

Prepared By



Paradise Valley Unified School District 1Government Procurement Alliance (1GPA)

Request for Proposal (RFP) #22-14PV
Job Order Contracting for Mechanical Services (Step 2)

Address

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Prepared For



**Submitted On
June 6, 2022**



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COMFORT SYSTEMS USA

Southwest

(RFP) #22-14PV

Prepared For



June 6th, 2022

Paradise Valley Unified School District - 1GPA
15002 N. 32nd Street
Phoenix, Arizona 85032

Re: Request for Proposal #22-14PV (Step 2) Job Order Contracting for Mechanical Services

On behalf of each of our 430 employees, please accept our sincere gratitude for the opportunity to present our Request for Proposal for the 1GPA Contract.

From our humble beginnings in 1962, we have developed an approach to commercial mechanical contracting we believe is second to none in the Southwest. Our goal is to continually improve by taking care of our people and our customers. We strive to be the cumulation of thousands of people, working together towards one common goal. By doing this, we hope to live our mission statement, "Quality People. Building Solutions."

We believe that our team is well suited for this project. We are confident that you will find the proposed Comfort Systems USA Southwest team can provide best-in-class mechanical contracting expertise for your team and in doing so create a cost-effective design that meets the needs of all stakeholders in the project.

We hope you will find the proposal relevant and responsive to your issued RFP. Our team is very excited to describe our solutions in more detail.

Very sincerely yours,

Brian Ruffner

Brian Ruffner
Director of Sales
Comfort Systems USA Southwest
(602) 725-7628
brian.ruffner@comfortsystemsusa.com

1. Basic Company Information

1.2 Number of years in business (under the submitted name) and number of years operating in Arizona

- Incorporated in 1977
- Doing business as Comfort Systems USA Southwest since 2010 (12 years)
- Operating in Arizona since 1962 (60 years)

1.3 Licenses(s) held by the firm

Please refer to Addendum A

1.4 If the firm has more than one office, provide specific information about the parent company and administering branch office.

In 1997 Tri-City Mechanical was one of twelve companies that joined together to form a single national entity for mechanical services known as Comfort Systems USA, a publicly held company, traded on the New York Stock Exchange. As a result, Comfort Systems USA has grown in both size and revenue. Comfort Systems has grown from 12 operating companies with revenues of approximately \$167 million to 37 companies nationwide, with 140 locations, in 113 cities and revenues of \$3 billion. Two key factors have accounted for much of that growth.

First, we're an innovation and technology-driven company, which helps us give customers like you the best possible solutions. We not only use advanced three-dimensional detailing capabilities to anticipate problems, but also automated computer-aided design to perfectly communicate required materials. And then technological successes and best practices are systematically shared across our network of companies.

Second, we know we wouldn't be successful without satisfied customers. Much of the work we do is for repeat customers who come to us project after project. They know that our technical skills, our integrity, our responsiveness and our uncompromising teamwork will take them successfully from project concept to completion without complication; on time, and within budget.

Lastly, not only is Comfort Systems USA Southwest one of the largest leading mechanical contractors in Phoenix with over 400 employees but also nationally with the Comfort Systems USA national workforce of over 8,000. Having the backing of Comfort Systems USA, Inc. allows us the ability to have better national purchasing power, manpower, national BIM resources, and a workforce with the knowledge and expertise to perform any mechanical project, across a variety of market segments.

1.5 Certify that your organization and any principal of the organization is not prohibited, suspended or otherwise declared ineligible to contract or provide any services required hereunder by any federal, state or local public agency.

We certify that neither our organization and any principal of the organization is not prohibited, suspended or otherwise declared ineligible to contract or provide any services required hereunder by any federal, state or local public agency.

1.6 Review the attached JOC Master Agreement and indicate if your firm is willing to sign this document, if awarded, as part of the agreement or provide any recommended changes.

We are willing to sign the JOC Master Agreement as part of the agreement.

2. Past Performance

2.1. Provide a statement of your experience providing job order construction services over the past few years.

Comfort Systems USA Southwest has provided job order construction services under the JOC of General Contractors, McCarthy and Chasse, and Subcontractor, K2 Electric. The firm has also provided job order construction services under Omnia over the past few years. By providing services under these job order contracts, the firm has a thorough understanding of the procurement process and execution of services operating under a JOC.

2.2 Provide a list of your job order contracts. Include date of contract, contracting agency contact information, and value of contract.

| Customer | Date of Contract | Contact | Value |
|--------------------|------------------|---|--------------|
| City of Scottsdale | 3/30/2022 | Under K2 Electric JOC Tim McMahon (480) 312-6725 TMcMahon@Scottsdaleaz.gov | \$9,038.00 |
| City of Scottsdale | 11/17/2021 | Under K2 Electric JOC Tim McMahon (480) 312-6725 TMcMahon@Scottsdaleaz.gov | \$130,454.00 |
| City of Scottsdale | 10/29/2021 | Under K2 Electric JOC Tim McMahon (480) 312-6725 TMcMahon@Scottsdaleaz.gov | \$195,080.00 |
| City of Scottsdale | 10/29/2021 | Under K2 Electric JOC Tim McMahon (480) 312-6725 TMcMahon@Scottsdaleaz.gov | \$140,641.00 |
| City of Scottsdale | 10/29/2021 | Under K2 Electric JOC Tim McMahon (480) 312-6725 TMcMahon@Scottsdaleaz.gov | \$136,689.00 |
| City of Scottsdale | 10/5/2020 | Under K2 Electric JOC Tim McMahon (480) 312-6725 TMcMahon@Scottsdaleaz.gov | \$1,915.00 |
| City of Scottsdale | 10/5/2020 | Under K2 Electric JOC Tim McMahon (480) 312-6725 TMcMahon@Scottsdaleaz.gov | \$456.00 |

| Customer | Date of Contract | Contact | Value |
|--------------------|-------------------------|---|--------------|
| City of Scottsdale | 10/5/2020 | Under K2 Electric JOC Tim McMahon (480) 312-6725 TMcMahon@Scottsdaleaz.gov | \$4,896.00 |
| City of Scottsdale | 7/24/2021 | Under K2 Electric JOC Tim McMahon (480) 312-6725 TMcMahon@Scottsdaleaz.gov | \$130,797.00 |
| City of Scottsdale | 7/24/2021 | Under K2 Electric JOC Tim McMahon (480) 312-6725 TMcMahon@Scottsdaleaz.gov | \$275,439.00 |
| City of Scottsdale | 7/24/2021 | Under K2 Electric JOC Tim McMahon (480) 312-6725 TMcMahon@Scottsdaleaz.gov | \$71,838.00 |
| City of Scottsdale | 12/25/2020 | Under K2 Electric JOC Tim McMahon (480) 312-6725 TMcMahon@Scottsdaleaz.gov | \$131,822.00 |
| City of Scottsdale | 12/25/2020 | Under K2 Electric JOC Tim McMahon (480) 312-6725 TMcMahon@Scottsdaleaz.gov | \$275,368.00 |
| City of Scottsdale | 12/25/2020 | Under K2 Electric JOC Tim McMahon (480) 312-6725 TMcMahon@Scottsdaleaz.gov | \$369,180.00 |
| City of Scottsdale | 12/25/2020 | Under K2 Electric JOC Tim McMahon (480) 312-6725 TMcMahon@Scottsdaleaz.gov | \$136,894.00 |
| City of Scottsdale | 12/9/2020 | Omnia JOC Barry Lougheed (480) 644-3732 Barry.Lougheed@MesaAZ.gov | \$96,113.00 |
| City of Scottsdale | 12/9/2020 | Under K2 Electric JOC Tim McMahon (480) 312-6725 TMcMahon@Scottsdaleaz.gov | \$138,444.00 |
| City of Scottsdale | 8/25/2020 | Under K2 Electric JOC Tim McMahon (480) 312-6725 TMcMahon@Scottsdaleaz.gov | \$81,046.00 |
| City of Scottsdale | 7/31/2020 | Omnia JOC Barry Lougheed (480) 644-3732 Barry.Lougheed@MesaAZ.gov | \$274,453.00 |
| City of Mesa | 7/30/2021 | Omnia JOC Barry Lougheed (480) 644-3732 Barry.Lougheed@MesaAZ.gov | \$64,521.00 |
| City of Mesa | 1/9/2021 | Omnia JOC Barry Lougheed (480) 644-3732 Barry.Lougheed@MesaAZ.gov | \$211,453.00 |
| City of Mesa | 5/7/2020 | Omnia JOC Barry Lougheed (480) 644-3732 Barry.Lougheed@MesaAZ.gov | \$34,706.00 |
| City of Mesa | 2/27/2020 | Omnia JOC Barry Lougheed (480) 644-3732 Barry.Lougheed@MesaAZ.gov | \$23,340.00 |

| Customer | Date of Contract | Contact | Value |
|--------------------------|-------------------------|---|--------------|
| Arizona State University | 5/2/2020 | Under McCarthy JOC Kristy Siegel (602) 751-4607 KSiegel@McCarthy.com | \$10,794.00 |
| Arizona State University | 5/3/2020 | Under McCarthy JOC Kristy Siegel (602) 751-4607 KSiegel@McCarthy.com | \$37,632.00 |
| Arizona State University | 12/2/2020 | Under McCarthy JOC Kristy Siegel (602) 751-4607 KSiegel@McCarthy.com | \$480,000.00 |
| Arizona State University | 3/21/2021 | Under McCarthy JOC Kristy Siegel (602) 751-4607 KSiegel@McCarthy.com | \$29,471.00 |
| Arizona State University | 5/3/2021 | Under McCarthy JOC Kristy Siegel (602) 751-4607 KSiegel@McCarthy.com | \$372,000.00 |
| Arizona State University | 5/3/2021 | Under McCarthy JOC Kristy Siegel (602) 751-4607 KSiegel@McCarthy.com | \$254,146.00 |
| Arizona State University | 5/3/2021 | Under McCarthy JOC Kristy Siegel (602) 751-4607 KSiegel@McCarthy.com | \$230,000.00 |
| Arizona State University | 6/2/2021 | Under McCarthy JOC Kristy Siegel (602) 751-4607 KSiegel@McCarthy.com | \$48,810.00 |
| Arizona State University | 6/5/2021 | Under Chasse JOC Niko Panagiotakopoulos niko.panagiotakopoulos@chase.com | \$17,840.00 |
| Arizona State University | 10/5/2021 | Under Chasse JOC Niko Panagiotakopoulos niko.panagiotakopoulos@chase.com | \$67,962.00 |
| Arizona State University | 10/29/2021 | Under Chasse JOC Niko Panagiotakopoulos niko.panagiotakopoulos@chase.com | \$13,060.00 |
| Arizona State University | 11/12/2021 | Under Chasse JOC Niko Panagiotakopoulos niko.panagiotakopoulos@chase.com | \$9,745.00 |
| Arizona State University | 11/24/2021 | Under Chasse JOC Niko Panagiotakopoulos niko.panagiotakopoulos@chase.com | \$58,339.00 |
| Arizona State University | 2/2/2022 | Under Chasse JOC Niko Panagiotakopoulos niko.panagiotakopoulos@chase.com | \$5,850.00 |
| Arizona State University | 3/15/2022 | Under Chasse JOC Niko Panagiotakopoulos niko.panagiotakopoulos@chase.com | \$16,772.00 |
| Arizona State University | 3/15/2022 | Under Chasse JOC Niko Panagiotakopoulos niko.panagiotakopoulos@chase.com | \$20,480.00 |

2.3 Provide a description of your experience working on educational or public sector based projects, working on multiple projects simultaneously, and working during limited time frames such as summer breaks and during a typical school year.

Comfort Systems USA Southwest has plenty of experience working on educational and public sector-based projects in the state of Arizona. As outlined in the table above, our team has provided the HVAC mechanical services for Arizona State University, City of Mesa, and City of Scottsdale. The key to success in working on balancing multiple projects and working during limited time frames with these agencies has consistently been a combination of effective communication, quality craftsmanship, and a great safety record.

3. Key Personnel

3.1 Provide a listing of key personnel that will be assigned to this contract and include the following:

3.1.1 Their professional discipline, areas of specialization, achievements, etc.

Randy Sparaco | Director of Operations

Scott Cooper | Project Manager

Eddie Aguirre | Superintendent

Mario Ruiz | Superintendent

Jen Gaio | Administrator Manager

Please refer to Key Personnel Resumes for additional information on professional discipline, areas of specialization, achievements, etc.

3.1.2 Resumes or bios to include educational background, certifications, registration/license status, employment history

Please refer to Key Personnel Resumes for educational background, certifications, registration/license status, employment history

3.1.3 List of governmental/educational projects the individual had direct involvement; this may include actual work experience with submitting firm or prior engagements with other firms

Please refer to Key Personnel Resumes for governmental/educational project involvement.

3.1.4 Number of years with current firm, number of years in the profession

| Key Personnel | Years with firm | Years in profession |
|----------------------|------------------------|----------------------------|
| Randy Sparaco | 14 years | 23 years |
| Scott Cooper | 16 years | 28 years |
| Eddie Aguirre | 4 years | 20 years |
| Mario Ruiz | 17 years | 17 years |
| Jen Gaio | 1 year | 10 years |

3.2 Identify the primary contact person who will represent the firm and interface with 1GPA.

Brian Ruffner
 Director of Sales - Building Services
 (602) 725-7628
 brian.ruffner@comfortsystemsusa.com

3.3 Indicate if any principal or key individual has ever been convicted of a felony. Give a detailed explanation of the names/convictions.

There are no principal or key individuals that have ever been convicted of a felony.

4. Method of Approach

4.1 Contract Management Plan

4.1.1 Provide a statement of your plan for performing and managing the work.

Comfort Systems USA Southwest has developed industry leading management processes as well as the adaptation of standard practices to implement and manage work. Our "Job Loop" establishes standard steps that are applied to all projects large or small. This management process starts at the estimating level and follows the project through to closeout. Larger and more complicated projects are also managed by the critical path method for scheduling tasks and overlapping, when possible, to shorten the duration of the project from start to finish.

Comfort Systems has a team of estimators, BIM professionals, project managers, superintendents and roughly 330 field employees across the plumbing, piping, and HVAC trades to perform our work safely and efficiently.

Comfort Systems has a defined quality plan and quality manual focused on control and assurance of quality for both our internal operations and our projects.

For this process to be truly qualitative, it has been developed to address our specific operations and procedures. Our entire operations team have a role in our quality program starting with Project Director. All team members are responsible for identifying potential quality issues and achieving the standard of quality required. We rely on a program of planned and documented monthly activities to assure that codes, standards, drawings, and specifications are in compliance. We give weekly quality toolbox talks and "punch free" job walks by our operation team to insure adherence to our defined quality plan. Our goal is a "zero punch list" project.

4.1.2 What specific software program does your firm use in developing job estimates? Provide a sample of a typical job estimated using your software program.

Comfort Systems USA Southwest uses QuickPen and RS Means to generate estimates. See **Addendum B** for a sample of a typical job estimated using QuickPen. Pricing on the sample does not reflect Comfort Systems USA Southwest's current pricing and is only meant to be an example.

4.1.3 Explain how you plan to ensure prompt responses to job order requests.

Comfort Systems USA Southwest, Inc has offices in Phoenix and Tucson Arizona and Albuquerque New Mexico and is one of the largest Mechanical Contractors. With over 450 team members we can insure a quick response to any mechanical need. We offer full MEP construction and highly skilled service team. CSUSA SW is part of the Comfort Systems family with over 140 locations and over \$3 Billion in revenue. We offer 24 / 7 emergency services with on call technicians available after hours to respond to immediate needs.

We employ the largest team of sales consultants in AZ and NM of any mechanical contractor with over 26 reps we can respond to job order requests faster and more efficiently than any other firm in our marketplace. We back this up with a strong team of administration, project managers, coordinators and field supervision.

As one of the nation's largest Heating, Ventilation, and Air Conditioning service providers, Comfort Systems USA can help you reduce owning and operating costs for one facility or for thousands. Not being a manufacturer of HVAC equipment, Comfort Systems USA is expert in the service of all the major manufacturers. Our diverse talent provides you the competitive advantage of a partner that understands and services your entire building system.

With our customized maintenance programs, we can help you optimize equipment performance and keep your facility operating at design efficiency. With energy costs continuing to rise, and HVAC equipment consuming an average of 50% of building utilities, maintaining your HVAC system is crucial to your bottom line. We pride ourselves on being the source for all your HVAC needs. We not only engineer and design mechanical systems and controls, but we also install, retrofit, and upgrade them as well.

We provide highly skilled technicians to maintain and service your mechanical and building automation systems. Our team of experts looks forward to partnering with you to deliver bottom-line results throughout the life of your facility.

We stand apart from the rest:

- Safety record that outperforms the national average
- Technical proficiency working with all major equipment manufacturers
- National footprint / local presence
- An Energy-Star partner®
- A member of the United States Green Building Council
- LEED® Accredited Professionals in each of our operating companies

4.1.4 Provide your plan for responding to and performing multiple job orders at the same time.

The team has the support of multiple project managers to help balance multiple projects. While running multiple crews and multiple projects, our team finds it necessary to hold at least a 1-2 hour meeting weekly with the customer. We follow up our meeting with Meeting Minutes and Matrices to track our progress.

4.1.5 Explain what limitations you have geographically or in the number of simultaneous job orders.

Comfort Systems USA Southwest has offices in central and southern Arizona as well as New Mexico. Our Chandler Arizona office covers central and northern Arizona. The Tucson Arizona office covers southern Arizona, and our Albuquerque office covers the state of New Mexico. Our field team of roughly 330 employees and 170 trucks and vans give us the unique ability to perform well over 100 projects simultaneously depending on the size and complexity of the work.

4.1.6 Describe firm's philosophy on self-performing any of the trade work.

Comfort Systems USA Southwest has licensed professionals in the plumbing, HVAC and piping trades as well as service Technicians who are experienced in all types of HVAC equipment troubleshooting and repairs. We believe that the best way to control quality and maintain a high level of accountability is to self-perform as much work as possible. In addition to our field capabilities Comfort Systems USA Southwest is a premier provider of professional engineering services for HVAC and plumbing in Arizona and New Mexico. With on-staff professional engineers, we can provide design and permit drawings for your projects. In addition, for mechanical projects, we can provide general contracting services, allowing you a single point of contact for design and construction.

4.2 Quality Management Plan**4.2.1 Explain how you set goals and monitor the performance of your company.**

Goal-setting within Comfort Systems USA Southwest stems from the implementation of our corporate strategic plan. Company strategic goals are defined and then each department sets goals that align with the company goals. Goals are defined with the SMART criteria so that they are Specific, Measurable, Achievable, Relevant and Time-Bound. Department leaders share the goals with team members, initiatives are set with tasks that have ownership and accountability assigned. Department leaders are accountable for monitoring the progress of assigned department tasks and goals. Monthly company leadership meetings are held to review overall company goals/progress within each department. Progress is measured based on the SMART criteria, whether it be financial performance, quality, safety, production, etc., which is all tracked and reported for review by leadership.

4.2.2 Explain how you inspect the work to ensure quality.

Comfort Systems USA Southwest has a written QA/QC manual for internal operations and projects because the quality of installation is always of paramount importance. These continuous inspection processes were created and implemented to better close-out projects and develop self-certified procedures. This works to ensure the highest level of quality control throughout our projects.

Though the Superintendent oversees the project QA/QC, all team members are responsible for identifying potential quality issues and achieving the standard of quality required. We rely on a program of planned and documented weekly activities to assure that codes, standards, drawings, and specifications comply. We give weekly quality toolbox talks and “punch free” job walks to insure adherence to our defined quality plan.

Our developed Quality Control Plan is always project specific, encompassing all aspects of the project. It becomes our roadmap for construction in all aspects of detailing, fabrication, installation, testing, start-up, commissioning, and turnover. Our plan will include the following:

- Complete team review of all documents and specifications to include back check of HVAC and plumbing design, code compliance, and accessibility review for both installation and maintenance. This not only allows our team to become intimately familiar with the project requirements, but also helps to alert the design team to any items that should be addressed prior to construction, saving both time and money.
- Quality Control inspection requirements to ensure all deficiencies are addressed utilized by our fabrication and installation crews, project managers, and superintendents.
- Pressure Testing system guidelines for each specific pipe and ductwork system which will be approved by the engineer before any testing occurs.
- Crew member welding certifications.
- Independent non-destructive weld testing to occur in both our fabrication facility, as well as onsite.
- Weld mapping.
- HVAC Piping Flushing and Chemical Treatment Plan
- Indoor Air Quality Control Program to ensure the duct systems and equipment remains clean prior to turnover to the owner.
- Equipment receipt, inspection, protection, and extended storage maintenance guidelines.
- Mandatory preparatory meetings for each system prior to its installation to review all installation and inspection requirements.
- Startup & Commissioning requirements.

Comfort Systems USA Southwest will ensure that the project has been provided a premier operational high quality, and maintainable system. Operation and maintenance manuals will be provided prior to owner training. Full system training will be provided to our customer prior to turnover. We have several strategies to address the warranty and maintenance that can be tailored to your specific facility needs.

4.2.3 Explain how you stay on schedule.

As with any JOC Mechanical Services project, the ability or lack thereof to adhere to a schedule can make or break a project. It has always been a focus and one of our keystone goals to set and reach schedules set forth for a project. Comfort Systems USA Southwest takes pride in our customer reviews of excellence when it comes to adhering to schedules. Our top clients can attest to the fact that Comfort Systems USA Southwest has consistently met its schedule commitments. Many of these projects have involved crews of 20 or more field workers operating under strictly maintained safety regimens and meeting stringent quality control requirements. By possessing local expertise and assigning adequate manpower, we can meet the projected project schedule for any job order requests.

Upon job order request, a meeting between the Project Manager, Superintendent, and customer will be convened to review the project schedule in detail to determine the customer's expectations and the teams' key deliverables that will track the progress of the project.

- Emphasis is placed on longest lead items so that the submittal approval cycle works to best advantage.
- After mobilization to the site and as activities progress, more detail will be added as needed to track progress against the overall schedule and to identify adjustments to our internal plan for material/ equipment deliveries.
- Updated schedule progress will be shown as percent complete, which in turn will be determined by conferring with the involved groups and by site inspections.
- Two week look-ahead schedules are also incorporated into superintendents' planning.

Our project team understands the importance of milestones and can work to provide accurate and easily discernable schedules for our major areas of work. The use of proper scheduling software allows our team to track project progress using Gantt charts and submitting Requests for Information.

Comfort Systems USA Southwest believes that the schedule becomes the ruling document of all construction projects; the rules that must be lived by. Comfort Systems USA Southwest understands the development and implications of schedule management. By understanding the logistic of the project, we can use the schedule to plan material acquisition and fabrication, and to plot out the manpower loading for the job. The management of these elements is vital to the efficient execution of the work and to maintaining on-time performance that is cost- effective. We believe that understanding the tasks and their logical sequence is key to a successful project.

4.2.4 Explain your complaint and dispute resolution procedure.

At Comfort Systems USA Southwest, our people value the importance of being responsive to our Customers and we pledge to always deliver quality services, information and solutions in a timely manner. With our Comfort CARE™ program, customers can rest assured that we will take a proactive approach as we aim to surpass their expectations.

On a scheduled basis, Comfort Systems USA Southwest provides our customers a structured opportunity to meet with our CARE™ representative to review the services. Should a customer concern be discussed during the interview, the CARE™ representative creates a formal improvement plan to address any issues and proactively communicate all improvements to the customer.

When a project is in progress, our Project Manager is actively involved with the project to ensure open communication with the customer. In the event concerns arise during a project, the Project Manager will document the concern and communicate to the team. Appropriate measures will then be taken to resolve the issue to the customer's satisfaction, all while staying in communication with the customer.

4.3 Subcontractor Management Plan – Provide an overview of the firm's subcontractor Management plan including the selection plan as provided in the RFQ-Step 1 process.

See Addendum C for the full Subcontractor Management Plan

5. Organizational Strength

5.1 Provide audited (preferred) financial statements representing the past two (2) years. Provide Balance Sheets and the Statement of Income and retained earnings. Financial statements will be considered confidential. Provide this information in a separate upload on the OpenGov procurement portal. Do not include this information in your technical proposal.

-see 10K financial statement uploaded to portal

5.2 Provide a letter from your bonding company indicating your firm's maximum cumulative bonding limit, your single project limit and identify your firm's current available bonding capacity.

See Addendum D for the Bonding Letter.

5.3 Provide a certificate of insurance indicating your firm's insurance coverage. A sample certificate may be provided. However, before any work is initiated, the successful contractor must provide a certificate that names the 1GPA Member as additional insured.

See Addendum E for the Certificate of Insurance.

5.4 Provide a letter from your firm's insurance company stating the Workers' Compensation Experience Modification Rate (EMR) for the past three (3) years. The letter shall be on the insurance company's letterhead and shall be signed by an appropriate individual employed by the insurance company.

See Addendum F for the EMR Letter.

5.5 Identify the current total dollar value of awarded construction work currently being managed by the local office. Identify the total number of direct employees of local office supporting construction value noted above.

The current total dollar value of awarded construction work currently being managed by the local office is \$33.8M.

The total number of direct employees of local office supporting the construction value noted above is 311 construction employees.

5.6 Identify any judgments or liens against your firm within the past three years.

There are no judgements or liens against the firm within the past three years.

5.7 Identify any current unresolved bond claims against your firm.

There are no current unresolved bond claims against the firm.

5.8 Identify any deficiency orders issued against your firm by the Arizona Register of Contractors over the past three years.

There are no deficiency orders issued against the firm by the Arizona Register of Contractors over the past three years.

5.9 Identify any filing under the U.S. Bankruptcy Code over the past three years.

There are no filings under the U.S. Bankruptcy Code over the past three years.

6. Miscellaneous

Additional information: Comfort Systems USA Southwest Value-Add

Comfort Systems USA Southwest has the breadth and depth of experience serving a wide variety of public agencies to offer expertise and value not only within the scope outlined in the “typical work”, but above and beyond the “typical” scope of services expected from a mechanical services contractor.

Design Services: Comfort Systems USA Southwest is Registered with the Arizona State Board of Technical Registration (21146-0) to offer and provide mechanical engineering services and act as the engineer of record for your project. We are also members of the American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE) and American Society of Plumbing Engineers (ASPE). With a licensed Professional Engineer on staff that can prepare and stamp permit drawings, Comfort Systems USA Southwest’s team of experienced conceptual estimators and engineering staff will provide the consulting engineer with not only the best value on equipment selection and material alternatives, but also the most effective routing of HVAC, piping and plumbing systems to maximize off site manufacturing and prefabrication. In order to plan and visualize the entirety of the project during preconstruction, Comfort Systems USA Southwest provides BIM (building information modeling) services prior to construction.

Comfort Systems USA Southwest provides the level of design-build engineering capabilities that results in true streamlined efficiency. This means we will design the systems, prepare the drawings, attain all permits and then build the project in-house. By eliminating third parties, the project will run more smoothly and the continuity of services means fewer disruptions in timeline and compatibility when it comes to your mechanical equipment, ductwork, ventilation, plumbing and more.



Strategic Partnership with TRANE: -The Trane Strategic Partner Program is a unique program in the industry centered on relationships with the best design-build mechanical contractors who have demonstrated loyalty to Trane. The program operates under a shared set of business values, focused on serving the best interest of the building owner. These values offer a common philosophy.

- Build the relationship on trust & integrity
- Communicate honestly, clearly, concisely and timely
- Deliver exceptional value by honoring all commitments
- Achieve the customer’s goals together
- Commit to each other’s success
- Work together for the future!

As a TRANE Strategic Partner, Comfort Systems USA Southwest has access to the latest industry best practices and technology to serve our customers.

Custom Fabrication: For items that cannot be purchased off the shelf, Comfort Systems USA Southwest is capable of providing custom metal fabrication to meet the specific needs and requirements of the project. This service involves several processes including metal casting, molding, cutting, shaping, drawing, punching and more. By fabricating in our state-of-the-art, 50,000 sq ft manufacturing facility, we are able to increase quality control, shorten project schedules and reduce safety risk by minimizing required labor hours in the field.

Procurement & Expediting Services: When it comes to procuring your equipment and mechanical supplies, especially when there are supply chain issues, Comfort Systems USA Southwest has the ability to leverage national purchasing power and vast industry partnerships to expedite delivery and negotiate the best price.

Dust Collection: As the only authorized dealer of Donaldson Torit dust collectors in Arizona and New Mexico, Comfort Systems USA Southwest is uniquely qualified in the collection and capture of hazardous particulates to improve indoor air quality, the environment and protect occupants from exposure to harmful chemicals and nuisance dusts. We are an authorized dealer of Nordfab duct, which is designed specifically for dust collection. To keep relevant equipment running and properly maintained, we offer a diverse selection of professional preventive maintenance agreements designed to keep your mechanical assets operating at peak performance to maximize equipment life while reducing operating cost and energy consumption. We also provide customers with convenient, one-stop shopping for filter housings, replacement elements and parts.

Company Environmental Policy/Green Initiative: Comfort Systems USA was named a Certified Green Contractor by Associated Builders and Contractors (ABC). We understand the importance of "Green" Construction in sustaining the Earth's natural resources and ecosystems. Our Team is well-versed in designing environmentally friendly, highly efficient systems. Whether you strive for Platinum Certification or simply LEED® Compliance, Comfort Systems USA Southwest can be a key asset in achieving those goals.



RANDY SPARACO

DIRECTOR OF OPERATIONS



Profile Summary

Randy has been with the Comfort Systems USA Southwest team since 2008 and has over 22 years of experience in the mechanical and HVAC industry. During his career with Comfort Systems USA Southwest, Randy has held the roles of Service Technician and Building Services Project Manager. As a Project Manager, Randy oversaw Service projects ranging from \$5,000 to \$1.5 million in a variety of markets including Healthcare, Industrial-Manufacturing, Government, Multifamily and Office-Building. At any given time, Randy was responsible for the overall management of 50+ projects. His project management experience includes maintaining project estimated/planned budget, maintaining project gross margin, material management, forecasting project completion date, project cost, manpower support to maximize field productivity, and subcontractor management.

Randy's communication skills are excellent, he has a keen attention to detail, and his experience includes delivering projects on time and within budget. Randy is dedicated to creating positive customer experiences and delivering quality that exceeds our customer's expectations. As the Director of Operations, he looks forward to working collaboratively with the Building Services team to achieve success.

Work Experience

1. Camel view elementary – Cooling tower pipe refurbishment
2. Catalina Foothills High School – hot water storage demo and boiler replacement
3. City of Mesa
 - a. City of Mesa Museum - 10 unit replacement
 - b. City of Mesa Facilities Bldg 4 – 6 cooler replacement
 - c. City of Mesa PD – 14 unit replacement
 - d. City of Mesa Chiller plant – Chiller Replacement
4. City Of Tempe firehouse – 2 unit replacement
5. City Of Surprise Stadium – Chiller buffer tank replacement
6. Department of Emergency Management Tucson – 12 ton VRF replacement
7. City Of Tucson Donna Liggins community center- Chiller replacement
8. Eagle Collage Prep – 3 unit replacement
9. Embrey Riddle Collage – Dormitory Chiller replacement
10. FAA- Controls upgrade, Chiller and Fluid Cooler replacement
11. Flowing Wells School district Tucson – 9 unit replacement
12. Gateway community collage – boiler replacement
13. Gilbert Pioneer elementary – 34 unit replacement

COMFORT SYSTEMS USA

Southwest

Years in Industry

23 Years

Education

Gateway Community College – Phoenix, AZ (2001-2003) HVAC Refrigeration Technology
West Covina High School – West Covina, CA (1994)

Certifications | Training

OSHA 10-Hour
EPA Refrigerant Certification – Universal
Fred Pryor Management Training Certificate
CSUSA Superintendent Academy
CSUSA Systems Project Management Academy
CSUSA Lessons in Leadership Academy

Technical Skills

Project Management
Chillers
Cooling Towers
Chilled Water & Condensate Pumps
VFD's
Complete Mechanical Plant Automation
Upgrades

Contact

 **6875 W Galveston St.
Chandler, AZ, 85226**
 **(602) 359-3343**
 **randy.sparaco@
comfortsystemsusa.com**

SCOTT COOPER

PROJECT MANAGER



Profile Summary

Scott has worked in the mechanical industry since 1993. He began his career with Comfort Systems USA Southwest in 2006 as a Sheet Metal Foreman for our Construction division. In 2014, Scott was promoted to a Sheet Metal Superintendent. Scott was then asked to be a General Superintendent in 2016 for our Service Special Projects division overseeing Sheet Metal, Plumbing, Piping, and High Purity systems. Scott has worked on a wide variety of projects covering everything from Education to Industrial-Manufacturing, to healthcare and he possesses extensive experience on hospital lab projects. Scott communicates well with owners, architects, engineers, general contractors, and subcontractors from start to finish on a project. He strongly emphasizes quality control on all projects and holds his team in high safety regards. He is a true asset to our team and comes highly recommended by our customers.

Work Experience

- St. Luke's USACE Alternate Care Facility (General Superintendent)
- ASU HYSAs Herberger (General Superintendent)
- ASU Mirabella (General Superintendent)
- ASU CLCC (General Superintendent)
- PIMC Generator Upgrade (General Superintendent)
- ASU CLCC 3rd Floor Lab (Project Manager)
- ASU Bio C Carbon Tree (Project Manager)
- ASU Richert Lab Renovation (Project Manager)



Years in Industry

29 Years

Education

Greeley Central High School –
Greeley, CO (1990)

Certifications | Training


OSHA 30-Hour
CSUSA Lessons in Leadership Academy
CSUSA Superintendent Academy
Sheet Metal Journeyman License
EPA Certification
Power Actuated Certified
Scaffolding Certified
Confined Space
CPR Certified
Forklift and Aerial Lift Certified

Technical Skills

Sheet Metal
Process Piping / Pipefitting

Contact

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 **(602) 558-2052**

 **scott.cooper@
comfortsystemsusa.com**

EDDIE AGUIRRE

SERVICE SPECIAL PROJECTS SUPERINTENDENT



COMFORT SYSTEMS USA
Southwest

Profile Summary

Eddie has over 20 years of experience in the mechanical industry first starting out doing residential work and then entered the commercial market. He began his career with Comfort Systems USA Southwest in 2017 as a Service Field Foreman & Installer and quickly worked his way up to a General Superintendent for our Service Division. Eddie's diverse background on both the wet and dry side has made him an excellent fit as a Superintendent. He is experienced in working with a wide variety of mechanical equipment ranging from swamp coolers, boilers, cooling towers, and chillers.

Work Experience

10/2017–Current

Senior Superintendent (Building Services)

Comfort Systems USA Southwest

Oversee Daily Operations of 40+ employees

Daily Interactions with PM's and Estimators about current and upcoming Projects

Coordinate different trades and companies to complete projects

Duct and Piping Iso, print reads, layout

Review and approval of daily time and paperwork

Customer Interactions on all projects

Chandler, Arizona

10/2015–10/2017

General Foreman

Karber Corporation (KCorp)

Oversee daily operations and management of Team Members

Partnership with owners in the progress and completion of all work orders

Print layout, duct design and upkeep of all inventory for Projects

Vast knowledge in HVACR systems

Phoenix, Arizona

1/2012–10/2015

Foreman

IMCOR at Intel

Print layout, Duct and pipe layout

Exhaust systems install FRP piping, stainless steel piping

CAD Readings, Material requisition

Process piping, high purity piping

Phoenix, Arizona

Years in Industry

20+ Years

Education

Globe High School (2000) Globe, AZ

Certifications | Training

OSHA 10-Hour

EPA Certification

HAZMAT

Confined Space

LOTOTO

Forklift, Boom-lift and Scissor-lift certification

CSUSA Lessons in Leadership Academy

CSUSA Superintendent Academy

CPR Certified

DISC/Taking Flight

Technical Skills

Management classes

Microsoft word

Bluebeam

Excel

Sheet Metal

Plumbing

Pipe Fitting

Refrigeration

Contact

 6875 W Galveston St.
Chandler, AZ, 85226
 (602) 558-1332
 edward.aguirre@
comfortsystemsusa.com

MARIO RUIZ

SUPERINTENDENT



Profile Summary

Mario started in the mechanical industry in 2004 and has been employed with Comfort Systems USA Southwest since. After Mario completed his apprenticeship, he began to work closely in our In-Plant department. He is in charge of making sure projects are within schedule and budget. Mario is Orbital welding certified, PVDF fusion welding certified, and performs vacuum testing, tube bending, and stainless welding. He is OSHA 10 hour trained and has completed our Lessons in Leadership Academy.

Work Experience

ASM America (multiple projects)
Air Liquide (multiple projects)
Café Valley
AIT
Consolidated Container
St. Joseph's Hospital BNI Patient Tower
Drake Cement
Aerospace



Southwest

Years in Industry

17 Years

Certifications | Training


OSHA 10 Hour Certified
Forklift and Aerial Lift Certified
Orbital Welding Certification
PVDF Fusion Welding
Certification
Lessons in Leadership Certified


Technical Skills

Vacuum Testing
Tube Bending
Stainless Welding

Contact

 6875 W Galveston St.
Chandler, AZ, 85226

 (480) 940-8400

 mario.ruiz@
comfortsystemsusa.com

JENNIFER GAIO

SUPPORT SERVICES MANAGER



Profile Summary

Jennifer Gaio supports the services sales team by facilitating contracts and managing vendor relationships. She is a versatile team player who interacts with all levels of professionals and works closely with fellow employees, tradesmen, consultants, and clients.

Work Experience

June 2017-November 2021

Office Manager/Controller Assistant
Phoenix Welding Supply, Inc
Phoenix, Arizona

May 2013 – June 2017

Human Resources/ Payroll Manager
Wholesale Floors, LLC
Phoenix, Arizona

May 2009 – May 2013

Human Resources/ Payroll Manager/ Accounts Payable
Phoenix Welding Supply, Inc
Phoenix, Arizona

March 2004 – February 2008

Human Resources/ Payroll Manager
Conditioned Air Mechanical
Phoenix, Arizona

February 1999 – March 2004

Payroll Manager/ Accounts Payable/ Office Manager Arizona
Refrigeration Service
Phoenix, Arizona

COMFORT SYSTEMS USA
Southwest

Years in Industry

10 Years

Education

Greenway High School –
Phoenix, AZ

Certifications | Training


OSHA 30


Technical Skills

Accounting
GAAP
Office Management
Customer Service
Human Resources/Payroll

Contact

 6875 W Galveston St.
Chandler, AZ, 85226

 (480) 940-8400 ext. 124

 jennifer.gaio@
comfortsystemsusa.com

Addendum A

Licenses

| ARIZONA | License Description | License Number | Class | Expiration Date |
|----------------|---|-----------------------|--------------|------------------------|
| | Specialty Commercial Air Conditioning and Refrigeration | ROC 072973 | C-39 | 6/30/2023 |
| | Specialty Commercial Boilers, Steamfitting and Process Piping | ROC 101851 | C-4 | 3/31/2023 |
| | General Commercial Contractor | ROC 092780 | B-1 | 2/29/2024 |
| | Specialty Residential Air Conditioning and Refrigeration | ROC 066620 | R-39R | 11/30/2023 |
| | Specialty Dual Sheet Metal | ROC 11030 | CR-45 | 10/31/2023 |
| | Specialty Commercial Plumbing Including Solar | ROC 100072 | C-77 | 10/31/2022 |
| | Specialty Commercial Refrigeration | ROC 225173 | C-49 | 10/31/2022 |

| NEW MEXICO | License Description | License Number | Class | Expiration Date |
|-------------------|---|-----------------------|--------------|------------------------|
| | Resident Contractor Certificate | L0683627696 | | 5/23/2022 |
| | Combined Mechanical License | 360598/403090 | MM98 | 3/31/2024 |
| | Residential/Commercial Electrical Licensing | | EE98 | |

Addendum B

QuickPen Sample Estimate

Summary for Shop and Field Comfort Systems USA Southwest

Project ID:

Bid Date:

Base Bid/Alternate: Base Bid

Scopes:

Drawing: <All>

System: <All>

Spec: <All>

Floor: <All>

Zone: <All>

SysSymbol: <All>

Project Calculation Log

Calculations date:

Calculations were run with AutoBid version: 2021.1.0

Labor Book: By Piece (& Pound)

Wage Table: Phoenix 2004

Non-GTO: adjusting digitized duct for fittings; NOT adjusting non-digitized duct for fittings

Rect Duct: Drop short pieces under 6.00 inches; convert short pieces over 48.00 inches to full pieces

Rnd Duct: Drop short pieces under 6.00 inches; convert short pieces over 108.00 inches to full pieces

Oval Duct: Drop short pieces under 6.00 inches; convert short pieces over 132.00 inches to full pieces

Calculating detailing; labor multiplier: 0%

NOT calculating pressure testing

Using insulation; Using treatment

Looking up tap material thickness separate from body/reducer

TakeOff lines: 549 - Items processed: 833

Errors: 0, Warnings: 1, Hints: 0

Summary for Shop and Field

Errors: 0, Warnings: 1, Hints: 0

Ductwork

| | Material | | | | | | Labor Hours | | | | |
|--------------------------|----------|-------------|--------------|-------------|---------------|---------------|-----------------|--------------|-------------------|----------------|--------------------|
| | Quantity | Length (ft) | Area (sq ft) | Area w/ wst | Weight (lb) | Weight w/ wst | Material Cost | Shop Hours | Adjusted Shop Hrs | Field Hours | Adjusted Field Hrs |
| GV SMACNA LP | | | | | | | | | | | |
| Rectangular | | | | | | | | | | | |
| Full Duct | 387 | 1,873 | 15,055 | 15,808 | 16,371 | 17,190 | \$15,992 | 73.4 | 73.4 | 524.9 | 601.6 |
| Short Duct | 65 | 119 | 954 | 1,049 | 1,042 | 1,147 | \$1,067 | 9.5 | 9.5 | 88.1 | 101.8 |
| Fittings | 133 | 194 | 2,116 | 2,383 | 2,670 | 3,010 | \$2,747 | 98.8 | 98.8 | 121.9 | 141.0 |
| Flex Connector | 48 | 625 | | | 419 | 419 | \$738 | 19.6 | 19.6 | 19.2 | 22.4 |
| Hangers - Lower | 370 | | | | 3,541 | 3,895 | \$3,100 | 8.5 | 8.5 | 175.6 | 200.9 |
| Hangers - Upper | 370 | | | | | | \$231 | | | 32.8 | 52.5 |
| Liner | | | 8,322 | 8,874 | | | \$10,244 | 83.8 | 83.8 | 10.0 | 10.0 |
| Sealer | | 6,583 | | | | | \$215 | 20.8 | 20.8 | 25.1 | 25.1 |
| Turning Vane | 239 | 387 | | | | | \$253 | 7.5 | 7.5 | | |
| Connectors | 2202 | 4,489 | | | 690 | 759 | \$2,147 | 25.7 | 25.7 | | |
| Intermediate Reinforcing | 64 | 408 | | | 974 | 1,072 | \$535 | 8.8 | 8.8 | | |
| Weld Cost | | 146 | | | | | | | | | |
| Weld Labor | | 146 | | | | | | 10.3 | 10.3 | | |
| Round | | | | | | | | | | | |
| Duct | 38 | 459 | 1,312 | 1,378 | 1,189 | 1,248 | \$1,224 | 9.9 | 9.9 | 30.5 | 34.5 |
| Short Duct | 52 | 213 | 659 | 692 | 597 | 627 | \$614 | 4.9 | 4.9 | 14.5 | 16.2 |
| Fittings | 104 | 133 | 388 | 393 | 449 | 455 | \$278 | 11.3 | 11.3 | 38.8 | 43.9 |
| Flex Connector | 1 | 2 | | | 1 | 1 | \$3 | 0.1 | 0.1 | 0.1 | 0.1 |
| Hangers - Lower | 139 | | | | 458 | 504 | \$476 | 1.9 | 1.9 | 30.2 | 34.2 |
| Hangers - Upper | 139 | | | | | | \$32 | | | 13.9 | 22.2 |
| Sealer | | 441 | | | | | \$44 | | | 5.8 | 5.8 |
| Connectors | 127 | | | | | | | | | | |
| Weld Cost | | 4 | | | | | | | | | |
| Weld Labor | | 4 | | | | | | 0.3 | 0.3 | | |
| Total | | | | | 28,403 | 30,327 | \$39,936 | 395.3 | 395.3 | 1,131.4 | 1,312.2 |

Summary for Shop and Field

Errors: 0, Warnings: 1, Hints: 0

Duct, Fittings and Hangers Labor Productivity Rates

| | Quantity | Weight (lb) | Length (ft) | Shop Pieces/Hr | Shop Weight/Hr | Shop Length/Hr | Field Pieces/Hr | Field Weight/Hr | Field Length/Hr |
|---------------------|----------|-------------|-------------|----------------|----------------|----------------|-----------------|-----------------|-----------------|
| GV SMACNA LP | | | | | | | | | |
| Rectangular | 585 | 23,625 | 2,186 | 3.07 | 133 | 11.49 | 0.53 | 23 | 1.99 |
| Round | 194 | 2,693 | 804 | 6.91 | 101 | 28.66 | 1.29 | 19 | 5.33 |

Summary for Shop and Field

Errors: 0, Warnings: 1, Hints: 0

Other Items

| | Material | | | | | | Labor Hours | | | |
|------------------------|----------|-------------|--------------|-------------|---------------|----------------|-------------|-------------------|-------------|--------------------|
| | Quantity | Length (ft) | Area (sq ft) | Weight (lb) | Weight w/ wst | Material Cost | Shop Hours | Adjusted Shop Hrs | Field Hours | Adjusted Field Hrs |
| Library Items | | | | | | | | | | |
| Air Distribution Items | 119 | | | | | \$102 | | | 95.5 | 95.5 |
| Duct Accessory Items | 2 | | | | | | | | 4.9 | 4.9 |
| Flex Duct | | 612 | | | | \$1,368 | | | 25.5 | 29.0 |
| Spin-Ins | 108 | | | | | \$2,536 | | | 28.3 | 32.1 |
| Total | | | | | | \$4,007 | | | 154 | 161 |

Other Labor Hours

| | Material | | Labor Hours | | | |
|-------------------|-------------|--------------|-------------|-------------------|-------------|--------------------|
| | Length (ft) | Area (sq ft) | Shop Hours | Adjusted Shop Hrs | Field Hours | Adjusted Field Hrs |
| Detailing | 2,663 | 20,430 | 19.7 | 19.7 | | |
| Material Handling | | | | | 183.0 | 183.0 |
| Total | | | 20 | 20 | 183 | 183 |

Summary for Shop and Field

Errors: 0, Warnings: 1, Hints: 0

Material Costs and Labor Hours Totals

| | Material | | | Labor Hours | | | |
|-------------------|---------------|---------------|-----------------|-------------|-------------------|--------------|--------------------|
| | Weight (lb) | Weight w/ wst | Material Cost | Shop Hours | Adjusted Shop Hrs | Field Hours | Adjusted Field Hrs |
| Ductwork | 28,403 | 30,327 | \$39,936 | 395.3 | 395.3 | 1,131.4 | 1,312.2 |
| Other Items | | | \$4,007 | | | 154.2 | 161.5 |
| Other Labor Hours | | | | 19.7 | 19.7 | 183.0 | 183.0 |
| Total | 28,403 | 30,327 | \$43,943 | 415 | 415 | 1,469 | 1,657 |

Total Labor Costs

| | Hours | Cost Base | Cost Fringe | Total Cost |
|------------------|--------------|-----------------|-------------|-----------------|
| Field Handling | 183 | \$6,222 | | \$6,222 |
| Shop | 395 | \$11,858 | | \$11,858 |
| Shop Handling | | | | |
| Field | 1,474 | \$50,104 | | \$50,104 |
| Test and Balance | | | | |
| Detailing | 20 | \$669 | | \$669 |
| Total | 2,072 | \$68,852 | | \$68,852 |

Grand Total Costs

| | Cost |
|--------------------|--------------------|
| Material Cost | \$43,943 |
| Labor Cost | \$68,852 |
| Grand Total | \$112,795 * |

* Excludes Quotes

Addendum C

Subcontractor Management Plan

Introduction

A Subcontractor Management Plan (SMP) outlines the relationship between contractors while they are performing work for a certain project, and it outlines the methods by which CSUSA Southwest, Inc will ensure the production of quality deliverables from each of its subcontractors and ensure the development of long-term business relationships between the companies.

Please note that this plan contains key components that should be considered when drafting an SMP. This guide is not all-inclusive and certain areas may not apply to your contract. Also, include other components or areas pertinent to your contract.

Although the procurement person prepares the SMP, it is vital that the SMP contain the input of other members of the contract management team to ensure that existing issues, vulnerabilities, and risks are adequately addressed.

This SMP provides the framework for subcontract management activities, including the following:

- Prequalification and bidding process
- Insurance considerations
- Beginning work
- Work site's written safety plan
- Safety training and recordkeeping policies
- Safety inspections
- Work-in-progress and post-project reviews

Prequalification and Bidding Process

(in reference to RFQ item 4.1 Subcontractor Selection Plan using both qualifications and cost as a selection approach (1GPA requires that atleast three sub-contractors shall be solicited for all work). Provide detailed information on the Firm's procedures.)

Prequalification and Bidding Process Prequalifying subcontractors is an important way to ensure the hiring of a subcontractor that has the necessary experience and the ability to complete the job safely, on time and within the budget. Comfort Systems USA Southwest will solicit a minimum of three subcontractors for jobs obtained through 1GPA. While not mandatory, prequalifying a subcontractor helps minimize risk and increases the chance of the job being done right. The following are followed when going through the prequalification process.

- Gather the subcontractor's qualifications, whether through a questionnaire, formal written request, qualification statement or other method. Examine the following information:
 - o The subcontractor must have experience completing similar work.
 - o The subcontractor must have the necessary resources (manpower, finances, available equipment, insurance and surety bonding capacity, licensing, etc.) to complete the job.
 - o The subcontractor must not have a history of litigation or other legal problems.
 - o The subcontractor must not have any past OSHA or EPA violations.
 - o The subcontractor's safety record must prove that the job can be done in a safe manner.

- o The subcontractor must have references from previous contracts. Past customers satisfied with the subcontractor's work.
- o The subcontractor's Experience Modification Rate (EMR) must be 1 or less.
 - Prequalification should let a potential bidder know exactly what to expect from project start to finish. Giving a bidder every piece of relevant information, along with being available to answer any questions he or she might have, will make the process fair and objective.
 - Not all subcontractors will qualify for the bid. To weed out bids that fall short of your standards, consider implementing minimum requirements for the subcontractor, such as making sure the subcontractor:
 - o Has not been nor is currently debarred by any federal, state or local government authority in the past 10 years
 - o Has not defaulted on any project in the past 10 years
 - o Has not had any professional license revoked in the past 10 years
 - o Has not committed a serious or willful OSHA, EPA or other federal or state safety violation in the past 10 years

After a list is compiled of qualified bidders, bids can be submitted. Generally, qualified bidders with the lowest bid will be selected for the contract, although this is not always the case. The U.S. Office of Management and Budget has found that lowest-bid contracts do not always ensure that a project is completed on time within the stated budget. Lowest-bid contracts tend to have more change orders throughout the process, increasing the overall cost of the contract and often causing delays and broken deadlines. Thorough examination of a subcontractor's qualifications and the proceeding bid, if reasonable, should both be taken into consideration before selecting a subcontractor for the job.

Prior to awarding the contract to a qualified bidder, CSUSA SW must document:

- The proposed project schedule that includes key milestones and a description of the technical approach to the project.
- The project management team that includes, at a minimum, the construction management, field supervision and technical personnel. With the project management team list, resumes of the people listed may be included.
- A quality control plan that includes a copy and/or description of the quality control program to be used on the project and any implementing documents applicable to its program.
- A cost control plan that includes a description of the cost control program being used for the project.

Insurance Considerations

(4.1-A)

Certificate of Insurance

Prior to the beginning of the project, the subcontractor must provide two certificates of insurance to the CSUSA SW showing that the subcontractor has coverage for him- or herself and his or her employees, agents, and subcontractors. The subcontractor's insurance must provide adequate coverage for any workers' compensation obligations, employer's liability, and automobile liability. If any of these policies are terminated, the subcontractor should provide certificates of insurance showing replacement

coverage. All coverage must be placed with insurance companies duly admitted in the state or in the desired licensing jurisdiction in which the work is being done, and all coverage must be reasonably acceptable to the primary contractor. All the subcontractor's insurance carriers must maintain an A.M. Best rating of "A-" or better.

The certificate of insurance must show that the insurer gives the contractor a written notice of cancellation and termination of the contractor's coverage at least 30 days prior.

Additional Insureds

The subcontractor's policy must name the contractor as an additional insured. Coverage must be afforded to the contractor as an additional insured whether a claim is in litigation. Additional insured coverage must apply as primary insurance with respect to any other insurance afforded to the owner and contractor.

Insurance Coverages Subcontractors Should Possess

Workers' Compensation

- The subcontractor must secure a workers' compensation insurance policy. The workers' compensation policy must cover all the subcontractor's work and performance and provide coverage for all employees, executive officers, sole proprietors, and partners and members of a limited liability company, in the amounts required by all applicable laws.
- In addition, the subcontractor must secure an employers' liability insurance policy (part II of the standard workers' compensation policy). This type of coverage covers the damages that become due in case of bodily injury, occupational sickness or disease or death of subcontractor employees that are not covered by the workers' compensation policy.
- If a subcontractor does not have his or her own work comp insurance, you may see your work comp premium rise during an audit. Therefore, it is so important that the subcontractors you hire provide proof of insurance before any work is done. Commercial General Liability (CGL)
- Subcontractors must secure a CGL insurance policy to cover the damages that become due in case of bodily injury, property damage and personal or advertising injury arising out of or related to:
All the subcontractor's operations and premises.
 - o All of the subcontractor's products and completed operations.
 - o All liability or responsibility assumed by the subcontractor.
 - o All liability assumed in a business contract.
 - o The contractor as an additional insured; and o Defense expenses paid in addition to the policy limits.
- There should be no endorsement or modification of the CGL for risks arising from pollution, explosion, collapse, underground property damage or work performed by the subcontractor.

Auto Liability

- The subcontractor must secure an automobile liability insurance policy to cover the damages that become due in case of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of any motor vehicle or trailer owned, hired, leased, used on behalf of or borrowed by the subcontractor. The policy must also include coverage for any equipment subject to motor vehicle laws, contractor, and owner (if different than the contractor) and any subcontractor liability or responsibility.

Umbrella (Excess Liability) Coverage

- The subcontractor must secure an umbrella liability insurance policy to cover the damages that

become due in case of bodily injury, property damage and personal and advertising injury, with at least the same terms and conditions as the policies mentioned above.

Completed Operations Liability and Obligations

(In Reference to RFQ Item 4.3 Controversies and claims related to work performed by subcontractors.)

Even quality workmanship is not immune to potential claims of property damage or bodily injury. All operations carry the risk that injury or damage may occur because of the work, leading to costly lawsuits. Considering the complicated mix of contractors and subcontractors that contributes to each project, who is liable for this risk?

In insurance terms, “your work” as used in an insurance policy is a broadly defined term that includes operations performed by the policyholder or on the policyholder’s behalf, including material, parts, or equipment in connection with the operations. Operations or work performed on behalf of the policyholder means work done by a subcontractor is considered the contractor’s work. Therefore, faulty electrical work performed by an electrician that causes a fire or other damage could be considered the contractor’s liability but would be covered under a standard CGL policy.

Because CSUSA SW or other involved party could be held liable for defects in a subcontractor’s work, years after it has been completed, and filing the claim under the contractor’s CGL policy could cause the premium to rise, many construction contracts require subcontractors to provide insurance coverage for claims resulting from their completed work for a finite period, typically the one- to five-year range. Typical contracts also require that the subcontractor name the owner, the architect, the general contractor and other third parties as “additional insured” parties, entitled to coverage under the insured subcontractor’s CGL policy. Naming additional insured parties requires a separate endorsement to that policy.

This means that subcontractors will be held liable for claims of property damage or bodily injury resulting from a defect in a contractor’s work. It is also critical to maintain this coverage into the future; failure to do so could lead to a breach-of-contract lawsuit brought by the contractor or other party.

It is important for subcontractors to understand this commitment when signing the contract—the insurance commitment doesn’t end with the project. Further, in the event of a large claim, subcontractors could be faced with a substantial increase in premiums on the policy.

To avoid litigation, it is crucial to know local regulations and adequately document proper performance. Subcontractors must know their company’s documentation practices relative to each subcontract, and carefully keep records of all processes.

4.2 – we recruit subcontractors based on referrals and past experience; most subcontractors come to us because of our reputation, etc.

Beginning Work

After a subcontractor has been selected, each subcontractor should have a legally binding, written contract that defines the following items:

- The legal names of the parties involved in the contract
- The scope of the contracted work (contained in an attached statement of work (SOW)), which should include the following items:

- o Each subcontractor's clearly defined responsibilities and authorities
- o Each subcontractor's deliverables identified, and required content clearly specified
- o Each subcontractor's clearly identified and described services that it is responsible for providing
- o Schedule and budget constraints
- o Each subcontractor's clearly defined requirements for quality, including the requirement to allow independent quality inspections of materials and processes
- o Appropriate terms and conditions
- o Adequate facilities provided to meet the needs of the subcontractors
- o The primary contractor's support in processing invoices and payments
 - The appropriate terms and conditions that will be imposed on both the primary contractor and the subcontractor
 - An acceptance process

General Subcontractor Management

Managing various subcontractors and their teams can be a difficult task, but successful projects all tend to have the same characteristics:

- They all have clear and unambiguous subcontracts established that include an SOW.
- The efforts of all subcontractors are integrated into a cohesive project plan with all subcontractors understanding where their efforts fit into the overall picture.
- The formal and informal interfaces between the primary contractor and the subcontractors, as well as among the subcontractors, are documented.
- Before starting specific work, the subcontractors are granted authorization to proceed. This authorization is given, in writing, via a Work Authorization form.
- A formal team building process is established and implemented. These practices all contribute to reducing the risk of misunderstandings or isolationism.

The work of all subcontractors should be coordinated by the primary contractor to ensure that the efforts of all parties are integrated into a cohesive unit throughout the entire project process. A master schedule should be developed to establish schedule constraints and identify contractual and significant internal milestones.

Subcontractors should have a single point of contact with the primary contractor for contractual matters. On a day-to-day basis, all subcontractor personnel will be free to interact with CSUSA SW personnel as needed.

Safety Information Exchange

In order to make the project go as smoothly as possible, there needs to be open lines of communication between the subcontractor and CSUSA SW regarding proper safety procedures.

The subcontractor must:

- Designate a safety representative to handle all safety and health issues during the job
- Provide proof of necessary safety training
- Perform a safety hazard assessment to address any problem areas before work begins
- Report all injuries, spills, property damage incidents and near misses
- Obtain phone numbers and directions for the nearest hospital, ambulance service and fire department, should an accident occur
- Know, follow and train his or her employees about the safety policy of the contracting company
- Obtain the Safety Data Sheets (SDS) of any chemicals used during the job

- Provide employees with proper identification
- Comply with all owner safety rules

Pre-work Meetings

Before work begins each day, subcontractors should hold a pre-work meeting to discuss the type of work to be performed. Safety should be the focus of these meetings—the subcontractor and his or her team should review specific safety considerations for the work to be accomplished. Workers should be encouraged to voice any safety concerns before an accident occurs. Subcontractors should secure all necessary permits (hot work, lockout/tagout, confined spaces, etc.) before work begins.

Written Safety Plan for Work Sites

All subcontractors and their employees should abide by the site-specific rules and regulations that are set forth by CSUSA SW. The safety policy must be followed by all contractors, subcontractors, and their employees. Failure to comply could result in disciplinary action, up to and including contract termination. The safety policy will generally contain the following:

Introduction

- Lists the overall goal of the safety program and conveys the importance of following it while on the job
- Encourages employees to work safely and report injuries or unsafe conditions Management Commitment
- Lists the company's policies and philosophies and makes employees aware of management's commitment to safety
- May include a mission statement, outlining the company's goals for the safety program Responsibilities for Different Parties
- Explains what everyone's responsibilities are in executing the safety program, including management, supervisors and employees
- Management's responsibilities may include ensuring that the safety program is enforced and correcting any problems brought to its attention by supervisors or employees on the work site.
- Supervisors may be responsible for taking action to correct safety problems, providing personal protective equipment (PPE) to all employees, disciplining workers, and investigating any accidents or injuries.
- Employees may be responsible for reporting accidents and injuries, reporting unsafe conditions, attending any safety training, and obeying all safety and health regulations. Safety Rules and Regulations
- Outlines specific (OSHA, EPA, DOL, etc.) rules and regulations that must be always followed on the job o For example, OSHA regulations for lockout/tagout procedures (29 CFR 1910.147) may be spelled out for workers.
- May include the work site's Hazard Communication Program

Disciplinary Policy

- Explains what may happen if workers break rules or regulations. Disciplinary action may range from a verbal warning to dismissal from the job.

Accident and Injury Reporting and Investigation Procedures

- Explains when and how to report an accident or injury while at the work site

- Outlines an accident investigator's process for determining why an accident happened and what can be done to prevent similar accidents from happening in the future

Safety Training Requirements

- Describes training requirements for all employees working on the job
- Training topics may include the following:
 - Aerial lift safety
 - Crane, hoist and rigging safety
 - Excavation and trenching safety
 - Fall protection
 - Fire extinguisher operation
 - Hearing protection
 - Heat illness prevention
 - Housekeeping
 - Ladder safety
 - Lockout/tagout procedures
 - Powered industrial truck safety
 - Respiratory protection

Emergency Response Plan

- Outlines the procedure for responding to an emergency due to a fire, chemical spill, natural disaster, injury, etc.

Workplace Violence Prevention

- Lists the risks and warning signs of workplace violence and offers ways to reduce the likelihood of violence on the job Subcontractors should also submit their site-specific safety plans before work begins. These plans should include job-specific safety requirements, roles and responsibilities of the subcontractor's team, potential project risks and countermeasures to those risks.

Safety Training and Recordkeeping Policies

Safety Training

Subcontractors are expected to train their employees about site-specific hazards before the project begins. They should also provide documentation of the training to CSUSA SW representative. The subcontractor's employees should also be aware of proper first-aid procedures and know what to do in the event of a medical emergency. Stress to the subcontractor that it is his or her responsibility to notify his or her employees of any safety information provided by the contracting company to the subcontractor.

CSUSA SW employees should be trained on any specific hazards introduced by the subcontractor's work.

Recordkeeping

A strong recordkeeping policy will ensure the job is done in compliance with various federal and state regulations and will be useful should you ever be audited.

Your hired subcontractors should:

- Keep records of all safety training with the subcontractor's workers
- Keep copies on file of all forms you provide to the subcontractor throughout the contract

- Have a list of telephone numbers for the nearest hospital, ambulance service and fire department
- Have copies of all necessary SDSs and other required information regarding chemicals used for the job
- Keep an OSHA recordable injury and illness log (Form 300 and 300A, if applicable) for the project, along with copies of accident reports for all accidents that occur on the job

As the contracting company, you should keep thorough records, as well, including:

- A copy of the contract on file and be familiar with its contents, along with the safety and health aspects of the job
- Training records for your company's workers regarding hazards that may be caused by the subcontracting company
- Copies of all forms related to the contract that are required to be filled out by the company before or during contract work
- OSHA recordable injury and illness logs for the job, along with copies of accident reports filed throughout the project
- Daily pre-work inspection checklist findings
- Records of any documentation given to you by the subcontractor
- Documentation of all communications made to the subcontractor regarding safety issues

The following is a sample list of project records:

- Contract documents, including plans, specifications, etc.
- Daily work site inspection forms • Meeting minutes • Noncompliance and compliance notices
- Contract status
- Change work orders
- Permit forms

Please note that each contract may require different forms.

Safety Inspections

Throughout the duration of the project, safety inspections should be performed by both the contracting company and the subcontractor. A "competent person," as defined by OSHA, should perform daily inspections of equipment, materials, and operations. He or she should document inspections and any corrective actions in Daily Inspection Reports. A typical safety checklist is posted below.

Addendum D

Bonding Letter



May 24, 2022

Zurich North America
1299 Zurich Way, 5th Floor
Schaumburg, IL 60196

Re: Comfort Systems USA (Southwest), Inc.

To Whom It May Concern:

At the present time, Zurich American Insurance Company (Zurich) and Fidelity and Deposit Company of Maryland (F&D) provide surety credit to Comfort Systems USA (Southwest), Inc. Zurich/F&D are rated A+ (Superior) with a financial size category of XV (\$2 BILLION or greater) by AM Best Company and has a US Treasury Limit of \$637,520,000.00. Currently Zurich/F&D provides a \$100 MILLION DOLLAR Single project/\$500 MILLION DOLLARS Aggregate surety program to Comfort Systems USA (Southwest), Inc.

If Comfort Systems USA (Southwest), Inc. is awarded a contract and requests that we provide the necessary Performance and Payment Bonds, we will be prepared to execute such bonds subject to our acceptable review of the contract terms and conditions, bond forms and appropriate contract funding and any other underwriting considerations at the time of the request.

Our consideration and issuance of bonds is a matter solely between Comfort Systems USA (Southwest), Inc. and ourselves, and we assume no liability to third parties or to you by the issuance of this letter.

We are pleased to share with you our favorable experience and high regard for Comfort Systems USA (Southwest), Inc.

Sincerely,
Zurich American Insurance Company
Fidelity and Deposit Company of Maryland

A handwritten signature in cursive script that reads 'Adrienne Scalera'.

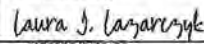
Adrienne Scalera, Attorney-In-Fact

Surety Broker: Alliant Insurance Services, Inc., 50 Cardinal Drive, Suite 202, Westfield, NJ 07090

ZURICH AMERICAN INSURANCE COMPANY
COMPARATIVE BALANCE SHEET
4 WORLD TRADE CENTER, 150 GREENWICH STREET, NEW YORK, NY 10007
As of December 31, 2021 and December 31, 2020

| | 12/31/2021 | 12/31/2020 |
|--|-------------------|-------------------|
| <u>Assets</u> | | |
| Bonds | \$ 16,632,198,754 | \$ 15,696,060,158 |
| Preferred Stock | - | - |
| Common Stock | 2,938,741,320 | 2,964,630,407 |
| Real Estate | 1,195,108,770 | 1,294,160,876 |
| Other Invested Assets | 1,511,224,849 | 1,435,120,966 |
| Derivatives | 4,892,042 | 178,175 |
| Short-term Investments | 562,958 | 285,002 |
| Receivable for securities | 22,712,596 | 809,339 |
| Cash and cash equivalents | 157,712,608 | 526,475,686 |
| Securities lending reinvested collateral assets | - | 105,614,095 |
| Employee Trust for Deferred Compensation Plan | 114,975,842 | 122,225,149 |
| Total Cash and Invested Assets | \$ 22,578,129,739 | \$ 22,145,559,853 |
| | | |
| Premiums Receivable | \$ 5,896,173,688 | \$ 5,318,928,254 |
| Funds Held with Reinsurers | - | 99,875 |
| Reinsurance Recoverable | 1,288,549,705 | 1,248,855,148 |
| Accrued Investment Income | 118,060,365 | 118,531,136 |
| Federal Income Tax Recoverable | 471,599,585 | 507,200,404 |
| Due from Affiliates | 129,012,120 | 92,277,523 |
| Other Assets | 538,603,889 | 559,476,243 |
| Total Assets | \$ 31,020,129,090 | \$ 29,990,928,434 |
| | | |
| <u>Liabilities and Policyholders' Surplus</u> | | |
| Liabilities: | | |
| Loss and LAE Reserves | \$ 12,244,569,908 | \$ 12,295,705,961 |
| Unearned Premium Reserve | 4,276,836,095 | 3,952,940,831 |
| Funds Held with Reinsurers | 674,404,810 | 554,226,440 |
| Loss In Course of Payment | 1,673,061,383 | 1,351,312,377 |
| Commission Reserve | 160,324,275 | 119,930,116 |
| Federal Income Tax Payable | 10,641,098 | 34,772,832 |
| Remittances and Items Unallocated | 336,655,509 | 432,727,110 |
| Payable to parent, subs and affiliates | 353,084,887 | 273,601,687 |
| Provision for Reinsurance | 89,554,951 | 175,327,995 |
| Ceded Reinsurance Premiums Payable | 1,525,470,381 | 1,591,358,027 |
| Securities Lending Collateral Liability | - | 105,614,095 |
| Other Liabilities | 1,789,130,300 | 1,922,304,215 |
| Total Liabilities | \$ 23,133,733,598 | \$ 22,809,821,689 |
| | | |
| Policyholders' Surplus: | | |
| Common Capital Stock | \$ 5,000,000 | \$ 5,000,000 |
| Paid-In and Contributed Surplus | 4,394,131,321 | 4,394,131,321 |
| Surplus Notes | - | - |
| Special Surplus Funds | 3,996,000 | 9,672,000 |
| Cumulative Unrealized Gain | 172,586,977 | 192,450,057 |
| Unassigned Surplus | 3,310,681,195 | 2,579,853,368 |
| Total Policyholders' Surplus | \$ 7,886,395,493 | \$ 7,181,106,746 |
| Total Liabilities and Policyholders' Surplus | \$ 31,020,129,090 | \$ 29,990,928,434 |

I, LAURA J. LAZARCZYK, Corporate Secretary of ZURICH AMERICAN INSURANCE COMPANY do hereby certify that the foregoing statement is a correct exhibit of the assets and liabilities of the said Company, on the 31st day of December, 2021, according to the best of my information, knowledge and belief.

DocuSigned by:

420F60B47137480... Corporate Secretary

State of Illinois }
 County of Cook } SS:

Subscribed and sworn to, before me, a Notary Public of the State of Illinois, in the City of Schaumburg, this 15th day of March, 2022.




 Notary public

THE FIDELITY AND DEPOSIT COMPANY

OF MARYLAND
1299 Zurich Way Schaumburg, IL 60196

Statement of Financial Condition As Of December 31, 2021

ASSETS

| | | |
|---------------------------------------|--|------------------------------|
| Bonds..... | | \$ 237,467,504 |
| Stocks | | 18,985,762 |
| Cash and Short-Term Investments | | 7,415,852 |
| Reinsurance Recoverable | | 25,735,324 |
| Federal Income Tax Recoverable..... | | 0 |
| Other Accounts Receivable..... | | 24,479,233 |
| TOTAL ADMITTED ASSETS..... | | \$ <u>314,083,675</u> |

LIABILITIES, SURPLUS AND OTHER FUNDS

| | | |
|---|--------------------|------------------------------|
| Reserve for Taxes and Expenses | | \$ 378,101 |
| Ceded Reinsurance Premiums Payable | | 48,876,599 |
| Remittances and Items Unallocated | | 0 |
| Payable to parents, subs and affiliates | | 0 |
| Securities Lending Collateral Liability..... | | 0 |
| TOTAL LIABILITIES | | \$ 49,254,700 |
| Capital Stock, Paid Up | \$ 5,000,000 | |
| Surplus..... | <u>264,828,975</u> | |
| Surplus as regards Policyholders | | 264,828,975 |
| TOTAL | | \$ <u>314,083,675</u> |

Securities carried at \$78,561,855 in the above statement are deposited with various states as required by law.

Securities carried on the basis prescribed by the National Association of Insurance Commissioners. On the basis of market quotations for all bonds and stocks owned, the Company's total admitted assets at December 31, 2021 would be \$319,561,762 and surplus as regards policyholders \$270,307,062.

I, LAURA J. LAZARCZYK, Corporate Secretary of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing statement is a correct exhibit of the assets and liabilities of the said Company on the 31st day of December, 2021.

DocuSigned by:
Laura J. Lazarczyk
42DF6DB471374B0...
Corporate Secretary

State of Illinois }
City of Schaumburg } SS:

Subscribed and sworn to, before me, a Notary Public of the State of Illinois, in the City of Schaumburg, this 15th day of March, 2022.



Ryan Horgan
Notary Public

**ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND
POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Illinois, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Illinois (herein collectively called the "Companies"), by **Robert D. Murray, Vice President**, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint **Kathleen M. CRISTIANO, Joseph DOBKOWSKI, JR., Adrienne SCALERA and John Dougherty HUNTER**, all of **Westfield, New Jersey**, EACH, its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: any and all bonds and undertakings, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 13th day of January, A.D. 2020.



ATTEST:
ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND

By: *Robert D. Murray*
Vice President

By: *Dawn E. Brown*
Secretary

**State of Maryland
County of Baltimore**

On this 13th day of January, A.D. 2020, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **Robert D. Murray, Vice President and Dawn E. Brown, Secretary** of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, depose and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.



Constance A. Dunn

Constance A. Dunn, Notary Public
My Commission Expires: July 9, 2023

EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify or revoke any such appointment or authority at any time."

CERTIFICATE

I, the undersigned, Secretary of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 24th day of May, 2022.



Brian M. Hodges

By: Brian M. Hodges
Vice President

TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:

Zurich Surety Claims
1299 Zurich Way
Schaumburg, IL 60196-1056
www.reportsfclaims@zurichna.com
800-626-4577

Addendum E

Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/1/2022

5/25/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | |
|---|--|----------------|--------|
| PRODUCER Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000 kcts@lockton.com | CONTACT NAME: | | |
| | PHONE (A/C, No. Ext): | FAX (A/C, No): | |
| | E-MAIL ADDRESS: | | |
| | INSURER(S) AFFORDING COVERAGE | | NAIC # |
| | INSURER A : Old Republic Insurance Company | | 24147 |
| | INSURER B : Travelers Property Casualty Co of America | | 25674 |
| | INSURER C : Zurich American Insurance Co of Illinois | | 27855 |
| | INSURER D : Catlin Specialty Insurance Company | | 15989 |
| | INSURER E : | | |
| | INSURER F : | | |
| INSURED 1492591 | COMFORT SYSTEMS USA (SOUTHWEST), INC. 6875 W. GALVESTON STREET CHANDLER AZ 85226 | | |

COVERAGES

CERTIFICATE NUMBER: 18570859

REVISION NUMBER: XXXXXXXX

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

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-----------|----------|--------------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CONTRACTUAL LIAB <input checked="" type="checkbox"/> XCU INCLUDED GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER: | Y | N | MWZY31586121 | 11/1/2021 | 11/1/2022 | EACH OCCURRENCE \$ 10,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 10,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 10,000,000 GENERAL AGGREGATE \$ 15,000,000 PRODUCTS - COMP/OP AGG \$ 15,000,000 \$ |
| A | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | N | N | MWTB31586221 | 11/1/2021 | 11/1/2022 | COMBINED SINGLE LIMIT (Ea accident) \$ 10,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX |
| B | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 | N | N | ZUP-81N47067-21-NF | 11/1/2021 | 11/1/2022 | EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ XXXXXXXX |
| A | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N N | N/A | MWC31586021 | 11/1/2021 | 11/1/2022 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 10,000,000 E.L. DISEASE - EA EMPLOYEE \$ 10,000,000 E.L. DISEASE - POLICY LIMIT \$ 10,000,000 |
| C | INSTALL FLTR/BUILDERS RISK | N | N | MBR4355336-00 | 11/1/2021 | 11/1/2022 | \$10,000,000 PER OCCURRENCE |
| D | PROFESSIONAL/POLLUTION | | | CEO744642004 | 11/1/2021 | 11/1/2022 | \$10,000,000 PER CLAIM; \$20,000,000 AGGREGATE |

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

IGPA IS ADDITIONAL INSURED ON GENERAL LIABILITY, AS REQUIRED BY WRITTEN CONTRACT AND SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY. FOR CANCELLATION FOR ANY REASON OTHER THAN NONPAYMENT OF PREMIUM, THE INSURER(S) WILL SEND 30 DAYS NOTICE OF CANCELLATION TO THE CERTIFICATE HOLDER.

CERTIFICATE HOLDER

18570859
1GPA
1910 W WASHINGTON STREET
PHOENIX AZ 85009

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

Addendum F

EMR Letter



October 6, 2021

Re: Workers' Compensation – NCCI Experience Modifier for Comfort Systems USA, Inc - Southwest

To whom it may concern,

Please be advised that the following are the above-mentioned Named Insured's modifier ratings for the past nine (9) Years:

All other States Experience Modification Rating Factors (Excludes CA, DE, MI, NJ and PA):

| Effective Date | Expiration Date | Experience Modifier |
|----------------|-----------------|---------------------|
| 11/1/2021 | 11/1/2022 | 0.58 |
| 11/1/2020 | 11/1/2021 | 0.58 |
| 11/1/2019 | 11/1/2020 | 0.59 |
| 11/1/2018 | 11/1/2019 | 0.57 |
| 11/1/2017 | 11/1/2018 | 0.61 |
| 11/1/2016 | 11/1/2017 | 0.62 |
| 11/1/2015 | 11/1/2016 | 0.62 |
| 11/1/2014 | 11/1/2015 | 0.67 |
| 11/1/2013 | 11/1/2014 | 0.69 |

Please let us know if you have any questions on the above listed experience modifications.

Sincerely,

LOCKTON COMPANIES

Elizabeth Foster, CRIS, CIC, ARM

Prepared For



Paradise Valley
Unified School District

Submitted On
June 6, 2022

(RFP) #22-14PV

Thank You For The Opportunity

Address

Comfort Systems USA
Southwest
6875 W Galveston St
Chandler, AZ 85226

Contact

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