

ORIGINAL



City of Richmond

Request for Qualifications For Street & Traffic Light Poles and Related Products

Responses must be submitted
no later than 3:00 p.m.
Thursday, June 16, 2022

Questions Concerning Request for Qualifications

All questions must be submitted via the electronic BidsOnline system on the Q&A tab by 5:00 pm PST, June 3rd, 2022. If the City finds it necessary to issue an addendum, prospective bidders will receive e-mail notification of addendum. Otherwise, answers to questions received will be provided on the Q&A tab and notification will be sent by June 7th. It is the proposer's responsibility to periodically check the BidsOnline website www.ci.richmond.ca.us/bids for any possible Addenda to the RFQ that may have been posted.

Purpose

The City of Richmond is inviting qualified vendors to reply to a Written Request for Qualifications (RFQ) to provide street and traffic light poles, and related products to meet the needs of City's street and traffic light maintenance and repair operations.

A qualified vendor list will be established and remain in effect for three years, with a not to exceed amount of \$750,000.00 per vendor over a three (3) years period. After three years the list may be updated with a possible two year \$500,000 extension per vendor with Department Head approval.

Vendor's who wish to participate must meet certain criteria, such as be registered with the City's "Bids Online" program, meet City ordinances, and have all required licenses, permits, and insurance.

Depending on the nature or cost of products being considered for purchase, a competitive bid may be solicited for specific items, or groups of items.

Receipt of Qualifications

One original sealed copy of RFQ and two sealed copies must be submitted no later than 3:00 p.m. on June 16, 2022 at #6 13th street, Richmond CA 94801 addressed to Cornell Hughes. Incomplete or late RFQ's will not be considered.

Scope of Work and General Conditions

The City of Richmond desires to engage qualified vendors to provide a variety of street and traffic light poles, and related products to meet the needs of City's street light maintenance and repair operations.

Products and services may include but are not limited to:

- Delivery of products shall be a requirement.
- Street and traffic light poles
- Street and traffic light pole mast arms
- Related products

Delivery sites shall include, but are not limited to:

- City of Richmond Corporation Yard
6 13th Street Richmond, CA 94801
- Point Molate Storage Yard
123 Stinemark Drive (Formerly Western Drive)
Richmond, CA 94801

- Products provided shall be subject to general oversight, quality assurance, and final acceptance by representatives of the "City", including, but not limited to, Public Works staff, Building Regulations officials, or other City representatives.
- All products and deliveries shall be in compliance with regulations of all applicable codes and standards of governing authorities having jurisdiction, including provision for adequate protection to persons and property by means of insurance, bonding, traffic, etc.
- All employees must conduct themselves courteously and professionally and be drug and alcohol free while working for the City of Richmond. The service provider is required to provide a copy of their policy on substance abuse.
- All products shall be delivered in an efficient and professional manner, and shall meet the satisfaction of the Electrical Supervisor, or other City designee.
- Any equipment used on-site shall be supplied by the service provider. However, the City may provide fork lift services as authorized by the Electrical Supervisor or his designee. All equipment used for deliveries shall be maintained in good working order, and be within industry standards.
- The vendor is licensed and in good standing with the California State Contractors License Board (Only if applicable).
- There shall be adequate personnel for any service provided. All persons shall wear clothing with markings identifying the vendor. All employees shall have the necessary safety equipment on site per local City, State, and Federal standards.
- The service provider / vendor shall provide and maintain, in accordance with Labor Code section 6708 and OSHA requirements, adequate emergency first-aid treatment for its employees and anyone else that may be injured in connection with the work.
- All works areas shall be kept clean and neat.
- The service provider / vendor shall deliver exceptional customer service, and shall meet or exceed industry standards.
- The service provider / vendor agree to disclose in an annual report to the City of Public Works Department the quantity, description, and cost of products delivered.

Hours

The service provider / vendor shall be available during normal business hours, 8:00 a.m. – 5:00pm, Monday through Friday, 52 weeks per year, excluding holidays. In addition ...

- Scheduling of deliveries for “stock” items must be available within 48 hours’ notice by the Electrical Supervisor or other authorized City representative.
- Two (2) failures to show for a scheduled delivery may result in being removed from the qualified service provider list.

Warranty / Guarantee

All products furnished under these specifications shall be guaranteed by the vendor against defects in materials and/or workmanship for a minimum of ninety (90) days from date of acceptance. The vendor shall repair or replace any such item(s) necessary during the guarantee period at the vendors own cost and expense without cost to the City.

Special Conditions

- The service provider / vendor must be registered with the City of Richmond’s “Bids Online” program.
- The service provider / vendor must meet all required City ordinances
- Competitive bidding may be required prior to some purchases at the discretion of the Director of Public Works or their designee.
- All applicable permits, licensing, and insurance required for delivery of products must be obtained by the vendor.

Evaluation and Selection

- The review process places considerable emphasis on the responsiveness to this RFQ. RFQ responses should be concise, well organized, and brief as possible according to the requested information.
- RFQ’s not written specifically to this request cannot be given serious consideration.
- All responses to this RFQ’s will be evaluated on the basis of the qualifications section of this RFQ.
- All vendors providing a response to this RFQ will be notified when selections are made.
- All firms under consideration of this RFQ will be evaluated by an evaluation committee. The City reserves the right to request supplemental information the Evaluation Committee deems necessary to make a selection. The Committee may be supplemented by outside professionals, or professionals from other City departments who can provide additional expertise.

Qualification Section

The Selection Committee will evaluate the proposals based on the following factors:

- | | | |
|---|----------------|-----------|
| A. | EXPERIENCE | 30 points |
| <ul style="list-style-type: none">• Past, recently completed, or on-going work that will substantiate experience to provide products described• Understanding of the nature and extent of the products and/or services required.• Years of established, successful, and profitable operation.• References | | |
| | | |
| B. | QUALIFICATIONS | 35 points |
| <ul style="list-style-type: none">• Professional experience and qualifications of company.• Ability of provide a wide variety of street and traffic light poles, mast arms, and related products.• Capacity and flexibility to meet schedules, including any unexpected work.• Ability to perform on short notice and under time constraints.• Street and traffic light pole products kept as stock inventory.• Projected lead times for delivery of street and traffic light poles and mast arms.• Licensing and Certification (Only where applicable)• Compliance with City ordinances.• Answers to supplemental questions. | | |
| | | |
| C. | ORGANIZATION | 20 points |
| <ul style="list-style-type: none">• Available staff and specialized resources.• Ability to meet "special conditions of this RFQ".• Years of established and successful operation. | | |
| | | |
| D. | COST | 15 points |
| <ul style="list-style-type: none">• Proposed rates and fees | | |

Compliance to applicable City Ordinances:

Noncompliance to any applicable City ordinances shall result in disqualification.

- The contractor and all subcontractors shall comply with the City of Richmond Nondiscrimination Clauses in City Contracts Ordinance (Richmond Municipal Code (RMC) Chapter 2.28), Business Opportunity Ordinance (RMC Chapter 2.50), Local Employment Program Ordinance (RMC Chapter 2.56), Living Wage Ordinance (RMC Chapter 2.60) and **Ordinance Banning the Requirement to Provide Information of Prior Criminal Convictions on all Employment Applications ("Ban the Box")** (RMC Chapter 2.65), which are incorporated into the Contract Documents by this reference.

Reservation of Rights by the City

- The City is no obligation to accept any submittal or to negotiate with any service provider. The City reserves the right to accept submittals which are deemed most favorable and in the best interest of the City after all submittals have been examined and canvassed, to reject any or all submittals, and to be the sole judge of the best service provider suited for the City.
- The issuance of this RFQ and the acceptance of a response to this RFQ does not constitute an agreement by the City that any contract shall actually be entered into by the city. The City expressly reserves the right to:
- Waive any immaterial defect or informality in any RFQ response or proposal procedure.
- Reject any or all RFQ responses.
- Reissue a RFQ.
- Procure any service by any other means.
- Request additional information and data from any or all companies.
- Negotiate with any qualified service provider or vendor.
- The City may confirm any information provided by the service provider / vendor, or inspect any of the service provider's / vendor facilities that would be utilized in connection with performing services under any resulting contract.

Required Documents Submitted with RFQ

1. Statement of qualifications and experience that includes ...
 - ✓ The background of your company with an indication of how long your company has been a successful established business.
 - ✓ A brief description of your company's current financial status. Example would be gross yearly sales.
 - ✓ Description of products offered, and/or services performed.
 - ✓ Brief assessment of your company's present workload capacity
 - ✓ The names and contact information for managers, supervisors and key personnel.
 - ✓ A brief description of vehicles and equipment to be used in the delivery of products.
 - Completed supplemental question section.
 - ✓ Proof of licensing and/or certification (if applicable).
 - ✓ Your company's substance abuse policy.
 - ✓ Your company's injury & illness prevention policy.
 - ✓ A blank copy of your company's employment application. (It will be used to verify compliance with the City's "Ban the Box" ordinance).
 - References – a minimum of three (3) current verifiable references from local municipalities, counties, utility districts, transportation authority, or other organization with a similar infrastructure.
 - Verification of California State Contractors License (only if applicable).
 - Verification of City of Richmond Business License (only if applicable).

Required Documents upon Award

Within five days of award, the service provider / vendor must sign the purchase of services contract and submit the following documentation. Other documentation may also be needed, and will be noted in the final contract.

- Provide a "Certificate of General Liability Insurance" with an attached "additional insured endorsement" that names the City of Richmond as additional insured. – Attachment B
- Provide a copy of a current "Business License" with the City of Richmond, which will remain in effect for the duration of the project.(Only if applicable)

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Terms

By submitting a response, the respondent declares this response is made without collusion with any other person, firm or corporation; that the respondent has carefully studied the proposed minimum specifications and scope of work and the respondent proposes and agrees if this proposal is accepted that they will supply product and/or service the City of Richmond.

The City of Richmond reserves the right to reject any or all responses. In case of default, the City of Richmond may procure its materials/services from other sources and shall hold the original respondent or contractor liable for resulting increased costs. Quantities and optional items listed are the City's best estimate for proposal purposes, actual order quantities and options may vary.

Qualifications Section
(This page is required to be submitted with RFQ)

License

The undersigned hereby declares that he is a Contractor and has been in business for N/A years with store front; has a valid State of California Contractor's License sufficient to qualify as Contractor in this case, and a current City of Richmond, CA Business License (needed upon contract award); and will obtain all required permits. (Only if applicable)

California Contractors License Number: N/A

Expiration Date: N/A Classification Number: N/A

Name: N/A Signature: N/A

Title: N/A

Service Contact Information

Vendor shall indicate the responsible person and phone number to contact during normal working hours for service:

Jason Momaney (925) 455-5267

Vendor shall indicate the responsible person and phone number to contact for afterhours service:

Jason Momaney (925) 525-0093

(Qualifications Section)
(This page is required to be submitted with RFQ)

Please answer the following Supplemental Questions

1. Describe your company's skills, qualifications, and experience that best qualify your company as a vendor for the City of Richmond. Provide a brief overview of the products and / or services your company can provide? Include the manufacturer of products your company is authorized to distribute or service. (Brochures and/or catalogues may be attached).

JAM supplies a vast array of electrical products. We are the direct manufacturer for GE Modules, Temple Sheet Name Signs, Carmarack Products, Pelco, EDI, Polara, and others

2. Describe your company's main office, operations facility, warehouse facility, service personnel, support staff, vehicles, available equipment, and specialized equipment? Please be specific.

* See writeup for more details. 65-70 employees. Roughly 35 are warehouse, production, drivers and the balance are project management, accounting or support staff. 5 trucks, 2 w/ forklift

3. What is your company's business record / financial condition? Examples may be gross yearly sales, years of established and successful operation, and the absence or presence of any judgements or liens.

* See writeup for more info. 60-70 million in annual sales over last 3 years. Almost 30 years in business (1993). No liens or judgements pending.

4. Will your company be able to meet or exceed city insurance, licensing, bonding, and hiring requirements? (see attachments)

No Problem

5. How many years has your company been able to successfully operate?

29+ years

6. Is your Company located in Richmond? Yes _____ No ☒

7. If no, what distance, in miles, is your company from 450 Civic Center, Richmond CA 94894?

43.2 Miles.

Qualifications Section

(This page is required to be submitted with RFQ)

8. Does your company employ any City of Richmond Residents? Yes _____ No ✓

9. If yes, how many Richmond residents does your company employ N/A

10. What are the qualifications of key personnel? (May be attached separately)

- Jeffrey Momaney / President - 40 plus years experience in the industry. Worked for McLaren and Multisonics before founding JAM.
- Jason Momaney / Estimator - 10 years experience. Worked in the warehouse, then as bid coordinator before becoming a full time estimator. Both are Chico State graduates with Business Finance Majors.

11. If applicable, what California state contractor licenses does your company possess?

N/A

12. What applicable licenses, certifications' or required training does your company require employees to have?

Regular safety training meetings
Forklift training where applicable
Drivers License of Class A where applicable

13. Have you included a copy of your company's substance abuse policy, and injury and illness prevention policy? YES ✓ NO _____

14. Have you included a copy of your company's employment application to verify compliance with the City's "ban the box" ordinance? YES ✓ NO _____ Failure to do so will result in disqualification.

15. What is your company's safety record? Has your company had any serious injuries or deaths for the past three years?

No serious injuries or deaths related to company.

Qualifications Section
(This page is required to be submitted with RFQ)

Service provider / vendor is required to complete all applicable blanks below. Failure to provide requested information may disqualify quote.

Labor Rates	Field Straight Time	Field Overtime
Supervision	\$ <i>N/A</i> /hr	\$ <i>N/A</i> /hr
Journeyman	\$ <i>N/A</i> /hr	\$ <i>N/A</i> /hr
Helper / Utility Worker	\$ /hr	\$ /hr

Product Description		Stock Item - Y/N	Lead Time for Delivery
Union Metal Corp. P1571-70-B145-Y1E-LAB (BLACK) Ornamental one-piece aluminum traffic & Pedestrian Standard. (15 foot).	9,200 ⁼⁼	N	26-30 weeks
Twin Type-15, 3 bolt arm Simplexes, 1" bolts, 11" bolt Circle, 10' LMA LUM ARM, full base cover. Hot Dipped Galvanized, No anchor bolts. Slotted Bolt Holes	4,200 ⁼⁼	N	22-24 weeks
Amron: Galvanized steel street light pole – J306, (30'0"), Long Radius / Tapered Arm, full base cover, Hot Dipped Galvanized. No anchor bolts. Slotted Bolt Holes	8,625 ⁼⁼	N	26-30 weeks
Valmont Modified TYPE 22, 40', (2) MOD MD402-HH-SFBC-LAB- GV, Hot Dipped Galvanized, No anchor bolts. Slotted Bolt Holes, 14" straight arms.	3,750 ⁼⁼	N	22-24 weeks
Valmont MOD-DS330-500Q180-FNC-FPGV-FBC-HH-AB-SPCL- M070. No anchor bolts	2,580 ⁼⁼	N	22-24 weeks
KIM #VRB1C/20L/4KUV/LG/NG-C	1,380 ⁼⁼	N	14-16 weeks
Valmont MOD-DS32-730A250-8'S-COUP-HH-SFBC-LAB-GV. Hand Hole & LMA on same side of pole, Full Base Cover & 3 bolt LMA, No anchor bolts. Slotted Bolt Holes.	3,550 ⁼⁼	N	22-24 weeks
Cal-Trans Spec 1992 Type 19-2-70-25'-SMA-16LMA-GV-HH-LAB (1992) HOT DIP GALVANIZED to ASTM A123 Spec:F-1. No Anchor Bolts.	7,600 ⁼⁼	N	22-24 weeks

Qualifications Section

(This page is required to be submitted with RFQ)

Indicate percentage (%) of profit and overhead added to your company's wholesale price for street and traffic light poles.

15%

Minimum delivery rate:

0

Are there any additional fees or costs? (indicate the Cost and Justification)

Taxes not included in unit pricing -

Includes all freight costs

For "stock" items, average delivery time:

N/A

but up to 1 week on stock items

For special order street and traffic light poles; average lead time:

Varies by type

from 10-12

to 26-30

depending on manufacturer

Qualifications Section
(This page is required to be submitted with RFQ)

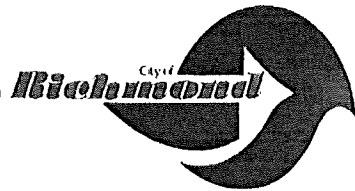
References
(This page is required to be submitted with Quote)

A minimum of three (3) verifiable references from local municipalities, counties, utility districts, transportation authorities, or other organization with a similar infrastructure whom the vendor has provided a similar scope of work during the past twelve (12) months.

1. Name of Business: City of San Jose
Address: 1404 Mahony Rd San Jose, CA 95133
Approx. size of company: 50 Dates of service: Ongoing
Contact person: Martin Fontes Phone number: (408) 794-1973
E-mail address: martin.fontes@sanjoseca.gov

2. Name of Business: County of Alameda
Address: 399 Elmhurst St #113 Hayward, CA 94544
Approx. size of company: 25 Dates of service: Ongoing
Contact person: Carlos Romero Phone number: (510) 670-5537
E-mail address: ccarlosr@acpwa.org

3. Name of Business: County of Sacramento
Address: 4100 Traffic Way Sacramento, CA 95827
Approx. size of company: 20 Dates of service: Ongoing
Contact person: Rodger Kuchile Phone number: (916) 876-6372
E-mail address: lkuchile@sacounty.gov



RFQ FOR STREET & TRAFFIC LIGHT POLES AND RELATED PRODUCTS

June 7, 2022

Addendum No. 1

This addendum shall be incorporated and considered as part of the specifications for the above-mentioned RFQ as though it had been issued at the same time.

The Public Works Department has made the following additions/changes to the above referenced RFQ:

There will be no labor or installation for any of the materials supplied. This is for materials only.

All other information remains the same.

Cornell Hughes, Supervisor
City of Richmond

June 7, 2022

Jason Momaney



JAM SERVICES STATEMENT OF QUALIFICATIONS

Background

JAM Services was founded in 1993 and incorporated in 1995. We have been steadily growing ever since in the traffic signal and lighting supply business. In addition, we added underground offerings for the past 13 years or so. We sell direct to agencies on many products and also supply contractors on city projects, many of which have been in the City of Richmond.

Financial Status

Over the past 5 years, JAM Services has been averaging \$60-70 million dollars in sales. This is pretty much exclusively electrical materials sold and labor directly related to the products we sell (for example, on site support).

Products and Services

JAM Services sells a vast array of electrical materials including, but not limited to: traffic signals, controller cabinets, video detection, EVP, push buttons, ped signals, street light fixtures and poles, decorative street lights, conduit, boxes, wire, gas fittings, transformers, etc with the goal of being as turnkey as possible in the outdoor electrical space. We also have 3 technicians on staff to support our products.

Workload Capacity

JAM has routinely kept between 65 and 70 employees on staff to support our projects and sales effort. We have a production team, agency sales team, project management staff, accounting, etc. We have vast amounts of experience and are also have the resources to process large orders with little issue.

Key Personnel

Jeffrey Momaney	Jason Momaney	Paula Campbell
President	Estimator	Accounting Manager
Jeff@jamservicesinc.com	jason@jamservicesinc.com	paula@jamservicesinc.com
(925) 455-5267	925-455-5267	(925) 455-5267

Vehicles

JAM handles many deliveries with their fleet 5 of flatbed trucks and semis with forklift attachments. We run most or all of these trucks just about every day to various destinations

throughout Northern and Central California. We also enlist vendors who can drop ship to destinations as needed.

Licensing

Not applicable to this project

Substance Abuse Policy

See supported documentation provided in the bid document.

Injury and Illness Prevention

See supported documentation provided in the bid document. Sample of 39 page document provided. If all pages are required, they can be sent.

Employment Application

See supported documentation provided in the bid document.

BID CONTACT INFORMATION:

Jason Momaney

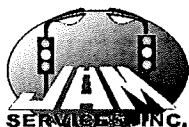
Estimator

JAM Services Inc.

Jason@jamservicesinc.com

(925) 455-5267 Work

(925) 525-0093 Cell



Sample

J. A. Momany Services, Inc.

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

How did you hear about us? : _____ Date Available: _____ Desired Pay: \$ _____

Position Applied for & Location
(Sacramento/Livermore/ San Jose): _____

Are you able to reliable commute Mon.- Fri.? YES ☐ NO ☐ Are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

If yes, in what position and location? : _____

Education

High School: _____ City/State: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ City/State: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ City/State: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Work References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____

Job Title: _____ Supervisor Name: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐

Company: _____ Phone: _____

Address: _____

Job Title: _____ Supervisor Name: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐

Company: _____ Phone: _____

Address: _____

Job Title: _____ Supervisor Name: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
☐ ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Drug-Free and Alcohol-Free Workplace

It is the policy of JAM Services to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the company.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on company or client premises or while performing services for the company is strictly prohibited. JAM Services also prohibits reporting to work or performing services under the influence of alcohol or marijuana or consuming alcohol or marijuana while on duty or during work hours. In addition, the Company prohibits off-premises abuse of alcohol and controlled substances, as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the Company's reputation in the community.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations.

Pre-employment: As required by the company for all prospective employees who receive a conditional offer of employment.

For Cause: Upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or has adversely affected the employee's job performance or safety.

Random: As authorized or required by federal or state law.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

JAM Services will make every effort to accommodate an employee participating in drug or alcohol rehabilitation, so long as the accommodation does not impose a hardship to the Company.

INJURY AND ILLNESS PREVENTION PROGRAM FOR:

JAM Services



Revised: 9/1/17

This Injury and Illness Prevention Program consists
of the following sections:

<u>Section Name</u>	<u>Location</u>
RESPONSIBILITY	Section 1
COMPLIANCE	Section 2
COMMUNICATION	Section 3
HAZARD ASSESSMENT	Section 4
ACCIDENT/EXPOSURE INVESTIGATION	Section 5
HAZARD CORRECTION	Section 6
TRAINING AND INSTRUCTION	Section 7
RECORDKEEPING	Section 8
HAZARDOUS COMMUNICATION	Section 9
HEAT ILLNESS PREVENTION	Section 10
LOCKOUT/ TAGOUT	Section 11
SAFETY TRAINING	Section 12

SECTION 1: RESPONSIBILITY

The safety and health of all employees of this company is of primary importance. The prevention of work-related injuries and illnesses is of such consequence that it should be given precedence over operating productivity.

The company pledges to work diligently and conscientiously in the elimination of unsafe and unhealthful conditions and expects equal diligence from all employees in the elimination of unsafe and unhealthful acts.

It is the company's intent always to maintain an effective program for guarding against injury and illness. To be successful, proper attitudes toward accident prevention on everyone's part is required. Success in all safety and health matters also depends upon cooperation among management, all employees, and also between each employee and fellow workers. Only through such cooperation can a safety and health record in the best interest of all be established and preserved.

The company designates ***Jeff Momaney*** as person (s) responsible for implementation of this program.

The company designates ***Paula Campbell*** to administer the program.

Managers and supervisors are responsible for the administration and maintaining this IIPP in their work areas and for answering employee questions about the IIPP.

Any employee can request to see a copy of this IIPP from their manager or supervisor or a copy will be available near the time cards.

The company:

- Will fully comply with all safety laws, rules and regulations.
- Will establish and support a safety committee made up of representatives of management as well as the employees.
- Will conduct periodic safety inspections to identify and eliminate unsafe and unhealthful working conditions and/or practices.
- Will investigate promptly and thoroughly every accident to determine the cause and appropriate corrective action to prevent recurrence.
- Provide and enforce the use of appropriate personal protective equipment.
- Provide continuing safety training and education for all personnel.

SECTION 2: COMPLIANCE

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the safety practices and procedures outlined in the IIPP fairly and uniformly.

Employees are responsible for following safe work practices, assisting in maintaining a safe work environment, and adhering to all directives, policies, and procedures.

Our compliance system includes the following elements:

- Informing employees of IIPP provisions
- Evaluating the safety performance of all employees
- Recognizing employees who work safely
- Providing training to employees who have failed to work safely
- Disciplining employees for failure to comply with safe and healthful work practices

SECTION 3: COMMUNICATION

We can recognize that open, two-way communication between management and employees on health and safety issues is essential to an injury-free, productive workplace. Our system of communication is designed to facilitate a continuous flow of safety and health information between management and employees in a form that is readily understandable.

We communicate and instruct employees orally about general safe work practices and hazards unique to each employee's job assignment.

Our system of communication consists of the following items:

- A new employee orientation, which includes a discussion of safety and health policies and procedures

- Injury and Illness Prevention Program (IIPP) review
- Workplace safety and health training programs
- Regularly scheduled safety meetings held every week.
- Effective communication of safety and health concerns between employees and supervisors, including translation where appropriate
- Posted or distributed safety and health information (e.g., bulletin boards, newsletters, etc.)
- A system for employees to anonymously inform management about workplace hazards (e.g., safety suggestion forms and boxes)
- A labor/management safety and health committee that does the following
 - Meets regularly
 - Prepares written records of safety and health committee meetings
 - Reviews results of periodic scheduled inspections
 - Reviews accident/exposure investigations and make suggestions to management for the prevention of future occurrences
 - Reviews alleged hazardous condition investigations
 - Submits recommendations to assist in the evaluation of employee safety suggestions