STATE OF MINNESOTA (REV 10/20/2014)

Professional Technical Services Master Contract --Encumbrance Form (For State Use Only)

RECS Project ID.: N/A	**Project Mgr.:** Eric Radel	**Contract Specialist:** Samantha Hicks
		RFP Event ID (if applicable) 2-15977
Project Name: Construction Testing and Inspection Services Master Contract		

Total Amount of Contract: **N/A**	Amount of Contract First FY:	Vendor Number: **0000209025**
Category Code: 81101703	Category Code:	Category Code:
Account:	Account:	Account:
Amount: **N/A**	Amount:	Amount:

Accounting Distribution 1:	Accounting Distribution 2:	Accounting Distribution 3:
Business Unit:	Business Unit:	Business Unit:
Accounting Date:	Accounting Date:	Accounting Date:
Fund:	Fund:	Fund:
DeptID:	DeptID:	DeptID:
AppropID:	AppropID:	AppropID:
Project ID: **N/A** Activity:	Project ID: Activity:	Project ID: Activity:
Amount: N/A	Amount:	Amount:

SWIFT Contract No: **256881 / T#2502A**

_____
Number/Date/Entry Initials

SWIFT Order: _____-
Number / Date/ See Signature Page

*[Individual signing SWIFT Order or Contract certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15*and *16C.05]*

NOTICE TO CONSULTANT: You are required to provide your social security number or Federal employer tax identification number and Minnesota tax identification number if you do business with the State of Minnesota.

Contractor Name and Address: **Roof Spec Inc.**
2400 Prior Avenue North
St. Paul, MN 55113

Contract Execution Date: 09/12/2024
Contract End Date: 08/31/2029

(*Note: According to Minn. Stat. 16C.08 Subd. 3(5), the combined contract and amendment cannot exceed five years, unless otherwise provided for by law.)

Contact Person: **Tim Pekron**
Contact Person Phone: **651.639.0644**
Contact Person Email: **timp@roofspec.com**

Docusign Envelope ID: 82ABA05F-89C6-4F16-BA8C-C81D251A8378

Professional and Technical Services Master Contract

State of Minnesota

SWIFT Contract No.: 00000000000000000000256881
Master Contract T-Number: 2502A

This Master Contract is between the State of Minnesota, acting through its Commissioner of Administration ("State") and **Roof Spec Inc., 2400 Prior Avenue North, St. Paul, MN 55113** ("Consultant"). State and Consultant may be referred to jointly as "Parties."

Recitals

1. Under Minn. Stat. § 15.061 the State is empowered to engage such assistance as deemed necessary.
2. The State is in need of **construction testing and inspection services;**
3. State issued a solicitation identified as 2000015977, Professional Services for Construction Testing and Inspection on **June 28, 2024,** for **Geotechnical, Concrete Testing and Inspection, Masonry Testing and Inspection, Structural Steel Testing and Inspection, Pavement Testing and Inspection, Window/Curtainwall Testing and Inspection, Roofing/Waterproofing Testing and Inspection, Fireproofing/Firestopping Testing and Inspection, Sealant Pull tests, Fluid-Applied Vapor Barrier Testing, Phase I and II Archaeological Resources Investigations, Phase I and II Environmental Investigation and Remediation Services**. Continuously Open RFP ("Solicitation");
4. Consultant provided a response to the Solicitation indicating its interest in and ability to provide the services requested in the Solicitation; and
5. The Consultant represents that it is duly qualified and agrees to perform services described in this master contract and performed under work order contracts to the satisfaction of the State.
6. Subsequent to an evaluation in accordance with the terms of the Solicitation and negotiation, the Parties desire to enter into a contract.

Accordingly, the Parties agree as follows:

Master Contract

1 Term of Master Contract

1.1 ***Effective Date*:** the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later. **The Consultant must not accept work under this Master Contract until this Master Contract is fully executed and the Consultant has been notified by the State's Authorized Representative that it may begin accepting Work Order Contracts.**

1.2 ***Work Order Contracts.*** The term of work under work order contracts issued under this master contract may not extend beyond the expiration date of this master contract.

1.3 ***Expiration Date*: August 31, 2029.**

1.4 ***Survival of Terms*.** The following clauses survive the expiration or cancellation of this master contract and all work order contracts: Indemnification; State Audits; Government Data Practices and Intellectual Property; Publicity and Endorsement; Governing Law, Jurisdiction, and Venue; and Data Disclosure.

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2 Scope of Work

The Consultant, who is not a state employee, may be requested to perform any of the following services under individual work order contracts:

- **Masonry Testing and Inspection,**
- **Roofing/Waterproofing Testing and Inspection**

The Contractor understands that only the receipt of a fully executed work order contract authorizes the Contractor to begin work under this master contract. Any and all effort, expenses, or actions taken before the work order contract is fully executed is not authorized under Minnesota Statutes and is undertaken at the sole responsibility and expense of the Contractor. A sample work order contract is attached and incorporated into this master contract as Exhibit A.

The Contractor understands that this master contract is not a guarantee of a work order contract. The State has determined that it may have need for the services under this master contract but does not commit to spending any money with the Contractor.

3 Time

The Consultant must comply with all the time requirements described in work order contracts. In the performance of work order contracts, time is of the essence.

4 Consideration and Payment

4.1 ***Consideration***. The State will pay for all services satisfactorily performed by the Contractor for all work order contracts issued under this master contract. The total compensation of all work order contracts may not exceed **$1,000,000.00**. All costs will follow the Contractor's fee schedule attached as **Exhibit B** and incorporated into this agreement. The Contractor may revise its fee schedule **once a year after the execution date** of this Agreement. However, hourly rates may not exceed a **3%** increase each year. Revised fee schedules meeting the requirements of this section will be effective on the date received by the State.

Travel Expenses. There is no allowable travel or other reimbursable expenses for travel to Projects located **within 100 miles** roundtrip of the Responder's office location (accumulative mileage to and from site), the State ***will not*** pay for travel time. All such expenses are included in the Consultant's fee schedule of hourly rates.

On projects located **over 100 miles** round trip of the Responder's office location, the State ***will*** pay for travel time and Reimbursable Expenses per day for all work days (Monday through Sunday and State Holidays).

Reimbursable Expenses**:** The State reserves the right to modify the allowable reimbursable expenses prior to execution of Work Order Contracts. In the event expenses are reimbursed, they shall be reimbursed in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget. A copy of the Commissioner's Plan is available on the web at: at https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp. The Contractor will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

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Subconsultant and testing services, when approved by the State's Project Manager, will be negotiated as an additional service at one (1.0) times Responder's cost. There are no other allowable reimbursable expenses.

4.2. ***Payment***

(A) ***Invoices.*** The State will promptly pay the Consultant after the Consultant presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely no more frequently than monthly.

(B) **Retainage.** Under Minn. Stat. § 16C.08, subd. 2(10), no more than 90 percent of the amount due under any work order contract may be paid until the final product of the work order contract has been reviewed by the State's agency head. The balance due will be paid when the State's agency head determines that the Consultant has satisfactorily fulfilled all the terms of the work order contract.

5 Conditions of Payment

All services provided by the Consultant under a work order contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Consultant will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representatives and Project Managers

The State's Authorized Representative for this master contract is Samantha Hicks, Contracts Specialist, 651.201.2389 or Eric Radel, Project Operations Manager, 651.201.2380 his/her successor, and has the responsibility to monitor the Contractor's performance.

The State's Project Manager will be identified in each work order contract.

The Consultant's Authorized Representative is Tim Pekron, 651.639.0644. If the Consultant's Authorized Representative changes at any time during this master contract, the Consultant must immediately notify the State.

The Consultant's Project Manager will be identified in each work order contract.

7 Assignment, Amendments, Waiver, and Contract Complete

7.1 ***Assignment.*** The Consultant may neither assign nor transfer any rights or obligations under this master contract or any work order contract without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this master contract, or their successors in office.

7.2 ***Amendments.*** Any amendment to this master contract or any work order contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.

7.3 ***Waiver.*** If the State fails to enforce any provision of this master contract or any work order contract, that failure does not waive the provision or its right to enforce it.

7.4 ***Contract Complete.*** This master contract and any work order contract contain all negotiations and agreements between the State and the Contractor. No other understanding regarding this master contract or work order contract, whether written or oral, may be used to bind either party.

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8 Force Majeure

Neither party shall be responsible to the other or considered in default of its obligations within this Master Contract and any Work Order Contract to the extent that performance of any such obligations is prevented or delayed by acts of God, war, riot, disruption of government, or other catastrophes beyond the reasonable control of the party unless the act or occurrence could have been reasonably foreseen and reasonable action could have been taken to prevent the delay or failure to perform. A party relying on this provision to excuse performance must provide the other party prompt written notice of the inability to perform and take all necessary steps to bring about performance as soon as practicable.

9 Indemnification

9.1 In the performance of this Master Contract and any Work Order Contract, the Indemnifying Party must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the State, to the extent caused by Indemnifying Party's:

- Intentional, willful, or negligent acts or omissions; or
- Actions that give rise to strict liability; or
- Breach of contract or warranty.

The Indemnifying Party is defined to include the Contractor, Contractor's reseller, any third party that has a business relationship with the Contractor, or Contractor's agents or employees, and to the fullest extent permitted by law. The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Indemnifying Party may have for the State's failure to fulfill its obligation under this Contract.

9.2 Nothing within this Master Contract and any Work Order Contract, whether express or implied, shall be deemed to create an obligation on the part of the State to indemnify, defend, hold harmless or release the Indemnifying Party. This shall extend to all agreements related to the subject matter of this Contract, and to all terms subsequently added, without regard to order of precedence.

10 State Audits

Under Minnesota Statute§ 16C.05, subdivision 5, the Consultant's books, records, documents, and accounting procedures and practices relevant to any work order contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this master contract.

11 Government Data Practices and Intellectual Property

The Contractor and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, (or, if the State contracting party is part of the Judicial Branch, with the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court as the same may be amended from time to time) as it applies to all data provided by the State under this Master Contract and any Work Order Contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Contractor under this Master Contract and any Work Order Contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data governed by the Minnesota Government Practices Act, Minn. Stat. Ch. 13, by either the Contractor or the State.

If the Contractor receives a request to release the data referred to in this clause, the Contractor must immediately notify and consult with the State's Authorized Representative as to how the Contractor should respond to the request. The Contractor's response to the request shall comply with applicable law.

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12 Intellectual Property Rights.

12.1 Definitions. For the purpose of this Section, the following words and phrases have the assigned definitions:

12.1.1 "Documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Contractor, its employees, agents, or subcontractors, in the performance of this Master Contract and any Work Order Contract.

12.1.2 "Pre-Existing Intellectual Property" means intellectual property developed prior to or outside the scope of this Master Contract and any Work Order Contract, and any derivatives of that intellectual property.

12.1.3 "Works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Contractor, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this Master Contract and any Work Order Contract. "Works" includes Documents.

12.2 Ownership. The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this Master Contract and any Work Order Contract. The Documents shall be the exclusive property of the State and all such Documents must be immediately returned to the State by the Contractor upon completion or cancellation of this Master Contract and any Work Order Contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Contractor assigns all right, title, and interest it may have in the Works and the Documents to the State. The Contractor must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

12.3 Pre-existing Intellectual Property. Each Party shall retain ownership of its respective Pre-Existing Intellectual Property. The Contractor grants the State a perpetual, irrevocable, non-exclusive, royalty free license for Contractor's Pre-Existing Intellectual Property that are incorporated in the products, materials, equipment, deliverables, or services that are purchased through the Master Contract and any Work Order Contract.

12.4 Obligations.

12.4.1 Notification. Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Contractor, including its employees and subcontractors, in the performance of this Master Contract and any Work Order Contract, the Contractor will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the State's Authorized Representative with complete information and/or disclosure thereon.

12.4.2 Representation. The Contractor must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Contractor nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Contractor

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represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities.

12.4.3 Indemnification. Notwithstanding any other indemnification obligations addressed within this Master Contract and any Work Order Contract, the Contractor will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Contractor's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Contractor will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Contractor's or the State's opinion is likely to arise, the Contractor must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

13 Affirmative Action Requirements for Contracts in Excess of $100,000 and if the Consultant has More than 40 Full-time Employees in Minnesota or its Principal Place of Business

The State intends to carry out its responsibility for requiring affirmative action by its Consultants.

13.1. Covered Contracts and Consultants. If the Contract exceeds $100,000 and the Consultant employed more than 40 full-time employees on a single working day during the previous 12 months in Minnesota or in the state where it has its principle place of business, then the Consultant must comply with the requirements of Minnesota Statute § 363A.36 and Minnesota Rule Parts 5000.3400-5000.3600. A Consultant covered by Minnesota Statute § 363A.36 because it employed more than 40 full-time employees in another state and does not have a certificate of compliance, must certify that it is in compliance with federal affirmative action requirements.

13.2. Minnesota Statute § 363A.36. Minnesota Statute § 363A.36 requires the Consultant to have an affirmative action plan for the employment of minority persons, women, and qualified disabled individuals approved by the Minnesota Commissioner of Human Rights ("Commissioner") as indicated by a certificate of compliance. The law addresses suspension or revocation of a certificate of compliance and contract consequences in that event. A contract awarded without a certificate of compliance may be voided.

13.3. Minnesota Rule Parts 5000.3400-5000.3600.

(A) *General*. Minnesota Rule Parts 5000.3400-5000.3600 implement Minnesota Statute § 363A.36. These rules include, but are not limited to, criteria for contents, approval, and implementation of affirmative action plans; procedures for issuing certificates of compliance and criteria for determining a Consultant's compliance status; procedures for addressing deficiencies, sanctions, and notice and hearing; annual compliance reports; procedures for compliance review; and contract consequences for non-compliance. The specific criteria for approval or rejection of an affirmative action plan are contained in various provisions of Minnesota Rule Parts 5000.3400-5000.3600 including, but not limited to, parts 5000.3420-5000.3500 and 5000.3552-5000.3559.

(B) *Disabled Workers*. The Consultant must comply with the following affirmative action requirements for disabled workers.

(1) The Consultant must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Consultant agrees to take affirmative action to

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employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

(2) The Consultant agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

(3) In the event of the Consultant's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minnesota Statutes Section 363A.36, and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

(4) The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the commissioner of the Minnesota Department of Human Rights. Such notices must state the Consultant's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.

(5) The Consultant must notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Consultant is bound by the terms of Minnesota Statutes Section 363A.36, of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.

(C) *Consequences*. The consequences for the Consultant's failure to implement its affirmative action plan or make a good faith effort to do so include, but are not limited to, suspension or revocation of a certificate of compliance by the Commissioner, refusal by the Commissioner to approve subsequent plans, and termination of all or part of this contract by the Commissioner or the State.

(D) *Certification*. The Consultant hereby certifies that it is in compliance with the requirements of Minnesota Statute§ 363A.36 and Minnesota Rule Parts 5000.3400-5000.3600 and is aware of the consequences for noncompliance.

14 Workers' Compensation and Other Insurance

Consultant certifies that it is in compliance with all insurance requirements specified in Exhibit D1.

Further, the Consultant certifies that it is in compliance with Minnesota Statute§ 176.181, subdivision 2, pertaining to workers' compensation insurance coverage. The Consultant's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees or agents are in no way the State's obligation or responsibility.

15 Publicity and Endorsement

15.1 ***Publicity***. Any publicity regarding the subject matter of a work order contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Consultant individually or jointly with others, or any subconsultants, with respect to the program, publications, or services provided resulting from a work order contract.

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15.2 ***Endorsement***. The Consultant must not claim that the State endorses its products or services.

16 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this master contract and all work order contracts. Venue for all legal proceedings out of this master contract and/or any work order contracts, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

17 Payment to Subconsultants

(If applicable) As required by Minnesota Statute§ 16A.1245, the prime Consultant must pay all subconsultants, less any retainage, within 10 calendar days of the prime Consultant's receipt of payment from the State for undisputed services provided by the subconsultant(s) and must pay interest at the rate of one and one-half percent per month or any part of a month to the subconsultant(s) on any undisputed amount not paid on time to the subconsultant(s).

18 Minnesota Statute§ 181.59 The vendor will comply with the provisions of Minnesota Statute § 181.59 which requires:

> Every contract for or on behalf of the state of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the Consultant agrees: (1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Consultant, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; (2) That no Consultant, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color; (3) That a violation of this section is a misdemeanor; and (4) That this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

19 Termination

19.1 ***Termination for Convenience***. The State or Commissioner of Administration may cancel this Master Contract and any Work Order Contract at any time, with or without cause, upon 30 days' written notice to the Contractor. Upon termination for convenience, the Contractor will be entitled to payment, determined on a pro rata basis, for services or goods satisfactorily performed or delivered.

19.2 ***Termination for Breach.*** The State may terminate this Master Contract and any Work Order Contract, with cause, upon 30 days' written notice to Contractor of the alleged breach and opportunity to cure. If after 30 days, the alleged breach has not been remedied, the State may immediately terminate the Contract.

19.3 ***Termination for Insufficient Funding.*** The State may immediately terminate this Master Contract and any Work Order Contract if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services addressed within this Contract. Termination must be by written notice to the Contractor. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Contractor will be entitled to payment, determined on

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a pro rata basis, for services satisfactorily performed to the extent that dedicated funds are available. The State will not be assessed any penalty if the Contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Contractor notice of the lack of funding. This notice will be provided within a reasonable time of the State's receiving notice.

20 Data Disclosure

Under Minnesota Statute § 270C.65, Subdivision 3 and other applicable law, the Consultant consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in action requiring the Consultant to file state tax returns, pay delinquent state tax liabilities, if any, or pay other state liabilities.

21 E-Verify Certification (In accordance with Minn. Stat. §16C.075)

For services valued in excess of $50,000, Consultant certifies that as of the date of services performed on behalf of the State, Consultant and all its subconsultants will have implemented or be in the process of implementing the federal E-Verify program for all newly hired employees in the United States who will perform work on behalf of the State. Consultant is responsible for collecting all subconsultant certifications and may do so utilizing the E-Verify Subconsultant Certification Form available at http://www.mmd.admin.state.mn.us/doc/EverifySubCertForm.doc. All subconsultant certifications must be kept on file with Consultant and made available to the State upon request.

22 Certification of Nondiscrimination (In accordance with Minn. Stat. § 16C.053)

The following term applies to any contract for which the value, including all extensions, is $50,000 or more: Consultant certifies it does not engage in and has no present plans to engage in discrimination against Israel, or against persons or entities doing business in Israel, when making decisions related to the operation of the vendor's business. For purposes of this section, "discrimination" includes but is not limited to engaging in refusals to deal, terminating business activities, or other actions that are intended to limit commercial relations with Israel, or persons or entities doing business in Israel, when such actions are taken in a manner that in any way discriminates on the basis of nationality or national origin and is not based on a valid business reason.

23 Debarment by State, its Departments, Commissions, Agencies, or Political Subdivisions.

Contractor certifies that neither it nor its principals is presently debarred or suspended by the Federal government, the State, or any of the State's departments, commissions, agencies, or political subdivisions. Contractor's certification is a material representation upon which the Contract award was based. Contractor shall provide immediate written notice to the State's Authorized Representative if at any time it learns that this certification was erroneous when submitted or becomes erroneous by reason of changed circumstances.

24 Federal Funds.

24.1 Compliance with Federal Requirements. Federal money will be used or may potentially be used to pay for all or part of the goods, construction or services under the Master Contract. The Contractor is responsible for compliance with all federal requirements imposed on the funds and accepts full financial responsibility for any requirements imposed by the Contractor's failure to comply with federal requirements.

24.2 Certification regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion. Federal money will be used or may potentially be used to pay for all or part of the work under the Master Contract, therefore Contractor certifies that it is in compliance with federal requirements on debarment, suspension, ineligibility and voluntary exclusion specified in the solicitation document

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implementing Executive Order 12549. Contractor's certification is a material representation upon which the Contract award was based.

25 Contingency Fees Prohibited.

Pursuant to Minn. Stat. § 10A.06, no person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.

26 Schedule of Exhibits

The following exhibits are attached and incorporated into this Master Contract.

Exhibit A: Sample Work Order
Exhibit B: Fee Schedule
Exhibit C: Consultant's Qualifications
Exhibit D:

1. State Insurance Requirements
2. Consultant Certificate of Insurance

Exhibit E: Workforce and Equal Pay Declaration
Exhibit F: Certification Regarding Lobbying
Exhibit G: Not Used
Exhibit H: Not Used
Exhibit I: Affidavit of Noncollusion

Distribution:
Consultant
Agency
State's Authorized Representative

Signatures

Title	Name	Signature	Date
Tim Pekron, President	Tim Pekron	DocuSigned by: Tim Pekron 5424445E2A0644A...	September 10, 2024
Accounting Technician	Julie C. Ouradnik	DocuSigned by: Julie C Ouradnik 9417904E36A0440...	September 10, 2024
Construction Ops Mgr	Radel,Eric Alan	DocuSigned by: Radel,Eric Alan 6B7A6FF4AA564AB...	September 10, 2024
Contracts Specialist	Sherry Van Horn	DocuSigned by: Sherry Van Horn 39BE997DB28140C...	September 12, 2024

Admin ID

Docusign Envelope ID: 82ABA05F-89C6-4F16-BA8C-C81D251A8378

Exhibit A

State of Minnesota Professional and Technical Services Work Order Contract

SWIFT Contract Number:_____
Master Contract T-Number:_____

This Work Order Contract is between the State of Minnesota, acting through its Commissioner of Administration, **Real Estate and Construction Services, 309 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155** ("State") and [Contractor] whose designated business address is [Contractor's business address] ("Contractor"). This Work Order Contract is issued under the authority of Master Contract T-Number [####], SWIFT Contract Number [####], and is subject to all provisions of the Master Contract which is incorporated by reference.

Contract

1. **Term of Contract**
   1.1 **Effective date.** The date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2. **The Contractor must not being work under this contract until this contract is fully executed and the Contractor has been notified by the State's Authorized Representative to begin work.**

   1.2 **Expiration date.** [Spell out full date (e.g., March 31, 2020)], or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2. **CONSULTANT's Duties**

The CONSULTANT shall perform all duties described in this Contract to the satisfaction of the State.

The CONSULTANT, who is not a state employee, will perform [FILL IN BRIEF DESCRIPTION OF CONSULTANT DUTIES], including the duties identified in attached Exhibit [A], dated [Month Day, Year], which is incorporated by reference and made a part of this Work Order. No terms and conditions of the CONSULTANT's proposal will be construed to modify, diminish or derogate the terms and conditions of this Work Order.

3. **Consideration and Payment**
   3.1 Consideration. The State will pay for all services performed by the CONSULTANT under this work order contract as follows:

   3.1.1 **Compensation**. Compensation in an amount not to exceed [## CONSULTANT FEE], as provided in attached Exhibit [A], dated [Month Day, Year] which is incorporated by reference and made a part of this Work Order and in accordance with Master Contract No. [Master Contract T-Number [####], SWIFT Contract Number [####]], fee schedule on file with the STATE.

   3.1.2 **Travel Expenses**. Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Contractor as a result of this Work Order Contract will not exceed $[##]. In the event these expenses are reimbursed, they shall be reimbursed in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget, which is incorporated in the contract by reference. A copy of the Commissioner's Plan is available on the Web at: http://www.mmb.state.mn.us/comp-commmissioner (click on "Commissioner's Plan" in the right side column). The CONSULTANT will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received

SAMPLE

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the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

3.1.3 **Total Obligation**. The total obligation of the State for all compensation and reimbursements to the Contractor under this Work Order Contract will not exceed $[##]. [This must be the combined total of compensation and travel expenses, if applicable.]

3.2 **Invoices**. The State will promptly pay the CONSULTANT after the CONSULTANT presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced service, pursuant to clause 4.2 of Master Contract [Master Contract T-Number [####], SWIFT Contract Number [####]]. Invoices must be submitted timely and according to the following schedule:

CONSULTANT shall use the STATE's "Pay Request Form for Consultant" to request payment for services. Pay Request Forms shall identify hours worked, services performed, and detailed information on reimbursable expenses. A Pay Request Form shall be submitted monthly for work completed and shall be marked as a partial or final billing. A copy of the Pay Request Form is available on the Web at: http://mn.gov/admin/business/vendor-info/construction-projects/manuals-guidelines-forms/forms/index.jsp

4. **Project Managers/Authorized Representative:**

The STATE's Authorized Representative for the purposes of administration of this work order is [name, telephone number]. T Such representative shall have final authority for acceptance of CONSULTANT's services and if such services are accepted as satisfactory, shall so certify on each invoice submitted for payment.

The CONSULTANT's Authorized Representative for the purposes of administration of this Work Order is [name, telephone number]. If the CONSULTANT's Project Manager changes at any time during this work order contract, the CONSULTANT must immediately notify the State.

5. If the final product of the contract is a written report, the Consultant must file a copy with the State of Minnesota Legislative Reference Library in accordance with Minnesota Statute 16C.08 Sub. 6. One (1) electronic copy (Word, PDF, URL) to reports@lrl.leg.mn and two (2) print copies to:

Legislative Reference Library
645 State Office Bldg.
100 Rev. Dr. MLK Jr. Blvd.
St. Paul, MN 55155

[IF CONTRACT WILL EXCEED $50,000, THE FOLLOWING CLAUSE MUST BE INCLUDED if not already included in Master Contract:]

Certification of Nondiscrimination (In accordance with Minn. Stat. § 16C.053)

The following term applies to any contract for which the value, including all extensions, is $50,000 or more: Contractor certifies it does not engage in and has no present plans to engage in discrimination against Israel, or against persons or entities doing business in Israel, when making decisions related to the operation of the vendor's business. For purposes of this section, "discrimination" includes but is not limited to engaging in refusals to deal, terminating business activities, or other actions that are intended to limit commercial relations with Israel, or persons or entities doing business in Israel, when such actions are taken in a manner that in any way discriminates on the basis of nationality or national origin and is not based on a valid business reason.

IN WITNESS WHEREOF, the parties have caused this Work Order to be duly executed intending to be bound thereby.

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[The number of signatures required for your work order depends on the number required by the Department of Administration's master contract certification form.]

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Exhibit B - Fee Schedule

Fee Schedule:

Firm Name: Roof Spec, Inc.

Date: 8/31/2024

Location: 2400 Prior Avenue North
St. Paul, MN 55113

Name	Title	Discipline	Years Experience	Hourly Fee Less than 100 miles	Hourly Fee over 100 miles
Torreau Brack	Field Technician	N/A	5	$86.00	$86.00
Mike Cassello	Project Manager	RRO	40+	$105.00	$105.00
Luke DeKarske	Structural Engineer	Structural Eng.	20	$160.00	$160.00
John Feil	Project Manager	RRO	20	$105.00	$105.00
Sean Gage	Project Manager	RRC	12	$160.00	$160.00
Jennifer Kaplan	Project Architect	Architect	30	$160.00	$160.00
Jaime Nelson	Clerical	Administration	15	$69.00	$69.00
Andie Noonan	Project Manager	RRO	20	$105.00	$105.00
Tim Pekron	Principal	RRC	30	$160.00	$160.00
Mary Owen	Field Technician	Project Manager	10	$125.00	$125.00
Adriana Rodriguez	Clerical	Administration	1	$69.00	$69.00
Bob Schoenecker	Project Manager	RRO	10	$105.00	$105.00
John Stueve	Field Technician	N/A	23	$86.00	$86.00
Wes Thone	Principal	RRO, RRC	24	$160.00	$160.00
Dan Trenda	Project Manager	RRC, RRO	34	$125.00	$125.00
Jon Trenda	Technician	N/A	34	$86.00	$86.00
William F. Waugh	Engineer	Civil Engineer	25	$160.00	$160.00
Scott Wikstrom	Project Manager	RRO	25	$125.00	$125.00
Chang Yang	Technician	CAD Design	21	$86.00	$86.00
Shane Yang	Field Technician	Project Manager	5	$125.00	$125.00

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Exhibit C

CONSTRUCTION TESTING AND INSPECTION SERVICES RFP- EXHIBIT A

Name of Firm ___Roof Spec, Inc._____
Proposal Dated___August 30, 2024

Responder shall indicate by checking the boxes below the categories of tests and inspections for which the firm is qualified.

***Attach project experience and reference information for each bolded category of service selected; a minimum of three (3) project references for each bolded category of service selected is required (see RFP Selection Process items 2 and 3 for further information).**

Geotechnical Services

- ☐ Pre-construction Soil Exploration and Testing
- ☐ Percolation Tests, Recommendations for Septic Systems
- ☐ Foundation and Pavement Design Recommendations
- ☐ Observation and Testing of Existing Soils during Excavation and Grading
- ☐ Laboratory Testing of Proposed Fill Material
- ☐ Observation and Testing of Fill and Backfill for Moisture, Compaction
- ☐ Other_____

Concrete Testing and Inspection Services

- ☐ Concrete, Grout Mix Design
- ☐ Observe and Document Formwork Construction
- ☐ Observe and Document Placement of Reinforcing Steel
- ☐ Slump, Temperature, and Air Entrainment Tests of Fresh Concrete
- ☐ Cast, Cure and Test Concrete Cylinders for Compressive Strength
- ☐ Other_____

Masonry Testing and Inspection Services

- ☐ Mortar, Masonry Fill Mix Design
- ☐ Laboratory Tests on Masonry Prisms
- ☐ Laboratory Test of Mortar and Core-fill for Compressive Strength and Bond Strength
- ☐ Special Inspection of Structural Masonry Construction (Continuous____/ Periodic____)
- ☒ Other__Building Envelope Observation and Testing (masonry, waterproofing, air barriers, flashings) etc.
- ☒ Other Accredited Building Enclosure Commissioning Provider

Structural Steel Testing and Inspection

- ☐ Strength Testing of Embedded Bolts
- ☐ Observe and Test Welded and Bolted Connections during Structural Steel and Precast Concrete Erection
- ☐ Observe and Test Welding and Screw Fastening during Metal Deck Installation
- ☐ Other_____

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Exhibit C

Pavement Testing and Inspection

- ☐ Observe and Test Rolling Operations on Subgrade Soils
- ☐ Field and Laboratory Tests on Aggregate Base
- ☐ Field and Laboratory Tests during Bituminous Paving (Continuous____/Periodic____)
- ☐ Other_____

Fireproofing / Firestopping Testing and Inspection

- ☐ Test Installed Spray-on Fireproofing for Thickness, Density, Adhesion
- ☐ Observe and Document Installation of Fire-Resistive Joint Systems
- ☐ Other_____

Other

- ☐ Window/Curtain Wall Testing and Inspection
- ☒ Roofing/Waterproofing Testing and Inspection

Phase I Archaeological Resources Investigation

- ☐ Determine whether cultural resources are present within the project area, and whether these resources are potentially eligible for the National Register of Historic Places (NRHP).
- ☐ All field methods and reporting of the Phase I Archaeological Resources Investigation will comply with the Minnesota State Historic Preservation Office guidelines as well as federal guidelines, and will meet the requirements of the Secretary of the Interior's Standards.
- ☐ If an archaeological site is found, wash, analyze, and catalogue all recovered artifacts. Laboratory and curation procedures will follow appropriate standard guidelines
- ☐ Curate the artifacts at the Minnesota Historical Society under Contractor's curation agreement. Contractor's lab director will ensure that the cataloging and curation meet the requirements of Minnesota's repository guidelines.
- ☐ Other_____

Phase II Archaeological Resources Investigation

- ☐ Excavate and document designated features in accordance with Minnesota State Historic Preservation Office guidelines as well as federal guidelines, and will meet the requirements of the Secretary of the Interior's Standards.
- ☐ Record excavation data on standardized forms and in the log book of the principal investigator including location and methods of testing; the numbers, types, and locations of recovered cultural materials; the depth and thickness of excavated soil layers; soil textures and inclusions; and soil color according to Munsell color charts.
- ☐ Take up to 5 radiocarbon samples if suitable materials are encountered and complete standard radiometric analysis.
- ☐ Clean, catalogue, label and bag all recovered artifacts in accordance with professional standards and submit recovered materials to the Minnesota Historical Society for curation.
- ☐ Other_____

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Exhibit C

Phase I Environmental Investigation

- ☐ Complete a Phase I Environmental Site Assessment in a manner consistent with the American Society of Testing and Materials standard for a Phase I ESA and the Minnesota Pollution Control Agency Voluntary Investigation and Cleanup Program Guidance Document #8.
- ☐ Conduct a visual (existing structures) assessment for typical suspect asbestos containing materials (ACM).
- ☐ Assess the presence of PCBs at the subject site.
- ☐ Collect and evaluate available historical information to determine if evidence exists indicating an existing release, a past release, or a material threat of a release of hazardous substances, hazardous materials or petroleum products to the Property.
- ☐ Other_____

Phase II Environmental Investigation

- ☐ Prepare a work plan the Phase II Investigation in a manner consistent with the American Society of Testing and Materials standard for a Phase I ESA and the Minnesota Pollution Control Agency Voluntary Investigation and Cleanup Program Guidance Document #11 to determine if potential sources of contamination identified during the Phase I Investigation are causing a release or threatened release of hazardous substances, contaminants or pollutants to the soil, surface water and ground water on the property in question.
- ☐ Prepare a site safety and contingency plan in a manner consistent with the American Society of Testing and Materials standard for a Phase I ESA and the Minnesota Pollution Control Agency Voluntary Investigation and Cleanup Program Guidance Document #10.
- ☐ Conduct Phase II Environmental Investigation in accordance with approved work plan and in a manner consistent with the American Society of Testing and Materials standard for a Phase I ESA and the Minnesota Pollution Control Agency Voluntary Investigation and Cleanup Program Guidance Documents.
- ☐ Other_____

Remediation Services

- ☐ Prepare and, upon approval, implement the Response Action Plan (RAP) and in a manner consistent with the American Society of Testing and Materials standard for a Phase I ESA and the Minnesota Pollution Control Agency Voluntary Investigation and Cleanup Program Guidance Documents.
- ☐ Following completion of the RAP, prepare an Implementation Report for submission to the MPCA for review and approval in a manner consistent with the American Society of Testing and Materials standard for a Phase I ESA and the Minnesota Pollution Control Agency Voluntary Investigation and Cleanup Program Guidance Documents.
- ☐ Other_____

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Exhibit C

Comments:

A. Describe Responder's qualifications, including unique qualifications:

Roof Spec, Inc. has been in business 38 years and has specialized in the design, inspection, and testing of Building Enclosure systems including foundation/subgrade waterproofing, exterior wall construction, fenestration/entrance systems and roof systems. RSI has provided these services on numerous projects for the State of Minnesota. Our staff includes Professional Architects, Professional Engineers, Building Enclosure Commissioning Provider, Registered Roof Consultants, and Registered Roof Observers.

RSI has assisted in the preparation of the Roofing Design Standards for State of Minnesota and has a thorough understanding of both the procedural and technical aspects of providing design, inspection, and testing for low slope roof systems.

RSI has an in-house laboratory in which we routinely test asphalt and membrane samples for new roof system installations. Our ability to provide these services in-house leads to quick turnaround time and minimal disruption to the construction process. Our experienced staff has successfully provided these services on numerous past projects. A more detailed list of projects including project profiles and references is available upon request.

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B. For <u>each</u> bolded category of service checked, a minimum of three (3) project references is required (pass/fail).

MASONRY TESTING AND INSPECTION SERVICES

Building Envelope Observation and Testing (masonry, waterproofing, air barriers, flashings) etc.

Project Number	*Project Title*	*Project Location*	*Dates Completed: Month, Year*
1	Business and Nursing Center	Coon Rapids, MN	October, 2021
	Clients Company Name and Mailing Address	*Owner Contact name*	*Owner Contact phone or email*
	Anoka Ramsey Community College 11200 Mississippi Blvd, Coon Rapids MN 55433	Kenneth Karr	763-433-1322 Kenneth.karr@anokaramsey.edu
	Name and number of years of Responder's Staff member supervising the project (must be minimally 5 years experience and must be registered or certified in the State of Minnesota)		
	Tim Pekron, Registered Roof Consultant, The International Institute of Building Enclosure Consultants, Registration #10825		34 Years Experience
	William Waugh, Professional Engineer, Civil, State of Minnesota, Registration #40940, Registered Waterproofing Consultant, International Institute of Building Enclosure Consultants, Registration #0026		30 Years Experience
	Luke DeKarske, Professional Engineer, Structural, State of Minnesota Registration #51664, Building Enclosure Commissioning Provider (BECxP		20 Years Experience
	Scope During design RSI provided document review of the DD and SD submissions. Document review included identifying materials and methods of construction to ensure they were consistent with Minnesota State's facility design standards. Comments/recommendations were provided at potentially problematic locations such as openings for doors and windows, air vapor barrier, and through-wall flashing conditions. During construction RSI was on site to conduct separate preconstruction meetings for masonry, air barrier, and waterproofing. RSI was on site to observe all necessary testing and mock-ups prior to construction. During construction RSI provided full time quality assurance observation for the installation of the air vapor retarder, flashings, and exterior cladding. Field reports were provided daily that included a summary of the work performed, documented work locations, and photographic documentation of our observations. All reports were then uploaded to E Builder.		

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Exhibit C

Project Number	Project Title	Project Location	Dates Completed: Month, Year
2	Rochester Community and Technical College ST and Atrium Building	Rochester, Minnesota	October 2021
	Clients Company Name and Mailing Address	*Owner Contact name*	*Owner Contact phone or email*
	Minnesota State Colleges and Universities 30 East 7th Street, St. Paul, MN 55101	Shayn Jensson	507-280-2955 Shayn.jensson@rctc.edu
	Name and number of years of Responder's Staff member supervising the project (must be minimally 5 years experience and must be registered or certified in the State of Minnesota)		
	Tim Pekron, Registered Roof Consultant, The International Institute of Building Enclosure Consultants, Registration #10825		34 Years Experience
	William Waugh, Professional Engineer, Civil, State of Minnesota, Registration #40940, Registered Waterproofing Consultant, International Institute of Building Enclosure Consultants, Registration #0026		30 Years Experience
	Luke DeKarske, Professional Engineer, Structural, State of Minnesota Registration #51664, Building Enclosure Commissioning Provider (BECxP		20 Years Experience
	Scope During design for the roof replacement of the ST and Atrium Building, RSI coordinated destructive test openings to verify masonry cavity wall construction was present at multiple roof-to-wall transitions. RSI provided design, full-time quality assurance observation and construction administration for the installation of new Minnesota State compliant through-wall flashings. Work also included miscellaneous tuck-pointing repair adjacent to the work area and sealant repair at masonry control joints. As part of providing full-time Quality Assurance Observation, daily field reports were provided that include a summary of the work performed, documented work locations and provided photographic documentation of our observations. All field reports and work flow were processed through E-Builder.		

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Exhibit C

Project Number	Project Title	Project Location	Dates Completed: Month, Year
3	Agricultural Building	Wilmar, Minnesota	Substantial Completion, December 2021
	Clients Company Name and Mailing Address	*Owner Contact name*	*Owner Contact phone or email*
	Ridgewater Community College 2101 15th Ave NW, Willmar, MN 56201	Kip Overson	320-212-1352 Kip.overson@ridgewater.edu
	Name and number of years of Responder's Staff member supervising the project (must be minimally 5 years experience and must be registered or certified in the State of Minnesota)		
	Tim Pekron, Registered Roof Consultant, The International Institute of Building Enclosure Consultants, Registration #10825		34 Years Experience
	William Waugh, Professional Engineer, Civil, State of Minnesota, Registration #40940, Registered Waterproofing Consultant, International Institute of Building Enclosure Consultants, Registration #0026		30 Years Experience
	Luke DeKarske, Professional Engineer, Structural, State of Minnesota Registration #51664, Building Enclosure Commissioning Provider (BECxP		20 Years Experience
	Scope		
	As part of the roof design for the Agriculture Building RSI also provided design and full-time quality assurance observation for the masonry repairs and stone fascia replacement. The existing stone facade at the Agriculture Building was in poor condition and allowing moisture to enter the wall cavity. Additionally, deteriorated mortar joints and masonry were observed at all elevations. RSI designed the replacement of the stone facade with new matching masonry. This included providing a new air moisture barrier and through-wall flashings. Additionally, tuck-pointing was performed at random locations on all elevations, damaged bricks replaced at all elevations and new sealant installed at building control joints. RSI performed full-time quality assurance observation for the work. RSI provided field reports documenting the work observed, location of work and photographic documentation of our findings. These reports were uploaded to E Builder and all construction administration processes were completed through E Builder work flows.		

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Exhibit C

Project Number	Project Title	Project Location	Dates Completed: Month, Year
4	SCC Mankato, Area B and C Roof Replacement	Mankato, Minnesota	September 2020
	Clients Company Name and Mailing Address	*Owner Contact name*	*Owner Contact phone or email*
	South Central College 1920 Lee Blvd, North Mankato, MN 56003	Roxie Traxler	507-389-7470 Roxie.traxler@southcentral.edu
	Name and number of years of Responder's Staff member supervising the project (must be minimally 5 years experience and must be registered or certified in the State of Minnesota)		
	Tim Pekron, Registered Roof Consultant, The International Institute of Building Enclosure Consultants, Registration #10825		34 Years Experience
	William Waugh, Professional Engineer, Civil, State of Minnesota, Registration #40940, Registered Waterproofing Consultant, International Institute of Building Enclosure Consultants, Registration #0026		30 Years Experience
	Luke DeKarske, Professional Engineer, Structural, State of Minnesota Registration #51664, Building Enclosure Commissioning Provider (BECxP		20 Years Experience
	Scope As part of the roof replacement for South Central College, it was determined that insufficient flashing height was present at the roof-to-wall transitions at the penthouses. RSI provided design, quality assurance observation, and construction administration for the installation of new Minnesota State compliant through-wall flashings at the roof-to-wall transitions. During the design phase of the project, destructive testing openings were made and repaired to verify the existing conditions at the roof-to-wall transitions. New Minnesota State compliant through-wall flashings were then installed. During construction RSI provided full time quality assurance observation for the installation of the new through-wall flashing. RSI provided field reports documenting the work observed, work location, and provided photographic documentation of our observations. These reports were uploaded to E Builder and all construction administration was performed through E Builder work flows.		

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Exhibit C

Project Number	Project Title	Project Location	Dates Completed: Month, Year
5	Learning and Academic Resource Center	Worthington, Minnesota	September 2018
	Clients Company Name and Mailing Address	*Owner Contact name*	*Owner Contact phone or email*
	Minnesota West Community and Technical College 1450 College Way, Worthington, MN 56187	Gordon Heitkamp	507-329-5871 Gordon.heitkamp@mnwest.edu
	Name and number of years of Responder's Staff member supervising the project (must be minimally 5 years experience and must be registered or certified in the State of Minnesota)		
	Tim Pekron, Registered Roof Consultant, The International Institute of Building Enclosure Consultants, Registration #10825		34 Years Experience
	William Waugh, Professional Engineer, Civil, State of Minnesota, Registration #40940, Registered Waterproofing Consultant, International Institute of Building Enclosure Consultants, Registration #0026		30 Years Experience
	Luke DeKarske, Professional Engineer, Structural, State of Minnesota Registration #51664, Building Enclosure Commissioning Provider (BECxP		20 Years Experience
	Scope During roof design it was observed that cavity wall construction appeared to exist at the roof-to-wall transitions. RSI coordinated destructive testing to verify the existing wall system composition and design new Minnesota State compliant through-wall flashings. Additionally, the campus requested that obsolete window openings be infilled with masonry to match the existing. RSI designed the new back-up wall, air moisture barrier and extended the new through-wall flashing through these locations. Minor masonry repair consisting of tuck-pointing and new sealant at masonry control joints was also performed. During construction RSI provided full-time quality assurance observation and construction administration. Field reports were provided daily that documented the work performed, work location, and included photographs of our observations. These field reports were loaded daily to E Builder and all construction administration functions were accomplished through E Builder work flows.		

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Exhibit C

Accredited Building Enclosure Commissioning Provider

Project Number	Project Title	Project Location	Dates Completed: Month, Year
1	NorthPointe Health and Wellness Center	Minneapolis, MN	February 2024
	Clients Company Name and Mailing Address	*Owner Contact name*	*Owner Contact phone or email*
	Hennepin County Facility Services 300 South 6th Street, Minneapolis, MN 55487	Jeff Houle	Jeffrey.houle@hennepin.us
	Name and number of years of Responder's Staff member supervising the project (must be minimally 5 years experience and must be registered or certified in the State of Minnesota)		
	Registration		*Years Experience*
	Luke DeKarske, Professional Engineer, Structural, State of Minnesota Registration #51664, Building Enclosure Commissioning Provider (BECxP		20 Years Experience
	Mr. Wes Thone, Registered Roof Consultant #327 (IIBEC) International Institute of Building Enclosure Consultants, Registered Roof Observer #450 (IIBEC)		28 Years Experience
	Scope		
	RSI provided the Building Envelope Commissioning for thee 70,000 SF multi-story medical center building addition. We worked with the Owner and AOR to develop the appropriate performance assessments and function testing. We worked with the Contractor to verify the construction matched the documents. Plus we assisted the team when site conditions warranted adjustments to the details. RSI also provided MN B3 guideline Third Party Enclosure Consultant Services.		

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Exhibit C

Project Number	Project Title	Project Location	Dates Completed: Month, Year
2	Public Safety Services Headquarters	Minneapolis Minnesota	December 2024
	Clients Company Name and Mailing Address	*Owner Contact name*	*Owner Contact phone or email*
	Hennepin County 300 South 6th Street, Minneapolis, MN 55487	Nguyen 'Guy' Hoang	612-814-1088 Nyguyen.hoang@hennepin.us
	Name and number of years of Responder's Staff member supervising the project (must be minimally 5 years experience and must be registered or certified in the State of Minnesota)		
	Registration		*Years Experience*
	Luke DeKarske, Professional Engineer, Structural, State of Minnesota Registration #51664, Building Enclosure Commissioning Provider (BECxP		20 Years Experience
	Ms. Jennifer Kaplan, Professional Architect, AIA and Building Enclosure Commissioning Agent		30 Years Experience
	Mr. Wes Thone, Registered Roof Consultant #327 (IIBEC) International Institute of Building Enclosure Consultants, Registered Roof Observer #450 (IIBEC)		28 Years Experience
	Scope RSI provided the Building Enclosure Commissioning for the 75,000 SF vehicle storage and 26,000 SF Office. We worked with the Owner and the AOR to develop the appropriate performance assessments and function testing. RSI worked with the AOR to develop critical details concerning the building envelope. We worked with the Contractor to verify the construction matched the documents. Plus, we assisted the team when site conditions warranted adjustments to the details. RSI also provided MN B3 guideline Third Party Enclosure Consultant services		

Project Number	Project Title	Project Location	Dates Started and Completed: Month, Year
3	Rochester Community & Technical College Memorial and Plaza Halls	Rochester, MN	December 2020
	Clients Company Name and Mailing Address	*Owner Contact name*	*Owner Contact phone or email*
	Minnesota State Colleges and Universities 30 East 7th Street, St. Paul, MN 55101		
	Name and number of years of Responder's Staff member supervising the project (must be minimally 5 years experience and must be registered or certified in the State of Minnesota)		
	Registrations		
	Mr. Doug Danks, RSI – Professional Architect and Building Enclosure Commissioning Agent		20 Years Experience
	Tim Pekron, Registered Roof Consultant, The International Institute of Building Enclosure Consultants, Registration #10825		34 Years Experience
	Scope RSI provided the Building Enclosure review services for the 2 story 11,000 sf building demolition and addition. We worked with the Owner and the AOR to develop the appropriate performance assessments and functional testing. RSI worked with the AOR to develop critical details concerning the building envelope and verified the construction will match MN Standard details for cladding, masonry, siding, roofing and window installations. We worked with the Contractor to verify the construction matched the documents. Plus, we assisted the team when site conditions warranted adjustments to the details.		

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Exhibit C

Project Number	Project Title	Project Location	Dates Completed: Month, Year
4	St. Paul Fire Station No. 7	St. Paul, Minnesota	December 2024
	Clients Company Name and Mailing Address	*Owner Contact name*	*Owner Contact phone or email*
	City of St. Paul 15 Kellogg Blvd. W., St. Paul, MN 55102	Bryan Hicks, Project Architect, Wold AE	651-227-7773 bhicks@woldae.com
	Name and number of years of Responder's Staff member supervising the project (must be minimally 5 years experience and must be registered or certified in the State of Minnesota)		
	Registrations		
	Ms. Jennifer Kaplan, Professional Architect, AIA and Building Enclosure Commissioning Agent		30
	Mr. Wes Thone, Registered Roof Consultant #327 (IIBEC) International Institute of Building Enclosure Consultants, Registered Roof Observer #450 (IIBEC)		28
	Scope RSI performed Building Envelope Consultant services to comply with the Design and Construction phases for the MN B3 Guideline I.2.C. The project function is a fire station with truck storage and two levels of office and living quarters.		

Project Number	Project Title	Project Location	Dates Completed: Month, Year
5	Lee & Penny Anderson Arena	St. Paul, Minnesota	August 2025
	Clients Company Name and Mailing Address	*Owner Contact name*	*Owner Contact phone or email*
	University of St. Thomas 2115 Summit Avenue, St. Paul, MN 55105	Eric Kruse, Principal, DBIA Pegasus Group	651-292-9102 ekruse@pegasusgrp.net
	Name and number of years of Responder's Staff member supervising the project (must be minimally 5 years experience and must be registered or certified in the State of Minnesota)		
	Luke DeKarske, Professional Engineer, Structural, State of Minnesota Registration #51664, Building Enclosure Commissioning Provider (BECxP		20
	Ms. Jennifer Kaplan, Professional Architect, AIA and Building Enclosure Commissioning Agent		30
	Mr. Wes Thone, Registered Roof Consultant #327 (IIBEC) International Institute of Building Enclosure Consultants, Registered Roof Observer #450 (IIBEC)		28
	Scope RSI provided the Building Enclosure Commissioning for the 252,000SF Arena. The Arena has one main event arena and three practice arenas. The facility will have support program areas for the student athletes and staff. The project is a Design-Build project. The process of building and designing simultaneously is a challenge. RSI tackled this challenge with extra communication with the design and construction teams. The project has addressed issues concerning specialized conditioning systems related to an ice arena, new building with interface to an existing structure, and campus aesthetics and standards. We worked with the Owner and the AOR to develop the appropriate performance assessments and function testing. RSI worked with the AOR to develop critical details concerning the building envelope. We worked with the Contractor to verify the construction matched the documents. Plus, we assisted the team when site conditions warranted adjustments to the details. RSI also provided LEED Third Party Enclosure Consultant services.		

Docusign Envelope ID: 82ABA05F-89C6-4F16-BA8C-C81D251A8378

Exhibit C

.

Roofing/Waterproofing testing and inspection

Project Number	Project Title	Project Location	Dates Completed: Month, Year
1	RECS MCF Moose Lake, Building 65	Moose Lake, MN	August 2019
	Clients Company Name and Mailing Address	*Owner Contact name*	*Owner Contact phone or email*
	State of Minnesota, RECS 309 Administration Building, 50 Sherburne Ave, St. Paul, MN 55155	Benjamin Kitograd	651-201-2383 Benjamin.kitograd@state.mn.us
	Name and number of years of Responder's Staff member supervising the project (must be minimally 5 years experience and must be registered or certified in the State of Minnesota)		
	Registrations		
	Tim Pekron, Registered Roof Consultant, The International Institute of Building Enclosure Consultants, Registration #10825		34 Years Experience
	William Waugh, Professional Engineer, Civil, State of Minnesota, Registration #40940, Registered Waterproofing Consultant, International Institute of Building Enclosure Consultants, Registration #0026		30 Years Experience
	Mr. Sean Gage, Registered Roof Consultant, International Institute of Building Enclosure Consultants, Registration #0850, Certified EIFS Inspector, Association of The Wall and Ceiling Industry (AWCI)		12 Years Experience
	Scope RSI designed a new built-up roof system. Design included removing and reinstalling perimeter mounted cameras and lighting at the exterior roof parapet. Work also included removing and reinstalling razor wire at the roof perimeter to allow for construction. Work was performed within the correctional facility and the building was occupied during construction. RSI also provided periodic Quality Assurance Observation and testing of the new four ply built-up roof installation.		

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Exhibit C

Project Number	Project Title	Project Location	Dates Completed: Month, Year
2	MSOP Moose Lake, Main Building Roof Replacement, RECS Project 55 ML0021	Moose Lake, MN	July, 2020
	Clients Company Name and Mailing Address	*Owner Contact name*	*Owner Contact phone or email*
	State of Minnesota RECS 309 Administration Building, 50 Sherburne Ave, St. Paul, MN 55155	Ryan Allen	651-201-2395 Ryan.allen@state.mn.us
	Name and number of years of Responder's Staff member supervising the project (must be minimally 5 years experience and must be registered or certified in the State of Minnesota)		
	Registrations		
	Tim Pekron, Registered Roof Consultant, The International Institute of Building Enclosure Consultants, Registration #10825		34 Years Experience
	William Waugh, Professional Engineer, Civil, State of Minnesota, Registration #40940, Registered Waterproofing Consultant, International Institute of Building Enclosure Consultants, Registration #0026		30 Years Experience
	Mr. Sean Gage, Registered Roof Consultant, International Institute of Building Enclosure Consultants, Registration #0850, Certified EIFS Inspector, Association of The Wall and Ceiling Industry (AWCI)		12 Years Experience
	Scope RSI completed roof design for the replacement of the existing ballasted EPDM roof system with a new built-up roof system. Design included modifications to the existing roof-top equipment, exterior lighting and cameras, modifications to the metal wall panels, and modifications to the secure fence running across the roof. RSI provided construction, observation, and testing of the project throughout its construction.		

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Exhibit C

Project Number	Project Title	Project Location	Dates Completed: Month, Year
3	Anoka Metro Regional Treatment Center, RECS Project 55AK0036	Anoka, MN	September 2020
	Clients Company Name and Mailing Address	*Owner Contact name*	*Owner Contact phone or email*
	State of Minnesota, RECS 309 Administration Building, 50 Sherburne Ave, St. Paul, MN 55155	Bee Yang	651-201-2393 Bee.yang@state.mn.us
	Name and number of years of Responder's Staff member supervising the project (must be minimally 5 years experience and must be registered or certified in the State of Minnesota)		
	Registrations		
	Tim Pekron, Registered Roof Consultant, The International Institute of Building Enclosure Consultants, Registration #10825		34 Years Experience
	William Waugh, Professional Engineer, Civil, State of Minnesota, Registration #40940, Registered Waterproofing Consultant, International Institute of Building Enclosure Consultants, Registration #0026		30 Years Experience
	Mr. Sean Gage, Registered Roof Consultant, International Institute of Building Enclosure Consultants, Registration #0850, Certified EIFS Inspector, Association of The Wall and Ceiling Industry (AWCI)		12 Years Experience
	Scope RSI provided design for the replacement of the existing ballasted EPDM roof systems with a new built-up roof system. Additionally, RSI provided for the cladding of the various penthouses with standing seam sheet metal. Design also included modifications to the existing roof-top equipment as necessary to accomplish roofing, replacement of the existing lightning protection and installation of new roof access ladders. RSI provided construction observation and testing throughout the installation of the new roof system.		

Project Number	Project Title	Project Location	Dates Completed: Month, Year
4	RECS – Stassen Administration and Transportation Buildings	St. Paul, Minnesota	October 2019
	Clients Company Name and Mailing Address	*Owner Contact name*	*Owner Contact phone or email*
	State of Minnesota, RECS 309 Administration Building, 50 Sherburne Ave, St. Paul, MN 55155	Ryan Allen	651-201-2391 Ryan.allen@state.mn.us
	Name and number of years of Responder's Staff member supervising the project (must be minimally 5 years experience and must be registered or certified in the State of Minnesota)		
	Registrations		
	Tim Pekron, Registered Roof Consultant, The International Institute of Building Enclosure Consultants, Registration #10825		34 Years Experience
	William Waugh, Professional Engineer, Civil, State of Minnesota, Registration #40940, Registered Waterproofing Consultant, International Institute of Building Enclosure Consultants, Registration #0026		30 Years Experience
	Scope RSI designed the new built-up roof system with a granule surfaced modified bitumen cap sheet for surfacing. The project required close coordination of occupied buildings and a tight schedule window due to the eventual installation of solar panels on the roof areas. During construction RSI provided periodic site observation of the new roof system installation. Testing of the asphalt and membrane was performed during construction.		

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Exhibit C

Project Number	Project Title	Project Location	Dates Completed: Month, Year
5	RECS MCF St. Cloud, E Building, Mason and Auto Shop Roof Replacement	St. Cloud, MN	March 2019
	Clients Company Name and Mailing Address	*Owner Contact name*	*Owner Contact phone or email*
	State of Minnesota, RECS 309 Administration Building, 50 Sherburne Ave, St. Paul, MN 55155	Paul Gannon	651-201-2396 Paul.gannon@state.mn.us
	Name and number of years of Responder's Staff member supervising the project (must be minimally 5 years experience and must be registered or certified in the State of Minnesota)		
	Registrations		
	Tim Pekron, Registered Roof Consultant, The International Institute of Building Enclosure Consultants, Registration #10825 William Waugh, Professional Engineer, Civil, State of Minnesota, Registration #40940, Registered Waterproofing Consultant, International Institute of Building Enclosure Consultants, Registration #0026		34 Years Experience 30 Years Experience
	Scope RSI designed new built-up roof systems for each of the three facilities. Design included modification of the existing rain water leaders to provide properly sized drainage and install new overflow drainage. Design also included the installation of a new roof-top walkway to provide safe access to guard towers for facility personnel. During construction RSI provided periodic quality assurance observation and testing for the installation of the new roof system		

Project Number	Project Title	Project Location	Dates Completed: Month, Year
6	RECS- MCF St. Cloud, E Complex and Orientation Reroofing	St. Cloud, Minnesota	October 2015
	Clients Company Name and Mailing Address	*Owner Contact name*	*Owner Contact phone or email*
	State of Minnesota, RECS 309 Administration Building, 50 Sherburne Ave, St. Paul, MN 55155	Paul Gannon	621-201-2396 Paul.gannon@state.mn.us
	Name and number of years of Responder's Staff member supervising the project (must be minimally 5 years experience and must be registered or certified in the State of Minnesota)		
	Registrations		
	Tim Pekron, Registered Roof Consultant, The International Institute of Building Enclosure Consultants, Registration #10825 William Waugh, Professional Engineer, Civil, State of Minnesota, Registration #40940, Registered Waterproofing Consultant, International Institute of Building Enclosure Consultants, Registration #0026		34 Years Experience 30 Years Experience
	Scope RSI designed a new built-up roof system including alterations to the existing security fence and security cameras/condition at adjacent E House Roof. RSI provided construction observation/ administration during construction and provided testing of the new membrane asphalt.		

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Exhibit D1

PROFESSIONAL/TECHNICAL CONTRACTS
GENERAL INSURANCE REQUIRMENTS

A. Contractor shall not commence work under the contract until they have obtained all the insurance described below and the State of Minnesota has approved such insurance. Contractor shall maintain such insurance in force and effect throughout the term of the contract.

B. Contractor is required to maintain and furnish satisfactory evidence of the following insurance policies:

1. **Workers' Compensation Insurance:** Except as provided below, Contractor must provide Workers' Compensation insurance for all its employees and, in case any work is subcontracted, Contractor will require the subcontractor to provide Workers' Compensation insurance in accordance with the statutory requirements of the State of Minnesota, including Coverage B, Employer's Liability. Insurance **minimum** limits are as follows:

   $100,000 – Bodily Injury by Disease per employee
   $500,000 – Bodily Injury by Disease aggregate
   $100,000 – Bodily Injury by Accident

   If Minnesota Statute 176.041 exempts Contractor from Workers' Compensation insurance or if the Contractor has no employees in the State of Minnesota, Contractor must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes Contractor from the Minnesota Workers' Compensation requirements.

   If during the course of the contract the Contractor becomes eligible for Workers' Compensation, the Contractor must comply with the Workers' Compensation Insurance requirements herein and provide the State of Minnesota with a certificate of insurance.

2. **Commercial General Liability Insurance:** Contractor is required to maintain insurance protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as from claims for property damage, including loss of use which may arise from operations under the Contract whether the operations are by the Contractor or by a subcontractor or by anyone directly or indirectly employed by the Contractor under the contract. Insurance **minimum** limits are as follows:

   $2,000,000 – per occurrence
   $2,000,000 – annual aggregate
   $2,000,000 – annual aggregate – Products/Completed Operations

   The following coverages shall be included:

   Premises and Operations Bodily Injury and Property Damage
   Personal and Advertising Injury
   Blanket Contractual Liability
   Products and Completed Operations Liability
   Other; if applicable, please list_____
   State of Minnesota named as an Additional Insured

3. **Commercial Automobile Liability Insurance:** Contractor is required to maintain insurance protecting it from claims for damages for bodily injury as well as from claims for property damage resulting from the ownership, operation, maintenance or use of all owned, hired, and non-owned autos which may arise from operations under this contract, and in case any work is subcontracted the contractor will require the subcontractor to maintain Commercial Automobile Liability insurance. Insurance **minimum** limits are as follows:

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Exhibit D1

$2,000,000 – per occurrence Combined Single limit for Bodily Injury and Property Damage

In addition, the following coverages should be included:

Owned, Hired, and Non-owned Automobile

4. **Professional/Technical, Errors and Omissions, and/or Miscellaneous Liability Insurance**

This policy will provide coverage for all claims the contractor may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Contractor's professional services required under the contract.

Contractor is required to carry the following **minimum** limits:

$2,000,000 – per claim or event
$2,000,000 – annual aggregate

Any deductible will be the sole responsibility of the Contractor and may not exceed $50,000 without the written approval of the State. If the Contractor desires authority from the State to have a deductible in a higher amount, the Contractor shall so request in writing, specifying the amount of the desired deductible and providing financial documentation by submitting the most current audited financial statements so that the State can ascertain the ability of the Contractor to cover the deductible from its own resources.

The retroactive or prior acts date of such coverage shall not be after the effective date of this Contract and Contractor shall maintain such insurance for a period of at least three (3) years, following completion of the work. If such insurance is discontinued, extended reporting period coverage must be obtained by Contractor to fulfill this requirement.

C. Additional Insurance Conditions:

- Contractor's policy(ies) shall be primary insurance to any other valid and collectible insurance available to the State of Minnesota with respect to any claim arising out of Contractor's performance under this contract;

- If Contractor receives a cancellation notice from an insurance carrier affording coverage herein, Contractor agrees to notify the State of Minnesota within five (5) business days with a copy of the cancellation notice, unless Contractor's policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty (30) days advance written notice to the State of Minnesota;

- Contractor is responsible for payment of Contract related insurance premiums and deductibles;

- If Contractor is self-insured, a Certificate of Self-Insurance must be attached;

- Contractor's policy(ies) shall include legal defense fees in addition to its liability policy limits, with the exception of B.4 above;

- Contractor shall obtain insurance policy(ies) from insurance company(ies) having an "AM BEST" rating of A- (minus); Financial Size Category (FSC) VII or better, and authorized to do business in the State of Minnesota; and

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Exhibit D1

- An Umbrella or Excess Liability insurance policy may be used to supplement the Contractor's policy limits to satisfy the full policy limits required by the Contract.

D. The State reserves the right to immediately terminate the contract if the contractor is not in compliance with the insurance requirements and retains all rights to pursue any legal remedies against the contractor. All insurance policies must be open to inspection by the State, and copies of policies must be submitted to the State's authorized representative upon written request.

E. The successful responder is required to submit Certificates of Insurance acceptable to the State of MN as evidence of insurance coverage requirements prior to commencing work under the contract.

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ROOFSPE-01 KREYNOLDS1

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/29/2024

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

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

PRODUCER License # 20443386
HUB International Great Plains, LLC
245 E. Roselawn Avenue
Suite 31
Saint Paul, MN 55117-1940

CONTACT NAME: Kris Reynolds
PHONE (A/C, No, Ext): (651) 288-5128 FAX (A/C, No): (651) 286-0539
E-MAIL ADDRESS: kristine.reynolds@hubinternational.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Valley Forge Insurance Company	20508
INSURER B : Transportation Insurance Company	20494
INSURER C : Continental Casualty Company	20443
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Roof Spec Inc
2400 Prior Ave N
St Paul, MN 55113

COVERAGES CERTIFICATE NUMBER: 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	X COMMERCIAL GENERAL LIABILITY			B6025231740	5/31/2024	5/31/2025	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
B	AUTOMOBILE LIABILITY			BUA6025218325	5/31/2024	5/31/2025	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
C	X UMBRELLA LIAB X OCCUR			B6025231835	5/31/2024	5/31/2025	EACH OCCURRENCE	$ 5,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 5,000,000
	DED X RETENTION $ 10,000							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N / A		WC625231821	5/31/2024	5/31/2025	X PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N: N						E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
C	PROF/POLL LIAB			AEH113959891	2/17/2024	2/17/2025	EACH CLAIM	3,000,000
C	RETRO:FULL PRIOR ACT			AEH113959891	2/17/2024	2/17/2025	AGGREGATE	3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
State of Minnesota - Professional Technical Services Master Contract

CERTIFICATE HOLDER

Real Estate and Construction Services State of Minnesota
Department of Administration
309 Administration Building
50 Sherburne Ave
St Paul, MN 55155

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
J. Craig McNulty

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Exhibit E

Workforce and Equal Pay Declaration Page

This form is **required for all businesses** executing government contracts under the following:

Select one:

- ☐ Businesses executing a contract with **State or Metropolitan agencies** in excess of $100,000 (Workforce Certificate) and, if applicable, $500,000 (Equal Pay Certificate)
- ☐ Businesses executing a contract with **University of Minnesota** for general obligation bond funded capital projects in excess of $100,000 (Workforce Certificate) and, if applicable, $500,000 (Equal Pay Certificate)
- ☐ Businesses executing a contract with **Political Subdivisions** for general obligation bond funded capital projects in excess of $250,000 (Workforce Certificate) and, if applicable, $1,000,000 (Equal Pay Certificate)

Select all that apply:

We are a certificate holder:

- ☐ Workforce Certificate under the name: _____
- ☐ Equal Pay Certificate under the name: _____

We are applying/have applied for the following certificate(s):

- ☐ Workforce Certificate Application date (MM/DD/YYYY): _____
- ☐ Equal Pay Certificate Application date (MM/DD/YYYY): _____

We have not applied for one or both certificates:

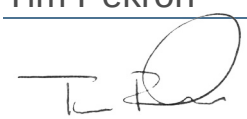
- ☐ Our company does not yet have a Workforce Certificate or Equal Pay Certificate. We acknowledge that a Workforce Certificate and, if applicable, Equal Pay Certificate, or approved exemption by the Minnesota Department of Human Rights is required before a contract can be executed.

We are Exempt:

- ☒ We attest to the Minnesota Department of Human Rights that we have not employed 40 or more employees on a single day during the prior 12 months in Minnesota or the state in which we have our primary place of business. The Minnesota Department of Human Rights may request the names of our employees during the previous 12 months, the date of separation, if applicable, and the current employment status and count.
- ☐ We believe our company is exempt because _____. The Minnesota Department of Human Rights will review and determine if your company is exempt.

Business Information

VN0000209025	timp@roofspec.com
Vendor/Supplier ID	**Authorized Signatory Name** **Vendor Email**
Roof Spec, Inc.	
Business Name	**Name of Contracting Agency**

Tim Pekron	President	08/27/2024
	Title	**Date**
	President	651-639-0644
Signature	**Email**	**Phone**

For assistance with this form, email the Minnesota Department of Human Rights **Compliance.MDHR@state.mn.us**

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EXHIBIT F

CERTIFICATION REGARDING LOBBYING

For State of Minnesota Contracts and Grants over $100,000

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

(1) No Federal appropriated funds have been paid or will be paid, by or 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 any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid 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, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

Roof Spec, Inc.
Organization Name

Tim Pekron, President, Senior Consultant
Name and Title of Official Signing for Organization

By: _____
Signature of Official

August, 2024
Date

Docusign Envelope ID: 82ABA05F-89C6-4F16-BA8C-C81D251A8378

Exhibit I

Affidavit of Non-collusion

State of Minnesota Request for Proposals

Instructions: Please return your completed form as part of the Response submittal.

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation).
2. That the attached proposal submitted in response to ---------- Request for Proposal has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit fair and open competition.
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals.
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Authorized Signature

Responder's firm name: Roof Spec, Inc.

Print authorized representative name: Tim Pekron Title: President

Authorized signature: [signature] Date (mm/dd/yyyy): 8/28/2024

Notary Public

Subscribed and sworn to before me this:

28 day of August, 2024

[signature]
Notary Public signature

01/31/28
Commission expires (mm/dd/yyyy)

JAIME RAE NELSON
NOTARY PUBLIC - MINNESOTA
MY COMMISSION EXPIRES 01/31/28