



## REGION 10 ESC

ORIGINAL

Response to Request for Proposals: R10-1110 Damage, Disaster, Restoration, Cleaning and Related Services  
Attention: Clint Pechacek Purchasing Consultant  
Cotton Commercial USA, Inc. | 5443 Katy Hockley Cutoff Rd Katy, TX 77493







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GLOBAL DISASTER SOLUTIONS

# TAB 1



## EXECUTIVE SUMMARY

### ORGANIZATION

Cotton is one of the world's most experienced full-service disaster recovery and restoration firms. Cotton stands at the forefront of major disasters, providing around-the-clock service backed by cutting-edge technology, highly skilled personnel, and years of operational expertise to recover enterprises as quickly as possible.

Founded in Houston, Texas, in 1996, Cotton built upon its reputation of excellence to expand throughout Texas, then to key locations in the United States and beyond. Cotton focuses on serving corporate and retail businesses, manufacturing and industrial clients, the healthcare, education and hospitality industries, and government agencies. Cotton's success is directly attributed to providing the highest level of customer service.

When it comes to disaster response, Cotton's first-hand experience is virtually unsurpassed. Over the last two decades, Cotton has been instrumental in the recovery efforts due to individual losses and major events, including weather-related and other natural catastrophes, terrorism, vandalism, and environmental mishaps, both in the U.S. and internationally. Through turnkey service capabilities and innovative solutions, Cotton can provide continuity of operations in the most efficient and cost-effective manner, ultimately reducing our clients' business interruption and property loss claim. Cotton has the team and resources in place to turn any unfortunate event into a successful restoration project. When disaster strikes, Cotton clients are assured of expert attention to protect assets, assess and restore damaged property, and determine a critical path for recovery that will minimize the delay to operations.

#### **Cotton is committed to:**

- 24/7 readiness to respond to any disaster and begin implementation of recovery measures in a strategically effective way.
- Employing state-of-the-art equipment and innovative techniques
- The continued professional development and skills of the company's highly experienced, trained and certified staff.
- Maintaining jobsite safety at all times through hazard assessments, planning, training and strict oversight of process implementation on every project.
- Remaining in compliance with all federal, state and local regulations.
- Surpassing client expectations on every project through communication and quality.

Disasters are both inevitable and unpredictable, guaranteed to happen but often without warning. Varying in type and magnitude, disasters happen suddenly, creating chaos and uncertainty for those affected. For entities of all sizes, a disaster means abrupt sudden disruption of all or part of its business operations, resulting in possible revenue loss or inability to provide public assistance.

The process of preparing a disaster recovery plan begins by identifying these possible causes and effects, analyzing their likelihood and severity, and ranking the outcomes in terms of priority. The ultimate results are a formal assessment of risk, a recovery plan that includes all available mechanisms, and a formalized Disaster Recovery Team (Cotton and Partner Client) that has responsibility for planning, rehearsing, and executing the disaster recovery plan.





## OPERATIONAL LINES OF EFFORT

Cotton and the Client Partner will establish four specific times to assist in the implementation of a disaster recovery plan:

### Preparedness

The continuity planning phase is a period of time during which activities are undertaken by Cotton to increase readiness posture, policies, procedures and incident command systems of the partnership. This includes, but is not limited to, identification of risks that can bring about disasters by conducting risk analysis covering threats to business continuity. Also, this period includes, but is not limited to, pre-disaster assessment of critical infrastructure with emphasis on the vulnerabilities that may affect the likelihood of catastrophic failure for an enterprise.

### Response

The reaction phase is a period of time during which notification procedure activities and initial damage and disruption surveys are undertaken. To establish how the contingency plan will be executed following a disaster, it is crucial to evaluate the nature and degree of damage to the enterprise. Cotton then activates response plans and begins to execute contingency actions with the Partner Client.

### Mitigation

The mitigation phase starts immediately after the disaster recovery plan has been activated and appropriate teams have been mobilized. The activities of this phase focus on setting in motion the disaster recovery system, reduction of initial damage, and detailed evaluation of the crisis and potential for additional crisis or ancillary risks. The recovery procedure reflects priorities previously analyzed during the activation planning phase.

### Recovery

In the recovery phase, activities are undertaken to fully recover the enterprise from disaster, place them back in a pre-loss condition, and return the enterprise operations back to the Partner Client through a complete host of catastrophe management and reconstruction services.



In summary, disaster recovery plans should identify and classify the threats and risks that may result from disasters, define the resources and processes that ensure business continuity during the disaster, and define the reconstitution mechanisms to get the enterprise back to normal during the disaster recovery state. Effective disaster recovery plans play their role in all stages from pre to post planning and are continuously improved by disaster recovery mock training and feedback capture processes.

## PLANNING FUNDAMENTALS

Cotton and the Partner Client work to establish policies and procedures that allow for the minimization of damages, preservation of a functioning administration, and maintenance of activities essential to survival and recovery. The Partner Client and Cotton recovery plan establishes guidelines for conducting efficient, effective, coordinated emergency operations involving all Cotton Resources, the Partner Client and maximization of interoperability.

## CONCEPT OF OPERATIONS

The Partner Client is the ultimate authority for the allocation of emergency resources. Cotton contingency services available to the Partner Client will include, but are not limited to:

- *Business Continuity Planning*
- *Catastrophe Consulting*
- *Catastrophe Management*
- *Emergency Response/Management*
- *Restoration/Recovery Services*
- *Construction Services/Consulting*
- *Environmental Response*
- *Logistics Service*
- *Debris Management/Services*
- *Leader Involvement*



## Cotton Global Disaster Solutions

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5443 Katy Hockley Cutoff  
Katy, TX 77493  
Tax ID# 20-2702810

Client: Education Service Center, Region 10  
Property: 400 E. Spring Valley Rd.  
Richardson, TX 75081

Business: (972) 348-1184

Operator: MARK.KIN

Estimator: Sam Ray  
Company: Cotton Global Disaster Solutions

Business: (281) 505-8815  
E-mail: [sam.ray@cottonteam.com](mailto:sam.ray@cottonteam.com)

Type of Estimate: Other  
Date Entered: 11/17/2020      Date Assigned: 11/17/2020  
Date Est. Completed: 11/17/2020      Date Job Completed:

Price List: TXDF8X\_NOV20  
Labor Efficiency: Restoration/Service/Remodel  
Estimate: REGION10  
File Number: Sample Project one

Thank you for allowing Cotton Global Disaster Solutions the opportunity to provide the following detailed line item estimate for the loss to the property located at the address above.

Please review this estimate at your convenience and do not hesitate to contact the Cotton Team with any questions.

Sincerely,

Sam Ray  
National Construction Estimator  
Cotton Global Disaster Solutions  
Cell: 281-505-8815  
Email: [sam.ray@cottonteam.com](mailto:sam.ray@cottonteam.com)

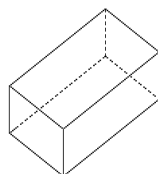




# Cotton Global Disaster Solutions

5443 Katy Hockley Cutoff  
Katy, TX 77493  
Tax ID# 20-2702810

## REGION10



### Room 1

**LxWxH 50' x 50' x 12'**

2,400.00 SF Walls	2,500.00 SF Ceiling
4,900.00 SF Walls & Ceiling	2,500.00 SF Floor
277.78 SY Flooring	200.00 LF Floor Perimeter
200.00 LF Ceil. Perimeter	600.00 SF Short Wall

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
1. Remove Carpet	2,500.00 SF		0.22	0.00	0.00	110.00	660.00
Includes: Labor cost to remove carpet, tackless strip, and seaming tape and to discard in a job-site waste receptacle.							
2. R&R Carpet pad	2,500.00 SF		0.10	1.13	214.50	657.90	3,947.40
Includes: Carpet pad and installation labor. Labor cost to remove carpet pad and to discard in a job-site waste receptacle. Quality: 7/16" thick high density.							
3. Floor leveling cement - Average	500.00 SF		0.00	2.11	39.19	218.84	1,313.03
Includes: Self leveling cement and installation labor. Quality: From 1/8" to 3/16" thick. Note: Used to level concrete or wood substrate before the installation of tile flooring.							
4. Carpet	2,875.00 SF		0.00	7.32	1,582.04	4,525.40	27,152.44
15 % waste added for Carpet .							
5. Additional labor cost for Berber or patterned carpets	2,500.00 SF		0.00	0.19	0.00	95.00	570.00
Includes: Additional labor cost for installation of looped berber or patterned carpets.							
6. R&R Cove base molding - rubber or vinyl, 4" high	200.00 LF		0.24	1.81	19.14	85.82	514.96
Includes: Rubber cove base molding, cove adhesive, and installation labor. Labor cost to remove cove base molding and to discard in a job-site waste receptacle. Quality: Rubber or vinyl base, 0.125" thick x 4" high, with toe.							
7. Remove Suspended ceiling system - 2' x 4'	2,500.00 SF		0.32	0.00	0.00	160.00	960.00
Includes: Labor cost to remove suspension eyelets, L channels, main runners, cross T's, suspension wires, and tile and to discard in a job-site waste receptacle.							
8. Suspended ceiling system - 2' x 2'	2,500.00 SF		0.00	7.20	981.75	3,796.36	22,778.11
Includes: Grid system hardware, tiles, and installation labor. Quality: Premium grade 2' x 2' tile.							
9. Remove Outlet or switch cover	17.00 EA		0.51	0.00	0.00	1.74	10.41
Includes: Labor cost to remove cover and to discard in a job-site waste receptacle.							
10. Outlet or switch cover	17.00 EA		0.00	5.33	4.60	19.04	114.25
Includes: Cover and installation labor. Excludes: Outlet or switch. Quality: High grade vinyl outlet or switch cover.							
11. Fluorescent light fixture - 2' & 4' - Detach & reset	12.00 EA		0.00	68.61	0.00	164.66	987.98

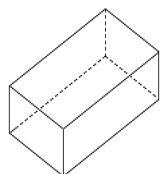


## Cotton Global Disaster Solutions

5443 Katy Hockley Cutoff  
Katy, TX 77493  
Tax ID# 20-2702810

### CONTINUED - Room 1

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
Includes: On-site storage and labor. Excludes: Any additional materials or hardware. Note: Labor cost to disconnect a 2' or 4' one or two tube fluorescent light fixture, move to an adjacent room for storage, and reinstall the same fixture at a later time.							
12. Detach & Reset Ceiling diffusers / grills - square, lay-in - 24"	6.00 EA	17.96	0.00	0.00	0.00	21.56	129.32
Includes: On-site storage and labor. Excludes: Any additional materials or hardware. Note: Labor cost to detach a cold air return cover, move to an adjacent room for storage, and reinstall at a later time.							
13. In-wall / In-ceiling speaker - Detach & reset	2.00 EA		0.00	17.07	0.00	6.82	40.96
Includes: On-site storage and labor. Excludes: Any additional materials or hardware. Note: Labor to disconnect and detach an in-wall / in-ceiling speaker, store on site, and re-install at a later time.							
14. Mask the floor per square foot - plastic and tape - 4 mil	2,500.00 SF		0.00	0.24	10.31	122.06	732.37
Includes: 4 mil plastic (12' wide roll), masking tape, and labor.							
15. Seal w/stain blocker then paint the walls (2 coats)	2,400.00 SF		0.00	0.98	35.64	477.52	2,865.16
Includes: Sealer, latex paint, painter's putty, sandpaper, and labor. Quality: One coat of sealer and one coat of paint. Based on low VOC paint; if using no/zero-VOC paint.							
16. Paint door slab only - 2 coats (per side)	2.00 EA		0.00	37.17	1.10	15.08	90.52
Includes: Latex paint, sandpaper, and labor. Excludes: Item does not include the painting of the jamb and casing (see PNT DORT if needed), or any manipulation of the lockset. Quality: Material and labor to paint one side of a door with two coats. Based on low VOC paint.							
17. Paint door/window trim & jamb - 2 coats (per side)	4.00 EA		0.00	31.48	1.33	25.44	152.69
Includes: Latex paint, acrylic caulk, painter's putty, sandpaper, and labor. Quality: Two coats, low VOC paint.							
18. Final cleaning - construction - Commercial	2,500.00 SF		0.00	0.19	47.03	95.00	617.03
Includes: Cleaning supplies and labor. Excludes: Windows. Quality: Removal of debris, wipe down surfaces, clean floor.							
Totals: Room 1					2,936.63	10,598.24	63,636.63



### Room 2

LxWxH 50' x 25' x 12'

1,800.00 SF Walls	1,250.00 SF Ceiling
3,050.00 SF Walls & Ceiling	1,250.00 SF Floor
138.89 SY Flooring	150.00 LF Floor Perimeter
150.00 LF Ceil. Perimeter	300.00 SF Short Wall



## Cotton Global Disaster Solutions

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Katy, TX 77493  
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### CONTINUED - Room 2

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
19. Remove Carpet	1,250.00 SF		0.22	0.00	0.00	55.00	330.00
Includes: Labor cost to remove carpet, tackless strip, and seaming tape and to discard in a job-site waste receptacle.							
20. R&R Carpet pad	1,250.00 SF		0.10	1.13	107.25	328.96	1,973.71
Includes: Carpet pad and installation labor. Labor cost to remove carpet pad and to discard in a job-site waste receptacle. Quality: 7/16" thick high density.							
21. Floor leveling cement - Average	250.00 SF		0.00	2.11	19.59	109.42	656.51
Includes: Self leveling cement and installation labor. Quality: From 1/8" to 3/16" thick. Note: Used to level concrete or wood substrate before the installation of tile flooring.							
22. Carpet	1,437.50 SF		0.00	7.32	791.02	2,262.70	13,576.22
15 % waste added for Carpet . Includes: Carpet, tackless strip, seaming tape, seaming iron, power carpet stretcher, and installation labor. Excludes: Metal transition strip. Quality: Premium grade nylon carpet with a thick pile density.							
23. Additional labor cost for Berber or patterned carpets	1,250.00 SF		0.00	0.19	0.00	47.50	285.00
Includes: Additional labor cost for installation of looped berber or patterned carpets.							
24. R&R Cove base molding - rubber or vinyl, 4" high	150.00 LF		0.24	1.81	14.36	64.38	386.24
Includes: Rubber cove base molding, cove adhesive, and installation labor. Labor cost to remove cove base molding and to discard in a job-site waste receptacle. Quality: Rubber or vinyl base, 0.125" thick x 4" high, with toe.							
25. Remove Suspended ceiling system - 2' x 4'	1,250.00 SF		0.32	0.00	0.00	80.00	480.00
Includes: Labor cost to remove suspension eyelets, L channels, main runners, cross T's, suspension wires, and tile and to discard in a job-site waste receptacle.							
26. Suspended ceiling system - 2' x 2'	1,250.00 SF		0.00	7.20	490.88	1,898.18	11,389.06
Includes: Grid system hardware, tiles, and installation labor. Quality: Premium grade 2' x 2' tile.							
27. Remove Outlet or switch cover	17.00 EA		0.51	0.00	0.00	1.74	10.41
Includes: Labor cost to remove cover and to discard in a job-site waste receptacle.							
28. Outlet or switch cover	17.00 EA		0.00	5.33	4.60	19.04	114.25
Includes: Cover and installation labor. Excludes: Outlet or switch.							
29. Fluorescent light fixture - 2' & 4' - Detach & reset	10.00 EA		0.00	68.61	0.00	137.22	823.32
Includes: On-site storage and labor. Excludes: Any additional materials or hardware. Note: Labor cost to disconnect a 2' or 4' one or two tube fluorescent light fixture, move to an adjacent room for storage, and reinstall the same fixture at a later time.							
30. Detach & Reset Ceiling diffusers / grills - square, lay-in - 24"	4.00 EA	17.96	0.00	0.00	0.00	14.36	86.20





## Cotton Global Disaster Solutions

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### CONTINUED - Room 2

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
Includes: On-site storage and labor. Excludes: Any additional materials or hardware. Note: Labor cost to detach a cold air return cover, move to an adjacent room for storage, and reinstall at a later time.							
31. In-wall / In-ceiling speaker - Detach & reset	1.00 EA		0.00	17.07	0.00	3.42	20.49
Includes: On-site storage and labor. Excludes: Any additional materials or hardware. Note: Labor to disconnect and detach an in-wall / in-ceiling speaker, store on site, and re-install at a later time.							
32. Mask the floor per square foot - plastic and tape - 4 mil	1,250.00 SF		0.00	0.24	5.16	61.04	366.20
Includes: 4 mil plastic (12' wide roll), masking tape, and labor.							
33. Seal w/stain blocker then paint the walls (2 coats)	1,800.00 SF		0.00	0.98	26.73	358.14	2,148.87
Includes: Sealer, latex paint, painter's putty, sandpaper, and labor. Quality: One coat of sealer and one coat of paint. Based on low VOC paint.							
34. Paint door slab only - 2 coats (per side)	2.00 EA		0.00	37.17	1.10	15.08	90.52
Includes: Latex paint, sandpaper, and labor. Excludes: Item does not include the painting of the jamb and casing.							
35. Paint door/window trim & jamb - 2 coats (per side)	4.00 EA		0.00	31.48	1.33	25.44	152.69
Includes: Latex paint, acrylic caulk, painter's putty, sandpaper, and labor. Quality: Two coats, low VOC paint.							
36. Final cleaning - construction - Commercial	1,250.00 SF		0.00	0.19	23.51	47.50	308.51
Includes: Cleaning supplies and labor. Excludes: Windows. Quality: Removal of debris, wipe down surfaces, clean floor.							
Totals: Room 2					1,485.53	5,529.12	33,198.20

### Equipment

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
37. Temporary toilet - Minimum rental charge	16.00 EA		0.00	159.72	0.00	511.10	3,066.62
Two toilets and two hand washing stations. Includes: Minimum rental charge for a temporary toilet, including delivery and pick-up.							
38. Dumpster load - Approx. 40 yards, 7-8 tons of debris	2.00 EA		641.00	0.00	0.00	256.40	1,538.40
Includes: Dumpster delivery, rental, transportation to disposal site, and dumping fees. Excludes: Demolition.							
39. Scissor lift - 20' platform height (per week)	4.00 WK		0.00	367.72	0.00	294.18	1,765.06



## Cotton Global Disaster Solutions

5443 Katy Hockley Cutoff  
Katy, TX 77493  
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### CONTINUED - Equipment

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
Includes: Weekly equipment charge for powered scissor lift. Excludes: Equipment operator. Quality: 20' platform height. Electric powered.							
Totals: Equipment					0.00	1,061.68	6,370.08

### General Conditions

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
40. Project Management	4.00 WK		0.00	1,950.00	0.00	1,560.00	9,360.00
Project Manager for duration of project.							
41. HSO(Health and safety officer)	2.00 WK		0.00	1,850.00	0.00	740.00	4,440.00
42. General Laborer - per hour	160.00 HR		0.00	36.80	0.00	1,177.60	7,065.60
For site maintenance and daily housekeeping. 8 hrs/day x 20 days = 160.							
43. Taxes, insurance, permits & fees (Bid Item)	1.00 EA						OPEN ITEM
TBD							
44. Architectural/Drafting fees (Bid Item)	1.00 EA						OPEN ITEM
Totals: General Conditions					0.00	3,477.60	20,865.60
Line Item Totals: REGION10					4,422.16	20,666.64	124,070.51

Additional Charges	Charge
PPE (Personal Protection Equipment)	1,240.71
Additional Charges Total	\$1,240.71



## Cotton Global Disaster Solutions

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5443 Katy Hockley Cutoff  
Katy, TX 77493  
Tax ID# 20-2702810

### Grand Total Areas:

4,200.00	SF Walls	3,750.00	SF Ceiling	7,950.00	SF Walls and Ceiling
3,750.00	SF Floor	416.67	SY Flooring	350.00	LF Floor Perimeter
0.00	SF Long Wall	900.00	SF Short Wall	350.00	LF Ceil. Perimeter
0.00	Floor Area	0.00	Total Area	0.00	Interior Wall Area
0.00	Exterior Wall Area	0.00	Exterior Perimeter of Walls		
0.00	Surface Area	0.00	Number of Squares	0.00	Total Perimeter Length
0.00	Total Ridge Length	0.00	Total Hip Length		





## Cotton Global Disaster Solutions

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5443 Katy Hockley Cutoff  
Katy, TX 77493  
Tax ID# 20-2702810

### Summary

Line Item Total	98,981.71
PPE (Personal Protection Equipment)	1,240.71
Material Sales Tax	4,351.62
	<hr/>
Subtotal	104,574.04
Overhead	10,457.39
Profit	10,457.39
Cleaning Sales Tax	70.54
	<hr/>
<b>Replacement Cost Value</b>	<b>\$125,559.36</b>
<b>Net Claim</b>	<b>\$125,559.36</b>
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Sam Ray



## Cotton Global Disaster Solutions

5443 Katy Hockley Cutoff  
Katy, TX 77493  
Tax ID# 20-2702810

### Recap of Taxes, Overhead and Profit

	<b>Overhead (10%)</b>	<b>Profit (10%)</b>	<b>Material Sales Tax (8.25%)</b>	<b>Cleaning Mtl Tax (8.25%)</b>	<b>Cleaning Sales Tax (8.25%)</b>	<b>Manuf. Home Tax (5%)</b>	<b>Storage Rental Tax (8.25%)</b>	<b>Total Tax (8.25%)</b>
<b>Line Items</b>								
	10,333.32	10,333.32	4,351.62	0.00	70.54	0.00	0.00	0.00
<b>Additional Charges</b>								
	124.07	124.07	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>10,457.39</b>	<b>10,457.39</b>	<b>4,351.62</b>	<b>0.00</b>	<b>70.54</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



## Cotton Global Disaster Solutions

5443 Katy Hockley Cutoff  
Katy, TX 77493  
Tax ID# 20-2702810

### Recap by Room

#### Estimate: REGION10

Room 1	50,101.76	50.62%
Room 2	26,183.55	26.45%
Equipment	5,308.40	5.36%
General Conditions	17,388.00	17.57%
<hr/>		
Subtotal of Areas	98,981.71	100.00%
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Total	98,981.71	100.00%





## Cotton Global Disaster Solutions

5443 Katy Hockley Cutoff  
Katy, TX 77493  
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### Recap by Category

O&P Items	Total	%
ACOUSTICAL TREATMENTS	27,000.00	21.50%
CLEANING	712.50	0.57%
GENERAL DEMOLITION	3,783.34	3.01%
ELECTRICAL	181.22	0.14%
HEAVY EQUIPMENT	1,470.88	1.17%
FLOOR COVERING - CARPET	36,517.50	29.08%
FLOOR COVERING - CERAMIC TILE	1,582.50	1.26%
FLOOR COVERING - VINYL	633.50	0.50%
HEAT, VENT & AIR CONDITIONING	179.60	0.14%
LABOR ONLY	17,388.00	13.85%
LIGHT FIXTURES	1,509.42	1.20%
PAINTING	5,416.52	4.31%
SPECIALTY ITEMS	51.21	0.04%
TEMPORARY REPAIRS	2,555.52	2.04%
O&P Items Subtotal	98,981.71	78.83%
Permits and Fees	1,240.71	0.99%
Material Sales Tax	4,351.62	3.47%
Overhead	10,457.39	8.33%
Profit	10,457.39	8.33%
Cleaning Sales Tax	70.54	0.06%
Total	125,559.36	100.00%

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## Appendix A: QUESTIONNAIRE

### COMPANY PROFILE

1. What is your company's official registered name? Cotton Commercial USA, Inc
2. What is your company's Dun & Bradstreet (D&B) number? 119792633
3. What is/are your corporate office location(s)? 5443 Katy Hockley Cutoff Rd. Katy, TX 77493
4. Please provide a brief history of your company, including the year it was established. 1996.

Originally founded in 1996 by Pete Bell and Daryn Ebrecht, Cotton built a reputation of excellence that has lasted more than 20 years. Beginning in Houston, Texas, Cotton focused on providing clients in both the private and public sector a single source solution following damage resulting from isolated incidents and large scale disasters. Cotton's emphasis on service resulted in the Company's expansion throughout Texas, the United States, and internationally, serving corporate and retail businesses, commercial office, manufacturing and industrial clients, in industries including healthcare, education, hospitality and entertainment, as well as the public sector.

5. Who is your competition in the marketplace? BMS Cat, BELFOR, Serv Pro
6. What are your overall annual sales for last three (3) years? 200M+
7. What are your overall public sector sales, excluding Federal Government, for last three (3) years? 75M
8. What is your strategy to increase market share in the public sector?

Marketing Outreach through Pardot, social media, email to let everyone know about our partnership.

9. What differentiates your company from competitors in the public sector?

Cotton distinguish us from other contractors by providing property restoration and recovery, construction, roofing, consulting, workforce staffing, temporary housing and culinary services to public and private entities worldwide. By combining this diverse suite of services with the best talent in the industry, innovative technology and a large inventory of company owned assets, Cotton has the unique advantage of offering clients a total solutions package in support of disaster events and large development projects, including complex work environments.

10. Please provide your company's environmental policy and/or sustainability initiative.

We are committed to helping to build a cleaner future! As our business grows, we want to make sure we minimize our impact on the Earth's climate. We are taking every step we can to implement innovative and responsible environmental practices throughout Region 4 ESC to reduce our carbon footprint, reduce waste, promote energy conservation, ensure efficient computing, and much more. We would like vendors to partner with us in this enterprise. To that effort, we ask respondents to provide their companies environmental policy and/or green initiative. For example, Cotton ensures metal roofing that is damaged and being replaced is hauled off by certified recycling waste management operators.

In addition, Cotton is LEED certified for Green Buildings practices. Please see attached LEED certification. Cotton upon request by client will use materials and supplies that are above current environmental building code standards

1. Diversity program - Do you currently have a diversity program or any diversity partners that you do business with?

☐ Yes  
☒ No

- a. If the answer is yes, do you plan to offer your program or partnership through Equalis Group?

☐ Yes  
☐ No N/A

*(If the answer is yes, attach a statement detailing the structure of your program, along with a list of your diversity alliances and a copy of their certifications.)*

- b. Will the products accessible through your diversity program or partnership be offered to Equalis Group members at the same pricing offered by your company? N/A

*(If answer is no, attach a statement detailing how pricing for participants would be calculated.)*

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

Cotton does not have certifications. However, Cotton is a privately held company in which many of our equity owners are also employees. Senior owners and leaders comprised of African Americans, Hispanics, Women and Military Veterans are ownership stakeholders.

Cotton will make a good faith effort pertaining to supplier diversity (e.g. small, minority-, and women-owned businesses) goals to the best of our ability when allowed time to meet the requirements of submitting appropriate bids. For example, we have a growing base of supplier diversity providers and have been extremely effective on multiple projects at Texas A&M University reaching a supplier diversity goal of 34%. Cotton has successfully reached supplier diversity goals by utilizing vendors for flooring, abatement, electrical and mechanical, slab x-raying and coring companies. As an added addition to our bid process, Cotton has begun providing RFP submittals within our bids allowing supplier diversity vendors associated with contracting programs to participate and actively work with Cotton.

Our objectives include:

- Actively seeking out certified diverse suppliers that can provide competitive, high-quality services whose business model is aligned with our business strategy.
- Ensuring the inclusion of diverse suppliers as a part of our strategic sourcing and procurement process.
- Communicating the value of supplier diversity both internally and externally to all stakeholders.
- Leveraging our supplier diversity results to meet our clients' supplier diversity requirements.

a. Minority Women Business Enterprise

Respondent certifies that this firm is an MWBE ☐ Yes ☒ No

List certifying agency: \_\_\_\_\_

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

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

List certifying agency: \_\_\_\_\_

c. Disabled Veterans Business Enterprise (DVBE)

Respondent certifies that this firm is an DVBE ☐ Yes ☒ No

List certifying agency: \_\_\_\_\_

d. Historically Underutilized Businesses (HUB)

Respondent certifies that this firm is an HUB ☐ Yes ☒ No

List certifying agency: \_\_\_\_\_

e. Historically Underutilized Business Zone Enterprise (HUBZone)

Respondent certifies that this firm is an HUBZone ☐ Yes ☒ No

List certifying agency: \_\_\_\_\_

f. Other

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

List certifying agency: \_\_\_\_\_

**PRODUCTS/PRICING OFFERED:**

Were all products/lines/services and pricing being made available under this contract provided in attachment B and/or Appendix B, pricing sections?

For restoration Cotton uses our 2020 Time and Materials Rate Sheet. Cotton restoration pricing is locked in for one year with no increase for CAT losses and is updated every February. For Construction Cotton uses Xactimate software for unit cost pricing.

- a. Does the respondent agree to offer all future product introductions at prices that are proportionate to contract pricing offered herein?

☒ Yes

☐ No

(If answer is no, attach a statement detailing how pricing for participants would be calculated.)

Does pricing submitted include the required administrative fee?

☒ Yes

☐ No

Define your standard terms of payment- NET 30 Days

☒ 50 States & District of Columbia (Selecting this box is equal to checking all boxes below)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Alabama              | <input type="checkbox"/> Kentucky       | <input type="checkbox"/> North Dakota   |
| <input type="checkbox"/> Alaska               | <input type="checkbox"/> Louisiana      | <input type="checkbox"/> Ohio           |
| <input type="checkbox"/> Arizona              | <input type="checkbox"/> Maine          | <input type="checkbox"/> Oklahoma       |
| <input type="checkbox"/> Arkansas             | <input type="checkbox"/> Maryland       | <input type="checkbox"/> Oregon         |
| <input type="checkbox"/> California           | <input type="checkbox"/> Massachusetts  | <input type="checkbox"/> Pennsylvania   |
| <input type="checkbox"/> Colorado             | <input type="checkbox"/> Michigan       | <input type="checkbox"/> Rhode Island   |
| <input type="checkbox"/> Connecticut          | <input type="checkbox"/> Minnesota      | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Delaware             | <input type="checkbox"/> Mississippi    | <input type="checkbox"/> South Dakota   |
| <input type="checkbox"/> District of Columbia | <input type="checkbox"/> Missouri       | <input type="checkbox"/> Tennessee      |
| <input type="checkbox"/> Florida              | <input type="checkbox"/> Montana        | <input type="checkbox"/> Texas          |
| <input type="checkbox"/> Georgia              | <input type="checkbox"/> Nebraska       | <input type="checkbox"/> Utah           |
| <input type="checkbox"/> Hawaii               | <input type="checkbox"/> Nevada         | <input type="checkbox"/> Vermont        |
| <input type="checkbox"/> Idaho                | <input type="checkbox"/> New Hampshire  | <input type="checkbox"/> Virginia       |
| <input type="checkbox"/> Illinois             | <input type="checkbox"/> New Jersey     | <input type="checkbox"/> Washington     |
| <input type="checkbox"/> Indiana              | <input type="checkbox"/> New Mexico     | <input type="checkbox"/> West Virginia  |
| <input type="checkbox"/> Iowa                 | <input type="checkbox"/> New York       | <input type="checkbox"/> Wisconsin      |
| <input type="checkbox"/> Kansas               | <input type="checkbox"/> North Carolina | <input type="checkbox"/> Wyoming        |

☐ All U.S. Territories & Outlying Areas (Selecting this box is equal to checking all boxes below)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> American Samoa                    | <input type="checkbox"/> Midway Islands             | <input type="checkbox"/> U.S. Virgin Islands |
| <input type="checkbox"/> Federated States of<br>Micronesia | <input type="checkbox"/> Northern Marina<br>Islands |  |
| <input type="checkbox"/> Guam                              | <input checked="" type="checkbox"/> Puerto Rico     |  |

List the number and location of offices, or service centers for all states being proposed in solicitation.

A. Please see attached Cotton Locations

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

- |   |  |
|---|--|
| <input type="checkbox"/> Manufacturer direct    | <input type="checkbox"/> Certified education/government reseller |
| <input type="checkbox"/> Authorized distributor | <input type="checkbox"/> Manufacturer marketing through reseller |
| <input type="checkbox"/> Value-added reseller   | <input checked="" type="checkbox"/> Other                        |

Provide your typical response times including emergency and non-emergency situations. Please elaborate on how this process works.

Once Cotton is notified by Equalis Group, within 15 minutes the designated Cotton Project Coordinator (PC) will contact the appropriate Equalis Group representative with information including onsite arrival time and initial personnel quantities. Within 1-4 hours, Cotton professionals to include management and operations personnel will be onsite to begin mitigation services and damage assessments. Cotton has regional strategic partners, with hospitality experience to provide internal and dedicated labor, assets, and resources to simultaneously assist Equalis Group as a priority client under the direct control of Cotton.

Describe your scheduling and overall project management process, including the assignment of a project manager, any software you might utilize, and any other service provided to help manage the overall project.

Describe how you coordinate activities with other entities such as utilities, effected government agencies and any other entity that may impact or be impacted by the disaster and/or service you are providing.

A. Cotton has long history of experience working with both State and Federal regulations while working on projects for Federal Military bases such as Tyndall Air Force, NSA, Offut Air Force Base, state governments, local city and county governments while maintaining compliance. Cotton understands the importance of following every regulation required to complete the project successfully.

Cotton has a demonstrative body of work with emergency services, restoration and recovery, rebuild and Capex projects for FICURMA and State of Texas higher education institutions. These services have been successfully provided for Cotton clients, such as University of Texas System, Texas A&M System, Rice University, Sam Houston University, Baylor University, and the University of Houston System.

Cotton has a trained staff which includes not only ICS and NIMS-trained staff, but also ICS master instructors and DHS/EMI- approved All-Hazards ICS Position Specific instructors.

In addition, our instructors have taught and currently teach various FEMA and college-level emergency management, safety, leadership, management, and security courses. We have worked extensively to support many jurisdictions and agencies in their efforts to be compliant with NIMS, and to prepare for all-hazards response, recovery and mitigation. Cotton have trained and certified thousands of first responders, governmental and civilian administration and support personnel in NIMS, the National Response Plan/ Framework, and all levels of ICS, including All Hazard Section Chiefs and Type 1, 2 and 3 Incident Management Teams. Also, in accordance with U.S. Department of Homeland Security guidelines, all of our exercises include a review of participants' use of NIMS and ICS.

All instructors meet or exceed the requirements as defined by the Department of Homeland Security, National Integration Center (NIC) Incident Management Systems Division (IMSID), and as outlined in the National Incident Management System Training Program, issued September 2011. We support our training expertise and the standards with our team of highly experienced instructors that are not only qualified to deliver all the instructional courses but have real-world operational experience on numerous deployments.

A. Cotton examples and success stories of services delivered to similar sized accounts, such as successes with return to normal activities, response time, or other relevant services. Below are few examples of Cotton experience with FEMA funded losses and describe any payment considerations possible resulting from FEMA payment delays.

University of Iowa- Iowa City, IA

Loss: Flood

Cotton directly stabilized, mitigated, and restored over 2 million square feet of on campus buildings and facilities. Services included debris "muck out", debris removal, demolition, moisture readings / control, sanitation, dehumidification, and reconstruction services to healthcare, residential, academic, and athletic facilities. Our assistance to the University allowed for an elevated timeline to return to normal operations.

Valley Baptist Medical Center, Harlingen, TX

Loss: Hurricane Dolly

Large medical facility sustained hurricane damage. Cotton stabilized, dehumidified, and restored several floors of the facility, including the neonatal, surgical, and emergency room locations. Our turnkey, reconstruction, single point of contact services streamlined communication for all parties.

Epoxy Products (Thermo Fisher Scientific) Mountain Home, AR



Describe your company's Customer Service Department (hours of operation, number of services centers, etc.).

Cotton maintains a 24/7/365 Watch operation that monitors the weather and current events throughout the United States. The Watch's operational detail consists of monitoring open source data points such as NOAA which provides current storm reports for damaged areas from wind, hail and tornadoes. A second example of weather open data source is Early Alert which identifies Cotton locations and client's locations for significant weather events (i.e. severe thunderstorms, heat index and any other watch and warning systems). In addition, the Watch also monitors lead sources such as Local and National news outlets, local emergency radios as we listen for dispatches on national storm related events and daily social media.

Uniquely, Cotton maintains a 24-hour hotline and operations node within our Corporate Headquarters in Katy Texas. It is always serviced by fulltime Cotton employees and is the call center for all Cotton operations. Cotton does not utilize an answering service. A call received at any time is received by Cotton personnel that understand our core requirements and know immediately what details are needed, how to organize project details and who those details should be distributed to for instant action. Cotton is available 24 hours a day / 7 days a week / 365 days a year.

Provide your safety record, safety rating, EMR and worker's compensation rate where available.

A. Cotton is OSHA compliant and follows all the employer responsibilities under OSHA standards to provide a safe workplace. It is Cotton's policy to provide all employees with safe and healthy working environments. To achieve this goal, the cooperation of all Cotton employees is required.

Projects must be completed in the safest manner possible with the safety of employees, the client, the public and property being the highest priority. Shortcuts and procedures that compromise safety will not be tolerated. Safety will not be considered "something to work on" when there is time. All supervisory personnel are expected to conduct their projects always in strict compliance with the federal, local and Cotton's safety regulations. Supervisors can expect full support from management in enforcing the safety program, and the failure of any Cotton employee to comply with the safety program may be subject to disciplinary action, up to and including termination of employment.

Contractors and Sub-contractors are expected to follow these requirements as a minimum. The Site Safety Officer (SSO) will conduct regular safety inspection and revise specific requirements as necessary. Cotton maintains Experience Modification Rate (EMR) of 0.72 which is below the industry average of 1.0. Please see attached EMR letter.

**Site Safety Program Objectives:** Cotton Site Safety Program has been established to promote safety and minimize risks associated with all Cotton Operations.

The goal of Cotton Site Safety Program are as follows:

- Incident free and hazard free work environment.
- Substance abuse free workplace.
- Continuous safety training and education to achieve a qualified workforce.
- Achievement of high-level efficiency and quality.
- Creation of a strong safety and health conscious culture in management, field supervision personnel.

Provide a subcontractor plan detailing how your company attracts, vets, and oversees subcontracting firms. If your company does not employ subcontractors, detail how your company ensures quick response times and comprehensive qualified services while self-performing in every state checked in question 17.

A. All sub-contractors, temporary staffing agencies, and transporters are under the direct control of Cotton. Cotton requires that all sub-contractors' complete necessary documents prior to any work commencing to ensure all professional requirements, to include insurance minimums, are met. In the event supplemental storage facilities are required, Cotton can secure additional property and would work with Region 10 ESC to determine both an appropriate size and location pending specific project needs.

Provide your company's safety and environmental plan.

A. Please see attached Cotton HSE Management System

Describe the capacity of your company to report monthly sales through this agreement.

A. Cotton utilizes software that integrates financial and operations data. This integrated systems approach performs functions relevant to accounting, estimating, procurement, production management, property management, reporting and service management. Monthly Sales reports can be generated as required by Region10.

Cotton will work hand in hand with Region 10 ESC to produce invoicing which is suitable per the requirements of the project at hand. Cotton can set up billing procedures on a weekly, bi-monthly, or monthly basis and will adjust accordingly as dictated by the project and client. Cotton will work with Region 10 ESC accounting and procurement teams to assure accurate billing within their system.

Describe the capacity of your company to provide management reports, i.e. consolidated billing by location, time and attendance reports, etc. for each eligible agency.

A. Our employees sign in and out before and after each shift. All time, materials, travel, and equipment usage are tracked with crew sheets that are filled out and reviewed daily, then reviewed again at the end of the project. These log sheets are available to the client during and after the completion of the project, upon request. All reimbursables are tracked through receipts, which are provided as the backup of our invoice. The Project Manager, Project Coordinator and Field Accountant review every project before the client receives the final booklet and invoice.

The Project Directors (Coordinators/Managers) are assigned based on their experience, expertise, and geographic location as well as other factors relative to specific client needs. The Project Coordinator is responsible for the overall communication and success of a project. The Project Manager is responsible for the day-to-day requirements of each loss and will be in command of all work taking place on site. In the event a change of scope is required, the Project Manager will notify all necessary parties prior to any modification to the agreed upon scope and once approved the project will continue. Additionally, the Project Manager is responsible for all daily paperwork, which is used to capture labor hours and materials utilized for the job.

## QUALIFICATION AND EXPERIENCE:

Please provide contact information and resumes for the person(s) who will be responsible for the following areas.

### Executive Contact

Contact Person: James Scaife

Title: President

Company: Cotton Commercial USA, Inc

Address: 5443 Katy Hockley Cutoff rd

City: Katy State: TX Zip: 77493

Phone: 877-511-2962 Fax: \_\_\_\_\_

Email: james@cottonteam.com

### Account Manager / Sales Lead

Contact Person: Parker Baker

Title: VP Business Development

Company: Cotton Commercial USA, Inc

Address: 5443 Katy Hockley Cutoff Rd

City: Katy State: TX Zip: 77493

Phone: 281-932-3017

Fax: \_\_\_\_\_

Email: parkerb@cottonteam.com

### Contract Management (if different than the Sales Lead)

Contact Person: Blake Adkins

Title: MANAGER – CORPORATE CONTRACTS- Legal

Company: Cotton Commercial USA, Inc

Address: 5443 Katy Hockley Cutoff Rd  
City: Katy State: TX Zip: 77493  
Phone: 877-511-2962 Fax: \_\_\_\_\_  
Email: BLAKE.ADKINS@COTTONTEAM.COM

*Billing & Reporting/Accounts Payable*

Contact Person: Leslie Klodzinski  
Title: Accounts Receivable Manager  
Company: Cotton Commercial USA, Inc  
Address: 5443 Katy Hockley Cutoff Rd  
City: Katy State: TX Zip: 77493  
Phone: 877-511-2962 Fax: \_\_\_\_\_  
Email: leslie.klodzinski@cottonteam.com

*Marketing*

**Zinat Ahmed**

Contact Person: \_\_\_\_\_  
Title: VP of Marketing  
Company: Cotton Commercial USA, Inc  
Address: 5443 Katy Hockley Cutoff Rd  
City: Katy State: TX Zip: 77493  
Phone: 877-511-2962 Fax: \_\_\_\_\_  
Email: zinat.ahmed@cottonteam.com

Provide a minimum of three (3) customer references for product and/or services of similar scope dating within the past 3 years. Please try to provide an equal number of references for K12, Higher Education and City/County entities. Provide the following information for each reference:

**A. Please see attached Education References and Past Performance Projects**

Entity Name  
Contact Name and Title  
City and State  
Phone Number  
Years Serviced  
Description of Services  
Annual Volume

List all cooperative and/or government group purchasing organizations of which your company is currently a member below.

Cooperative/GPO Name

Contract Number

Expiration Date

**Omnia Partners**

**R191605**

**April 30,2025**

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

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

Detail your company's past experience with Job Order Contracting estimation.

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

- A. From time to time, Cotton Commercial USA, Inc. is a party to litigation in the ordinary course of business. Cotton Commercial USA, Inc. is not now, nor during the past 5 years has it been a party to litigation that would materially affect its business, financial condition or operating results.

No Cotton is not currently in default on any loan or financing agreement with any bank, financial institution, or other entity. Cotton Holdings financial health is excellent due to a strong balance sheet and will not only be able to meet its short-term financial obligations, but also its long -term financial goals. Cotton is a privately-owned company and is not for sale. Cotton is not involved in any transaction to become acquired by any other business entity.

Felony Conviction Notice – Please check applicable box:

- ☐ A publicly held corporation; therefore, this reporting requirement is not applicable  
☒ Is not owned or operated by anyone who has been convicted of a felony.  
☐ Is owned or operated by the following individual(s) who has/have been convicted of a felony.

## VALUE ADD:

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

- c. A co-branded press release within first 30 days
- d. Announcement of award through any applicable social media sites
- e. Direct mail campaigns
- f. Co-branded collateral pieces
- g. Advertisement of contract in regional or national publications
- h. Participation in trade shows
- i. Dedicated Equalis Group and Region 10 ESC internet web-based homepage with:
  - i. Equalis Group and Region 10 ESC Logo
  - ii. Link to Equalis Group and Region 10 ESC website
  - iii. Summary of contract and services offered
  - iv. Due Diligence Documents including; copy of solicitation, copy of contract and any amendments, marketing materials
- j. Announcement within your firm, including training of the agreement with your national sales force
- k. Marketing the agreement to new and existing government customers

Acknowledge that your organization agrees to provide its company logo(s) to Region 10 ESC and agrees to provide permission for reproduction of such logo in marketing communications and promotions. Cotton Agrees.

Provide the agency spend that your organization anticipates each year for the first three (3) years of this agreement.

\$ 1MM+ in year one

\$ 1MM+ in year two

\$ 1MM+ in year three

Cotton can provide an asset library for ESC Region 10 clients where they can access a contract summary, services offered, due diligence documents, amendments, SOW, marketing materials, and Cotton GDS logos. ESC Region 10 will be provided a shared link where they can access the materials as they are needed. I am not sure if ESC Region 10 will be assigned a specified Account Manager.



## **Appendix C: CERTIFICATES**

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

Please also list and include copies of any certificates you hold that would show value for your response not already included above.

Please see attached Licenses

## **Appendix D: VALUE ADD**

Please include any additional products and/or services not included in the scope of the solicitation that you think will enhance and/or add value to this contract participating agencies.

Please see attached Value Added



## Value Add

### Value Add

As turnkey restoration company Cotton follows Emergency mitigation with our construction personnel on most of our projects. Cotton's ability to perform turnkey projects, providing emergency restoration, environmental remediation, reconstruction and roofing services, can help reduce costs and down time for a client through a streamlined process. Further, the Cotton suite of companies is comprised of multiple specialized services that can bring additional value to a complex project.

#### **Additional Services:**

Cotton can assist displaced students and staff with temporary facilities and emergency food services. In addition, when non-catastrophic roof damage occurs, Cotton has the capability to provide new roofing or updating an existing roof for Region 10 ESC properties. Please see attached Marketing Brochures.

<https://cottonculinary.com/services/emergency-food-services>

#### **Emergency Food Services**

Cotton Culinary, a division of Cotton Logistics, will provide complete emergency food services including hot breakfasts, hot or to-go style lunches, and hot dinners with full salad bar, along with integrated food and facilities management services

The Cotton Emergency Food Services team will comply with all hygiene, health, and sanitation requirements regarding kitchen workers, food preparation service and cleaning of facilities, equipment, utensils, and dinnerware. All personnel involved in preparing or serving food will have a medical clearance and a food handler's (safe-serve) certificate.

In addition, when working on a restoration or reconstruction project. Cotton can provide Cotton employees food service which eliminates off site travel and reduces time off the job leading to more productivity.

<https://www.cottonlogistics.com/solutions/deployable-support-facilities/>

#### **Emergency Response Mobile Support Facilities**

Cotton Logistics specializes in providing fully-functioning facilities and resources to support disaster relief, a property restoration projects, development sites or other temporary operations. When critical infrastructure is compromised due to a natural or man-made disaster or lodging is unavailable, Cotton deploys necessary facilities that are portable, code-compliant and can be rapidly mobilized.

#### **Disaster Recovery Housing Mobile Units & Temporary Portable Trailers**

- Skid and wheel-mounted units
- Engineered fabric structures
- Mobile Crew Camp
- Shower, restroom and laundry trailers
- Hand washing stations
- Mobile kitchen units
- Temporary power
- Potable water
- Communications
- Waste management



## Value Add

<http://www.cottonroofing.com/>

### **Cotton Roofing**

Cotton Roofing is a full-service commercial roofing contractor specializing in emergency roof services and commercial building storm damage and is certified and approved in the application of a variety of commercial roofing systems and including modified bitumen, silicone and acrylic coatings, metal, tpo commercial roofing and more. Whether it's a failing roof system or the result of a fire, severe weather event or disaster, it is vital that the integrity of a roof structure be restored as quickly as possible to minimize the risk of further property damage. When faced with a commercial roof repair, property owners require the speed, experience, and reliability of Cotton Roofing - the premier commercial roofing contractor. Skilled, experienced, and backed by our global resources, our team can assess the project and provide commercial or industrial roof repairs, temporary roofing solutions, or new roof installation in a timely manner.

<https://cottonfoundation.org/>

### **Cotton Foundation**

Cotton companies restore and rebuild damaged property. Cotton Foundation complements that work, restoring hope and rebuilding spirits.

The Foundation began with a simple gesture: bringing a donated toy as the "admission price" for the staff Christmas party in 2004. Since then, Cotton Foundation has restored hope to more than 1,200 children and families in nine communities, following tornados, floods, illnesses, and other misfortunes.

Cotton Foundation volunteers are dedicated to remaking communities, and they respond where they see need. They collect and deliver toys to hospitalized children. They rebuild and refinish the homes of veterans. They raise funds to offset medical bills, such as the purchase of a wheelchair for a child with muscular dystrophy. They collect and distribute household items to flood victims. They have raised more than \$1 million for Phase I of Taylor's Place, a ten-acre haven for families with terminal illness.

Be advised that all information and documents submitted will be subject to the Public Information Act requirements governed by Chapter 552 of the Texas Government Code.

The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 10 ESC must provide the OAG with the information requested in order for the OAG to render an opinion. In such circumstances, Respondent will be notified in writing that the material has been requested and delivered to the OAG. Respondent will have an opportunity to make arguments to the OAG in writing regarding the exception(s) to the TPIA that permit the information to be withheld from public disclosure. Respondents are advised that such arguments to the OAG must be specific and well-reasoned—vague and general claims to confidentiality by the Respondent are generally not acceptable to the OAG. Once the OAG opinion is received by Region 10 ESC, Region 10 ESC must comply with the opinions of the OAG. Region 10 ESC assumes no responsibility for asserting legal arguments on behalf of any Respondent. Respondents are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

Signature below certifies complete acceptance of Region 10 ESC's Open Records Policy, except as noted below (additional pages may be attached, if necessary). Check one of the following responses to the Acknowledgment and Acceptance of Region 10 ESC's Open Records Policy below:

- (Note: All information believed to be a trade secret or proprietary must be listed below. It is further understood that failure to identify such information, in strict accordance with the instructions below, will result in that information being considered public information and released, if requested under the Public Information Act.)

- (Note: Respondent must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, Respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).)*

Authorized Signature & Title

**DOC #1 CLEAN AIR AND WATER ACT**

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

Potential Vendor: Cotton Commercial USA, Inc

Title of Authorized Representative: President

Mailing Address: 5443 Katy Hockley Cutoff Rd Katy, TX 77493

Signature: 

**DOC #2 DEBARMENT NOTICE**

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

Potential Vendor: Cotton Commercial USA, Inc

Title of Authorized Representative: President

Mailing Address: 5443 Katy Hockley Cutoff Rd Katy TX 77493

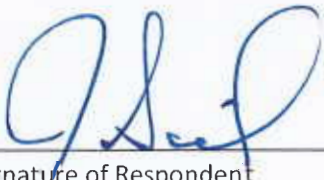
Signature: 

### DOC #3 LOBBYING CERTIFICATION

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.



Signature of Respondent

10-27-2020

Date



## DOC #4 CONTRACTOR CERTIFICATION REQUIREMENTS

### Contractor's Employment Eligibility

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

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

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

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

Contractor shall comply with governing board policy of the Region 10 ESC Participating entities in which work is being performed.

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### Fingerprint & Criminal Background Checks

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

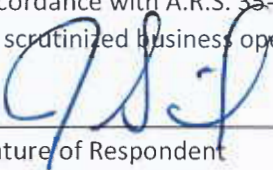
The Respondent shall comply with fingerprinting requirements in accordance with appropriate statutes in the state in which the work is being performed unless otherwise exempted.

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

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### Business Operations in Sudan, Iran

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



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Signature of Respondent

10-27-2020

---

Date

**DOC #5 ANTITRUST CERTIFICATION STATEMENTS**  
**(Tex. Government Code § 2155.005)**

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

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

**VENDOR** Cotton Commercial USA, Inc

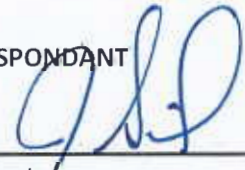
**ADDRESS** 5443 Katy Hockley Cutoff Rd

Katy, TX 77493

**PHONE** 877-511-2962

**FAX** \_\_\_\_\_

**RESPONDANT**

  
\_\_\_\_\_  
Signature


James Scaife

\_\_\_\_\_  
Printed Name

President

\_\_\_\_\_  
Position with Company

**AUTHORIZING OFFICIAL**

  
\_\_\_\_\_  
Signature

James Scaife

\_\_\_\_\_  
Printed Name

President

\_\_\_\_\_  
Position with Company

**DOC #7 BOYCOTT CERTIFICATION**

Respondents must certify that during the term of any Agreement, it does not boycott Israel and will not boycott Israel. "Boycott" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

**DOC #8 TERRORIST STATE CERTIFICATION**

In accordance with Texas Government Code, Chapter 2252, Subchapter F, REGION 10 ESC is prohibited from entering into a contract with a company that is identified on a list prepared and maintained by the Texas Comptroller or the State Pension Review Board under Texas Government Code Sections 806.051, 807.051, or 2252.153. By execution of any agreement, the respondent certifies to REGION 10 ESC that it is not a listed company under any of those Texas Government Code provisions. Responders must voluntarily and knowingly acknowledge and agree that any agreement shall be null and void should facts arise leading the REGION 10 ESC to believe that the respondent was a listed company at the time of this procurement.

**DOC #9 RESIDENT CERTIFICATION:**

This Certification Section must be completed and submitted before a proposal can be awarded to your company. This information may be placed in an envelope labeled "Proprietary" and is not subject to public view. In order for a proposal to be considered, the following information must be provided. Failure to complete may result in rejection of the proposal:

As defined by Texas House Bill 602, a "nonresident Bidder" means a Bidder whose principal place of business is not in Texas, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in Texas.

Texas or Non-Texas Resident

- ☒ I certify that my company is a "resident Bidder"
- ☐ I certify that my company qualifies as a "nonresident Bidder"

If you qualify as a "nonresident Bidder," you must furnish the following information:

What is your resident state? (The state your principal place of business is located.)

Cotton Commercial USA, Inc 5443 katy Hockley Cutoff Rd		Com
pany Name	Address	
Katy, TX 77493		City
	State	Zip

## DOC #10 FEDERAL FUNDS CERTIFICATION FORM

When a participating agency seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200 (sometimes referred to as the "Uniform Guidance" or "EDGAR" requirements). All Vendors submitting proposals must complete this Federal Funds Certification Form regarding Vendor's willingness and ability to comply with certain requirements which may be applicable to specific participating agency purchases using federal grant funds. This completed form will be made available to participating agencies for their use while considering their purchasing options when using federal grant funds. Participating agencies may also require Vendors to enter into ancillary agreements, in addition to the contract's general terms and conditions, to address the member's specific contractual needs, including contract requirements for a procurement using federal grants or contracts.

**For each of the items below, Vendor should certify Vendor's agreement and ability to comply, where applicable, by having Vendor's authorized representative complete and initial the applicable lines after each section and sign the acknowledgment at the end of this form.** If a vendor fails to complete any item in this form, Region 10 ESC will consider the Vendor's response to be that they are unable or unwilling to comply. A negative response to any of the items may, if applicable, impact the ability of a participating agency to purchase from the Vendor using federal funds.

### 1. Vendor Violation or Breach of Contract Terms:

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

Any Contract award will be subject to Region 10 ESC General Terms and Conditions, as well as any additional terms and conditions in any Purchase Order, participating agency ancillary contract, or Member Construction Contract agreed upon by Vendor and the participating agency which must be consistent with and protect the participating agency at least to the same extent as the Region 10 ESC Terms and Conditions.

The remedies under the Contract are in addition to any other remedies that may be available under law or in equity. By submitting a Proposal, you agree to these Vendor violation and breach of contract terms.

Does vendor agree? JS  
(Initials of Authorized Representative)

### 2. Termination for Cause or Convenience:

When a participating agency expends federal funds, the participating agency reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Offeror in the event Offeror fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. participating agency also reserves the right to terminate the contract immediately, with written notice to offeror, for convenience, if participating agency believes, in its sole discretion that it is in the best interest of participating agency to do so. Offeror will be compensated for work performed and accepted and goods accepted by participating agency as of the termination date if the contract is terminated for convenience of participating agency. Any award under this procurement process is not exclusive and participating agency reserves the right to purchase goods and services from other offerors when it is in participating agency's best interest.

Does vendor agree? JS  
(Initials of Authorized Representative)



### 3. Equal Employment Opportunity:

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

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Vendor agrees that such provision applies to any participating agency purchase or contract that meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 and Vendor agrees that it shall comply with such provision.

Does vendor agree? JS  
(Initials of Authorized Representative)

### 4. Davis-Bacon Act:

When required by Federal program legislation, Vendor agrees that, for all participating agency prime construction contracts/purchases in excess of \$2,000, Vendor shall comply with the Davis-Bacon Act (40 USC 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, Vendor is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, Vendor shall pay wages not less than once a week.

Current prevailing wage determinations issued by the Department of Labor are available at [www.wdol.gov](http://www.wdol.gov). Vendor agrees that, for any purchase to which this requirement applies, the award of the purchase to the Vendor is conditioned upon Vendor's acceptance of the wage determination.

Vendor further agrees that it shall also comply with the Copeland "Anti-Kickback" Act (40 USC 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

Does vendor agree? JS  
(Initials of Authorized Representative)

### 5. Contract Work Hours and Safety Standards Act:

Where applicable, for all participating agency contracts or purchases in excess of \$100,000 that involve the employment of mechanics or laborers, Vendor agrees to comply with 40 USC 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 USC 3702 of the Act, Vendor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 USC 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Does vendor agree? JS  
(Initials of Authorized Representative)

### 6. Right to Inventions Made Under a Contract or Agreement:

If the participating agency's Federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance or experimental, developmental, or research work under that "funding

agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Vendor agrees to comply with the above requirements when applicable.

Does vendor agree? JS  
(Initials of Authorized Representative)

**7. Clean Air Act and Federal Water Pollution Control Act:**

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

When required, Vendor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

Does vendor agree? JS  
(Initials of Authorized Representative)

**8. Debarment and Suspension:**

Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p. 189) and 12689 (3CFR Part 1989 Comp. p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Vendor certifies that Vendor is not currently listed on the government-wide exclusions in SAM, is not debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor further agrees to immediately notify the Cooperative and all participating agencies with pending purchases or seeking to purchase from Vendor if Vendor is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Does vendor agree? JS  
(Initials of Authorized Representative)

**9. Byrd Anti-Lobbying Amendment:**

Byrd Anti-Lobbying Amendment (31 USC 1352) -- Vendors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. As applicable, Vendor agrees to file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 USC 1352).

Does vendor agree? JS  
(Initials of Authorized Representative)

**10. Procurement of Recovered Materials:**



For participating agency purchases utilizing Federal funds, Vendor agrees to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act where applicable and provide such information and certifications as a participating agency may require to confirm estimates and otherwise comply. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery, and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Does vendor agree? JS  
(Initials of Authorized Representative)

**11. Profit as a Separate Element of Price:**

For purchases using federal funds in excess of \$150,000, a participating agency may be required to negotiate profit as a separate element of the price. See, 2 CFR 200.323(b). When required by a participating agency, Vendor agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Vendor agrees that the total price, including profit, charged by Vendor to the participating agency shall not exceed the awarded pricing, including any applicable discount, under Vendor's Cooperative Contract.

Does vendor agree? JS  
(Initials of Authorized Representative)

**12. General Compliance and Cooperation with Participating Agencies:**

In addition to the foregoing specific requirements, Vendor agrees, in accepting any Purchase Order from a participating agency, it shall make a good faith effort to work with participating agencies to provide such information and to satisfy such requirements as may apply to a particular participating agency purchase or purchases including, but not limited to, applicable recordkeeping and record retention requirements.

Does vendor agree? JS  
(Initials of Authorized Representative)

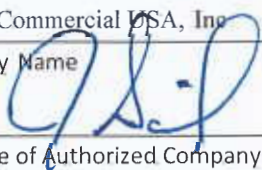
**13. Applicability to Subcontractors**

Offeror agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does vendor agree? JS  
(Initials of Authorized Representative)

By signature below, I certify that the information in this form is true, complete, and accurate and that I am authorized by my company to make this certification and all consents and agreements contained herein.

Cotton Commercial USA, Inc.  
Company Name

  
Signature of Authorized Company Official

James Scaife  
Printed Name

President  
Title



**AZ Compliance with Federal and state requirements:** Contractor agrees when working on any federally assisted projects with more than \$2,000.00 in labor costs, to comply with all federal and state requirements, as well as Equal Opportunity Employment requirements and all other federal and state laws, statutes, etc. Contractor agrees to post wage rates at the work site and submit a copy of their payroll to the member for their files. Contractor must retain records for three years to allow the federal grantor agency access to these records, upon demand. Contractor also agrees to comply with the Arizona Executive Order 75-5, as amended by Executive Order 99-4.

When working on contracts funded with Federal Grant monies, contractor additionally agrees to comply with the administrative requirements for grants, and cooperative agreements to state, local and federally recognized Indian Tribal Governments.

**AZ Compliance with workforce requirements:** Pursuant to ARS 41-4401, Contractor and subcontractor(s) warrant their compliance with all federal and state immigration laws and regulations that relate to their employees, and compliance with ARS 23-214 subsection A, which states, "...every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program" Region 10 ESC reserves the right to cancel or suspend the use of any contract for violations of immigration laws and regulations. Region 10 ESC and its members reserve the right to inspect the papers of any contractor or subcontract employee who works under this contract to ensure compliance with the warranty above.

**AZ Contractor Employee Work Eligibility:** By entering into this contract, contractor agrees and warrants compliance with A.R.S. 41-4401, A.R.S. 23-214, the Federal Immigration and Nationality Act (FINA), and all other Federal immigration laws and regulations. Region 10 ESC and/or Region 10 ESC members may request verification of compliance from any contractor or sub contractor performing work under this contract. Region 10 ESC and Region 10 ESC members reserve the right to confirm compliance. In the event that Region 10 ESC or Region 10 ESC members suspect or find that any contractor or subcontractor is not in compliance, Region 10 ESC may pursue any and all remedies allowed by law, including but not limited to suspension of work, termination of contract, suspension and/or debarment of the contractor. All cost associated with any legal action will be the responsibility of the contractor.

**AZ Non-Compliance:** All federally assisted contracts to members that exceed \$10,000.00 may be terminated by the federal grantee for noncompliance by contractor. In projects that are not federally funded, Respondent must agree to meet any federal, state or local requirements as necessary. In addition, if compliance with the federal regulations increases the contract costs beyond the agreed on costs in this solicitation, the additional costs may only apply to the portion of the work paid by the federal grantee.

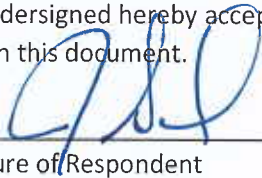
**Registered Sex Offender Restrictions (Arizona):** For work to be performed at an Arizona school, contractor agrees that no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are present, or reasonably expected to be present. Contractor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the Region 10 ESC member's discretion. Contractor must identify any

additional costs associated with compliance to this term. If no costs are specified, compliance with this term will be provided at no additional charge.

**Offshore Performance of Work Prohibited:** Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States.

**Terrorism Country Divestments:** In accordance with A.R.S. 35-392, Region 10 ESC and Region 10 ESC members are prohibited from purchasing from a company that is in violation of the Export Administration Act. By entering into the contract, contractor warrants compliance with the Export Administration Act.

The undersigned hereby accepts and agrees to comply with all statutory compliance and notice requirements listed in this document.



Signature of Respondent

10-27-2020

Date

DOC #12 OWNERSHIP DISCLOSURE FORM (N.J.S. 52:25-24.2)

Pursuant to the requirements of P.L. 1999, Chapter 440 effective April 17, 2000 (Local Public Contracts Law), the Respondent shall complete the form attached to these specifications listing the persons owning 10 percent (10%) or more of the firm presenting the proposal.

Company Name: Cotton Commercial USA, Inc  
Street: 5443 Katy Hockley Cutoff Rd  
City, State, Zip Code: Katy, TX 77493

**Complete as appropriate:**

I n/a, certify that I am the sole owner of  
, that there are no partners and the business is not incorporated,  
and the provisions of N.J.S. 52:25-24.2 do not apply.

**OR:**

I n/a, a partner in , do  
hereby certify that the following is a list of all individual partners who own a 10% or greater interest therein. I  
further certify that if one (1) or more of the partners is itself a corporation or partnership, there is also set forth  
the names and addresses of the stockholders holding 10% or more of that corporation's stock or the individual  
partners owning 10% or greater interest in that partnership.

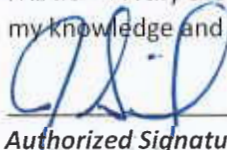
**OR:**

I n/a, an authorized representative of  
, a corporation, do hereby certify that the following is a list of the names  
and addresses of all stockholders in the corporation who own 10% or more of its stock of any class. I further  
certify that if one (1) or more of such stockholders is itself a corporation or partnership, that there is also set  
forth the names and addresses of the stockholders holding 10% or more of the corporation's stock or the  
individual partners owning a 10% or greater interest in that partnership.

(Note: If there are no partners or stockholders owning 10% or more interest, indicate none.)

Name	Address	Interest
n/a		

I further certify that the statements and information contained herein, are complete and correct to the best of  
my knowledge and belief.

  
President  
Authorized Signature and Title

10-27-2020  
Date

DOC #13 NON-COLLUSION AFFIDAVIT

Company Name: Cotton Commercial USA, Inc  
Street: 5443 Katy Hockley Cutoff Rd  
City, State, Zip Code: Katy, TX 77493

State of Texas

County of Harris

I, James Scaife of the Katy  
Name City

in the County of Harris, State of Texas of full  
age, being duly sworn according to law on my oath depose and say that:

I am the President of the firm of Cotton Commercial USA, Inc  
Title Company Name

the Respondent making the Proposal for the goods, services or public work specified under the Harrison Township Board of Education attached proposal, and that I executed the said proposal with full authority to do so; that said Respondent has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above proposal, and that all statements contained in said bid proposal and in this affidavit are true and correct, and made with full knowledge that the Harrison Township Board of Education relies upon the truth of the statements contained in said bid proposal and in the statements contained in this affidavit in awarding the contract for the said goods, services or public work.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

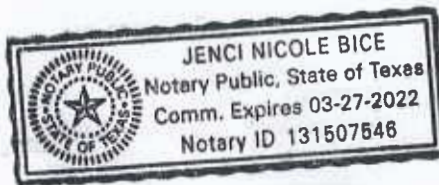
Cotton Commercial USA, Inc  
Company Name

[Signature] President  
Authorized Signature & Title

Subscribed and sworn before me

this 5<sup>th</sup> day of November, 2020

Juni Bill  
Notary Public of New Jersey  
My commission expires 03-27, 2022



SEAL



Company Name: Cotton Commercial USA, Inc  
Street: 5443 Katy Hockley Cutoff Rd  
City, State, Zip Code: Katy TX 77493

**Bid Proposal Certification:**

Indicate below your compliance with New Jersey Affirmative Action regulations. Your proposal will be accepted even if you are not in compliance at this time. No contract and/or purchase order may be issued, however, until all Affirmative Action requirements are met.

**Required Affirmative Action Evidence:**

Procurement, Professional & Service Contracts (Exhibit A)

Vendors must submit with proposal:

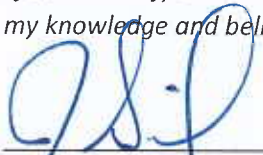
1. A photo copy of their Federal Letter of Affirmative Action Plan Approval \_\_\_\_\_  
OR
2. A photo copy of their Certificate of Employee Information Report \_\_\_\_\_  
OR
3. A complete Affirmative Action Employee Information Report (AA302) \_\_\_\_\_

**Public Work – Over \$50,000 Total Project Cost:**

A. No approved Federal or New Jersey Affirmative Action Plan. We will complete Report Form   X    
AA201-A upon receipt from the Harrison Township Board of Education

B. Approved Federal or New Jersey Plan – certificate enclosed \_\_\_\_\_

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

  
\_\_\_\_\_  
President  
Authorized Signature and Title

10-27-2020  
Date

**P.L. 1995, c. 127 (N.J.A.C. 17:27)**

**MANDATORY AFFIRMATIVE ACTION LANGUAGE**

**PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and

employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisement for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

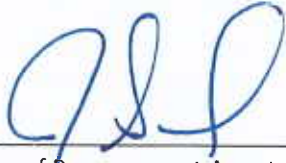
The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers trade consistent with the applicable county employment goal prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the state of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and lay-off to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

A handwritten signature in blue ink, consisting of stylized cursive letters, positioned above a horizontal line.

Signature of Procurement Agent

**Public Agency Instructions**

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.**

What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 ([www.nj.gov/dca/lgs/lfnslfnmenu.shtml](http://www.nj.gov/dca/lgs/lfnslfnmenu.shtml)).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
  - a) The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at [www.nj.gov/dca/lgs/p2p](http://www.nj.gov/dca/lgs/p2p). They will be updated from time-to-time as necessary.
  - b) A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
  - c) Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
  - d) The form may be used “as-is”, subject to edits as described herein.
  - e) The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
  - f) The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**



## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

### Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

4. any State, county, or municipal committee of a political party
5. any legislative leadership committee\*
6. any continuing political committee (a.k.a., political action committee)
7. any candidate committee of a candidate for, or holder of, an elective office:
  1. of the public entity awarding the contract
  2. of that county in which that public entity is located
  3. of another public entity within that county
  4. or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county. The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

8. individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
9. all principals, partners, officers, or directors of the business entity or their spouses
10. any subsidiaries directly or indirectly controlled by the business entity
11. IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs). When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure. Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report. The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement. The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act. The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law.

**NOTE: This section does not apply to Board of Education contracts.**

\* N.J.S.A. 19:44A-3(s): “The term “legislative leadership committee” means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker

of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.”

### C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

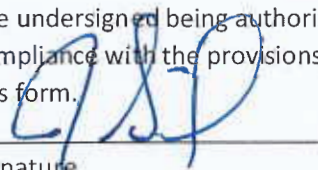
Required Pursuant To N.J.S.A. 19:44A-20.26

**This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.**

#### Part I – Vendor Information

Vendor Name:	Cotton Commercial USA, Inc		
Address:	5443 Katy Hockley Cutoff Rd		
City:	Katy	State: TX	Zip: 77493

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

  
Signature \_\_\_\_\_ Printed Name James Scaife Title President

#### Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
n/a	n/a	n/a	\$ n/a

☐ Check here if the information is continued on subsequent page(s)

**Name of Business:**

☐ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

☒ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business organization:**

☐ Partnership

☐ Sole Proprietorship

☐ Limited Liability Partnership

☒ Corporation

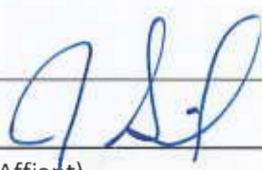
☐ Limited Partnership

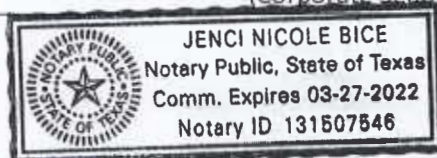
☐ Limited Liability Corporation

☐ Subchapter S Corporation

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

Stockholders:

Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Subscribed and sworn before me this <u>5<sup>th</sup></u> day of <u>November</u> , 20 <u>20</u> .	 (Affiant)
(Notary Public) <u>Jenci Bice</u>	<u>James Seale President</u> (Print name & title of affiant)
My Commission expires: <u>03-27-2022</u>	(Corporate Seal)



**DOC #17 GENERAL TERMS & CONDITIONS ACCEPTANCE FORM**

*Signature on the Vendor Contract Signature form certifies complete acceptance of the General Terms and Conditions in this solicitation, except as noted below (additional pages may be attached, if necessary).*

**Check one of the following responses to the General Terms and Conditions:**

☐ We take no exceptions/deviations to the general terms and conditions

*(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)*

☒ We take the following exceptions/deviations to the general terms and conditions. All exceptions/deviations must be clearly explained. Reference the corresponding general terms and conditions that you are taking exceptions/deviations to. Clearly state if you are adding additions terms and conditions to the general terms and conditions. Provide details on your exceptions/deviations below:

*(Note: Unacceptable exceptions shall remove your proposal from consideration for award. Region 10 ESC shall be the sole judge on the acceptance of exceptions/deviations and the decision shall be final.)*

## **Exceptions to Proposal**

### **Article 5 – Termination of Contract**

#### Section 5.2: Termination for Cause

- Within the first sentence, insert “after prior written notice and reasonable time to cure” after “Region 10 ESC reserves the right to terminate the contract immediately”.
- At the end of the last sentence insert “and services rendered prior to the effective date of termination”.

#### Section 5.3: Delivery/Service Failures

- Within the first sentence, insert “, after prior written notice and reasonable time to cure,” after “rejected articles/services when so requested shall”.

### **Article 8 – Billing and Reporting**

#### Section 8.1: Payments

- Delete the last sentence and replace with “Payments shall be made thirty (30) days upon receipt of a properly completed invoice.”

### **Article 12 – Site Requirements**

#### Section 12.3: Registered Sex Offender Restrictions

- After the last sentence, insert “Notwithstanding anything to the contrary, in the case of extreme and unusual emergency circumstances where Vendor is required to provide services to Region 10 ESC's premises in a very quick manner, the Parties agree Vendor may have the option to background screen and drug test contracted individuals per Vendor’s policies.”.

### **Article 13 – Miscellaneous**

#### Section 13.3: Indemnity

- Delete “Dallas” and replace with “Harris”.

#### Section 13.6: Insurance

- Within the first sentence of the first paragraph, delete “course of construction insurance and”.
- Within the third sentence of the first paragraph, delete “temporary structures”.
- Within the third sentence of the second paragraph, replace “ten (10)” with “thirty (30)”.

#### Section 13.7: Subcontracts/Sub Contractors

- After last sentence of the first paragraph, insert “Notwithstanding anything to the contrary, in the case of extreme and unusual emergency circumstances where Vendor is required to provide services to Region 10 ESC's premises in a very quick manner, the Parties agree Vendor may have the option subcontract any of Vendor's Work as reasonably and necessary in order to perform any part of the Vendor's Work without the prior written consent of Region 10 ESC.”.

#### **Exceptions to Attachment A**

#### **Exhibit B: Equalis Group Administration Agreement**

#### Section 14: General Provisions

- Delete “Dallas” and replace with “Harris”.



GLOBAL DISASTER SOLUTIONS

## TAB 2



**Exhibit "A" Rate Schedule**

**I. Personnel Labor Rates:**

*These rates apply to personnel engaged to fulfill the terms of the contract, whether regular full time employees of Cotton Commercial USA, Inc. ("Cotton USA"), temporary hires employed directly by Cotton USA or personnel secured through subcontracted labor. Rates stated below are per person per hour.*

<b><u>CLASSIFICATION - Management</u></b>		<b><u>HOURLY RATES</u></b>	
Project Consultant (PCS)	\$150.00	Project Accountant (PA)	\$79.00
Project Coordinator (PC)	\$125.00	Assistant Project Manager (APM)	\$75.00
Project Manager (PM)	\$90.00	Security - Unarmed (SEC)	\$60.00
Health & Safety Officer (HSO)	\$90.00	Project Administrative (PAA)	\$43.00
<b><u>CLASSIFICATION - Restoration</u></b>		<b><u>HOURLY RATES</u></b>	
Drying / Equipment Technician (DET)	\$65.00	Biohazard, Trauma, Forensic Supervisor (BTFS)	\$105.00
Equipment Operator (EO)	\$57.00	Biohazard, Trauma, Forensic Technician (BTFT)	\$75.00
Restoration Supervisor (RS)	\$55.00	Biohazard, Trauma, Forensic Labor (BTFL)	\$60.00
Resource Coordinator (RC)	\$52.50	Certified Asbestos / Lead Supervisor (AS)	\$75.00
Restoration Technician (RT)	\$42.00	Asbestos Technician / Worker (AT)	\$55.00
General Labor (GLR) - Regional	\$38.00	Mold Remediation Worker (MRW)	\$45.50
General Labor (GL) - Local	\$33.00		
<b><u>CLASSIFICATION - Construction</u></b>		<b><u>HOURLY RATES</u></b>	
Electrician (E)	\$125.00	Wallcovering Installer (WPR)	\$57.00
HVAC Technician (HVC)	\$120.00	Masonry (MAS)	\$55.00
Plumber (PLM)	\$120.00	Tile Installer (TIL)	\$55.00
Welder (WLD)	\$95.50	Carpenter - Rough (FNC)	\$54.00
Superintendent (SP)	\$75.00	Drywall (D)	\$53.00
Electrician Helper (EH)	\$65.00	Flooring Installer (FCI)	\$53.00
Trade Supervisor (TS)	\$65.00	Painter (P)	\$53.00
Roofer (RFG)	\$58.50	Acoustic Tile Installer (ACT)	\$48.00
Carpenter - Finish (FNH)	\$57.00	Insulation Technician (INS)	\$48.00

Management Fee (Management of Customer Labor Force) \$3.50 per hour / man

**B. Labor Considerations / Provisions:**

- All scheduled rates are per the first 40 hours worked in a week, based on a seven (7) day work week (Monday-Sunday). All hours worked in excess of 40 hours in a week will be billed at (1.5) times the normal rate schedule. Commencement of any new project Friday after 5:00PM are subject to 1.5 times normal rates.*
- All holidays recognized by Cotton Commercial USA, Inc. ("Cotton USA") will be billed at (2) times the normal billing rates. Recognized holidays are New Years, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, and Christmas. If applicable federal state, or local law requires recognition of holidays other than those recognized by Cotton USA, those additional holidays will be billed at (2) times the normal billing rate.*
- Cotton USA response personnel who are placed on stand-by by the Client, either on site or at an offsite location, who remain dedicated exclusively to the Client, will be billed at full rates for a minimum of four (4) hours per day. Lodging and per diem rates will also be billed for all personnel placed on stand-by.*

Customer Initials: \_\_\_\_\_ Cotton Initials: \_\_\_\_\_





#### Exhibit "A" Rate Schedule

4. *Travel time for personnel shall be billed to the contract at the scheduled rates. **Project Consultants will be billed at 1/2 their rate.***
5. *The scheduled rates and provisions in Exhibit A (Rate Schedule), take into account Cotton USA's standard wage rates and overtime compensation practices paid to project workers. To the extent the work under a particular contract is subject to federal, state or local prevailing wage laws, Davis-Bacon Wages Act, minimum wage or minimum hour laws, collective bargaining agreements or labor shortage, which would modify Cotton USA standard rates and practices, Cotton USA will have the option to make adjustments in the hourly rates and other provisions stated above or invoice all wages at a fixed rate not to exceed (1.3) times on any and all of the classifications listed above.*
6. *Cotton USA reserves the right to mobilize one or more qualified safety officers to any emergency response project to oversee site safety. The quantity of safety officers mobilized to a project will be dependent on the scope of work to be performed and the necessity for safety personnel in each work location or zone. Safety officers will remain on site and work with response personnel for the duration of the project or until is mutually agreed upon by Cotton USA Management and authorized Client Representatives that these services are no longer required.*

*Under certain circumstances, Cotton may need to engage additional personnel in the categories listed above. If the cost for these personnel exceeds our listed price, Cotton USA will charge the cost and management and oversight fee at a fixed amount not to exceed (1.3) times cost.*

## II. EXPENSES / REIMBURSABLE

### A. SUBCONTRACT / SPECIALTY WORK:

*If a specific need for a particular trade or service, which Cotton USA does not provide or is unable to provide, for the project, the amount invoiced will be billed at cost and a management and oversight fee at a fixed amount not to exceed (1.2) times cost.*

### B. TRAVEL, LODGING AND PER DIEM

*Cotton USA shall be compensated for costs incurred for travel, lodging and per diem costs (" Incidental Costs ") for all workers assigned to the project. All Incidental Costs will be billed at actual cost with a management and oversight fee at a fixed amount not to exceed (1.2) times cost. If actual costs cannot be determined for any reason, such Incidental Costs shall be determined in accordance with the rates set by the United States General Services Administration, the Department of Defense, or the State Department, and the management and oversight fee will be billed at a fixed amount not to exceed (1.2) times cost. Standard Per Diem reimbursement is \$40.00. Due to regional costs, there will be a \$55.00 per diem rate paid to employees for projects in the states of New York, New Jersey, Connecticut, Rhode Island, Massachusetts, New Hampshire, Oregon, Washington, California, Maine, and metro areas of Chicago, Cleveland, Detroit, Lansing, Philadelphia, Toledo and Pittsburgh. If it is necessary to use multiple hotels to house project personnel during a declared State of Emergency, Cotton USA will use the average nightly rate of up to three hotels that house project personnel (Cotton USA and/or subcontractors). The full average nightly rate will be charged for single occupancy and 50% of the average nightly rate per person will be charged for double occupancy.*

### C. FREIGHT / TRANSPORTATION FEE'S

*Cotton USA shall be compensated for costs incurred for the transportation of equipment and materials to the site of work and for the transportation back of equipment and any remaining supplies and materials, upon completion of the work. All such costs shall be billed at actual cost and a management and oversight fee at a fixed amount not to exceed (1.2) times cost.*

### D. TAXES AND PERMITS

*The rates contained in this schedule are exclusive of federal, state and local sales or use taxes (" Taxes ") and any applicable federal, state or local approval, consent, permit, license and/or order fees (" Fees ") incidental to performance of the work. Cotton USA shall be reimbursed for all such Taxes and Fees incurred with respect to the project.*



**Exhibit "A" Rate Schedule**

**E. STATE OF EMERGENCY RESOURCE COORDINATION**

*During a declared State of Emergency (including natural disasters such as hurricanes, tornadoes, floods, etc.), whether pending or existing, Cotton USA may allocate and bill its costs associated with coordinating, resource allocation and resource management in response to the emergency event. In no event will the amount billed to a project exceed 7.5% of the amount billed for all labor, equipment and consumables for that project.*

**F. BACKGROUND CHECKS / TESTING**

*Cotton USA shall be reimbursed the cost for any background investigation required of Cotton USA employees or Cotton USA subcontractors beyond the background investigation routinely conducted by Cotton USA. Additionally, Cotton USA shall be reimbursed the cost for any drug testing of Cotton USA employees or Cotton USA subcontractors required to be conducted prior to the commencement of a project. For background check (sex offender) and fingerprinting services there is a \$59.00 fee per individual*

**G. PREMIUM WAGES**

*Cotton USA when working in and around high cost-of-living areas such as Washington D.C., Los Angeles, New York, Hawaii, Boston, Philadelphia, and internationally, a multiplier of 1.25 will be applied to all listed labor rates in order to account for increased costs. This premium is a fixed amount not to exceed (1.3) times cost. Any modifications to the multiplier will be submitted and become part of this agreement.*

**III. DOCUMENT RESTORATION SERVICES**

*Document drying costs will be determined per job for the following factors:*

*Nature of Damage  
Moisture Saturation  
Degree of Char / Soot Residue  
Mold / Mildew / Infestation  
Smoke Odor  
Deodorization Requirements  
Contamination Factors include Debris, Sewage,  
and/or Hazardous Materials*

**Document Remediation Provision:**

*Labor, equipment, materials and other costs incurred in connection with document remediation will be billed in accordance with the appropriate schedules and provisions contained in the exhibit.*

Customer Initials: \_\_\_\_\_ Cotton Initials: \_\_\_\_\_



**EXHIBIT A**  
**Rate Schedule(cont.)**

**Equipment**

<b>Equipment Description</b>	<b>Unit</b>	<b>Daily</b>	<b>Equipment Description</b>	<b>Unit</b>	<b>Daily</b>
Air Compressor	Ea	\$ 35.00	Particle Counter	Ea	\$ 225.00
Barricade Fencing (One Time Charge)	Ft	\$ 0.65	PPE Package A (3 or less)	Ea	\$ 9.00
Blower (Gas Powered)	Ea	\$ 25.00	PPE Package B (4 or more)	Ea	\$ 15.50
Cart, Tilt / Demolition	Ea	\$ 24.00	Pump, Sump (2" or less Electric)	Ea	\$ 28.00
Chainsaw	Ea	\$ 35.00	Pump, Submersible (3" Electric)	Ea	\$ 248.00
Electrical Dist. Panel (Spider Box)	Ea	\$ 45.00	Pump, Trash (3" or Less)	Ea	\$ 95.00
Extraction Unit (Carpet Cleaning)	Ea	\$ 200.00	Radio, 2 way – Job site comm.	Ea	\$ 24.00
Extraction Unit (Electric)	Ea	\$ 175.00	Respirator Protection (Half/Full Face)	Ea	\$ 16.50
Extraction Unit (Gas Powered)	Hr	\$ 175.00	Respirator Protection (PAPR/SCBA)	Ea	\$ 85.00
Extraction Unit, Portable (Gas Powered)	Ea	\$ 300.00	Rubber Boots	Ea	\$ 3.25
Eye Wash Station	Ea	\$ 25.00	Saw - Kett (Includes Blades)	Ea	\$ 48.00
Fall Protection (harness w/lanyard and life line, excludes pulley)	Ea	\$ 26.00	Scaffolding - Baker's 6'	Ea	\$ 27.00
Filter, Secondary HEPA Diffusers	Ea	\$ 50.00	Shower Kit for Decontamination Chamber	Ea	\$ 135.00
Flex Duct (Includes T's and Y's)	Ft	\$ 1.00	Sprayer, Airless	Ea	\$ 188.00
Floor Buffer	Ea	\$ 68.00	Sprayer, Pump	Ea	\$ 8.00
Floor Cleaner / Stripper / Burnisher (Walk Behind)	Ea	\$ 245.00	Trailer - Flatbed, Cargo, Reefer	Ea	\$ 150.00
Fogger, Thermal (Gas Powered)	Ea	\$ 95.00	Trailer - Command - AC/Generator included	Ea	\$ 475.00
Fogger, ULV / Thermal (Electric)	Ea	\$ 25.00	Trailer - Fuel (refueling trailer)	Ea	\$ 375.00
Four Gas Meter	Ea	\$ 79.50	Trash Can	Ea	\$ 7.00
Fuel Cell/Tank (Truck Mounted or Stand Alone)	Ea	\$ 85.00	Truck - (Bobtail/Box Truck)	Ea	\$ 150.00
Gang Box(Misc. Power Tools)	Ea	\$ 65.00	Truck - Pulling/Tractor	Ea	\$ 195.00
Generator (less than 10 kw)	Ea	\$ 125.00	Transportation Bus	Ea	\$ 500.00
Generator 60 kw	Ea	\$ 425.00	Utility Terrain Vehicle - (UTV)	Ea	\$ 220.00
HEPA Filtration Unit / Air Scrubber - Large	Ea	\$ 135.00	Vacuum, Anti-Static	Ea	\$ 105.00
HEPA Filtration Unit / Air Scrubber - Small	Ea	\$ 85.00	Vacuum, HEPA	Ea	\$ 80.00
HEPA Filtered Mobile Containment Cube	Ea	\$ 225.00	Vacuum, Wet/Dry	Ea	\$ 25.00
HVAC Negative Air Machine	Ea	\$ 155.00	Van, Cargo/Passenger	Ea	\$ 125.00
HVAC Air Tool Kit	Ea	\$ 30.00	Vehicle, Truck/Car	Ea	\$ 95.00
HVAC Cutting Spray Kit	Ea	\$ 30.00	Washer, High Pressure (Cold)	Ea	\$ 95.00
HVAC Duct Auger	Ea	\$ 95.00	Washer, High Pressure (Hot)	Ea	\$ 195.00
HVAC Duct Sweeper	Ea	\$ 80.00			
HVAC Pin Welder	Ea	\$ 75.00	<b>Drying Equipment Description</b>	<b>Unit</b>	<b>Daily</b>
HVAC Video Inspection System	Ea	\$ 255.00	Air Mover	Ea	\$ 24.00
Hydroxyl Deodorization Machine	Ea	\$ 200.00	Axial Fan	Ea	\$ 28.00
Ladder(Less than 12')	Ea	\$ 7.00	Air Mover, Wall Injection	Ea	\$ 27.50
Ladder(Greater or Equal to 12')	Ea	\$ 11.00	Injection Drying Machine/Manifold	Ea	\$ 145.00
Light, Demo / Drop / Stand / String	Ea	\$ 25.00	Air Blower, Industrial High CFM	Ea	\$ 85.00
Lumber - 2" x 4" (One Time Charge)	Ft	\$ 0.95	Refrigerant Dehumidifier - LGR	Ea	\$ 150.00
Lumber - Plywood 1/2" (4' x 8' sheet)(One Time Charge)	Ea	\$ 35.00	Desiccant DH Unit - 750cfm	Ea	\$ 425.00
Lumber - Plywood 3/4" (4' x 8' sheet)(One Time Charge)	Ea	\$ 65.00	Desiccant DH Unit - 4500-6000cfm	Ea	\$ 1,460.00
Manometer, Recording Differential Pressure	Ea	\$ 50.00	Desiccant DH Unit - 9000-10000cfm	Ea	\$ 2,380.00
Moisture Survey - IR Camera	Ea	\$ 125.00	Desiccant DH Unit - 12000cfm	Ea	\$ 2,850.00
Moisture Survey - Moisture Meter	Ea	\$ 25.00	Desiccant DH Unit - 15000cfm	Ea	\$ 3,850.00
Onsite transportation	Ea	\$ 65.00	DX Unit 1-2 ton - Portable	Ea	\$ 225.00
Ozone Generator	Ea	\$ 120.00	DX Unit 20/25 ton	Ea	\$ 1,029.00

**Equipment Rental Considerations:**

**1. Unscheduled Rental Equipment**

For equipment not listed that is rented for the project by COTTON the rate invoiced to the Customer will be the rate charged to COTTON and management and oversight fee at a fixed amount not to exceed (1.2) times cost.

**2. Unscheduled Purchased Equipment**

If special equipment not listed above is purchased for the project, the daily rental will be 5% of the purchase price.

**3. Scheduled Rental Equipment**

Under certain circumstances, Cotton may need to rent equipment listed on the Rate Schedule. If the rental for this equipment exceeds our listed price, Cotton will charge the rental rate and management and oversight fee at a fixed amount not to exceed (1.2) times cost.

**4. Cotton USA Supplied Small Tools Charge**

Small tools will be invoiced at a fixed amount not to exceed 1.03 times the total labor charge.

**5. PPE Package**

Three or more of the following items must be used to warrant charge per day, per person: Hard Hat, Safety Glasses, Face Shield, Back Brace, Knee Brace, Rubber/Work Boots, Chainsaw Chaps, Ear Protection or Safety Vest.

**6. Weekly Rental Rates - Equipment**

Equipment(LGR Dehumidifiers, Air Scrubbers, HEPA Vacuums, and Air Movers) will be calculated at (5) billable days equals (1) week - (20) billable days equals (1) month. Consumable's associated with specified equipment will be billed separately (i.e. filters, fuel, etc.).

Customer Initials: \_\_\_\_\_ Cotton Initials: \_\_\_\_\_



**Exhibit A**  
**Rate Schedule (cont.)**

**Consumables**

<b>Chemical Description</b>	<b>Unit</b>	<b>Rate</b>
Alcohol, Isopropyl	Gal	\$ 55.21
Carpet, Cleaner	Gal	\$ 23.82
Carpet, Defoamer	Gal	\$ 48.26
Carpet, Deodorizer	Gal	\$ 23.82
Cleaner, Glass	Gal	\$ 17.21
Cleaner, Glass Spray	Ea	\$ 10.85
Degreaser	Gal	\$ 31.34
Deodorizing Block	Ea	\$ 7.10
Deodorizing Gel	Ea	\$ 69.28
Deodorizing Liquid	Gal	\$ 62.79
Deodorizing Odor Crystals	Gal	\$ 84.44
Disinfectant / Biocide	Gal	\$ 60.95
Disinfectant / Biocide Tablet	Ea	\$ 1.44
Disinfectant / Bleach	Gal	\$ 7.04
Floor Stripper	Gal	\$ 69.28
Floor Wax	Gal	\$ 80.11
Remover - Adhesive	Gal	\$ 78.59
Remover - Goof Off	Ea	\$ 29.59
Remover - Mastic (Odorless)	Gal	\$ 23.82
Thermo Fog	Gal	\$ 138.56
Furniture Polish	Ea	\$ 10.55
<b>Lubricant, Machinery</b>		
Preserver - Light	Gal	\$ 49.15
Long Term Preserver - Heavy	Gal	\$ 61.05
Stainless Steel Cleaner	Ea	\$ 15.98
Sealant - Encapsulant, Asbestos	Gal	\$ 16.67
Sealant - Encapsulant, Duct	Gal	\$ 84.44
Sealant - Encapsulant, Odor	Gal	\$ 64.80
Sealant - Encapsulant, Antifungal	Gal	\$ 125.57
Spray Adhesive	Ea	\$ 5.95
<b>HVAC</b>		
Cleaner, HVAC Coil	Gal	\$ 64.41
Lock Tight / Air Lock (grey)	1/2 Gal	\$ 44.92
Pre - Filter for HVAC Negative Air Machine	Ea	\$ 27.93
Cube(Secondary) Filter for HVAC Negative Air Machine	Ea	\$ 68.20
18" x 18" Precut Sheet Metal	Ea	\$ 15.16

<b>Material Description</b>	<b>Unit</b>	<b>Rate</b>
Bags, Trash	RI	\$ 32.31
Bags, Trash Environmental - 6ml	RI	\$ 151.01
Bags, Glove 44" x 60"	Ea	\$ 14.33
Bags, Glove 60" x 72"	Ea	\$ 23.82
Bags, Glove 66" x 84"	Ea	\$ 43.85
Brown Paper	RI	\$ 114.75
Box, Book / Freeze Dry	Ea	\$ 3.25
Box, Dish Pack	Ea	\$ 6.25
Box, Picture	Ea	\$ 18.60
Box, Wardrobe	Ea	\$ 42.00
Carpet mask 36" x 200'	RI	\$ 86.02
Containment Boom	Ea	\$ 36.81
Floor Protectant, Ram Board	RI	\$ 104.85
Brush, Wire	Ea	\$ 4.55
Brush, Grout	Ea	\$ 1.62
Brush, Long Handle / Scrub	Ea	\$ 11.58
Disposable Decontamination Chamber, Single/Dual Room	Ea	\$ 192.33
Disposable Decontamination Chamber, Three Room	Ea	\$ 411.35

<b>Material Description</b>	<b>Unit</b>	<b>Rate</b>
Dust Mask	Ea	\$ 3.73
Ducting, 20" Lay flat (6 mil)	Ft	\$ 1.50
Ducting, 18" Lay flat (6 mil)	Ft	\$ 1.25
Ducting, 12" Lay flat (6 mil)	Ft	\$ 1.00
Ducting, 8" Lay flat (6 mil)	Ft	\$ 0.75
Filter, Pre Filter for HEPA Vacuum	Ea	\$ 8.55
Filter, HEPA for Hepa Vacuum	Ea	\$ 368.05
Filter, Blue paper collection bag	Ea	\$ 7.04
Filter, Rolled Material	Sf	\$ 3.22
Filter, Pleated for Neg Air Machine	Ea	\$ 9.85
Filter, Pre Filter for Neg Air Machine	Ea	\$ 2.15
Filter, Charcoal for Neg Air Machine	Ea	\$ 28.69
Filter, HEPA for Neg Air Machine	Ea	\$ 259.80
Filter, Pleated for Phoenix 200	Ea	\$ 7.40
Filter, Pleated for Phoenix 300	Ea	\$ 16.24
Furniture Blankets	Ea	\$ 27.06
Furniture Blocks	Bx	\$ 73.61
Furniture Pads	Bx	\$ 126.65
Gloves, Cut Resistant	Pr	\$ 14.51
Gloves, Surgical Latex	Bx	\$ 13.86
Gloves, Work / Rubber / Leather	Pr	\$ 3.57
Hog Rings	Bx	\$ 36.26
Inventory Tags	Bx	\$ 46.55
Mop Heads	Ea	\$ 8.40
Pads, Floor Buffer - Round	Ea	\$ 10.85
Pads, Floor Buffer - Rectangle	Ea	\$ 32.35
Plastic Sheeting (20' x 100') 4 mil	RI	\$ 106.56
Plastic Sheeting (20' x 100') - 6 mil FR	RI	\$ 214.34
Painters Plastic (.75 mil)	RI	\$ 47.63
PH Quick Test Strips (100 per pack)	Pkg	\$ 31.72
Respirator Cartridge	Ea	\$ 21.54
Scrub pads 6 X 9 (20 per box)	Bx	\$ 47.52
Sleeves, Cut Resistant	Pr	\$ 10.15
Sponges, Soot Removal	Ea	\$ 2.25
Spray Bottle w/ Trigger	Ea	\$ 4.22
Sticky Mats 18" x 36" (30 Pads)	Ea	\$ 27.20
Tape, Asbestos(Danger)	RI	\$ 20.57
Tape, Caution	RI	\$ 14.07
Tape, Duct(Teal)	RI	\$ 12.45
Tape, Duct(Grey)	RI	\$ 8.30
Tape, Double Sided (Containment)	RI	\$ 34.64
Tape, Blue / painters	RI	\$ 13.53
Tape, HVAC (Aluminum)	RI	\$ 28.69
Tape, Box (Clear)	RI	\$ 5.41
Tape, Box (Brown)	RI	\$ 18.54
Tarps	Sf	\$ 0.26
Tyvek Suits - General / Mold	Ea	\$ 6.83
Tyvek Suits - Chemical / Forensic	Ea	\$ 15.34
Wipes, Cotton Cloth	Lb	\$ 4.06
Wipes, Microfiber (25 Wipes)	Pkg	\$ 27.44
Wipes, Lint Free / Anti Static	Pkg	\$ 36.81
Wrap, Bubble / Anti Static(Small)	RI	\$ 256.55
Wrap, Bubble / Anti Static(Large)	RI	\$ 99.37
Wrap, Shrink	RI	\$ 37.56
Zippers	Ea	\$ 12.75

**Material Rate Considerations:**

**1. Unscheduled Materials**

For materials not listed above, that are purchased for the project by COTTON, the rate invoiced to the Customer will be the rate charged to COTTON and management and oversight fee at a fixed amount not to exceed (1.2) times cost.

Customer Initials: \_\_\_\_\_ Cotton Initials: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 2

DATE (MM/DD/YYYY)  
05/29/2020

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

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

<b>PRODUCER</b> Willis Towers Watson Insurance Services West, Inc. fka Willis of Texas, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	<b>CONTACT</b> NAME: Willis Towers Watson Certificate Center PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL: certificates@willis.com ADDRESS: certificates@willis.com																					
<b>INSURED</b> Cotton Commercial USA, Inc. 5443 Katy Hockley Cutoff Road Katy, TX 77493	<table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A:</td><td>Liberty Mutual Fire Insurance Company</td><td>23035</td></tr><tr><td>INSURER B:</td><td>Markel American Insurance Company</td><td>28932</td></tr><tr><td>INSURER C:</td><td>Employers Insurance Company of Wausau</td><td>21458</td></tr><tr><td>INSURER D:</td><td>Ohio Casualty Insurance Company</td><td>24074</td></tr><tr><td>INSURER E:</td><td>Endurance American Specialty Insurance Com</td><td>41718</td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Liberty Mutual Fire Insurance Company	23035	INSURER B:	Markel American Insurance Company	28932	INSURER C:	Employers Insurance Company of Wausau	21458	INSURER D:	Ohio Casualty Insurance Company	24074	INSURER E:	Endurance American Specialty Insurance Com	41718	INSURER F:		
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INSURER F:																						

**COVERAGES**

CERTIFICATE NUMBER: W16639280

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			TB2-691-467423-020	06/01/2020	06/01/2021	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			AS2-691-467423-010	06/01/2020	06/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			MKLM4EUL100644	06/01/2020	06/01/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> N/A			WCC-691-467423-030	06/01/2020	06/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000
D	<b>Excess Liability - 1st Layer</b>			ECO (21) 59747212	06/01/2020	06/01/2021	\$5,000,000 xs of \$5,000,000

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

SEE ATTACHED

**CERTIFICATE HOLDER****CANCELLATION**

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

AUTHORIZED REPRESENTATIVE

\*\* SPECIMEN \*\*

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ACORD 25 (2016/03)

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SR ID: 19667978

BATCH: 1695233



## ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

<b>AGENCY</b> Willis Towers Watson Insurance Services West, Inc. fka Willis of Texas, Inc.		<b>NAMED INSURED</b> Cotton Commercial USA, Inc. 5443 Katy Hockley Cutoff Road Katy, TX 77493	
<b>POLICY NUMBER</b> See Page 1		<b>EFFECTIVE DATE:</b> See Page 1	
<b>CARRIER</b> See Page 1	<b>NAIC CODE</b> See Page 1		

### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Additional Insured, Waiver of Subrogation and Primary/Noncontributory provided based on contractual requirements.

INSURER AFFORDING COVERAGE: Endurance American Specialty Insurance Company

NAIC#: 41718

POLICY NUMBER: PNV10014971000 EFF DATE: 06/01/2020 EXP DATE: 06/01/2021

<b>TYPE OF INSURANCE:</b>	<b>LIMIT DESCRIPTION:</b>	<b>LIMIT AMOUNT:</b>
Pollution & Professional Liability	Each Occ / Aggregate	\$10,000,000

# Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**Cotton Commercial USA, Inc.**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

**5443 Katy Hockley Cut-Off Road**

6 City, state, and ZIP code

**Katy, TX 77493**

Requester's name and address (optional)

7 List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

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

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

Social security number

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

or

Employer identification number

2 0 - 2 7 0 2 8 1 0

## Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign  
Here

Signature of  
U.S. person ►

*Brian T...*

Date ► **1/3/20**

## General Instructions

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

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

## Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

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

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

May 20, 2020

TO WHOM IT MAY CONCERN:

RE: Cotton Commercial USA, Inc.  
Workers' Compensation Experience Rating Modification

Following are the workers' compensation experience modifiers for Cotton Commercial USA, Inc. for five years.

06/01/2016 to 06/01/2017	1.15
06/01/2017 to 06/01/2018	.91
06/01/2018 to 06/01/2019	.69
06/01/2019 to 06/01/2020	.72
06/01/2020 to 06/01/2021	1.01

These experience modification rates have been promulgated by the National Council on Compensation Insurance. Please feel free to contact me at 972-715-6308 if you have any questions.

Sincerely,

Laura Richardson  
Willis Towers Watson Insurance Services West, Inc.



# EXECUTIVE TEAM



## **PETE BELL**

*CEO & Co-Founder*

- 22-years of experience in disaster management & logistical support
- Extensive experience managing large operations & high profile projects in the United States & abroad
- Holds a bachelors of Business Administration from Sam Houston State University



## **RANDALL THOMPSON**

*Chief Operating Officer*

- 24-years of experience in the insurance and disaster management industries
- Previously served as Cotton's President and has extensive experience in insurance claims and disaster operations
- Holds a bachelors of Business Administration from Sam Houston State University



## **BRYAN MICHALSKY**

*Chief Financial Officer*

- 16-years of experience in executive financial management
- Previously served as CFO for a utility construction company
- Holds a bachelors of Business Administration from Sam Houston State University; is also a Certified Public Accountant

# EXECUTIVE TEAM



## **JAMES SCAIFE**

### *President*

- 22-years of disaster management experience
- Prior experience in national disaster recovery and construction services
- Holds a bachelors of Business Administration from Sam Houston State University



## **JEFF ERLER**

### *General Counsel*

- 22-years of legal experience
- Extensive prior experience in private practice specializing in insolvency and creditor's rights, including bankruptcy-related litigation
- Holds a BBA from Texas A&M University and a J.D. from Southern Methodist University



## **KEVIN FREEMAN**

### *EVP Financial Operations*

- 17-years of experience in executive financial operations
- Prior experience in financial operations within real estate investment, investor relations, cash management, financial modeling, and budgeting
- Holds a BBA from Oklahoma University and an MBA from the University of Phoenix



## **LANCE EWING**

### *EVP Global Risk & Client Services*

- 25-years of risk and insurance management experience
- National President 2003-2004 for the Risk & Insurance Management Society (RIMS), and Business Insurance RM of the Year
- Holds a masters in Law & Justice from the University of Pittsburg and a masters in Occupational Safety Engineering



## **RUSSELL WHITE**

### *Executive Vice President*

- 21-years of disaster management experience
- Prior experience in national disaster recovery, business development, and project management
- Holds a bachelors of science in Wildlife Ecology from Texas A&M University



## **TRES HURST**

### *Chief of Staff*

- 26-years of experience at the Department of Defense
- Prior experience in tactical operations and business continuity services
- Holds a bachelors of science from Sam Houston State University and an MS from the Naval Postgraduate School



## **CHRIS SNECK**

### *EVP Construction*

- 27-years of construction experience
- Provided construction management services following 20+ hurricane events
- Manages Cotton's construction & roofing divisions
- Holds a bachelors of Business Administration from Houston University



## **STEWART GELDERSMA**

### *EVP Operations*

- 25-years of disaster recovery experience
- Prior experience in national disaster response operations, complex planning & organization, project scopes & budgets, and both commercial & residential losses
- Studied Business Management at Sam Houston State University



## **SCOTT BIRDWELL**

### *Senior Project Coordinator*

- 18-years of disaster restoration experience
- Provided disaster recovery coordination following 20+ Hurricane events
- Specialties include commercial drying, fire restoration, and mold remediation
- Holds various professional certifications



## **BRAD WALKER**

### *National Logistics Manager*

- 15-years of logistical experience
- Prior experience in logistical support, project management, and supervision for 15+ disaster response events
- Holds a bachelors of Business Administration with a minor in BCIS from Stephen F. Austin State University



## **KEITH BENTON**

### *Health, Safety & Environment Director*

- 19-years of health, safety, and environmental program management experience
- Prior experience in safety program design, crisis management, and disaster response
- Holds a BS in Environmental Health from California State University and a masters in Public Health at Loma Linda University



GLOBAL DISASTER SOLUTIONS



GLOBAL DISASTER SOLUTIONS

## TAB 3





GLOBAL DISASTER SOLUTIONS

# EDUCATION REFERENCES



## LARGE NOTABLE PROJECTS

### VAN INDEPENDENT SCHOOL DISTRICT

Don Dunn - Superintendent  
donald.dunn@vanisd.org  
903.216.6019

### TANGIPAHOA PARISH SCHOOLS

(Hammond, LA Area)  
Brett Schnadelbach - CFO  
Bret.schnadelbach@tangischools.org  
985.748.2433

### DEWEYVILLE ISD

Kevin Clark - Superintendent  
Keclark@deweyvilleisd.com  
903.724.3310

### TEXAS A&M UNIVERSITY

Henry Judah  
hjudah@tamus.edu  
979.820.2006

### BAY DISTRICT SCHOOLS

(Panama City, FL Area)  
Bill Husfelt III - Superintendent  
husfewv@bay.k12.fl.us  
850.767.4100

### NEW CANEY ISD

Mike Milling  
mmilling@newcaneyisd.org  
281.577.8642

## COTTON CAPABILITIES

- Fire & Water damage recovery.
- 24-hour emergency service fixed cost estimate.
- USA Management & Consulting.
- Fire/Smoke deodorization.
- Emergency board up.
- Structure and content cleaning.
- Debris removal.
- Dehumidification.
- Desiccant and refrigerator drying units.
- Rapid response and mobilization.
- 24-hour on site management.
- Daily monitoring and recording of moisture levels.
- Forensic Services.
- Reconstruction Services.
- Pack-out, moving and storage.
- Carpet cleaning.
- Deodorization.
- Electronic Recovery.
- Cleaning and decontamination of HVAC systems.
- Dedicated Roofing Division.

### MAIN OFFICE

5443 KATY HOCKLEY CUT-OFF RD  
KATY, TX 77493

### PHONE

877.511.2962

### WEBSITE

COTTONGDS.COM



GLOBAL DISASTER SOLUTIONS

## DALLAS-FORT WORTH REFERENCES



## LARGE NOTABLE PROJECTS

### VAN INDEPENDENT SCHOOL DISTRICT

Danny Morrow  
morrowd@vanvandal.com  
903-520-0884

### HEALTHSOUTH REHABILITATION HOSPITAL

Bruce Lambdin  
bruce.lambdin@healthsouth.com  
972-612-9170

### EL CENTRO COLLEGE

Jeremy McClelland  
jmccllland@dcccd.edu  
817-812-8537

### WILLIS GROUP INSURANCE

Matt Martinez  
matt.j.martinez@willis.com  
972-715-2147

## ADDITIONAL NOTABLE PROJECTS

**Extended Stay of America** – National Account – Multiple losses in DFW Area – MOLD, WATER & FIRE

**HealthSouth Rehabilitation Hospital** – MOLD – WATER

**Dunhill Realty** – RE-CONSTRUCTION - ROOFING

**Dallas Merchandising Warehouse** – WATER

**Splash Kingdom Water Parks** – FIRE

**El Centro College** – DEMOLITION – CLEAN UP – FORENSIC

## COTTON CAPABILITIES

- Fire & Water damage recovery.
- 24-hour emergency service fixed cost estimate.
- USA Management & Consulting.
- Fire/Smoke deodorization.
- Emergency board up.
- Structure and content cleaning.
- Debris removal.

- Dehumidification.
- Desiccant and refrigerator drying units.
- Rapid response and mobilization.
- 24-hour on site management.
- Daily monitoring and recording of moisture levels.
- Forensic Services.
- Reconstruction Services.

- Pack-out, moving and storage.
- Carpet cleaning.
- Deodorization.
- Electronic Recovery.
- Cleaning and decontamination of HVAC systems.
- Dedicated Roofing Division.

### MAIN OFFICE

5443 KATY HOCKLEY CUT-OFF RD KATY,  
TX 77493

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#### Qualification and Experience

### **New Caney ISD - Tropical Storm Imelda -Mitigation and Reconstruction projects (3)**

On September 19, 2019 flood waters from Tropical Storm Imelda impacted 3 New Caney ISD properties.

#### **New Caney High School**

Restoration Service agreement was executed once Cotton was able to make it safely on site, September 20, 2019. The High School had approximately 400,000 Square foot affected. Mitigation began immediately on 9/20/19.

**Estimated Mitigation recovery** – \$ 750,000.00

**Final Mitigation recovery cost** – \$ 526,520.68

Mitigation completed on 10/4/19, Invoice submitted 10/18/19 and paid in full on 12/5/19

**Estimated Reconstruction cost** - \$ 1,000,000.00

**Final Reconstruction cost** - \$ 665,347.65

Reconstruction completed on 11/27/19, Invoice submitted 11/27/19 and paid in full on 12/6/19

#### **New Caney ISD Administration building**

Restoration Service agreement was executed once Cotton was able to make it safely on site, September 20, 2019.

Administration building had approximately 50,000 Square foot affected.

Mitigation began immediately on 9/20/19

**Estimated Mitigation recovery cost** – \$ 200,000.00

**Final Mitigation recovery cost** – \$ 162,640.46

Mitigation completed on 10/3/19, Invoice submitted 10/18/19 and paid in full on 12/5/19

**Estimated Reconstruction** - \$ 200,000.00

**Final Reconstruction cost** - \$ 180,063.67

Mitigation completed on 10/3/19, Invoice submitted 10/18/19 and paid in full on 12/5/19

Reconstruction completed on 11/27/19, Invoice submitted 11/27/19 and paid in full on 12/6/19

#### **New Caney ISD Maintenance and Operations Building**

Restoration Service agreement was executed once Cotton was able to make it safely on site, September 20, 2019.

The building had approximately 12,000 Square foot affected.

Mitigation began immediately on 9/20/19

**Estimated Mitigation recovery cost** – \$ 20,000.00

**Final Mitigation recovery cost** – \$ 13,174.10

Mitigation completed on 10/1/19, Invoice submitted 10/18/19 and paid in full on 12/5/19

**Estimated Reconstruction** - \$ 45,000.00

**Final Reconstruction cost** - \$ 36,938.48

Reconstruction completed on 11/27/19, Invoice submitted 11/27/19 and paid in full on 12/6/19

#### **Mike Milling**

Executive Director of Operations

281-577-8642

[mmilling@newcaneyisd.org](mailto:mmilling@newcaneyisd.org)





## Qualification and Experience

### **Willow Ridge High School – Fort Bend ISD**

Disaster Restoration for Mold and Asbestos

Estimated recovery cost \$5,990,000.00

Square footage of effected space 792,000 square feet

Final payment issued 3/1/18

James Quinlan – Project Coordinator

Rick Rose – Project Manager

Dr. Mateba Harris – Assistant Principal – 1603 Chimney Rock Rd. Houston, TX 77053 - 281-634-3398

Account Relationship 2.5 years

### **U of H Engineering 2 Hurricane Harvey remediation and reconstruction project**

Disaster Restoration and Emergency Recovery Services contract

Estimated recovery cost \$1,457,210.13 - Final recovery cost \$1,457,210.13

Square footage of effected space 80,000

Hurricane Harvey natural disaster

Notice to proceed date 9/1/2017 Substantial completion date 1/19/2018

Final payment issued 2/12/2018

John Neiser – Project Coordinator

Joe Shanley – Project Superintendent

Kerry Prejean – U of H PM, 4211 Elgin St. Houston, TX 77006 (225)279-6475

Account Relationship 12 years

### **Bloomington ISD roof replacements and interior repairs**

Executed Cotton service agreement

Estimated recovery cost \$2,140,890.00 - Final recovery cost \$2.1 Million

Square footage of effected space 79,000

Hurricane Harvey wind and water damage

Notice to proceed date 9/21/2017 Substantial completion date 5/21/2018

Final payment issued 5/22/2018

Craig Warren – Project Coordinator

William Figueroa – Project Superintendent

Misty Brasfield – Bloomington assistant superintendent – 361-649-6871

Account Relationship – 3 years

### **Prairie View A&M University**

Cotton provided emergency services from the water intrusion from Hurricane Harvey. The crew performed detail moisture maps of multiple affected buildings and removed affected drywall where insulation was found to allow proper drying and full recovery.

Disaster Restoration and Emergency Recovery Master Service Agreement

Estimated recovery cost \$950,000.00; Final recovery cost - Still in Progress

Square footage of effected space 50,000

Hurricane Harvey natural disaster

Notice to proceed date 9/1/2017; Substantial completion date 4/30/2018

Kevin Thompson – PVAMU Project Manager, 580 Anne Preston Street, Prairie View, TX 77446 (281) 763-8468



GLOBAL DISASTER SOLUTIONS

## TAB 4



**TEXAS DEPARTMENT OF LICENSING AND REGULATION**

P.O. Box 12157  
Austin, Texas 78711-2157  
1-800-803-9202 (512) 463-6599  
[www.tdlr.texas.gov](http://www.tdlr.texas.gov)

If you cut around the border of the license it will fit in  
a standard 5" x 7" frame.

**COTTON COMMERCIAL USA INC**  
**ATTN: MEGAN ENIS**  
**5443 KATY HOCKLEY CUT OFF RD**  
**KATY TX 77493-7008**

*Rick Figueroa*  
*Chair*

*Thomas F. Butler*  
*Vice Chair*



*Gerald R. Callas, M.D., F.A.S.A.*  
*Helen Callier*  
*Nora Castañeda*  
*Joel Garza*  
*Gary F. Wesson, D.D.S., M.S.*

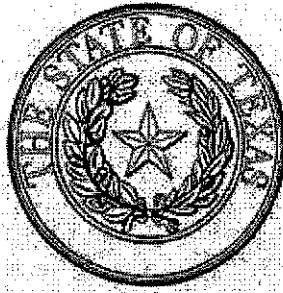
*Mold Remediation Company*  
**COTTON COMMERCIAL USA INC**

License Number: RCO0162

The entity named above is licensed by the Texas Department of Licensing and Regulation.

License Expires: March 07, 2021

Brian E. Francis  
Executive Director



Texas Department of State Health Services

COTTON COMMERCIAL USA INC DBA  
COTTON, COTTON USA, COTTON RESTORATION

*is certified to perform as an*


Asbestos Abatement Contractor

*in the State of Texas and is hereby governed by the rights, privileges and responsibilities set forth in Texas Occupations Code, Chapter 1954 and Title 12, Texas Administrative Code, Chapter 295 relating to Texas Asbestos Health Protection, as long as this license is not suspended or revoked.*

*License Number: 801028*

*Expiration Date: 02/20/2021*

*Control Number: 96693*

  
John Hellerstedt, M.D.,  
Commissioner of Health

*(Void After Expiration Date)*

VOID IF ALTERED NON-TRANSFERABLE

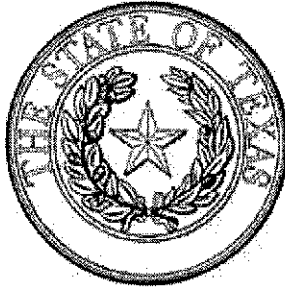
SEE BACK

- ★ Please contact this office immediately if any information on this license is incorrect.
- ★ The license renewal application with all required documents and fee are due every two years BEFORE the anniversary date. Please note that it is the responsibility of the license holder to send a completed renewal application with all required documents and renewal fee before the expiration date, whether a renewal notice is received or not. Failure to submit the completed renewal application with all required documents and fee before the expiration date will result in a late fee and must be submitted before the license will be issued.
- ★ No license or registration may be sold, assigned, or transferred. Any certificates which have been altered may be revoked.

Lic # 801028  
COTTON COMMERCIAL USA INC  
COTTON, COTTON USA, COTTON RESTORATION  
5443 KATY HOCKLEY CUT-OFF  
KATY TX 77493



- ★ If you have any questions or desire additional information concerning the application process or this license, please contact the Environmental and Sanitation Business Filing and Verification Unit at (512) 834-6600. In order to serve you better, DSHS would like you to complete the short online survey <https://www.surveymonkey.com/r/RLUsurvey>. The information you provide will assist DSHS in its efforts to continually improve and become more responsive to the needs of its customers. Thank you in advance.



## Texas Department of State Health Services

*BE IT KNOWN THAT*

**COTTON COMMERCIAL USA INC DBA  
COTTON, COTTON USA, COTTON RESTORATION**


*is certified to perform as a*

**Lead Firm**

*in the State of Texas and is hereby governed by the rights, privileges and responsibilities  
set forth in Texas Occupations Code, Chapter 1955 and Title 25, Texas Administrative Code, Chapter 295  
relating to Texas Environmental Lead Reduction, as long as this license is not suspended or revoked.*

*Certification Number: 2110589*

*Expiration Date: 02/26/2021*

  
**John Hellerstedt, M.D.,  
Commissioner of Health**

*Control Number: 7035*

*(Void After Expiration Date)*

VOID IF ALTERED NON-TRANSFERABLE

SEE BACK

AdvanceOnline Solutions Online Institute

# *Certificate of Completion*

**David Keith Benton**

has met the online course completion requirements for

## **OSHA 30-Hour Construction Safety**

This student has completed the formal instruction for the 30-Hour Construction Outreach Program. Topics covered in this program were Introduction to OSHA, Managing Safety and Health, Struck-by and Caught-In or Between Hazards, Personal Protective Equipment, Hearing Conservation, Respiratory Protection, Lead and Crystalline Silica, Asbestos, GHS Hazard Communication, Electrical Safety, Hand and Power Tools, Fall Protection, Ladder Safety, Excavations, Scaffolds, Crane Safety, Heavy Equipment, Forklift Safety, Materials Handling, Permit-Required Confined Spaces, Fire Safety, Welding and Cutting, Concrete and Masonry, Steel Erection, and Ergonomics.

**Course ID** A0310

**Certificate ID** 6745\_1174541

**Instructor** Rick Gleason

**Continuing Education Units** 3.0

AdvanceOnline Solutions, Inc. is authorized by IACET to offer 3.0 CEUs for this program.

*AdvanceOnline Solutions, Inc. is accredited by the International Association for Continuing Education and Training (IACET) and is authorized to issue the IACET CEU.*



**Date** 4/5/2016 11:15:00 AM

**Time Online** 36:15:58

AdvanceOnline Solutions, Inc.  
2400 Augusta Drive, Suite 465  
Houston, Texas 77057  
www.advanceonline.com  
Phone: (713) 621-1100

**AdvanceOnline**  
S O L U T I O N S





# TEXAS A&M ENGINEERING EXTENSION SERVICE

The Texas A&M University System



**David K. Benton**

*has successfully completed*

Trainer Course in Occupational Safety & Health Standards for the  
Construction Industry (OSHA 500)

OSHA  
Occupational Safety  
and Health Administration

25-000105448

**Construction Safety and Health**

This card acknowledges that the recipient has successfully completed the required training to be designated as an  
**OSHA Authorized Construction Trainer**

**David K. Benton**

Completion of this course authorizes the trainer to conduct 10- and 30-hour  
Construction courses in accordance with Outreach Training Program requirements.

*MLC*  
Director, Directorate of Training and Education

**2/10/2021**  
Expiration Date

31 Hours

February 7 - 10, 2017

Continuing Education Units Earned 3.10

*MLC*  
Gary F. Seid, Director  
Texas A&M Engineering Extension Service

*Ron Peddy*  
Ron Peddy, Division Director  
Infrastructure Training and Safety Institute

*Henry E. Payne*  
Henry E. Payne, Director  
OSHA Training Institute

# Board of Certified Safety Professionals

Upon the recommendation of the  
Board of Certified Safety Professionals,  
by virtue of the authority vested in it,  
has conferred on

**David K Benton**

the credential of

## Certified Safety Professional

and has granted the title as evidence of meeting the qualifications and passing  
the required examination so long as this credential is not suspended or  
revoked and is renewed annually and meets all recertification requirements.

October 4, 2013  
DATE ISSUED

24374

CERTIFICATION NUMBER

BOARD PRESIDENT SIGNATURE



BOARD SECRETARY SIGNATURE





# TEXAS A&M ENGINEERING EXTENSION SERVICE

## The Texas A&M University System

*David K. Benton*  
*has successfully completed*

Occupational Safety and Health Standards for the Construction Industry  
(OSHA 510)

31 Hours  
October 4 - 7, 2016  
Continuing Education Units Earned 3.10

*Gary F. Sera*

Gary F. Sera, Director  
Texas A&M Engineering Extension Service

*Ron Peddy*

Ron Peddy, Division Director  
Infrastructure Training and Safety Institute

*Nick Walters*

Nick Walters, Director  
OSHA Training Institute



GLOBAL DISASTER SOLUTIONS

## TAB 5





# COMPLETE BUSINESS CONTINUITY

**When disaster strikes, you can count on Cotton to get you back in business fast.**

Our around the clock response provides expert management, skilled manpower, cutting edge technology, organizational expertise and innovative capabilities required to handle all aspects of a catastrophic event, man made or natural.



## Restoration

- 24-hour emergency service
- Rapid response and mobilization
- Water damage restoration
- Fire damage restoration
- Catastrophe management
- Structure cleaning
- Deodorizing
- Dehumidification
- Desiccant/refrigerant drying
- Anti-microbial product application
- Cleaning and decontamination of HVAC systems
- Wet document and vital records recovery and restoration including freeze drying services
- Removal and disposal of wet materials
- Daily monitoring and recording of moisture levels
- Content cleaning, manipulation and inventory
- Emergency power
- Electronics and data recovery

## Construction

- General construction
- Emergency board-up
- Interior build-out
- Exterior building envelope
- Selective demolition and heavy demolition
- Capital improvement
- ADA compliance
- Code compliance
- Structural Repairs
- Interior finish out
- Mechanical, electrical, and plumbing
- Identifying and repairing hidden damage
- Expedited construction schedules
- Working with insurance adjusters to develop scope and estimate
- Temporary shoring
- Repositions

## Roofing

- New roof installation
- Roofing system replacement
- Disaster assessment
- Temporary roofs
- Repairs and maintenance
- Leak investigation
- Warranty and annual inspections
- Damage assessment (wind uplift and hail assessment)

**Installation and warranty of most major roof systems including:**

- TPO
- EPDM
- Spray Polyurethane Foam
- Coating
- Built up
- Modified Bitumen
- Metal
- Architectural and 3-tab composition shingles



GLOBAL DISASTER SOLUTIONS



LOGISTICS



CULINARY

*The Art of Catering*



TEMPORARY HOUSING

## Environmental Response

- Mold remediation
- Asbestos abatement
- Lead remediation
- Oil spill response and cleanup
- Forensic cleanup
- Chemical spill response and cleanup
- Highway/transportation spills
- Confined space entry/cleaning
- Oil water separator/sump cleaning
- Laboratory clean-up

## Logistical Support

### Workforce housing

- Modular and fabric structures
- Design and installation
- Crew quarters
- Kitchens and dining
- Recreation
- Office and classroom

### Construction

- Land acquisition
- Engineering and surveying
- Land clearing and excavation
- Parking and lay down yards
- Site design
- Permitting
- Infrastructure
- Utilities
- Pad site
- Landscaping
- Perimeter control

### Deployable support facilities

- Shower and restroom trailers
- Mobile kitchen units
- Mobile laundry units
- Mobile command centers
- Wastewater treatment plants
- Potable water supply

### Camp management

- Guest relations
- Catering
- Housekeeping
- Laundry
- Security
- Maintenance
- Culinary services

## Culinary

- OneLodge Food Services
- Remote Site Catering
- Corporate Catering
- Business Dining
- Emergency Food Services

## Consulting

- Disaster plan development
- Site improvement assessments
- Training, drills, and tabletop exercises
- Management, oversight and direction of clients and/or vendors
- Clerk services, estimating and loss evaluation
- Bi-directional audit

## International

- Liaison officer to corporate headquarters
- Liaison officer to forward location
- Project management team to forward location



### Cotton Global Disaster HQ

5443 Katy Hockley Cut-Off Road, Katy, TX 77493  
(877) 511-2962 | cottoncompanies.com





# ESCALATING YOUR RESPONSE TO COVID-19

In the face of uncertainty and an unseen threat, it's imperative to limit operational downtime and protect people. Doing so requires evaluating and planning beyond your immediate needs. While the crisis will subside, its presence will be felt for long after. Right now, you are most likely taking two types of action: cautionary or required. Whichever avenue you choose, you can ensure that your team is never caught off guard and can overcome future outbreaks.



GLOBAL DISASTER SOLUTIONS

Right now, your primary goal is getting back to work safely.

CAUTIONARY ACTION

No confirmed cases or exposure is expected

Whether you're designated essential service or the work simply cannot stop, you're actively taking the steps needed to protect your building—and the people who occupy it at any given moment—with procedures that provide peace of mind.

<p><b>Understand the difference between deep-cleaning, sanitization, and disinfection.</b></p> <p><b>Cleaning</b> removes dirt and impurities only.</p> <p><b>Sanitizing</b> reduces germs to safe levels.</p> <p><b>Disinfection</b> kills most germs on surfaces.</p>	<p>Not all cleaning companies are equal. Ensure your vendor has a current certificate of insurance (COI) along with a chemical list with EPA numbers and CDC recommendations.</p> 	<p>Areas to be disinfected should include office, mail and copy, and recreation areas, including other hand-operated and touch equipment.</p> <p>In the event personnel must be present during disinfection procedures, determine whether they will need temporary facilities to continue working.</p>
<p>For businesses with multiple offices and/or locations, it is recommended to limit movement between locations to reduce risk of possible infection.</p>	<p>Identify areas where infection may have spread and prioritize zones of greater need.</p> <p>If opting for a full disinfection, allow necessary time before returning to the building. Odors need time to dissipate, and other surfaces must dry and set.</p>	 <p>A separate sanitization plan may be necessary for IT fleets and other electronic devices.</p>




We specialize in disaster preparedness. We can provide you with both the expertise and the solutions necessary to mitigate risk and create contingency plans that ensure minimal business disruption.

- Wipe down of horizontal surfaces
- Disinfection of vertical surfaces
- Electrostatic disinfectant spray
- Micro-mist disinfection
- Dry fog disinfection
- CDC-approved cleaning agents
- 1-on-1 consultation
- Negative pressure rooms for isolation
- Temporary portable assets
- Logistical support

REQUIRED ACTION

Confirmed COVID-19 cases and contamination

Regular operations are disrupted. Your people and your facilities are at risk. It's more important than ever to maintain confidence, keep operations upright, and get back to business as usual.

<p><b>Take all CAUTIONARY ACTION in addition to the following considerations.</b></p> <p>Expert disinfection service providers will wear appropriate PPE and abide by strict waste disposal guidelines.</p> 	<p>Certain shared areas, such as bathrooms, may require multiple disinfections daily.</p> 	<p>Develop a custom plan to protect people and property, preparing for potential COVID-19 seasonality (i.e., the flu) and repeat outbreaks.</p> 
<p>If facilities must be closed for disinfection, ensure that other critical services can remain unaffected (e.g., food, housing, restrooms).</p>	<p>Essential personnel: It's important to provide separate work areas for those without symptoms, but it's equally important to protect those with confirmed diagnoses by providing work and rest areas of their own.</p>	<p>For businesses with multiple offices and/or locations, it is recommended to restrict all movement between locations to reduce risk of possible infection.</p>

We have effectively abated the likes of H1N1 (Swine Flu), Avian Influenza, and SARS. We know these threats have a ripple effect on operations and require multi-faceted solutions that go beyond disinfection. We provide turnkey services that can remove the burden of virus mitigation from your business operations.

- Portable restrooms
- Emergency/supplementary food service & catering
- Mobile workspaces
- Cautionary disinfection services
- 1-on-1 consultation
- Negative pressure rooms for isolation

RE-ENTRY PROCESS

Returning to the office after cautionary and responsive action

Before setting a return date, assign a cross-functional team to develop a re-entry plan that keeps your employees and building safe. This team should consist of HR, legal, risk management, operations, and safety personnel.

PHASE 1 Prepare Your Physical Workplace	PHASE 2 Define the Re-entry Process	PHASE 3 Enforce Proper Safety Protocols
<p><b>Clean &amp; Disinfect</b> Hire a professional team, like Cotton Global Disaster Solutions, to properly clean and disinfect your facility.</p> <p><b>Reconfigure the Space</b> Social distancing protocols should still be enforced to protect the well-being of your employees. Before everyone returns to the office, ensure that each workspace complies with social distancing protocols.</p> <p><b>Consider:</b></p> <ul style="list-style-type: none"><li>Creating space between workstations</li><li>Adding non-porous barriers</li><li>Temporarily closing break rooms and common areas</li></ul>	<p><b>Phased Return Approach</b> Phase in your workforce by 20% each time.</p> <p><b>Staggered Shift Approach</b> Reduce the number of employees that are in the office at once, splitting between the first and last half of the day.</p> <p><b>Employee Testing &amp; Monitoring</b> Companies around the world have installed testing stations onsite to test employees for COVID-19 symptoms. If you're considering this possibility, make sure you follow your local government and the CDC's guidelines for testing and re-opening to avoid ADA issues.</p>	<p>Place signs around the office reminding everyone to practice social distancing.</p> <p>Provide employees with PPE (face masks, gloves, protective eyewear) if needed.</p> <p>Make hand sanitizers and cleaning wipes easily accessible.</p> <p>Encourage employees to frequently sanitize their desks, keyboards, and other high-touch areas.</p> <p><b>Remain Vigilant</b> There is no guarantee that COVID-19 or another pandemic won't affect our businesses again, but if we remain vigilant and prepare for the unknown, we'll get through it, together.</p>

## Ready to Deploy Now

Getting back to business before, during, or after a viral pandemic is a serious undertaking. Doing so quickly and safely takes a comprehensive partner who has been there many times before. Whether you are taking the first steps or navigating a coronavirus outbreak right now, our team can activate at a moment's notice.





GLOBAL DISASTER SOLUTIONS

# YOUR TRUSTED PARTNER FOR A SAFE WORKPLACE RETURN



**INDUSTRIES SERVED:** HOSPITALITY | MULTIFAMILY | EDUCATION | HEALTHCARE | GOVERNMENT | RETAIL

When it comes to providing a safe place for employees, tenants, and customers, trust a company with 24 years of experience in biological and environmental cleaning. Cotton Global Disaster Solutions specializes in disaster preparedness and can provide you with both the expertise and solutions necessary to mitigate risk and limit business interruption in the future.

Return to business safely with Cotton GDS, your trusted remediation partner that delivers on time and on budget. **Contact your Cotton Representative today or call our 24/7 hotline.**

## SURFACE CLEANING & SANITIZATION

- Manual wipe down of horizontal & vertical surfaces
- CDC/EPA-approved cleaning agents

## LARGE SCALE DISINFECTING SOLUTIONS

Cotton GDS uses state-of-the-art equipment to efficiently coat hard-to-reach spaces and broad areas with CDC-approved cleaning agents.

- Electrostatic spraying
- Micro mist sanitization
- Dry fog disinfection

## TURNKEY SOLUTIONS & SUPPORT

While you're focused on returning to your workplace and supporting the needs of your staff, Cotton provides support to help you quickly recover operations. From mobile buildings to temporary support equipment, Cotton's turnkey solutions are ready to deploy immediately.

- Mobile restroom, laundry, and kitchen units
- Emergency food service and catering for employees
- Workforce housing
- Skid- or wheel-mounted units
- On-site consultation

## COTTON'S COMMITMENT TO YOUR BUSINESS:

- Available 24/7
- In-and-out execution of disinfection/sanitization jobs
- Experienced biological cleaning & disinfection teams
- Adhere to each client's specific requirements
- Follow CDC/EPA guidelines and standard procedures
- Wear appropriate Personal Protective Equipment (PPE)
- Focus on the well-being of employees and tenants



**24/7 CONTACT //**

**PHONE (877) 900 8030 WEBSITE [cottongds.com/covid19](https://cottongds.com/covid19)**



GLOBAL DISASTER SOLUTIONS

# HOW TO PREPARE YOUR BUSINESS FOR RE-ENTRY AFTER COVID-19

American communities are getting ready to re-open for business, but before doing so, extra precautions must be taken to ensure the safety of your guests, tenants, and employees. Before setting a return date, assign a cross-functional team to develop a re-entry plan that keeps your employees and building safe. This team should consist of HR, Legal, Risk Management, Operations, and Safety personnel, as well as Building Management.

Cotton Global Disaster Solutions specializes in disaster preparedness and can provide you with both the expertise and solutions necessary to mitigate risk and limit business interruption in the future. Follow our helpful 3-phase guide to plan your re-opening.

## PHASE 1

### PREPARE YOUR PHYSICAL WORKPLACE

#### CLEAN & DISINFECT

Hire a professional team, like Cotton Global Disaster Solutions, to properly clean and disinfect your facility. With over 20 years of biological and environmental cleaning experience, Cotton GDS can efficiently and effectively prepare your building for its re-opening.

- Manual wipe down of horizontal and vertical surfaces
- Use of CDC/EPA-approved cleaning agents
- State-of-the-art equipment to efficiently coat hard-to-reach spaces and broad areas such as electrostatic spraying, micro mist sanitization, and dry fog disinfection

#### RECONFIGURE THE SPACE

Before everyone returns to the office, ensure that each workspace complies with social distancing protocols. If you find there isn't enough space (about 6-ft) between seating areas, make the necessary adjustments as soon as possible.

## PHASE 2

### DEFINE THE RE-ENTRY PROCESS

#### PHASED RETURN APPROACH

You're now ready to re-open your business and welcome your employees back. But should you allow everyone to return all at once? Consider these recommendations when determining your specific business needs:

- For a cautious approach, phase in your workforce by 20% each time
- Stagger shifts so you reduce the number of employees that are in the office at once
- Choose a re-entry solution that allows you to serve your clients and partners, without compromising the health of your employees

#### EMPLOYEE TESTING & MONITORING

Companies around the world have installed testing stations onsite to test employees for COVID-19 symptoms. If you're considering this possibility, make sure you follow your local government and the CDC's guidelines for testing and re-opening to avoid ADA issues.

## PHASE 3

### ENFORCE SAFETY

#### PROPER PROTOCOLS

You've made arrangements to your workspace and designed your plan for a safe return. As you take your first step toward normalcy, remember to continue practicing safety, and encourage your employees to do the same.

- Place signs around the office reminding everyone to practice social distancing
- Provide employees with PPE (face masks, gloves, protective eyewear) if needed
- Make hand sanitizers and cleaning wipes easily accessible
- Encourage employees to frequently sanitize their desks, keyboards, and other high-touch areas

#### REMAIN VIGILANT

Remain vigilant and prepare employees for their return to the workplace by enforcing protocols to protect individual health and safety. Cotton GDS is your trusted partner for a safe return to business operations, now and in the future.