level of workmanship throughout all phases of procurement, fabrication, construction and installation of equipment and facilities. To ensure this end, the following will be observed on projects under this contract:

- Maintain supervised control and written instructions for NCPA quality control procedures and practices. Establish clearly defined responsibilities and authorities for compliance. Communicate these roles to each entity prior to engaging work practices.
- Conform to all contractual requirements, specifications, applicable NCPA standards and the NCPA CQC Plan.
- Educate workforce in conformance measures and verify proficiency on a daily basis. Compile accurate records of test certifications and other required documentation.
- Notify Project Management and NCPA of quality discrepancies for immediate corrective action. Assure that corrective action is implemented promptly.
- The CQC Manager will be located at the site and will report directly to the HITT president.

HITT will review its CQC plan with NCPA representatives during the preconstruction kickoff meeting. Appropriate changes will be made to reflect NCPA comments. Within 30 days of contract award, the final CQC Plan will be submitted to NCPA for approval. The CQC Manager will retain overall responsibility for the implementation of Quality Control Program activities for the project. He will consult with project supervisory personnel to assure compliance with the quality control requirements of the contract. He will coordinate the quality control efforts of the subcontractors and suppliers to correspond with the overall CQC requirements. He will provide direct feedback and advise the NCPA field representative regarding the effectiveness and capability of the quality control organization, including but not limited to coordination, field engineering, testing requirements, and accountability for government furnished property.

The CQC Manager will have full authority to stop work in the event that any aspect of the project is not in compliance with contract requirements, and/or federal, state, or local construction regulations. The CQC Manager will maintain daily communication with the NCPA field representative. Additionally, the Project Team, CQC Manager, and NCPA field representatives will meet for weekly Progress Meetings to discuss the project schedule, changes, special requirements and circumstances, as well as any client concerns. By letter of appointment from the President of HITT, the CQC Manager is granted the independent authority to review and approve all submittals, order tests as required, inspect all workmanship and materials, stop work if needed, and order correction of deficient work and materials.

Working autonomously, the CQC Manager does not infringe on the administrative and contractual authority of the Project Manager or Superintendent. The CQC Manager's independent inspection authority extends from product, material and procedural submittals, through on-site/offsite testing, to continuous daily inspections of each phase of each definable feature of work. The CQC Manager's authority is stated in all subcontracts.

30. Describe your company's construction management plan.

HITT Contracting Inc. (HITT) is pleased to submit our Construction Management Plan for the National Cooperative Purchasing Alliance (NCPA) Region 14 Education Service Center (RFP 03-20). We have carefully read the RFP and demonstrate herein our thorough understanding of the NCPA requirements for this contract. HITT, as Job Order Contractor for NCPA Region 14, will provide the proper personnel and all resources to complete each and every service required for this contract. Key team members will be available and committed 24/7/365 throughout the life of the project.

HITT understands the NCPA JOC to entail small to medium sized repair, maintenance and minor new construction projects at competitively bid prices utilizing R.S. Means. HITT is prepared to perform an ongoing series of individual Projects for NCPA client members at locations throughout the designated/awarded geographic areas. Represented members may include any public or private educational agencies, districts or school boards, and any governmental unit including cities, counties, towns, and political subdivisions within the designated areas.

HITT views JOC programs as a vital cog in the success and prosperity of our firm. Our JOC experiences with new and repeat clients have provided us with multiple periods of steady work, allowed us to expand our geographical reach, and permitted us access to an unlimited range of customers, subcontractors, and partners—especially through cooperative purchasing alliances where we have the opportunity to market our firm and procure work within their respective member communities with pre-existing negotiated pricing and contractual terms. Under these JOC programs, HITT is ready at a moment's notice to begin reviewing job order requirements/construction documents, schedule site visits, conduct feasibility/constructability studies, begin estimating procedures and proposal preparation, and ultimately perform on-site construction activities.

The relationship between the contractor and the client members is mutually beneficial in that HITT has a contracting mechanism in place that allows us to negotiate potential projects directly with the member clients, and the member clients eliminate delays and learning curves that may result from having unknown commodities outside of the JOC program hard bid work. By having an in-place JOC program, the end result for the client members is successful completion of their projects on time, within budget, with the utmost safety and quality.

HITT manages multiple projects simultaneously with significant skill and experience. HITT's normal, daily business practices feature performing multiple jobs for multiple clients at multiple locations. We have proven management procedures for successful, efficient, and effective delivery of all construction services.

Our primary focus in business is to provide professional, complete construction services for our clients on unique public and private sector building projects. HITT is fully staffed and organized for projects ranging from a one-day repair to a million



square foot renovation, and we have the full complement of personnel and resources to easily coordinate and successfully deliver multiple projects simultaneously under this program.

### **Key Management Staff**

HITT has in excess of 1,000 employees available to perform on this contract.

Our proposed organization diagram for this Job Order Contract indicates an overall contract management team that will be 100% committed to this contract. The team will be staffed with qualified, experienced construction (and design, when necessary) professionals committed to delivering end results that exceed NCPA's expectations.

Members of our contract management team have proven success at public installations and/or similar facilities. For the JOC, we are proposing a team of seasoned HITT managers and supervisors. There will be little to no learning curve for our proposed staff.

### **Functions, Authorities, and Responsibilities of Key Management Staff**

**Position:** Principal-In-Charge

**Function:** Executive Oversight on entire contract; delegates tasks to Project Executive.

**Responsibility:** Full responsibility for all contractual matters.

**Authority:** Complete authority to bind HITT in all matters.

**Reporting:** Reports to the Owners of HITT.

**Position:** Project Executive; JOC Team Leader.

**Function:** Contract oversight; workload management and distribution; delegates tasks to Project Manager

**Responsibility:** Oversight and Compliance of QC Program; Operational support for all projects.

**Authority:** Authority to bind HITT at the Contract level. Full Stop-Work Authority.

**Reporting:** Reports to the Principal-In-Charge.

**Position:** Project Manager

**Function:** Single Point of Contact for all job orders; Job Order Manager; Develop work scopes and corresponding estimates/proposals; Operational Point of Contact for individual Job Orders.

**Responsibility:** Team Lead for Project Management; Individual Project Management.

**Authority:** Authority to bind HITT at the Project level; Full Stop-Work Authority.

**Reporting:** Reports to the Contract Executive.

**Position:** Superintendent

**Function:** Additional Point of Contact for all job orders; Direct, full-time superintendence on the project site; job order estimating; conducts daily safety inspections at the site

**Responsibility:** Site safety; Quality; Cleanliness; Schedule and coordination of

tradesmen.

Authority: Authority to bind HITT at the Operational level; Full Stop-Work Authority.

Reporting: Reports to the Project Manager.

HITT's organizational structure is founded upon strong project leadership and team cohesion at all levels. We provide full general contracting services across all divisions of construction—complete management services from initial project development to notice-to-proceed through final occupancy of minor and major construction projects.

### **Executive Support (Off-Site)**

HITT Executive Vice President John Britt will serve as Principal-in-Charge of the HITT project management team for the Job Order Contract. He will be located at HITT's Falls Church, Virginia headquarters, where she oversees HITT's Government job order programs.

HITT Project Executive Mitch Filipowicz will provide executive oversight for the HITT Job Order Contract team for the duration of the contract. He will administer client project team relations, HITT team organization, and performance. Mr. Filipowicz, who reports to Mr. Britt, will be available to NCPA as needed.

### **Project Management**

HITT Project Executive Rich Ruckman will have overall responsibility and project authority and will report to Mr. Filipowicz. Mr. Ruckman will be the single point of contact for NCPA for all job orders issued under this contract and will have overall project authority.

Mr. Ruckman will be supported by Project Manager Camden Seiler who will serve in a similar capacity should workloads require additional project management personnel.

HITT will assign only its most qualified Superintendents to support the Project Managers in all areas. Qualifications of each Superintendent proposed to perform work on each job order will be presented to NCPA prior to assignment. The Superintendents will be on-site 100% of the time and will be responsible for supervising all construction activities in the field and organizing, consolidating, tracking, and otherwise managing the volume of daily project documentation in support of the management efforts of the Project Managers. Superintendents will be assigned to job orders based on the workload. Furthermore, our personnel resources allow us utilize additional superintendents and field staff—adding to and reassigning from the project site—should the workload require more staff. The Superintendents report directly to the Project Manager.

These key personnel have been selected based on their technical expertise in the required field, reputation for quality and reliability, exceptional client relations, and similar relevant project experience. They will be available and committed for the life of the contract.

### **Project Team Selection and Mobilization**

HITT considers management and administrative positions involved with specific contracts or projects to be key contract functions. Beginning with our Chief Executive Officer, Kim Roy, and flowing through all sectors of the company, personal responsibility for client satisfaction is the single measure of peak performance at HITT. We recognize continuity of management and concise communication as elements vital to the success of a project. When developing a proposal, our project leadership examines each significant aspect and condition of the project to assemble the correct project team. Depending on type and complexity of the Job Order, HITT's project team will likely consist of the Project Manager, Superintendent(s), Quality Control Manager, Safety Manager, Architect/Engineering staff (if applicable) and administrative staff. HITT manages individual projects at the level nearest the work, allowing the most direct and personal control for each required task. The configuration and number of staff personnel relate directly to the size and complexity of the task considered. Once the project team is assigned, the members remain constant throughout the duration of the job order. The Project Manager has authority for all functions surrounding the project, encompassing HITT field and office staff, prime contractors, subcontractors, vendors, and suppliers.

Upon notification to job order from an NCPA client, HITT will mobilize from its on-site management office, assembling a complete team of professional staff selected specifically for each job order that will provide NCPA with cooperative working relationships, controlled costs, on-time delivery, quality control, and an orderly progression of the work from preconstruction services to project occupancy.

### **Corporate Support**

HITT's Job Order Contract team is supported 24/7/365 by the full resources of our firm. Our operational support includes:

- Construction supply warehouse, fully stocked with hundreds of normally utilized materials, tools, equipment, and supplies.
- Stocked supply vans for electrical, carpentry, painting, water remediation, pick-up trucks, dump trucks, and minor excavation and hauling equipment.
- Field staff of nearly 300 capable tradesmen.
- Construction project management staff exceeding 100 personnel.
- Accounting, procurement, information technology, systems development, and building operations staff exceeding 50 personnel.
- Corporate executive corps comprised of top management in every department.

Organizational Chart and Resumes are attached.

31. Explain how your company includes and works with local subcontractors and local architects and engineers, especially those A&E firms already working with client members?

HITT has the ability to self-perform many trades, and our intention under this contract is to utilize a hybrid of in-house and subcontract forces on each project. The HITT personnel will be a mix of superintendents, carpenters, painters, equipment operators and skilled laborers, as they are needed. All personnel will be trained and experienced in the specific needs of NCPA. We will select local subcontractors and suppliers from our prequalified database. We have chosen this approach because we believe that this is the most beneficial for the local economies and the surrounding business communities represented under this contract. This will enable the tradesmen and local economy to benefit from the on-call contract, which in turn will foster good community and business relations for all parties involved.

All subcontractors and vendors we solicit will be pre-qualified—including execution and retention of a HITT Master Subcontractor Agreement (MSA)—and interviewed by the Project Manager to determine those that are most qualified to perform work under this contract. This process and interview will determine which subcontractors/vendors have the ability to perform work to the high standards required by HITT and this contract. We will require each subcontractor to present the project manager and foreman that will be dedicated to the project. The criteria used to evaluate each subcontractor/vendor will include safety record and security background, quality, small business type, financial capability, strength of management staff, available workforce, ability for quick response time, past performance in this type of contract, confirmation of off-hours response, current workload, and past experience with HITT.

Additionally, HITT has strong relationships with reputable A&E firms throughout the United States. We have the ability to partner with local A&E firms in design-build, design-bid-build, design-assist, and construction manager-at-risk capacities. We are also willing to partner with A&E firms at the client member's discretion. For fully designed projects, we will consult and coordinate with the designated A&E firms throughout.

32. How will your company institute a prompt payment plan upon completion and acceptance of their work and how will progress payments be made to subcontractors on long term job orders?

HITT will implement a 30-day invoicing plan to the NCPA clients upon completion and acceptance of our work. As a general contractor, up to 95 percent of the work on our projects is performed by subcontractors. Because of this, we pay our subcontractors weekly. HITT's commitment to prompt payment motivates our subcontractors to complete their work efficiently and with high quality and allows them to maintain a positive cash flow.

33. State whether your company provides a quality guarantee on your work. If so, please describe.

HITT provides a one-year warranty, which begins at the date of substantial completion,

for all work installed and equipment supplied. Standard manufacturer warranties apply for any materials and equipment installed.

## **SAFETY**

34. Describe your company's safety program during service/repair work.

HITT considers safety the most important aspect on all of our projects regardless of size or type—service/repair and construction. Safety is our first consideration in all that we do. HITT is fully committed to conducting all of its operations in the safest manner possible. This commitment begins with the principals of the company and is continually reinforced at all levels. This commitment recognizes that safety is an integral part of the construction process—on an equal basis with production and quality. HITT's Safety department has developed and implemented policies and procedures designed to increase the safety awareness of everyone associated with our construction projects.

Our safety program enforces this practice from the highest level of our project team down through our subcontractors. We have a proven track record in enforcing and managing our safety program with a high degree of success. This tradition and practice, part of The HITT Way will be applied to the implementation of our safety program for all of our clients. This program is comprised of many different parts and uses federal, state, and local rules and regulations as minimum guidelines.

35. Describe your company's safety program during construction.

HITT's Safety Program is comprised of many different parts and uses federal, state, and local rules and regulations as minimum guidelines. Highlights of our Safety Program are listed below:

- Manual of Safety Policies and Procedures
- Pre-bid and pre-construction risk and Phase Hazard Analysis identification and remediation strategy
- Initial Safety Training for all new employees
  - Hazardous Communication
  - Fall Protection
  - Personal Protective Equipment
  - Fire Safety
  - Ladders and Scaffolds
  - Confined Spaces
  - Dealing with Emergencies
  - Accident and Injury Reporting
- Employee Safety Handbooks
- New Field Supervisor Safety Training
- Annual Refresher Training to include CPR and 1st Aid certification for Field Supervisors
- Safety Audits of construction projects conducted by the Safety Department

- Weekly Safety Meetings on all construction projects
- Monthly Field Supervisor Meetings
- Quarterly Meetings with all levels of management in attendance
- Drug Free Workplace Program which includes pre-employment and post-accident testing
- Accident and Incident Investigation
- Accident and Incident Analysis briefings to the principals
- Project specific Safety Plans for selected projects
- Compliance with HITT policies and procedures by subcontractors and suppliers
- An aggressive modified duty program designed to return injured workers to productive work in a timely manner.

36. Has your company's Safety/Environmental officer, had the requisite OSHA training?

Yes. All HITT operations staff, including not limited to Safety/Environmental Officers, Corporate Executives, Project Managers, Estimators, Superintendents, and Laborers have completed the OSHA Construction Safety & Health 30-Hour Course. This course is a pre-requisite for performing work at the jobsite.

37. Indicate number of lost hours or other benchmarks to verify your company's effectiveness of their safety record.

HITT's aggressive approach to safety has proven very successful. Our Experience Modification Rate (EMR) has not been higher than 0.76 since 1989. Currently, our EMR is a remarkable 0.70, among the very lowest in the industry. HITT has won numerous awards for both Safety and Quality Craftsmanship. The Safety Department is staffed by a full-time Safety Director and jobsite Safety Superintendents. HITT Safety Department also participates with several outside organizations in promoting safety awareness and education.

**Total Recordable Incidents:**

- 2018: 1.53
- 2017: 1.47
- 2016: 0.90

**Lost Workday Cases / Lost Time Incident Rate:**

- 2018: 10 / 0.90
- 2017: 5 / 0.61
- 2016: 3 / 0.38

**Total Employee Hours Worked:**

- 2018: 2,219,220
- 2017: 1,629,540

- 2016: 1,562,664

38. What reporting mechanism does your company provided to the customer upon completion of any project?

The HITT Safety Department utilizes a powerful web-based safety system, Predictive Solutions, which allows our staff to record real time observations of safe and unsafe acts and conditions on all of our projects. The observations are synchronized into reports that are distributed immediately to superintendents and project managers, who in turn, can provide this information to our Clients and subcontractors as necessary.

The reports allow the Safety Department to hold contractors and HITT personnel accountable by foreman or project, factor contractor performance into selection and prequalification processes, raise safety awareness on a jobsite, improve efficiency, and target inspection efforts to focus on leading safety indicators. The system also allows for immediate follow up by safety personnel. HITT uses the Predictive Solutions safety software system described above to monitor the site and provide real time safety feedback to our personnel and subcontractors. These reports are also referenced and reviewed at our project meetings.

Any deficiencies are noted, and immediate remedial action is taken with the applicable trade to correct the problem, including any retraining of personnel. Enforcement will also include the immediate cessation of work activities if an imminent threat to personnel safety is identified.

### **MARKETING/ SALES**

39. Detail how your organization plans to market this contract within the first 90 days of the award date. This should include, but not be limited to:

HITT offers a pro-active Marketing Strategy and Outreach Program designed to attract NCPA co-op members from the outset of any contract awarded under this procurement. This plan has been successfully implemented in our current and other co-ops, and includes but is not limited to the following initiatives:

- a. A co-branded press release within first 30 days

HITT will work directly with NCPA to draft a co-branded press release through our Marketing Department.

- b. Announcement of award through any applicable social media sites

HITT will announce the award on its website in addition to social media sites, including Facebook, Twitter (@twhittr), and Linked In.

- c. Direct mail campaigns

HITT Marketing will devise direct mail materials, such as postcards, brochures, and fliers supporting our firm's NCPA efforts.

d. Co-branded collateral pieces

HITT will work directly with NCPA to draft co-branded collateral, such as press releases, client meeting leave-behind materials, slide presentations, and newsletters.

e. Advertisement of contract in regional or national publications

HITT will advertise in regional and national publications (newspapers), websites, and social media outlets (Linked In groups, etc.) to attract localized/concentrated interest in potential contracting opportunities.

f. Participation in trade shows

HITT will work to attract new and repeat clients through Business Development and Marketing strategies, including but not limited to face-to-face meetings/communication, email blasts, direct mailings, advertising, word of mouth, social media, and appropriate public and private forums, i.e. trade shows and industry gatherings.

g. Dedicated NCPA and Region 14 ESC internet web-based homepage with:

HITT will work directly with NCPA to establish a dedicated NCPA and Region 14 ESC internet web-based homepage including but not limited to the following:

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

40. Describe how your company will demonstrate the benefits of this contract to eligible entities if awarded.

HITT has an 85% repeat client base and is always looking to increase our market share by attracting new and repeat clients through Business Development and Marketing strategies, including but not limited to face-to-face meetings/communication, email blasts, direct mailings, advertising, word of mouth, social media, and appropriate public and private forums, i.e. trade shows and industry gatherings. These methods have proven successful in the past, particularly in making client members (and/or divisions within) aware of these types of cooperative networks and allowing them access to



existing JOC programs to successfully complete their projects.

41. Explain how your company plans to market this agreement to existing government customers.

As an incumbent contractor for NCPA Region 14 ESC, HITT will continue to be on-call and immediately serve the needs of our existing government customers.

42. Provide a detailed 90-day plan describing how the contract will be implemented within your company.

As an incumbent contractor for NCPA Region 14 ESC, HITT will continue to market this contract to new and existing government customers. A 90-day plan will be unnecessary as we will be able to implement our contract from Day 1.

43. Describe how you intend on train your sales force on the Region 14 ESC agreement.

There will be little-to-no learning curve for HITT's sales force under this agreement. As an incumbent contractor, our staff is already trained and experienced in working for the NCPA member entities. Any new staff hired to work on this contract will be trained by incumbent HITT personnel assigned to the NCPA JOC.

44. Acknowledge that your organization agrees to provide its company logo(s) to Region 14 ESC and agrees to provide permission for reproduction of such logo in marketing communications and promotions.

HITT hereby acknowledges that our firm agrees to provide our company logo to Region 14 ESC and agrees to provide permission for reproduction of the logo in marketing communications and promotions.

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## **ADMINISTRATION**

46. Describe your company's implementation and success with existing cooperative purchasing programs, if any, and provide the cooperative's name(s), contact person(s) and contact information as reference(s).

HITT has had great success within our JOC program platform, we have grown to have a developed network of over 13 awarded and profitable individual cooperative contracts. Our

main three cooperative organizations are as follows:

NCPA – Region ESC – Awarded September 2014

Contact: Matthew Mackel – (832) 331.2985

Sourcewell – Arlington County JOC – Awarded November 2017

Contact: Igor Scherbakov – (703) 228-0649

Fairfax IDIQ – Awarded September 2017

Contact: Laura Seidler - (703) 324-5804

47. Please provide any suggested improvements and alternatives for doing business with your company that will make this arrangement more cost effective for your company and Participating Public Agencies.

None

### **Green Initiatives**

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

Sustainability is an important part of HITT's corporate culture. We have integrated responsible and ethical principles—efficiency, environmental protection, improvement of our local communities, and economic growth—into our business values, purpose, and strategy. HITT aims to improve the built environment by minimizing waste and emissions, reusing and recycling materials, reducing the use of natural resources, and promoting efforts to prevent pollution. We construct each project with sustainability at heart and provide long-term green building solutions for our clients and construction partners.

HITT's sustainability manager oversees the green building process on the project, including management of the LEED scorecard, green team meetings, and documentation requirements of the owner, design team, suppliers, specialty contractors, and HITT. Our trademarked Green Project Delivery™ system ensures compliance with sustainability goals through each phase of the project, from preconstruction through closeout.

49. Please provide your company's environmental policy and/or green initiative.

### **SUSTAINABLE CONSTRUCTION APPROACH**

The best sustainability strategy involves early integration of the owner, designers, specialty subcontractors, and the general contractor. HITT's project management teams are fully versed in sustainable strategies, design team coordination, and the LEED credit documentation process. Our approach considers all aspects of the building design, construction, and operations. Goals are set identifying strategies for site, resource conservation, indoor environmental quality, and energy performance.

## **PRECONSTRUCTION**

During the preconstruction phase, HITT works closely with the design team to establish and/or refine the green building strategy for the project. The project team provides timely cost and schedule information regarding design options to ensure that the client and the design team can make informed decisions regarding the impact of sustainability objectives. We review construction documents and ensure proper integration of sustainable elements into the subcontractors' scopes of work, detailed budget, and construction schedule. HITT's sustainability manager generates project-specific documents such as the LEED submittal log, construction waste management plans, indoor air quality management plans, erosion and sediment control field compliance reporting forms, and indoor air quality field compliance reporting forms. This documentation helps ensure that our client's sustainability objectives are met.

## **MOBILIZATION**

Beginning with the creation of a green project action plan—a roadmap for how the team will achieve each of the LEED credits—the project team holds a green kickoff meeting with all subcontractors upon mobilization. During this meeting, the team reviews the LEED scorecard and green project action plan, which includes submittal review, material tracking, waste management, and indoor air quality strategies. Educating subcontractors regarding the project's sustainability goals from the onset helps ensure material procurement success.

During the mobilization phase, the LEED submittal review and tracking process begins. HITT's sustainability manager coordinates with the project team to review every product data submittal for requisite LEED documentation, such as recycled content, low volatile organic compounds (VOC), composite wood, formaldehyde compliance, flooring certifications, and additional LEED version 4 requirements. The LEED submittal review ensures compliance with project requirements while providing additional quality control and risk management oversight.

The sustainability manager also creates and maintains a material tracker, which identifies all materials and their contributions to various LEED credits:

- Regional, recycled, and rapidly renewable materials
- Certified wood and low VOC products
- Tonnage of materials recycled, salvaged, or donated
- Flooring, ceiling, wall systems, systems furniture, and seating compliance

The material tracker aggregates a substantial amount of data in one place and runs all

LEED credit calculations. This versatile tool helps document progress toward credit goals, as well as identified noncompliance of products.

### **CONSTRUCTION**

Sustainability goals during construction include implementing quality control, managing site operations issues, and providing technical support to subcontractors and vendors. HITT's sustainability manager performs regular jobsite visits and quality control inspections to ensure compliance with the green project action plan. Photographs are taken frequently and submittal reviews continue during construction.

The team generates monthly green project progress reports that include a status summary and supporting documentation illustrating progress toward sustainability goals. This LEED update is provided at the monthly owner meetings, where issues and resolutions can be discussed.

### **CLOSEOUT**

HITT project teams are actively involved during the commissioning phase. Working in conjunction with the independent commissioning agent, HITT verifies and documents that all systems are installed and tested to meet all performance and LEED requirements. HITT then prepares final LEED documentation and facilitates the U.S. Green Building Council certification submission process.

Our proven Green Project Delivery system ensures smooth documentation of green project compliance and provides support to the HITT team, subcontractors, and vendors. The system is unique and ensures that our sustainable construction solutions are deployed consistently across all phases of the project to achieve our clients' sustainable project goals.

### **Vendor Certifications (if applicable)**

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

Please see attached list of current licenses.



# Tab 4 - Vendor Profile

## ORGANIZATIONAL CHART AND RESUMES

### CORPORATE RESOURCES



Kim Roy  
CEO



Jeremy Bardin  
Co-President



Drew Mucci  
Co-President



Mark Dumas,  
CHST  
Vice President  
Safety



Gail Suson  
Vice President  
Preconstruction



John Niles,  
LEED AP  
Manager  
Virtual Construction



> John Britt  
Executive Vice President



> Mitch Filipowicz  
Project Executive / Sr. VP



#### POINT OF CONTACT

> Rich Ruckman  
Project Executive



> Camden Seiler  
Project Manager





# John Britt

## Executive Vice President

### GOVERNMENT

#### EDUCATION:

B.S., Building Construction, Virginia Tech

#### DUTIES AND RESPONSIBILITIES:

John Britt is the leader responsible for the overall success of this project. John ensures project success through monitoring client satisfaction, team effectiveness, and resource allocation, as well as the project's financial, quality, safety and schedule goals. He oversees preconstruction and budgeting services, subcontractor procurement, change management, and closeout services.

#### AFFILIATIONS:

Associated Builders and Contractors, Inc. (ABC) • Washington Building Congress (WBC)

#### CERTIFICATIONS:

OSHA 30-Hour • First Aid / CPR

**>** John joined HITT in 1996 and has more than 30 years experience in the construction industry. His work ranges from multi-year term contracts at top-secret government facilities to federal projects where he provided supervision on numerous new construction, renovation, and build-out projects. As Executive Vice President, John is a member of both HITT's corporate steering and corporate executive committees. John plays a major role in defining HITT's corporate culture and setting the firm's agenda as a major player in the construction industry, specifically, he provides executive oversight for HITT's Government, Institutional, Commercial Services, and Recruiting divisions.

PROJECT	ARCHITECT	SF	TYPE	VALUE
Glenstone Museum – The Gallery Potomac, Maryland	Simpson Gumpertz & Heger	30,000	Exterior renovation of existing private art gallery and associated buildings to include new granite cladding, paving, and building envelope modification	Confidential
Naval Support Facility Arlington Arlington, Virginia	HGA	250,000	Design-build, nine-month renovation of four buildings; offices, cafeteria, conference center, and gymnasium; LEED Gold	\$88,000,000
Architect of the Capitol IDIQ Contract Washington, DC	URS KCI	1,500–50,000	IDIQ contract for alteration services at U.S. Capitol, industrial plan, high temperature construction, tunnel repairs	\$75,000,000
NASA Headquarters Washington, DC	VOA	600,000	Phased interior renovation, FF&E, LEED Gold	\$67,700,000
Northrop Grumman Corporate Headquarters Falls Church, Virginia	Davis Carter Scott	300,000	Phased build-out of 15-story building, including pedestrian bridge, parking lot renovations, new mechanical central plant, and dining area; LEED Gold	\$60,000,000
U.S. Marshals Headquarters Arlington, Virginia	Gensler	336,000	Full-building renovation for new headquarters; included 34,000-sf SCIF/SWA area	\$57,500,000



PROJECT	ARCHITECT	SF	TYPE	VALUE
United States Agency for International Development (USAID) Washington, DC	Gensler	306,000	Renovation of 12 floors and P1 level parking garage; included build-out of high-end conferencing center	\$48,000,000
Department of Justice Falls Church, VA	Gensler	170,000	Nine-floor phased restack	\$25,000,000
Food and Drug Administration (FDA) Center for Tobacco Products (CTP) Leesburg, Virginia	Gensler	110,000	Interior fit-out of office space; renovation of elevator lobbies and restrooms	\$20,000,000
Loudoun County Government Loudoun County, Virginia		1,500–150,000	In-progress eight-year contract including sitework, HVAC and electrical upgrades, office renovations, and school work	\$20,000,000
Fairfax County Government Fairfax, Virginia		1,500–150,000	Four-year contract; police and fire facility renovations, water / sewer, sitework, and detention and court facilities work	\$20,000,000
Beltsville Agricultural Research Facility (BARC) USDA Beltsville, Maryland	IDIQ, JOC, various in-house designers with USDA and A&E design-build efforts	Various	Botanical lab and greenhouse spaces, poultry lab, bovine research facility, feline and canine labs, all medical gases, fume hoods, heavy MEP, hospital grade finishes.	\$15,000,000
K2M Leesburg, Virginia	SKB	149,000	First generation 66,000-sf build-out of corporate headquarters office space and 83,000 sf of manufacturing space used to package and distribute medical devices; award-winning project	\$15,000,000
DGS OSSE & DISB Washington, DC	SmithGroup JJR	170,000	Interior build-out of first generation space for DC Office of State Superintendent of Education and Department of Insurance, Securities and Banking	\$14,508,000
Architect of the Capitol Fairchild Building U.S. Capitol Police Facility Washington, DC	URS Corporation	147,000	Three-phase tenant build-out for the U.S. Capitol Police	\$12,900,000
TKC Communications Suffolk Building Leasehold Improvements Falls Church, Virginia	Gensler	125,000	Interior tenant build-out, including test lab; telephone data closets, rooftop chiller and MEP upgrades	\$11,700,000
Northrop Grumman Information Technology Washington Technology Park II Herndon, Virginia	Hickok Cole	160,000	Four-floor tenant build-out	\$11,500,000
DGS Phase I & 2 Washington, DC	WDG Architecture	118,000	Interior build-out of first generation space for DC Board of Elections and Office of Campaign Finance	\$11,000,000
GSA / Social Security Administration – Site Security Improvements Falls Church, Virginia	HOK/WDG	375,000	15 floors, emergency generator, integration/ installation electronic and physical security systems in an occupied office building	\$10,500,000



# Mitch Filipowicz

## Senior Vice President

### GOVERNMENT

#### EDUCATION:

Northern Virginia Community College

#### DUTIES AND RESPONSIBILITIES:

Mitch Filipowicz is responsible for executive oversight of this project and the overall performance of the project team. He defines and establishes project goals and team expectations, always focused on overall client satisfaction. As the operational team leader, Mitch is directly engaged with this project from award through final project closeout. He facilitates client and project team relations, HITT team organization, contract review, and negotiations. Mitch is involved in the preconstruction process, ensuring that the team has a complete understanding of all financial, contractual, scheduling, and coordination issues prior to starting work. He is ultimately responsible for the timeliness and quality of construction, project safety, and budget.

#### CERTIFICATIONS:

OSHA 30-Hour • First Aid / CPR • Construction Quality Management for Contractors • U.S. Army Corps of Engineer Asbestos Awareness Training

> Mitch has more than 42 years experience in the construction industry. In 2014, Mitch was promoted to senior vice president. His responsibilities include providing project and executive oversight while managing day-to-day operations and guiding projects from discovery and design through development, implementation, and closeout. He specializes in term contracts, unit pricing, and projects unique to Institutional clients. In addition to serving as a client liaison, his responsibilities vary from advancement of value and quality to contract administration and training of client and contractor forces.

#### AFFILIATIONS:

Associated Builders and Contractors (ABC)  
Washington Building Congress (WBC)

PROJECT	ARCHITECT	SF	TYPE	VALUE
Naval Support Facility Arlington Arlington, Virginia	HGA	250,000	Design-build, nine-month renovation of four buildings; offices, cafeteria, conference center, and gymnasium; LEED Gold	\$88,000,000
Architect of the Capitol IDIQ Contract Washington, DC	URS KCI	1,500–50,000	IDIQ contract for alteration services at U.S. Capitol, industrial plant, high temperature construction, tunnel repairs	\$75,000,000
National Joint Powers Alliance JOC IDIQ DC Metro Area	Varies	500–50,000	Various job order contracting tasks involving numerous construction trades; interior renovation and site work	\$15–20 million annually
Loudoun County Government Loudoun County, Virginia		1,500–150,000	In-progress eight-year contract including sitework, HVAC and electrical upgrades, office renovations, and school work	\$20,000,000



## Mitch Filipowicz | Senior Vice President

PROJECT	ARCHITECT	SF	TYPE	VALUE
Fairfax County Government Fairfax, Virginia		1,500–150,000	Four-year contract; police and fire facility renovations, water / sewer, sitework, and detention and court facilities work	\$20,000,000
Beltsville Agricultural Research Facility (BARC) USDA Beltsville, Maryland	IDIQ, JOC, various in-house designers with USDA and A&E design-build efforts	Various	Botanical lab and greenhouse spaces, poultry lab, bovine research facility, feline and canine labs, all medical gases, fume hoods, heavy MEP, hospital grade finishes.	\$15,000,000
Falls Church City Hall Renovation Falls Church, Virginia	Studio Twentyseven Architecture	56,000	Public safety improvements to the existing city hall including additions, renovations, and an 88-space parking facility.	\$13,350,000
Lockheed Martin IS&GS Building 182 Gaithersburg, Maryland	Gensler	90,000	Three month build-out, electronics test lab, support spaces, high-end finishes, two new rooftop air handlers	\$8,900,000
Lockheed Martin T-Block First and Second Floor Fort Belvoir, Virginia	Lockheed Martin	50,000	Fit-out at secured facility including offices, conference rooms, cafeteria, kitchen, and upgraded tele-data system	\$8,000,000
International Point Facility Chantilly, Virginia	Baker	60,000	Interior renovation, SCIF upgrades, heavy electrical, cafeteria, conference rooms, ADA upgrades	\$5,500,000
Boeing Service Company Facilities Renovation Contract Chantilly, Virginia	Various	500,000	Task order contract at multiple secured facilities, included campus security, offices, conference rooms, gymnasium, cafeteria, and sitework	Approximately \$3.5 million / year
International Monetary Fund Term Construction Services Washington, DC	Various	2,500,000	Term construction services based on unit prices for renovation and modernization in occupied spaces (more than 200 tasks per year)	Approximately \$3 million–\$5 million / year (max. five-year contract / third term)
Embassy of Belgium Washington, DC	Baskervill	40,000	Upgrade of HVAC piping and air system at 50-year-old building, replaced all lighting, finishes, and new generator	\$3,400,000
Merrifield Fourth Floor Lobby and Tenant Build-out Fairfax, Virginia	Noritake Associates	22,000	Two-phase build-out of an elevator lobby and health facility for Fairfax County; award-winning project	\$3,150,000
International Monetary Fund Archive Facility HQ I Washington, DC		5,000	New construction to house historic documents; temperature- and humidity-controlled polycarbonate room,	\$3,000,000
Little Hall Marine Corps Base Quantico, Virginia	HSMM	20,000	Vintage 1930s theatre required renovation of balconies, stage area, lighting, seating and new acoustics	\$3,000,000
George Washington University Mitchell Hall Washington, DC	Rashid Architects	55,000	Removing existing hot, cold and sanitary risers and replacing with new ones	\$3,000,000



# Rich Ruckman

## Project Executive

### GOVERNMENT

#### DUTIES AND RESPONSIBILITIES:

Rich Ruckman provides day-to-day oversight for the project and reports directly to Vice President Mitch Filipowicz. He facilitates client relationships and is responsible for contract review, negotiation, and administration. He is primarily responsible for the project and is dedicated to ensuring project success through ownership of the schedule, project team management, and subcontractor management. As project leader, Rich oversees and implements site specific safety and quality control plans.



#### QUALIFICATIONS:

B.S., Management,  
Virginia Tech

13 years of experience

#### CERTIFICATIONS:

OSHA 30-Hour • First Aid / CPR

#### AFFILIATIONS:

Associated Builders and  
Contractors (ABC) • Washington  
Building Congress (WBC) •  
Loudoun Times 40 Under 40

PROJECT	ARCHITECT	SF	TYPE	VALUE
Special Project Two Dulles, Virginia	HGA Mid-Atlantic	462,000	New LEED Silver build-to-suit office building with anti-terrorism force protection; LEED Gold central plant and visitor control center	\$210,000,000
Northrop Grumman Corporate Headquarters Falls Church, Virginia	Davis Carter Scott	331,000	Phased build-out of 15-story building, including pedestrian bridge, parking lot renovations, new mechanical central plant; LEED Gold	\$60,000,000
Special Project Two Central Utility Plant Chantilly, Virginia	HGA Mid-Atlantic	34,000	New construction of N+1 redundancy utility plant	\$60,000,000
National Joint Powers Alliance JOC IDIQ DC Metro Area	Varies	500-50,000	Various job order contracting tasks involving numerous construction trades; interior renovation and site work	\$15-20 million annually
Undisclosed JOC Maryland	Varies	100-1 million	Numerous job order contracting tasks for interior renovation and site work involving different construction trades	Up to \$8 million annually
Falls Church City Hall Renovation Falls Church, Virginia	Studio 27 Architecture	56,000	Public safety improvements to the existing city hall including additions, renovations, and an 88-space parking facility.	\$13,350,000

PROJECT	ARCHITECT	SF	TYPE	VALUE
ADA Repairs DC Metro Area		Various	More than 40 ADA projects completed; included restroom renovations and parking lot enhancements	More than \$5 million over the past five years
FMD JOC Fairfax County, Virginia	Various	500-50,000	Task order and job order projects involving multiple construction trades: interior renovations and exterior site work	\$1–3 million annually
Security Storage Washington, DC	MSKM Architects	22,300	Interior phased renovation in historic office building including MEP upgrades, and new finishes	\$3,500,000
Merrifield Fourth Floor Lobby and Tenant Build-out Fairfax, Virginia	Noritake Associates	22,000	Two-phase build-out of an elevator lobby and health facility for Fairfax County; award-winning project	\$3,150,000
South Van Dorn Emergency Sewer Sag and Stream Restoration Alexandria, Virginia	Dewberry	8,000	Diversion of stream, removal and replacement of pipe and encasement; stream restoration and shore stabilization; award winning project	\$2,600,000
Architect of the Capital Library of Congress TJB Roof Replacement Washington, DC	HGA	8,000	Roof replacement	\$2,500,000
Architect of the Capital Switchgear Replacement Washington, DC	Alphatec PC	3,000	Switchgear replacement	\$2,500,000
Boy Scouts of America Bethesda, Maryland	SKB	24,000	MEP systems upgrade and modernization, multiple conference rooms, office space, and retail stores	\$2,500,000
Lake Barcroft Pump Stations 1 & 2 Falls Church, Virginia	Dewberry	5,000	Upgrade and renovate existing pump stations; full replacement of all MEP components in the pump stations, tank coatings, architectural renovations, generator replacements, and complete electrical service upgrade	\$2,500,000
Fairfax County Courthouse Escalators Fairfax, Virginia	SWSG	2,500	Modernization of four escalators	\$2,000,000
University of Maryland Toll Physics Wing Projects College Park, Maryland	UMD self-perform	2,600	Interior renovation of the John S. Toll Physics Building fourth floor classrooms, offices, and complete MEP system upgrade	\$1,932,000
Giles Run Pump Station Lorton, Virginia	CDM Smith	3,500	Upgrade and renovation of existing pump station	\$2,000,000
Jefferson Temporary Fire Station Lorton, Virginia	Hughes Group Architects	20,000	Two-phase project; move and store temporary Herndon Fire Station and apparatus bay; remove installed items from previous site including all utilities; provide all utilities on new site; build infrastructure for the temporary fire station	\$2,500,000





# Camden Seiler

## Project Manager

### GOVERNMENT

#### DUTIES AND RESPONSIBILITIES:

Camden Seiler acts as the primary point of contact for the client and handles day-to-day operations. As project manager, Camden leads on-site management of the project, attends weekly client meetings and key coordination meetings, and reviews and approves all deliverables. He is also responsible for the overall project administration, including budget management, safety, estimating, project buy-out, subcontracts, purchase orders, schedule, monthly progress reports, payment applications, change orders, cost control, quality control, and project closeout. He collaborates with the superintendent to ensure the project is built effectively, efficiently, and safely. Camden reports directly to the project executive and is responsible for ensuring the client receives service beyond expectations.



#### QUALIFICATIONS:

B.S., Building Construction Management,  
Purdue University

9 years of experience

#### CERTIFICATIONS:

OSHA 30-Hour • First Aid / CPR  
Aerial Surveying & Drone Training

#### AFFILIATIONS:

Associated Builders and Contractors (ABC) • American Subcontractors Association of Metro Washington (ASA) • Washington Building Congress (WBC)

PROJECT	ARCHITECT	SF	TYPE	VALUE
Gemini—General Mills Cedar Rapids, Iowa	Food Systems Design Inc.		Complete demolition of a cereal line, and installation and commissioning of a new extrusion cereal line.	\$60,000,000
Hotel and Conference Center Champaign, Illinois	Fox-Atkins Development	118,000	Construction and fit-out of a four-story 126 room luxury hotel, conference center, and Houlihan's restaurant.	\$14,000,000
Titan Warehouse Champaign, Illinois	The Atkins Group	131,040	Construction of a 131K industrial tilt-up panel warehouse complex, with full ESFR sprinkler system.	\$5,000,000
Lake Barcroft Pump Stations 1 & 2 Falls Church, Virginia	Dewberry	5,000	Upgrade and renovate existing pump stations; full replacement of all MEP components in the pump stations, tank coatings, architectural renovations, generator replacements, and complete electrical service upgrade.	\$2,500,000
Giles Run Pump Station Lorton, Virginia	CDM Smith	3,500	Upgrade and renovate existing pump station.	\$2,000,000

## Camden Seiler | Project Manager

PROJECT	ARCHITECT	SF	TYPE	VALUE
Supreme Court G21 Redundant Cooling Washington, DC	Architect of the Capitol		Demolition of the existing CW cooling system; installation of a new dual loop glycol / CW system including new drycoolers, pumps, CRAC units, and sch 40 glycol piping	\$1,500,000
Minneapolis / St. Paul Air Reserve Station Minneapolis, Minnesota		7,000 linear feet	Underground coring and pulling of a new network of ductile domestic water system	\$700,000
Alexandria Renew—Exterior Lighting Alexandria, Virginia	Self-performed design-assist	20,000	Exterior lighting replacement with new LED fixtures and a state-of-the-art remote energy management system	\$744,000
Andrews Air Force Base Patio Renovations Camp Springs, Maryland	Rodriguez / CRC	2,000	Outdoor patio renovations including a full outdoor kitchen, pergolas, and landscaping	\$565,000
Loudoun County Public Schools Folding Partition Replacement Leesburg, Virginia	Self-performed design-assist	300 linear feet	Deconstruction of three existing folding door systems inside the auditorium of three schools within the LCP5 system; installation of new support, track, motor, and door systems	\$550,000
Fairfax County Courthouse Wedge Barriers Fairfax, Virginia	Self-performed design-assist		Removal of 11 existing hydraulic bollards, and the design and installation of two new electronic wedge barrier systems; 7 DS-22 bollard systems and pedestrian crossing system with guardrails	\$500,000
Capitol Power Plant Baghouse 1 Renovations Washington, DC	Architect of the Capitol		Complete reconstruction of the primary coal / gas fired boiler filtration system including new insulation and cladding	\$500,000
Alexandria Renew Gas Detection Systems Alexandria, Virginia	Jacobs Engineering	20,000	Addition of hazardous gas detection system with full integrated low voltage controls monitoring	\$486,000
Loudoun County High School Window Replacement Leesburg, Virginia	Arc Inc.	100,000	Replacement of all the windows on the historic main building	\$474,000
Loudoun County High School Masonry Repairs Phase 2 Leesburg, Virginia	Arc Inc.	100,000	Exterior envelope repairs to historic school; tuck pointing, masonry cleaning, caulking, and window head flashing repairs / replacement	\$439,000
Loudoun Water Pressure Reducing Vault Upgrades Leesburg, Virginia	Self-performed design-assist	1,000	Upgrade of five high-pressure PRV vaults with intelligent PLC systems, CLA-VAL's self- metering valves, pressure transducers, and dehumidifiers	\$247,000
Fairfax R&R Greendale Golf Course Stabilization Fairfax, Virginia	GSI International	5,000	Stabilization of an existing failed hillside by installing soil nails and galvanized mesh to hold the slop in place; included the installation of a drainage system to redirect groundwater away from the slope	\$180,000
Loudoun Water Communication Tower Leesburg, Virginia	Arcadis	500	Relocation of Loudoun Water's active two-way and SCADA communication system in to a new 140-foot tower	\$160,000
Town of Leesburg JOC Leesburg, Virginia		Varies	Numerous facility upgrades including historic preservation, facility renovations, and electrical system installations	\$150,000 annually



## Tab 4 - Vendor Profile

### 50. VENDOR CERTIFICATIONS / LICENSES

STATE	LOCAL MUNICIPALITY	DESCRIPTION	LICENSE NUMBER
Alabama	City of Birmingham	Business License	187478
Alabama	City of Mobile	Business License	107478
Alabama	Madison County	Occupational License	5969
Alabama	Jefferson County	County Business License	18017798
Alabama	Jefferson County	Occupational License/Out of County	18017834
Alabama	State of Alabama	Prime Renewal Form	37328
Alabama	City of Huntsville	Privilege License	252769
Arizona	State of Arizona	Transaction Privilege Tax License	7660596
Arizona	State of Arizona	General Contractors License	273493
Arkansas	State of Arizona	General Contractors License	17627051
California	City of San Diego	Business Tax Certificate	B2012015281
California	City of San Mateo	Business Tax Certificate	45822
California	City of Irvine	Business License	300624
California	Riverside County	Business Registration	46078
California	City of San Francisco	Business Registration Certificate	1078183
California	City of Santa Clara	Business Tax Certificate	120946
California	City of Menlo Park	Business Tax Certificate	71679
California	State of California	Contractors State License Board, General Contractors License	811478
California	City of Mountain View	Business License	59628
California	City of Los Angeles	Tax Registration Certificate	0000396386-0001-7
Colorado	City of Aurora	General Business License	147122
Colorado	City and County of Denver	General Contr Supervisor Class A	242737
Colorado	City and County of Denver	General Contr Supervisor Class D	246796

STATE	LOCAL MUNICIPALITY	DESCRIPTION	LICENSE NUMBER
Colorado	City of Aurora	Contractor License Class A	2016109539200CL
Colorado	City of Aurora	Supervisor License Class A	2016109537800SL
Colorado	City of Golden	Contractor Registration	4833
Colorado	City of Golden	Sales and Use Tax	11444
Colorado	City of Lakewood	Contractor Registration	12621
Colorado	City and County of Denver	Sales/Use/Lodger's Tax License	209324
Connecticut	State of Connecticut	General Contractors License	MCO.0901617
Connecticut	State of Connecticut	Sales and Use Tax Permit	1033754
Delaware	City of Wilmington	Business License	68983
Delaware	State of Delaware	General Contractors License	2002104786
District of Columbia	District of Columbia	Business License	70101235
Florida	City of Coral Springs	Contractor License	1000039586
Florida	City of Palm Beach County	Contractor License	N/A
Florida	Coral Gables	General Contr Qualifying Agent	1000039586
Florida	City of Boca Raton	Registration Certification	13 00096800
Florida	City of Miramar	Business Tax Receipt	14000041
Florida	City of Aventura	Business Tax Receipt	N/A
Florida	Orange County	Business Tax Receipt	1801-0573683
Florida	State of Florida	General Contractors License	CGC1504355
Florida	Hillsborough County	Certificate of Competency	N/A
Florida	Lee County	Business Tax Receipt	600004
Florida	Broward County	Business Tax Receipt	180-8243
Florida	State of Florida	Business Tax Receipt Qualifying Agent	197189
Georgia	State of Georgia	General Contractor Company	GCCO001896
Georgia	State of Georgia	General Contractor Qualifying Agent	GCQA001907
Georgia	Cobb County	Business License	N/A
Georgia	City of Atlanta	Occupation Tax Registration Certificate	97830LGB
Georgia	State of Georgia	Sales Use Tax Certificate	214-616987



STATE	LOCAL MUNICIPALITY	DESCRIPTION	LICENSE NUMBER
Idaho	State of Idaho	General Contractors License	RCE-I2038
Illinois	City of Elk Grove Village	Business License	7941
Illinois	City of Chicago	General Contractors License Class C	TGC029465
Illinois	City of Chicago	Limited Business License	2102801
Iowa	State of Iowa	Contractor Registration	CI19565
Kansas	State of Kansas	Consumer Use Tax Registration	006-540248192F-01
Kansas	Johnson County	Contractor License	2016-7197
Louisiana	State of Louisiana	General Contractors License	39578
Louisiana	State of Louisiana	Sales Tax Registration Certificate	1123454-001
Louisiana	City of New Orleans	Certificate of Registration	102901886
Louisiana	City of Baton rouge	Sales Tax Registration Certificate	921437
Louisiana	City of Baton rouge	Occupational License	921437
Maryland	State of Maryland	Business License	15351667
Massachusetts	State of Massachusetts	Construction Supervisor	CS-082957
Minnesota	State of Minnesota	Contractor Registration	IR668697
Mississippi	State of Mississippi	Commercial License Renewal - General Contractor's License	15482-MC
Missouri	State of Missouri	Certificate of Authority	N/A
Missouri	City of Kansas City	Business License	2072095872
Montana	State of Montana	Construction Contractor Registration	229959
Nebraska	City of City of Bellevue	General Contractor License Renewal	B00959
Nebraska	State of Nebraska	Contractor registration	27862
Nebraska	City of Omaha	Contractor License	84690
Nevada	State of Nevada	General Contractor's License	71242
Nevada	State of Nevada	Nevada State Business License	NV20021363216
Nevada	City of Las Vegas	Business License	3000008402
Nevada	City of North Las Vegas	Business License	3000008402

STATE	LOCAL MUNICIPALITY	DESCRIPTION	LICENSE NUMBER
New Jersey	State of New Jersey	Business Registration	1651389
New Jersey	State of New Jersey	Sales and Use Tax	10000610353
New York	State of New York	Safety Registration	613562
North Carolina	State of North Carolina	General Contractors License	45410
North Dakota	State of North Dakota	Contractors License Class A	50708
Ohio	City of Columbus	General Contractor License	G03803
Oregon	State of Oregon	General Contractors License	154387
Pennsylvania	City of Pittsburgh	General Contractors License	BL008137
Rhode Island	State of Rhode Island	Contractor Registration	37008
South Carolina	City of Myrtle Beach	Business License	11663
South Carolina	City of Hanahan	Business License	8674
South Carolina	City of Greenville	Business License	16490
South Carolina	City of Mauldin	General Business License	N/A
South Carolina	Dorchester County	Contractor Renewal	18-00302
South Carolina	City of Forest Acres	Business License	2018-21397
South Carolina	City of Mount Pleasant	Business License	20018543
South Carolina	City of Columbia	Business and Professional License	53819
South Carolina	City of Isle of Palm	Business and Professional License	N/A
South Carolina	City of Rock Hill	Business and Professional License	9657
South Carolina	City of Goose Creek	Business License	5818
South Carolina	City of North Charleston	Business License	LIC-2-18-184868
South Carolina	State of South Carolina	Construction Manager Certificate	766
South Carolina	City of Awendaw	Contractor Business License	LIC-2-18-185631
South Carolina	State of South Carolina	General Contractor's License	G99390
Tennessee	State of Tennessee	General Contractors license	49924
Tennessee	Anderson County	Business License & Gross Sales Receipt	139793

STATE	LOCAL MUNICIPALITY	DESCRIPTION	LICENSE NUMBER
Tennessee	City of Chattanooga	Business License & Gross Sales Receipt	CBL-101564
Tennessee	City of Davidson	Business License & Gross Sales Receipt	120327
Tennessee	Knox County	Business License & Gross Sales Receipt	350061
Tennessee	City of Memphis	Business License & Gross Sales Receipt	112003971
Tennessee	City of Morristown	Business License & Gross Sales Receipt	N/A
Tennessee	City of Nashville	Business License & Gross Sales Receipt	120327
Tennessee	City of Oak Ridge	Business License & Gross Sales Receipt	C383227S0
Tennessee	Shelby County	Business License & Gross Sales Receipt	112003971
Tennessee	Hamilton County	Business License & Gross Sales Receipt	101073
Tennessee	City of Knoxville	Business License & Gross Sales Receipt	220885
Texas	City of Dallas	Contractor License	BU110808
Texas	State of Texas	Use Tax Permit	N/A
Texas	City of Richardson	Contractor Registration	19297
Utah	State of Utah	Contractor License	5261391-5501
Virginia	Fauquier County	Business License	10232
Virginia	County of Fairfax	Business, Professional, and Occupational License	1805637
Virginia	Fairfax County	Business, Professional, and Occupational License	1812850
Virginia	City of Richmond	Business License	828
Virginia	City of Town of Culpeper	Business License	1122
Virginia	City of Newport News	Business License	830014-2014
Virginia	City of Norfolk	Business License	33194
Virginia	City of Winchester	Business License	6088
Virginia	Town of Vienna	Business License	747
Virginia	City of Alexandria	Business License	135436-2017
Virginia	City of Chesapeake	Business License	72291
Virginia	City of Fairfax City	Business License	101726

STATE	LOCAL MUNICIPALITY	DESCRIPTION	LICENSE NUMBER
Virginia	City of Falls Church City	Business License	4872
Virginia	City of Frederick County	Business License	20204
Virginia	City of Hampton	Business License	36710
Virginia	City of Henrico	Business License	002-00140613
Virginia	City of Herndon	Business License	18-00000707
Virginia	City of Hopewell	Business License	1490
Virginia	City of James City County	Business License	008506
Virginia	City of City of Manassas	Business License	10363
Virginia	City of Prince William County	Business License	10016861-2017
Virginia	City of Purcellville	Business License	621
Virginia	City of Roanoke	Business License	107790
Virginia	Arlington County	Business License Tax Certificate	BLC-1000042495-02
Virginia	Loudoun County	Business Professional & Occupational License	B101078
Virginia	County of Fairfax	Business, Professional, and Occupational License	1814850
Virginia	City of Warrenton	Business, Professional, and Occupational License	2019
Virginia	State of Virginia	General Contractors License	2701 005319A
Washington	City of Quincy	Itinerant Vendor Permit	HITTCC1863PM
Washington	State of Washington	Legal Entity Registration	602062110
Washington	City of Seattle	Business License	793486
Washington	City of Bellevue	General Business License	N/A
Washington	State of Washington	Reseller Permit	A32180716
Washington	City of Olympia	Construction Contractor Registration	602062110
West Virginia	City of Martinsburg	Business License	37031-46701
West Virginia	State of West Virginia	General Contractor's License	WV037612
West Virginia	City of Clarksburg	Business License	2012000187

HITT is licensed to perform work in 34 states and the District of Columbia, and is also capable of performing work in 13 states that do not require a contractor's or business license. HITT is not licensed to do work in three states—Alaska, Hawaii, and Wisconsin.

5

Products and  
Services / Scope

## Tab 5 – Products and Services

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- ◆ Respondent shall perform and provide these products and/or services under the terms of this agreement. The supplier shall assist the end user with making a determination of their individual needs.

**HITT Response:** Acknowledged

- ◆ It is the intention of NCPA to establish an annual contract with highly qualified vendor(s) for Job Order Contracting on a national or regional basis.

**HITT Response:** Acknowledged

- ◆ Vendor(s) shall, at the request of a NCPA member, provide these covered services under the terms of this RFP and the Contract Terms and Conditions. Vendor shall assist the end user (NCPA member) with making a determination of its individual needs, as stated below.

**HITT Response:** Acknowledged

- ◆ NCPA is seeking sealed proposals for job order contracts for this procurement in accordance with state statutes governing Job Order Contracting where the work occurs.

**HITT Response:** Acknowledged

- ◆ The purpose of this procurement is to award job order contract(s) for the performance of a broad range of construction services. These include minor construction, repair, renovations, alterations, and maintenance projects on an as-needed basis as may be required by the end user (NCPA member) of a facility for work of a recurring nature in which the delivery times are indefinite and for indefinite quantities and for orders that are awarded substantially on the basis of pre-described and pre-priced tasks.

**HITT Response:** Acknowledged

- ◆ The contractor shall furnish all necessary labor, materials, tools, supplies, equipment, transportation, supervision, management and shall perform all operations necessary and required for construction work. All work shall be performed in accordance with the requirements set forth in the resulting contract and each mutually agreed upon work request or purchase order issued by NCPA client partner. The specific work requirements will be identified in Work Orders to be issued by NCPA client partner.

**HITT Response:** Acknowledged

- ◆ A contract will be established with standard specifications and pricing based upon a coefficient that is applied to a Unit Price Book (UPB). When a specific project or job order is issued, NCPA member and the contractor will agree on the scope of work and the cost is determined by applying the coefficient to the appropriate units in the UPB.

**HITT Response:** Acknowledged

## **Information to Offerors**

- ◆ Bonding for the proposal requires a surety letter of \$10 million (ten million dollars).

**HITT Response:** Please see the attached letter as evidence of our bonding capacity (\$500 million single / \$2 billion aggregate).

- ◆ Those companies seeking multiple state awards should provide contractor license to work in the requested states and propose a separate coefficient for each. If a proposer is awarded a contract for the requested states and later decides to request additional states to work in under the contract, then a written request must be made to NCPA requesting the additional state(s). In addition, the contractor must provide proof of license and bonding capability to work in the requested new state(s) along with proof of insurance and other relevant documents. It is the intent of NCPA in this document to meet each state's statutory requirements for performing Job Order Contracting services in that jurisdiction.

**HITT Response:** Acknowledged

- ◆ It is the intention of NCPA to issue these contracts to give the NCPA agencies a choice of contractors under best value to them.

**HITT Response:** Acknowledged

- ◆ The contractor agrees to use as required Davis Bacon (See the UPB) or local wage rates that apply with some of the NCPA agencies. The agency must supply any Davis Bacon or local wage rates requested.

**HITT Response:** Acknowledged

- ◆ The respondent can use either or both the current annual edition of RS Means Facilities Construction Cost Data Book as well as the Sierra West Construction Cost Data Book and quarterly adjustments as their UPB used.

**HITT Response:** Acknowledged

- ◆ Contractors will be required to use either use either Sierra West Group, BRIX JOC Works Edition, or 4 Clicks Project automated JOC software in preparing line item estimates. Contractor will supply at no charge one copy of SWG, BRIX JOC Works Edition to NCPA with training if requested.

**HITT Response:** Acknowledged. HITT currently uses 4 Clicks for several JOC programs, including the incumbent NCPA Region 14 ESC.

- ◆ The proposal coefficient should provide reasonable oversight for Architectural and Engineering (A&E) design to meet both local and state requirements. The contractor should expect as part of its coefficient those services that are required to obtain building permits and meet local and state standards for design and oversight. Services may be provided via its own staff, subcontractor, or working with the client's managers, architects and engineers wherever such professional architectural and engineering services are required. The contractor may pay for the engineer or architectural services with the NCPA agency's concurrence as per state statutes where the proposed work is to be done. However, the NCPA agency member may select the engineering or architectural services in accordance with state statutes.

**HITT Response:** Acknowledged

- ◆ A&E selection and fees for this service will meet the requirements of the State that the work is performed for such selections and fee negotiations and where the NCPA agency member's engineer or architect will approve possible design services. If the NCPA member agency does not have these services on staff or under direct contract, then the NCPA member agency must make the selection per state law. NCPA reserves the right to modify this section per future changes or clarifications in the code or statutes.

**HITT Response:** Acknowledged

- ◆ AIA master text specifications or NCPA member agency approved equivalent and all applicable local, state and national codes will apply to work done under this contract.

**HITT Response:** Acknowledged

- ◆ The NCPA fee will be included in the contractors priced coefficient and will not be issued as a separate line item in any job order proposals issued to NCPA member agencies. This contract management fee will be paid to NCPA quarterly. If the job order has progress payments on large DOs the contractor will report and pay these proportions with the next quarterly report. ***See Tab 2, Fees and Reporting***



**HITT Response:** Acknowledged

- ◆ NCPA encourages the use of HUBs, MWBEs and SBEs both as prime and subcontractors. However they must meet the same minimum standards and requirements as the prime contractor. It will be the responsibility of the prime contractor to pre-qualify their subcontractors. Some NCPA member agencies will have a set goal for subcontracting requirements and will require that a plan be attached as an addendum to the outlining how the contractor will endeavor to meet their goal. Specific plans as part of the contractors' business plan to meet these goals will be part of the overall contractors evaluation process as well as selection process for certain client members as a requirement for their delivery orders.

**HITT Response:** Acknowledged

- ◆ It is the intent of NCPA to award these contracts without discussion. If at the sole discretion of NCPA the coefficients for a scope of work are not competitive, NCPA reserves the right to conduct discussions and negotiations with the successful offerors. If in the opinion of NCPA these negotiations have failed, NCPA will cease negotiations with that offeror and begin negotiations with the second best offeror.

**HITT Response:** Acknowledged

- ◆ RS Means and or Sierra West will be the unit price books acceptable for use for this contract using SWG Current Construction Costs, JOC Works Ed. and/or the RS Means right hand column ("Total Inc. O & P") and the most recent editions (this will include any periodic editions such as quarterly updates. ) RS Mean's 12-digit line numbers or Sierra West's 13 digit line numbers will be used in line item estimates for NCPA member agencies. Contractors at their expense will make copies of the UPB available to the client upon request via electronic or printed media. SWG Current Construction Costs, JOC Works Ed and/or JOC Works or 4Clicks Project Estimator will be the preferred software for preparing line item estimates.

**HITT Response:** Acknowledged

- ◆ While division one of the UPB will not be generally allowed, special requirements out of division one may be allowed with the approval of the NCPA member agency and listed as a separate line item with an attachment giving an explanation as to the special need. One example would be a dedicated onsite safety officer and/or a delivery order manager and/or superintendent at all times during construction. Unless this is a very large DO, it would not be covered in the JOC coefficient. The mere signing of the Purchase Order without the noted exception and approval is not sufficient.

**HITT Response:** Acknowledged

- ◆ As defined, the contractor's bid coefficient shall include all overhead items such as office, safety equipment, vehicles and fuel, communication equipment, computers, printers, programs, insurance maintenance, NCPA management fee (3% of Purchase order less bond and sales tax), final site cleanup, Job Order Contract Estimating Workshop session and all contingencies. All project management, administration, and sufficient jobsite supervision are to be included in contractor's bid coefficient as well as any other main office or project overhead and profit items.

**HITT Response:** Acknowledged

- ◆ Items that are not found in the UPB will be listed as "non-pre-priced". This does not include previously discussed design and engineering costs. The contractor will provide three prices to establish the average bare cost for each item and add in the Overhead and Profit (OH/P) based upon the contractors coefficient. This line item will then be negotiated with the NCPA member agency and, when approved, the item will then be added to the price book for future projects and will no longer will be considered non-pre-priced. The need for this special treatment needs to be addressed in the line item estimate and agreed to by the NCPA member agency and NCPA.

**HITT Response:** Acknowledged

- ◆ Business forms and reporting criteria including audit function will be uniform for all of the contractors and be established by NCPA.

**HITT Response:** Acknowledged

- ◆ Performance bonds will be required on all Job Orders over \$100,000 and payment bonds on all job orders over \$25,000 or meeting the NCPA member agency's local and state requirements. A letter from a surety company that is licensed to do business in the state requested attesting to its willingness to bond your company for \$10 million dollars must be submitted with your RFP response. Contractors may need to provide additional capacity as job orders increase. Bonds will not require a fee to be paid to NCPA. The actual cost of the bond will be a pass through expense to the NCPA member agency and added to the purchase order.

**HITT Response:** Acknowledged

- ◆ The contractor, at his expense and included as part of overhead, will provide adequate insurance coverage meeting at a minimum the requirements of the State of Texas or the state where the job is located. The contractor, if awarded a

contract, will provide within 14 days but prior to the commencement of any construction, a certificate of insurance showing that NCPA has been named as additional insured. If the NCPA member agency has higher insurance requirements, than those requirements may be added as an addendum to the purchase order.

**HITT Response:** Acknowledged

- ◆ Texas law requires that public works over \$8,000.00 be conducted under the supervision of an engineer and over \$100,000.00 with an architect. Statutes of the state where the job is located will govern requirements for an engineer and/or architect.

**HITT Response:** Acknowledged

- ◆ Recognized holidays include: Presidents Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and New Year's Day.

**HITT Response:** Acknowledged

- ◆ In estimating delivery orders, the contractor shall endeavor not to micro estimate line items. Micro estimating is the intentional breaking down of projects into their smallest components when a single line item or two would suffice. An example would be the need to replace a door and it is obvious that a pre-hung door and frame would be the fastest and cheapest route to use. Instead of the single line item defining the pre-hung door the estimator breaks down this portion of the job into individual line items such as door frame, hinges and screws which will unnecessarily drive up the cost to the client member. This should be avoided and will be looked for during the audit cycle.

**HITT Response:** Acknowledged

## **Scope of Services**

- ◆ The specific scope of work for each job order shall be determined in advance and in writing between NCPA member agency and the Contractor.

**HITT Response:** Acknowledged

- ◆ It is acceptable for the NCPA member agency to provide a general scope, but the contractor should provide a written scope of work to the NCPA member agency as part of the proposal. Once the scope of the job order is agreed to, the NCPA member agency will issue a PO with the line item estimate referenced as an attachment along with bond and any other special provisions agreed to for the NCPA member agency. If special terms and conditions other than those covered

within this solicitation and awarded contracts are required, they will be attached to the PO and shall take precedence over those in the base contract.

**HITT Response:** Acknowledged

- ◆ Once the selected contractor is approved by the NCPA member agency, the choice being made by the agency's other NCPA contractors will no longer market this NCPA member agency without approval of the NCPA marketing manager. The NCPA member agency may replace or use more than one NCPA contractor. The NCPA member agency may consult with NCPA about their needs if deemed necessary.

**HITT Response:** Acknowledged

## **Contract and Documents**

- ◆ The contract shall include the contract, its terms and conditions, any agreed upon amendments, as well as all of the sections of the solicitation and the contractor's proposal. Once signed, if the contractor's proposal varies or is unclear in any way from the NCPA contract, NCPA, at its sole discretion, will decide which provision will prevail.

**HITT Response:** Acknowledged

- ◆ The Unit Price Book (UPB), will be either or the current edition of RS Means Facilities Construction Cost Data or if published RS Means Job Order Contracting cost data or SWG Current Construction Costs, JOC Works Ed. The current edition AIA Master Text specifications and all applicable national, state, and local laws, codes, standards and regulations shall be followed.

**HITT Response:** Acknowledged

- ◆ Other documents to be included are the contractor's proposals, task orders, purchase orders and any attachments, which have been issued.

**HITT Response:** Acknowledged

## **Project Delivery Order Procedures**

- ◆ The NCPA member agency, having executed the NCPA Master Intergovernmental Cooperative Purchasing Agreement during registration and/or an inter-local agreement approved by their board or designated agent may make a request of the contractor under this contract when the member has services that need to be undertaken. Notification may occur via phone, the web, e-mail, fax, or in person.

**HITT Response:** Acknowledged

- ◆ Upon notification of a pending request, the contractor shall make contact with the client as soon as possible. Contractor shall visit the member's site and conduct a walk-through/project scoping with the member's representative to define the scope. Contractor's representative shall perform due diligence to request and gather all available project relevant existing conditions and record documents from client to include, but not limited to, hazardous materials surveys and other relevant documents.

**HITT Response:** Acknowledged

- ◆ The contractor and the member will agree on the time when the job order proposal will need to be reviewed for approval by the client member. The contractor will then prepare a job order proposal including a written scope of work using an automated software system that will provide a line item estimate of the individual tasks, the quantities, the city cost index, his bid coefficient, and any applicable cost additions including any possible division one line items and design work that may be required and in need of approval. Information on those division one items that may be included can be found in information for offerors.

**HITT Response:** Acknowledged

- ◆ Contractors will be required to submit Job Order proposals and shall provide a line item estimate based upon their coefficient and the UPB for that scope of work which must be reviewed and agreed to by the client prior to their issuance of a PO and DO.

**HITT Response:** Acknowledged

- ◆ Minimal design work should be covered in the contractor's applicable coefficient, and this design work shall use in house staff or a teamed sub-consultant. In all cases where significant design changes occur, the A/E selection shall conform and be based upon qualifications of the design personnel according to applicable state law for selection and negotiation of fees. The client may select an architectural consultant or use their own design capabilities providing the plans to the contractor.

**HITT Response:** Acknowledged

- ◆ The line items taken from the UPB and the estimated quantities totaled will be modified with the application of the city cost index and the contractor's coefficient. Any adjustment factors from division one will be added to establish the final price as agreed to for the project. Cost adjustment factors, as allowed, must clearly

identify those individual tasks (line items) to which they are applicable and include corresponding percentage.

**HITT Response:** Acknowledged

- ◆ The client will then review the proposal and if the member's representative is in agreement with the proposed pricing and schedule, then other terms and requirements of the job order will be issued that will contain the approved job order proposal (scope of work) and the Purchase Order (PO). The PO will include the lump sum price, start date, schedule and notice to proceed and will be signed by both parties as a lump sum fixed price contract.

**HITT Response:** Acknowledged

- ◆ In the event of an emergency such as hurricanes, tornados, flooding, or fire, the contractor will endeavor to meet with the client within two hours (if possible), expediting these procedures with verbal job orders and a signed field book by the member's designated agent and the NCPA contractor. Work may commence immediately as required; however, documentation must be provided as soon as possible for this work or for any additional long term job order requirements.

**HITT Response:** Acknowledged

## **Schedule of Projects**

- ◆ Scheduling of projects will be accomplished when the client issues a purchase order that will serve as "the notice to proceed" and will contain the job order as an attachment based upon the negotiated line item estimate and approved JOB Order proposal. For large projects a Construction Project Management (CPM) schedule should be included with the proposal. The effective start and end dates will come from the dates approved in the proposal. The construction performance period for the delivery order will include the mobilization, materials purchase, installation and delivery, design, weather, and site cleanup and inspection. No additional claims may be made for delays as a result of these items. When the tasks have been completed the contractor shall notify the client and have the client inspect the work for acceptance under the scope and terms in the PO. The client will issue in writing any corrective actions that are required. Upon completion of these items the client will issue a completion notice and final payment will be issued.

**HITT Response:** Acknowledged

## **Associated Project Support Requirements**

- ◆ This will consist of the following points. (1) The contractor shall remove movable

desks and furniture in the work area and place it back in the required location upon completion. (2) The purchase, delivery and storage of project construction materials should not interfere with the clients operations. (3) Damages that occur to the client's facilities or equipment must be repaired or purchased to like or better condition by the contractor at no charge. (4) All permits will be acquired by the contractor and invoiced at cost as part of the purchase order, unless the client member provides them.

**HITT Response:** Acknowledged

- ◆ If there is a dispute between the contractor and client, NCPA or its representatives will assist in conflict resolution or third party (mandatory mediation), if requested by either party.

**HITT Response:** Acknowledged

- ◆ NCPA or its representative reserves the right to inspect any project and audit the contractors NCPA project files, documentation and correspondence.

**HITT Response:** Acknowledged

- ◆ The contractor will provide to his project offices with minimal down time (24 hours service calls) a computer system with applicable software including Microsoft Office, JOC project estimating software (JOC Works or 4Clicks Project Estimator) such as RS Means current edition or SWG Current Construction Costs, JOC Works Ed. This software shall be compatible with currently utilized edition of RS Means or Sierra West Group. The contractor may not alter these programs in any form or manner. Updates of Sierra West Group or quarterly RS Mean software or revised yearly editions will be allowed. Each job order proposal submitted to the client will contain a computer generated line item estimate, and this estimate shall have been generated by one of the approval software programs. The printout will contain all of the unit price book items, quantities, pricing and total cost.

**HITT Response:** Acknowledged

- ◆ Utilities at the job sites will be furnished free of charge to the contractor by the NCPA member agency. Water will be furnished free, with all of the taps, connections and associated equipment supplied free of charge to the contractor or supplied by the contractor and charged to the NCPA member agency. Upon project completion, the connections will be removed at the direction of the NCPA member agency

**HITT Response:** Acknowledged

- ◆ It is the contractor's responsibility to analyze his electrical needs and the ability of

the client's facility to accommodate his request. The electricity at the job site will be free to the contractor. It will be the responsibility of the contractor to coordinate his requests and needs with the NCPA member agency. If additional capacity is required, the contractor is responsible for arranging for the equipment, the installation and removal at his own expense. If possible, the NCPA member agency will make toilet facilities available or the contractor will make arrangements for portable toilets.

**HITT Response:** Acknowledged

## **Safety/Environmental Plan**

- ◆ The contractor shall, upon award, submit a more detailed safety plan within 14 days and prior to commencement of work. It should specifically address how the contractor will implement this plan with the subcontractors. The safety plan will need to address OSHA compliance, environmental compliance, drug testing, trend analysis and noncompliance corrective action. It should also state whether a safety officer would interact with the NCPA member agency's staff and management of safety and environmental issues while working in occupied areas.

**HITT Response:** Acknowledged

## **Quality Assurance/Quality Control Program**

- ◆ The contractor shall, upon award of a contract, submit a QA/QC plan within 14 calendar days and prior to commencement of work. This plan shall detail the day-to-day surveillance of work and provide documentation of deficiencies and corrective actions. It should note subcontractor compliance issues and trend analysis and how inspectors will interface and work with both the subcontractors and the NCPA member agency's staff.

**HITT Response:** Acknowledged

## **Subcontracting Plan**

- ◆ The contractor shall submit an updated subcontracting plan within 14 calendar days. This plan will explain the subcontracting procedures providing assurances that the subcontractors meet the same high standards as the contractor. This will include a subcontractor's log, subcontractor qualification form, felony conviction notice and child and sex offender notice. This plan will also address how the contractor will implement his safety plan with subcontractors (may reference the contractors safety plan). The subcontractors will be held to the same standards as the JOC contractor.

**HITT Response:** Acknowledged



- ◆ A distinct portion of the subcontracting plan needs to deal with attracting, utilizing and mentoring small and disadvantaged businesses including how your company will attract these firms.

**HITT Response:** Acknowledged

## **Project General Manager and Key Staff**

- ◆ The contractors PGM should be knowledgeable in multiple construction divisions. It is also important that the PGM has managed plumbing, concrete, electrical, painting, HVAC and mechanical in multi discipline projects. The PGM should have experience in managing multiple projects at diverse locations. The PGM should be a team builder and be versed in JOC or have attended a course in JOC. The PGM should understand the contractual nature of JOC versus hard bid contracts and change notices.

**HITT Response:** All assigned HITT personnel are versed and experienced in JOC. Please see the Organizational Chart and Resumes provided in Tab 4.

## **Project General Manager & Key Personnel**

- ◆ The PGM shall have had experience as a program or construction manager. He should be well versed in job order contracting (JOC). He should be personable and be able to build confidence with NCPA and his company's team (including subcontractors) and the JOC Choice client members he is serving. It is preferred that the PGM have actual JOC experience, however attendance in a course on JOC will be acceptable. He should show the ability to multi-task handling multiple task orders simultaneously over an extensive geographic area. He should have experience in working with both architects and engineers on projects. He must be able to demonstrate that he understands the importance of all aspects of the NCPA program to include marketing, communication, business practices, subcontractors, and teaming.

**HITT Response:** All assigned HITT personnel are versed and experienced in JOC. Please see the Organizational Chart and Resumes provided in Tab 4.

- ◆ The PGM should show experience in scheduling and critical path analysis. The PGM should show a broad ability to quickly trouble shoot problems with an attitude of what is best for the client member. The PGM should be able to show with references that he has had extensive experience with and the ability to work with many small subcontractors and in some cases aiding and teaching (mentoring) as appropriate for future partnering on task orders.

**HITT Response:** Acknowledged

- ◆ In all cases, the PGM should show a willingness to explain each line item estimate to the NCPA member agency in a team concept. The PGM should be considering cost saving measures as well as the NCPA member agency's budget constraints in making recommendations.

**HITT Response:** Acknowledged



**Cathy H. Ho**

*Attorney-in-Fact*

*Travelers Casualty and Surety  
Company of America*

412 263 6388

*C/O: Aon Risk Services Central, Inc.  
1650 Market Street  
Philadelphia, PA 19103*

January 6, 2020

Re: **HITT Contracting, Inc.  
Surety Bonding Qualification Letter**

To Whom It May Concern:

It has been the privilege of **Travelers Casualty and Surety Company of America** ("Travelers")<sup>1</sup> to provide surety bonds for **HITT Contracting, Inc.** **Travelers Casualty and Surety Company of America** has an AM. Best Rating of A++ (Superior) and Financial Size Category XV. **HITT Contracting, Inc.** currently has a bonding capacity on individual projects of \$500,000,000 and a total program capacity of \$2,000,000,000.

**HITT Contracting, Inc.** is an exceptional contractor. We would be more than willing to provide the necessary Performance and Payment bonds for projects; however, please note that the decision issue bonds is a matter between **HITT Contracting, Inc.** and **Travelers Casualty and Surety Company of America**, and will be subject to our standard underwriting at the time of the final bond request, which will include but not limited to the acceptability of the contract documents and bond forms. We assume no liability to third parties or to you if for any reason we do not execute said bonds.

If you have any questions or need any additional information, please do not hesitate to contact me.

Sincerely,

Travelers Casualty and Surety Company of America

  
\_\_\_\_\_  
**Cathy H. Ho, Attorney-in-Fact**

<sup>1</sup> Travelers Casualty and Surety Company of America is rated A++(Superior) by A.M. Best Financial Size Category XV (\$2 Billion or more). A.M. Best's rating of A++ applies to certain insurance subsidiaries of Travelers that are members of the Travelers Insurance Company pool; other subsidiaries are included in another rating pool or are separately rated. For a listing of companies rated by A.M. Best and other rating services visit [www.travelers.com](http://www.travelers.com). Rating listed herein are as of October 31, 2018, are used with permission, and are subject to changes by the rating services. For the latest rating, access [ambest.com](http://ambest.com)





**Travelers Casualty and Surety Company of America**  
**Travelers Casualty and Surety Company**  
**St. Paul Fire and Marine Insurance Company**

**POWER OF ATTORNEY**

**KNOW ALL MEN BY THESE PRESENTS:** That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Gathy H Ho** of **PHILADELPHIA**

**Pennsylvania**, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

**IN WITNESS WHEREOF**, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **3rd** day of **February**, 2017.



State of Connecticut

City of Hartford ss.

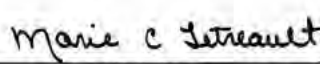
By:   
Robert L. Raney, Senior Vice President

On this the **3rd** day of **February**, 2017, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

**In Witness Whereof**, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, 2021



  
Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

**RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

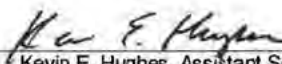
**FURTHER RESOLVED**, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED**, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **6th** day of **January**, 2020



  
Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.**  
**Please refer to the above-named Attorney-in-Fact and the details of the bond to which the power is attached.**

## TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA

HARTFORD, CONNECTICUT 06183

FINANCIAL STATEMENT AS OF DECEMBER 31, 2018

CAPITAL STOCK \$ 6,480,000

ASSETS		LIABILITIES & SURPLUS	
CASH AND INVESTED CASH	\$ 36,728,596	UNEARNED PREMIUMS	\$ 979,007,378
BONDS	3,507,432,239	LOSSES	750,995,504
STOCKS	294,199,598	LOSS ADJUSTMENT EXPENSES	166,673,871
INVESTMENT INCOME DUE AND ACCRUED	38,287,129	COMMISSIONS	45,868,584
OTHER INVESTED ASSETS	3,507,839	TAXES, LICENSES AND FEES	14,584,863
PREMIUM BALANCES	250,476,792	OTHER EXPENSES	43,858,534
NET DEFERRED TAX ASSET	48,781,239	CURRENT FEDERAL AND FOREIGN INCOME TAXES	10,143,037
REINSURANCE RECOVERABLE	29,278,755	REMITTANCES AND ITEMS NOT ALLOCATED	21,277,153
SECURITIES LENDING REINVESTED COLLATERAL ASSETS	14,277,282	AMOUNTS WITHHELD / RETAINED BY COMPANY FOR OTHERS	30,289,553
RECEIVABLES FROM PARENT, SUBSIDIARIES AND AFFILIATES	27,813,266	RETROACTIVE REINSURANCE RESERVE ASSUMED	810,360
ASSUMED REINSURANCE RECEIVABLE AND PAYABLE	626,488	POLICYHOLDER DIVIDENDS	10,410,755
OTHER ASSETS	4,936,229	PROVISION FOR REINSURANCE	7,841,358
		ADVANCE PREMIUM	1,608,777
		REINSURANCE PAYABLE ON PAID LOSSES & LOSS ADJ. EXPENSES	868,002
		PAYABLE FOR SECURITIES LENDING	14,277,282
		CEDED REINSURANCE NET PREMIUMS PAYABLE	48,469,976
		OTHER ACCRUED EXPENSES AND LIABILITIES	335,489
		TOTAL LIABILITIES	\$ 2,145,120,254
		CAPITAL STOCK	\$ 6,480,000
		PAID IN SURPLUS	433,803,760
		OTHER SURPLUS	1,670,943,418
		TOTAL SURPLUS TO POLICYHOLDERS	\$ 2,111,227,178
TOTAL ASSETS	\$ 4,256,347,432	TOTAL LIABILITIES & SURPLUS	\$ 4,256,347,432

STATE OF CONNECTICUT )  
COUNTY OF HARTFORD ) SS.  
CITY OF HARTFORD )

MICHAEL J. DOODY, BEING DULY SWORN, SAYS THAT HE IS SECOND VICE PRESIDENT, OF TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA, AND THAT TO THE BEST OF HIS KNOWLEDGE AND BELIEF, THE FOREGOING IS A TRUE AND CORRECT STATEMENT OF THE FINANCIAL CONDITION OF SAID COMPANY AS OF THE 31ST DAY OF DECEMBER, 2018.

*Michael J. Doody*  
VICE PRESIDENT, FINANCE

SUBSCRIBED AND SWORN TO BEFORE ME THIS  
28TH DAY OF MARCH, 2019

*Susan M. Weissleder*  
NOTARY PUBLIC

SUSAN M. WEISSLEDER

Notary Public

My Commission Expires November 30, 2022





8

## Value Added Products and Services

## Tab 8 – Value Added Products and Services

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- ◆ Include any additional products and/or services available that vendor currently performs in their normal course of business that is not included in the scope of the solicitation that you think will enhance and add value to this contract for Region 14 ESC and all NCPA participating entities.

Upon successful award of this contract and in addition to our base bid coefficient pricing per State, HITT Contracting Inc. would offer an additional discount to all clients who utilize the NCPA contract with HITT Contracting Inc. an annual discount on our modification rate per dollar value spent annually per the following ranges below. This will be assessed at the end of each calendar year:

- >\$1,000,000 to \$5,000,000 Annual Volume: Modification Rate discount is 0.01
- >\$5,000,000 to \$10,000,000 Annual Volume: Modification Rate discount is 0.0125
- >\$10,000,000 to \$15,000,000 Annual Volume: Modification Rate Discount is 0.015
- >\$15,00,000 to \$20,000,000 Annual Volume: Modification Rate discount is 0.0175
- >\$20 Million Annual Volume: Modification Rate discount is 0.02





## Required Documents

## Tab 9 – Required Documents

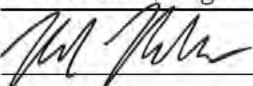
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- ◆ Clean Air and Water Act / Debarment Notice
- ◆ Contractors Requirements
- ◆ Antitrust Certification Statements
- ◆ Required Clauses for Federal Funds Certifications
- ◆ Required Clauses for Federal Assistance by FTA
- ◆ State Notice Addendum

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

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

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

Potential Vendor	<u>HITT Contracting Inc.</u>
Print Name	<u>Rich Ruckman</u>
Address	<u>2900 Fairview Park Drive</u>
City, State, Zip	<u>Falls Church, Virginia 22042</u>
Authorized signature	<u></u>
Date	<u>06/16/2020</u>

# **Contractor Requirements**

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

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

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

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

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

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

### **Fingerprint & Background Checks**

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

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

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

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

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

Authorized signature



Date

06/16/2020

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

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

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

Company name	HITT Contracting Inc.
Address	2900 Fairview Park Drive
City/State/Zip	Falls Church, Virginia 22042
Telephone No.	703.846.9000
Fax No.	703.846.9110
Email address	muckman@hitt-gc.com
Printed name	Rich Ruckman
Position with company	Project Executive
Authorized signature	

## **Required Clauses for Federal Funds Certifications**

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

### **APPENDIX II TO 2 CFR PART 200**

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

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

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

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

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision

for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

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

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

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

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

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee



of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

#### **RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS**

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

#### **CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT**

When Participating Agency expends federal funds for any contract resulting from this procurement process, offeror certifies that it will comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

#### **CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS**

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

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

## **ACCESS TO RECORDS AND REPORTS**

Contractor agrees to:

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

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

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

- 1) Non-discrimination. In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, Section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, Section 202 of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12132, and Federal Transit Law at 49 U.S.C. § 5332, Contractor or subcontractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, marital status age, or disability. In addition, Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.
- 2) Equal Employment Opportunity. The following Equal Employment Opportunity requirements apply to this Contract:
  - a. Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal Transit Law at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable Equal Employment Opportunity requirements of U.S. Dept. of Labor regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, 41 CFR, Parts 60 *et seq.*", and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of this Project. Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, marital status, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, Contractor agrees to comply with any implementing requirements FTA may issue.
  - b. Age. In accordance with the Age Discrimination in Employment Act (ADEA) of 1967, as amended, 29 U.S.C. Sections 621 through 634, and Equal Employment Opportunity Commission (EEOC) implementing regulations, "Age Discrimination in Employment Act", 29 CFR Part 1625, prohibit employment discrimination by Contractor against individuals on the basis of age, including present and prospective

employees. In addition, Contractor agrees to comply with any implementing requirements FTA may issue.

- c. Disabilities. In accordance with Section 102 of the Americans with Disabilities Act of 1990, as amended (ADA), 42 U.S.C. Sections 12101 *et seq.*, prohibits discrimination against qualified individuals with disabilities in programs, activities, and services, and imposes specific requirements on public and private entities. Contractor agrees that it will comply with the requirements of the Equal Employment Opportunity Commission (EEOC), "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR, Part 1630, pertaining to employment of persons with disabilities and with their responsibilities under Titles I through V of the ADA in employment, public services, public accommodations, telecommunications, and other provisions.
  - d. Segregated Facilities. Contractor certifies that their company does not and will not maintain or provide for their employees any segregated facilities at any of their establishments, and that they do not and will not permit their employees to perform their services at any location under the Contractor's control where segregated facilities are maintained. As used in this certification the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin because of habit, local custom, or otherwise. Contractor agrees that a breach of this certification will be a violation of this Civil Rights clause.
- 3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment. In all solicitations, either by competitive bidding or negotiation, made by Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by Contractor of Contractor's obligations under this Contract and the regulations relative to non-discrimination on the grounds of race, color, creed, sex, disability, age or national origin.
  - 4) Sanctions of Non-Compliance. In the event of Contractor's non-compliance with the non-discrimination provisions of this Contract, Public Agency shall impose such Contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to: 1) Withholding of payments to Contractor under the Contract until Contractor complies, and/or; 2) Cancellation, termination or suspension of the Contract, in whole or in part.

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

#### **DISADVANTAGED BUSINESS PARTICIPATION**

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

- 1) Non-Discrimination Assurances. Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. Contractor shall carry out all applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or other such remedy as public agency deems appropriate. Each subcontract Contractor signs with a subcontractor must include the assurance in this paragraph. (See 49 CFR 26.13(b)).

- 2) Prompt Payment. Contractor is required to pay each subcontractor performing Work under this prime Contract for satisfactory performance of that work no later than thirty (30) days after Contractor's receipt of payment for that Work from public agency. In addition, Contractor is required to return any retainage payments to those subcontractors within thirty (30) days after the subcontractor's work related to this Contract is satisfactorily completed and any liens have been secured. Any delay or postponement of payment from the above time frames may occur only for good cause following written approval of public agency. This clause applies to both DBE and non-DBE subcontractors. Contractor must promptly notify public agency whenever a DBE subcontractor performing Work related to this Contract is terminated or fails to complete its Work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. Contractor may not terminate any DBE subcontractor and perform that Work through its own forces, or those of an affiliate, without prior written consent of public agency.
- 3) DBE Program. In connection with the performance of this Contract, Contractor will cooperate with public agency in meeting its commitments and goals to ensure that DBEs shall have the maximum practicable opportunity to compete for subcontract work, regardless of whether a contract goal is set for this Contract. Contractor agrees to use good faith efforts to carry out a policy in the award of its subcontracts, agent agreements, and procurement contracts which will, to the fullest extent, utilize DBEs consistent with the efficient performance of the Contract.

#### **ENERGY CONSERVATION REQUIREMENTS**

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

#### **FEDERAL CHANGES**

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

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

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

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

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

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

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

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

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

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

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

## **State Notice Addendum**

The National Cooperative Purchasing Alliance (NCPA), on behalf of NCPA and its current and potential participants to include all county, city, special district, local government, school district, private K-12 school, higher education institution, state, tribal government, other government agency, healthcare organization, nonprofit organization and all other Public Agencies located in Virginia, issues this Request for Proposal (RFP) to result in a state contract.

For your reference, the list below includes some, but not all, of the entities included in this proposal:

Alexandria Public Schools, Virginia	Spotsylvania County Schools, Virginia
Maryland-National Capital Park & Planning Commission	City of Fauquier County, Virginia
Alexandria Sanitation Authority (Alexandria Renew)	City of Stafford County, Virginia
Maryland Department of Transportation	Fauquier County Schools, Virginia
City of Alexandria, Virginia	City of Takoma Park, Maryland
Alexandria Public Schools, Virginia	City of Frederick City, Maryland
Metropolitan Washington Airports Authority	Upper Occoquan Sewage Authority
City of Arlington County, Virginia	City of Frederick County Maryland
Metropolitan Washington Council of Governments	City of Vienna, Virginia
Arlington Public Schools, Virginia	City of Gaithersburg, Maryland
Montgomery Community College	Virginia Railway Express
City of Bladensburg, Maryland	City of Greenbelt, Maryland
City of Montgomery County, Maryland	Washington Metropolitan Area Transit Authority
City of Bowie, Maryland	City of Herndon, Virginia
Montgomery County Public Schools, MD	Washington Suburban Sanitary Commission
Charles County Public Schools, MD	City of Leesburg, Virginia Including Department of
Northern Virginia Community College	Public Works, Capital Projects & Utilities Divisions
City of College Park, Maryland	City of Winchester, Virginia
Omni Ride	Loudoun County Sanitation Authority (Loudon Water)
City of Culpeper County, Virginia	City of Winchester Public Schools
Potomac & Rappahannock Trans. Commission	Loudoun County Public Schools, Virginia Including
District of Columbia	Facilities & Construction Divisions
City of Prince George's County, Maryland	City of Loudoun County, Virginia
District of Columbia Courts	City of Manassas, Virginia
Prince George's County Public Schools, MD	Manassas City Public Schools, Virginia
DC Water and Sewer Authority	City of Manassas Park, Virginia
Prince William County Public Schools, Virginia	University System of Maryland
District of Columbia Public Schools	Montgomery County DOT
City of Prince William County, Virginia	Montgomery County Department of General Services
Fairfax County Water Authority	Commonwealth of Virginia University System
Prince William County Service Authority	Arlington County Parks and Recreation
City of Fairfax, Virginia Including FMD, P&R & Public	Arlington County Facilities Management Bureau
Works	Prince William County Department of Parks, Recreation
City of Rockville, Maryland	and Tourism
City of Falls Church, Virginia	Prince William County Government

**Please note this contract may be used by all Public School Districts in Virginia**

**Please note this contract may be used by any local government entities in Virginia**

**Please note this contract may be used by any non-profit entities in Virginia**