

COSUGAS LLC

Bid Contact **HERMAN GIACOMELLI**
hgiacomelli@cosugasllc.com
Ph 954-249-6820

Address **719 Shotgun Road**
Sunrise , FL 33326

Supplier Code VS0000004091

Qualifications CBE SB SBE

Item #	Line Item	Notes	Unit Price		
PNC2119543R1--01-01	Request for Qualifications - Job Order Contract	Supplier Product Code: n/a Supplier Notes: Attached you can find the Request for Pre-qualification package.	First Offer -	1 / n/a	Y Y
				Supplier Total	\$0.00

COSUGAS LLC

Item: **Request for Qualifications - Job Order Contract**

Attachments

- Ability of Professional Personnel.pdf
- Project Approach.pdf
- Past Performance.pdf
- Workload of the Firm.pdf
- Financial Ability.pdf
- Cosugas LLC Summary Sheet.pdf
- Certificate of Insurane.pdf
- Licenses.pdf
- SBE CBE Certificate.pdf
- Safety Plan Cosugas LLC.pdf



Ability of Professional Personnel

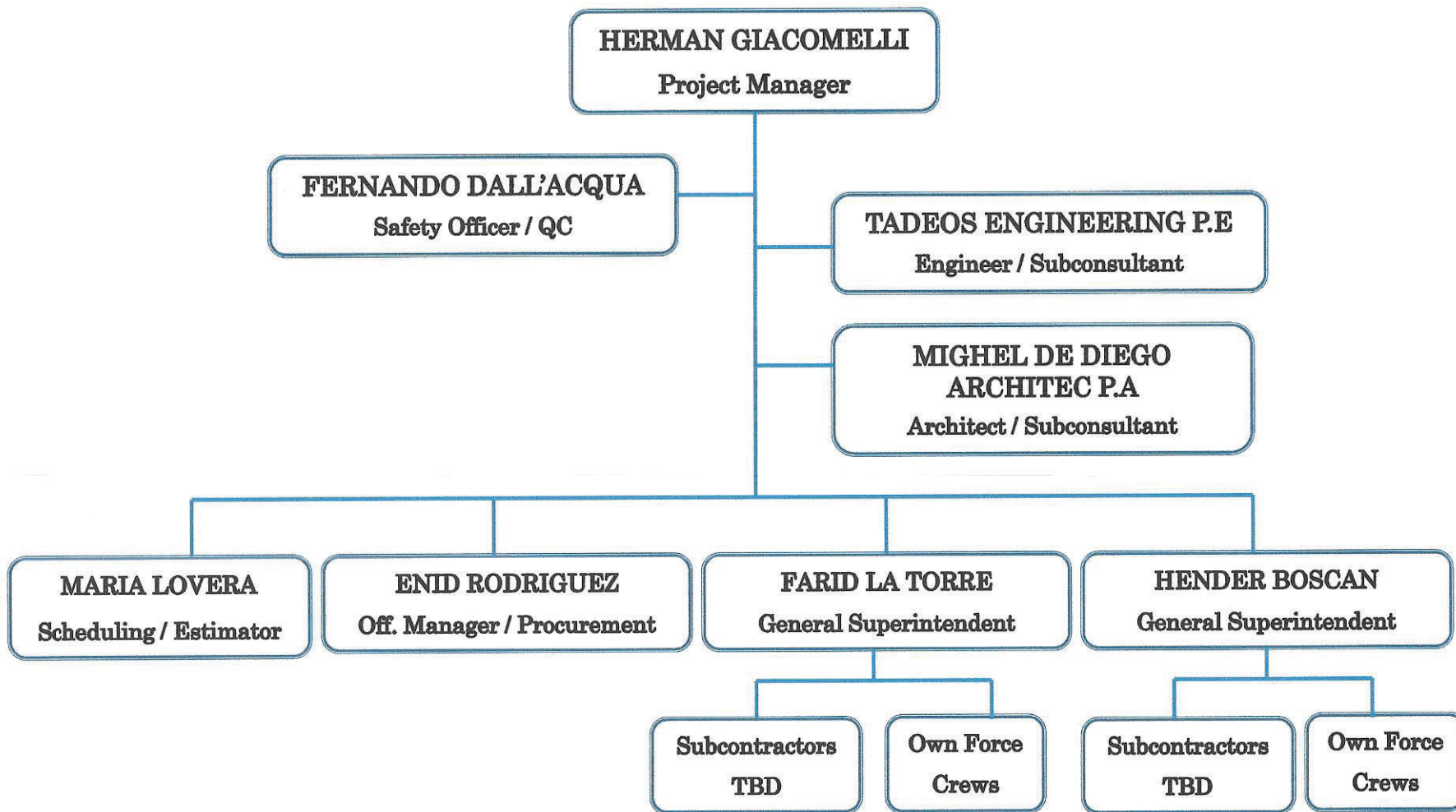
COSUGAS LLC is a full service General Contractor located in the City of Sunrise, Florida. With over 17 years of experience, COSUGAS LLC specializes in Construction in South Florida region, dedicates Private and Governments Entities, Residential and Commercials. As part of our services include review and preparing contractual document such as scope of work, program schedule and contracts.

The Principal of the company, Herman Giacomelli, has been involved in the construction industry since 1993. During 26 years, Herman Giacomelli has been working as Project Manager, General Superintendent and Scheduling & Cost Control Manager in projects up to \$433 Millions. Herman has managed, including the scheduling and coordination of activities and progress, of the Fort Lauderdale International Airport Terminal 3 Expansion Project for two years. Also, at the present time, Herman is managing a \$28 Millions Blank Contract with Miami Dade Aviation Department, which includes develop of scope of work, pricing and scheduling of different type of contract/project such us design/built and refurbish at the Miami International Airport.

COSUGAS LLC has prepared an Organization Chart to be assigned to this project (see attached). All Key Staff and Project Manager have a vast experience in the construction industry which will give to our team the acknowledge to complete each of the JOC on time, within budget, and according to specifications.

COSUGAS LLC
Certified General Contractor - CGC #1509739
719 Shotgun Rd. Sunrise, Fl 33326
Ph (954) 249 – 6820 – Fax (954) 217 – 5029
Email: hgiacomelli@cosugasllc.com

ORGANIZATION CHART FOR JOB ORDER CONTRACT



ATTACHMENT A
KEY PERSONNEL
PROJECT MANAGER

1) Firm's Name: COSUGAS LLC

2) Project Manager's Name : Herman Giacomelli

3) Type of Key Personnel: Primary Assigned to the Contract Full Time Additional Staff on As-Needed Basis

4) # of Years with the Firm: 17 years

5) # of Years Experience with Job Order Contracting: _____

6) Client Type Experience & # of Years Experience: Years 6 years

Public Works Aviation Port Other: _____

7) Experience: (Check ALL boxes that apply)

- Interior Renovation Mechanical Upgrades Electrical Upgrades Concrete Floor
- Medical Center Exterior / Interior painting Roofing Replacement/Repair Boiler Replacement
- Bituminous Paving Concrete Masonry Exterior Facade Security Camera Installation
- Canopy Replacement/Repair Elevator Repair/Replacement Escalator Repair/Replacement
- Duct bank repair / installation Outdoor light installation Fire Suppression System Installation
- Steel Erection Landscaping Fencing Earthwork / Site Work Other (Attach Additional Sheet)

8) **ATTACH RESUME** Yes

9) Licenses, Training, and Industry Recognized Certifications. List any and all State and County Licenses, Specialty Training, and Industry Recognized Certifications

<u>Mechanical Engineer</u>	_____
<u>Certified General Contractor</u>	_____
<u>Construction Quality</u>	_____
<u>Management for Contractors</u>	_____
_____	_____
_____	_____

HERMAN GIACOMELLI

1059 Waterside Circle, Weston, FL 33327

Ph: 954-249-6820

Email: hgiacomelli@cosugasllc.com

PROFESSIONAL EXPERIENCE

COSUGAS LLC – General Contractor, Sunrise, FL

Jan 2002 to Present

CEO/President:

- Responsible for the management of day-to-day operations.
- Managing and scheduling of all activities for the company.
- Study, analysis and estimating of the bid proposal in small and large-scale projects.

**North American Construction Company LLC,
Miami FL**

Jan 2009 to Present

Vice-President:

- Managing a \$20 Millions Blank Contract with Miami Dade Aviation Department.
- Oversee bid proposal of large-scale projects.
- Responsible for the financial activities of the company and bonding requirements.

Compania Sudamericana de Gas SRL, Buenos Aires, Argentina

Dec 2001 to Jan 2003

General Superintendent & Field Engineer:

- Responsible for the execution of the work on site.
- Planning, scheduling and general coordinate of all field activities on site.
- Implementation of Quality Control Program.

C.S. Bonorino S.A., Buenos Aires, Argentina

Apr 1999 to Nov 2001 & Mar 1993 to Aug 1996

General Superintendent & Project Coordinator:

- Responsible for the execution of the work on site.
- Planning, scheduling and general coordinate of all field activities on site.
- Supervision and approval of the material requisition.
- Implementation of Quality Control Program.

Techint International Construction Corp. (TENCO), Kingdom of Saudi Arabia

Aug 1996 to Mar 1999

Planning and Cost Control Manager & Supervisor:

- Responsible for the general scheduling and cost control of \$433 millions Projects
- General coordinate of all field activities on site.
- Issue of progress reports and invoices of the projects.

HERMAN GIACOMELLI

1059 Waterside Circle, Weston, FL 33327

Ph: 954-249-6820

Email: hgiacomelli@cosugasllc.com

EDUCATION

- **Mechanical Engineering, 1993**
University of Belgrano, Buenos Aires, Argentina

- **Specialty Engineer in Gas, 1995**
University of Buenos Aires, Argentina
Gas and Petroleum Institute

- **Inspector Training & Engineering Workshop Design & Construction Aspects of Trenchless Technology, 2003**
Michigan State University, Houston, Texas

- **Construction Quality Management for Contractors, 2004**
U.S. Army Corp of Engineers, Jacksonville, Florida.

- **Certified General Contractor License, 2005**
Florida Department of Business Professional Regulation, Tallahassee, Florida.

ATTACHMENT B
KEY PERSONNEL
GENERAL SUPERINTENDENT

1) Firm's Name: COSUGAS LLC

2) General Superintendent's Name : Farid La Torre

3) Type of Key Personnel: Primary Assigned to the Contract Full Time Additional Staff on As-Needed Basis

4) # of Years with the Firm: 11 yrs

5) # of Years Experience with Job Order Contracting: _____

6) Client Type Experience & # of Years Experience: Years 2

Public Works Aviation Port Other: _____

7) Experience: (Check ALL boxes that apply)

- Interior Renovation Mechanical Upgrades Electrical Upgrades Concrete Floor
- Medical Center Exterior / Interior painting Roofing Replacement/Repair Boiler Replacement
- Bituminous Paving Concrete Masonry Exterior Facade Security Camera Installation
- Canopy Replacement/Repair Elevator Repair/Replacement Escalator Repair/Replacement
- Duct bank repair / installation Outdoor light installation Fire Suppression System Installation
- Steel Erection Landscaping Fencing Earthwork / Site Work Other (Attach Additional Sheet)

8) **ATTACH RESUME** Yes

9) **Licenses, Training, and Industry Recognized Certifications.** List any and all State and County Licenses, Specialty Training, and Industry Recognized Certifications

FARID LA TORRE

846 Vanda Terrace Weston, FL 33327
Farid_latorre@yahoo.com

Accomplished Construction Project Manager with more than 25 years of experience leading determined teams and completing quality, large-scale assignments in various industries.

EXPERIENCE

2008 – PRESENT

GENERAL SUPERINTENDENT, COSUGAS LLC.

- Ensure that all projects are delivered on-time according with project schedule and construction budget.
- Supervision and oversee field work activities of subcontractors to ensure construction schedule, construction budget, and quality guidelines.
- Coordination of weekly meeting with subcontractors, supplier and owners to review progress schedule
- Conducted daily site inspection, quality and timely completion.

2002 TO 2008

SUPERINTENDENT, LA KARID ENTERPRISE INC

- Responsible for the execution of work on site.
- Scheduling of field activities.
- Supervision and approval of material requisition.

1990 TO 2002

FOREMAN, FRANK VICINO DRYWALL

- Supervision of framing and drywall crews
- Scheduling of field activities.

SKILLS

- Commercial/Residential Development
- Construction Team Supervision
- On-Site Property Inspection/Evaliations

ATTACHMENT B
KEY PERSONNEL
GENERAL SUPERINTENDENT

1) Firm's Name: Cosugas LLC

2) General Superintendent's Name : Hender Boscan

3) Type of Key Personnel: Primary Assigned to the Contract Full Time Additional Staff on As-Needed Basis

4) # of Years with the Firm: 1 Year

5) # of Years Experience with Job Order Contracting: _____

6) Client Type Experience & # of Years Experience: Years _____

Public Works Aviation Port Other: _____

7) Experience: (Check ALL boxes that apply)

Interior Renovation Mechanical Upgrades Electrical Upgrades Concrete Floor

Medical Center Exterior / Interior painting Roofing Replacement/Repair Boiler Replacement

Bituminous Paving Concrete Masonry Exterior Facade Security Camera Installation

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

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

Steel Erection Landscaping Fencing Earthwork / Site Work Other (Attach Additional Sheet)

8) **ATTACH RESUME** Yes

9) **Licenses, Training, and Industry Recognized Certifications.** List any and all State and County Licenses, Specialty Training, and Industry Recognized Certifications

Architect

OSHA 10 Hours

RESUME

PERSONAL INFORMATION

Name Hender Eduardo
Last name Boscan Moran

EDUCATION

Elementary Liceo Los Robles - Maracaibo, Venezuela 1977 - 1988
Mid School Liceo Los Robles - Maracaibo, Venezuela 1977 - 1988
High School Liceo Los Robles - Maracaibo, Venezuela 1977 - 1988
University Universidad Rafael Urdaneta U.R.U. - Maracaibo, Venezuela
Grade Architect 1994

Creative professional with extensive work experience in different architectural fields: Residential, Commercial, Institutional, Medical and Industrial projects. Architect for over 20 years. My architectural work includes clients such as Faculty of Medicine of University of Zulia and Central Bank of Venezuela (Venezuela's first bank). Professor at Rafael Urdaneta University, teaching Architectural Drawing, Basic Composition, Housing 1, Services 1 and Services 3. Research architectural projects as a tutor that includes educational, commercial, urbanistic and artistic works. Juror of architectural degree works at Faculty of Architecture at Universidad Rafael Urdaneta. Juror at II Bienal de Arquitectura de Maracaibo 2005 - 2008.

Experience with Autocad, Sketchup, Photoshop, Publisher, Word, Excel, Powerpoint, Plan Swift.

ACKNOWLEDGMENTS

Acknowledgment "In Appreciation" obtained in Branford High School, New Haven, Connecticut, U.S.A. 1985, for speaking about my country.

Diploma granted by the Faculty of Architecture of the University of Zulia, Corporation for development of Zulia State CORPOZULIA, Asamblea Legislativa del Estado Zulia and Maracaibo's Childrens Museum Foundation, in acknowledgment for gain the 3rd place in the national competition of ideas for the children museum of Maracaibo. Competition from november 1995 and january 1996.

PROFFESIONAL WORK

Oficina de Proyectos Integrales O.P.I.C.A. 1995 - 1996
Centro Comercial Villa Ines - Maracaibo, Venezuela
CEO: Architect Rene Ugarte
Job Title: Architect

Proyectos de Ingeniería Civil C.A. PROINCI C.A. 1996 - 1997 - 1998

Centro Comercial Delicias Norte, Torre Empresarial , 2do piso, Local 1 - 1 - Maracaibo,
Venezuela

+58 261 7414009 +58 261 7415892 +58 261 7430957

CEO: Engineer Eudio Omar Barboza

Job Title: Architect

Constructora Marquín C.A. 1998 - 1998

CEO: Militza Faneite

Job Title: Contruction Inspector

Draft Sport Bar C.A. 2004 – 2008

Centro Comercial Sambil, Puerta Sinamaica, locales 39 y 40 - Maracaibo, Venezuela

Vice President: Alexander Morales - 3058733578

Job Title: President

Universidad Rafael Urdaneta 2007 - 2012

Vereda Del Lago, calle 86 con, 2 Avenida El Milagro, Maracaibo 4001, Zulia, Venezuela

Escuela de Arquitectura +58 261 2000878

Director: Carlos Aguilar Monsanto

Job Title: Agregate Professor

HBM Arquitectura C.A. 2008 - 2015

Avenida 16A con calle 73, No 16A-104, local 4 +58 261 7513640

Partner: Engineer Bernardo Lameda - +58 414 6123363

Partner: Engineer Oscar Urdaneta - +58 414 1293626

Job Title: Principal Architect

Smartech Security, Corp 2017 - 2018

10805 NW 29 St

Miami Fl, 33172

Job Title: Architectural Designer

BE Contractors, Inc. 2018 - 2019

7971 Riviera Blvd. #105

Miramar Fl, 33023

Job Title: Field Operations

Cosugas Llc. 2019

719 Shotgun Rd,

Sunrise Fl, 33326

Job Title: Superintendent

PUBLICATIONS

Sunday's magazine Facetas, from Maracaibo's Newspaper Panorama.

Pages 12 and 23. Year 13 N° 625 – Sunday, June 17, 2001

Sunday's magazine Facetas, from Maracaibo's Newspaper Panorama.

Page 11. Year 14 N° 686 – Sunday, August 18, 2002

Objective

To obtain a position where I contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

Skills

Services oriented	Strong client relations
Strong problem solving	Conflict resolution
Service and support	Self-control
Problem solver	Self- confidence
High standards	Strong interpersonal skills

Work History

Office Manager / Procurement February 2015 to Current

Cosugas LLC / General Contractor – Sunrise, FL

- Manage the accounts payable and accounts receivable departments.
- Oversee the accounts payable process including the coding and approval of all invoices and subcontractor payment applications
- Coordinate bidding process.
- Control job cost, closely monitoring necessary tasks.
- Perform job cost tracking and forecasting for final project cost.
- Maintain files and track documents pertaining to project
- Coordinate & assist with contracts and purchase orders.
- Review the Schedule of values and construction draws for accuracy
- Support executive staff and project managers.

Sales & Customer Services, 12/2010 to 02/2014

All Safe Video Suppliers – Guaynabo, PR

- Preparing presentations, proposal and sales contract.
- Generated leads and contractual meetings through cold callings for a marketing and insurance company generating higher sales. Augmented client retention through an intensive follow-up and customer service initiative.
- Guide the customer about the service and products offered by the company.
- Skilled at provide sales feedback in order to increase sales considering client's need and preferences.
- Highly Skilled at solving customer inquiries, complaints and service request.
- Coordinated and scheduled agent's customers visit by route.
- Supervise a group of technicians responsible for realize the service required for the customer.
- Effectively able to communicate with customers, staff and management.
- Make the purchase order of equipment and materials required.
- Give support in the area of billing and collection.

Medical Sales Representative, 01/2002 to 08/2010

Roxmar Labs – San Juan, PR

- Responsible of direct sales of company pharmaceutical products to hospital and pharmacies.
- Arranging appointment with doctors to promote pharmaceutical products.
- Perform sales strategies to increase sales in assigned areas.
- Keeps management informed by submitting activity and result reports, such a daily call reports, weekly work plans, and monthly and annual territory analyses.
- Continually improved knowledge, skills and performance based on feedback and self-identified professional developmental needs

Education

Bachelor of Science: Biology,

Interamerican University Metro Campus - San Juan, PR

Dates of Attendance: May 2001- May 2006

Member of the Microbiology Club

Maria Eugenia Lovera Duran

(754)2070268

mlovera@cosugasllc.com

CIVIL ENGINEER

Career:

Civil Engineer with +25 year of experience in the participation in management of construction projects from pre-bid pricing/cost estimating phase (via blueprint drawing analysis/take-off & field assessments) to post-construction phases (including new construction or renovations); Developing good relations between co-workers and excellent teamwork and supervision of junior engineers and construction workers.

Work History in USA

Cosugas LLC General Contractor

Sunrise, Fl

February 2016---Current

Estimator and Scheduling

- Quantify construction materials from plans and specifications (take-off), review drawings, specifications bids and provide comments on existing projects.
- Prepare estimates by calculating complete takeoff of scope of work.
- Prepare scheduling processes for projects.
- Develop work plans and bid packages for different disciplines. Work with subcontractor to estimate various disciplines and review bid.
- Provide construction cost estimation.
- Assist in the development of project phase plans to help produce efficient schedule and reduce cost.
- Develop work for estimated project.
- Prepare purchase orders.

Inmaobras C.A

Sunrise, Fl

January 2014---December2015

Estimator

- Quantify construction materials from plans and specifications (take-off), review drawings, specifications bids and provide comments on existing projects.
- Prepare estimates by calculating complete takeoff of scope of work.
- Develop work plans and bid packages.
- Prepare purchase orders.

Work History

Grupo Hoba

Caracas ,Venezuela

August 1976 ----September 2014

Estimator and Scheduling, Project Management in Environmental Projects

- Design and Develop environmental project in water treatment.
- Prepare scheduling processes for projects.

María Eugenia Lovera Duran

(754)2070268

mlovera@cosugasllc.com

- Quantify construction materials from plans and specifications (take-off), review drawings, specifications bids and provide comments on existing projects.
- Prepare estimates by calculating complete takeoff of scope of work.
- Provide construction cost estimation.
- Develop of project phase plans to help produce efficient schedule and reduce cost.
- Prepare purchase orders.

Education:

Universidad Católica Andrés Bello Caracas - Venezuela
Specialist in Environmental Engineering. 1997-1999

Univeridad del Zulia. Maracaibo – Venezuela
Civil Engineer 1986- 1992

Colegio La Presentación. Maracaibo - Venezuela
Bachelor of Science 1980-1984



Tadeos Engineering LLC
14030 NW 82nd Ave., Miami Lakes, FL 33016
Email: luis@tadeosengineering.com
Phone: 305-903-8816

Tadeos Engineering LLC

LIST OF CONSTRUCTION AND DESIGN PROJECTS:

January 2015 to Present Day:

Construction Projects

- ◆ Miami Dade County: Playground for Head Start Program (Multiple Locations)
- ◆ Miami Dade County: Miami Metro Zoo: Hurricane Irma Repair
- ◆ City of South Miami: Gibson-Bethel Community Center, Bathroom Remodeling
- ◆ FDOT: E8Q30, Concrete Repair at Snapper Creek Plaza (Turnpike & SW 120th St.)
- ◆ FDOT: E6L30, Mowing-Routine Maintenance at Tamiami Trail and Ingraham Hwy.
- ◆ FDOT: E4S28, Recreation and Rest Area Improvement at Alligator Alley
- ◆ FDOT: E6L42-R0, Striping Miami Dade Countywide Routine-Maintenance
- ◆ FDOT: E6L45-R0, Sidewalk Concrete Repair Miami Dade County
- ◆ Multiple Residential and Commercial projects in the private sector.

Design Projects

Commercial

- ◆ 1300 E Hillsboro Blvd., Deerfield Beach
- ◆ 2200 NW 2nd Ave, Miami
- ◆ 3401 Main Highway, Coconut Grove
- ◆ Las Vegas Restaurant (Numerous locations)
- ◆ 370 NW 8th Ave, Miami
- ◆ Grove Bay Marina, 3500 Panamerican Drive, Miami
- ◆ 4800 NW 2nd Ave., Miami
- ◆ Glass House, Coconut Grove
- ◆ 2310 E Atlantic Blvd, Pompano Beach

Warehouse

- ◆ 8100 NW 68th St., Miami
- ◆ 7142 NE 2nd Ave. Miami
- ◆ 300, 310 & 320 NE 60 St., Miami

Miami Dade County Public School (Windows Shop Drawings)

- ◆ Sabal Palm Elementary School, Miami
- ◆ South Miami Heights Elementary School
- ◆ Highland Oaks Elementary
- ◆ Miami Spring Elementary School
- ◆ Arthur and Poly Mays Conservatory
- ◆ Key Biscayne Elementary School
- ◆ Coral Gables Elementary School
- ◆ Miami Heights Elementary School
- ◆ Oak Grove Elementary School



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Phone: 305-903-8816

- ◆ Miami Northwestern Senior High School
- ◆ Melrose Elementary School
- ◆ American Senior High School
- ◆ South Miami K-8
- ◆ Miami Southridge Senior High School
- ◆ Caribbean Elementary School

Window Shop Drawings

- ◆ Española Way, Miami Beach
- ◆ Princeton Grove, Multifamily Apartment Complex, Miami
- ◆ Place at Dania Beach, Multifamily Apartment Complex, Dania Beach
- ◆ Indian River County, Intergenerational Recreation Center, Vero Beach
- ◆ St. Philip's Episcopal School, Coral Gables
- ◆ The Ritz Carlton, Fort Lauderdale
- ◆ Armani Sales Center, Sunny Isles Beach
- ◆ Fire Rescue Station #3, Coral Gables
- ◆ Homestead Police Station
- ◆ Las Vegas Restaurant, Down Town Doral
- ◆ Numerous other projects, South Florida

Railing Shop Drawings

- ◆ Porsche Design Tower (Pent houses), Sunny Isles Beach
- ◆ Princeton Grove, Multifamily Apartment Complex, Miami
- ◆ Lake Osborne, Multifamily Apartment Complex, Lake Worth
- ◆ Numerous other residential/commercial projects, South Florida

Residential

- ◆ 2459 Overbrook St., Miami
- ◆ 2463 Overbrook St., Miami
- ◆ 30 Bay Heights Dr., Miami
- ◆ 6000 SW 28th St., Miami
- ◆ 780 NE 88th St., Miami
- ◆ Renoir Cookie Cutter Model
- ◆ Renoir II Cookie Cutter Model
- ◆ ORCHID Model
- ◆ HIBISCUS Model
- ◆ BAY GARDEN Model
- ◆ SIX Bedroom Model
- ◆ 6030 Bis Alton Rd., Miami Beach
- ◆ 94825 Overseas Highway, Key Largo
- ◆ Numerous remodeling/addition projects, South Florida



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Email: info@tadeos.com
Phone: 305-903-8816

Concrete Repair

- ◆ Waffle Concrete Slab, Florida Atlantic University
- ◆ 415, 419 & 23 Pinetree Ct., Atlantis
- ◆ 1590 NW 10th Ave. Boca Raton
- ◆ 2300 NE 32nd Ct., Light House Point
- ◆ 1840 Dewie St., Hollywood
- ◆ Ingraham Building, 25 SE 2nd Ave., Miami
- ◆ 10467 Sunrise Lakes Blvd. Sunrise
- ◆ 2765 NE 1th St. Fort Lauderdale
- ◆ 7940 West Dr., North Bay Village
- ◆ 8205 NW 61st St., Building A & B, Tamarac
- ◆ 1109 NW 22nd St., Miami
- ◆ 1450 S Treasure Dr., North Bay Village
- ◆ 1100 SW 12TH St., Ft. Lauderdale
- ◆ 1590 NW 10th Ave., Boca Raton

FERNANDO DALL'ACQUA
970 Azure Ln, Weston, FL 33327
Ph: 561-389-3632

WORK EXPERIENCE

COSUGAS LLC – General Contractor, Sunrise, FL

2015 to Present

Supervisor/Safety Office/Quality Control:

- Supervision of own force crews and subcontractors for residential and commercial projects.
- Safety plan implementation.
- Quality Control and Close out Project with owners.
- Procurement coordination.

**North American Construction Company LLC,
Miami FL**

2014 to 2015

Supervisor/Safety Office:

- Supervisor of structural steel and steel paint crew of passenger boarding bridges at MIA
- Procurement of spear parts for refurbish projects with MIA
- Safety plan implementation.

Aquascan Inc, Fort Lauderdale, FL

2012 to 2014

Safety Office/Quality Control:

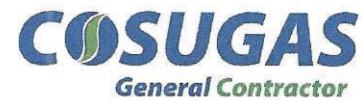
- Safety plan implementation.
- Quality Control.



Key Personnel

<u>Name</u>	<u>Position</u>
Herman Giacomelli	Principal / Project Manager & Qualifier
Enid Rodriguez	Office Manager / Procurement
Maria Eugenia Lovera	Scheduling / Estimator
Farid La Torre	General Superintendent
Hender Boscan	General Superintendent
Pedro Reyes	General Superintendent
Fernando Dall' Acqua	Safety Officer / QC / Supervisor
William Rosales Suarez	Journeyman / Tape and Finish
Luis Molina	Journeyman / Painting, Tape and Finish
Yoel Cruz	Journeyman / Concrete work and Masonry
Walter Muñoz	Journeyman / Wall and floor tile installation
Jose Cumana	Journeyman / Acoustical ceiling

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Email: hgiacomelli@cosugasllc.com



Subcontractor List

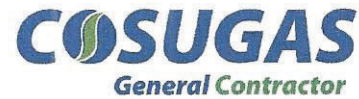
<u>Company</u>	<u>Trade/Task</u>
Well Electric Technology Inc Contact Name: Maximo Rodriguez Ph: 754-245-1679	Electrical and Fire Alarm Works
Nespa Electric, Inc. Contact Name: Nyulerd Diaz Ph: 561-670-5038	Electrical and Low Voltage Works
Dade Super Cool Air Conditioning Contact Name: Antonio Suau Ph: 305-525-2240	Mechanical Works
Precise Air Conditioning & Refrigeration LLC Contact Name: Julio Sautie Ph: 786-299-7725	Mechanical Works
Mito Plumbing Corp. Contact Name: Guillermo González Ph: 786-553-5003	Plumbing Works
Loncus Plumbing Contact Name: Yoandry Portal Ph: 786-316-2226	Plumbing Works
Cardel Fire Protection, Inc. Contact Name: Jorge Carballo Ph: 305-418-4880	Fire Sprinkler Works
NFP Florida Contact Name: John Bramos Ph: 954-739-8107	Fire Sprinkler Works
Florida Fire Safety Contact Name: Irina Ramos Ph: 305-595-9042	Fire Alarm Works
Advanced Alarm Service Inc. Contact Name: Mark Sacharow Ph: 561-833-7099	Fire Alarm Works
All American Roofing, Inc. Contact Name: Shamicka Newman Ph: 954-772-7663	Roofing Works

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 Email: hgiacomelli@cosugasllc.com



Roofing and Sheet Metal Contact Name: Robert DiVittorio Ph: 954-933-2095	Roofing Works
S&C General Welding, Corp Contact Name: Santiago Cruz Ph: 786-229-1136	Steel Works
North American Construction Company LLC Contact Name: Pedro Amador Ph: 305-634-5280	Steel Works

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Project Approach

The JOC projects have 4 phases than must be addressed since the first day of construction.

The following is the way that COSUGAS LLC understands and plans to approach each JOC project:

1. Quote Phase;

The Project Manager will participate in the development of the Scope of Work (SOW) with the County having joint meetings as needed. With a base SOW, the contractor will review SOW with superintendent, subcontractors and subconsultants to offer suggestions and have an estimated budget to share with the County, (See Team Organization Chart on Ability of Professional Personal). Once SOW is approved by the county, the Contractor will provide bid price proposal for approval.

2. Agreement Phase:

Once bid proposal is approved and therefore the project is awarded, our office manager will provide the Payment and Performance Bond, and coordinate with City Representative execution of construction contract, sign of permit applications and notice of commencement, permitting process begins at this time. Immediately after, our Scheduling Department will develop a draft construction schedule of activities, and also will provide the submittals of all materials which must be approved by Architect/Engineer and the County before purchase. At the same time, PM will finalize subcontractor agreements as needed, and select those activities may be performed with our own force (See Key Personnel and Subcontractor List Ability of Professional Personal).

Other item to be considered before work begins is the financing and cashflow of the project. Herman Giacomelli, President/CEO of Cosugas LLC, will secure the funds needed to complete the project on time and on budget.

3. Construction Phase:

Once building permits are approved, the Project Manager will held a quick onsite meeting with superintendent, subcontractors and safety officer to coordinate scheduling, methods of construction, safety issues, etc.

During construction, the Superintendent will coordinate with County Representative all construction activities to keep him informed about construction progress, building inspections status and will ensure safety prompt

COSUGAS LLC

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Email: hgiacomelli@cosugasllc.com



services and customer satisfaction. At all time, County Representative will have a contact phone number and the office number in case of any issue arises.

Biweekly meeting with County Representative will be scheduled to review project progress that help to identify any potential issue or delays.

4. Closing Phase:

On substantial completion, an internal quality control walk thru will be performed to develop an internal punch list and have project completed for a final walk thru with County Representative.

Once final building permit is approved and punch list completed, a close out package will be provided including all original permits, applicable warranties, final pay application, final release of lien from contractor, subcontractors and suppliers, and any maintenance manual if applicable.

Attached you can find Cosugas' safety plan.

COSUGAS LLC
Certified General Contractor - CGC #1509739
719 Shotgun Rd. Sunrise, Fl 33326
Ph (954) 249 – 6820 – Fax (954) 217 – 5029
Email: hgiacomelli@cosugasllc.com



Past Performance

Since 2014, COSUGAS's Management has been involved in a \$28 Millions Blank Contract with Miami Dade Aviation Department. This project is a 5 years contract with work orders from \$300,000 to \$1,400,000 depending on the scope of work; please refer to the attached Vendor Reference Verification Form.

This project has different ways of contracts, such as Lump Sum Prices and/or Time and Material Basis depending on the complexity of the work. COSUGAS has been working with North American Construction Company LLC (Prime Contractor) to develop a portion of the scope of work.

Also, COSUGAS LLC has been working on the Fort Lauderdale International Airport Terminal 3 Expansion Project for two years. Project includes interior improvement, demolition, new interior partitions, acoustical ceiling, etc.

COSUGAS LLC
Certified General Contractor - CGC #1509739
719 Shotgun Rd. Sunrise, Fl 33326
Ph (954) 249 – 6820 – Fax (954) 217 – 5029
Email: hgiacomelli@cosugasllc.com

ATTACHMENT C
COMPARABLE CONSTRUCTION EXPERIENCE

1) Firm's Name: COSUGAS LLC

2) Agency/Client Name: FLL/Grace & Naeem Uddin Inc

3) Project Name: Terminal 3 Expansion / Relocation Fort Lauderdale Hollywood

4) Project Number: 9427-1/21-1 5) Project Value: \$250,000.00

6) **Achieved or Anticipated Final Acceptance after January 1, 2014** Yes No

7) **Company Role:** Sub Contractor Prime Contractor

8) **Agency:** County City Private Other: _____

9) **Project Type:** Public Works Aviation Port Other: _____

10) **Percentage of Self Performed Work with the Company's Trades:** 80 %

11) **Project Type:** (Check ALL boxes that apply to the Scope of Work)

- Interior Renovation Mechanical Upgrades Electrical Upgrades Concrete Floor
- Medical Center Exterior / Interior painting Roofing Replacement/Repair Boiler Replacement
- Bituminous Paving Concrete Masonry Exterior Facade Security Camera Installation
- Canopy Replacement/Repair Elevator Repair/Replacement Escalator Repair/Replacement
- Duct bank repair / installation Outdoor light installation Fire Suppression System Installation
- Steel Erection Landscaping Fencing Earthwork / Site Work Other (Attach Additional Sheet)

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

Reference's contact:

Name: Naeem Uddin Title: President

Telephone: 305-970-8120 Email Address: naeem@gnuinc.com

13) **Description of Any Problems or Major Issues Encountered During the Project (If Any) and What Was Done to Resolve:** (Attach Additional Information As Necessary)

ATTACHMENT C
COMPARABLE CONSTRUCTION EXPERIENCE

1) Firm's Name: COSUGAS LLC

2) Agency/Client Name: FLL/Grace & Naeem Uddin Inc

3) Project Name: Terminal 3 Expansion / Relocation Fort Lauderdale Hollywood

4) Project Number: 05 5) Project Value: 385,265.00

6) **Achieved or Anticipated Final Acceptance after January 1, 2014** Yes No

7) **Company Role:** Sub Contractor Prime Contractor

8) **Agency:** County City Private Other: _____

9) **Project Type:** Public Works Aviation Port Other: _____

10) **Percentage of Self Performed Work with the Company's Trades:** 80 %

11) **Project Type:** (Check ALL boxes that apply to the Scope of Work)

- Interior Renovation Mechanical Upgrades Electrical Upgrades Concrete Floor
- Medical Center Exterior / Interior painting Roofing Replacement/Repair Boiler Replacement
- Bituminous Paving Concrete Masonry Exterior Facade Security Camera Installation
- Canopy Replacement/Repair Elevator Repair/Replacement Escalator Repair/Replacement
- Duct bank repair / installation Outdoor light installation Fire Suppression System Installation
- Steel Erection Landscaping Fencing Earthwork / Site Work Other (Attach Additional Sheet)

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

Reference's contact:

Name: Naeem Uddin Title: President

Telephone: 305-970-8120 Email Address: naeem@gnuinc.com

13) **Description of Any Problems or Major Issues Encountered During the Project (If Any) and What Was Done to Resolve:** (Attach Additional Information As Necessary)



Vendor Reference Verification Form

Broward County Solicitation No. and Title:

Bid#PNC2119543R1 - Request for Qualification Job Order Contract

Reference for: **Cosugas IIc**

Organization/Firm Name providing reference:

Grace & Naeem Uddin Inc

Contact Name: **Naeem Uddin**

Title: **President**

Reference date: **12/03/2019**

Contact Email:

Contact Phone: **305-970-8120**

Name of Referenced Project: **Terminal 3 Expansion/Relocation Fort Lauderdale Hollywood Airport**

Contract No.

Date Services Provided:

Project Amount:

05

08/12/2010 to 12/31/2011

\$ 385,265.00

Vendor's role in Project: Prime Vendor Subconsultant/Subcontractor

Would you use this vendor again? Yes No If No, please specify in Additional Comments (below).

Description of services provided by Vendor:

Interior improvement including demolition, new interior partitions, new accoustical ceiling, new flooring, concrete work, finish floor/wall tiles, fire stop and painting.

Please rate your experience with the referenced Vendor:

Needs Improvement Satisfactory Excellent Not Applicable

1. Vendor's Quality of Service			<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:			<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:			<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:			<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

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Vendor Reference Verification Form

Broward County Solicitation No. and Title:

PNC2119543R1- Request for Qualifications- Job Order Contract

Reference for: Cosugas LLC

Organization/Firm Name providing reference:

City of Miramar / Community Development Department

Contact Name: Nancy Gettys Title: Planner Reference date: 12/02/2019

Contact Email: ngettys@miramarfl.gov Contact Phone: (954) 602-3329

Name of Referenced Project: B & M Bakery Rehabilitation Project

Contract No.	Date Services Provided:	Project Amount:
<u>N/A</u>	<u>10/01/2019 to Present</u>	<u>\$ 586,308.53</u>

Vendor's role in Project: Prime Vendor Subconsultant/Subcontractor

Would you use this vendor again? Yes No If No, please specify in Additional Comments (below).

Description of services provided by Vendor:

Complete building improvement including utility work, new drain system, new asphalt, new concrete columns, tie-beams, concrete slab, new dumpster enclosure, electrical work including light post for parking, irrigation and landscaping.

Please rate your experience with the referenced Vendor:

	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

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Vendor Reference Verification Form

Broward County Solicitation No. and Title:

Bid#PNC2119543R1 - Request for Qualificatin Job Order Contract

Reference for: **COSUGAS LLC**

Organization/Firm Name providing reference:

North American Construction Company LLC

Contact Name: **Pedro Amador** Title: **Managing Member** Reference date: **12/03/2019**

Contact Email: **petea@jcmachineshop.com** Contact Phone: **305-634-5280**

Name of Referenced Project: **PBB Refurbish at Miami Dade Aviation Department**

Contract No.	Date Services Provided:	Project Amount:
NA	04/01/2014 to 09/30/2014	\$ 250,000.00

Vendor's role in Project: Prime Vendor Subconsultant/Subcontractor

Would you use this vendor again? Yes No If No, please specify in Additional Comments (below).

Description of services provided by Vendor:

Replace of interior damaged wall panels, replace damaged floor plywood, and exterior painting.

Please rate your experience with the referenced Vendor:

	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

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Vendor Reference Verification Form

Broward County Solicitation No. and Title:

PNC2119543R1- Request for Qualifications- Job Order Contract

Reference for: Cosugas LLC

Organization/Firm Name providing reference:

City of Miami Public Works Division

Contact Name: Bernard Buxton- Tetteh Title: Assistant Public Works Director Reference date: 12/02/2019

Contact Email: bbuxton-tetteh@miamigardens-fl.gov Contact Phone: (786) 279-1270

Name of Referenced Project: City Hall 2nd Floor Remodel Project

Contract No.	Date Services Provided:	Project Amount:
<u>19-00718</u>	<u>October 2019 to Present</u>	<u>\$42,000.00</u>

Vendor's role in Project: Prime Vendor Subconsultant/Subcontractor

Would you use this vendor again? Yes No If No, please specify in Additional Comments (below).

Description of services provided by Vendor:

Interior Office Renovation including new interior partitions, install new interior doors and electrical work.

Please rate your experience with the referenced Vendor:

	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> ONGOING
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

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Vendor Reference Verification Form

Broward County Solicitation No. and Title:

PNC2119543R1- Request for Qualifications- Job Order Contract

Reference for: Cosugas LLC

Organization/Firm Name providing reference:

Kimco Realty

Contact Name: Guillermo Zegri

Title: Construction Project Manager

Reference date: 12/02/2019

Contact Email: gzegri@kimcorealty.com

Contact Phone: (845) 284-1358 ext 312252

Name of Referenced Project: Landlord Improvement Work Burlington - Fort Lauderdale Plaza

Contract No.

Date Services Provided:

Project Amount:

N/A

July 2019 to December 2019

\$ 2,250,000.00

Vendor's role in Project: Prime Vendor Subconsultant/Subcontractor

Would you use this vendor again? Yes No If No, please specify in Additional Comments (below).

Description of services provided by Vendor:

Interior build out

Please rate your experience with the referenced Vendor:

Needs Improvement Satisfactory Excellent Not Applicable

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

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Vendor Reference Verification Form

Broward County Solicitation No. and Title:

PNC2119543R1- Request for Qualifications- Job Order Contract

Reference for: Cosugas LLC

Organization/Firm Name providing reference:

Kimco Realty

Contact Name: Guillermo Zegri

Title: Construction Project Manager

Reference date: 12/02/2019

Contact Email: gzegri@kimcorealty.com

Contact Phone: (845) 284-1358 ext 312252

Name of Referenced Project: Landlord Improvement Work Five Below at Tampa

Contract No.

Date Services Provided:

Project Amount:

N/A

January 2019 to June 2019

\$ 1,029,912.29

Vendor's role in Project: Prime Vendor Subconsultant/Subcontractor

Would you use this vendor again? Yes No If No, please specify in Additional Comments (below).

Description of services provided by Vendor:

Interior build out

Please rate your experience with the referenced Vendor:

Needs Improvement Satisfactory Excellent Not Applicable

1. Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

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Vendor Reference Verification Form

Broward County Solicitation No. and Title:

PNC2119543R1- Request for Qualifications- Job Order Contract

Reference for: Cosugas LLC

Organization/Firm Name providing reference:

Kimco Realty

Contact Name: Guillermo Zegri

Title: Construction Project Manager

Reference date: 12/02/2019

Contact Email: gzegri@kimcorealty.com

Contact Phone: (845) 284-1358 ext 312252

Name of Referenced Project: Landlord Improvement Old Navy Shell

Contract No.

Date Services Provided:

Project Amount:

N/A

May 2019 to November 2019

\$ 1,034,094.10

Vendor's role in Project: Prime Vendor Subconsultant/Subcontractor

Would you use this vendor again? Yes No If No, please specify in Additional Comments (below).

Description of services provided by Vendor:

Interior build out

Please rate your experience with the referenced Vendor:

Needs Improvement Satisfactory Excellent Not Applicable

1. Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

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Vendor Reference Verification Form

Broward County Solicitation No. and Title:

PNC2119543R1- Request for Qualifications- Job Order Contract

Reference for: Cosugas LLC

Organization/Firm Name providing reference:

Kimco Realty

Contact Name: Guillermo Zegri

Title: Construction Project Manager

Reference date: 12/02/2019

Contact Email: gzegri@kimcorealty.com

Contact Phone: (845) 284-1358 ext 312252

Name of Referenced Project: First Watch Restaurant Landlord Improvement

Contract No.

Date Services Provided:

Project Amount:

N/A

December 2016 to September 2017

\$ 253,151.60

Vendor's role in Project: Prime Vendor Subconsultant/Subcontractor

Would you use this vendor again? Yes No If No, please specify in Additional Comments (below).

Description of services provided by Vendor:

Building improvement to convert two building spaces into one vanilla box including new full fire springer system, new 6 inches utility water services tap to main forces water line and MOT for the fire system. New electrical system and services, New demising wall and painting.

Please rate your experience with the referenced Vendor:

Needs Improvement Satisfactory Excellent Not Applicable

1. Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: EMAIL VERBAL Verified by: _____ Division: _____ Date: _____

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Vendor Reference Verification Form

Broward County Solicitation No. and Title:

PNC2119543R1- Request for Qualifications- Job Order Contract

Reference for: Cosugas LLC

Organization/Firm Name providing reference:

Kimco Realty

Contact Name: Brandon Reynolds Title: Construction Manager Reference date: 12/02/2019

Contact Email: breyolds@kimcorealty.com Contact Phone: (954) 598-1450

Name of Referenced Project: Landlord Improvement GNC at Dania Pointe

Contract No.	Date Services Provided:	Project Amount:
<u>N/A</u>	<u>May 2019 to July 2019</u>	<u>\$ 126,222.30</u>

Vendor's role in Project: Prime Vendor Subconsultant/Subcontractor

Would you use this vendor again? Yes No If No, please specify in Additional Comments (below).

Description of services provided by Vendor:
Interior build out

Please rate your experience with the referenced Vendor:

	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

Professional & Attentive to all aspects of the Project. B.R. 12.19

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Vendor Reference Verification Form

Broward County Solicitation No. and Title:

PNC2119543R1- Request for Qualifications- Job Order Contract

Reference for: Cosugas LLC

Organization/Firm Name providing reference:

City of Tamarac / Public Services Department

Contact Name: Thomas Vreeland Title: Superintendent Reference date: 12/02/2019

Contact Email: Tom.Vreeland@tamarac.org Contact Phone: (954)597-3731

Name of Referenced Project: Multi-Purpose Center Impact Windows Project

Contract No.	Date Services Provided:	Project Amount:
PO# 220735	09/01/2019 to 12/01/2019	\$99,240.00

Vendor's role in Project: Prime Vendor Subconsultant/Subcontractor

Would you use this vendor again? Yes No If No, please specify in Additional Comments (below).

Description of services provided by Vendor:

- Demolition and replace of existing windows (8), store fronts (2) and exterior doors (14) with new hurricane impact.
- Demolition of existing glass block and fill in with CMU blocks and concrete work including columns (4).

Please rate your experience with the referenced Vendor:

	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)

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Workload of the Firm

Attached you can find the following:

- Project completed the last 5 years.
- Contract in progress and under contract.

COSUGAS LLC
Certified General Contractor - CGC #1509739
719 Shotgun Road –Sunrise, FL 33326
Ph/Fax (954) 916-7500
Email: hgiacomelli@cosugasllc.com

Broward County Board of
County Commissioners
PROJECTS COMPLETED THE LAST 5 YEARS

PNC2119543R1



Project Name	Type of Work	Owner	Total Contract Value	Contracted Date of Completion
Old Navy @ City of Tampa	New commercial built out including demolition, structural steel columns and beams, new canopy, new store front, interior partitions, MEP, fire alarm, fire sprinkler, new finishing for entire building, and final paint interior and exterior.	Kimco Realty Inc, Guillermo Zegri 954-815-8239	\$1,034,094.40	Aug-19
GNC @ Dania Beach, FL	New commercial built out including demolition, structural steel for RTU, interior partitions, MEP, fire alarm, fire sprinkler, new finishing for entire building, and final paint interior.	Kimco Realty Inc, Guillermo Zegri 954-815-8239	\$124,800.00	Jul-19
Burlington Coat Factory @ City of Lauderhill, FL	Complete interior demolition	Kimco Realty Inc, Guillermo Zegri 954-815-8239	\$84,700.00	Jun-19
Classroom Conversion at Boynton Beach High School	Interior renovation including new cabinets, electrical work, new acoustical ceiling, fire alarm and plumbing fixtures	School District of Palm Beach County, Dan Hughes 561-688-7526	\$37,650.00	May-19
Five Below @ City of Tampa	New commercial built out including demolition, structural steel columns and beams, new canopy, new store front, interior partitions, MEP, fire alarm, fire	Kimco Realty Inc, Guillermo Zegri 954-815-8239	\$1,029,912.29	May-19
Little Hen @ City of Weston	Commercial. New restaurant construction, including MEP, all kitchen equipment, grease trap, new fixtures and finish.	Little Heb, Enrique Altamirano 954-599-3322	\$342,500.00	Feb-19
FHESC Modification for C-Wing Suite C-110	Interior improvement at Fulton School West Palm Beach County	School District of Palm Beach County, Ken Trochet 561-662-0972	\$30,410.00	Feb-19
Flager Park Plaza #26 @ City of Miami	Provide and install 9 new RTU air conditioning, new electrical system, fire alarm and fire sprinkler	Kimco Realty Inc, Guillermo Zegri 954-815-8239	\$589,135.00	Jan-19
Residential Rehabilitation Program @ City of Plantation	Residential rehabilitation including roof, windows, doors, MEP and painting	BCMBC 954-444-7266. Home Owner: Emus & Ella Brinson	\$76,095.00	May-19
Residential Rehabilitation Program @ City of Coconut Creek	Residential rehabilitation including new doors and windows, new AC system and electrical work	Community Redevelopment Associates of Florida, Inc. 954-547-6733. Home Owner: Lisa Torres	\$44,660.00	Jul-19
Residential Rehabilitation Program @ City of Miramar	Residential rehabilitation including termite treatment, kitchen cabinets, doors replace, new shutters, and MEP	Community Redevelopment Associates of Florida, Inc. 954-547-6733. Home Owner: William & Yesenia Hamilton	\$47,500.00	Jul-19
Residential Rehabilitation Program @ City of Pembroke Pines	Residential rehabilitation including windows, doors, MEP and painting	Community Redevelopment Associates of Florida, Inc. 954-547-6733. Home Owner: Linda Corpolongo	\$86,547.00	Oct-19
Residential Rehabilitation Program @ City of Pembroke Pines	Residential rehabilitation including new doors and windows, new steel columns, wide interior doors, new AC system and electrical work	Community Redevelopment Associates of Florida, Inc. 954-547-6733. Home Owner: Alfonso Castiglione	\$34,166.00	Apr-19
Lee Nails Landlord Improvement @ Dania Pointe, Dania Beach	New commercial built out including structural, interior partitions, MEP, fire alarm, new finishing for entire building	Kimco Realty Inc, Lee Johnson 704-362-6149	\$200,667.00	Sep-18
Five Below Landlord Improvement @ Dania Pointe, Dania Beach	New commercial built out including structural, interior partitions, MEP, fire alarm, new finishing for entire building	Kimco Realty Inc, Lee Johnson 704-362-6149	\$385,530.00	Sep-18
Commercial Rehabilitation Program @ City of Hollywood	Commercial rehabilitation including windows, doors, steel columns and paint	City of Hollywood, Clay Milan 954-921-3271 Project Name: Washington Park Child Care Center	\$131,410.00	Oct-18
Residential Rehabilitation Program @ City of Pembroke Pines	Residential rehabilitation including windows, doors, MEP and painting	Community Redevelopment Associates of Florida, Inc. 954-547-6733. Home Owner: Nyguyen Ngheim	\$62,890.00	Dec-18
Residential Rehabilitation Program @ Center for independent Living of Broward	Residential rehabilitation including windows, doors, MEP and painting	Center for Independent Living of Broward 954-561-2820. Home Owner: Jeffrey Morgan	\$39,250.00	Nov-18
Residential Rehabilitation Program @ City of Plantation	Residential rehabilitation including windows, doors, MEP and painting	Community Redevelopment Associates of Florida, Inc. 954-547-6733. Home Owner: Aurora Koning	\$39,072.00	Dec-18



Project Name	Type of Work	Owner	Total Contract Value	Contracted Date of Completion
Residential Rehabilitation Program @ City of Hollywood	Residential rehabilitation including: roof, windows/doors, repair foundation, interior drywall repairs, tent fumigation, MEP and painting	City of Hollywood 954-921-3271. Home Owner: Linda Vrablic	\$68,980.00	Feb-19
Park's Building Reconfiguration #12182-193	Interior improvement inclding new interior partitions, relocate AC ductwork, upgrade electrical system, new light fixtures, new countertop, new doors, interior finixh and paint	City of Fort Lauderdale 954-828-6167 Contact Person: Mr. Fausto Vargas	\$99,941.00	Jan-19
Residential Rehabilitation Program @ City of Fort Lauderdale	Residential rehabilitation including new roof, plumbing repairs, new total exterior stucco and painting	City of Fort Lauderdale 954-828-5845. Home Owner: Wyley Delpa	\$41,410.00	Aug-18
Residential Rehabilitation Program @ City of Coconut Creek	Residential rehabilitation including windows/doors, MEP and painting	Community Redevelopment Associates of Florida, Inc. 954-547-6733. Home Owner: Saad Cherkaoui	\$31,086.00	Jan-19
Residential Rehabilitation Program @ City of Coral Springs	Residential rehabilitation Re-Roof	BCMBC 954-444-7266. Home Owner: Robert Mendola	\$25,400.00	Nov-18
Residential Rehabilitation Program @ City of Coral Springs	Residential rehabilitation Re-Roof	BCMBC 954-444-7266. Home Owner: Tamara and Gordon Ince	\$31,108.00	Oct-18
Residential Rehabilitation Program @ City of Coral Springs	Residential rehabilitation Re-Roof	BCMBC 954-444-7266. Home Owner: Alex Joseph	\$37,375.00	Jun-18
Residential Rehabilitation Program @ City of Hollywood	Residential rehabilitation including roof, windows, doors, MEP and painting	City of Hollywood 954-921-3271. Home Owner: Steven Schneider	\$21,266.00	Mar-17
Residential Rehabilitation Program @ City of Pemborke Pines	Residential rehabilitation including windows, doors, MEP and painting	Community Redevelopment Associates of Florida, Inc. 954-547-6733. Home Owner: Juanita Mcnally	\$39,370.00	Mar-18
Residential Rehabilitation Program @ City of Pemborke Pines	Residential rehabilitation including windows, doors, MEP and painting	Community Redevelopment Associates of Florida, Inc. 954-547-6733. Home Owner: Marie Pellitteri	\$58,997.00	May-18
Residential Rehabilitation Program @ City of Pemborke Pines	Residential rehabilitation including windows, doors, MEP and painting	Community Redevelopment Associates of Florida, Inc. 954-547-6733. Home Owner: Thomas Needham	\$46,720.00	Apr-18
Residential Rehabilitation Program @ City of Plantation	Residential rehabilitation including windows, doors, MEP and painting	Community Redevelopment Associates of Florida, Inc. 954-547-6733. Home Owner: Lashaundria Barfield	\$23,670.00	Apr-18
Vacancy Modernizations RPQ 7384 @ Miami Dade County	Complete interior renovation including MEP and interior finishing.	Miami Dade County, Giselle Castillo 786-469-4116	\$87,436.50	May-18
The Cheese Course @ Miami Beach	Commercial. New restaurant construction, including MEP, all kitchent equipment, grease trap, new fixtures and finish.	The Cheese Course Miami, Enrique Altamirano 954-599-3322	\$306,427.80	Feb-18
Vacancy Modernizations @ Miami Dade County	Complete interior renovation including MEP and interior finishing.	Miami Dade County, Giselle Castillo 786-469-4116	\$175,500.00	May-18
Landlord Improvement and Renovation @ Flagler Park Plaza, Miami	Commercial remodeling including electrical upgrade, AC demolition and new HVAC system, plumbing relocation, new fire sprinkler and fire alarm systems for entire buidling	Kimco Realty Inc, Guillermo Zegri 954-956-2105	\$184,900.00	May-18
Margaritavillage @ South Carolina	Commercial. Remodeling restaurant construction, including, new finish tiles, MEP, new fixtures and paint.	Pacific Contractors, Paulo Antonione 312-907-0622	\$103,000.00	Nov-17
The Cheese Course @ City of Doral	Commercial. New restaurant construction, including MEP, all kitchent equipment, new store front, new concrete slab, new fixtures, finish etc	The Cheese Course Miami, Enrique Altamirano 954-599-3322	\$354,688.73	Mar-17

Broward County Board of
County Commissioners
PROJECTS COMPLETED THE LAST 5 YEARS

PNC2119543R1



Project Name	Type of Work	Owner	Total Contract Value	Contracted Date of Completion
The Cheese Course @ Weston	Commercial. Restaurant remodeling including demolition, MEP, carpentry and finishing.	The Cheese Course Miami, Enrique Altamirano 954-599-3322	\$150,000.00	Mar-17
Landlord Improvement @ Plantation Pointe Plaza, Plantation	Commercial remodeling including electrical upgrade, AC demolition, plumbing relocation, new fire sprinkler and fire alarm systems for entire building. Also two tapping for fire hydrant and fire lines.	Kimco Realty Inc, Guillermo Zegri 954-956-2105	\$250,000.00	Jun-17
Liquor Store @ Coral Way Plaza, Miami	Commercial. Construction of a new Liquor Store including new MEP, new walk in cooler, exterior signlectrical upgrade, new finish, painting, store front repair, etc	Kimco Realty Inc, Guillermo Zegri 954-956-2105	\$195,000.00	Mar-17
Residential Rehabilitation Program @ City of Plantation	Residential rehabilitation including windows, doors, MEP and painting	Community Redevelopment Associates of Florida, Inc. 954-547-6733. Home Owner: Denise Hengeli	\$44,230.00	Nov-17
Residential Rehabilitation Program @ City of Plantation	Residential rehabilitation including windows, doors, MEP and painting	Community Redevelopment Associates of Florida, Inc. 954-547-6733. Home Owner: Anna Jekic	\$35,310.00	Nov-17
Residential Rehabilitation Program @ City of Hollywood	Residential rehabilitation including windows, doors, MEP and painting	City of Hollywood 954-921-3271. Home Owner: Patricia Rozawick	\$44,980.00	Oct-17
Residential Rehabilitation Program @ City of Plantation	Residential rehabilitation including windows, doors, MEP and painting	Community Redevelopment Associates of Florida, Inc. 954-547-6733. Home Owner: Maureen Carducci	\$34,000.00	Jun-17
Residential Rehabilitation Program @ City of Coral Springs	Residential rehabilitation including roof, mold remediation and interior repairs	BCMBC 954-444-7266. Home Owner: Arlene Shaw	\$32,400.00	Feb-17
Twin Oaks Apartments Windows & Doors Replacement, Sidewalk Repair and Painting @ Lauderdale Lakes, FL	Residential rehabilitation including sidewalk, windows, doors, and painting	Broward County Housing Authority, Bill Sipala 954-739-1114 ext 1310	\$102,300.00	Feb-17
Residential Rehabilitation Program @ City of Hollywood	Residential rehabilitation including roof, windows, doors, MEP and painting	City of Hollywood 954-921-3271. Home Owner: Meena Daljitsingh	\$61,200.00	Mar-17
Residential Rehabilitation Program @ City of Coral Springs	Residential rehabilitation including windows, doors, MEP and painting	BCMBC 954-444-7266. Home Owner: Parbatee Samlalsingh	\$31,770.00	Jan-17
Estrella Insurance @ Coral Way Plaza, Miami	Commercial. Construction of a new Estrella Insurance Store including new MEP, interior partitions, new finish, painting, etc	Kimco Realty Inc, Guillermo Zegri 954-956-2105	\$97,600.00	Dec-16
Dancer @ Coral Way Plaza, Miami	Commercial. Construction of a new Dancer Store including new MEP, interior partitions, new finish, painting, etc	Kimco Realty Inc, Guillermo Zegri 954-956-2105	\$53,000.00	Dec-16
The Cheese Course @ Pembroke Pines	Commercial. Restaurant remodeling including demolition, MEP, carpentry and finishing.	The Cheese Course Miami, Enrique Altamirano 954-599-3322	\$50,000.00	Dec-16
Residential Rehabilitation Program @ City of Hollywood	Residential rehabilitation including windows, doors, MEP and painting	City of Hollywood 954-921-3271. Home Owner: David Casallia	\$51,960.00	Nov-16
Residential Rehabilitation Program @ City of Hollywood	Residential rehabilitation including parking, sidewalk, windows, doors, MEP and painting	City of Hollywood 954-921-3271. Home Owner: Lafortune Francois	\$49,900.00	Nov-16
Residential Rehabilitation Program @ City of Delray Beach	Residential rehabilitation including roof, windows, doors, MEP, interior repairs and painting	City of Delray Beach 561-243-7281. Home Owner: Andrea Edgecombe	\$30,380.00	Dec-16
Residential Rehabilitation Program @ City of Hollywood	Residential rehabilitation including roof, new driveway, windows, doors, MEP, interior repairs and painting	City of Hollywood 954-921-3271. Home Owner: Batty Gates	\$48,000.00	Dec-16
Residential Rehabilitation Program @ City of Hollywood	Residential rehabilitation including roof, new driveway, windows, doors, MEP, interior repairs and painting	City of Hollywood 954-921-3271. Home Owner: Ruby Bankstone	\$60,790.00	Dec-16

Broward County Board of
County Commissioners
PROJECTS COMPLETED THE LAST 5 YEARS

PNC2119543R1



Project Name	Type of Work	Owner	Total Contract Value	Contracted Date of Completion
Residential Rehabilitation Program @ City of Coral Springs	Residential rehabilitation including new windows, doors, MEP, interior repairs and painting	BCMBC 954-444-7266. Home Owner: Guitti Kelly	\$31,240.00	Nov-16
Residential Rehabilitation Program @ City of Delray Beach	Residential rehabilitation including shutters, doors and exterior paint	City of Delray Beach . Home Owner: Priscille Jean Philippe	\$27,500.00	Nov-16
Residential Rehabilitation Program @ City of Coral Springs	Residential rehabilitation including roof, windows, doors, MEP and paint	BCMBC 954-444-7266. Home Owner: Norman and Denis Smith	\$31,340.00	Sep-16
Residential Rehabilitation Program @ City of Plantation	Residential rehabilitation including roof, windows, doors, MEP and paint	Community Redevelopment Associates of Florida, Inc. 954-547-6733. Home Owner: Iris Williams	\$46,995.00	Aug-16
Residential Rehabilitation Program @ City of Hollywood	Residential rehabilitation including roof, driveway, MEP, interior repairs and paint	City of Hollywood 954-921-3271. Home Owner: Laurence Shafer	\$33,850.00	Sep-16
Wells Fargo ATM Relocation @ City of Marathon, FL	Commercial. Remodeling including selective demolition, new structural steel beam and columns, new roof system and MEP	Kimco Realty Inc, Guillermo Zegri 954-956-2105	\$85,000.00	Aug-16
Residential Rehabilitation Program @ City of Plantation	Residential rehabilitation including MEP, windows, doors, interior repairs and paint	Community Redevelopment Associates of Florida, Inc. 954-547-6733. Home Owner: Ian Franklin	\$34,000.00	Feb-16
Residential Rehabilitation Program @ City of Plantation	Residential rehabilitation including MEP, windows, doors, interior repairs and paint	Community Redevelopment Associates of Florida, Inc. 954-547-6733. Home Owner: Jonas Mondestin	\$46,900.00	Apr-16
Residential Rehabilitation Program @ City of Hollywood	Residential rehabilitation including MEP, windows, doors, screen, interior repairs and paint	City of Hollywood 954-921-3271. Home Owner: Paul Pavoda	\$70,075.00	Jul-16
Chipotle Mexican Grill, North Port, Florida	Commercial. Construction of all new metal stud, drywall, tape and finish level 5, acoustical ceiling, FRP	Rand American Construction Corp - Dixon Poole 770-777-4177	\$48,360.00	2016
Residential Repairs and Improvement One Year Contract	Residential rehabilitation	Havenbrook Construction LLC - Rodney Locke, 561-577-5745	\$2,000,000.00	2015
Residential Rehabilitation Program @ City of Hollywood	Residential rehabilitation	City of Hollywood 954-921-3271. Home Owner: Dennis Degeneffe	\$49,900.00	2015
Residential Rehabilitation Program @ City of Hollywood	Residential rehabilitation	City of Hollywood 954-921-3271. Home Owner: Guillermo Romero	\$49,895.00	2015
St Katharine Drexel, City of Weston, Florida	Commercial. Provide all utilities (water and sewer) for the installation of 4 new modular office at St Katarine, including aluminum ramps, railing, sidewalk, asphalt, and landscaping	Archdiocese of Miami - David Prada 305-762-1033	\$153,401.80	2015
Daily Melt New Restaurant Construction, Miami Midtown, Florida	Commercial. New restaurant construction	DDR Southeast Fountain LLC - Stephen Kirby 404-460-0990	\$164,581.53	2015
Chipotle Mexican Grill, Jacksonville, Florida	Commercial. Construction of all new metal stud, drywall, tape and finish level 5, acoustical ceiling, FRP	Rand American Construction Corp - Dixon Poole 770-777-4177	\$53,350.00	2015
Sesco Lighting Office Improvement, Sunrise, FL	Commercial. Selective demolition, and construction of new interior partitions for office remodeling.	Sesco Lighting - Wanda Martinez 954-474-9888	\$5,000.00	2015
Five Guys, Miami Midtown, Florida	Commercial. Construction of all new metal stud, drywall, tape and finish level 5, acoustical ceiling, FRP	CTI General Contractor - Robert Ford 770-670-0407	\$36,900.00	2015

CONTRACT IN PROGRESS AND UNDER CONTRACT



Project Name	Type of Work	Owner / Owner's Representative	Contract Amount	% of Completion to Date	Contracted Date of Completion
Exterior Improvement @ City of Miramar	Exterior improvement of existing commercial building including new store front, concrete work, roofing painting, signage and light fixtures	City of Miramar, Richard Hughes 954-602-3267	\$693,000.00	Under Contract	Jul-20
Burlington Coat Factory @ City of Lauderhill, FL	New commercial built out including demolition, structural steel columns and beams, new canopy, new store front, interior partitions, MEP, fire alarm, fire sprinkler, new finishing for entire building, and final paint interior and exterior.	Kimco Realty Inc, Guillermo Zegri 954-815-8239	\$2,275,000.00	95%	Oct-19
Install Impact Windows at Multi Purpose Center Building @ City of Tamarac, FL	Provide and install impact windows, complete store front and doors. Remove glass blocks and fill opening with CMU wall, stucco and exterior paint	City of Tamarac, Thomas Vreeland 954-597-3700	\$96,000.00	90%	Oct-19
Coty Hall Second Floor Remodal @ City of Miami Gardens	Selective demo, provide new interior partitons, new interior doors, new ceiling and paint	City of Miami Gardens, Jimmie Allen 305-622-8000 ext 2802	\$42,000.00	30%	Dec-19
B&M Bakery @ City of Miramar	New plaza reconfiguration including new store front, covered sidewalk, roof, drainage system, parking lot, exterior light fictures and painting	City of Miramar, Guiti Kelly 954-344-7862	\$602,618.53	60%	Feb-20
Residential Rehabilitation Program @ City of Hollywood	Residential rehabilitation including roof, windows, doors, MEP and painting	City of Hollywood 954-921-3271. Home Owner: Rowan Brown	\$56,720.00	95%	Jan-20
Residential Rehabilitation Program @ City of Hollywood	Residential rehabilitation including roof, windows, doors, MEP and painting	City of Hollywood 954-921-3271. Home Owner: Linda Pacheco	\$74,610.00	80%	Feb-20

BidSync

Broward County Board of County Commissioners

PNC2119543R1

CONTRACT IN PROGRESS AND UNDER CONTRACT



Project Name	Type of Work	Owner / Owner's Representative	Contract Amount	% of Completion to Date	Contracted Date of Completion
Residential Rehabilitation Program @ City of Coral Springs	Residential rehabilitation including new windows and new exterior stucco all house	BCMBC 954-444-7266. Home Owner: Richard and Grace Szambelan	\$41,377.00	90%	Mar-20
New Construction 3840 NW 210 Terrace, Miami Gardens	New construction project all structural and MEP	City of Miami Gardens, Michael E. Ramos 305-914-9141	\$153,940.00	90%	Jan-20



Financial Ability

1. Bonding Company Letter:

Attached you can find a Bonding Letter to state bonding capacity, amount of bonding outstanding, actual surety company providing bonding and a list of bonding companies that have provided bonds for Cosugas llc since 2010.

2. Ability to Financially Perform the Work:

Cosugas LLC has a strong financial and technical capacity to perform multiples projects at the same time. Since 2008, COSUGAS LLC has been performing multiple projects at the same time at multiple sites with multiple subcontractors and own force crews. At the present time, the company has 8 projects ongoing with a range of \$50,000 to \$2,275,000 contract value. Looking the last 5 years contract completed (see list of complete projects in the last 5 years and list of contract in progress attached on Workload of the Firm), you will see that Cosugas LLC has financial capability to complete multiple projects simultaneously.

The company has a long term relationship of more than 10 years with subcontractors, and has line of credit with equipment supplier such as Sunbelt Rentals (one of the biggest equipment rental in the nation) which provide us with all our equipment needed.

Also, Cosugas llc has line of credit with most of all suppliers for construction materials as follow:

- Ferguson Inc: for all plumbing and mechanical materials.
- GProulx LLC: for drywall and concrete materials.
- L&W Supply: for drywall and acoustical ceiling
- Rexel Corp: for electrical materials.
- Cemex USA; for concrete materials.
- Home Depot: miscellaneous.

Attached you can find the following:

- Bonding Letter.
- 2018 Reviewed Financial Statement
- 2019 Interim Financial Statement thru September 30, 2019
- Reference bank Letter

COSUGAS LLC
Certified General Contractor - CGC #1509739
719 Shotgun Road –Sunrise, Fl 33326
Ph/Fax (954) 916-7500
Email: hgiacomelli@cosugasllc.com



www.altersurety.com

December 3, 2019

BROWARD COUNTY OF COUNTY COMMISSIONERS
115 S Andrews Avenue
Fort Lauderdale, FL 33301

RE: COSUGAS LLC
Solicitation No: PNC2119543R1, Request For Qualifications – Job Order Contract

To Whom It May Concern:

This is to advise you that our office provides Bid, Performance, and Payment Bonds for COSUGAS LLC. I have personally had the good fortune of providing bonds for this fine company since 2010. As of 2019 their surety is QBE Insurance Corporation, which carries an A.M. Best Rating of A (Excellent) XV and is listed in the Department of the Treasury's Federal Register.

Below please find list of all the bonding companies that have provided bonds for COSUGAS LLC since 2010. Please note, the first 5 sureties listed was due to following a specific underwriter due to the relationship.

- o SureTec Insurance Company
- o Bankers Insurance Company
- o Endurance American Insurance Company
- o United States Fire Insurance Company
- o The Cincinnati Insurance Company

Based upon normal and standard underwriting criteria at the time of the request, we anticipate providing Performance and Payment Bonds for single size jobs in the \$3,000,000 range and \$6,000,000 in the aggregate. They currently have \$4,300,000 available bonding capacity in the aggregate. These amounts should not be construed as a limit but rather a guide to handle their day-to-day needs. We obviously reserve the right to review all contractual documents, bond forms, and obtain satisfactory evidence of funding prior to final commitment in issuing any bonds.

COSUGAS LLC is an excellent contractor and we hold them in the utmost highest regard. Over the years, we have issued numerous bonds, all completed to the owner's satisfaction. Obviously, we feel extremely confident in our contractor and encourage you to offer them an opportunity to execute the above referenced project.

This letter is not an assumption of liability. It is issued only as a bonding reference requested by our respected client. If you should have any questions, please do not hesitate to give me a call.

Sincerely,
QBE Insurance Corporation

Warren M. Alter,
Attorney-in-Fact

5979 N.W. 151st Street • Suite 202 • Miami Lakes, FL 33014
Phone: 305-517-3803 • Fax: 305-328-4838



WARNING: THIS POWER OF ATTORNEY IS INVALID WITHOUT THE BLUE BORDER

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS, that QBE Insurance Corporation (the "Company"), a corporation duly organized and existing under the laws of the State of Pennsylvania, having its principal office at 55 Water Street, New York, NY 10041, has made, constituted and appointed, and does by these presents make, constitute and appoint **Warren M. Alter, David T. Satine, Jonathan A. Bursevich of Alter Surety Group of Miami Lakes, FL** its true and lawful Attorney-in-Fact, to sign its name as surety only as delineated below and to execute, seal, acknowledge and deliver any and all bonds and undertakings, with the exception of financial guaranty insurance, to the same extent as if such bonds had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office in their own proper persons.

This Power of Attorney shall be construed and enforced in accordance with, and governed by, the laws of the State of New York, without giving effect to the principles of conflict of laws. This Power of Attorney is granted pursuant to the following resolutions, which were duly and validly adopted at a meeting of the Board of Directors of the Company with effect from June 30, 2014:

RESOLVED, that the Chief Executive Officer, any President, any Executive Vice President, any Senior Vice President, any Vice President, the Corporate Secretary or any Assistant Corporate Secretary is authorized to appoint one or more Attorneys-in-Fact and agents to execute on behalf of the Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; to prescribe their respective duties and the respective limits of their authority; and to revoke any such appointment at any time;

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking will be valid and binding upon the Company when (a) signed by any of the aforesaid authorized officers; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and agents pursuant to the power prescribed in his/her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and

FURTHER RESOLVED, that the signature of any authorized officer and the seal of the Company may be drawn on or affixed by facsimile or electronically transmitted by email to any power of attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligation of the Company, and such signature and seal when so used shall have the same force and effect as though manually affixed. The Company may continue to use for the purposes herein stated the facsimile or electronically reproduced signature of any person or persons who shall have been such officer or officers of the Company, notwithstanding the fact that they may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this October 15, 2019.

Attest:

QBE INSURANCE CORPORATION

(Seal)

By:

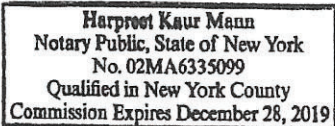
Brett Halsey
Brett Halsey
Senior Vice President

By:

Charles Cygal
Charles Cygal
Vice President

STATE OF NEW YORK)
)SS.:
COUNTY OF NEW YORK)

On this October 15, 2019, before me personally appeared Brett Halsey and Charles Cygal, both to me known to be Senior Vice President and Vice President, respectively, of QBE Insurance Corporation, and that each, as such, being authorized to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporation by each as a duly authorized officer.



By:

Harpreet Kaur Mann
Harpreet Kaur Mann, Notary Public

CERTIFICATE

I, Sima Patel, the undersigned, Assistant Corporate Secretary of QBE Insurance Corporation do hereby certify that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and that the authority of the Attorney-in-Fact set forth herein, who executed the bond or undertaking to which this Power of Attorney is attached, is in full force and effect as of this date.

Given under my hand and seal of the Company, this 3rd day of December 2019.

(Seal)

By:

Sima Patel
Sima Patel, Assistant Corporate Secretary



December 2, 2019

Broward County Board of County Commissioners
115 S Andrews Avenue
Fort Lauderdale, FL 33301

Re: Cosugas LLC.

Dear Sirs:

At the request of above referenced customer, we inform you that relationship has maintained a commercial banking account since December 17, 2002 and the account has maintained an average year to date 2019 balance in the six low figure range.

This information is furnished and is given without responsibility on the part of this bank or the individual acting for the bank and is intended for your confidential use only.

Sincerely,

A handwritten signature in blue ink that reads 'Ninoska Maya'.

Ninoska Maya
Operations Manager

Summary Sheet – Vendor's Submittal

Solicitation Name: PNC2119543R1, Job Order Contract

Vendor should complete below form and submit with the solicitation response. If not submitted with solicitation response, it must be submitted within three business days of County's request. Failure to timely submit may affect Vendor's evaluation.

Firm Name: Cosugas LLC

In accordance with RFQ No. PNC2119543R1, Job Order Contract, Broward County is seeking to shortlist qualified contractors for a Job Order Contract Program. A Job Order Contract is an indefinite quantity construction contract pursuant to which the Contractor may perform an ongoing series of individual projects at different locations throughout the County.

This is Step One of a Two-Step procurement. In Step One, the County will qualify (shortlist) contractors by group. In Step Two, the County will issue bids to shortlisted contractors; recommended contractors for award will be based on low responsive, responsible bids by group, up to the recommended number of contracts by group. The County anticipates awarding separate contracts for Public Works, Aviation, and Port Everglades Departments.

Refer to solicitation for additional detail by group and any requirements.

Check below what areas your firm is submitting qualifications for Step One: (Vendor may select more than one based on submitted experience and certifications).

Aviation:

SBE CBE CBE Reserve Goals

Port Everglades:

SBE CBE CBE Reserve Goals

Public Works:

SBE CBE CBE Reserve Goals

Note – the Office of Economic and Small Business Development will verify certification status for SBE and CBE contracts (for responsibility requirements).



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
11/18/19

PRODUCER Insurance Professional Consult
10481 SW 88TH ST STE D204
MIAMI, FL 33176-1528
Phone (305) 273-4530 Fax (305) 273-4409

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

INSURED Cosugas Llc
719 Shotgun Rd
Sunrise, FL 33326

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Scottsdale Insurance Company	41297
INSURER B: Infinity Auto Insurance Company	22268
INSURER C: Scottsdale Insurance Company	41297
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES

THE POLICIES OF INSURANCE LISTED 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 OF MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	<input checked="" type="checkbox"/>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liability <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC	CPS2706858	05/03/19	05/03/20	EACH OCCURRENCE 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) 100,000 MED EXP (Any one person) 5,000 PERSONAL & ADV INJURY 1,000,000 GENERAL AGGREGATE 2,000,000 PRODUCTS - COMP/OP AGG 2,000,000
B	<input checked="" type="checkbox"/>	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON OWNED AUTOS <input checked="" type="checkbox"/> 500- comp <input checked="" type="checkbox"/> \$500- coll	509-82002-2422-001	06/06/19	06/06/20	COMBINED SINGLE LIMIT (Ea accident) 1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<input type="checkbox"/>	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/>				AUTO ONLY - EA ACCIDENT OTHER THAN EA ACC AUTO ONLY: AGG
C	<input type="checkbox"/>	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XBS0102420	05/03/19	05/03/20	EACH OCCURRENCE 5,000,000 AGGREGATE 5,000,000
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER / MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Herman Giacomelli License Number CGC 1509739.
Broward County is listed as an additional insured for liability. County shall be provided 30 days written notice of cancellation, 10 days' notice of cancellation for non-payment. Contractors insurance shall provide primary coverage and shall not require contribution from the County, self-insurance or otherwise. Any self-insured retention (SIR) higher than the amount permitted in this Agreement must be declared to and approved by County and may require proof of financial ability to meet losses.


CERTIFICATE HOLDER

CANCELLATION

Broward County
115 South Andrews Avenue
Fort Lauderdale, Florida 33301

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

CERTIFICATE OF LIABILITY INSURANCE							Date 12/3/2019			
Producer: Plymouth Insurance Agency 2739 U.S. Highway 19 N. Holiday, FL 34691 (727) 938-5562				This Certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This Certificate does not amend, extend or alter the coverage afforded by the policies below.						
									Insurers Affording Coverage	
Insured: South East Personnel Leasing, Inc. & Subsidiaries 2739 U.S. Highway 19 N. Holiday, FL 34691				Insurer A: Lion Insurance Company		11075				
				Insurer B:						
				Insurer C:						
				Insurer D:						
				Insurer E:						
Coverages										
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. Aggregate limits shown may have been reduced by paid claims.										
INSR LTR	ADDL INSRD	Type of Insurance	Policy Number	Policy Effective Date (MM/DD/YY)	Policy Expiration Date (MM/DD/YY)	Limits				
		GENERAL LIABILITY <input type="checkbox"/> Commercial General Liability <input type="checkbox"/> Claims Made <input type="checkbox"/> Occur <hr/> General aggregate limit applies per: <input type="checkbox"/> Policy <input type="checkbox"/> Project <input type="checkbox"/> LOC				Each Occurrence	\$			
						Damage to rented premises (EA occurrence)	\$			
						Med Exp	\$			
						Personal Adv Injury	\$			
						General Aggregate	\$			
						Products - Comp/Op Agg	\$			
		AUTOMOBILE LIABILITY <input type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Autos <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Autos <input type="checkbox"/> Non-Owned Autos				Combined Single Limit (EA Accident)	\$			
						Bodily Injury (Per Person)	\$			
						Bodily Injury (Per Accident)	\$			
						Property Damage (Per Accident)	\$			
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> Occur <input type="checkbox"/> Claims Made Deductible				Each Occurrence				
						Aggregate				
A		Workers Compensation and Employers' Liability Any proprietor/partner/executive officer/member excluded? NO If Yes, describe under special provisions below.	WC 71949	01/01/2019	01/01/2020	X	WC Statutory Limits	OTHER		
							E.L. Each Accident	\$1,000,000		
							E.L. Disease - Ea Employee	\$1,000,000		
							E.L. Disease - Policy Limits	\$1,000,000		
Other			Lion Insurance Company is A.M. Best Company rated A (Excellent). AMB # 12616							
Descriptions of Operations/Locations/Vehicles/Exclusions added by Endorsement/Special Provisions:							Client ID: 91-67-835			
Coverage only applies to active employee(s) of South East Personnel Leasing, Inc. & Subsidiaries that are leased to the following "Client Company": <p style="text-align: center;">Cosugas, LLC</p> Coverage only applies to injuries incurred by South East Personnel Leasing, Inc. & Subsidiaries active employee(s), while working in: FL. Coverage does not apply to statutory employee(s) or independent contractor(s) of the Client Company or any other entity. A list of the active employee(s) leased to the Client Company can be obtained by faxing a request to (727) 937-2138 or email certificates@lioninsurancecompany.com										
Project Name: ISSUE 06-21-18 (BP). REISSUE 12-03-19 (SS)										
							Begin Date: 5/19/2014			
CERTIFICATE HOLDER				CANCELLATION						
BROWARD COUNTY 115 SOUTH ANDREWS AVENUE FORT LAUDERDALE, FL 33301				Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives.						
										

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



RICK SCOTT, GOVERNOR

JONATHAN ZACHEM, SECRETARY



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

CONSTRUCTION INDUSTRY LICENSING BOARD

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

GIACOMELLI, HERMAN W

**COSUGAS LLC
1059 WATERSIDE CIRCLE
WESTON FL 33327**

LICENSE NUMBER: CGC1509739

EXPIRATION DATE: AUGUST 31, 2020

Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



United States Environmental Protection Agency

This is to certify that



Cosugas LLC

has fulfilled the requirements of the Toxic Substances Control Act (TSCA) Section 402, and has received certification to conduct lead-based paint renovation, repair, and painting activities pursuant to 40 CFR Part 745.89

In the Jurisdiction of:

All EPA Administered States, Tribes, and Territories

This certification is valid from the date of issuance and expires October 22, 2020

NAT-F157958-1

Certification #

October 08, 2015

Issued On

Michelle Price, Chief

Lead, Heavy Metals, and Inorganics Branch





Governmental Center Annex
115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400 • FAX 954-357-5674 • TTY 954-357-5664

Office of Economic and Small Business Development

This Certificate is Awarded to:

COSUGAS, LLC

As set forth in the Broward County Business
Opportunity Act of 2012, the certification requirements
have been met for:

**County Business Enterprise (CBE)
Small Business Enterprise (SBE)
Anniversary Date: September 29th**

Authorized Representative

The Office of Economic and Small Business Development must be notified within 30 days of any material changes in the business which may affect ownership and control.
Failure to do so may result in the revocation of this certificate and/or imposition of other sanctions.

A Service of the Broward County Board of County Commissioners
www.broward.org/smallbusiness

Procurement & Warehousing Services

THIS CERTIFICATE IS AWARDED TO

COSUGAS, LLC

FOR HAVING SUCCESSFULLY MET THE PRESCRIBED STANDARDS SET FORTH BY THE
SUPPLIER DIVERSITY OUTREACH PROGRAM OF
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA FOR

CERTIFICATION

Emerging/Small/Minority Business Enterprise (E/S/MBE)

Hispanic-American

ON THIS DAY: **March 27, 2019**



Mary Catherine Coker
Director, Procurement & Warehousing Services



CERTIFICATION #: WS1560806990

Expiration Date: March 26, 2021

p.65
Biosync
12/17/2019



Construction Safety Manual



January 2019

719 Shotgun Rd
Sunrise, FL 33327

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SECTION I

ILLNESS AND INJURY PREVENTION PLAN (IIPP)

INTRODUCTION

This manual establishes policies and identifies procedures that provide a safe and healthful working environment for all employees. This manual applies to all work performed by COSUGAS LLC employees and is only superseded by a more stringent standard.

OBJECTIVE

1. To provide guidelines for implementing a safety plan that will direct safety and health programs and to maintain compliance with federal, state, and/or local statutory requirements or regulations.
2. To minimize occupational injury and illnesses, equipment and property damage, and 3rd party bodily injury.
3. To establish responsibility and accountability for the safety program.
4. To define Best Practices as identified by the industry or COSUGAS LLC experience.

This manual is intended to list some of the policies, procedures, and practices of COSUGAS LLC and is subject to change, revision, or revocation at any time without notice. It is not to be construed as an employment contract or a guarantee of employment.

STATEMENT OF POLICY

It is the policy of COSUGAS LLC (“COSUGAS LLC”) that the first consideration in the performance of work shall be the safety of employees and the public. All effective methods, procedures and equipment necessary to achieve this end will be utilized.

Our safety program is based on the fact that accidents do not simply happen – they are caused. Only through the determined elimination of the cause of accidents can we reduce their frequency. COSUGAS LLC firmly believes that all accidents can be prevented.

The key to Accident Prevention is a safety culture where each employee accepts his/her responsibility to help in the prevention of accidents. COSUGAS LLC challenges employees with taking responsibility for their personal safety as well as the safety of their co-workers.

To carry out this policy, the Company, including all Supervisors, accepts the responsibilities outlined in the COSUGAS LLC safety manual. It is your responsibility to read, understand, follow and enforce this policy.

Herman Giacomelli
President

INDUSTRY BEST PRACTICES

Pro-active safety management is not one specialist's opinion of what looks unsafe. It's the combined effort of workers identifying the specific hazards, safety professionals analyzing the probability or occurrence, and management and employees deciding on appropriate courses of action.

Traditional Safety Approaches

The initial safety approaches in the U.S were implemented as a direct result of the OSHA Act, and are now referred to as "traditional." Many of these are based on efforts to improve engineering and work environments, including authoritarian management models, the formalizing of rules and procedures, and the policing of employees to enforce the rules. These traditional approaches to managing safety relied heavily on triggers such as safety training, safety meetings, rules, policies, procedures, controls, OSHA standards, etc. They seldom included evaluation or follow-up to training and the major consequence of non-compliance was punishment.

OSHA Minimum Standards

The OSHA standards provide minimal requirements, and not a viable method of realistic safety practices that can be utilized in a work environment. The goal of any safety or loss control effort is to provide guidance on how to safely accomplish a task with a variety of unknown circumstances. It is therefore inconsistent to believe that any workplace can be protected by simply operating according to minimal standards of formalized rules and procedures.

Industry Best Practices

Operation by best industry practices is defined as providing the guidance, knowledge and direction necessary to plan and execute any task, at any point in time with known and unknown circumstances.

Although the most common and severe accidents were reduced, the results from traditional methods began to plateau and the safety industry identified more effective methods.

Best industry practice was identified as the preferred approach. Best industry practices provide for pre-planning, proper execution and contingency possibilities as a method of operational execution. It is through individual and collective knowledge of hazards and effective communication that true hazard abatement occurs.

COSUGAS LLC's best management practices are performance based with a primary focus on eliminating all incidents/injuries while improving efficiency. Performance management provides an ideal basis for identifying worker behavior which cause accidents, addressing all the major factors which influence behaviors, and providing continuous improvement. Our performance-based approach to safety combines many of the best features of traditional and behavioral systems. COSUGAS LLC does not advocate standardized approaches. Instead, COSUGAS LLC relies on the professional competence of our supervisors in order to accurately evaluate all conditions and provide cost effective recommendations.

RESPONSIBILITIES & DUTIES

SAFETY DIRECTOR'S RESPONSIBILITIES

The Director of Safety is responsible for the overall risk control of the construction business. Responsibilities include managing and evaluating the Company-wide Safety Program, Risk Management and Human Resources on the elimination of accidents and return to work policies.

- Continually update the Company Safety Manual.
- Provide safety related material for pre-bid and pre-construction meetings.
- Provide JSA/JHA reports when required.
- Provide onsite, (field) inspections in support of the Superintendents.
- Ensure the adequate training of all Superintendents and New Hires.
- Manage all OSHA inspections and mitigate any penalties or fines assessed.
- Maintain full knowledge and understanding of the laws, regulations and industry trends impacting COSUGAS LLC.
- Investigate accidents and incidents and implement changes to prevent reoccurrence.

SUPERINTENDENT'S RESPONSIBILITIES

The Superintendent is responsible for administering the Company Safety Program under the direction of the Director of Safety. Responsibilities include communicating policies and procedures along with legal Federal, State & Local regulations as they apply to the employees of COSUGAS LLC.

- Maintain the Company Safety Manual(s) and insure availability on the project site.
- Maintain the Safety forms and documents that are used in conjunction with the Company Safety Program.
- Maintain the tailgates used by the field and insure their availability on the jobsite.
- Provide guidance & assistance to employees in completing JSA/JHA forms
- Provide onsite, inspections in support of the Subcontractors.
- Lead in the investigation of all accidents & incidents and ensure corrective actions are implemented to eliminate future occurrences.
- Enforcement of the Injury and Illness Prevention Program
- Provide full support for the Director of Safety and Insurance Representatives
- Liaison for communication between the COSUGAS LLC, Director of Safety and Subcontractor Field Supervision.
- Ensure compliance with related federal, state, and local laws or regulations.
- Collaborate with the Director of Safety on Project Pre-Planning.
- Monitor accidents and incidents on projects under their supervision.
- Maintain and track safety equipment and materials for all projects under their supervision.
- Superintendents are responsible for relaying the information gained in Safety Committee meetings to Subcontractors' Foremen and Employees in their respective trade.

General Safety

- Take responsibility for worker safety above all else.
- Instruct employees under their supervision in safe work practices and work methods at the time assignments or hire date. (Code of Safe Practices)
- Ensure an adequate supply of personal protective equipment and tools for the tasks assigned.
- Hold weekly Safety Tailgate meetings, complete with documentation.
- Conduct weekly safety inspections of the jobsite, complete with documentation.

Accident Reporting

- Promptly report all accidents, incidents and near misses involving worker injury, 3rd party injury, vehicle accidents, property damage, theft or vandalism
 - Ensure injured workers receive prompt first aid or medical attention.
 - Provide all accident reports and witness statements to the designated COSUGAS LLC Director of Safety within 24 hours.
 - Serious injury, illness or a fatality must be reported within 8 hours to OSHA.
 - OSHA defines "Serious injury or illness" as: any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement.
 - Federal OSHA and all other States reporting requirement: after the death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related incident
- * For specific directions on how to report serious injury, illness or a fatality, see the Appendix

Compliance

- Insist on compliance with the COSUGAS LLC Safety Program, and all COSUGAS LLC safety policies within the program.
- Document jobsite and shop inspections on a weekly basis, in the field, fall protection equipment on a weekly basis.
- Notify the Director of Safety of hazardous conditions.
- Notify Subcontractor of any hazardous conditions that are not within the direct control of COSUGAS LLC and document the notification.
- Not allow employees to work in unsafe or hazardous conditions. **Stop work if necessary & contact Director of Safety.**
- Set a good example for Subcontractors and represent COSUGAS LLC in the most professional manner possible.

Employees

Employees shall work in a safe manner at all times and follow the Company Safety Polices and Procedures outlined in this manual as well as all applicable Federal & State OSHA Regulations.

Every employee shall:

- Comply with the COSUGAS LLC Safety Program, and all COSUGAS LLC safety policies within the program.
- Wear and use the PPE required by their job function.
- Only operate tools, machinery & equipment they have been trained and authorized to operate.
- Report any unsafe or unhealthy work situation immediately to their supervisor.

SAFETY COMMUNICATION

COSUGAS LLC Communication to Employee:

Communication of expectations, policies and procedures will be through the receipt and acknowledgement of the written Safety Program and any orientation provided.

Monthly Safety Committee meetings are held with all Field staff. Superintendents are responsible for relaying the information gained in these meetings to Subcontractor Foremen.

Additionally, information is posted on bulletin boards in each construction office for all employees and Subcontractors. Memos and urgent safety information is provided directly to employees.

Task specific training will be provided on an as-needed basis with documentation provided to the Director of Safety. Additional task specific training and foreman training requirements may be required by the Hazard Control sections of this manual.

Employee communication to COSUGAS LLC:

Any employee who identifies an unsafe condition is required to contact their Supervisor or Manager as they are the primary safety resource. If an employee wishes to report an unsafe condition or an activity that is likely to result in a loss to COSUGAS LLC, they may do so anonymously by leaving a message at the number provided below or contacting the Director of Safety using the number provided below.

Anonymous safety and health reports shall be investigated, and if found valid, shall receive immediate appropriate corrective action.

**To Anonymously Report an unsafe condition or practice,
call: (954) 916-7500**

**To contact the Director of Safety, you may call:
(561) 389-3632**

E-Mail at: fdallacqua@cosugasllc.com

DISCIPLINARY POLICY

ACCOUNTABILITY

Violation(s) of our company's Safety Standards will be handled as follows:

FIRST VIOLATION: A written reprimand describing the specific safety rule violated will be issued to the employee who violated the safety rule. A meeting and discussion will be held with the employee by the direct supervisor and/or Director of Safety to ensure understanding of the violation. A copy of the reprimand will be maintained on file at the COSUGAS LLC Miami office.

SECOND VIOLATION: A written reprimand describing the specific safety rule violated will be issued to the employee who violated the safety rule. A meeting and discussion will be held with the employee by the direct supervisor, Superintendent and/or Director of Safety to ensure understanding of the violation and the seriousness of the second (2nd) offense. A three (3) day suspension from work without pay will accompany a second violation. A copy of the reprimand and meeting will be maintained on file with the Company.

THIRD VIOLATION: A written report describing the safety rule violated will be issued to the employee who violated the safety rule and a meeting and discussion will be held with the employee by the direct supervisor, and/or Director of Safety. Termination of employment from the Company will occur immediately after such meeting unless it's determined that a third (3rd) violation did not occur.

Other:

1. Serious and/or willful violations of policy may result in termination on the first offense
2. Repeat offenses which result in an injury or incident may result in termination on the first offense.
3. All written reprimands must be signed by the Director of Safety.
4. Prior to terminating an employee for safety violations, a meeting should occur between the supervisor and Director of Safety.

***Fall Protection violations will result in the following action:**

- **First offense will result in 3 days suspension without pay**
- **Second offense will result in termination.**

HAZARD ASSESSMENT

INTRODUCTION

Safety inspections are an important Company management tool intended to identify and correct hazards on the jobsite. Inspections are to be a fact-finding process, not faultfinding. Locating and correcting hazards in a timely manner with management review and follow-up is COSUGAS LLC policy.

Inspections are to be a visible process of evaluating and documenting hazards. This process does not replace continual identification and correction of hazards and poor safety practices. All employees are encouraged to identify and correct unsafe conditions and practices that may exist in the workplace.

ACCOUNTABILITY

1. Superintendents shall conduct weekly jobsite safety inspections to discover new and/or unrecognized hazards.
2. Superintendents shall conduct and document safety inspections at regular intervals.
3. Director of Safety shall conduct jobsite safety inspection daily for all job sites visited.
4. Additional hazard assessments and safety inspections shall be conducted by the Director of Safety, and other members of the COSUGAS LLC Management Staff whenever deemed appropriate.

All inspections shall be copied to the Director of Safety for discussion at monthly safety committee meetings and for ensuring the corrective items have been corrected in a timely manner.

HAZARD CORRECTION

INTRODUCTION

It is the goal of COSUGAS LLC to eliminate all hazards and unsafe practices immediately and upon discovery. All hazards discovered by the inspection process, employee suggestions, or any other means will be mitigated in a timely manner. Some corrective actions may require more time to abate; priority will be given to severe and imminent hazards (those which pose an immediate danger causing serious bodily harm).

All affected employees will be informed of the hazard. While corrective action is being taken, precautions will be taken to protect or remove employees from exposure to the hazard. If the hazard is determined to be of imminent danger, employees may not enter the imminent hazard area. Only those employees expected to correct the imminent hazard may enter the area after being given training to mitigate the hazard.

All hazards, whether identified, newly discovered, observed, or imminent danger will be documented using the appropriate form (inspection form, accident investigation form, near-miss form). The person designated to take the corrective action will sign and date the documentation with the date of corrective action completion.

ACCIDENT INVESTIGATION

INTRODUCTION

Accident Investigation and Reporting is a critical element of accident prevention. If we experience an accident and do not identify what happened, we see the recurrence of similar accidents in the future. In addition to accidents involving employee injuries, the foreman shall complete a report on any incident involving an automobile, property damage, 3rd party damage or bodily injury. All accidents reports shall be completed within 24 hours.

ACCOUNTABILITY

The COSUGAS LLC Superintendent is responsible for ensuring that an accurate accident investigation is completed and the COSUGAS LLC Accident Report is provided to the Director of Safety within 24 hours. The Superintendent must use the following best practices:

ACCIDENT INVESTIGATION & REPORTING BEST PRACTICES

1. Transport/Treat the injured worker. Evaluate the extent of the injury to determine if first aid can be administered. If not, ensure that the employee is transported to a medical clinic or hospital based on the severity of the injury.
2. If ambulance transportation is required, a COSUGAS LLC employee or subcontractor designated by the Superintendent should accompany the injured worker.
3. Direct the injured worker to the designated Medical Clinic based on the project location.
4. Contact your Director of Safety immediately after taking care of the immediate needs of the injured employee: (305) 634-5280 (office) or (954) 495-3037 (Cell). Inform the Director of Safety of the basic details of the injury including injured employee's name, jobsite, what occurred, and any corrective actions.
5. Secure the scene and ensure all workers are accounted for and unharmed.
6. Secure any obvious hazardous conditions. Secure any potential evidence (i.e. rigging, fall protection, etc) and maintain in your possession until it can be safely delivered to the Director of Safety.
7. Take photographs of the entire area from as many angles as possible.
8. Do not discuss the accident with media, police or OSHA. Direct those parties to the Director of Safety or CFO (OSHA, Police, Media)
9. An Accident Investigation Report will be completed on all accidents and near-miss incidents. (near-miss - any incident not resulting in an injury or property damage, but, having the potential to result in injury or damage). This report is provided to the Director of Safety.
10. Witness statements should be obtained from actual witnesses of the accident. They should indicate what they visually witnessed.
11. The accident report will be completed and turned into the Director of Safety within 24 hours of the incident.
12. The Superintendent will notify the COSUGAS LLC Director of Safety immediately of any serious injuries.
13. The Director of Safety will review the investigation report with the Superintendent & affected employee(s) to discuss recommended corrective action.

ACCIDENT INVESTIGATION/REPORTING

Employees are our most important assets. We value healthy, hardworking employees who, through their efforts, contribute every day to the bottom line. In the midst of working hard, we realize that accidents may happen, which might result in either injury or property damage. When this happens...

1. If you are not sure if an accident should be reported, play it safe and report it.
2. Report any accident or incident including a “near miss” to your Supervisor immediately.
3. If the accident results in injury, the Supervisor will direct the injured worker to a local Medical Clinic.
4. No employee will be punished or reprimanded for reporting an accident.
5. Delayed or non-reporting of an accident may result in denial of medical care or benefits.
6. If you are involved in an accident, cooperate with all parties investigating on behalf of COSUGAS LLC and secure whatever evidence available.
7. The Superintendent at the jobsite will complete an Accident Report Form on every accident. This includes employee injuries, near misses, automobile accidents, property damage, and 3rd party property damage or bodily injury.
8. Safety is EVERY employee’s responsibility. Report all unsafe conditions or safety concerns to your Supervisor immediately.
9. **DO NOT** work in an environment that you know is unsafe. Take personal responsibility for your safety!

Injured Employees: You are required to submit all work releases to the Company after each Medical Appointment.

IT IS BETTER TO REPORT, THAN NOT TO REPORT – BE SAFE, NOT SORRY.

WHEN TO REPORT A WORKERS' COMPENSATION CLAIM

A worker's compensation claim must be filed whenever an injured worker receives medical attention beyond First Aid Treatment.

An "incident/accident" report shall be completed within 24 hours when:

1. An employee suffers a work-related injury or illness which does not require immediate medical attention.
2. An employee receives any sort of professional medical attention (e.g., doctor, nurse or first aid provider).

OSHA INSPECTIONS

1. Be sure the visitors really are OSHA representatives. Require them to show proper identification. If they don't, escort them off your site.
2. Request time, up to 1 hour, to contact your Superintendent and Director of Safety.
3. Be courteous and polite.
4. Ask why the OSHA inspectors have come to your site. Have they been called to investigate a specific situation?
5. Always keep a copy of your COSUGAS LLC safety program on site and readily available.
6. Walk with the OSHA inspectors during their tour of the site.
7. If you are not absolutely certain that every employee is working within OSHA standards, stop work while OSHA is on site, and have employees focus on cleaning up the site.
8. Duplicate all the information OSHA gathers. When the inspectors take photos, you take photos (the more the better, and from multiple angles, if possible). When the inspectors write something down, you write down the same thing. If OSHA talks to someone working on site, write down the questions, the answers and the name of the person.
9. Employees have the right to talk with OSHA representatives during the site inspection if they desire.
10. OSHA has the right to interview employees individually; however, employees may request that their Foreman or a company representative be present.
11. Employees have the right to have a representative (union representative or lawyer) present during the interview.
12. During the inspection, do not agree or disagree with the OSHA inspector.
13. Be honest. Give the best information you can. But answer only questions that you understand and that pertain to you. Answer only the questions asked, do not give additional information, volunteer additional information or expand into other topics.
14. If OSHA offers suggestions or points out unsafe acts as you are walking the job site, fix them immediately. It shows your good faith.

SAFETY TRAINING

INTRODUCTION

COSUGAS LLC understands the value of training our employees and empowering them to make the appropriate safety decisions. Superintendents are the front line defense against accidents and incidents on the job. COSUGAS LLC invests in training our employees above and beyond the years of experience they come to us with.

ACCOUNTABILITY

Superintendent

In addition to the required “Employee Safety Orientation”, the following courses are required in order to be a Superintendent at COSUGAS LLC:

- OSHA 10 Hour (Superintendents only) (In addition, refresher course may be required at the discretion of the Company)
- CPR & 1st Aid (Every 2 Years)
- Basic/Advance Rigging
- Fire Extinguisher (Every Year)
- Fall Protection (Every Year)
- Excavation Safety
- Scaffold User
- Compressed Gas Safety (Oxygen Acetylene)
- Conduct weekly site meetings
- Complete accident reports in accordance with the safety manual
- Conduct weekly jobsite safety inspections
- Maintain training documentation
- Implement site specific safety policies and procedures
- Demonstrate by example, proper safety behavior
- Ensure first aid supplies are adequate

Employees shall receive training prior to undertaking any task or job assignment. Training shall consist of the following:

- New Hire Safety Orientation (Code of Safe Practices, Company Safety Policy, Company Safety Manual)
- On-Line training such as OSHA 10 & 30 hr.

RECORDKEEPING

Recordkeeping

All training shall be recorded on appropriate forms showing the person trained, subject and date.

All tailgate training rosters and safety inspections conducted shall be kept in the Safety Manual.

All accident investigations shall be filed with the case file of the injured employee at the main office.

Inspection records shall be kept for up to ten (10) years.

- Copies of mandatory weekly safety meeting minutes.
- Copies of mandatory monthly safety inspections.
- Copies of reports/investigations regarding accidents or near-miss accidents occurring on the site for the duration of use plus 30 years.
- Employee medical records shall be retained for the duration of employment plus 30 years, Per the requirements and exceptions of General Industry Safety Order 3204 (d)(1)(A)(1), (2), (3), and 3204(d)(1)(B)(1), (2), (3), and 3204(c)(2).
- Material Safety Data Sheets (MSDS) for any hazardous materials used on the job site.
- Employee orientation sign off sheets, including those for subcontractors.
- Copies of any OSHA required documentation (e.g., 300 log, crane inspections, soil evaluations, training, etc.).

SECTION II

POLICIES AND PROCEDURES

CODE OF SAFE PRACTICES - FIELD

GENERAL

1. All persons shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to Subcontractor's Foreman or COSUGAS LLC Superintendent.
2. All employees shall be given frequent accident prevention instructions. Instructions shall be given at least weekly.
3. When applicable, accident prevention instructions shall include specific instruction on the safe use, care and maintenance of fall protection equipment (i.e. fall arrest systems, positioning device systems, safety nets, etc.) used at the jobsite.
4. Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the jobsite.
5. COSUGAS LLC employees are not authorized to enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless trained and authorized to enter.
6. COSUGAS LLC employees are not authorized to work outside of the capacity of their training and their professional designation.
7. Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
8. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
9. All injuries shall be reported promptly to the Foreman or Superintendent.

HOUSKEEPING

1. All offices and work areas shall be kept clean and organized.
2. Material storage areas and walkways on the construction site shall be maintained reasonably free of dangerous depressions, obstructions, and debris.
3. Flammable or hazardous wastes shall be placed in covered containers separate from the normal debris.
4. All waste shall be disposed of at intervals determined by the rate of accumulation and capacity of the job site container.

REINFORCING STEEL

1. All reinforcing steel extending up to 6' must be protected in an appropriate manner.
2. Form stakes and stakes used to support column braces must be protected.
3. Workers must be protected from a horizontal bar when it protrudes into an access way.
4. Workers are not allowed to work above 6' without approved fall protection devices.
5. Workers must use 100% tie off procedures when working above exposed rebar.
6. Work areas must be inspected daily to ensure that all rebar caps/troughs are in place prior to commencing work and when returning from a break.

SCAFFOLD SAFETY

1. Scaffolding shall be erected on a firm, solid and compacted base.
2. Guardrails shall be installed on all open sides of scaffolds more than 10 feet above the ground or floor.
3. Metal scaffolds shall be securely tied to the building or structure.
4. All working platforms must be fully planked and overlapped at least 12 inches.
5. Scaffolding must be inspected and tagged ready for use by a competent person prior to use.

LADDER SAFETY

1. The use of ladders with broken or missing rungs or steps, broken or split side rails, or other faulty or defective construction is prohibited.
2. Portable ladder feet shall be placed on a substantial base, and the area around the top and bottom of the ladder shall be kept clear.
3. Extension ladders shall be used at a 4:1 pitch.
4. Ladders shall not be used in a horizontal position as platforms, runways, or scaffolds.
5. Ladders shall not be placed in passageways, doorways, driveways, or any location where they may be displaced by activities being conducted on any other work, unless protected by barricades or guards.
6. The side rails shall extend not less than 36 inches above the landing.
7. Portable ladders in use shall be tied, blocked, or otherwise secured to prevent them from being displaced.
8. Always maintain a three-point contact when climbing up or down ladders.
9. "A" Frame ladders shall only be used in the fully opened and locked position.

PERSONAL PROTECTIVE EQUIPMENT

1. Hardhats, boots, long pants and shirts with sleeves are required for all workers.
2. When cutting or welding the appropriate protective device(s) available shall be worn.
3. Positioning hooks must be in perfect working order with all the tags legible.
4. Fall Protection Harnesses must be inspected prior to use and at least quarterly thereafter.
5. Safety glasses are required at all times.

CRANE SAFETY

1. Only crane companies on the COSUGAS LLC approved Subcontractor/vendor list shall be used.
2. Cranes must be inspected prior to each use to ensure they are fit for operation.
3. Only qualified persons shall give signals to crane operators.
4. The swing radius of crane cab shall be protected.
5. Cranes shall not be left unattended with a load suspended.
6. No load shall be swung over personnel and no person shall work under suspended loads unless the load is effectively blocked to prevent it from falling.
7. Truck cranes shall have the outriggers firmly and securely set before attempting to lift a load.
8. On soft ground, "blocking" shall always be used under outrigger floats to prevent deflection or sinking.
9. Outriggers shall always be fully extended.
10. Crane Cabs must have a serviceable fire extinguisher in the cab.
11. Cranes must be level prior to lifting a load. An unlevelled crane could cause a side load on the boom.

POST TENSIONING SAFETY

1. Signs and/or barriers shall be erected to limit employee access to the post-tensioning area during Post Tensioning operations.
2. No employee shall be permitted to be behind the jack during tensioning operations.
3. Tensioning operations shall be under the immediate control of a person experienced in such operations.

4. Do not stand over, in front of, or behind the jack during stressing.
5. Watch the pressure gauge at all times. - Do not over stress the tendon.
6. Never use the tensioning machine for anything other than its intended use.
7. Do not wipe excess grease on forms, or other work surfaces, use rags and dispose of them properly.
8. Workers directly involved in stressing operations must wear safety glasses or goggles.

TRENCHING & EXCAVATION

1. Trench & Excavation egress must be provided within 25' from the workers.
2. Excavations with free standing water or water intrusion must have a method for extracting the water.
3. COSUGAS LLC personnel are not authorized to enter an excavation greater than 5' deep without a protective system in place. i.e. Shoring, Sloping, Benching, or Trench Boxes.

COMPRESSED GAS CYLINDERS

1. All compressed gas cylinders shall be secured at all times
2. Acetylene tanks must be stored and used in an upright position only.
3. Oxygen and Fuel shall be separated by at least 20' or a ½ hour rated fire wall.
4. Valve protection caps shall be kept on cylinders except when in use.
5. Always store compressed gas cylinders in a well-ventilated area protected from direct sunlight if possible.
6. Lifting Cylinders will only be accomplished in a cart or other secure method.
7. Torch cutting operations must have a serviceable 10 lb chemical fire extinguisher within 25' of point of operation.

COLUMN AND WALL ERECTION SAFETY

1. Prior to erecting walls & columns a Vertical Erection Plan, VEP, must be submitted to COSUGAS LLC safety department.
2. All vertical elements shall be properly supported to prevent collapse either through use of internal or external support(s). Prior to any employee climbing any vertical elements (e.g. walls or columns), the same shall be supported via the use of external supports such as guy wires or pipe braces.
3. A missing, defective or inappropriate pipe brace shall be brought to the attention of the jobsite Foreman immediately.
4. Always be aware of weather conditions. If conditions could cause a safety hazard, notify your Supervisor immediately

RIGGING

1. Know the safe working load of the equipment and tackle being used. NEVER exceed this limit.
2. Determine the weight of the load before rigging it.
3. Examine all hardware, equipment, tackle and slings before use. Destroy any defective components immediately!
4. If you think equipment or rigging is unsafe, do not use it and report the issue to your Subcontractor's Foreman or Supervisor.
5. Never carry out rigging or hoisting operations if weather creates a hazard to personnel, equipment, property or the public. No hoisting or crane usage is authorized when winds exceed 20 knots.
6. COSUGAS LLC is not authorized to conduct rigging and lifting operations whenever the temperature is below freezing (32 degrees F).
7. Rigging and lifting is not allowed within 20' of overhead power-lines.

STRUCTURAL STEEL ERECTION

1. A site specific erection plan shall be developed and all Subcontractors employees trained prior to the commencement of hoisting operations.
2. The Subcontractor's Foreman shall receive written notification of concrete strength prior to placing any structural members.
3. A qualified rigger shall inspect the rigging prior to each shift.
4. Structural stability shall be maintained at all times during the erection process.
5. There shall not be more than 8 stories between the erection floor and the uppermost permanent floor, except where structural integrity is maintained as a result of the design.
6. At no time shall there be more than four floors or 48 ft., whichever is less, of unfinished bolting or welding above the foundation or uppermost permanently secured floor, except where structural integrity is maintained as a result of the design.
7. Roof & Floor holes and openings shall be covered, and covers shall be secured in place, and painted with high-visibility paint or marked with the word "Hole" or "Cover".
8. A steel joist or girder shall not be placed on any support structure unless such structure is stabilized.
9. Steel joists and girders shall not be used as anchorage points for a fall arrest system without written approval from a qualified person.
10. Construction loads shall not be placed on any structural steel framework unless such framework is safely bolted, welded or otherwise adequately secured.
11. Taglines shall be used on all hoisted loads that expose employees to the swing of the load.
12. Connectors shall be protected from fall hazards of more than 2 floors or 30' whichever is less.
13. Connectors must complete special training for hazards associated with connecting prior to being assigned the duties of a connector.
14. Whenever possible Connectors shall straddle the beam instead of walking along the top flange.
15. A minimum of 2 bolts for beams, wrench tight per connection prior to releasing crane hoist lines
16. All columns shall be anchored by a minimum of 4 anchor bolts.
17. Diagonal bracing shall be installed with a minimum of 1 bolt wrench tight.
18. All hoisting operations must be pre-planned.
19. Perimeter columns must extend 48" above finished floor.
20. Perimeter columns shall be fabricated with holes and/or other devices for safety cables.

CODE OF SAFE PRACTICES – PROJECT SITE

1. Workers shall report all unsafe conditions and equipment to the Site Superintendent immediately.
2. Workers shall immediately report all accidents, injuries and illnesses to the Site Superintendent.
3. Workers shall not operate any equipment that they are not authorized and trained to use.
4. Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job while in that condition.
5. Horseplay, scuffling, or other acts that tend to adversely influence the safety or well-being of the employees are prohibited.
6. Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
7. In the event of fire, evacuate.
8. Upon hearing a fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated assembly area.
9. Exit doors must remain unlocked during business hours and comply with fire safety regulations.
10. Keep stairways clear of items that can be tripped over.
11. Areas under stairways that are egress routes should not be used to store combustibles.
12. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
13. Aisles must be kept clear at all times.

14. Work areas should be maintained in a neat, orderly manner. Throw trash and refuse into proper waste containers.
15. All spills shall be wiped up promptly.
16. Always use the correct lifting technique. Never attempt to lift or push an object that is too heavy (more than 60lbs). Seek help to move heavy objects.
17. Never stack material precariously on top of lockers, file cabinets or other high places.
18. When carrying objects, use caution in watching for and avoiding obstructions or loose material.
19. Do not stack material in an unstable manner.
20. Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired promptly.
21. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures, or circuit conductors.
22. Maintain sufficient access and working space around all electrical equipment for ready and safe operations and maintenance.
23. Do not use any portable electrical equipment or tools that are not grounded or double insulated.
24. Plug all electrical equipment into appropriate wall receptacles, or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
25. All cords running into walk areas must be taped down or be covered by protectors to prevent tripping hazards.
26. Inspect motorized vehicles and other mechanized equipment daily or prior to use.
27. Shut off engine, set brakes and block wheels prior to loading or unloading vehicles.
28. Inspect pallets and their loads for integrity and stability before loading or moving.
29. Do not store compressed gas cylinders in areas that are exposed to heat sources, electric arcs or high temperatures lines.
30. Do not use compressed air for cleaning off clothing unless pressure is less than 10 psi.
31. Employees must wear head protection, eye protection, hearing protection and steel toe work boots at all times.
32. Goggles or face shields must be worn when grinding.
33. Do not use any faulty or worn hand tools.
34. Do not eat in areas where hazardous chemicals are present.
35. Store cleaning solvents and flammable liquids in flammable storage lockers.
36. Keep solutions that may be poisonous or are not intended for consumption in well-labeled containers.
37. Keep appliances such as coffeepots or microwave ovens in working order and inspect them for signs of wear, heat or frayed cords.
38. Fans used in work areas should be guarded, and guards must not allow fingers to be inserted through the mesh.

CODE OF SAFE PRACTICES – OFFICE

1. Employees shall report all unsafe conditions and equipment to the supervisor or Director of Safety.
2. Employees shall report immediately all accidents, injuries and illnesses to the supervisor or Director of Safety.
3. Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
4. In the event of fire, evacuate.
5. Upon hearing a fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location.
6. Only workers trained for it may attempt to respond to a fire or other emergency.
7. Exit doors must comply with fire safety regulations during business hours.
8. Keep stairways clear of items that can be tripped over. Areas under stairways that are egress routes should not be used to store combustibles.
9. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.

10. Keep aisles clear at all times.
11. Maintain work areas in a neat, orderly manner. Throw trash and refuse into containers.
12. Wipe up all spills promptly.
13. Store files and supplies in a manner that prevents damage to supplies or injury to personnel when they are moved. Store heaviest items closest to the floor and lightweight items above.
14. All cords running into walk areas must be taped down or inserted through rubber protectors to prevent tripping hazards.
15. Never stack material precariously on top of file cabinets or other high places.
16. Never leave lower desk or cabinet drawers open, a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
17. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.
18. Always use the correct lifting technique. Never attempt to lift or push an object that is too heavy. Contact the supervisor when help is needed to move a heavy object.
19. When carrying objects, use caution in watching for and avoiding obstructions or loose material.
20. Plug all electrical equipment into appropriate wall receptacles, or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
21. Keep individual heaters at work areas clear of combustible materials such as drapes or waste from wastebaskets. Use newer heaters that are equipped with tip-over switches.
22. Keep appliances such as coffeepots or microwave ovens in working order and inspect them for signs of wear, heat or frayed cords.
23. Store cleaning supplies away from edible items on kitchen shelves.
24. Store cleaning solvents and flammable liquids in appropriate containers.
25. Keep solutions that may be poisonous or are not intended for consumption in well-labeled containers.

EMERGENCY ACTION PLAN

The purpose of this plan is to protect all employees of COSUGAS LLC in the event of an emergency and to be prepared to handle these emergencies in an efficient manner. The responsibilities include providing for the safety of personnel, preserving facilities and equipment, protecting the public from on site incidents that affect the health and safety of the community, and contributing to overall community emergency preparedness.

Evacuation Procedures

The evacuation procedures are specific for each section of each building. Every employee shall be made aware of evacuation procedures specific to each location.

Evacuation maps shall be strategically placed for easy references. These maps shall contain fire extinguishers locations as well as exit locations.

When an evacuation of a work area or at the COSUGAS LLC office is called, the following procedures will be adhered to:

1. All employees will stop what they are doing.
2. Shut down all equipment (only if the employee is not in any immediate danger)
3. The employee will then follow the exit route established for the area in which he/she is working to evacuate the facility and go to the designated assembly area.
4. Employees must be accounted for and must check in with their supervisor to ensure all COSUGAS LLC personnel are accounted for.

Communications

A method of communications is needed to alert employees to the evacuation or to take other action as required in the plan. Alarms should be audible or seen by all people in the locations. The alarm should be distinctive and recognizable as signal to evacuate the work area or perform actions designated under emergency action plans.

Accounting for Personnel

The person in command will need to know all personnel have been accounted for. All supervisors are required to account for their personnel.

Rescue and Medical Duties for employees

In the event of a medical emergency, employees are directed to contact emergency medical services by dialing 9-1-1 immediately.

Employees are not required to perform any rescue or medical duties, however employees trained in first aid and CPR may render care appropriate to their level of training only. At no time should an employee be directed to perform emergency duties, which may endanger his/ her life.

FIRE SAFETY PROCEDURES (PROJECT SITE)

INTRODUCTION

Fire can present a significant threat to workers who may have limited access & egress to a work site. Although fire risks can be reduced, they cannot be eliminated on a construction site with multiple contractors. This section will provide best practices to reduce the risk of fire with the COSUGAS LLC work-zone.

ACCOUNTABILITY

Fire prevention is everyone's responsibility but the overall responsibility lies with the COSUGAS LLC Superintendents and Subcontractor's Foreman. Fire prevention is the best method of controlling a fire situation and should begin when the project is being planned. Workers who witness a fire hazard are authorized to address the issue immediately.

APPLICATION

When prevention fails, the following procedures are critical to saving lives and property.

1. Fire is observed, sound an alarm and notify everyone in the area.
2. Evacuate the area and call 911 for fire department assistance
3. Account for all COSUGAS LLC personnel
4. Notify your supervisor

FIRE PREVENTION PROCEDURES

Cutting/Grinding & Welding- operations can generate sparks and release slag on to combustible material, i.e. oiled forms, trash bundle, boxes and other shipping products. When performing these operations a fire extinguisher must be readily available (within 25' of point of operation). All combustible material should be moved away from the work-zone and the area should be watched closely to ensure no smoldering material is left behind.

Access & Egress- All access ways must be kept clear of obstructions at all times. Debris, poor housekeeping or scaffold repairs should not prevent workers from exiting the area immediately.

Superintendents & Subcontractor's Foremen should consider how to extricate workers from a complex structure prior to allowing workers to enter. Provisions for such extrication should be readily available.

Fire Extinguishers

Fire extinguishers are the first line of defense against fire. Major fires, resulting in financial, as well as, human losses usually begin as small, controllable fires ignited by welding, grinding or sweating pipe.

Equipment Selection and Distribution

1. Fire extinguishers provided with each Oxy Acetylene Setup are 10 lb ABC dry chemical and should accompany the torch, not the cart.
2. Fire extinguishers provided by the GC or controlling entity should be a supplement to PCS provisions and should be requested when not observed within 50 feet or less in a work-zone.

Inspection

1. Inspection is a quick check that an extinguisher is available and will operate. This is accomplished by physically checking that all fire extinguishers are in their designated places, have not been tampered with and no obvious physical damage is observed.
2. Fire extinguishers inspections shall be conducted when initially placed into service and monthly thereafter. Inspections shall be recorded on the back of the fire extinguisher inspection tag.

*NOTE: Employees are not designated to fight fires. Any use of fire extinguishers is considered voluntary and thus explained in the training session.

SUBSTANCE ABUSE POLICY

Policy Statement

COSUGAS LLC, recognize the problems created by drug and alcohol abuse and the need to develop prevention and treatment programs. COSUGAS LLC has a commitment to protect people and property, and to provide a safe working environment. The purpose of the following program is to establish and maintain a drug free, alcohol free, safe, healthy work environment for all of its employees.

Definitions

Company Premises – all property, facilities, land, buildings, structures, automobiles, trucks, and other vehicles owned, leased or used by the company. Construction job sites for which the company has responsibility are included.

Prohibited Items and substances – Prohibited substances include illegal drugs (including controlled substances, look alike drugs, and designer drugs), alcoholic beverages, and drug paraphernalia in the possession of or being used by an employee on the job.

Employee – Individuals who perform work for COSUGAS LLC, including: management, supervision, engineering, tradesmen, and clerical personnel.

Accident - Any event resulting in injury to person or property to which an employee, or contractor/contractor's employee, contributed as a direct or indirect cause.

Incident – An event, which has all the attributes of an accident, except that no harm was caused to person or property.

Reasonable Cause – Reasonable cause shall be defined as tardiness, excessive absenteeism, and erratic behavior such as noticeable imbalance, incoherence, and disorientation.

Rules, Disciplinary Actions and Grievance Procedures

A. Rules

All employees must report to work in a physical condition that will enable them to perform their jobs in a safe and efficient manner.

Employees shall not:

Use, possess, dispense, or receive prohibited substances on or at the job site; or

Report to work with any measurable amount of prohibited substances in their system.

B. Discipline

When the company has reasonable cause to believe an employee is under the influence of a prohibited substance, for reasons of safety, the workers may be suspended until the results are available.

1. Applicants testing positive for drug use will not be hired.
2. Employees who have not voluntarily come forward, and who test positive for a drug use, will be terminated.
3. Employees who refuse testing procedures will be terminated.
4. Employees found in possession of drugs or drug paraphernalia will be terminated.
5. Employees found selling or distributing drugs will be terminated.
6. Employees found under the influence of alcohol while on duty, or while operating a company vehicle, will be subject to termination.
7. Any subcontractor's employees violating items 1 – 6 above will be removed from the jobsite.

C. Prescription Drugs

Employees using a prescribed medication, which may impair the performance of job duties, either mental or motor functions, must immediately inform their supervisor of such prescription drug use. If COSUGAS LLC is made aware of an employee taking prescription drugs through we will require medical certification/release from the prescribing physician in order for the employee to continue to work while taking the prescription. For the safety of all employees, the company will consult with you to determine if a re-assignment of duties is necessary.

The company will attempt to accommodate your needs by making an appropriate re-assignment. However, if a re-assignment is not possible, you will be placed on temporary medical leave until released as fit for duty by the prescribing physician.

Drug and Alcohol Testing

The parties to this policy and program agree that under certain circumstances, the company will find it necessary to conduct drug and alcohol testing. While “random” testing is not necessary for the proper operation of this policy and program, it may be necessary to require testing under the following conditions.

1. A test may be administered in the event a supervisor has a reasonable cause to believe that the employee has reported to work under the influence, or is or has been under the influence while on the job; or has violated this drug policy. During the process of establishing reasonable cause for testing, the employee has the right to request his on-site representative to be present.
2. Testing is required if an employee is involved in a workplace accident/incident or if there is a workplace injury.
3. Testing may be required as a part of a follow-up to counseling or rehabilitation for substance abuse, for up to a one-year period.
4. Employees may also be tested on a voluntary basis.

Each employee will be required to sign a consent and chain of custody form, assuring proper documentation and accuracy. If an employee refuses to sign a consent form authorizing the test, ongoing employment by the company will be terminated.

Drug testing will be conducted by an independent accredited laboratory. Lab tests may consist of either blood or urine tests, or both, as required.

The company will bear the costs of all testing procedures unless the employees test results in a positive drug screen.

Post Accident/Incident Drug and Alcohol Testing Procedures

Drug and Alcohol Testing is required immediately after an employee is involved in a workplace accident/incident. Such testing shall be conducted by the medical clinic designated by COSUGAS LLC to treat the employee. Where an employee is hospitalized for a workplace injury, it is the policy of COSUGAS LLC that such an employee be tested for drugs and alcohol as soon as practical. If for any reason, the hospital cannot accommodate this request, the employee shall submit to a drug and alcohol test at the medical clinic designated by COSUGAS LLC.

1. No employee shall be allowed to drive him/herself to the medical clinic if it is observed that such employee is intoxicated or under the influence of drugs.
2. No employee shall be eligible to return to work until drug and alcohol test results are confirmed as negative. If the drug or alcohol test result is positive, the employee will be terminated.

3. No employee shall be paid for any time lost if the post accident/incident drug and alcohol test is positive.
4. Each employee will be required to provide a signed chain of custody form to assure proper documentation and accuracy.
5. Each employee will be required to provide a signed consent form to be submitted with the accident report to the Director of Safety.

It is the responsibility of the Superintendent to notify the Director of Safety immediately after a workplace injury by contacting them by phone or completing a post accident drug testing form.

Any Subcontractor employee found in violation of the above Substance Abuse policies will be removed from COSUGAS LLC's jobsite immediately.

REQUIRED POSTINGS

The Occupational Safety and Health Administration requires that certain notices, signs, or posters be posted in a conspicuous place where employees can readily see them or where notices to employees are customarily displayed. Minimum posting requirements include the following:

- **Labor Law Poster**
- **OSHA Job Safety and Health Poster**
- **Emergency Contact List (Site Specific)**
- **MSDS Notice to Employees - notice advises employees that Material Safety Data Sheets for products in use by COSUGAS LLC Subcontractors and vendors are available for their review.**
- **OSHA Annual Summary - the summary, OSHA 300A form is available at the Miami office. The summary is required to be posted only from 1 February to 30 April.**
- **Emergency Evacuation Map (Site Specific)**
- **Medical Facility - Address, Phone & Directions (Site Specific)**
- **Code of Safe Practices**

Construction sites without a jobsite trailer may keep the Labor Law Postings and the OSHA Job Health and Safety Poster in a binder. The Emergency contact information, Code of Safe Practices and the map to the nearest medical facility must be posted and readily accessible to the employees.

All required documents must be posted in both English and Spanish and are available by contacting the Superintendent or the Human Resources Department.

VIOLENCE IN THE WORKPLACE

INTRODUCTION

COSUGAS LLC recognizes the value of being the employer of choice and strives to create a work environment that coincides with that value. Field and office workers should never experience violence, threats or intimidation in the normal course of their work experience at COSUGAS LLC.

Workplace violence usually involves a threat of violence, or a physical act of violence resulting in a fatal or nonfatal injury, by a current or former worker, supervisor or manager; a current or former spouse or lover; a relative or friend; or some other person who has a dispute involving a worker of the workplace.

ACCOUNTABILITY

All employees are responsible to report any acts of violence, threats, intimidation or inappropriate behavior.

Supervisors at all levels must maintain a zero tolerance policy for violence in the workplace.

Displays of violence, intimidation or threats that are not recorded and managed appropriately may develop into a much larger problem.

APPLICATION

COSUGAS LLC maintains a zero tolerance policy on Violence in the workplace. Violence can be described as the following:

VIOLENCE IN THE WORKPLACE BEST PRACTICES

1. Effectively communicating the COSUGAS LLC anti-violence policy to all workers, supervisors or managers. (especially new hires)
2. Continually improve management and workers communicate with each other.
3. Increasing awareness by workers, supervisors and managers of the warning signs of potential workplace violence.
4. Controlling access to, and freedom of movement within, the workplace by non-workers, including recently discharged workers or persons with whom one of our worker's is having a dispute.
5. Recommend counseling to workers, supervisors or managers who exhibit behavior that may lead to physical or verbal abuse of co-workers.
6. Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
7. Ensure that worker disciplinary and discharge procedures address the potential for workplace violence.
8. Insubordination or other disrespectful conduct
9. Possession of dangerous or unauthorized materials, such as explosives, firearms or weapons, in the workplace

SUBCONTRACTOR SAFETY PROGRAM

COSUGAS LLC fully expects Subcontractors to *actively* participate in the Health, Safety and Environmental programs while working on COSUGAS LLC projects, or at any location when contracted to and in the course of work for COSUGAS LLC.

Subcontractors are required to:

- Administer their own safety program.
- And/or adopt the content of the COSUGAS LLC Safety manual. When mandated subcontractors will be required to:
 - Submit a copy of their safety plan and/or I.I.P.P.
 - Submit a copy of their Hazardous Communication Binder (MSDS)
 - Submit a copy of specific preventative plans as requested.
 - Submit proof of certifications as requested.
- Submit training documentation as requested Subcontractors must also comply with the following:
 - Applicable government standards and regulations.
 - Client requirements/programs that may be specified.
 - The site-specific IIPP, and/or any other Federal, State and Local health & safety regulations applicable to a specific site or job.

SECTION III

HAZARD CONTROL

ACCESS & EGRESS

INTRODUCTION

COSUGAS LLC generally relies on the site controlling entity to provide access & egress for work zones. The controlling entity's Foreman has a direct responsibility to inspect the scaffolds, ladders or access ways prior to commencing work.

ACCOUNTABILITY

The COSUGAS LLC Superintendent is responsible for ensuring that appropriate access and egress has been provided for their workers. COSUGAS LLC protects their employees and have the right to refuse work where safe access and egress is not provided.

Stairwells

- Are required in all buildings or structures 2 or more stories or 24 feet or more in height or depth. Suitable permanent or temporary stairways shall be installed.
- Stairways shall be at least 24 inches in width and shall be equipped with handrails, treads and landings. Temporary stairs shall have a landing not less than 30 inches wide in the direction of travel at each floor, or level, but never less than 1 landing for every 12 feet of vertical rise.
- 1 stairway shall be provided for access and exit for buildings and structures to 3 stories or 36 feet; if more than 3 stories or 36 feet, 2 or more stairways shall be provided. Where 2 stairways are provided and work is being performed in the stairways, 1 shall be maintained clear for access between levels at all times.
- A construction passenger elevator for hoisting workers shall be installed on all structures, 60 feet or more in height above or 48 feet in depth below ground level.
- Stairwells must be kept clear of debris and materials and should be lit when necessary.

Unfinished Floors

Prior to commencing work on unfinished floors, the COSUGAS LLC Superintendent must inspect the floor and adjacent operations to ensure a safe deck has been turned over. Prior to allowing workers on the floor, ensure the following:

- Ladder-way floor openings or platforms shall be guarded by standard railings with standard toe-boards on all exposed sides.
- Floor holes, into which persons can accidentally walk, shall be guarded by either a standard railing with standard toe-board on all exposed sides, or a floor hole cover of standard strength and construction that is secured against accidental displacement. While the cover is not in place, the floor hole shall be protected by standard railing.
- Screens shall be of such construction and mounting that they are capable of withstanding a load of at least 200 pounds applied horizontally at any point on the near side of the screen. They may be of solid construction, of grill work with openings not more than 8 inches long, or of slat work with openings not more than 4 inches wide with length unrestricted.
- Ensure the shoring is adequate for the deck itself and the intended load of rebar, workers and equipment. Visually inspect the shoring on a daily basis to ensure no modification or damage has occurred.

SCAFFOLDING

It is the policy of COSUGAS LLC that only properly trained employees of COSUGAS LLC or Subcontractors are allowed to use scaffolds.

Scaffolding on the job site can expose our employees or subcontractors to serious risks of injury. COSUGAS LLC may hire a vendor to install a scaffold or use the controlling entities scaffold but in no case shall COSUGAS LLC personnel build modify or install a scaffold.

Prior to using a scaffold COSUGAS LLC Superintendent Foreman is required to inspect the scaffold using the following criteria:

GENERAL RULES-SCAFOLD SAFETY

1. The footings or sills for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, loose bricks, or concrete blocks shall not be used to support scaffolding or planks.
2. Guardrails shall be installed on all open sides of scaffolds more than 10 feet above the ground or floor.
3. Scaffold 4-10 feet in height, with a minimum horizontal dimension in either direction of less than 45 inches, shall have guardrails installed.
4. Metal scaffolds shall be securely tied to the building or structure by means of a double looped No. 12 iron wire, or single looped No. 10 iron wire or equivalent at intervals not to exceed 30 feet horizontally and subject to the following:
5. All working platforms must be fully planked and overlapped at least 12 inches
6. All planking must be secured from movement (cleats).
7. Screw jacks shall be used to level the scaffold.
8. All brace connections shall be made secure with appropriate fittings.
9. The height of a scaffold cannot exceed 4 times the minimum base dimension without outriggers or being tied off to a stable part of the building.
10. Scaffolds shall be capable of supporting without failure at least 4 times the maximum intended load.
11. Daily inspection of scaffolding on the job site must be made by a competent person. Inspections must be documented.

BAKER SCAFFOLD (rolling scaffolds, Perry scaffolds)

1. Guardrails shall be installed on Baker Scaffolds more than 4 feet in heights.
2. Baker Scaffolds greater than 10 feet in height must be equipped with outriggers or secured to the building.
3. All casters shall be provided with a positive locking device to hold the scaffold in position.
4. When the scaffold is in use by any person, the wheels or casters shall be locked to prevent any movement.
5. When the Baker Scaffold platform is 6 feet or higher, bracing must be installed near the floor level for increased stability.

LADDERS

On some projects it is necessary to access the work zone via the use of a ladder. Ladders may be used for access and egress; however they may not be used for transporting equipment or materials to the work-zone. When a ladder is required for access, COSUGAS LLC's foreman must inspect the ladder prior to use by COSUGAS LLC personnel. The visual inspection must ensure the following best practices are adhered to.

Ladder Best Practices

- The use of ladders with broken or missing rungs or steps, broken or split side rails, or other faulty or defective construction is prohibited.
- Portable ladder feet shall be placed on a substantial base, and the area around the top and bottom of the ladder shall be kept clear.
- Portable ladders shall be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder (the length along the ladder between the foot and the top support). Ladders shall not be used in a horizontal position as platforms, runways, or scaffolds.
- Ladders shall not be placed in passageways, doorways, driveways, or any location where they may be displaced by activities being conducted on any other work, unless protected by barricades or guards.
- The side rails shall extend not less than 36 inches above the landing. When this is not practical, grab rails, which provide a secure grip for an employee moving to or from the point of access, shall be installed.
- Portable ladders in use shall be tied, blocked, or otherwise secured to prevent their being displaced.
- Never place a ladder in front of a door that opens toward the ladder unless the door is locked, blocked, or guarded.
- Do not place a ladder close to electric wiring or any operational piping (acid, chemical, sprinkler systems, etc.) where damage may occur.
- Always maintain a three-point contact when climbing up or down ladders (i.e., 2 feet with one hand/2 hands with 1 foot).

COMPRESSED GAS CYLINDERS

INTRODUCTION

Oxygen and Acetylene as a fuel for torches required for cutting rebar and other steel. COSUGAS LLC recognizes the significant hazard presented with use of compressed gas cylinders, flammable ones in particular. The following procedures were developed to reduce the hazards associated with the use of Oxygen and Acetylene.

Transporting-Cylinders should be transported as close to a vertical position as possible with the regulators removed and the valve caps in place. Cylinders lifted by crane or hoist must use an approved cart with a lifting eye.

Storage-Cylinders may only be stored with the caps in place, in a vertical position with the gauges removed. Cylinders may not be stored in carts unless the cart is equipped with a 5' 1/2 hour rated fire wall.

Usage- Cylinders may only be used in a vertical position with undamaged, functional regulators attached. Hoses must be free of breaks, kinks, wear or burn spots. Torches must come with flashback arrestors.

Fire Control- Oxygen and Acetylene shall not be used without a 10lb fire extinguisher placed no further than 25 feet from the torch end. Cylinders shall be protected from sparks, flame or electricity by positioning or shielding.

COMPRESSED GAS CYLINDERS

BEST PRACTICES

1. All cylinders shall be stored in an upright position and securely strapped or tied around the body of the cylinders by rope or chain.
2. Oxygen and Fuel shall be separated by at least 20' or a ½ hour rated fire wall.
3. Valve protection caps shall be kept on cylinders except when in use.
4. Oxygen cylinders shall be separated from flammable and combustible materials (especially grease).
5. Always store compressed gas cylinders in a well-ventilated area protected from direct sunlight.
6. Regulators and pressure gauges shall be used only with gasses for which they were designed.
7. When in use, cylinders should be secured to a cart that will not tip over.
8. Lifting Cylinders will only be accomplished in a cart approved for that purpose.
9. Torch carts must have a 10 lb chemical fire extinguisher provided.

CONFINED SPACE ENTRY

INTRODUCTION

Accidents involving confined space entry are rare but often fatal when they occur. When one worker goes down it is human nature to help and in a contaminated environment they become victims as well. Air contamination cannot be seen and cannot always be smelled and accidents as a result happen immediately! Some workers have experienced heart attacks and or other non-injury related illnesses while working in a confined space. If you didn't plan on how to get your buddies out in an emergency then you will quickly run out of time to assist them.

Definition

1. A space large enough for a person to enter and perform work.
2. Has limited entry or exit.
3. Is not a space designed for continuous occupancy.

Non-Permit: Confined space means the work area does not contain atmospheric hazards capable of causing death or serious physical harm.

Permit Required: Workers could be trapped, crushed, asphyxiated or exit/rescue is difficult or improbable. Contains any other recognized serious safety or health hazard including hazardous environment.

Any employee entering a confined space must be trained in the hazards associated with confined space entry, and must be authorized by a COSUGAS LLC Supervisor to enter.

The COSUGAS LLC Director of Safety must authorize any entry of COSUGAS LLC employees into Permit Required Confined Spaces prior to commencing operations.

CRANES

INTRODUCTION

COSUGAS LLC recognizes the inherent risk associated with crane operations. The following policies are provided to help insure that operations involving hoisting and the application of ropes, slings, chains and accessories are performed safely.

ACCOUNTABILITY

The safe operation and proper maintenance of cranes on the site shall be the overall responsibility of the Subcontractor or Vendor. The Subcontractor or Vendor shall also be held accountable for compliance with OSHA crane regulations for all cranes or derricks on the site whether owned, leased or rented. Only Crane companies on the COSUGAS LLC approved Subcontractor list shall be used.

Superintendents

COSUGAS LLC personnel are not authorized to operate tower cranes at any time.

The Subcontractor or vendor is responsible for ensuring that all crane operations are conducted in accordance with the best practices identified below:

Crane Best Practices

1. All cranes in use require an annual certification inspection and must be kept in the crane cab.
2. All operators must have a current NCCCO Certification. Exception: (1) Mobile cranes having boom length of less than 25 feet or a maximum rated load capacity of less than 15,000 pounds.
3. Cranes must be inspected prior to each use to ensure they are fit for operation.
4. Only qualified persons shall give signals to crane operators.
5. The swing radius of crane cab shall be protected.
6. Cranes shall not be left unattended with a load suspended.
7. No load shall be swung over personnel and no person shall work under suspended loads unless the load is effectively blocked to prevent it from falling.
8. It is unlawful and extremely dangerous to operate a crane within 20 feet of a live voltage line.
9. Truck cranes shall have a boom angle indicator located so the operator can see it when he is lifting a load.
10. Truck cranes shall have the outriggers firmly and securely set before attempting to lift a load.
11. On soft ground, "blocking" shall always be used under outrigger floats to prevent deflection or sinking. Outrigger shall always be fully extended as per manufacturer's recommendation.
12. Crane Cabs must have a serviceable fire extinguisher in the cab.
13. Cranes must be level prior to lifting a load. An unlevelled crane could side load the boom.
14. Gantry cranes shall have their controls clearly marked to indicate function.
15. Operators of Gantry cranes shall maintain visual contact with their load at all times.
16. Pendant controlled cranes shall have a warning light on the overhead travel bridge.
17. Radio controlled cranes shall have an audible warning horn or device.

Overhead Cranes

1. Cranes require a daily & bi-annual inspection and 4 year & annual certification.
2. Cranes must be inspected prior to each use to ensure they are fit for operation.
3. Only qualified & authorized workers are authorized to perform any work on COSUGAS LLC cranes.
4. Only qualified persons shall operators the crane controls.
5. Cranes shall never be left unattended with a load suspended.
6. No load shall be swung over personnel and no person shall work under suspended loads unless the load is effectively blocked to prevent it from falling.
7. One bay must be maintained between each operating crane and at no time shall two cranes occupy the same bay.
8. The hook must be directly centered over any load that it is attached to it.

Loading & Unloading Trailers

1. Trailers with damaged, broken or missing flooring planks must be removed from service.
2. Offloading a damaged trailer must be done under the supervision of the Shop Foreman.
3. Trailer must be loaded in such a way that no danger is posed to the workers expected to offload the trailer.
4. Overloading of trailer (even temporarily) is not allowed.
5. Overhanging loads may not hang lower than ¼ the distance from the top of the trailer to the ground.
6. In no case shall a load or parts of the load extend from the side of the trailer for more than 12". All overhanging loads must be flagged with a durable and highly visible flag.

ELECTRICAL SAFETY

INTRODUCTION

The risk of electrocution is generally limited to equipment maintenance or the use of faulty devices. COSUGAS LLC has made every effort to ensure that all power terminals meet the highest standards of safety and reliability. At all construction sites, GFCIs, Ground Fault Circuit Interrupters, are required to be used with all temporary power sources.

ACCOUNTABILITY

Subcontractors and vendors must ensure that all electrical power supplies meet the minimum safe standards detailed in this manual.

Electrical Panels

All electrical panels in the field must meet the following criteria:

1. Panels must be clearly marked, indicating power and service.
2. Panels may not have any signs of burns or damage to the interior or exterior.
3. Panels must have no missing breakers or covers on any breaker ports
4. Panels must be marked indicating "Do Not Block or Cover" in English and Spanish.
5. Panels must have a 3' clearance maintained at all times.

Wall Outlets

All electrical outlets in the field must meet the following criteria:

1. Outlets may not have any signs of burns or damage to the interior or exterior.
2. The face plate may not be broken or damaged in any way.
3. Outlets in the shop must be GFI type for all locations.
4. Outlets in kitchen areas or next to water supplies shall have GFI circuits.
5. Power Strips must be approved for use in industrial locations.

Extension Cords

1. Shall be inspected regularly for wear and damage.
2. Shall not be used as a substitute for permanent wiring.
3. Should not be plugged together to make a longer cord. Use in one continuous length.
4. Never pull a cord to disconnect; remove it by the plug.
5. Do not place cords under rugs, strung through doorways, windows, walls, or ceilings.
6. Damaged cords must be removed from service and repaired or destroyed immediately.
7. Use only approved cords outdoors. The word “outdoor” or the letters “WA” on the sheath.

Repairs

All repairs to electrical systems or components will be conducted by a licensed electrician and or their designee. No COSUGAS LLC or Subcontractor’s employee is authorized to work on COSUGAS LLC or Subcontractor’s equipment or wiring or electrical components unless they are qualified to perform the work and have received direction from their Supervisor.

EQUIPMENT SAFETY

INTRODUCTION

COSUGAS LLC understands the value of training our Superintendent’s and empowering them to make the appropriate safety decisions in the field. Superintendents are the front line defense against accidents and incidents on the job-site.

ACCOUNTABILITY

Equipment (Subcontractor’s)

Subcontractor’s Foreman will ensure the following best practices are being followed:

1. Equipment will only be repaired by qualified technicians
2. Equipment must have emergency kill switches installed regardless of the original configuration.
3. No COSUGAS LLC or Subcontractor’s personnel shall operate equipment without prior authorization and training.
4. No COSUGAS LLC or Subcontractor’s equipment shall be operated without the safety guards in place.
5. No equipment shall be serviced, adjusted, cleaned or re-tooled unless proper LOTO procedures are first applied.
6. A schedule of preventative maintenance shall be used to ensure equipment remains at peak operating performance.
7. All equipment shall be inspected prior to use and immediately removed from service when not operating performance.

Any equipment not operating at 100% or operating in an unsafe manner must be reported to the Subcontractor’s Foreman and COSUGAS LLC Superintendent and removed from service.

EXCAVATING AND TRENCHING OPERATIONS

INTRODUCTION

COSUGAS LLC may at times be required to enter excavations, footings or other types of pits. Creating, maintaining or providing protective system for excavations is outside of the normal scope of our work. COSUGAS LLC Superintendent’s are trained to inspect excavations to ensure they are safe for their workers to enter. The following section provides inspection procedures and best practices designed to reduce the risks associated with excavations.

ACCOUNTABILITY

Foreman (General Contractor)

The General Contractor's site superintendent is responsible for ensuring an excavation is safe to enter prior to allowing their workers to enter. No COSUGAS LLC personnel are authorized to install protective systems, create or modify an excavation.

The General Contractor's site superintendent must ensure the following Best Practices are adhered to:

Trenching & Excavation Best Practices

1. Trenches & Excavations in excess of 5' in vertical depth must have protective systems installed.
2. Trenches & Excavations in excess of 4' must have a ladder or similar exit 25' from each worker.
3. Excavations with free standing water or water intrusion must have a method for extracting the water. Employees may not enter an excavation with standing water unless adequate precautions have been taken.
4. The Foreman should review the excavation permit, the name of the competent person and the plan for protective systems.
5. If the work environment is suspected of being contaminated, the foreman has the responsibility to ask the appropriate responsible party to verify the safety of the excavation.
6. Protective systems for excavations deeper than 20 ft. shall be designed by a registered engineer with design plans made available for inspection.
7. Employees must be protected from excavated or other material by keeping such material 2 ft. from the excavation edge or by using barrier devices.
8. Employees must be protected from falling materials by scaling, installation of protective barriers, or other methods.
9. **COSUGAS LLC personnel and Subcontractor's employees are not authorized to enter an excavation greater than 5' deep without protective systems installed.**

FALL PROTECTION POLICY

INTRODUCTION

The fall protection standard is covered under 29 CFR part 1926 (OSHA Code of Federal Regulations for the construction industry). In some cases COSUGAS LLC policy is more stringent than the Federal or State Standard in controlling fall exposures. Whenever Contractor policy is more stringent, employees shall follow contractor policy.

ACCOUNTABILITY

COSUGAS LLC Subcontractor's and vendors are required to wear and use fall protection equipment when working at heights of 6' or greater, and anytime additional hazards exist within the fall zone. For example: Electrical Hazard, Impalement Hazard etc..

Superintendents-must ensure all required Fall Protection Equipment is utilized by the Subcontractor's and vendors in the field. Through pre-task and pre-project planning the fall protection needs on each project should be identified well in advance.

Subcontractor's and Vendors must ensure that all workers exposed to a fall must have the appropriate training and fall protection equipment prior to commencing work. The Subcontractor's foreman is responsible for ensuring each worker inspects their equipment prior to use each day.

In addition the Superintendent and Subcontractor's Foreman must inspect the work area to ensure the **work zone** is in compliance with the following regulations: (Review Access and Egress Section of this manual)

1. Work zones with an unprotected side or leading edge, 6 feet high or more must be protected by the use of guardrail, safety net system.
2. Holes in decking must be covered and shall be capable of safely supporting the greater of 400 pounds or twice the weight of the employees, equipment and materials that may be imposed on any one square foot area of the cover at any time. Covers shall be secured in place to prevent accidental removal or displacement, and shall bear "Opening--Do Not Remove." Temporary markings shall not be used.
3. When workers are exposed to falling objects, the Subcontractor's foreman must ensure the Subcontractor or responsible party has erected toe boards, screens or guardrail systems to prevent objects from falling from higher levels. The Subcontractor's foreman must not allow his workers to be exposed to this hazard without protection.
4. All COSUGAS LLC and Subcontractor's workers shall be "tied off" above 6 feet, which requires employees working on Rebar Columns and Walls be equipped with fall protection. Employees below 24 feet and not exposed to any impalement hazard in the fall zone may travel from point-to-point without the 100% tie off requirement until they stop traveling.
5. The use of a body belt or safety belt as part of a personal fall arrest system is prohibited.
6. For heights above 24 feet, or where impalement or other hazards exist in the fall zone, all employees are required to be 100% "tied off". This means that employees are equipped with a fall arrest system, and tied off at all times, including horizontal and vertical point-to-point travel.
7. Holes in decking must be covered and shall be capable of safely supporting the greater of 400 pounds or twice the weight of the employees, equipment and materials that may be imposed on any one square foot area of the cover at any time. Covers shall be secured in place to prevent accidental removal or displacement and shall bear "Opening--Do Not Remove." Temporary markings shall not be used.
8. When workers are exposed to falling objects, the Subcontractor's foreman must ensure the Subcontractor responsible party has erected toe boards, screens or guardrail systems to prevent objects from falling from higher levels. The foreman must not allow his workers to be exposed to this hazard without protection.
9. Workers "CONNECTING" steel are required to wear fall protection when working above 15' feet and to be tied off at all times when working above 30'.
10. For all structural steel erection work (bolting, welding) other than "connecting" at heights above 15 feet, or where impalement or other hazards exist in the fall zone, all employees are required to be 100% "tied off". This means that employees are equipped with a fall arrest system, and tied off at all times, including horizontal and vertical point-to-point travel.

FALL PROTECTION SYSTEMS

Guardrail Systems

Top Rail

1. Must be 42 to 45 inches high.
2. When Stilts are used, the top edge may exceed the 45-inch height, provided the guardrail system meets all other criteria of this section.
3. Must withstand a force of at least 200 lbs in any outward or downward direction at any point along the top rail.
4. When 200 lbs of force is exerted on the top rail during inspection the top rail must not deflect to a height less than 39 inches above the working level.

5. The ends of all top rails shall not overhang the terminal posts, except where the overhang does not present a projection hazard.
6. Steel or plastic banding shall not be used as top rails.
7. If wire rope is used as a top rail, it must be flagged every 6 feet with highly visible material.

Mid Rail

1. Shall be used when there is no wall or parapet wall at least 21 inches high.
2. Shall be installed at a height midway between the top rail and the walking/working level.
3. Must withstand, without failure, a force of 150 lbs in any outward or downward direction at any point along the mid rail.
4. Steel or plastic banding shall not be used as mid rails.
5. Guardrail systems shall be surfaced as to prevent injury to an employee from punctures, lacerations, and to prevent snagging of clothing.

Personal Fall Arrest Systems

1. Full body harnesses, positioning hooks and Y-lanyards are provided by Subcontractor's for each employee.
2. The Subcontractor's are responsible for ensuring that the bi-annual inspection of each harness, lanyard & positioning hooks is conducted and will provide new equipment as required. Inspection procedures are per the manufacturers recommendations.
3. The Subcontractor's foreman on the jobsite requiring the use of fall protection is required to ensure the inspection and proper use and care of each piece of fall protection equipment on a daily basis. All equipment not passing inspection is required to be replaced immediately.
4. The attachment point of the body harness shall be located in the center of the wearer's back near shoulder level, or above.
5. The attachment point for positioning hooks and lanyards should be to anchor point capable of supporting at least 5,000 lbs.
6. When anchoring to rebar, the attachment point must be to the inside bar.



WARNING LINE SYSTEMS

The Subcontractor's foreman should consider the following criteria when evaluating warning line systems:

1. Consist of ropes, wires, or chains, and supporting stanchions erected
2. The rope, wire, or chain shall be flagged at not more than 6-foot intervals with a highly visible material.
3. The rope, wire, or chain shall be rigged and supported in such a way that its lowest point is not less than 34 inches from the waling/working surface and its highest point is no more than 39 inches from the walking/working surface.

4. After being erected, with the rope, wire, or chain attached, stanchions shall be capable of resisting, without tipping over, a force of at least 16 lbs applied horizontally against the stanchion, 30 inches above the walking/working surface, perpendicular to the warning line, and in the direction of the floor, roof, or platform edge.
5. The rope, wire, or chain shall have a minimum tensile strength of 500 lbs, and after being attached to the stanchions, shall be capable of supporting, without breaking the loads applied to the stanchions.

TRAINING

All Subcontractors' employees shall be trained by their foreman or other competent person on the following Fall Protection Topics:

1. Identifying fall hazards in the work zone and when to tie-off.
2. Use and inspection of fall protection equipment.
3. Appropriate attachment points.

HAZARDS ASSOCIATED WITH REINFORCING STEEL

INTRODUCTION

COSUGAS LLC recognizes the risks associated with reinforcing steel or other similar projections. The following section has been developed in order to eliminate the risk of impalement, cuts, punctures or other injuries involving the use of reinforcing steel.

ACCOUNTABILITY

The Subcontractor is responsible for ensuring all exposed vertical steel and other similar projections are protected by means described in this section.

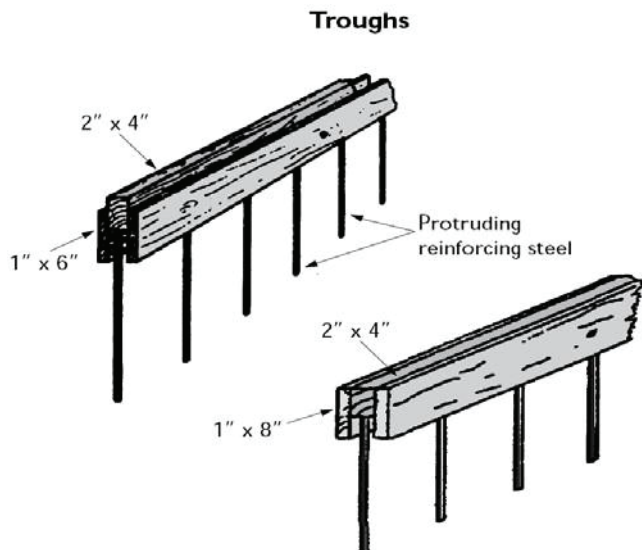
In the event of an accident or inspection, the Subcontractor would be considered the “exposing Subcontractor” and would be cited for allowing workers to be exposed to unprotected protrusions.

In those rare cases where COSUGAS LLC is responsible for providing the required protection, this section will be followed in the application of protective devices.

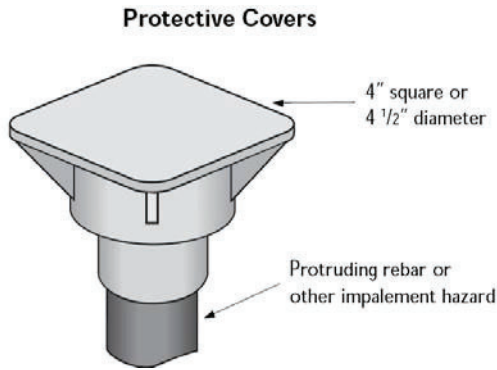
APPLICATION

Types of Protective Devices:

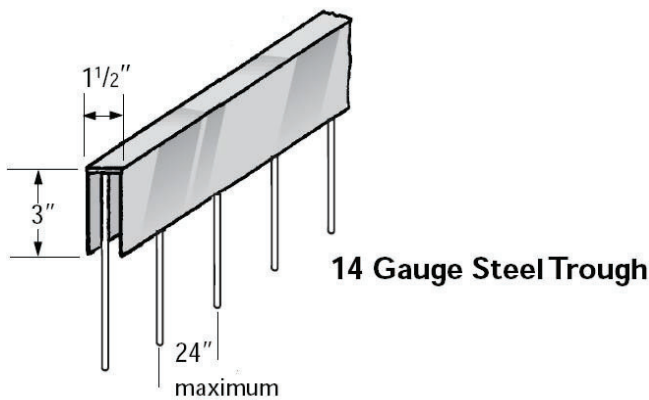
Job-Built: As used in this section, protective covers and troughs usually constructed at the job-site of wood or other materials of equal or greater strength and designed specifically for covering exposed ends of reinforcing steel or other similar projections at a specific job-site.



Protective Covers: Manufactured or job-built apparatus designed to cover exposed ends of reinforcing steel or other similar projections so as to prevent impalement.



Troughs: Manufactured or job-built protective covers designed to cover two or more exposed ends of reinforcing steel or other similar projections so as to prevent impalement, and which meet the applicable requirements in subsection (d).



When is Protection Required?

Workers working at the same surface level or above as exposed protruding reinforcing steel or other similar projections shall be protected against the hazard of impalement by guarding exposed ends with protective covers, or troughs.

Protection may be provided in the following forms:

1. Guardrails or barriers
2. Approved fall protection systems
3. Protective covers as specified in the previous section.

Reinforcing Steel Best Practices & Inspection Criteria

1. Protective covers shall have a minimum 4-inch by 4-inch square surface area, or if round, a minimum diameter of 4 1/2 inches.
2. Manufactured protective covers shall be marked with the manufacturer's name/logo.
3. Job-built protective covers must match the diagrams provided in this manual. Job-built protective covers that do not match the diagrams must be designed by an engineer with a copy of the engineering drawings made available to COSUGAS LLC.
4. All reinforcing steel extending up to 6' must be protected in an appropriate manner.
5. Form stakes and stakes used to support column braces must be protected.
6. Workers must be protected from horizontal bar when it protrudes into an access way.
7. Workers are not be allowed to work over 6' without approved fall protection devices.
8. Workers must use 100% tie off procedures when working above exposed rebar. 100% tie-off mean a Y-Lanyard with two hooks or a retractable device. The point to point allowance does not apply when unprotected rebar is beneath the worker.
9. Long sleeve shirts and gloves are highly recommended for iron workers.
10. Workers must be advised of the hazards of reinforcing steel via a tailgate safety meeting.
11. Work areas must be inspected daily to ensure that all rebar caps/troughs are in place prior to commencing work or returning from a break.

HAZARDS ASSOCIATED WITH STRUCTURAL STEEL ERECTION

INTRODUCTION

COSUGAS LLC recognizes the risks associated with structural steel erection. The following section has been developed in order to eliminate the risk of falls, struck-by, crushed-by or other injuries involving the process of structural steel erection.

ACCOUNTABILITY

The Subcontractor is responsible for ensuring all structural steel procedures are followed by means described in this section.

Structural Steel Best Practices & Inspection Criteria

1. Steel erection shall not commence until written notification is received from the General Contractor indicating:
 - A. Concrete has attained sufficient strength to support the loads imposed during the steel erection process.
 - B. Repairs, replacements or modifications to anchor bolts where approved by the project structural engineer.
2. Adequate access into and through the site for safe delivery and movement of equipment and materials to be erected shall be provided.
3. All hoisting operations shall be pre-planned. COSUGAS LLC requires a VEP, Vertical Erection Plan.
4. Cranes used in steel erection shall be visually inspected prior to use by a competent person on each shift.
5. A qualified rigger shall inspect the rigging prior to each shift.
6. Structural stability shall be maintained at all times during the erection process.

7. At no time shall there be more than four floors or 48 ft., whichever is less, of unfinished bolting or welding above the foundation or uppermost permanently secured floor, except where structural integrity is maintained as a result of the design.
8. A fully planked or decked floor or nets shall be maintained within two stories or 30 feet, whichever is less, directly under any erection work being performed.
9. Metal decking bundles shall be landed on framing members so that enough support is provided to allow the bundles to be un-banded without dislodging the bundles from the support.
10. Roof & Floor holes and openings shall be covered.
11. Covers shall be secured to prevent accidental displacement.
12. All covers shall be painted with high-visibility paint or marked with the word "Hole" or "Cover".
13. All columns shall be anchored by a minimum of 4 anchor bolts.
14. All columns shall be evaluated by a competent person to determine whether guying or bracing is needed.
15. A steel joist or girder shall not be placed on any support structure unless such structure is stabilized.
16. Steel joists and girders shall not be used as anchorage points for a fall arrest system without written approval from a qualified person.
17. Construction loads shall not be placed on any structural steel framework unless such framework is safely bolted, welded or otherwise adequately secured.
18. Taglines shall be used on all hoisted loads that expose employees to the swing of the load.
19. Whenever possible, "connectors" must straddle the beam instead of walk along the top flange.

HEARING CONSERVATION PROGRAM

Administration

This written hearing conservation plan serves as a record of the details of the hearing conservation program in place at this company. We have this program in place to protect the hearing of all workers in the company.

The Director of Safety has overall responsibility for coordinating safety and health programs in this company and is the person having overall responsibility for the Hearing Conservation Program. The Director of Safety will review and update the program, as necessary. Copies of the written program may be obtained at the office upon request.

Workers must wear hearing protection whenever they are exposed to noise levels above 90db.

Using the following examples of common construction tools, the Subcontractor's Foreman should be able to identify work areas that expose its subcontractor's employees to noise levels in excess of 90db.

Probable Noise Levels of Common Construction Tools

Noise levels represent exposures at operator's ear, except where otherwise indicated

Tool	Noise level will probably exceed...	Reference
Air compressor	90	CDC (2005)
Air hammer	110	Bragdon (1971)
Air track drill	110	Eaton (2000)
Asphalt grinder	111	Greenspan et al (1995)
Brick saw	94	Burgess and Lai (1999)
Chipper, pneumatic	100	Hassall (1979), Olishifski (1975)
Chipping gun	96	Kerr et al (2002), CDC (2005), UW (2004)
Chopsaw	92	Kerr et al (2002), UW (2004)
Compactor	90	Utley and Miller (1985)
Compressed air gun	104	Kerr et al (2002)
Concrete saw	98	CDC (2005)
Concrete vibrator	90	CDC (2005)
Cutoff saw	98	NZ DOSH (2002), Greenspan et al (1995)
Diesel hammer piledriver on concrete pile (at 15m)	95	Hong Kong EPD (1989)
Diesel hammer piledriver on steel pile (at 15m)	99	Hong Kong EPD (1989)
Drop hammer piledriver on steel pile (at 15m)	93	Hong Kong EPD (1989)
Electric grinder	98	NZ DOSH (2002)
Excavator	80	Greenspan et al (1995), Utley
Forklift	93	Utley and Miller (1985)
Front end loader	90	Burgess and Lai (1999), Utley and Miller (1985)
Grader/scrapper	107	Greenspan et al (1995)
Jackhammer	102	CDC (2005), Ren (1999), Alfredson and May (1978)
Jigsaw	91	NZ DOSH (2002), Kerr et al (2002)
Mechanical tamper	90	CDC (2005), Greenspan et al

		(1995)
Mechanical tamper at 50 ft	90	Alfredson and May (1978)
Nailgun	97	NZ DOSH (2002)
Paver at 50 ft	86	Alfredson and May (1978)
Piledriver at 50 ft	95	Alfredson and May (1978)
Powder actuated tool	89	NZ DOSH (2002), UW (2004), Kerr et al (2002)
Road grader	95	Dobie (1993)
Rotohammer	84	NZ DOSH (2002), CDC (2005), UW (2004), Kerr et al (2002)
Router	90	NZ DOSH (2002), Kerr et al (2002)
Scraper	117	Dobie (1993)
Stud welder	101	CDC (2005)
Welding equipment	92	UW (2004)

HEAT ILLNESS PREVENTION

Operations involving high air temperatures, radiant heat sources, high humidity, direct physical contact with hot objects, or strenuous physical activities have a high potential for inducing heat stress in employees engaged in such operations.

Outdoor operations conducted in hot weather, such as construction, especially those that require workers to wear semi permeable or impermeable protective clothing, are also likely to cause heat stress among exposed workers.

Causal factors

Age, weight, degree of physical fitness, degree of acclimatization, metabolism, use of alcohol or drugs, and a variety of medical conditions such as hypertension all affect a person's sensitivity to heat. However, even the type of clothing worn must be considered. Prior heat injury predisposes an individual to additional injury.

It is difficult to predict just who will be affected and when, because individual susceptibility varies. In addition, environmental factors include more than the ambient air temperature. Radiant heat, air movement, conduction, and relative humidity all affect an individual's response to heat.

Heat disorders and health effects

Heat stroke

Heat stroke occurs when the body's system of temperature regulation fails and body temperature rises to critical levels, this condition is caused by a combination of highly variable factors, and its occurrence is difficult to predict. Heat stroke is a medical emergency. The primary signs and symptoms of heat stroke are confusion; irrational behavior; loss of consciousness; convulsions; a lack of sweating (usually); hot, dry skin; and an abnormally high body temperature, e.g., a rectal temperature of 41C (105.8F). If body temperature is too high, it causes death. The elevated metabolic temperatures caused by a combination of work load and environmental heat load, both of which contribute to heat stroke, are also highly variable and difficult to predict.

If a worker shows signs of possible heat stroke, professional medical treatment should be obtained immediately. The worker should be placed in a shady area and the outer clothing should be removed. The worker's skin should be wetted and air movement around the worker should be increased to improve evaporative cooling until professional methods of cooling are initiated and the seriousness of the condition can be assessed.

Fluids should be replaced as soon as possible. The medical outcome of an episode of heat stroke depends on the victim's physical fitness and the timing and effectiveness of first aid treatment.

Regardless of the worker's protests, no employee suspected of being ill from heat stroke should be sent home or left unattended unless a physician has specifically approved such an order.

Heat exhaustion

The signs and symptoms of heat exhaustion are headache, nausea, vertigo, weakness, thirst, and giddiness. Fortunately, this condition responds readily to prompt treatment. Heat exhaustion should not be dismissed lightly, however, for several reasons. One is that the fainting associated with heat exhaustion can be dangerous because the victim may be operating machinery or controlling an operation that should not be left unattended; moreover, the victim may be injured when he or she faints. Also, the signs and symptoms seen in heat exhaustion are similar to those of heat stroke, a medical emergency.

Workers suffering from heat exhaustion should be removed from the hot environment and given fluid replacement. They should also be encouraged to get adequate rest.

Heat cramps

Heat cramps are usually caused by performing hard physical labor in a hot environment. These cramps have been attributed to an electrolyte imbalance caused by sweating. It is important to understand that cramps can be caused by both too much and too little salt. Cramps appear to be caused by the lack of water replenishment. Because sweat is a hypotonic solution ($\pm 0.3\%$ NaCl), excess salt can build up in the body if the water lost through sweating is not replaced. Thirst cannot be relied on as a guide to the need for water; instead, water must be taken every 15 to 20 minutes in hot environments.

Under extreme conditions, such as working for 6 to 8 hours in heavy protective gear, a loss of sodium may occur. Recent studies have shown that drinking commercially available carbohydrate-electrolyte replacement liquids is effective in minimizing physiological disturbances during recovery.

Heat collapse

In heat collapse (fainting), the brain does not receive enough oxygen because blood pools in the extremities. As a result, the exposed individual may lose consciousness. This reaction is similar to that of heat exhaustion and does not affect the body's heat balance. However, the onset of heat collapse is rapid and unpredictable. To prevent heat collapse, the worker should gradually become acclimatized to the hot environment.

Heat rashes

Heat rashes are the most common problem in hot work environments. Prickly heat is manifested as red papules and usually appears in areas where the clothing is restrictive. As sweating increases, these papules give rise to a prickling sensation. Prickly heat occurs in skin that is persistently wetted by un-evaporated sweat, and heat rash papules may become infected if they are not treated. In most cases, heat rashes will disappear when the affected individual returns to a cool environment.

Heat-fatigue

A factor that predisposes an individual to heat fatigue is lack of acclimatization. The use of a program of acclimatization and training for work in hot environments is advisable. The signs and symptoms of heat fatigue include impaired performance of skilled sensory motor, mental, or vigilance jobs. There is no treatment for heat fatigue except to remove the heat stress before a more serious heat-related condition develops.

Controls

Ventilation, air cooling, fans, shielding, and insulation are the five major types of engineering controls used to reduce heat stress in hot work environments. Heat reduction can also be achieved by using power assists and tools that reduce the physical demands placed on a worker.

However, for this approach to be successful, the metabolic effort required for the worker to use or operate these devices must be less than the effort required without them. Another method is to reduce the effort necessary to operate power assists. The worker should be allowed to take frequent rest breaks in a cooler environment.

Acclimatization

The human body can adapt to heat exposure to some extent. This physiological adaptation is called acclimatization. After a period of acclimatization, the same activity will produce fewer cardiovascular demands. The worker will sweat more efficiently (causing better evaporative cooling), and thus will more easily be able to maintain normal body temperatures.

A properly designed and applied acclimatization program decreases the risk of heat-related illnesses. Such a program basically involves exposing employees to work in a hot environment for progressively longer periods. NIOSH (1986) says that, for workers who have had previous experience in jobs where heat levels are high enough to produce heat stress, the regimen should be 50% exposure on day one, 60% on day two, 80% on day three, and 100% on day four. For new workers who will be similarly exposed, the regimen should be 20% on day one, with a 20% increase in exposure each additional day.

Fluid replacement

Cool (50-60F) water or any cool liquid (except alcoholic beverages) should be made available to workers to encourage them to drink small amounts frequently, e.g., one cup every 20 minutes. Ample supplies of liquids should be placed close to the work area. Although some commercial replacement drinks contain salt, this is not necessary for acclimatized individuals because most people add enough salt to their summer diets.

Worker monitoring programs

Every worker who works in extraordinary conditions that increase the risk of heat stress should be personally monitored. These conditions include wearing semi permeable or impermeable clothing when the temperature exceeds 21C (69.8F), working at extreme metabolic loads (greater than 500 kcal/hour), etc.

Respirator usage

The weight of a self-contained breathing apparatus (SCBA) increases stress on a worker, and this stress contributes to overall heat stress. Chemical protective clothing such as totally encapsulating chemical protection suits will also add to the heat stress problem.

The following administrative controls can be used to reduce heat stress:

- Reduce the physical demands of work, e.g., excessive lifting or digging with heavy objects;
- Provide recovery areas, e.g., air-conditioned enclosures and rooms;
- Use shifts, e.g., early morning, cool part of the day, or night work;
- Use intermittent rest periods with water breaks;
- Use relief workers;
- Use worker pacing; and **Circulating air**
- Assign extra workers and limit worker occupancy, or the number of workers present, especially in confined or enclosed spaces.

Training

Training in the following topics shall be provided to all supervisory and non-supervisory employees of COSUGAS LLC and Subcontractors.

- The environmental and personal risk factors for heat illness;
- The employer's procedures for complying with the requirements of this standard;
- The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties;
- The importance of acclimatization;
- The different types of heat illness and the common signs and symptoms of heat illness;

- The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers;
- The employer's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;
- The employer's procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider;
- The employer's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.
- Supervisor training. Prior to assignment to supervision of employees working in the heat, training on the following topics shall be provided:
 - The information outlined above.
 - The procedures the supervisor is to follow to implement the training required for all employees
 - The procedures the supervisor is to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.
 - The procedures the supervisor is to follow to implement the applicable provisions in this section.
 - The procedures the supervisor is to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

Prevention Steps

- Drink plenty of Water/Electrolytes during the work day 3-4 (8) oz glasses
- Rest Breaks taken as needed during high heat days
- Take breaks in the shade or in cool areas
- Shade is a cool area with no direct sunlight for example an air conditioned vehicle.
- Wear light colored/cool clothing on hot days and change if perspiration accumulates
- Call 911 for any signs or symptoms of heat stroke or exhaustion.
- If you suspect heat illness, evaluate and treat the worker but do not allow them to go home without treatment or a period of evaluation.

Definitions of Heat Illness

Heat Cramps: Painful spasm of the muscles caused by losing salt and a lack of water. This usually occurs during hard physical labor like carrying material in high heat.

Treatment: Consume water, provide shade, and massage the cramp if the cramp is disabling, call 911.

Heat Exhaustion: Due to loss of fluid from sweating and not drinking water. Signs of heat exhaustion include cool, moist, pale flushed or red skin; heavy sweating; headache nausea vomiting, dizziness giddiness and extreme weakness or fatigue. The skin is clammy and moist while body temperature will be normal or slightly elevated.

Treatment: Cool the worker down; give them water or electrolytes and remove/loosen tight clothing and apply cold compresses. If they refuse fluids, vomit or lose consciousness, call 911.

Heat Syncope (Fainting): Workers not accustomed to the heat who stand for prolonged periods of time may faint. If a worker loses consciousness, call for care.

Treatment: Fainting is usually short lasting and will improve after lying down in a cool environment. If the fainting lasts for more than a minute, or is accompanied by changes in mental state, call 911.

Heat Stroke Symptoms: Victims of heat stroke can die unless treated.

-Hot, but not sweating -Confusion, irrational behavior,

-Loss of consciousness, -Convulsions

-Hot, dry skin -Body temperature (105.8F)

Treatment:

- Have the victim lie down in a shady area or get them indoors.
- Remove clothing and slowly apply cool water to the skin, fanning to stimulate sweating.
- Apply covered ice packs to the groin and armpits
- Heat Stroke victims must be transported for medical treatment immediately! (Call 911)

Awareness of heat illness symptoms can save your life or the life of a co-worker

- If you are coming back to work from an illness or an extended break or you are just starting a job working in the heat, it is important to be aware that you are more vulnerable to heat stress until your body has time to adjust. Let your employer know you are not used to the heat. It takes about 5 – 7 days for your body to adjust.
- Drinking plenty of water frequently is vital to workers exposed to the heat. An individual may produce as much as 2 to 3 gallons of sweat per day. In order to replenish that fluid the worker should drink 3 to 4 cups of water every hour starting at the beginning of your shift.
- Taking your breaks in a cool shaded area and allowing time for recovery from the heat during the day are effective ways to avoid heat illness.

- Avoid or limit the use of alcohol and caffeine during periods of extreme heat. Both dehydrate the body.
- If you or a co-worker start to feel symptoms such as nausea, dizziness, weakness or unusual fatigue, let your supervisor know and rest in a cool shaded area. If symptoms persist or worsen seek immediate medical attention.
- Whenever possible, wear clothing that provides protection from the sun but allows airflow to the body. Protect your head and shade your eyes if working outdoors.
- When working in the heat be sure to pay extra attention to your coworkers and be sure you know how to call for medical attention.

HOUSEKEEPING

INTRODUCTION

Housekeeping on a construction site means working in a manner that reduces waste and eliminates accumulation of waste materials from one day to the next. All waste materials should be collected daily and staged in a specific location that does not pose a hazard to other workers.

ACCOUNTABILITY

The condition of the work-zone is the responsibility of any and all COSUGAS LLC Superintendents on the job-site. Subcontractors will be held accountable for the accumulation of waste material in the work zone or improper disposal or storage of waste material.

If the COSUGAS LLC Superintendent deems the projects accumulation of waste adversely affects work operations, they are required to notify the Subcontractor responsible for clean up. If the Superintendent does not find site conditions improved, they are hereby directed to photograph the affected area and contact the COSUGAS LLC Director of Safety.

HOUSEKEEPING BEST PRACTICES

1. During the course of construction, alteration, or repairs, form and scrap lumber with protruding nails and all other debris shall be kept reasonably cleared from work areas, passageways, and stairs in and around buildings or other structures. (To include scrap rebar and tie wire.)
2. Material storage areas and walkways on the construction site shall be maintained reasonably free of dangerous depressions, obstructions, and debris.
3. Combustible debris accumulated within the building or structure shall be removed promptly during the course of construction. Safe means shall be provided to expedite such removal.
4. Flammable or hazardous wastes shall be placed in covered containers separate from the normal debris.
5. All waste shall be disposed of at intervals determined by the rate of accumulation and capacity of the job site container.
6. Waste, materials, or tools shall **not be thrown** from buildings or structures to areas where employee(s) may be located, unless the area where the material falls is guarded by fences, barricades, or other methods/means to prevent employee(s) from entering and being struck by falling objects. Signs shall be posted to warn employees of the hazard.

LOCK-OUT/TAG-OUT

PURPOSE

This program establishes the minimum requirements for the lockout of energy sources. It shall be used to ensure that, before an employee performs any servicing or maintenance activities where the unexpected energization, start-up or release of stored energy could occur and cause injury, all potentially hazardous energy shall be locked out.

Potentially hazardous energy means mechanical energy due to pressure, gravity, or springs; electrical energy; and thermal energy (heat or cold). These procedures will help make sure that anyone working on equipment isn't electrocuted, hit, cut, crushed or otherwise hurt during repair or service.

INTRODUCTION

Failure to lock out and block out machinery before working on it is a major cause of serious injury and death.

Workers are electrocuted—or lose fingers, hands, arms—or suffer severe crushing injuries—because machinery is inadvertently turned on while it is being maintained, repaired or adjusted.

These injuries can be prevented by establishing and using an effective lockout program.

To prevent these kinds of lockout/tagout accidents, OSHA Regulations —requires every employer to inaugurate and maintain an accident prevention program which shall include but not be limited to the following:

1. A training program designed to instruct employees in general safe work practices, plus specific instruction with regard to hazards unique to any job assignment.
2. Scheduled periodic inspections to identify and correct any unsafe conditions and work practices that may be found.
3. The employer shall correct unsafe conditions and work practices found as a result of the required inspections.

To be effective, a lockout/tagout program should include:

- A survey of the equipment by responsible persons who are thoroughly familiar with its operation and associated hazards, in order to identify which machinery should be locked and blocked out.
- Identification and labeling of lockout devices. Selection and purchase of locks, tags and blocks.
- A standard operating procedure that is written and followed.

RESPONSIBILITY

All COSUGAS LLC and Subcontractors employees shall be instructed in the safety significance of lockout procedures by their Safety Representative. Each new or transferred affected employee shall also be trained in the purpose and use of the lockout procedure. Authorized employees shall receive the training required to safely lock and tag equipment out of service.

TRAINING

It is company policy that all exposed employees of COSUGAS LLC and Subcontractor's employees will be trained in the following:

- a. New employees will be trained in Lockout/Tagout procedures prior to engaging in activities that require lockout to ensure safety.
- b. Current employees will be retrained when new equipment and lockout procedures are introduced into the workplace.
- c. The recognition of hazardous energy sources.
- d. The type and magnitude of the energy available in the workplace.
- e. The method and means necessary for energy isolation and control

Equipment Survey:

Identifying & Labeling the Energy Disconnecting Means

Make an initial survey of the plant or operation to identify all energy sources.

This must be done by physical inspection, possibly in combination with a study of drawings and equipment manuals.

Locate and mark the disconnecting means, indicating their function. Categorize the identification details as to equipment supplied and energy type and magnitude, from material worked out beforehand in this lockout/tagout program planning study.

Methods of Locking Out Controls

There are many different ways to lock out a piece of equipment. Commonly, the main disconnect switch has one opening where a lock can be placed.

If more than one employee works on the equipment, a lockout adaptor suitable for the installation of several locks must be used, enabling all workers to lock out the machine with their individual locks.

If the switches are in a metal box, the box itself must be locked out.

If a fuse was removed in order to de-energize the equipment, the fuse box must be locked.

If the controls are in a metal-covered box, a common hasp can be welded or riveted to the door, along with a lock staple. Then the switch can be "opened" and the door closed and padlocked.

Fuse boxes can also be locked in this way.

Machines activated by compressed air or steam will have valves that control movement. These valves will need not only to be locked out, but also bled to release any back pressure.

Lockout Procedure Requirements

1. All Authorized personnel are issued a suitable lock (or locks). The lock has the individual worker's name and other identification on it. Each worker has the only key to their lock.
2. The worker checks to be sure that no one is operating the machinery BEFORE turning off the power. The machine operator is informed before the power is turned off. Sudden loss of power could cause an accident. All affected employees are notified prior to LOTO.
3. Steam, air, and hydraulic lines should be bled, drained, and cleaned out. There should be no pressure in these lines or in reservoir tanks.

4. Any mechanism under load or pressure, such as springs, should be released and blocked.
5. Each person who will be working on the machinery should put a lock on the machine's lockout device(s). Each lock must remain on the machine until the work is completed. Only the worker who placed the lock should remove his/her lock.
6. All energy sources which could activate the machine must be locked out. The main valve or main electrical disconnect must be tested to be sure that the power to the machine is off.
7. Electrical circuits must be checked by qualified persons with proper and calibrated electrical testing equipment. An electrical failure could energize the equipment, even if the switch is in the off position. Stored energy in electrical capacitors should be safely discharged.

CAUTION: Return disconnects and operating controls to the off position after each test.

Attach accident prevention tags which give the reason for placing the tag, the name of the person placing the tag, how he/she may be contacted, and the date and time the tag was placed. No one removes the lock without proper authority.

Locks, Blocks, & Accident Prevention Tags

Locks

Each worker must have his/her own lock and the only key to that lock.

The lock should be substantial and durable and should have the name of the employee on it. In addition, locks can be color-coded to indicate different shifts or types of crafts.

When more than one worker is servicing a piece of equipment that must be locked out, a lockout adapter can be used which allows all the workers to place their locks on the disconnecting means. After the work is completed, each worker removes his/her lock and the machine is then returned to service.

Tags

DO NOT USE TAGS ALONE. Exception: Cord & plug equipment where the Authorized Employee tagging the equipment maintains control of the cord & plug.

Tags must state the:

- reason for the lockout.
- name of the employee who is working on the equipment and how that person may be reached.
- date and time the tag was put in place.

Tagout devices shall be capable of enduring at least 50 pounds of pull, and a non-reusable type.

Blocks

Suitable blocks are another important safety device for making a piece of equipment safe to be repaired or serviced. Blocks must be placed under raised dies, lifts, or any equipment that might inadvertently move by sliding, falling or rolling.

Blocks, special brackets, or special stands such as those commonly used under raised vehicles, must be available and always used. Another form of blocking is the placement of a blind. A blind is a disk of metal placed in a pipe to ensure that no air, steam, or other substance will pass through that point if the system is accidentally activated.

Before installing blinds or blocks, bleed down steam, air, or hydraulic lines to get rid of any pressure. Coiled springs, spring-loaded devices, or suspended loads must also be released so that their stored energy will not result in inadvertent movement.

Written Standard Operating Procedure

A lockout usually requires coordination between the General Contractor and Subcontractor. The best way to put into practice an effective lockout program is to first prepare a written, standardized operating procedure, then carry out the necessary training and responsible supervision.

In a check list format, prepare a written sequence for access, de-energizing, lockout, clearance, release, and start-up.

Also consider stored energy. Conditions not hazardous during normal operations can become hazardous when guards are removed during maintenance and servicing.

In writing a lockout procedure, consider:

- job objectives and equipment involved.
- detailing the energy sources for each machine and lockout procedures.
steps for shutting down and securing machinery.
- steps to verify lockout effectiveness.
procedural steps for applying lockout and tagout.
- procedural steps for restarting.
- employees authorized to perform lockout.

In training for lockout procedure, consider:

- Employees must understand what equipment tagout means, and what to do if they want to operate it.
- The authorized person must be trained in written procedure and fully knowledgeable of hazardous energies specifically related to equipment.
- Employees reassigned to different equipment must be retrained.
- Subcontractors working on site must have a general understanding of lockout/tagout and follow the employer's procedures.

Testing Equipment During Lockout

In many maintenance and repair operations, machinery may need to be tested—and for that purpose, energized before additional maintenance work can be performed.

This procedure must be followed:

1. Clear all personnel to safety.
2. Clear away tools and materials from equipment.
3. Remove lockout devices and re-energize systems, following the established safe procedure.
4. Proceed with tryout or test.
5. Neutralize all energy sources once again, purge all systems, and lockout prior to continuing work.

Equipment design and performance limitations may dictate that effective alternative worker protection be provided when the established lockout procedure is not feasible.

If machinery must be capable of movement in order to perform a maintenance task, such as a cleaning operation, workers can use extension tools—extended swabs, brushes, scrapers—to protect themselves from injury.

Restoring Equipment to Service After the work is completed and the equipment is ready to be returned to normal operation, this procedure must be followed:

1. Remove all non-essential items.
2. See that all equipment components are operationally intact, including guards and safety devices.
3. Repair or replace defective guards before removing lockouts.
4. Remove each lockout device using the correct removal sequence.
5. Make a visual check before restoring energy to ensure that everyone is physically clear of the equipment.
6. Notify affected employees that the equipment has been restored to service.

PERSONAL PROTECTIVE EQUIPMENT

ACCOUNTABILITY

COSUGAS LLC Superintendents have the responsibility for ensuring that NCAA's and Subcontractor's personnel are protected from hazards at their jobsite. Through pre-project planning and pre-task planning and job safety analysis (JSA) the Subcontractor's foreman should be able to identify the necessary PPE requirements for the tasks to be performed.

Subcontractor's Foremen must constantly be observing their employees to ensure compliance with the minimum safety policy and standards. Field and shop/yard workers are required to wear the following minimum equipment at all times while working: (contractors may require additional PPE) Visitors will be provided safety glasses, earplugs and hardhats before entering any jobsite.

1. Hardhat (mandatory)
2. Safety Glasses
3. Boots
4. Shirt (long/short sleeve)
5. Pants (no shorts)
6. Gloves (when required)
7. Safety Vest/ High Visibility Shirt (when required)
8. Hearing Protection – earplugs (when required)
9. Respiratory Protection (when required)

EYE AND FACE PROTECTION

Subcontractor employees that are exposed to light radiation, i.e. cutting/welding, during the course of his/her workday shall use eye protection with filter lenses having a shade number appropriate for the work being performed.

Secondary protection such as face shields is required in conjunction with Safety Glasses & Goggles during severe exposure to impact hazards.

Employees wearing face protection must also wear eye protection underneath. Splash goggles are required where the employee is exposed to any liquid chemicals, acids, or caustics.

POWERED INDUSTRIAL TRUCK PROGRAM (Forklift)

INTRODUCTION

COSUGAS LLC has developed a Powered Industrial Truck (PIT) Program to minimize the risk of worker injury and property damage from the use of Powered Industrial Trucks.

APPLICABILITY/SCOPE

A Powered Industrial Truck is defined as a fork truck, platform lift truck, motorized hand truck, and other specialized industrial truck powered electric motors or internal combustion engines.

This section of the COSUGAS LLC CC Safety Manual is not intended to replace the required training and certification required by each of the Subcontractor's and vendor's contracted by COSUGAS LLC.

ACCOUNTABILITY

Superintendent/Subcontractor's Foreman

- Ensure that all PIT operators have been trained and are authorized to operate
- Ensure equipment has been inspected and maintained
- Ensure that operators are following all operating procedures.
- Ensure that any PIT operator observed driving in an unsafe manner is removed until retraining is conducted.

Operator

- Make available a copy of PIT certification
- Follow operating procedures at all times
- Visually inspect your equipment each day and prior to each use
- Know the weight of the item you are lifting

Training

Under no circumstances shall an COSUGAS LLC or Subcontractor's employee operate a powered industrial truck/forklift until he/she has successfully completed COSUGAS LLC's, forklift operation training program.

Training must consist of a combination of formal instruction and practical training. Formal instruction may include lectures, conferences, classroom discussions, demonstrations, and written or oral tests.

Refresher Training

Once every 3 years an evaluation should be conducted of each powered industrial truck operator's performance should be provided.

Best Practices Powered Industrial Trucks

1. Passengers are not allowed to ride on powered industrial trucks.
2. Operators shall not block access to fire or emergency exits, stairways, fire equipment, or electrical panels.
3. Under all travel conditions; operate the truck at a speed that will permit it to be brought to a stop in a safe manner.
4. The capacity rating of the truck should be clearly identified on the exterior.
5. The operator shall know the weight of the load and the rating of the PIT.
6. The operator shall look 360 degrees when moving a lift truck.
7. Operators shall slow down and sound the horn where vision is obstructed.
8. The operator must keep a clear view of the path of travel and observe for other traffic, personnel and safe clearances. If the load being carried obstructs forward view, travel with the load trailing (except when ascending a ramp or entering a trailer).
9. When the forks are empty, the operator shall travel with the forks at a negative pitch as low to the floor as practical. The operator is responsible for adjusting the height of the forks to a safe level when the operating terrain warrants.
10. When traveling with a load on the forks, the operator shall travel with the load as low to the floor as practical with the load tilted slightly for improved stability.
11. Personnel shall not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.
12. A powered industrial is considered to be ATTENDED when the operator is less than 25 feet from the truck, which remains in his view. Before leaving the operator's position, the operator shall:
 - Bring truck to a complete stop.
 - Place directional controls in neutral.
 - Apply the parking brake.
 - Lower the forks or attachments fully until resting completely flat on the floor. When lowering unloaded forks, the forks shall be tilted forward first and then lowered to the ground until the tips of the forks come in contact with the floor.
13. A powered industrial truck is considered to be UNATTENDED when the operator is more than 25 feet from the truck which remains in his view. Or whenever the operator leaves the truck and it is not in view regardless of distance from the truck. Before leaving the operator's position:
 - Follow the procedures in item above
 - Stop the engine or turn off the controls
14. To change an LP gas tank, the operator shall:
 - Put on leather work gloves and goggles.
 - Disconnect lift truck valve from the empty LP cylinder.
 - Replace with full cylinder.
 - The pin on the lift truck must fit into the cut hole(s) provided on the gas cylinder. **THIS IS REQUIRED BY LAW.**
 - Strap in the cylinder and reconnect the truck valve securely to the cylinder in the outlet.
 - Open cylinder valve for leaks.

- If leaking, close cylinder valve and slowly uncouple the fuel valve. Try to reconnect. If still leaking, try a different cylinder and notify shift leader or department management of faulty cylinder.
- If no leaks are present, lift truck may be utilized.
- Lift trucks shall not be operated with a leak in the fuel system until the leak has been corrected.

15. The operator shall use the following procedure to travel in reverse:

- Pivot at the waist and inspect the area of operation in the rear of the fork truck. Watching for obstructions and pedestrians.
- Blow the horn to alert any pedestrians that may or may not be visible.
- Engage the directional lever to reverse position.
- Concentrate on the removal of the forks from the load to avoid any load disturbance, as you back the fork truck out of the load.
- Stop the fork truck 18"-24" away from the loads resting location and lower the forks to the proper travel height and angle.

16. During load placement, the operator shall:

- Square the fork truck with the load resting location.
- Stop the fork truck 18" to 24" away from the load resting location.
- Raise the load to proper entry height.
- Drive forward with the load and position the load over its resting location.
- Lower the load to a height of 4" if possible.
- Tilt the load forward to a level position.
- Lower the load to its resting position.
- Back up the unit using proper back up procedures and sequence.

17. During load retrieving, the operator shall:

- Square the fork with the load resting location.
- Stop the fork 18" to 24" away from the load resting location.
- Raise the forks to the proper entry height.
- Enter the load and maintain the clearance around the forks to avoid load disturbance.
- Raise the load so it is completely suspended from its resting platform.
- Tilt the load back.
- Visually inspect the rear area of the fork truck to ensure no pedestrians are behind or around the unit.
- Back up the unit using proper back up procedures and sequence.
- Back up the fork truck 18" to 24" and stop.
- Lower the load to the proper travel height.

RESPIRATORY PROTECTION PROGRAM

PURPOSE

The purpose of this respirator program is to establish standard operating procedures to ensure the protection of all employees from respiratory hazards through proper selection and use of respirators. This program applies to all COSUGAS LLC and Subcontractor's employees who are required to wear respirators during normal operations, non-routine tasks, or emergency operations such as a spill of a hazardous substance.

RESPONSIBILITIES

- Identifying work areas, processes or tasks that require workers to wear respirators, and evaluating hazards
- Selection of respiratory protection options
- Monitoring respirator use to ensure that respirators are used in accordance with their certifications
- Arranging for and/or conducting training
- Ensuring proper storage and maintenance of respiratory protection equipment
- Conducting or arranging for fit testing
- Administering the medical surveillance program
- Maintaining records required by the program
- Evaluating the program
- Updating written program as needed

Supervisors Duties

Supervisors are responsible for ensuring that the respiratory protection program is implemented in their particular areas. In addition to being knowledgeable about the program requirements for their own protection, supervisors must also ensure that the program is understood and followed by the employees under their charge. Duties of the supervisor include:

- Ensuring that employees under their supervision (including new hires) have received appropriate training, fit testing, and medical evaluation
- Ensuring the availability of appropriate respirators and accessories
- Being aware of tasks requiring the use of respiratory protection
- Enforcing the proper use of respiratory protection when necessary
- Ensuring that respirators are properly cleaned, maintained, and stored according to the respiratory protection plan
- Ensuring that respirators fit well and do not cause discomfort
- Continually monitoring work areas and operations to identify respiratory hazards
- Coordinating with the program administrator on how to address respiratory hazards or other concerns regarding the program

Employees Duties

Each employee has the responsibility to wear his or her respirator when and where required and in the manner in which they were trained. Employees must also:

- Care for and maintain their respirators as instructed and store them in a clean sanitary location
- Inform their supervisor if the respirator no longer fits well, and request a new one that fits properly
- Inform their supervisor of any respiratory hazards that they feel may not be adequately addressed in the workplace and of any other concerns that they have regarding the program

PROGRAM ELEMENTS

Respirator Selection

Respirators are selected on the basis of the hazards to which the employees are exposed and in accordance with OSHA requirements. Only NIOSH certified respirators will be selected and used.

The Subcontractor's will conduct a hazard evaluation for each operation process, or work area where airborne contaminants may be present in routine operations or during an emergency. **The hazard evaluation will include:**

- Identification of the hazardous substances used in the workplace, department or work process;
- Review of work processes to determine where potential exposures to these hazardous substances may occur; and
- Exposure monitoring to quantify potential hazardous exposures.

The results of any hazard evaluation should be provided to the Superintendent to be located in the construction office for review.

The Subcontractor's will revise and update the hazard assessment as needed (i.e., any time work process changes which may potentially affect exposure).

General requirements

- Subcontractor's shall select and provide an appropriate respirator based on the respiratory hazard(s) to which the worker is exposed to in the workplace and user factors that affect respirator performance and reliability.
- Subcontractor's shall select a NIOSH-certified respirator. The respirator shall be used in compliance with the conditions of its certification.
- Subcontractor's shall identify and evaluate the respiratory hazard(s) in the workplace; this evaluation shall include a reasonable estimate of employee exposures to respiratory hazard(s) and an identification of the contaminant's chemical state and physical form. Where the employer cannot identify or reasonably estimate the employee exposure, the employer shall consider the atmosphere to be IDLH.
- Subcontractor's shall select respirators from a sufficient number of respirator models and sizes so that the respirator is acceptable to, and correctly fits, the user.

Respirators for Immediately Dangerous to Life and Health (IDLH) atmospheres

- Subcontractor's shall provide the following respirators for their employee use in IDLH atmospheres:
 - A full facepiece pressure demand SCBA certified by NIOSH for a minimum service life of thirty minutes, or
 - A combination full facepiece pressure demand supplied-air respirator (SAR) with auxiliary self-contained air supply.
- Respirators provided only for escape from IDLH atmospheres shall be NIOSH-certified for escape from the atmosphere in which they will be used
- All oxygen-deficient atmospheres shall be considered IDLH. Exception: If the employer demonstrates that, under all foreseeable conditions, the oxygen concentration can be maintained within the ranges specified in Table II of this section [29 CFR 1910.134(d), i.e., for the altitudes set out in the table], then any atmosphere-supplying respirator may be used.

Respirators for atmospheres that are not IDLH

Subcontractors shall have a respirator that is adequate to protect the health of their employees and ensure compliance with all other OSHA statutory and regulatory requirements, under routine and reasonably foreseeable emergency situations.

NIOSH Certification

All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification. Also, all filters, cartridges, and canisters must be labeled with the appropriate NIOSH approval label. The label must not be removed or defaced while it is in use.

Voluntary Respirator Usage

Subcontractors will provide all their employees who voluntarily choose to wear either of the above respirators with a copy of Appendix D of the standard. (Appendix D details the requirements for voluntary use of respirators by employees.) Employees choosing to wear a half facepiece air purifying respirators (APR) must comply with the procedures for medical evaluation, respirator use, and cleaning, maintenance and storage.

Subcontractors shall authorize voluntary use of respiratory protective equipment as requested by all other workers on a case-by-case basis, depending on specific workplace conditions.

Respirator Filter & Canister Replacement/Change Schedule

An important part of the Respiratory Protection Program includes identifying the useful life of canisters and filters used on air purifying respirators. Each filter and canister shall be equipped with an end-of-service-life indicator (ESLI) certified by NIOSH for the contaminant; or

If there is no ESLI appropriate for conditions a change schedule for canisters and cartridges that is based on objective information or data that will ensure that canisters and cartridges are changed before the end of their service life.

Cartridges/Filters shall be changed-based on the most limiting factor below:

- Prior to expiration date
- Manufacturer's recommendations for use and environment
- After each use
- When requested by employee

- When restriction to air flow has occurred as evidenced by increased effort by user to breathe normally

Medical Evaluation

Employees who are required to wear respirators must be medically evaluated before being permitted to wear a respirator on the job. Employees are not permitted to wear respirators until a physician has determined that they are medically able to do so.

A licensed health care professional who is part of our network of medical providers will provide the medical evaluation to employees. Medical evaluation procedures are as follows:

- The medical evaluation will be conducted using medical questionnaire provided in Appendix C of 29 CFR 1910.134 Respiratory Protection Standard. The Safety Department will provide a copy of this questionnaire to all employees requiring medical evaluation.
- To the extent feasible, the company will assist employees who are unable to read the questionnaire. When this is not possible the employee will be sent directly to the health care professional for assistance and medical evaluation.
- All affected employees will be given a copy of the medical questionnaire to fill out, along with a stamped and addressed envelop for mailing the questionnaire to the health care professional. Employees will be permitted to fill out the questionnaire on company time.
- Follow up medical exams will be provided to employees as required by the OSHA standard, and/or as deemed necessary by the health care professional.
- All employees will be allowed the opportunity to speak with the health care professional about their medical evaluation if they so request.
- The program administrator will provide the health care professional with a copy of this program and a copy of OSHA's respiratory protection standard. For each employee requiring evaluation, the health care professional will be provided with information regarding the employee's work area or job title, proposed respirator type and weight, length of time required to wear the respirator, expected physical work load (light, moderate, or heavy), potential temperature and humidity extremes, and any additional protective clothing required.
- After an employee has received clearance to wear a respirator, additional medical evaluations will be provided under any of the following circumstances:
 - The employee reports signs and/or symptoms related to their ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing;
 - The health care professional or supervisor informs the Program Administrator that the employees need to be reevaluated;
 - Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation; and
 - A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

NOTE: All examinations and questionnaires are to remain confidential between the employee and the physician.

Fit Testing Procedures

The Medical Clinic Selected will ensure that fit-test will be administered using an OSHA-accepted qualitative fit test (QLFT) or quantitative fit test (QNFT) protocol. The OSHA-accepted QLFT and QNFT protocols are contained in Appendix A of the Respiratory Standard (1910.134).

COSUGAS LLC and Subcontractor's employees to be fit tested at the following times and with the same make, model, style, and size of respirator that they will be using.

- Before being allowed to wear any respirator with a tight-fitting face piece and at least annually thereafter;
- Whenever a different respirator face piece (size, style, model, or make) is used;
- Whenever visual observations of changes in the employee's physical condition that could affect respirator fit. Such conditions include, but are not limited to, facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight; and
- Upon employee notification that the fit of the respirator is unacceptable.

The employer must establish a record of the fit tests administered to employees including:

- The name or identification of the employee tested;
- Type of fit test performed;
- Specific make, model, style, and size of respirator tested;
- Date of test; and
- The pass/fail results

The individual who uses a tight-fitting respirator is to perform a user seal check to ensure that an adequate seal is achieved each time the respirator is put on. Either the positive and negative pressure checks listed in this appendix, or the respirator manufacturers recommended user seal check method shall be used. User seal checks are not substitutes for qualitative or quantitative fit tests.

Face piece Positive and/or Negative Pressure Checks

A. Positive pressure check. Close off the exhalation valve and exhale gently into the face piece. The face fit is considered satisfactory if a slight positive pressure can be built up inside the face piece without any evidence of outward leakage of air at the seal. For most respirators this method of leak testing requires the wearer to first remove the exhalation valve cover before closing off the exhalation valve and then carefully replacing it after the test.

B. Negative pressure check. Close off the inlet opening of the canister or cartridge(s) by covering with the palm of the hand(s) or by replacing the filter seal(s), inhale gently so that the face piece collapses slightly, and hold the breath for ten seconds. The design of the inlet opening of some cartridges cannot be effectively covered with the palm of the hand. The test can be performed by covering the inlet opening of the cartridge with a thin latex or nitrile glove. If the face piece remains in its slightly collapsed condition and no inward leakage of air is detected, the tightness of the respirator is considered satisfactory.

Manufacturer's Recommended User Seal Check Procedures

The respirator manufacturer's recommended procedures for performing a user seal check may be used instead of the positive and/or negative pressure check procedures provided that the employer demonstrates that the manufacturer's procedures are equally effective.

USE OF RESPIRATORS

General Use Procedures

COSUGAS LLC and Subcontractor's employees will use their respirators under conditions specified by this program, and in accordance with the training they receive on the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or its manufacturer.

All employees shall conduct user seal checks each time that they wear their respirator. Employees shall use either the positive or negative pressure check (depending on which test works best for them) specified in Appendix B-1 of the Respiratory Protection Standard.

All employees shall be permitted to leave the work area to maintain their respirator for the following reasons: to clean their respirator if the respirator is impeding their ability to work, change filters or cartridges, replace parts, or to inspect respirator if it stops functioning as intended. Employees should notify their supervisor before leaving the area.

Employees are not permitted to wear tight fitting respirators if they have any condition, such as facial hair, facial scars, or missing dentures that prevents them from achieving a good seal. Employees are not permitted to wear headphones, jewelry, or other articles that may interfere with the facepiece to face seal.

Dust Masks

Employees who voluntarily use dust masks (N95 non-valve type only) will not be required to complete a medical review or respirator training. However, anyone using a dust mask must be trained to wear it correctly and understand the purpose and limits of use.

Dust masks may only be used in environments where airborne contaminants are below OSHA exposure limits (PELs) and exposure is only to non-toxic nuisance material.

Emergency Procedures

- There are no areas identified at our company that require Emergency Escape respirators.

Immediately Dangerous to Life or Health (IDLH) Procedures

- There are no areas identified at our company that contain IDLH atmospheres and procedures are not necessary at this time.

Respirator Malfunction

For any malfunction of a respirator (e.g., such a breakthrough, facepiece leakage, or improperly working valve), the respirator wearer should inform his or her supervisor that the respirator no longer functions as intended, and go to a safe area to maintain the respirator. The supervisor must ensure that the employee receives the needed parts to repair the respirator, or is provided with a new respirator.

Maintenance and Care Procedures

In order to ensure continuing protection from the respirators being use, it is necessary to establish and will negate successful selection and fit because the devices will not deliver the assumed protection unless they are kept in good working order.

Cleaning & Disinfecting

Our company provides each respirator user with a respirator that is clean, sanitary, and in good working order. We ensure that respirators are cleaned and disinfected weekly or as often as necessary to be maintained in a sanitary condition. Respirators are cleaned and disinfected using the procedures specified per manufacturer recommendations.

Respirators are cleaned and disinfected:

- As often as necessary when issued for the exclusive use of one employee;
- Before being worn by different individuals;
- After each use for emergency use respirators; and
- After each use for respirators used for fit testing and training.

Storage

Storage of respirators must be done properly to ensure that the equipment is protected and not subject to environmental conditions that may cause deterioration. We ensure that respirators are stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals. They are packed and stored by each user in accordance with any applicable manufacturer's instructions.

Respirator Inspection

All respirators will be inspected after each use and at least monthly. Should any defects be noted, the respirators will be taken to the program administrator or supervisor. Damaged respirators will be either repaired or replaced.

Respirators shall be inspected as follows:

- All respirators used in routine situations shall be inspected before each use and during cleaning;
- All respirators maintained for use in emergency situations shall be inspected at least monthly and in accordance with manufacturer's recommendations, and shall be checked for proper function before and after each use; and
- Emergency escape-only respirators shall be inspected before being carried into the workplace for use.

Respirator inspections shall include the following:

- A check of respirator function, tightness of connections, and the condition of the various parts including, but not limited to, the facepiece, head straps, valves, connecting tube, and cartridges, canisters or filters; and
- Check of elastomeric parts for pliability and signs of deterioration.

The following checklist will be used when inspecting respirators:

- **Facepiece:** cracks, tears, or holes, facemask distortion, cracked or loose lenses/faceshield
- **Headstraps:** breaks or tears, broken buckles
- **Valves:** residue or dirt, cracks or tears in valve material

- **Filters/Cartridges:** approval designation, gaskets, cracks or dents in housing, proper cartridge for hazard
- **Air Supply Systems:** breathing air quality/grade, condition of supply hoses, hose connections, settings on regulators and valves

Training

The Safety Department will be responsible to provide respirator training for respirator users or their supervisors on the contents of the Respiratory Protection Program and their responsibilities under it, and on the OSHA Respiratory Protection Standard. Workers will be trained prior to using a respirator in the workplace. Supervisors will also be trained prior to using a respirator in the workplace or prior to supervision of employees that must wear respirators.

The training will cover the following topics:

- The OSHA Respiratory Protection Standard
- Respiratory hazards encountered and their health effects
- Proper selection and use of respirators
- Limitations of respirators
- Respirator donning and user seal (fit) checks
- Fit testing
- Emergency use procedures
- Maintenance and storage
- Medical signs and symptoms limiting the effective use of respirators

Employees will be retrained annually or as needed (e.g., if they need to use a different respirator). Employees must demonstrate their understanding of the topics covered in the training utilizing a hands-on exercise and a written test. Respirator training must be documented by the Subcontractors and the documentation will include the type, model, and size of respirator for which each employee has been trained and fit tested.

Program Evaluation

Subcontractors must conduct periodic evaluations of the workplace to ensure that the provisions of this program are being implemented. The evaluation will include regular consultations with employees who use respirators and their supervisors, site inspections, air monitoring and review of records.

Identified problems will be noted and addressed by the Subcontractor. These findings will be reported to COSUGAS LLC, and the report will list plans to correct deficiencies in the respirator program and target dates for the implementations of those corrections.

Documentation and Recordkeeping

A written copy of this program and the OSHA standard is kept at the Subcontractor's office and must be available to all employees who wish to review it.

Also maintained in the Subcontractor's office are copies of training and fit test records. These records will be updated as new employees are trained, as existing employees receive refresher training, and as new fit tests are conducted.

The Subcontractor must also maintain copies of the medical records for all employees covered under the respirator program. The completed medical questionnaire and the physician's documented findings are confidential and will remain at the Clinic where initial testing was completed. The company will only retain the physician's written recommendation regarding each employee's ability to wear a respirator.

RIGGING

INTRODUCTION

COSUGAS LLC recognizes the inherent risk associated with rigging, lifting and hoisting materials, equipment and supplies. The following policies are provided to help insure that operations involving hoisting and the application of ropes, slings, chains and accessories are done safely.

This Safety Manual is not intended to replace the required training on Rigging and Hoisting.

ACCOUNTABILITY

Superintendent

The COSUGAS LLC Superintendent and the Subcontractor's Foreman must collaborate on the anticipated risks associated with rigging and crane usage for each project. Each project is unique in design and may require a specific rigging and lifting plan.

Subcontractor and Vendors are responsible for ensuring that all rigging operations are conducted by qualified riggers in accordance with standard procedures provided herein.

The responsible foreman must ensure that:

- Appropriate rigging equipment is serviceable and made available.
- Inspection of all rigging equipment prior to each use. Load rating marks or tags must be visible.
- Load ratings are appropriate for the application.
- Proper rigging of the load and application of the rigging equipment
- Safety of the rigging crew and other personnel affected by the rigging operation.
- No loads shall be picked and/or flown using the banding straps, bundle wire or tie wire. Exception: a load may be lifted using banding straps or bundle wire no higher than necessary to insert chokers and or dunnage*.
- Fabrication Shops may pick and fly stock bundles of rebar using the bundle tie wire placed at the mill. All picks by bundle wire must have the safety chains installed.
- Please instruct crane operators to use extreme caution when picking any load by tie wire.
- If it is possible to use the safety chains on any load then the operator must use them.
- Loads picked solely by tie wire may never be flown over or above any one at any time.

RIGGING BEST PRACTICES

General Rigging Procedures and Precautions

1. Know the safe working load of the equipment and tackle being used. NEVER exceed this limit.
2. Determine the weight of the load before rigging it.
3. Examine all hardware, equipment, tackle and slings before use. Have any defective components removed immediately!
4. If you think equipment or rigging is unsafe, do not use it and report the issue to the appropriate authority immediately.
5. Never carry out rigging or hoisting operations if weather creates a hazard to personnel, equipment, property or the public. No hoisting or crane usage is authorized when winds exceed 20 knots.
6. Do not conduct rigging and lifting operations whenever the temperature is below freezing (32 degrees F).
7. Rigging and lifting is not allowed within 20' of overhead power-lines.
8. The load must always be kept below the boom point or upper load block. Side loading reduces stability and introduces stresses for which the equipment is not designed.
9. The weight of the hook blocks, hooks, slings, equalizer beams, material handling equipment, etc. must be taken into account in determining the maximum allowable load you can handle.

Chain

1. Only alloy steel chain (stamped with an "A" on each link) assembly with rated tags applicable to the configuration will be used for hoisting purposes.
2. Modified chains or chain assemblies without tags are not authorized for use.
3. Damaged or shock loaded chains must be removed from service.
4. Twists or knots in a chain are not allowed at any time.

Wire Rope

1. The safe working load for wire rope shall not be exceeded.
2. Wire rope clips shall not be used to form eyes or to make wire rope splices.
3. Wire rope with one or more of the following defects will be removed and replaced:
 - A. **Corrosion:** Corrosion may result from acids or alkalis. Rust film which has not resulted in pitting or loss of the original individual wire diameter should be removed and the rope lubricated.
 - B. **Broken Wire:** One or more valley breaks. (A valley break is an individual wire break occurring in the valley between two adjacent strands.)
4. Six randomly broken wires in one wire rope lay or three wires in one lay:
 - A. **Abrasion:** Abrasion, scrubbing, flattening resulting in loss of more than one-third the original diameter of the outside wires.
 - B. **Kinking:** Kinking, crushing, bird caging, or other damage resulting in distortion of the rope structure.
 - C. **Heat Damage:** Evidence of heat damage resulting from a torch, excessive friction, or contact with electrical wires.
 - D. **Reduction in diameter.** Reductions from nominal diameter of more than 3/64 inch for rope diameters up to and including 3/4 inch, or more than 1/16 inch for diameter 7/8 to 1-1/8 inches, and of more than 3/32 inch for rope diameters 1-1/4 to 1-1/2 inches.
5. If one or more broken wires or corrosion are found adjacent to a socket or end fitting, the wire rope will be removed from service.
6. Defective wire rope should be cut up and discarded or painted "safety orange" or "safety red" to identify it as defective.

Slings

1. Synthetic web slings have wear indicators (usually red threads embedded in the fabric.) Slings must be inspected as per the manufacturer's recommendations. Discard the sling when the wear indicators begin to show. Discard cut or frayed synthetic slings.
2. Use softeners and wraps to prevent severe wearing from rough concrete surfaces or sharp metal.
3. Synthetic web slings are sensitive to fumes, vapors, sprays, mists or liquids of acids or phenolic. Avoid exposure to any of these.
4. Whenever having wire rope slings made up, get a Flemish eye with pressed metal sleeve and a thimble. The thimble prevents crushing and abnormal wear.
5. Synthetic slings must be kept out of the sun when not in use.

Hardware (Shackles, Hooks, Links, Eye Bolt, Rings, Swivels, Spreader Bars)

- 1) All hardware must be inspected prior to each use. Signs of wear include but are not limited to:
 - Wear marks
 - Cracks
 - Corrosion
 - Deformation/bending
 - Mismatched parts
 - Obvious damage
 - Broken or missing latch
- 2) Avoid shock loading, dragging, modifying or altering hardware.
- 3) Screw Pin Shackles-The screw pin will be fully seated with the shoulder in contact with the body (cotter keyed if applicable).
- 4) Multiple slings on hooks, shackles or rings shall not exceed 120 degrees included angle.
- 5) Hooks shall have a working latch and shall not be side, tip, or back loaded.
- 6) Sorting Hooks shall not be tip loaded or deformed in any way.
- 7) Spreader Bar rating must be clearly marked in a visible location.

Load Control

- 1) Balanced loads are the key to controlling the lift.
- 2) Pick points should be from the end 2 1/2 inches for every foot of load length.
- 3) Hooks at the load should be faced outward.
- 4) Corners reduce capacity and should be padded and or guarded.
- 5) Multiple pick points on a spreader bar should be well balanced.
- 6) Tag Lines are required for landing the load.
- 7) The signal person shall not position themselves under the crane or in a pinch point.

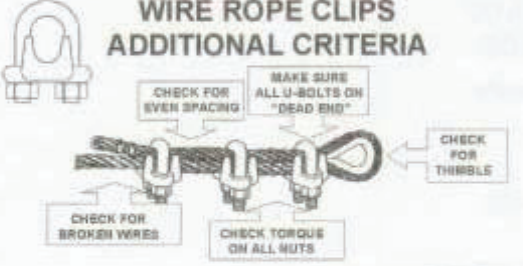
**INSPECTION OF FITTINGS
WIRE ROPE TERMINATIONS**



**MORE THAN ONE BROKEN WIRE AT ANY
(WITHIN ONE WIRE ROPE DIAMETER OF THE
FITTING) TERMINATION IS CAUSE FOR REMOVAL
FROM SERVICE**

(PH68A)

**WIRE ROPE CLIPS
ADDITIONAL CRITERIA**



**CHECK FOR
EVEN SPACING**

**MAKE SURE
ALL U-BOLTS ON
"DEAD END"**


**CHECK FOR
THIMBLE**

**CHECK FOR
BROKEN WIRES**

**CHECK TORQUE
ON ALL NUTS**

**USE FIRST GRIP
CLIPS WITH
PERSONNEL HOIST,
ELEVATORS,
SCAFFOLDS AND
LIFE LINES**

**DO NOT ALLOW
MALLEABLE
CLIP
ON ANY
CRITICAL
APPLICATION**



(PH701AA)


**WEDGE SOCKETS
ADDITIONAL CRITERIA**

LIVE LINE IN-LINE WITH PIN

**PROPER TAIL LENGTH (6 to 8 strand wire rop):
AT LEAST 6 DIAMETERS, NOT LESS THAN 6"**

**PROPER TAIL LENGTH (rotation resistat wire rop):
AT LEAST 20 DIAMETERS, NOT LESS THAN 6"**

**PROPERLY SECURED TAIL,
DO NOT "CLIP" TO LIVE LINE**



(PH85AA)

INSPECTION RECORDS WIRE ROPE SLINGS

INITIAL:
WRITTEN RECORDS NOT REQUIRED

FREQUENT:
WRITTEN RECORDS NOT REQUIRED

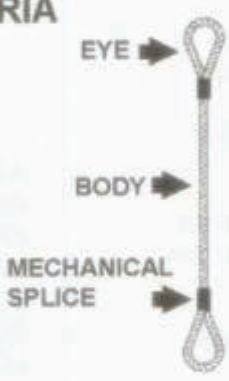
THE PERIODIC INSPECTION :
WRITTEN RECORDS OF THE MOST RECENT PERIODIC INSPECTION SHALL BE MAINTAINED AND SHALL INCLUDE THE CONDITION OF THE SLING.

(POH191)

ASME B30.9 - 2003

INSPECTION OF WIRE ROPE SLINGS REMOVAL CRITERIA

- MISSING OR ILLEGIBLE SLING IDENTIFICATION
- EXCESSIVE BROKEN WIRES
- SEVERE LOCALIZED ABRASION OR SCRAPING
- KINKING, CRUSHING, BIRDCAGING, OR ANY OTHER DAMAGE RESULTING IN DAMAGE TO THE ROPE STRUCTURE



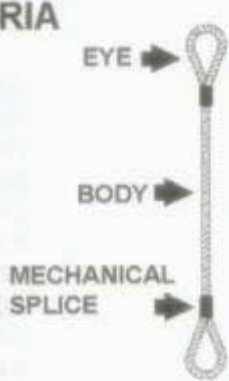
The diagram shows a vertical wire rope sling with a loop at the top and bottom. Three arrows point to specific parts: 'EYE' points to the top loop, 'BODY' points to the middle section of the rope, and 'MECHANICAL SPLICE' points to the bottom loop.

(POH511AA)

ASME B30.9 - 2003

INSPECTION OF WIRE ROPE SLINGS REMOVAL CRITERIA

- EVIDENCE OF HEAT DAMAGE
- END ATTACHMENTS THAT ARE CRACKED, DEFORMED, OR WORN
- SEVERE CORROSION OF THE ROPE, END ATTACHMENTS, OR FITTINGS
- OTHER CONDITIONS, INCLUDING VISIBLE DAMAGE, THAT CAUSE DOUBT AS TO THE CONTINUED USE OF THE SLING



The diagram shows a vertical wire rope sling with a loop at the top and bottom. Three arrows point to specific parts: 'EYE' points to the top loop, 'BODY' points to the middle section of the rope, and 'MECHANICAL SPLICE' points to the bottom loop.

(POH511AB)

ASME B30.9 - 2003

INSPECTION OF WIRE ROPE SLINGS

KINKING

KINKING IS
CAUSE FOR
REMOVAL
FROM SERVICE

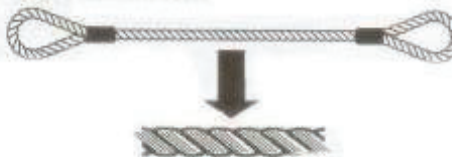


INSPECTION OF WIRE ROPE SLINGS

BROKEN WIRES

STRAND LAID AND SINGLE PART SLINGS

10 RANDOMLY BROKEN WIRES IN ONE ROPE LAY,
OR 5 WIRES IN ONE STRAND IN ONE ROPE LAY IS
CAUSE FOR REMOVAL



ONE LAY
OF ROPE

INSPECTION OF WIRE ROPE SLINGS

DOGLEG

LOOK FOR DISPLACED
STRAND, IF A STRAND IS
SIGNIFICANTLY
DISLOCATED, REMOVE
FROM SERVICE



**CABLE LAID AND
BRAIDED SLINGS**

CAUSE FOR REMOVAL

SLING BODY	BROKEN WIRES CAUSE FOR REMOVAL
6 PART BRAID	20 PER BRAID LENGTH
8 PART BRAID	40 PER BRAID LENGTH
CABLE LAID	20 PER LAY LENGTH

**WIRE ROPE SLINGS
TEMPERATURE**



STEEL CORE SLINGS
-60°F (-51°C) TO
400°F (204°C)

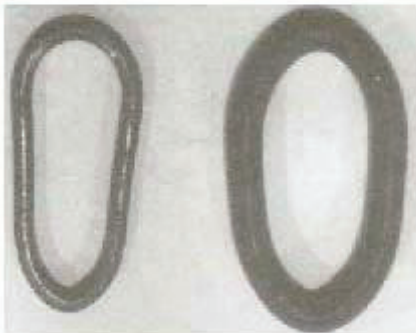


FIBER CORE SLINGS
-60°F (-51°C) TO
180°F (82°C)

INSPECTION OF WIRE ROPE SLINGS
**SEVERE WEAR, ABRASION
OR SCRAPING**



METAL LOSS OF 1/3 OF THE DIAMETER
OF THE INDIVIDUAL OUTSIDE WIRES IS
CAUSE FOR REMOVAL



Note Allowed:

- Damaged or modified lift eyes.

Not Allowed:

-Bent damaged or modified shackles.

-Shackles must have original pin & cotter key if required.

Not Allowed:

-Damaged or deformed lift links.

-Bent damaged or modified hooks.

-Hooks with damaged or missing latches.

-Hooks with cracks and wear marks.

WELDING AND CUTTING SAFETY

Oxygen/Acetylene Safety Rules

1. Cylinders must be stored and used in an upright position.
2. Cylinders must be secured from falling.
3. Keep all sources of ignition at least 20 feet away from storage area.
4. Oxygen and acetylene cylinders must be stored separately (at least 20 feet apart or by a non-combustible barrier 5 feet high).
5. A 10lb ABC fire extinguisher must be with the torch head and not on the cart while welding and cutting.
6. Never store cylinders in the same area as oil, grease or other petroleum products. CONTACT BETWEEN OXYGEN AND ANY PETROLEUM BASED PRODUCT CAN RESULT IN FIRE AND/OR EXPLOSION.
7. Always attach the valve protection cap when the cylinder is not being used. (The cap is designed to protect the valve from damage.)
8. Make sure all cylinders are clearly marked with their contents. (i.e.) oxygen, acetylene, etc.
9. When a cylinder has been emptied, mark it "empty", or "M.T."
10. When opening a valve from a cylinder, stand to one side - not directly in front.
11. Prior to opening the valve, back the regulator pressure adjustment screws all the way off so that no pressure is allowed to enter the hose. Once the valve is open, slowly adjust the regulator pressure to the desired setting. NOTE: Normal working pressure for oxygen is 40 lbs. Normal working pressure for acetylene is 15 lbs. NEVER EXCEED 15 LBS. WORKING PRESSURE ON ACETYLENE!! It is not stable beyond 15 lbs.
12. Do not use an oxygen/acetylene hose which has been damaged and/or is leaking.
13. Make sure that hoses are not placed where they can be walked on, driven over, cut or otherwise damaged.
14. All welding gas hoses must conform to the following approved color chart:
 - Green - Oxygen
 - Red - Acetylene
 - Black - Air/inert gas

Electric Arc Welding Equipment Safety Rules

1. Check both the weld lead cable and the work lead cable for damaged insulation and for exposed wires.
2. Check electrode holders for loose or exposed connections..
3. Do not coil the electrode cable around your body.
4. Check the composition of fluxes, rods and coating. If there is a potential hazard, find out how to protect yourself (read MSDS).
5. Ground both the frame of the welding equipment and the metal being welded. Do not attach the ground wires to pipes carrying gas or flammable liquids or to metal conduits carrying electrical wires. Ground as close to the machine as possible.
6. When floors are wet take precautions against shock.
7. Do not allow metal parts in contact with the electrode to touch your skin or wet clothing. Wear dry work gloves.
8. Do not cool electrode holders by putting them in water.
9. Electrically disconnect the welding equipment when changing electrodes in gas tungsten arc electrode holders.

Personal Protective Equipment

Personal protective gear for welders is required to protect the operator's eyes from radiation and to protect the operator from hot weld slag.

1. Sunglasses or colored glass will not provide sufficient protection against radiation. Specially designed helmets equipped with filter plates- to protect against ultraviolet, infrared and visible radiation must be worn when arc welding. (minimum shade #10).
2. Cover bare skin to protect against both sparks and radiation.
3. Clothing should be free of grease and oil and other substances which may burn.
4. Do not wear clothing with cuffs or pockets where sparks can lodge. Flameproof gauntlet gloves, a leather, or asbestos apron and high top shoes provide good protection against sparks and hot slag.
5. If the work being welded is located in an area where hard hats are required, ensure that your welding hood is adaptable to your hard hat.
6. If others are working in the area where you are welding, install curtains or other means of "flash" protection prior to welding.

Safe Welding Procedures - Fire Prevention

1. Never begin welding tasks until you have obtained adequate fire protection. Do not allow welding in areas which have not been made fire safe.
2. Clear the area of paper, wood shavings and other flammable materials for a space of 35 feet. Move other flammable materials at least 35 feet from the work area or cover them with fire resistant shields.
3. Cover the cracks and openings in the floor to prevent sparks from falling through to the lower floors. If it isn't possible to do this, check the lower floor and make sure there are no combustibles which could be exposed to sparks.
4. When possible move the work to be welded to a safe location.
5. Cover wooden floors with a fire resistant material.
6. Cover nearby combustible walls and partitions with fire resistant shields. If the walls are made of metal, remove the combustible material from the other side. If they cannot be removed, station a "fire watch."
7. Maintain a "fire watch" during the work and for 1/2 hour after the work is completed.
8. Train "fire watchers" in the proper use of fire extinguishing equipment and how to sound alarms.
9. When hazardous substances are used as base metals, fluxes, plating or filler metals, local exhaust ventilation must be used. Beryllium, cadmium, chromium, fluorides, lead, mercury, zinc or any inert gas metal arc welding, and oxygen cutting of stainless steel, all require the use of local exhaust ventilation to bring toxic concentrations within the Permissible Exposure Limit (PEL). If it is not possible to supply adequate ventilation, use a respirator (see the respiratory protection program).

HOT WORK SAFETY PROCEDURES

Purpose

Welding and Hot Work, such as brazing or grinding present a significant opportunity for fire and injury. All precautions of this program must be applied prior to commencing any welding or hot work by company employees or contractors. Reference: OSHA 29 CFR 1926.350 (Cal OSHA T8 CCR 4848)

Responsibilities

Management

- Provide training for all employees whose task include heat, spark or flame producing operations such as welding, brazing or grinding.
- Develop and monitor effective hot work procedures.

- Provide safe equipment for hot work.
- Provide proper effective PPE for all hot work.

Supervisors

- Monitor all hot work operations.
- Ensure all hot work equipment and PPE are in safe working order.
- Allow only trained and authorized employees to conduct hot work.
- Ensure permits are used for all work outside authorized areas.

Employees

- Follow all hot work procedures.
- Properly use appropriate hot work PPE.
- Inspect all hot work equipment before use.
- Report any equipment problems.
- Do not use damaged hot work equipment.

Definitions

Welding/Hot Works Procedures: any activity which results in sparks, fire, molten slag, or hot material which has the potential to cause fires or explosions.

Examples of Hot Works: Cutting, Brazing, Soldering, Thawing Pipes, Torch Applied Roofing, Grinding and Welding.

Special Hazard Occupancies: Any area containing Flammable Liquids, Dust Accumulation, Gases, Plastics, Rubber and Paper Products.

Hazards

- Fires & Explosions
- Skin burns
- Welding “blindness”
- Respiratory hazards from fumes & smoke

Training

Training shall include:

- Review of requirements listed in OSHA 1926.351
- Use of Hot Works Permit System
- Supervisor Responsibilities
- Fire Watch Responsibilities – specifically, the fire watch must know:
 1. That their ONLY duty is Fire Watch

2. When they can terminate the watch
3. How to use the provided fire extinguisher
4. How to activate fire alarm if fire is beyond the incipient stage

- Operator Responsibilities
- Contractors Responsibilities
- Documentation requirements
- Respirator Usage requirements
- Fire Extinguisher training

Hot Work Procedures

OSHA 29 CFR 1926.351 required fire prevention actions for welding/hot works.

Where practicable all combustibles shall be relocated at least 35 feet from the work site. **Where relocation is impractical, combustibles shall be protected with flame proof, covers, shielded with metal, guards, curtains, or wet down material to help prevent ignition of material.**

Ducts, conveyor systems, and augers that might carry sparks to distant combustibles **shall be protected or shut down.**

Where cutting or welding is done near walls, partitions, ceilings, or a roof of combustible construction, fire-resistant shields or guards shall be provided to prevent ignition.

If welding is to be done on a metal wall, partition, ceiling, or roof, precautions shall be taken to prevent ignition of combustibles on the other side, due to conduction or radiation of heat. **Where combustibles cannot be relocated on the opposite side of the work, a fire watch person shall be provided on the opposite side of the work.**

Welding shall not be attempted on a metal partition, wall, ceiling or roof having a covering nor on walls having combustible sandwich panel construction.

Cutting or welding on pipes or other metal in contact with combustible walls, partitions, ceilings, or roofs shall not be undertaken if the work is close enough to cause ignition by combustion.

Cutting or welding shall not be permitted in the following situations:

- In areas not authorized by management.
- In sprinkled buildings while such protection is impaired.
- In the presence of potentially explosive atmospheres, e.g..a flammable.
- In areas near the storage of large quantities of exposed, readily ignitable materials.
- In areas where there is dust accumulation of greater than 1/16 inch within 35 feet of the area where welding/hot works will be conducted. *All dust accumulation should be cleaned up following the housekeeping program of the facility before welding/hot works are permitted.*

Suitable extinguishers shall be provided and maintained ready for instant use.

A fire watch person shall be provided during and for 2 hours past the completion of the welding project.

A cutting/welding permit will be issued on all welding or cutting outside of the designated welding area.

Welding & Hot Work fire prevention measures

A designated welding area should be established to meet the following requirements:

- a. Floors swept and clean of combustibles within 35 ft. of work area.
- b. Flammable and combustible liquids and material will be kept 35 ft. from work area.
- c. Adequate ventilation providing 20 air changes per hour, such as a suction hood system should be provided to the work area.
- d. At least one 10 lb. dry chemical fire extinguisher should be within access of the 35 ft. of work area.
- e. Protective dividers such as welding curtains or non-combustible walls will be provided to contain sparks and slag to the combustible free area.

Requirements for welding conducted outside the designated welding area.

- a. Portable welding curtains or shields must be used to protect others workers in the welding area.
- b. A hot works permit must be completed a compiled with prior to welding operation.
- c. Respiratory protection is mandatory unless an adequate monitored air flow away from the welder and others present can be established and maintained.
- d. Plastic materials must covered with welding tarps during welding procedures.
- e. Fire Watch must be provided for all hot work operations.

Welding Standard Operating Procedures

The following pages list the *Welding Standard Operating Procedures* (SOP) and are applicable for all electric and gas welding. These SOPs are to be posted at each Designated Welding & Hot Work Area for quick reference and review.

SOP – ELECTRIC WELDING

Perform Safety Check on all equipment

Ensure fire extinguisher is charged and available.

Ensure electrical cord, electrode holder and cables are free from defects (no cable splices are allowed within 10 feet of the electrode holder).

Ensure PPE (welding hood, gloves, rubber boots/soled shoes, aprons) are available and have no defects.

Ensure the welding unit is properly grounded.

All defective equipment must be repaired or replaced before use.

Remove flammables and combustibles

No welding is permitted on or near containers of flammable material, combustible material or unprotected flammable structures.

Place welding screen or suitable barricade around work area to provide a fire safety zone and prevent injuries to passerby (Do not block emergency exits or restrict ventilation)

Ensure Adequate Ventilation and Lighting

Execute Hot Work Permit procedures

Set Voltage Regulator

No higher than the following for:

Manual Alternating Current Welders – 80 volts

Automatic Alternating Current Welders – 100 volts

Manual or Automatic Direct Current Welders – 100 volts

Uncoil and spread out welding cable

To avoid overheating, ensure proper contact of work leads and connections, remove any metal fragments from magnetic work clamps (to avoid electric shock do not wrap welding cables around a body part and avoid welding in wet conditions)

Fire watch for one hour after welding and until all welds have cooled

Perform final fire watch and terminate permit.

SOP: GAS WELDING

Perform Safety Check on all equipment

Ensure tanks have gas and fittings are tight

Ensure fire extinguisher is charged and available

Ensure hoses have no defects

Ensure PPE (welding hood, gloves, rubber/soled shoes, aprons) are available and have no defects.

All defective equipment must be repaired or replace before uses.

Remove flammables and combustibles

No welding is permitted on or near containers of flammable material, combustible material or unprotected flammable structures.

Place welding screen or suitable barricade around work area to provide a fire safety zone and prevent injuries to passerby (Do not block emergency exits or restrict ventilation)

Ensure Adequate Ventilation and Lighting

Execute Hot Work Permit procedures

Open Valves on Oxygen and Gas tanks to desired flow

Shut Tank Valves & relieve hose pressure. Store hoses

Fire watch for one hour after welding & until all welds have cooled

Perform final fire watch and terminate permit

SECTION IV

PRE-PLANNING POLICIES

COLUMN & WALL ERECTION POLICY

INTRODUCTION

COSUGAS LLC recognizes that the erection of rebar columns and walls can pose serious risks to those individuals who work on or around them. The variety of activities associated with column or wall erection, including, hoisting, connecting, supporting, and adjusting, can all contribute to workplace accidents, and it is the goal of COSUGAS LLC to ensure that these job activities are done in a safe manner. This policy establishes COSUGAS LLC guidelines that it expects its Subcontractors will follow for the erection of rebar columns and walls.

ACCOUNTABILITY

The Subcontractor's Foreman is responsible for the safe erection of columns and walls and is responsible for collaborating with his company to ensure the proper materials and equipment will be provided on the jobsite.

APPLICATION

PRE-PLANNING

A pre-planning meeting shall take place between the COSUGAS LLC Field Superintendent and Subcontractor's Supervisor. This meeting shall take place prior to any column or wall erection activity. It shall cover the column support plan, and recommendations to COSUGAS LLC to ensure a safe jobsite. If applicable, the column guy plan shall be provided by the Subcontractor and reviewed by COSUGAS LLC.

The Subcontractor's Foremen is responsible for completing a Vertical Erection Plan, VEP, and submitting the plan to COSUGAS LLC prior to standing and rebar structures. A jobsite meeting shall take place between the COSUGAS LLC Subcontractor's Foreman and the crew working on the job. The tailgate meeting shall cover: 1) column safety and 2) column and wall support plan 3) guying procedures 4) spacing and a review of the VEP. This shall be documented by the Subcontractor's Foreman. (Tailgates Provided)

CRANES & RIGGING

The crane and rigging guidelines detailed in their respective sections are a critical element of this erection policy and must be adhered to.

COLUMN SUPPORTS

During the pre-planning meeting, the column support plan shall be addressed. This also includes a support plan for walls, column/wall supports include guy cables, and pipe braces.

Walls: shall be rigged according to the applicable section of this manual, and shall be supported by a crane until the appropriate ties have been completed. The Foreman shall clear the area at the base of the wall prior to releasing the load.

Columns: which pose a falling hazard, (as determined by the size, weight, length) shall be supported with one or a combination of the following: (Whichever is more secure)

- 4 to 8 Guy Cables (dependent on column size)
- Continuous Crane Support
- At least 2 pipe braces (90 degree angles) unless an approved site specific Vertical Erection Plan calls for more bracing.
- Horizontal Bracing (cloths-lining) (Horizontal Bracing shall not be used as the sole support of columns)

Guy Cables:

- Must be 3/8, with cable clamps secured using the appropriate method described in the rigging section of this manual.
- Guy cables shall have flags or warning devices, to ensure that these supports are visible to all employees on site.
- Dead-men, with guy cables attached, shall be of suitable size and weight, and strategically located, to provide proper support.

Pipe Braces:

- Pipe braces shall be painted with a bright color, to ensure they are visible to all employees.
- A missing, defective or inappropriate pipe brace shall be brought to the attention of the jobsite Foreman immediately.
- A missing, defective or inappropriate guy cable/pipe brace not suited for the job shall be brought to the attention of the jobsite foreman immediately.
- At no time, shall any pipe brace or guy cable be removed or adjusted without approval from the jobsite foreman. In no event shall the Subcontractor deviate from an engineered column guy plan, without prior written approval from the Design Engineer.
- Pipe braces shall be securely anchored to the column and the deck or ground.

COMMUNICATION

COSUGAS LLC shall make every effort to inform the Subcontractor of the importance of column safety. It is everyone's responsibility on a construction jobsite to notify supervisors of any unsafe condition.

In the event of an identified hazard, COSUGAS LLC and its Subcontractors will follow these steps:

1. Foreman must verbally notify COSUGAS LLC Superintendent of safety concern and request an immediate response.
2. If the situation is not resolved to the Foreman’s satisfaction, notify the Director of Safety.
3. The Field Superintendent will evaluate the hazard, and place the proper Subcontractor on notice.
4. If imminent safety hazard exists the Foreman is required to stop work and remove personnel from the work-zone until the hazard is removed.

COLUMN & WALL SAFETY

Falling columns are one of the leading jobsite hazards for rebar contractors. A falling column can kill you or your co-worker in a split second. You may not have the time to react to a falling column, but, you do have PLENTY OF TIME to properly support columns/walls to avoid any accident from occurring.

REVIEW OF COLUMN & WALL SUPPORT PLAN WITH CREW

- Daily inspection of pipe braces, cable clamps, rigging, wenches, etc. used in charging/pulling/bracing. Destroy any damaged/badly worn equipment.
- At no time shall a pipe brace be removed or adjusted on a column cage without proper supports. All vertical elements shall be properly supported to prevent collapse either through use of internal or external support(s). Prior to any employee climbing any vertical elements (e.g. walls or columns), the same shall be supported via the use of external supports such as guy wires or pipe braces.
- Guy cables shall be at least 3/8”, and shall have flags or warning devices.
- Pipe braces shall be spaced at 90 degree angles from each other.
- Pipe braces shall be painted with a bright color to ensure supports are visible to employees on site.
- Always use a crane for support if there is any uncertainty of column stability.
- Check your ties before picking.
- Public concerns must be evaluated when erecting, i.e. near pedestrian walks, areas of vehicular traffic and high winds.

CRANE SAFETY PRECAUTIONS

1. Check load limits.
2. Crane will not be left unattended with a load suspended.
3. One signaler shall be designated to direct the operator when the point of operation is not in direct view of the operator. The signaler must make sure that all Riggers report “All Clear” before any crane movements are made.
4. Loads shall not be swung over any personnel and no one shall work under a suspended load. If there is no other means, safety type hooks must be used when loads pass over workers.
5. When guiding loads, use a tag line or hook. If you have to walk a load, keep it as close to the ground as possible.
6. A Critical Lift checklist will be completed by the Subcontractor’s Foreman anytime: 2 cranes are used; a lift is within 75% of load chart, any unusual conditions exist.
7. Suspended loads must be kept clear of all obstructions.
8. Crane Operator shall ensure a visual barrier shall surround the perimeter of the crane. Use flags or caution tape.
9. Crane shall not be operated such that any machine part or load will come within 20 feet of electrical lines.

JOB SAFETY ANALYSIS

INTRODUCTION

The Job Safety Analysis Program is defined as a task driven document to ensure that every job task receives proper safety planning prior to beginning work.

A job safety analysis is to be developed for all high risk tasks and operations.

ACCOUNTABILITY

The Subcontractor's Foreman is responsible for the completion of the required JSA reflecting work performed on the specific jobsite. Workers shall be trained in the hazards associated with performing the task.

APPLICATION

The JSA process can be completed on the form provided or a form required by the controlling entity.

COSUGAS LLC	Job:	Date:
	Title of Person Who Does Job:	Analysis By:
Department: EXAMPLE		Reviewed: Safety Office Review:
Required Recommended PPE: Eye protection, Hard hat		
Job Steps	Hazards	Safety Procedures
Shake out iron	Strains, hand and finger injuries	Observe careful hand placement Use proper lifting techniques – lift with legs, back straight
Punk iron to work area	Strains, slip, trip and falls	Use proper lifting techniques – lift with legs, back straight 2 man carry – carry the bar on the same shoulder Watch foot placement while walking
Install long bars	Strains, hand and finger injuries	Careful hand placement Proper lifting techniques
Install chairs	hand and finger injuries	Observe careful hand placement
Tie chairs	hand and finger injuries, wire pokes	Observe careful hand placement
Mark profile and tie support bars	hand and finger injuries, wire pokes	Observe careful hand placement
Pull cage into the hole	Strains, hand and finger injuries, slip, trip and falls	Use proper lifting techniques, Watch foot placement while walking, Observe careful hand placement Coordinate communication with crew prior to moving cage into place

SECTION V

OCCUPATIONAL HEALTH

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

INTRODUCTION

Bloodborne Pathogens can represent a significant exposure to workers who come in contact with infectious materials. The following policy applies to all COSUGAS LLC and Subcontractor employees who have been assigned duties to render first aid treatment to injured co-workers on the job. It also applies to those employees who are responsible for the clean-up of areas where a job-related injury involving blood or other potentially infectious material is present.

RESPONSIBILITIES

The Superintendents have the responsibility to ensure that no workers are exposed to blood, saliva, or any other body fluids or emissions that may be present after incident or accident.

Employees involved in an “exposure” to potentially infectious material should contact their Foreman or Supervisor. Any employee who has been exposed to potentially infectious material shall be offered the Hepatitis Vaccine at no cost to the employee.

First Responders are offered the Hepatitis Vaccine when first assigned First Responder duties and whenever an exposure event occurs.

Exposure Control Plan Best Practices

- All materials used in the treatment of an injury, which are contaminated with blood or other potentially infectious material, shall not be disposed of in trash receptacles. This material (latex gloves, contaminated sponges, etc.) shall be placed in the Bio-Medical disposal bags that are kept in the first-aid kit. These bags shall be transported to a nearby hospital for disposal.
- Tools, clothing, counter tops or any area contaminated by blood or other potentially infectious material shall be thoroughly cleaned with a 1:10 solution of bleach, then washed with soap and water. Materials contaminated by this clean-up process shall be placed in Bio-Medical bags for disposal.
- Any employee involved in the clean-up following an incident involving blood or other potentially infectious material shall wear, at a minimum, latex gloves and safety glasses as a protection from Bloodborne pathogens.

FIRST AID PROGRAM

Introduction

First aid is emergency care provided for injury or sudden illness before emergency medical treatment is available. The first-aid provider in the workplace is someone who is trained in the delivery of initial medical emergency procedures, using a limited amount of equipment to perform a primary assessment and intervention while awaiting arrival of emergency medical service (EMS) personnel.

A workplace first-aid program is part of a comprehensive safety and health management system that includes the following four essential elements:

- _ Management Leadership and Employee Involvement
- _ Worksite Analysis
- _ Hazard Prevention and Control
- _ Safety and Health Training

OSHA Regulations

Sudden injuries or illnesses, some of which may be life-threatening, occur at work. The OSHA First Aid standard (29 CFR 1910.151) requires trained first-aid providers at all workplaces of any size if there is no “infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees.”

In addition to first-aid requirements of 29 CFR 1910.151, several OSHA standards also require training in cardiopulmonary resuscitation (CPR) because sudden cardiac arrest from asphyxiation, electrocution, or exertion may occur.

If an employee is expected to render first aid as part of his or her job duties, the employee is covered by the requirements of the Occupational Exposure to Bloodborne Pathogens standard (29 CFR 1910.1030). This standard includes specific training requirements.

Responsibilities

All Superintendents are required to take and maintain a current First Aid / CPR certification. Training is provided through company trainers and/or nationally recognized training organizations.

First Responders have been identified by the Director of Safety. First Responders are also provided First Aid / CPR training and required to retrain every 2 years.

All employees are trained annually in Bloodborne Pathogens Awareness through tailgate meetings.

First Aid Supplies

First aid supplies are stored in the following locations:

- Superintendents & Foremen’s trucks
- Job site offices and storage bins
- Offices

Sufficient First Aid Supplies are stocked at each of the above locations to accommodate crew size and in accordance with the minimum requirements per OSHA Regulations.

Clinics

Through a network of approved clinics every jobsite location should assign the nearest available clinic for emergency treatment of injured employees and post the phone number and address on the safety poster on the designated spot. Employees needing care beyond the scope of industrial clinics are referred to Hospital Emergency Rooms.

First Responder Duties

First Aid is the initial emergency care given immediately upon arrival at the scene to an ill or injured person and continues until professional medical assistance takes over the care of the casualty (such as an ambulance EMT, Police Officer or Doctor.

A first responder's role is to:

- Preserve life.
- Protect the unconscious casualty.
- Prevent the condition worsening.
- Promote recovery.
- Call for medical assistance.

Priorities in an Emergency

In all emergency situations, the first responder must:

- Ensure the safety of themselves, any bystanders and the casualty(s)
- Assess the situation quickly.
- Call for help (911).
- Commence appropriate treatment within limits of their abilities.
- Closely monitor the casualty for changes in condition

Precautions to be taken:

- Wash your hands before and after treatment.
- Use disposable gloves when treating a casualty.
- Change gloves before treating a different casualty.
- Use protective aprons and eye protection where available.
- Cover any open cuts you may have with waterproof dressings.
- Wash off any body fluids immediately.
- Dispose of used gloves and contaminated waste correctly.
- Wash re-usable equipment in an anti-bacterial solution
- Use protective masks with a one-way valve and/or viral filter when performing Rescue Breathing.

Site Specific Instruction

- First responders must be familiar with the EAP (Emergency Action Plan) at their job site location.
- When the decision is made to evacuate the building or job site, First responders will collect emergency supplies, and/or first aid kit, prior to evacuation.
- First responders will make a final sweep through the building or job site as they are exiting the building to ensure that all personnel have evacuated.

***Note.** First responders must never attempt to re-enter a building or job site following an evacuation until Management or Emergency Personnel say it is safe to re-enter.

HAZARD COMMUNICATION PROGRAM

INTRODUCTION

The purpose of this notice is to inform you that COSUGAS LLC is complying with the OSHA Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200, by compiling a hazardous chemical list, by using MSDSs, by ensuring that containers are labeled, and by providing you with training.

COSUGAS LLC respects an employees' right to know about the hazards associated with chemicals in their workplace. The Hazard Communication Program will provide employees with information about hazardous chemicals in the workplace.

Proposition 65 requires the governor to publish a list of chemicals known to the State of California to cause cancer, birth defects, or reproductive harm. Proposition 65 also requires that businesses provide a clear and reasonable warning before knowingly and intentionally exposing anyone to a listed chemical. Compliance with Proposition 65 requirements for notifying employees of hazards can be achieved simply by complying with the provisions of California's hazard communication regulation.

MSDS's provide you with specific information on the chemicals you use. The Director of Safety maintains a complete list of hazardous chemicals used on COSUGAS LLC job sites. The MSDS will be a fully completed OSHA Form 174 or equivalent. If you have any questions regarding chemicals at the jobsite, use the MSDS or contact the Director of Safety.

ACCOUNTABILITY

Superintendent

The office must compile and maintain a list of all hazardous chemicals that will be used on their jobsites. The list will be updated as contracts are issued.

The Superintendent will notify workers of the hazards associated with chemicals in use at the job-site. A Material Safety Data Sheet shall be kept in the foreman's manual in the construction office and made available to all workers upon request. The Superintendent should also ensure no unauthorized chemicals are introduced to the work-zone and no other trades expose their workers to chemicals.

Note: Only the MSDS for the chemicals on site should be kept in the jobsite notebook.

HAZCOM BEST PRACTICES

LABELING

Each container of chemicals or hazardous material on the jobsite shall be properly labeled. Damaged and or illegible labels should result in discarding the material in the appropriate manner.

MATERIAL SAFETY DATA SHEETS

Copies of MSDS Sheets for all hazardous chemicals to which employees may be exposed are kept in a MSDS binder or file at each jobsite and are readily accessible to employees.

EMPLOYEE TRAINING

COSUGAS LLC employees do not typically come in contact with hazardous chemicals or materials in the course of their work. A tailgate safety Meeting should be held for all new employees to discuss any chemicals or materials they will be working with or may be exposed to.

Hazardous Materials Management Program

Emergency Response

In the event a Subcontractor or vendor experiences an accidental release on a COSUGAS LLC project they will be required to provide emergency containment systems to control the release. The Subcontractor or vendor will also be required to report the release to appropriate authorities. COSUGAS LLC does not allow any one chemical in quantities in excess of 50 gallons and will maintain a spill kit for containment of 50 gallons in the event of an accidental release.

MSDS

Material Safety Data Sheets will be provided with each chemical used on the project site and cross referenced with the MSDS on file. MSDS will be maintained with hard copies when required.

Labeling

All chemical containers of any size or shape shall have the manufacturers label in legible condition affixed to the outside of the container. Any container that is damaged, leaking or rusted must be repackaged or disposed of as a recyclable. Labels that become illegible must be replaced with temporary labels providing the same information that was originally on the containers.

Storage

Chemicals

No waste chemicals or residual product that will not be used within a 30 day period are allowed to be stored at any COSUGAS LLC projects. New chemicals in original packages may be stored in quantities less than 50 gallons. The cumulative total of any one chemical may not exceed 50 gallons.

Flammable Materials will be stored in approved storage containment systems, separate from combustibles, gases or caustics.

Compressed Gas Cylinders

Compressed gas cylinders will be stored as required in the COSUGAS LLC Safety Plan; segregated and secured. At no time will a COSUGAS LLC project store more than 200 cubic feet of a flammable compressed gas or oxidizer. Whenever possible compressed gas will be stored outside of the facility in a specified location with the appropriate placards outside of the facility.

Vehicle/Forklift Maintenance

Vehicles and mobile equipment are outsourced, with no waste products being generated on COSUGAS LLC projects. Lubricating fluid and associated filters and containers are provided by a contracted service and all waste is accumulated and recycled by the vendor/Subcontractor.

Permit Requirements

Permits will be maintained at the facility registered under the permit. Each state/county where COSUGAS LLC has a project may require the issuance of an individual permit through the state/county Hazardous Materials Program.

Responsibility

Each COSUGAS LLC and Subcontractor employee has a responsibility to adhere to the HAZMAT program and best practices identified in the COSUGAS LLC Safety Manual and those indicated on the MSDS.

Overall responsibility for the COSUGAS LLC Hazardous Material Program lies with the Director of Safety and jobsite Superintendent.

SECTION VI

APPENDICES

- A. Notice of Violation Report**
- B. Near Miss Report**
- C. Report Of Accident – Personal Injury**
- D. Medical Treatment Waiver**

COSUGAS, LLC

NOTICE OF VIOLATION

Project site: _____ Project #: _____

Time of Violation: _____ Date: _____

Superintendent: _____

Subcontractor: _____

Subcontractor
Employee: _____

Describe The Violation:

Corrective/Disciplinary Action: _____ Date of Correction _____

Subcontractor Employee Signature: _____

Subcontractor Supervisor Signature: _____

Issued by: _____

COSUGAS, LLC

NEAR-MISS REPORT

PLEASE EMAIL OR FAX THIS FORM TO THE DIRECTOR OF SAFETY WITHIN 24 HOURS OF THE INCIDENT

Project: _____	Vendor: _____
Superintendent: _____	Supplier: _____
Subcontractor: _____	Employee: _____
Date of Incident: _____	Time of Incident: _____

Incident: _____

Root Cause Analysis: _____

Corrective Action: _____

Correction Action Completed: Yes ___ No ___ **Date Completed:** _____

Subcontractor's Foreman's Signature **Printed Name** **Date**

Superintendent's Signature **Printed Name** **Date**

COSUGAS, LLC

REPORT OF ACCIDENT – PERSONAL INJURY

JOB NAME/NOMBRE DE TRABAJO:		SUBCONTRACTOR:	
FOREMAN/SUPERVISOR:		FOREMAN CONTACT /TELEFONO DE SUPERVISOR:	
EMPLOYEE			
NAME/NOMBRE:		OCCUPATION/OCUPACION:	
HOME ADDRESS/DOMICILIO:			
HOME PHONE/NUMERO DE TELEFONO		SOCIAL SECURITY #	
GENDER ___ Male ___ Female	DATE OF BIRTH: FECHA DE NACIONAMENTE	DATE OF HIRE (mm/dd/yy)	
EMPLOYEE USUALLY WORKS/EMPLEADO NORMALMENTE TRABAJAN ___ hrs/day ___ days/week ___ total weekly Hrs		___ Apprentice ___ Foreman ___ Journeyman Non Union Shop Driver Non-Field	
INJURY OR ILLNESS			
DATE OF INJURY/FECHA DE INCIDETE		TIME INJURY OCCURRED :AM :PM	TIME EMPLOYEE STARTED WORK :AM :PM
ADDRESS WHERE EVENT OCCURRED/DIRECCION EN DONDE OCCURIO EL INCIDENTE		DATE EMPLOYEE REPORTED INCIDENT/FECHA QUE EL EMPLEE REPORTO EL INCIDENTE	
WHERE EVENT EXPOSURE OCCURRED / DONDE OCCURIO EL INCIDENTE:		PART OF BODY AFFECTED/PARTE DEL CUERPO QUE FUE AFECTADA	
SPECIFIC INJURY/ILLNESS AND PART OF BODY AFFECTED, MEDICAL DIAGNOSIS, if available, (i.e., laceration on left knee)			
HOW DID THE INJURY OCCUR? DESCRIBE SEQUENCE OF EVENTS. SPECIFY OBJECT WHICH DIRECTLY CAUSED THE INJURY/ILLNESS: (COMO SE PRODUCEN LAS LESIONS)			
OTHERS INJURED? ___ Yes ___ No	NAMES OF WITNESSES:	REFUSE TREATMENT/NO INJURY TO REPORT (TRETAMENT NEGARSE / NO A INFORME LESIÓN) INITIALS:	

_____ Subcontractor's Foreman Signature	_____ Printed Name	_____ Date
_____ NA COSUGAS LLC CC Superintendent's Signature	_____ Printed Name	_____ Date

PLEASE FAX THIS FORM TO COSUGAS LLC OFFICE WITHIN 24 HOURS OF THE INCIDENT

COSUGAS, LLC

MEDICAL TREATMENT WAIVER

COSUGAS LLC is concerned with every employee's well-being and safety. In the event you elect not to seek medical attention, we need to document that COSUGAS LLC has not influenced, in any way, your decision to not seek treatment.

Brief Description of Accident: _____

Employee: _____

Date of Injury: _____

Brief Description of Accident: _____

Brief Description of Injury: _____

My signature confirms that I have voluntarily waived medical care due to the injury indicated above. Should it later be determined that I require medical care, I will consult with my immediate Supervisor prior to seeking treatment, unless immediate care is necessary.

Employee _____ Date _____

Supervisor _____ Date _____

Superintendent _____ Date _____

Supplier: **COSUGAS LLC**

Standard Instructions to Vendors Request for Proposals, Request for Qualifications, or Request for Letters of Interest

Vendors are instructed to read and follow the instructions carefully, as any misinterpretation or failure to comply with instructions may lead to a Vendor's submittal being rejected.

Vendor MUST submit its solicitation response electronically and MUST confirm its submittal in order for the County to receive a valid response through BidSync. Refer to the [Purchasing Division website](#) or contact BidSync for submittal instructions.

A. Responsiveness Criteria:

In accordance with Broward County Procurement Code Section 21.8.b.65, a Responsive Bidder [Vendor] means a person who has submitted a proposal which conforms in all material respects to a solicitation. The solicitation submittal of a responsive Vendor must be submitted on the required forms, which contain all required information, signatures, notarizations, insurance, bonding, security, or other mandated requirements required by the solicitation documents to be submitted at the time of proposal opening.

Failure to provide the information required below at the time of submittal opening may result in a recommendation Vendor is non-responsive by the Director of Purchasing. The Selection or Evaluation Committee will determine whether the firm is responsive to the requirements specified herein. The County reserves the right to waive minor technicalities or irregularities as is in the best interest of the County in accordance with Section 21.30.f.1(c) of the Broward County Procurement Code.

Below are standard responsiveness criteria; refer to **Special Instructions to Vendors**, for Additional Responsiveness Criteria requirement(s).

1. Lobbyist Registration Requirement Certification

Refer to **Lobbyist Registration Requirement Certification**. The completed form should be submitted with the solicitation response but must be submitted within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

2. Addenda

The County reserves the right to amend this solicitation prior to the due date. Any change(s) to this solicitation will be conveyed through the written addenda process. Only written addenda will be binding. If a "must" addendum is issued, Vendor must follow instructions and submit required information, forms, or acknowledge addendum, as instructed therein. It is the responsibility of all potential Vendors to monitor the solicitation for any changing information, prior to submitting their response.

B. Responsibility Criteria:

Definition of a Responsible Vendor: In accordance with Section 21.8.b.64 of the Broward County Procurement Code, a Responsible Vendor means a Vendor who has the capability in all respects to perform the contract requirements, and the integrity and reliability which will assure good faith performance.

The Selection or Evaluation Committee will recommend to the awarding authority a determination of

a Vendor's responsibility. At any time prior to award, the awarding authority may find that a Vendor is not responsible to receive a particular award.

Failure to provide any of this required information and in the manner required may result in a recommendation by the Director of Purchasing that the Vendor is non-responsive.

Below are standard responsibility criteria; refer to **Special Instructions to Vendors**, for Additional Responsibility Criteria requirement(s).

1. **Litigation History**

- a. All Vendors are required to disclose to the County all "material" cases filed, pending, or resolved during the last three (3) years prior to the solicitation response due date, whether such cases were brought by or against the Vendor, any parent or subsidiary of the Vendor, or any predecessor organization. Additionally, all Vendors are required to disclose to the County all "material" cases filed, pending, or resolved against any principal of Vendor, regardless of whether the principal was associated with Vendor at the time of the "material" cases against the principal, during the last three (3) years prior to the solicitation response. A case is considered to be "material" if it relates, in whole or in part, to any of the following:
 - i. A similar type of work that the vendor is seeking to perform for the County under the current solicitation;
 - ii. An allegation of fraud, negligence, error or omissions, or malpractice against the vendor or any of its principals or agents who would be performing work under the current solicitation;
 - iii. A vendor's default, termination, suspension, failure to perform, or improper performance in connection with any contract;
 - iv. The financial condition of the vendor, including any bankruptcy petition (voluntary and involuntary) or receivership; or
 - v. A criminal proceeding or hearing concerning business-related offenses in which the vendor or its principals (including officers) were/are defendants.
- b. For each material case, the Vendor is required to provide all information identified in the **Litigation History Form**. Additionally, the Vendor shall provide a copy of any judgment or settlement of any material case during the last three (3) years prior to the solicitation response. Redactions of any confidential portions of the settlement agreement are only permitted upon a certification by Vendor that all redactions are required under the express terms of a pre-existing confidentiality agreement or provision.
- c. The County will consider a Vendor's litigation history information in its review and determination of responsibility.
- d. If the Vendor is a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture.
- e. A vendor is required to disclose to the County any and all cases(s) that exist between the County and any of the Vendor's subcontractors/subconsultants proposed to work on this project during the last five (5) years prior to the solicitation response.
- f. Failure to disclose any material case, including all requested information in connection with each such case, as well as failure to disclose the Vendor's subcontractors/subconsultants litigation history against the County, may result in the Vendor being deemed non-responsive.

2. **Financial Information**

- a. All Vendors are required to provide the Vendor's financial statements at the time of submittal

in order to demonstrate the Vendor's financial capabilities.

- b. Each Vendor shall submit its most recent two years of financial statements for review. The financial statements are not required to be audited financial statements. The annual financial statements will be in the form of:
 - i. Balance sheets, income statements and annual reports; or
 - ii. Tax returns; or
 - iii. SEC filings.

If tax returns are submitted, ensure it does not include any personal information (as defined under Florida Statutes Section 501.171, Florida Statutes), such as social security numbers, bank account or credit card numbers, or any personal pin numbers. If any personal information data is part of financial statements, redact information prior to submitting a response the County.

- c. If a Vendor has been in business for less than the number of years of required financial statements, then the Vendor must disclose all years that the Vendor has been in business, including any partial year-to-date financial statements.
- d. The County may consider the unavailability of the most recent year's financial statements and whether the Vendor acted in good faith in disclosing the financial documents in its evaluation.
- e. Any claim of confidentiality on financial statements should be asserted at the time of submittal. Refer to **Standard Instructions to Vendors**, Confidential Material/ Public Records and Exemptions for instructions on submitting confidential financial statements. The Vendor's failure to provide the information as instructed may lead to the information becoming public.
- f. Although the review of a Vendor's financial information is an issue of responsibility, the failure to either provide the financial documentation or correctly assert a confidentiality claim pursuant the Florida Public Records Law and the solicitation requirements (Confidential Material/ Public Records and Exemptions section) may result in a recommendation of non-responsiveness by the Director of Purchasing.

3. Authority to Conduct Business in Florida

- a. A Vendor must have the authority to transact business in the State of Florida and be in good standing with the Florida Secretary of State. For further information, contact the Florida Department of State, Division of Corporations.
- b. The County will review the Vendor's business status based on the information provided in response to this solicitation.
- c. It is the Vendor's responsibility to comply with all state and local business requirements.
- d. Vendor should list its active Florida Department of State Division of Corporations Document Number (or Registration No. for fictitious names) in the **Vendor Questionnaire**, Question No. 10.
- e. If a Vendor is an out-of-state or foreign corporation or partnership, the Vendor must obtain the authority to transact business in the State of Florida or show evidence of application for the authority to transact business in the State of Florida, upon request of the County.
- f. A Vendor that is not in good standing with the Florida Secretary of State at the time of a

submission to this solicitation may be deemed non-responsible.

- g. If successful in obtaining a contract award under this solicitation, the Vendor must remain in good standing throughout the contractual period of performance.

4. **Affiliated Entities of the Principal(s)**

- a. All Vendors are required to disclose the names and addresses of “affiliated entities” of the Vendor’s principal(s) over the last five (5) years (from the solicitation opening deadline) that have acted as a prime Vendor with the County. The Vendor is required to provide all information required on the **Affiliated Entities of the Principal(s) Certification Form**.
- b. The County will review all affiliated entities of the Vendor’s principal(s) for contract performance evaluations and the compliance history with the County’s Small Business Program, including CBE, DBE and SBE goal attainment requirements. “Affiliated entities” of the principal(s) are those entities related to the Vendor by the sharing of stock or other means of control, including but not limited to a subsidiary, parent or sibling entity.
- c. The County will consider the contract performance evaluations and the compliance history of the affiliated entities of the Vendor’s principals in its review and determination of responsibility.

5. **Insurance Requirements**

The **Insurance Requirement Form** reflects the insurance requirements deemed necessary for this project. It is not necessary to have this level of insurance in effect at the time of submittal, but it is necessary to submit certificates indicating that the Vendor currently carries the insurance or to submit a letter from the carrier indicating it can provide insurance coverages.

C. **Additional Information and Certifications**

The following forms and supporting information (if applicable) should be returned with Vendor’s submittal. If not provided with submittal, the Vendor must submit within three business days of County’s request. Failure to timely submit may affect Vendor’s evaluation.

1. **Vendor Questionnaire**

Vendor is required to submit detailed information on their firm. Refer to the **Vendor Questionnaire** and submit as instructed.

2. **Standard Certifications**

Vendor is required to certify to the below requirements. Refer to the **Standard Certifications** and submit as instructed.

- a. **Cone of Silence Requirement Certification**
- b. **Drug-Free Workplace Certification**
- c. **Non-Collusion Certification**
- d. **Public Entities Crimes Certification**
- e. **Scrutinized Companies List Certification**

3. **Subcontractors/Subconsultants/Suppliers Requirement**

The Vendor shall submit a listing of all subcontractors, subconsultants, and major material suppliers, if any, and the portion of the contract they will perform. Vendors must follow the instructions included on the **Subcontractors/Subconsultants/Suppliers Information Form** and submit as instructed.

D. Standard Agreement Language Requirements

1. The acceptance of or any exceptions taken to the terms and conditions of the County's Agreement shall be considered a part of a Vendor's submittal and will be considered by the Selection or Evaluation Committee.
2. The applicable Agreement terms and conditions for this solicitation are indicated in the **Special Instructions to Vendors**.
3. Vendors are required to review the applicable terms and conditions and submit the **Agreement Exception Form**. If the **Agreement Exception Form** is not provided with the submittal, it shall be deemed an affirmation by the Vendor that it accepts the Agreement terms and conditions as disclosed in the solicitation.
4. If exceptions are taken, the Vendor must specifically identify each term and condition with which it is taking an exception. Any exception not specifically listed is deemed waived. Simply identifying a section or article number is not sufficient to state an exception. Provide either a redlined version of the specific change(s) or specific proposed alternative language. Additionally, a brief justification specifically addressing each provision to which an exception is taken should be provided.
5. Submission of any exceptions to the Agreement does not denote acceptance by the County. Furthermore, taking exceptions to the County's terms and conditions may be viewed unfavorably by the Selection or Evaluation Committee and ultimately may impact the overall evaluation of a Vendor's submittal.

E. Evaluation Criteria

1. The Selection or Evaluation Committee will evaluate Vendors as per the **Evaluation Criteria**. The County reserves the right to obtain additional information from a Vendor.
2. Vendor has a continuing obligation to inform the County in writing of any material changes to the information it has previously submitted. The County reserves the right to request additional information from Vendor at any time.
3. For Request for Proposals, the following shall apply:
 - a. The Director of Purchasing may recommend to the Evaluation Committee to short list the most qualified firms prior to the Final Evaluation.
 - b. The Evaluation Criteria identifies points available; a total of 100 points is available.
 - c. If the Evaluation Criteria includes a request for pricing, the total points awarded for price is determined by applying the following formula:
$$\frac{(\text{Lowest Proposed Price}/\text{Vendor's Price}) \times (\text{Maximum Number of Points for Price})}{\text{Price Score}}$$
 - d. After completion of scoring, the County may negotiate pricing as in its best interest.
4. For Requests for Letters of Interest or Request for Qualifications, the following shall apply:
 - a. The Selection or Evaluation Committee will create a short list of the most qualified firms.
 - b. The Selection or Evaluation Committee will either:

- i. Rank shortlisted firms; or
- ii. If the solicitation is part of a two-step procurement, shortlisted firms will be requested to submit a response to the Step Two procurement.

F. Demonstrations

If applicable, as indicated in Special Instructions to Vendors, Vendors will be required to demonstrate the nature of their offered solution. After receipt of submittals, all Vendors will receive a description of, and arrangements for, the desired demonstration. In accordance with Section 286.0113 of the Florida Statutes and pursuant to the direction of the Broward County Board of Commissioners, demonstrations are closed to only the vendor team and County staff.

G. Presentations

Vendors that are found to be both responsive and responsible to the requirements of the solicitation and/or shortlisted (if applicable) will have an opportunity to make an oral presentation to the Selection or Evaluation Committee on the Vendor's approach to this project and the Vendor's ability to perform. The committee may provide a list of subject matter for the discussion. All Vendor's will have equal time to present but the question-and-answer time may vary. In accordance with Section 286.0113 of the Florida Statutes and the direction of the Broward County Board of Commissioners, presentations during Selection or Evaluation Committee Meetings are closed. Only the Selection or Evaluation Committee members, County staff and the vendor and their team scheduled for that presentation will be present in the Meeting Room during the presentation and subsequent question and answer period.

H. Public Art and Design Program

If indicated in **Special Instructions to Vendors**, Public Art and Design Program, Section 1-88, Broward County Code of Ordinances, applies to this project. It is the intent of the County to functionally integrate art, when applicable, into capital projects and integrate artists' design concepts into this improvement project. The Vendor may be required to collaborate with the artist(s) on design development within the scope of this request. Artist(s) shall be selected by Broward County through an independent process. For additional information, contact the Broward County Cultural Division.

I. Committee Appointment

The Cone of Silence shall be in effect for County staff at the time of the Selection or Evaluation Committee appointment and for County Commissioners and Commission staff at the time of the Shortlist Meeting of the Selection Committee or the Initial Evaluation Meeting of the Evaluation Committee. The committee members appointed for this solicitation are available on the Purchasing Division's website under [Committee Appointment](#).

J. Committee Questions, Request for Clarifications, Additional Information

At any committee meeting, the Selection or Evaluation Committee members may ask questions, request clarification, or require additional information of any Vendor's submittal or proposal. It is highly recommended Vendors attend to answer any committee questions (if requested), including a Vendor representative that has the authority to bind.

Vendor's answers may impact evaluation (and scoring, if applicable). Upon written request to the Purchasing Agent prior to the meeting, a conference call number will be made available for Vendor participation via teleconference. Only Vendors that are found to be both responsive and responsible to the requirements of the solicitation and/or shortlisted (if applicable) are requested to participate in a final (or presentation) Selection or Evaluation committee meeting.

K. Vendor Questions

The County provides a specified time for Vendors to ask questions and seek clarification regarding solicitation requirements. All questions or clarification inquiries must be submitted through BidSync by the date and time referenced in the solicitation document (including any addenda). The County will respond to questions via Bid Sync.

L. Confidential Material/ Public Records and Exemptions

1. Broward County is a public agency subject to Chapter 119, Florida Statutes. Upon receipt, all submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Submittals may be posted on the County's public website or included in a public records request response, unless there is a declaration of "confidentiality" pursuant to the public records law and in accordance with the procedures in this section.
2. Any confidential material(s) the Vendor asserts is exempt from public disclosure under Florida Statutes must be labeled as "Confidential", and marked with the specific statute and subsection asserting exemption from Public Records.
3. To submit confidential material, three hardcopies must be submitted in a sealed envelope, labeled with the solicitation number, title, date and the time of solicitation opening to:

Broward County Purchasing Division
115 South Andrews Avenue, Room 212
Fort Lauderdale, FL 33301

4. Material will not be treated as confidential if the Vendor does not cite the applicable Florida Statute (s) allowing the document to be treated as confidential.
5. Any materials that the Vendor claims to be confidential and exempt from public records must be marked and separated from the submittal. If the Vendor does not comply with these instructions, the Vendor's claim for confidentiality will be deemed as waived.
6. Submitting confidential material may impact full discussion of your submittal by the Selection or Evaluation Committee because the Committee will be unable to discuss the details contained in the documents cloaked as confidential at the publicly noticed Committee meeting.

M. Copyrighted Materials

Copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes. Submission of copyrighted material in response to any solicitation will constitute a license and permission for the County to make copies (including electronic copies) as reasonably necessary for the use by County staff and agents, as well as to make the materials available for inspection or production pursuant to Public Records Law, Chapter 119, Florida Statutes.

N. State and Local Preferences

If the solicitation involves a federally funded project where the fund requirements prohibit the use of state and/or local preferences, such preferences contained in the Local Preference Ordinance and Broward County Procurement Code will not be applied in the procurement process.

O. Local Preference

Except where otherwise prohibited by federal or state law or other funding source restrictions, a local Vendor whose submittal is within 5% of the highest total ranked Vendor outside of the preference area will become the Vendor with whom the County will proceed with negotiations for a

final contract. Refer to **Local Vendor Certification Form (Preference and Tiebreaker)** for further information.

P. Tiebreaker Criteria

In accordance with Section 21.31.d of the Broward County Procurement Code, the tiebreaker criteria shall be applied based upon the information provided in the Vendor's response to the solicitation. In order to receive credit for any tiebreaker criterion, complete and accurate information must be contained in the Vendor's submittal.

1. **Local Vendor Certification Form (Preference and Tiebreaker);**
2. **Domestic Partnership Act Certification (Requirement and Tiebreaker);**
3. **Tiebreaker Criteria Form: Volume of Work Over Five Years**

Q. Posting of Solicitation Results and Recommendations

The Broward County Purchasing Division's [website](#) is the location for the County's posting of all solicitations and contract award results. It is the obligation of each Vendor to monitor the website in order to obtain complete and timely information.

R. Review and Evaluation of Responses

A Selection or Evaluation Committee is responsible for recommending the most qualified Vendor(s). The process for this procurement may proceed in the following manner:

1. The Purchasing Division delivers the solicitation submittals to agency staff for summarization for the committee members. Agency staff prepares a report, including a matrix of responses submitted by the Vendors. This may include a technical review, if applicable.
2. Staff identifies any incomplete responses. The Director of Purchasing reviews the information and makes a recommendation to the Selection or Evaluation Committee as to each Vendor's responsiveness to the requirements of the solicitation. The final determination of responsiveness rests solely on the decision of the committee.
3. At any time prior to award, the awarding authority may find that a Vendor is not responsible to receive a particular award. The awarding authority may consider the following factors, without limitation: debarment or removal from the authorized Vendors list or a final decree, declaration or order by a court or administrative hearing officer or tribunal of competent jurisdiction that the Vendor has breached or failed to perform a contract, claims history of the Vendor, performance history on a County contract(s), an unresolved concern, or any other cause under this code and Florida law for evaluating the responsibility of a Vendor.

S. Vendor Protest

Sections 21.118 and 21.120 of the Broward County Procurement Code set forth procedural requirements that apply if a Vendor intends to protest a solicitation or proposed award of a contract and state in part the following:

1. Any protest concerning the solicitation or other solicitation specifications or requirements must be made and received by the County within seven business days from the posting of the solicitation or addendum on the Purchasing Division's website. Such protest must be made in writing to the Director of Purchasing. Failure to timely protest solicitation specifications or requirements is a waiver of the ability to protest the specifications or requirements.

2. Any protest concerning a solicitation or proposed award above the award authority of the Director of Purchasing, after the RLI or RFP opening, shall be submitted in writing and received by the Director of Purchasing within five business days from the posting of the recommendation of award for Invitation to Bids or the final recommendation of ranking for Request for Letters of Interest and Request for Proposals on the Purchasing Division's website.
3. Any actual or prospective Vendor who has a substantial interest in and is aggrieved in connection with the proposed award of a contract that does not exceed the amount of the award authority of the Director of Purchasing, may protest to the Director of Purchasing. The protest shall be submitted in writing and received within three (3) business days from the posting of the recommendation of award for Invitation to Bids or the final recommendation of ranking for Request for Letters of Interest and Request for Proposals on the Purchasing Division's website.
4. For purposes of this section, a business day is defined as Monday through Friday between 8:30 a.m. and 5:00 p.m. Failure to timely file a protest within the time prescribed for a proposed contract award shall be a waiver of the Vendor's right to protest.
5. As a condition of initiating any protest, the protestor shall present the Director of Purchasing a nonrefundable filing fee in accordance with the table below.

<u>Estimated Contract Amount</u>	<u>Filing Fee</u>
\$30,000 - \$250,000	\$ 500
\$250,001 - \$500,000	\$1,000
\$500,001 - \$5 million	\$3,000
Over \$5 million	5,000

If no contract proposal amount was submitted, the estimated contract amount shall be the County's estimated contract price for the project. The County may accept cash, money order, certified check, or cashier's check, payable to Broward County Board of Commissioners.

T. Right of Appeal

Pursuant to Section 21.83.d of the Broward County Procurement Code, any Vendor that has a substantial interest in the matter and is dissatisfied or aggrieved in connection with the Selection or Evaluation Committee's determination of responsiveness may appeal the determination pursuant to Section 21.120 of the Broward County Procurement Code.

1. The appeal must be in writing and sent to the Director of Purchasing within ten (10) calendar days of the determination by the Selection or Evaluation Committee to be deemed timely.
2. As required by Section 21.120, the appeal must be accompanied by an appeal bond by a Vendor having standing to protest and must comply with all other requirements of this section.
3. The institution and filing of an appeal is an administrative remedy to be employed prior to the institution and filing of any civil action against the County concerning the subject matter of the appeal.

U. Rejection of Responses

The Selection or Evaluation Committee may recommend rejecting all submittals as in the best interests of the County. The rejection shall be made by the Director of Purchasing, except when a solicitation was approved by the Board, in which case the rejection shall be made by the Board.

V. Negotiations

The County intends to conduct the first negotiation meeting no later than two weeks after approval of the final ranking as recommended by the Selection or Evaluation Committee. At least one of the representatives for the Vendor participating in negotiations with the County must be authorized to bind the Vendor. In the event that the negotiations are not successful within a reasonable timeframe (notification will be provided to the Vendor) an impasse will be declared and negotiations with the first-ranked Vendor will cease. Negotiations will begin with the next ranked Vendor, etc. until such time that all requirements of Broward County Procurement Code have been met. In accordance with Section 286.0113 of the Florida Statutes and the direction of the Broward County Board of Commissioners, negotiations resulting from Selection or Evaluation Committee Meetings are closed. Only County staff and the selected vendor and their team will be present during negotiations.

W. Submittal Instructions:

1. Broward County does not require any personal information (as defined under Section 501.171, Florida Statutes), such as social security numbers, driver license numbers, passport, military ID, bank account or credit card numbers, or any personal pin numbers, in order to submit a response for ANY Broward County solicitation. **DO NOT INCLUDE** any personal information data in any document submitted to the County. If any personal information data is part of a submittal, this information must be redacted prior to submitting a response to the County.
2. **Vendor MUST submit its solicitation response electronically and MUST confirm its submittal in order for the County to receive a valid response through BidSync.** It is the Vendor's sole responsibility to assure its response is submitted and received through BidSync by the date and time specified in the solicitation.
3. The County will not consider solicitation responses received by other means. Vendors are encouraged to submit their responses in advance of the due date and time specified in the solicitation document. In the event that the Vendor is having difficulty submitting the solicitation document through Bid Sync, immediately notify the Purchasing Agent and then contact BidSync for technical assistance.
4. Vendor must view, submit, and/or accept each of the documents in BidSync. Web-fillable forms can be filled out and submitted through BidSync.
5. After all documents are viewed, submitted, and/or accepted in BidSync, the Vendor must upload additional information requested by the solicitation (i.e. Evaluation Criteria and Financials Statements) in the Item Response Form in BidSync, under line one (regardless if pricing requested).
6. Vendor should upload responses to Evaluation Criteria in Microsoft Word or Excel format.
7. If the Vendor is declaring any material confidential and exempt from Public Records, refer to Confidential Material/ Public Records and Exemptions for instructions on submitting confidential material.
8. After all files are uploaded, Vendor must submit and **CONFIRM** its offer (by entering password) for offer to be received through BidSync.

9. If a solicitation requires an original Proposal Bond (per Special Instructions to Vendors), Vendor must submit in a sealed envelope, labeled with the solicitation number, title, date and the time of solicitation opening to:

Broward County Purchasing Division
115 South Andrews Avenue, Room 212
Fort Lauderdale, FL 33301

A copy of the Proposal Bond should also be uploaded into Bid Sync; this does not replace the requirement to have an original proposal bond. Vendors must submit the original Proposal Bond, by the solicitation due date and time.

Supplier: **COSUGAS LLC**

VENDOR QUESTIONNAIRE AND STANDARD CERTIFICATIONS
Request for Proposals, Request for Qualifications, or Request for Letters of Interest

Vendor should complete questionnaire and complete and acknowledge the standard certifications and submit with the solicitation response. If not submitted with solicitation response, it must be submitted within three business days of County's request. Failure to timely submit may affect Vendor's evaluation.

If a response requires additional information, the Vendor should upload a written detailed response with submittal; each response should be numbered to match the question number. The completed questionnaire and attached responses will become part of the procurement record. It is imperative that the person completing the Vendor Questionnaire be knowledgeable about the proposing Vendor's business and operations.

1. Legal business name: **Cosugas LLC**
2. Doing Business As/ Fictitious Name (if applicable):
3. Federal Employer I.D. no. (FEIN): **05-0540995**
4. Dun and Bradstreet No.: **072140867**
5. Website address (if applicable):
6. Principal place of business address: **719 Shotgun Road Sunrise, FL 33326**
7. Office location responsible for this project: **719 Shotgun Road Sunrise, FL 33326**
8. Telephone no.: **954-916-7500** Fax no.:
9. Type of business (check appropriate box):
 - Corporation (specify the state of incorporation):
 - Sole Proprietor
 - Limited Liability Company (LLC)
 - Limited Partnership
 - General Partnership (State and County Filed In)
 - Other - Specify
10. List Florida Department of State, Division of Corporations document number (or registration number if fictitious name): **L0200021796**
11. List name and title of each principal, owner, officer, and major shareholder:
 - a) **Herman Giacomelli / Managing Member**
 - b)
 - c)
 - d)
12. AUTHORIZED CONTACT(S) FOR YOUR FIRM:
Name: **Herman Giacomello**

Title: **Managing Member**

E-mail: **hgiacomelli@cosugasllc.com**

Telephone No.: **954-916-7500**

Name: **Enid Rodriguez**

Title: **Office Manager / Procurement**

E-mail: **erodriguez@cosugasllc.com**

Telephone No.: **954-916-7500**

13. Has your firm, its principals, officers or predecessor organization(s) been debarred or suspended by any government entity within the last three years? If yes, specify details in an attached written response. Yes No
14. Has your firm, its principals, officers or predecessor organization(s) ever been debarred or suspended by any government entity? If yes, specify details in an attached written response, including the reinstatement date, if granted. Yes No
15. Has your firm ever failed to complete any services and/or delivery of products during the last three (3) years? If yes, specify details in an attached written response. Yes No
16. Is your firm or any of its principals or officers currently principals or officers of another organization? If yes, specify details in an attached written response. Yes No
17. Have any voluntary or involuntary bankruptcy petitions been filed by or against your firm, its parent or subsidiaries or predecessor organizations during the last three years? If yes, specify details in an attached written response. Yes No
18. Has your firm's surety ever intervened to assist in the completion of a contract or have Performance and/or Payment Bond claims been made to your firm or its predecessor's sureties during the last three years? If yes, specify details in an attached written response, including contact information for owner and surety. Yes No
19. Has your firm ever failed to complete any work awarded to you, services and/or delivery of products during the last three (3) years? If yes, specify details in an attached written response. Yes No
20. Has your firm ever been terminated from a contract within the last three years? If yes, specify details in an attached written response. Yes No
21. Living Wage solicitations only: In determining what, if any, fiscal impacts(s) are a result of the Ordinance for this solicitation, provide the following for informational purposes only. Response is not considered in determining the award of this contract.
Living Wage had an effect on the pricing. Yes No
 N/A
- If yes, Living Wage increased the pricing by% or decreased the pricing by%.

Cone of Silence Requirement Certification:

The Cone of Silence Ordinance, Section 1-266, Broward County Code of Ordinances prohibits certain communications among Vendors, Commissioners, County staff, and Selection or Evaluation Committee members. Identify on a separate sheet any violations of this Ordinance by any members of the responding firm or its joint ventures. After the application of the Cone of Silence, inquiries regarding this solicitation should be directed to the Director of Purchasing or designee. The Cone of Silence terminates when the County Commission or other awarding authority takes action which ends the solicitation.

The Vendor hereby certifies that: (check each box)

- The Vendor has read Cone of Silence Ordinance, Section 1-266, Broward County Code of Ordinances; and
- The Vendor understands that the Cone of Silence for this competitive solicitation shall be in effect beginning upon the appointment of the Selection or Evaluation Committee, for communication regarding this

solicitation with the County Administrator, Deputy County Administrator, Assistant County Administrators, and Assistants to the County Administrator and their respective support staff or any person, including Evaluation or Selection Committee members, appointed to evaluate or recommend selection in this RFP/RLI process. For Communication with County Commissioners and Commission staff, the Cone of Silence allows communication until the initial Evaluation or Selection Committee Meeting.

- The Vendor agrees to comply with the requirements of the Cone of Silence Ordinance.

Drug-Free Workplace Requirements Certification:

Section 21.31.a. of the Broward County Procurement Code requires awards of all competitive solicitations requiring Board award be made only to firms certifying the establishment of a drug free workplace program. The program must consist of:

1. Publishing a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the offeror's workplace, and specifying the actions that will be taken against employees for violations of such prohibition;
2. Establishing a continuing drug-free awareness program to inform its employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The offeror's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Giving all employees engaged in performance of the contract a copy of the statement required by subparagraph 1;
4. Notifying all employees, in writing, of the statement required by subparagraph 1, that as a condition of employment on a covered contract, the employee shall:
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of the employee's conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or of any state, for a violation occurring in the workplace NO later than five days after such conviction.
5. Notifying Broward County government in writing within 10 calendar days after receiving notice under subdivision 4.b above, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;
6. Within 30 calendar days after receiving notice under subparagraph 4 of a conviction, taking one of the following actions with respect to an employee who is convicted of a drug abuse violation occurring in the workplace:
 - a. Taking appropriate personnel action against such employee, up to and including termination; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; and
7. Making a good faith effort to maintain a drug-free workplace program through implementation of subparagraphs 1 through 6.

The Vendor hereby certifies that: (check box)

- The Vendor certifies that it has established a drug free workplace program in accordance with the above requirements.

Non-Collusion Certification:

Vendor shall disclose, to their best knowledge, any Broward County officer or employee, or any relative of any such officer or employee as defined in Section 112.3135 (1) (c), Florida Statutes, who is an officer or director of, or has a material interest in, the Vendor's business, who is in a position to influence this procurement. Any Broward County officer or employee who has any input into the writing of specifications or requirements, solicitation of

offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement. Failure of a Vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the Broward County Procurement Code.

The Vendor hereby certifies that: (select one)

- The Vendor certifies that this offer is made independently and free from collusion; or
- The Vendor is disclosing names of officers or employees who have a material interest in this procurement and is in a position to influence this procurement. Vendor must include a list of name(s), and relationship(s) with its submittal.

Public Entities Crimes Certification:

In accordance with Public Entity Crimes, Section 287.133, Florida Statutes, a person or affiliate placed on the convicted vendor list following a conviction for a public entity crime may not submit on a contract: to provide any goods or services; for construction or repair of a public building or public work; for leases of real property to a public entity; and may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for Category Two for a period of 36 months following the date of being placed on the convicted vendor list.

The Vendor hereby certifies that: (check box)

- The Vendor certifies that no person or affiliates of the Vendor are currently on the convicted vendor list and/or has not been found to commit a public entity crime, as described in the statutes.

Scrutinized Companies List Certification:

Any company, principals, or owners on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List is prohibited from submitting a response to a solicitation for goods or services in an amount equal to or greater than \$1 million.

The Vendor hereby certifies that: (check each box)

- The Vendor, owners, or principals are aware of the requirements of Sections 287.135, 215.473, and 215.4275, Florida Statutes, regarding Companies on the Scrutinized Companies with Activities in Sudan List the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List; and
- The Vendor, owners, or principals, are eligible to participate in this solicitation and are not listed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List; and
- If awarded the Contract, the Vendor, owners, or principals will immediately notify the County in writing if any of its principals are placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List.

I hereby certify the information provided in the Vendor Questionnaire and Standard Certifications:

Herman Giacomelli	Managing Member	12/3/2019
<hr/>	<hr/>	<hr/>
*AUTHORIZED SIGNATURE/NAME	TITLE	DATE

Vendor Name: **Cosugas LLC**

* I certify that I am authorized to sign this solicitation response on behalf of the Vendor as indicated in Certificate as to Corporate Principal, designation letter by Director/Corporate Officer, or other business authorization to bind on behalf of the Vendor. As the Vendor's authorized representative, I attest that any and all statements, oral, written or otherwise, made in support of the Vendor's response, are accurate, true and correct. I also acknowledge that inaccurate, untruthful, or incorrect statements made in support of the Vendor's response may be used by the County as a basis for rejection, rescission of the award, or termination of the contract and may also serve as the basis for debarment of Vendor pursuant to Section 21.119 of the Broward County Procurement Code. I certify that the Vendor's response is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a response for the same items/services, and is in all respects fair and without collusion or fraud. I also certify that the Vendor agrees to abide by all terms and conditions of this solicitation, acknowledge and accept all of the solicitation pages as well as any special instructions sheet(s).

Supplier: **COSUGAS LLC**

LOBBYIST REGISTRATION REQUIREMENT CERTIFICATION FORM

The completed form should be submitted with the solicitation response but must be submitted within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

The Vendor certifies that it understands if it has retained a lobbyist(s) to lobby in connection with a competitive solicitation, it shall be deemed non-responsive unless the firm, in responding to the competitive solicitation, certifies that each lobbyist retained has timely filed the registration or amended registration required under Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances; and it understands that if, after awarding a contract in connection with the solicitation, the County learns that the certification was erroneous, and upon investigation determines that the error was willful or intentional on the part of the Vendor, the County may, on that basis, exercise any contractual right to terminate the contract for convenience.

The Vendor hereby certifies that: (select one)

- It has not retained a lobbyist(s) to lobby in connection with this competitive solicitation; however, if retained after the solicitation, the County will be notified.
- It has retained a lobbyist(s) to lobby in connection with this competitive solicitation and certified that each lobbyist retained has timely filed the registration or amended registration required under Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances.

It is a requirement of this solicitation that the names of any and all lobbyists retained to lobby in connection with this solicitation be listed below:

Name of Lobbyist:

Lobbyist's Firm:

Phone:

E-mail:

Name of Lobbyist:

Lobbyist's Firm:

Phone:

E-mail:

Authorized Signature/Name: Herman Giacomelli Date: 12/2/2019

Title: Managing Member

Vendor Name: Cosugas LLC

Supplier: COSUGAS LLC

Office of Economic and Small Business Requirements: Small Business Enterprises

- A. In accordance with the Broward County Business Opportunity Act of 2012, codified in Section 1-81 of the Broward County Code of Ordinances, as amended (the "Business Opportunity Act"), this solicitation is reserved for Small Business Enterprises (SBE).
- B. Only Vendors that are currently certified as SBEs or obtain SBE certification prior to the solicitation due date will be eligible for award of this contract award. Vendors are SBE-certified to provide goods and/or services to the County based on the Vendors' demonstration to the Office of Economic and Small Business Development (OESBD) that they provide such goods and/or services during the normal course of their respective businesses. Brokers are not eligible for certification.
- C. An SBE-certified Vendor must provide a commercially useful function for a project. A SBE-certified Vendor that seeks to act as a broker or does not provide a commercially useful function on a project shall be subject to decertification by OESBD.
- D. It is the Vendor's responsibility to ensure it is compliant with the Business Opportunity Act related requirements and solicitation deadlines by contacting OESBD to verify the Vendor's current SBE status or to obtain the applicable SBE certification.
- E. For detailed information regarding SBEs or to find the application for certification, contact OESBD at (954) 357-6400 or visit the website at: www.broward.org/EconDev/SmallBusiness.

Supplier: **COSUGAS LLC**

Office of Economic and Small Business Requirements: CBE Reserve

- A. In accordance with the Broward County Business Opportunity Act of 2012, Section 1-81, Code of Ordinances, as amended (the "Business Opportunity Act"), this solicitation is reserved for County Business Enterprise (CBE) firms (CBE Reserve).
- B. CBEs and nonCBEs may respond to the solicitation.
- C. The low, responsive and responsible, or the highest-ranked, responsive and responsible CBE, with capacity to perform, will be recommended for award, consistent with all applicable terms and conditions of Broward County's Procurement Code and subject to entering into an agreement acceptable to the County, as applicable. If no CBE is determined responsive and responsible, a non-CBE may be awarded the contract, with the establishment of at least a twenty-five percent (25%) CBE participation goal (unless the CBE goal is waived or otherwise modified by Board action), or the County may reject all responses submitted.
- D. It is the Vendor's responsibility to ensure compliance with the CBE requirements and adhere to solicitation deadlines. The Vendor must contact OESBD to verify current CBE status or to obtain CBE certification.
- E. The Work may only be performed by CBEs. The Vendor must perform one hundred percent (100%) of the Work as the prime Vendor or the prime Vendor may subcontract portions of Work to other CBEs. If the prime Vendor intends subcontract any portion of the Work, the Vendor must complete a Letter of Intent (refer to Section F below).
- F. CBE Program Requirements: Vendor should submit all required forms and information with its solicitation submittal as matter of responsibility. If the required forms and information are not provided with the Vendor's solicitation submittal, then Vendor must supply the required forms and information no later than three (3) business days after request by OESBD. Vendor may be deemed non-responsible for failure to fully comply with this solicitation and CBE Program Requirements within these stated timeframes.
1. Vendor should include in its solicitation submittal a **Letter of Intent Between Bidder/Offeror and County Business Enterprise (CBE) Subcontractor/Supplier (LOI)** for each CBE the Vendor intends to use to achieve the assigned reserve or CBE participation goal. If the Vendor is a CBE performing 100% of the work, an LOI should be submitted stating that 100% of the work will be completed by the CBE.
- The form is available at the following link:
<http://www.broward.org/EconDev/Documents/CBELetterOfIntent.pdf>
2. If Vendor is unable to attain the CBE participation goal or reserve, Vendor should include in its solicitation submittal an **Application for Evaluation of Good Faith Efforts** and all of the required supporting information.
- The form is available at the following link:
<http://www.broward.org/EconDev/WhatWeDo/Documents/GoodFaithEffortEval.pdf>
- G. A certified firm must provide a commercially useful function for the Project and may not act as a broker. A certified firm that seeks to act as a broker, or that does not provide a commercially useful function for the Project shall be subject to decertification by OESBD.
- H. Vendors are encouraged to purchase materials from certified CBE firms whenever possible.

- I. A joint venture is only eligible for award if all members of the joint venture are certified CBE firms.
- J. OESBD maintains an online directory of CBE firms. The online directory is available for use by Vendors at <https://webapps4.broward.org/smallbusiness/sbdirectory.aspx>.
- K. For detailed information regarding the CBE Program contact the OESBD at (954) 357-6400 or visit the office's website at: <http://www.broward.org/EconDev/SmallBusiness/>
- F. If awarded the contract, Vendor agrees to and shall comply with all applicable requirements of this solicitation, the Business Opportunity Act, and the CBE Program in the award and administration of the contract, including the following:
 1. No party to this contract may discriminate on the basis of race, color, sex, religion, national origin, disability, age, marital status, political affiliation, sexual orientation, pregnancy, or gender identity and expression in the performance of this contract.
 2. All entities that seek to conduct business with the County, including Vendor or any Prime Contractors, Subcontractors, and Bidders, shall conduct such business activities in a fair and reasonable manner, free from fraud, coercion, collusion, intimidation, or bad faith. Failure to do so may result in the cancellation of this solicitation, cessation of contract negotiations, revocation of CBE certification, and suspension or debarment from future contracts.
 3. If Vendor fails to meet or make Good Faith Efforts (as defined in the Business Opportunity Act) to meet the CBE participation commitment (the "Commitment"), including CBE reserve, then Vendor shall pay the County liquidated damages in an amount equal to fifty percent (50%) of the actual dollar amount by which Vendor failed to achieve the Commitment, up to a maximum amount of ten percent (10%) of the total contract amount, excluding costs and reimbursable expenses. An example of this calculation is stated in Section 1-81.7, Broward County Code of Ordinances.
 4. Vendor shall comply with all applicable requirements of the Business Opportunity Act in the award of this contract. Failure by Vendor to carry out any of these requirements shall constitute a material breach of the contract, which shall permit the County to terminate this contract or to exercise any other remedy provided under this contract, the Broward County Code of Ordinances, the Broward County Administrative Code, or other applicable laws, with all such remedies being cumulative.
 5. Vendor shall pay its CBE subcontractors and suppliers, within fifteen (15) days following receipt of payment from the County, for all completed subcontracted work and supplies. If Vendor withholds an amount from CBE subcontractors or suppliers as retainage, such retainage shall be released and paid within fifteen (15) days following receipt of payment of retained amounts from the County.
 6. Vendor understands that the County will monitor Vendor's compliance with the CBE Program requirements. All Vendors must provide OESBD with a Monthly Utilization Report (MUR) to confirm its compliance with the Commitment agreed to in the contract; timely submission of the MUR every month throughout the term of the contract, including amendment and extension terms, is a condition of the County's payment of Vendor under the contract.

This form is also available online at:

www.broward.org/econdev/SmallBusiness/Pages/compliance.aspx

Supplier: COSUGAS LLC

LITIGATION HISTORY FORM

The completed form(s) should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

- There are no material cases for this Vendor; or
- Material Case(s) are disclosed below:

Is this for a: (check type) <input type="checkbox"/> Parent, <input type="checkbox"/> Subsidiary, or <input type="checkbox"/> Predecessor Firm?	If Yes, name of Parent/Subsidiary/Predecessor:
	Or No <input type="checkbox"/>
Party	
Case Number, Name, and Date Filed	
Name of Court or other tribunal	
Type of Case	Bankruptcy <input type="checkbox"/> Civil <input type="checkbox"/> Criminal <input type="checkbox"/> Administrative/Regulatory <input type="checkbox"/>
Claim or Cause of Action and Brief description of each Count	
Brief description of the Subject Matter and Project Involved	
Disposition of Case (Attach copy of any applicable Judgment, Settlement Agreement and Satisfaction of Judgment.)	Pending <input type="checkbox"/> Settled <input type="checkbox"/> Dismissed <input type="checkbox"/> Judgment Vendor's Favor <input type="checkbox"/> Judgment Against Vendor <input type="checkbox"/> If Judgment Against, is Judgment Satisfied? <input type="checkbox"/> Yes <input type="checkbox"/> No
Opposing Counsel	Name: Email: Telephone Number:

Vendor Name: Cosugas LLC

Supplier: **COSUGAS LLC**

AFFILIATED ENTITIES OF THE PRINCIPAL(S) CERTIFICATION FORM

The completed form should be submitted with the solicitation response but must be submitted within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

- a. All Vendors are required to disclose the names and addresses of "affiliated entities" of the Vendor's principal(s) over the last five (5) years (from the solicitation opening deadline) that have acted as a prime Vendor with the County.
- b. The County will review all affiliated entities of the Vendor's principal(s) for contract performance evaluations and the compliance history with the County's Small Business Program, including CBE, DBE and SBE goal attainment requirements. "Affiliated entities" of the principal(s) are those entities related to the Vendor by the sharing of stock or other means of control, including but not limited to a subsidiary, parent or sibling entity.
- c. The County will consider the contract performance evaluations and the compliance history of the affiliated entities of the Vendor's principals in its review and determination of responsibility.

The Vendor hereby certifies that: (select one)

- No principal of the proposing Vendor has prior affiliations that meet the criteria defined as "Affiliated entities"
- Principal(s) listed below have prior affiliations that meet the criteria defined as "Affiliated entities"

Principal's Name:

Names of Affiliated Entities:

Principal's Name:

Names of Affiliated Entities:

Principal's Name:

Names of Affiliated Entities:

Authorized Signature Name: **Herman Giacomelli**

Title: **Managing Member**

Vendor Name: **Cosugas LLC**

Date: **12/03/2019**

Supplier: **COSUGAS LLC**

**DOMESTIC PARTNERSHIP ACT CERTIFICATION FORM (REQUIREMENT AND
TIEBREAKER)**

Refer to Special Instructions to identify if Domestic Partnership Act is a requirement of the solicitation or acts only as a tiebreaker. If Domestic Partnership is a requirement of the solicitation, the completed and signed form should be returned with the Vendor's submittal. If the form is not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes. To qualify for the Domestic Partnership tiebreaker criterion, the Vendor must currently offer the Domestic Partnership benefit and the completed and signed form must be returned at time of solicitation submittal.

The Domestic Partnership Act, Section 16 ½ -157, Broward County Code of Ordinances, requires all Vendors contracting with the County, in an amount over \$100,000 provide benefits to Domestic Partners of its employees, on the same basis as it provides benefits to employees' spouses, with certain exceptions as provided by the Ordinance.

For all submittals over \$100,000.00, the Vendor, by virtue of the signature below, certifies that it is aware of the requirements of Broward County's Domestic Partnership Act, Section 16-½ -157, Broward County Code of Ordinances; and certifies the following: (check only one below).

- 1. The Vendor currently complies with the requirements of the County's Domestic Partnership Act and provides benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses
- 2. The Vendor will comply with the requirements of the County's Domestic Partnership Act at time of contract award and provide benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses.
- 3. The Vendor will not comply with the requirements of the County's Domestic Partnership Act at time of award.
- 4. The Vendor does not need to comply with the requirements of the County's Domestic Partnership Act at time of award because the following exception(s) applies: **(check only one below)**.
 - The Vendor is a governmental entity, not-for-profit corporation, or charitable organization.
 - The Vendor is a religious organization, association, society, or non-profit charitable or educational institution.
 - The Vendor provides an employee the cash equivalent of benefits. (Attach an affidavit in compliance with the Act stating the efforts taken to provide such benefits and the amount of the cash equivalent).
 - The Vendor cannot comply with the provisions of the Domestic Partnership Act because it would violate the laws, rules or regulations of federal or state law or would violate or be inconsistent with the terms or conditions of a grant or contract with the United States or State of Florida. Indicate the law, statute or regulation (State the law, statute or regulation and attach explanation of its applicability).

Herman Giacomelli
Authorized Signature/Name

Managing Member
Title

Cosugas LLC
Vendor Name

12/03/2019
Date

Supplier: COSUGAS LLC

AGREEMENT EXCEPTION FORM

The completed form(s) should be returned with the Vendor's submittal. If not provided with submittal, it shall be deemed an affirmation by the Vendor that it accepts the terms and conditions of the County's Agreement as disclosed in the solicitation.

The Vendor must either provide specific proposed alternative language on the form below. Additionally, a brief justification specifically addressing each provision to which an exception is taken should be provided.

- There are no exceptions to the terms and conditions of the County Agreement as referenced in the solicitation; or
- The following exceptions are disclosed below: (use additional forms as needed; separate each Article/ Section number)

Term or Condition Article / Section	Insert version of exception or specific proposed alternative language	Provide brief justification for change

Vendor Name: Cosugas LLC

Supplier: **COSUGAS LLC**

RFP-RFQ-RLI LOCATION ATTESTATION FORM (EVALUATION CRITERIA)

The completed and signed form and supporting information (if applicable, for Joint Ventures) should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit this form and supporting information may affect the Vendor's evaluation. Provided information is subject to verification by the County.

A Vendor's principal place of business location (also known as the nerve center) within Broward County is considered in accordance with Evaluation Criteria. The County's definition of a principal place of business is:

1. As defined by the Broward County Local Preference Ordinance, "Principal place of business means the nerve center or center of overall direction, control and coordination of the activities of the bidder [Vendor]. If the bidder has only one (1) business location, such business location shall be considered its principal place of business."
2. A principal place of business refers to the place where a corporation's officers direct, control, and coordinate the corporation's day-to-day activities. It is the corporation's 'nerve center' and in practice it should normally be the place where the corporation maintains its headquarters; provided that the headquarters is the actual center of direction, control, and coordination, i.e., the 'nerve center', and not simply an office where the corporation holds its board meetings (for example, attended by directors and officers who have traveled there for the occasion).

The Vendor's principal place of business in Broward County shall be the Vendor's "Principal Address" as indicated with the Florida Department of State Division of Corporations, for at least six months prior to the solicitation's due date.

Check one of the following:

- The Vendor certifies that it has a principal place of business location (also known as the nerve center) within Broward County, as documented in Florida Department of State Division of Corporations (Sunbiz), and attests to the following statements:

1. Vendor's address listed in its submittal is its principal place of business as defined by Broward County;
2. Vendor's "Principal Address" listed with the Florida Department of State Division of Corporations is the same as the address listed in its submittal and the address was listed for at least six months prior to the solicitation's opening date. A copy of Florida Department of State Division of Corporations (Sunbiz) is attached as verification.
3. Vendor must be located at the listed "nerve center" address ("Principal Address") for at least six (6) months prior to the solicitation's opening date;
4. Vendor has not merged with another firm within the last six months that is not headquartered in Broward County and is not a wholly owned subsidiary or a holding company of another firm that is not headquartered in Broward County;
5. If awarded a contract, it is the intent of the Vendor to remain at the referenced address for the duration of the contract term, including any renewals, extensions or any approved

interim contracts for the services provided under this contract; and

6. The Vendor understands that if after contract award, the County learns that the attestation was erroneous, and upon investigation determines that the error was willful or intentional on the part of the Vendor, the County may, on that basis exercise any contractual right to terminate the contract. Further any misleading, inaccurate, false information or documentation submitted by any party affiliated with this procurement may lead to suspension and/or debarment from doing business with Broward County as outlined in the Procurement Code, Section 21.119.

If the Vendor is submitting a response as a Joint Venture, the following information is required to be submitted:

- a. Name of the Joint Venture Partnership
- b. Percentage of Equity for all Joint Venture Partners
- c. A copy of the executed Agreement(s) between the Joint Venture Partners

Vendor does not have a principal place of business location (also known as the nerve center) within Broward County.

Vendor Information:

Vendor Name: **Cosugas LLC**

Vendor's address listed in its submittal is:

**719 Shotgun Road
Sunrise, FL 33326**

The signature below must be by an individual authorized to bind the Vendor. The signature below is an attestation that all information listed above and provided to Broward County is true and accurate.

Herman Giacomelli	Managing Member	Cosugas LLC	12/02/2019
Authorized Signature/Name	Title	Vendor Name	Date

Supplier: COSUGAS LLC

RFP-RLI-RFQ LOCAL PREFERENCE AND TIE BREAKER CERTIFICATION FORM

The completed and signed form should be returned with the Vendor's submittal to determine Local Preference eligibility, however it must be returned at time of solicitation submittal to qualify for the Tie Break criteria. If not provided with submittal, the Vendor must submit within three business days of County's request for evaluation of Local Preference. Proof of a local business tax should be submitted with this form. Failure to timely submit this form or local business tax receipt may render the business ineligible for application of the Local Preference or Tie Break Criteria.

In accordance with Section 21.31.d. of the Broward County Procurement Code, to qualify for the Tie Break Criteria, the undersigned Vendor hereby certifies that (check box if applicable):

- The Vendor is a local Vendor in Broward County and:
 - a. has a valid Broward County local business tax receipt;
 - b. has been in existence for at least six-months prior to the solicitation opening;
 - c. at a business address physically located within Broward County;
 - d. in an area zoned for such business;
 - e. provides services from this location on a day-to-day basis, and
 - f. services provided from this location are a substantial component of the services offered in the Vendor's proposal.

In accordance with Local Preference, Section 1-74, et. seq., Broward County Code of Ordinances, a local business meeting the below requirements is eligible for Local Preference. To qualify for the Local Preference, the undersigned Vendor hereby certifies that (check box if applicable):

- The Vendor is a local Vendor in Broward and:
 - a. has a valid Broward County local business tax receipt issued at least one year prior to solicitation opening;
 - b. has been in existence for at least one-year prior to the solicitation opening;
 - c. provides services on a day-to-day basis, at a business address physically located within the Broward County limits in an area zoned for such business; and
 - d. the services provided from this location are a substantial component of the services offered in the Vendor's proposal.

Local Business Address: **719 Shotgun Road Sunrise, FL 33326**

Vendor does not qualify for Tie Break Criteria or Local Preference, in accordance with the above requirements. The undersigned Vendor hereby certifies that (check box if applicable): The Vendor is not a local Vendor in Broward County.

Herman	Managing Member	Cosugas LLC	12/03/2019
AUTHORIZED SIGNATURE/NAME	TITLE	COMPANY	DATE

Supplier: COSUGAS LLC

VOLUME OF PREVIOUS WORK ATTESTATION FORM

The completed and signed form should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to provide timely may affect the Vendor's evaluation.

This completed form MUST be included with the Vendor's submittal at the time of the opening deadline to be considered for a Tie Breaker criterion (if applicable).

Points assigned for Volume of Previous Work will be based on the amount paid-to-date by the County to a prime Vendor **MINUS** the Vendor's confirmed payments paid-to-date to approved certified County Business Enterprise (CBE) firms performing services as Vendor's subcontractor/subconsultant to obtain the CBE goal commitment as confirmed by County's Office of Economic and Small Business Development. Reporting must be within five (5) years of the current solicitation's opening date.

Vendor must list all received payments paid-to-date by contract as a prime vendor from Broward County Board of County Commissioners. Reporting must be within five (5) years of the current solicitation's opening date.

Vendor must also list all total confirmed payments paid-to-date by contract, to approved certified CBE firms utilized to obtain the contract's CBE goal commitment. Reporting must be within five (5) years of the current solicitation's opening date.

In accordance with Section 21.31.d. of the Broward County Procurement Code, the Vendor with the lowest dollar volume of work previously paid by the County over a five-year period from the date of the submittal opening will receive the Tie Breaker.

The Vendor attests to the following:

Item No.	Project Title	Contract No.	Department/ Division	Date Awarded	Prime: Paid to Date	CBE: Paid to Date
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Grand Total

Has the Vendor been a member/partner of a Joint Venture firm that was awarded a contract by the County?

Yes No

If Yes, Vendor must submit a **Joint Vendor Volume of Work Attestation Form**.

Vendor Name: Cosugas LLC

Herman Giacomelli
Authorized Signature/Name

Managing Member
Title

12/03/2019
Date

VOLUME OF PREVIOUS WORK ATTESTATION JOINT VENTURE FORM

If applicable, this form and additional required documentation should be submitted with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit this form and supporting documentation may affect the Vendor's evaluation.

If a Joint Venture, the payments paid-to-date by contract provided must encompass the Joint Venture and each of the entities forming the Joint Venture. Points assigned for Volume of Previous Work will be based on the amount paid-to-date by contract to the Joint Venture firm **MINUS** all confirmed payments paid-to-date to approved certified CBE firms utilized to obtain the CBE goal commitment. Reporting must be within five (5) years of the current solicitation's opening date. Amount will then be multiplied by the member firm's equity percentage.

In accordance with Section 21.31.d. of the Broward County Procurement Code, the Vendor with the lowest dollar volume of work previously paid by the County over a five-year period from the date of the submittal opening will receive the Tie Breaker.

The Vendor attests to the following:

Item No.	Project Title	Contract No.	Department/ Division	Date Awarded	JV Equity Percent	Prime: Paid to Date	CBE: Paid to Date
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Grand
Total

Vendor is required to submit an executed Joint Venture agreement(s) and any amendments for each project listed above. Each agreement must be executed prior to the opening date of this solicitation.

Vendor Name: Cosugas LLC

Herman Giacomelli
Authorized Signature/Name

Managing Member
Title

12/3/2019
Date

Supplier: **COSUGAS LLC**

Insurance Requirements: (Refer to the Insurance Requirement Form)

- A. The insurance requirement designated in the **Insurance Requirement Form** indicates the minimum coverage required for the scope of work, as determined by the Risk Management Division. Vendor shall provide verification of compliance such as a Certificate of Insurance, or a letter of verification from the Vendor's insurance agent/broker, which states the ability of the Vendor to meet the requirements upon award. The verification must be submitted within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes. Final award shall be subject to receipt and acceptance by the County of proof of meeting all insurance requirements of the bid.
- B. Without limiting any of the other obligations or liabilities of Vendor, Vendor shall provide, pay for, and maintain on a primary basis in force until all of its work to be performed under this Contract has been completed and accepted by County (or for such duration specified), at least the minimum insurance coverage and limits set forth in the Insurance Requirement Form under the following conditions listed below. If a limit or policy is not indicated on Insurance Requirement certificate by a checked box, it is not required as a condition of this contract.
1. Commercial General Liability with minimum limits per occurrence, combined single limit for bodily injury and property damage, and when indicated a minimum limit per aggregate. County is to be expressly included as an Additional Insured in the name of Broward County arising out of operations performed for the County, by or on behalf of Vendor, or acts or omissions of Vendor in connection with general supervision of such operation. If Vendor uses a subcontractor, then Vendor shall require that subcontractor names County as an Additional Insured.
 2. Business Automobile Liability with minimum limits per occurrence, combined single limit for bodily injury and property damage. Scheduled autos shall be listed on Vendor's certificate of insurance. County is to be named as an additional insured in the name of Broward County.

Note: Insurance requirements for Automobile Liability are not applicable where delivery will be made by a third party carrier. All vendors that will be making deliveries in their own vehicles are required to provide proof of insurance for Automobile Liability and other pertinent coverages as indicated on the Insurance Requirement certificate, prior to award. If deliveries are being made by a third party carrier, other pertinent coverages listed on the Insurance Requirement certificate are still required.

Vendor should indicate how product is being delivered:

Vendor Name: **Cosugas LLC**

Company Vehicle: Yes or No

If Common Carrier (indicate carrier):

Other:

3. Workers' Compensation insurance to apply for all employees in compliance with Chapter 440, the "Workers' Compensation Law" of the State of Florida and all applicable federal

laws. The policy must include Employers' Liability with minimum limits each accident. If any operations are to be undertaken on or about navigable waters, coverage must be included for the U.S. Longshoremen & Harbor Workers Act and Jones Act.

4. Excess Liability/Umbrella Insurance may be used to satisfy the minimum liability limits required; however, the annual aggregate limit shall not be less than the highest "each occurrence" limit for the underlying liability policy. Vendor shall endorse County as an Additional Insured unless the policy provides coverage on a pure/true "Follow-form" basis.
5. Builder's Risk or equivalent coverage (such as Property Insurance or Installation Floater) is required as a condition precedent to the issuance of the Second Notice to Proceed for projects involving but not limited to: changes to a building's structural elements, work compromising the exterior of the building for any extended period of time, installation of a large single component, or remodeling where the cost of remodeling is 20% or more the value of the property. Coverage shall be, "All Risks" Completed Value form with a deductible not to exceed Ten Thousand Dollars (\$10,000.00) each claim for all perils except for wind and flood.
6. For the peril of wind, the Vendor shall maintain a deductible that is commercially feasible which does not exceed five percent (5%) of the value of the Contract price. Such Policy shall reflect Broward County as an additional loss payee.
7. For the peril of flood, coverage must be afforded for the lesser of the total insurable value of such buildings or structures, and the maximum amount of flood insurance coverage available under the National Flood Program. Vendor shall maintain a deductible that is commercially feasible and does not exceed five percent (5%) of the value of the Contract price. Such Policy shall reflect Broward County as an additional loss payee.
8. The County reserves the right to provide Property Insurance covering the Project, materials, equipment and supplies intended for specific installation in the Project while such materials, equipment and supplies are located at the Project site, in transit, or while temporarily located away from the Project site. This coverage will not cover any of the Vendor's or subcontractors' tools, equipment, machinery or provide any business interruption or time element coverage to the Vendor(s).
9. If the County decides to purchase Property Insurance or provide for coverage under its existing insurance policy for this Project, then the insurance required to be carried by the Vendor may be modified to account for the insurance being provided by the County. Such modification may also include execution of Waiver of Subrogation documentation.
10. In the event that a claim occurs for this Project and is made upon the County's insurance policy, for other than a windstorm, Vendor will pay at least Ten Thousand Dollars (\$10,000.00) of the deductible amount for such claim.
11. Waiver of Occupancy Clause or Warranty: Policy must be specifically endorsed to eliminate any "Occupancy Clause" or similar warranty or representation that the building (s), addition(s) or structure(s) in the course of construction shall not be occupied without specific endorsement of the policy. The Policy must be endorsed to provide that the Builder's Risk coverage will continue to apply until final acceptance by County.
12. Pollution Liability or Environmental Impairment Liability: including clean-up costs, with minimum limits per claim, subject to a maximum deductible per claim. Such policy shall remain in force for the minimum length of time indicated, include an annual policy aggregate and name Broward County as an Additional Insured. Vendor shall be responsible for all deductibles in the event of a claim.

13. Professional Liability Insurance with minimum limits for each claim, subject to a maximum deductible per claim. Such policy shall remain in force for the minimum length of time indicated. Vendor shall notify County in writing within thirty (30) days of any claim filed or made against its Professional Liability Insurance policy. Vendor shall be responsible for all deductibles in the event of a claim. The deductible shall be indicated on the Vendor's Certificate of Insurance.
- C. Coverage must be afforded on a form no more restrictive than the latest edition of the respective policy form as filed by the Insurance Services Office. If the initial insurance expires prior to the completion and acceptance of the Work, renewal certificates shall be furnished upon expiration. County reserves the right to obtain a certified copy of any insurance policy required by this Section within fifteen (15) calendar days of a written request by County.
 - D. Notice of Cancellation and/or Restriction: the policy(ies) must be endorsed to provide Broward County with at least thirty (30) days' notice of cancellation and/or restriction.
 - E. The official title of the Certificate Holder is Broward County. This official title shall be used in all insurance documentation.
 - F. Broward County's Risk Management Division reserves the right, but not the obligation, to review and revise any insurance requirements at the time of contract renewal and/or any amendments, not limited to deductibles, limits, coverages and endorsements based on insurance market conditions affecting the availability or affordability of coverage; or changes in the scope of work/specifications affecting the applicability of coverage.

Supplier: **COSUGAS LLC**

Workforce Investment Program Requirements:

- A. In accordance with Broward County Workforce Investment Program, Administrative Code, Section 19.211, the Workforce Investment Program (Program) this solicitation is a covered contract if the open-end contract award value exceeds \$500,000 per year or if the individual project value exceeds \$500,000 under a fixed-term contract. The Program encourages Vendors to utilize CareerSource Broward (CareerSource) and their contract partners as a first source for employment candidates for work on County-funded projects, and encourages investment in Broward County economic development through the hiring of economically disadvantaged or hard-to-hire individuals.
- B. Compliance with the Program, including compliance with First Source Referral and the Qualifying New Hires goals, is a matter of responsibility. Vendor should submit the **Workforce Investment Program Certification Form** with its response. If not provided with solicitation submittal, the Vendor must supply within three business days of County's request. Vendor may be deemed non-responsible for failure to comply within stated timeframes.
- C. The following is a summary of requirements contained in the Program. This summary is not all-inclusive of the requirements of the Program. If there is any conflict between the following summary and the language in the Program, the language in the Program shall prevail. In compliance with the Program, Vendor (and/or its subcontractors) shall agree to:
1. be bound to contractual obligations under the contract;
 2. use good faith efforts to meet First Source Referral goal for vacancies that result from award of this contract;
 3. publicly advertise any vacancies that are the direct result of this contract, exclusively with CareerSource for at least five (5) business days;
 4. review qualifications of CareerSource's Qualified Referrals and use good faith efforts to interview Qualified Referrals that appear to meet the required qualifications;
 5. use good faith efforts to hire Qualifying New Hires (as defined by the Program) for at least fifty percent (50%) of the vacancies (rounded up) that are the direct result of this contract;
 6. obtain a hired worker's written certification, attesting to a status as a Qualifying New Hire, Economically Disadvantaged Worker, or Hard-to-Hire worker (if applicable);
 7. retain records relating to Program requirements, including: records of all applicable vacancies; job order requests to CareerSource; qualified referral lists; and records of candidates interviewed and the outcome of the interviews.
 8. provide to the County any documents and records demonstrating Vendor's compliance and good faith efforts to comply with the Program;
 9. submit to the County an annual report by January 31st and within 30 days of contract completion or expiration; and

10. ensure that all of its subcontractors comply with the requirements of the Program.

- D. Further information about the Program, Vendor's obligations, and the Qualifying New Hire's certification form may be obtained on the Office of Economic and Small Business Development website:

broward.org/econdev/Pages/WorkforceInvestmentProgram.aspx. Vendor is responsible for reading and understanding requirements of the Program.

- E. Subcontractors: Vendor's subcontractors shall use good faith efforts to meet the First Source Referral and the Qualifying New Hires goals, in accordance with the Program. The Vendor shall include in any subcontracts a requirement that the all subcontractors comply with the Program requirements. The Vendor shall be responsible for compliance by any subcontractor with the Program as it applies to their subcontract.
- F. Reporting: Vendor shall maintain and make available to County upon request all records documenting Vendor's compliance and its subcontractors' compliance with the requirements of the Program, and shall submit the required reports to the Contract Administrator annually by January 31 and within thirty (30) days after the conclusion of this contract. Failure to timely comply with reporting requirements shall constitute a material breach of this contract.
- G. Evaluation: The Contract Administrator will document the Vendor's compliance and good faith efforts as part of the Vendor's Performance Evaluation.
- H. Failure to demonstrate good faith efforts to meet the First Source Referral and the Qualifying New Hires goal shall constitute a material breach of this contract.

WORKFORCE INVESTMENT PROGRAM CERTIFICATION FORM

This form(s) should be returned with the Vendor's submittal. If not provided with solicitation submittal, the Vendor must supply information within three business days of County's request. Vendor may be deemed non-responsible for failure to comply within stated timeframes.

In accordance with the Workforce Investment Program:

Cosugas LLC (Vendor) agrees to be bound to the contractual obligations of the Workforce Investment Program, Broward County Administrative Code Section 19.211, requiring our firm to use good faith efforts to meet the First Source Referral Goal and the Qualifying New Hires Goal.

The statement must be signed by an authorized signatory of the firm. Receipt of the signed statement from the Vendor is a matter of responsibility. A firm not offering an affirmative response in this regard will be found "non-responsible" to the solicitation and not eligible for further evaluation or award.

Herman Giacomelli

AUTHORIZED SIGNATURE/NAME

Managing Member

TITLE

12/02/2019

DATE