



AIA Document G701[®] – 2017

Change Order

| | | |
|---|---|---|
| PROJECT: <i>(Name and address)</i> Mansfield ISD 2024 Bond Program P3 Jones Middle School Addition and Renovation: Final GMP 4500 East Broad Street Mansfield, TX 76063 | CONTRACT INFORMATION: Contract For: General Construction Date: 08-04-2025 | CHANGE ORDER INFORMATION: Change Order Number: 001 Date: 03-04-2026 |
| OWNER: <i>(Name and address)</i> Mansfield Independent School District 605 East Bond Street Mansfield, TX 76063 | ARCHITECT: <i>(Name and address)</i> Huckabee & Associates 801 Cherry Street, Suite 500 Fort Worth, TX. 76102 | CONTRACTOR: <i>(Name and address)</i> Reeder Construction 6600 Hawks Creek Ave., Suite 200 Fort Worth, TX 76109 |

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

The roofing scope was removed from the GMP and the CMAR shall still manage the Owners roofing Contractor.

| | |
|--|------------------|
| The original Guaranteed Maximum Price was | \$ 18,219,009.00 |
| The net change by previously authorized Change Orders | \$ 0.00 |
| The Guaranteed Maximum Price prior to this Change Order was | \$ 18,219,009.00 |
| The Guaranteed Maximum Price will be decreased by this Change Order in the amount of | \$ 2,031,763.50 |
| The new Guaranteed Maximum Price including this Change Order will be | \$ 16,187,245.50 |

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be 07-09-2027

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.



ARCHITECT *(Signature)*

BY: Erin Evans

(Printed name, title, and license number if required)

03/05/2026

Date



CONTRACTOR *(Signature)*

J. Tenner Whitson

(Printed name and title)

3/6/26

Date

OWNER *(Signature)*

BY: Dr. Benita Reed

(Printed name and title)

Date

PROPOSALNo. 001 - Roofing Descope per RFP #007

Document Reference: RFP #007
(attached hereto)**To:** Tracy Hardcastle / Lacy Beckler**DATE:** 2/27/2026**PROJECT:** MISD Danny Jones Middle School Additions & Renovations**REASON FOR REQUEST:** Owner Request

Our quote on the following is in the amount of:

A credit of Two Million Thirty-One Thousand Seven Hundred Sixty-Three Dollars and Fifty Cents.
\$ (2,031,763.50)

This Change Order is based on the following:

Upon approval of this proposal, all roofing related scope as indicated in the attached "Exhibit A" will be considered as being completed by a Separate Contractor as indicated in Article 6 of the A201.

The Separate Contractor performing roofing work should follow the requirements in the attached "Typical Jobsite Conduct, Health, & Safety Requirements" to maintain a safe and coordinated project.

Reeder will provide temp fence for kettle yards as two phases of a two month duration of 150 linear feet of temporary fence.

Roofing demilition haul off will be the responsibility of the Separate Contractor.

FUNDING SOURCE: Owner's Contingency

Sincerely,

REEDER GENERAL Contractors Inc.

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and are hereby accepted. Reeder General Contractors is authorized to proceed with the additional work as specified by this this proposal and all "Doc. Reference" as listed above. Payment to be made 30days net upon final completion of the work or per the conditions of the existing contract if this proposal is a Change Order .

By: _____

Date: _____

Itemization Sheet

Proposal No: 001 - Roofing Descope per RFP #007

| ITEM | DESCRIPTION | QTY. | UNIT | COST | Subtotals | TOTALS | |
|------|--|----------|-------------|------------------|-----------------|------------------|--|
| 1 | LABOR | | | | | | |
| 2 | Detailing & Document Preparation | 0.00 | HR | \$120.00 | \$0.00 | | |
| 3 | Overtime Supervision | 0.00 | HR | \$87.00 | \$0.00 | | |
| 4 | Supervision | 0.00 | HR | \$58.00 | \$0.00 | | |
| 5 | Equipment Operator | 0.00 | HR | \$34.00 | \$0.00 | | |
| 6 | Carpenter | 0.00 | HR | \$34.00 | \$0.00 | | |
| 7 | Labor Forman | 0.00 | HR | \$29.00 | \$0.00 | | |
| 8 | Labor - Moving | 0.00 | HR | \$23.00 | \$0.00 | | |
| 9 | Labor - Clean Up Ex Entry | 0.00 | HR | \$35.00 | \$0.00 | | |
| 10 | Private Property Underground Utility Locating | 0.00 | HR | \$125.00 | \$0.00 | | |
| 11 | Surveying and Layout | 0.00 | HR | \$125.00 | \$0.00 | | |
| 12 | | 0.00 | | | \$0.00 | | |
| 13 | | | | Labor Burden | \$0.00 | | |
| 14 | LABOR TOTAL | | | | | \$0.00 | |
| 16 | MATERIALS / EQUIPMENT / RENTALS | | | | | | |
| 17 | Disposal | 0.00 | DR | \$750.00 | \$0.00 | | |
| 18 | Small Tools | 0.00 | LS | \$50.00 | \$0.00 | | |
| 19 | Safety Supplies | 0.00 | EA | \$50.00 | \$0.00 | | |
| 20 | Barricades | 0.00 | EA | \$45.00 | \$0.00 | | |
| 21 | Scaffolding & Ladders | 0.00 | Day | \$57.00 | \$0.00 | | |
| 22 | Dust Control | 0.00 | Day | \$47.00 | \$0.00 | | |
| 23 | Trailer | 0.00 | Day | \$75.00 | \$0.00 | | |
| 24 | Truck | 0.00 | Day | \$185.00 | \$0.00 | | |
| 25 | Skid Steer/Fork Lift/ Mini Excavator | 0.00 | Day | \$193.00 | \$0.00 | | |
| 26 | Plans & Specs-Min Charge | 0.00 | LS | \$50.00 | \$0.00 | | |
| 26 | MATERIALS / EQUIPMENT / RENTALS TOTAL | | | | | \$0.00 | |
| 28 | SUBCONTRACTORS & OTHER SUPPORT | | | | | | |
| 29 | <small>CBS Roofing 7/17/03.06.26</small> Paragon Roofing Subcontract Descope | 1.00 | LS | (\$2,083,860.00) | -\$2,083,860.00 | | |
| 30 | CMAR Fee (2.5%) | 1.00 | LS | \$52,096.50 | \$52,096.50 | | |
| 31 | | 0.00 | LS | | \$0.00 | | |
| 32 | | 0.00 | LS | | \$0.00 | | |
| 33 | | 0.00 | LS | | \$0.00 | | |
| 34 | | 0.00 | LS | | \$0.00 | | |
| 35 | | 0.00 | LS | | \$0.00 | | |
| 36 | | 0.00 | LS | | \$0.00 | | |
| 37 | SUBCONTRACTORS & OTHER SUPPORT TOTALS | | | | | (\$2,031,763.50) | |
| 38 | | | | | | | |
| 39 | Additional Calendar Days To Be Added: | 0 | DAYS | | | | |

| | | |
|-----------|--------------------|-------------------------|
| COMMENTS: | SUB-TOTAL | (\$2,031,763.50) |
| | <i>OH&P</i> | \$0.00 |
| | SUB-TOTAL | (\$2,031,763.50) |
| | <i>Bond</i> | |
| | <i>GL Ins</i> | |
| | <i>BR Ins</i> | |
| | GRAND TOTAL | (\$2,031,763.50) |

LEGEND:

- MH Man-hours
- DR Dump & Return
- EA EACH
- LS Lump Sum

By: _____

Project Name: Addition and Renovations to Danny Jones Middle School
Client: Mansfield ISD
Mansfield, Texas
Project Number: 01885-16-01



01/29/2026

ARCHITECTURAL ITEMS FOR RFP NO. 7

REFERENCE IS MADE TO THE DRAWINGS AND THE PROJECT MANUAL AS NOTED:

CLARIFICATIONS:

Per MISD, roofing scope for this project shall be removed from GC's contract and issued as a deductive change order. This cost shall include the full roofing scope cost, include downspouts, coping, and associated flashing at roof edge, penetrations and curbs, as well as associated insurance. GC shall keep all management, including scheduling, coordination and submittal processing and review in their scope.

END OF ARCHITECTURAL REVISION

Huckabee



Contract JN3-WO-15

REEDER Construction
6600 Hawks Creek Ave
Suite 200
Westworth Village, Texas 76114
Phone: (817) 439-2022

Project: MISD-JN3 - MISD-JN3 - Danny Jones Middle School GMP 1 & GMP2
4500 E Broad St
Mansfield, Texas 76063
Phone: 682-314-4600

CBS Roofing - Roofing - JN3

| | | | |
|-----------------------------------|--|---------------------------------------|---|
| DATE CREATED: | 09/03/2025 | | |
| CONTRACT COMPANY: | CBS Mechanical Inc. 5001 W University Dr Denton, Texas 76207 Phone: +1-940-387-7568 | CREATED BY: | Melina Garcia (REEDER Construction) 6600 Hawks Creek #200 Fort Worth, Texas 76114 |
| CONTRACT STATUS: | Out for Signature | EXECUTED: | No |
| START DATE: | 09/15/2025 | SIGNED CONTRACT RECEIVED DATE: | |
| ESTIMATED COMPLETION DATE: | 07/09/2027 | ACTUAL COMPLETION DATE: | |
| CONTRACT DATE: | | ISSUED ON DATE: | 09/03/2025 |
| EXECUTION DATE: | | RETURNED DATE: | |
| LETTER OF INTENT DATE: | 09/02/2025 | | |
| DEFAULT RETAINAGE: | 5.0% | | |

ATTACHMENTS:

[MS2025 - CBS Roofing Services.pdf](#), [Work Order-CBS-JN3.pdf](#), [Exhibit A - Roofing - JN3.pdf](#), [Exhibit B - List of Plans and Specs - Jones - JWP3.pdf](#), [Exhibit C - VE Post Bid Addendum - JN3.pdf](#), [Exhibit D - Sample COI & Bond Forms.pdf](#), [W-9.pdf](#), [Exhibit F - Workplace Policy.pdf](#), [Exhibit G - Background Checks.pdf](#), [Exhibit H - Health & Safety.pdf](#), [Exhibit I - Project Information Sheet.docx](#), [Exhibit J - ACH Form & Notice.pdf](#), [Exhibit K - Tax Use & Resale - MISD.pdf](#)

| # | Budget Code | Description | Amount |
|---------------------|--|-------------|-----------------------|
| 1 | 07-07.52.00.0.G2 Modified Bituminous Membrane R.GMP2 | Roofing | \$2,083,860.00 |
| Grand Total: | | | \$2,083,860.00 |

REEDER Construction
6600 Hawks Creek Ave
Suite 200
Westworth Village, Texas 76114

CBS Mechanical Inc.
5001 W University Dr
Denton, Texas 76207

9/3/2025

SIGNATURE

DATE

9/3/2025

SIGNATURE

DATE

WORK ORDER

REEDER GENERAL CONTRACTORS, INC.
6600 Hawks Creek Ave, Suite 200
Fort Worth, TX 76114
Telephone: 817-439-2022

WORK ORDER TO MASTER AGREEMENT BETWEEN CONTRACTOR AND SUBCONTRACTOR

This Work Order is made and entered into between **REEDER GENERAL CONTRACTORS, INC.** and **CBS MECHANICAL INC. DBA CBS ROOFING SERVICES** pursuant to the terms and conditions of the Master Agreement between Contractor and Subcontractor (the "Master Agreement") identified below, the terms and conditions of which are incorporated herein by reference.

Master Agreement Number: MS2025-837082825

Work Order Number: JN3-WO-15 **Work Order Date:** 9/2/2025

Subcontractor:

CBS Mechanical Inc. dba. CBS Roofing Services
5001 University Drive
Denton, TX 76207
Telephone: (940) 387-7568
E-Mail: jpkress@cbsmechanical.com

Owner:

Mansfield Independent School District
605 E. Broad St.
Mansfield, TX 76063

Architect/Engineer:

Huckabee Architects
801 Cherry St., Ste. 500
Fort Worth, TX 76102

Project:

MISD – Jones MS Early Flooring Package
4500 East Broad St.
Mansfield, TX 76063

Subcontract Work: Furnish and pay for all labor, materials, fuel, equipment, transportation, tools, machinery, and supplies; perform all work; obtain and pay for all necessary approvals, permits, licenses, and fees; pay all state sales taxes, state and federal unemployment taxes, and all other taxes and fees associated with the subcontract labor or materials; provide all required construction layout and surveying; and do all things necessary required by the Prime Agreement to complete the Scope of Work attached as Exhibit A in accordance with the Plans and Specifications identified in Exhibit B.

Performance Schedule: The Subcontract Work shall be completed pursuant to the requirements of this Work Order and the Master Agreement and the Project Schedule. The Subcontract Work shall be completed no later than **7/9/2027**.

Subcontract Price: (Check one)

Lump Sum - The Subcontract Price shall be the lump sum of **Two Million Eighty-Three Thousand Eight Hundred Sixty Dollars (\$2,083,860.00)** which sum may be subject to adjustment but only per the terms provided in the Master Agreement.

Unit Price - The Subcontract Price shall be the total sum of the extensions of the unit prices (as contained on the unit price schedule below), multiplied by the units approved by the Owner under the basis for measurement provided by the terms of the Prime Agreement (i.e. in-place quantities vs. excavated quantities, weight vs. volume, plan quantities vs. actual quantities, etc.) which sum shall be subject to adjustment only as provided in the Master Agreement.

Retainage: Pursuant to Section 4.3 of the Master Agreement, withheld retainage shall be 5% of each progress payment made under this Work Order.

Payment Terms: Pursuant to Article IV of the Master Agreement, with monthly progress payment applications due not later than the 20th day of each month. All payments are processed through GCPay and pay applications must be submitted for processing through <https://ww3.gcpay.com/>. Applications received after the 20th day of the month will be considered for payment during the next period. If you have any questions, please contact rgcpay@reedergeneral.com.

Required Insurance: Per Master Agreement.

Named Additional Insured(s):

Contractor – REEDER GENERAL CONTRACTORS, INC.
Owner – [OWNER'S NAME]
Other – _____

Certificates of Insurance sent to:

Contractor – REEDER GENERAL CONTRACTORS, INC.
Other - _____

Required Coverage and Policy Limits: Subcontractor shall procure and maintain insurance per Article VI of the Master Agreement, the terms and conditions of which are incorporated herein.

Bond Requirements: Per Master Agreement.

Subcontractor Performance & Payment Bonds

- Required by Contractor
- Not required

Required Bonds: Subcontractor shall furnish Performance and Payment Bonds per terms of Article VII of the Master Agreement.

Other Special Provisions: _____

SUBCONTRACTOR:

CBS MECHANICAL SERVICES, INC. DBA CMS MECHANICAL SERVICES

By: Steve Kress
Name: Steve Kress
Title: Vice President
Date: 9/3/2025

CONTRACTOR:

REEDER GENERAL CONTRACTORS, INC.
A Texas corporation

By: 
Lane Reeder, CEO
Date: 9/4/2025

GUARANTOR:

By: _____
Printed Name: _____
Date: _____



**EXHIBIT A
SCOPE OF WORK**

| | |
|-----------------------|--|
| Subcontractor: | |
|-----------------------|--|

| | |
|-----------------|---|
| Project: | Mansfield ISD - Danny Jones Middle School - GMP 2 |
|-----------------|---|

| | |
|-------------------|---------------------|
| Architect: | Huckabee Architects |
|-------------------|---------------------|

| | |
|----------------------------|-----------|
| Drawing Issue Date: | 5/22/2025 |
|----------------------------|-----------|

| | |
|-----------------------------------|-----------|
| Specifications Issue Date: | 5/22/2025 |
|-----------------------------------|-----------|

| | |
|--------------------|----------------------|
| Issue Date: | Addenda No.: |
| 6/3/2025 | Addendum #1 |
| 6/12/2025 | Addendum #2 |
| 6/19/2025 | Post Bid Addendum #1 |

| | |
|--------------------|--------------------------|
| Issue Date: | Drawing Set Name: |
| 5/22/2025 | IFC Set |
| 6/3/2025 | Addendum #1 |
| 6/12/2025 | Addendum #2 |
| 6/19/2025 | Post Bid Addendum #1 |

| | |
|-------------------|-----------------------|
| Unit Cost Amount: | Unit Cost Description |
| | |
| | |

| Specifications Included in this Scope of Work: | |
|--|----------------------------------|
| Sec. #: | Specification Section Title: |
| 07 2100 | Thermal Insulation |
| 07 5419 | Polyvinyl-Chloride (PVC) Roofing |
| 07 6200 | Sheet Metal Flashing and Trim |
| 07 7200 | Roof Accessories |

This exhibit is not to be considered or construed to be the entire contracted Scope of Work. The subcontractor represents that by accepting this awarded project, they have carefully examined all contract documents, and they have satisfied themselves as to the nature of all requirements needed to successfully perform the awarded Scope in its entirety.

| | |
|----------------|--|
| Item #: | Description of Subcontract Scope of Work: |
| 1 | Provide all labor, materials, equipment, tools, supplies, supervision, insurance, trade permits, licenses and all other incidentals required to perform all ROOFING WORK as described herein in a "TURNKEY" manner for this project. All Work shall be performed in accordance with the plans and specifications, and all amendments. Items not specifically shown but considered standard requirements in the completion of this scope are included. |
| 2 | This Scope of Work is intended to provide bidders with general direction of the work to be proposed and shall not be considered a complete listing of all requirements included in the contract documents. In no event shall this Scope of Work be misconstrued to limit the obligations of this subcontractor to provide a complete and functioning system as defined by the contract documents. All items necessary, reasonably incidental, and/or customarily included by industry standards, even those items that may not be specifically shown on the drawings, shall be included as part of this subcontract. |



**EXHIBIT A
SCOPE OF WORK**

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|----|--|
| 3 | Contractor acknowledges that the contract documents may contain occasional contradictions of product/performance locations, quantities, requirements, etc. pertaining to this scope of work. As required by project specifications, in the event of such discrepancies not identified prior to bidding, this subcontractor shall be responsible for the more stringent requirement or more expensive product/installation method. In no event will a change order be written for discrepancies not caught prior to bid time. |
| 4 | Provide sufficient manpower to meet the construction schedule dates as noted. Although the start date of individual activities may change, the durations of those individual activities for work performed under this subcontract shall not change. This subcontractor shall be responsible for performing the work in accordance to these durations and any acceleration, overtime, or additional costs incurred to maintain the schedule shall be the responsibility of the subcontractor. |
| 5 | Foreman &/or Project Manager to attend all weekly site coordination meetings starting 2 weeks before mobilization |
| 6 | Maintain a clean and orderly work environment and keep all trash picked up after each task is completed/daily cleanup as a minimum. Dust area and wet mop floors after each shift in area of work and path from outside to work area. |
| 7 | All site personnel shall wear proper PPE at all times. None compliance warrants removal from project site |
| 8 | Provide Job Hazard Analysis Sheets (JHAs) at the start of each work day or at the start of a new task |
| 9 | Shall provide an English speaking competent Foreman with a minimum of 10hr OSHA & CPR training that will be onsite at all times while crew is onsite |
| 10 | This subcontractor shall provide a full-time 3rd party safety consultant while workers are onsite. |
| 11 | Provide all layout for this scope of work installed under this subcontract. |
| 12 | Provide all receiving, unloading, distributing, hoisting (including crane rental if needed) and installation of all material provided under this agreement. |
| 13 | All workers shall Attend the Mandatory REEDER Safety Orientation. Each worker will receive a badge sticker at completion and must display this sticker at all times while on site. No workers will be allowed to work onsite with the proper badging and safety orientation. This a zero tolerance policy. |
| 14 | Subcontractor is responsible for providing a competent person onsite at all times as required by REEDER or Mansfield ISD. Each subcontractor will provide documentation for each competent person prior to the start of work. Subcontractor to provide all safety required documentation to REEDER prior to commencing work. |
| 15 | All workers shall sign in and out of Reeder's Job Site Office each day. |
| 16 | Phasing of the work may require 2 work shifts per day, night crews, weekend and holiday working hours and or overtime hours. Phasing and working hours will be provided by the Subcontractor at the sole discretion of the Contractor. |
| 17 | Protect surfaces adjacent to work that is required to be installed by this subcontract. |
| 18 | This project will use Procore software for all field and office document distribution. Make all necessary arrangements for all staff associated with this project to utilize this software. |
| 19 | SALES TAX: This project is tax exempt therefore all applicable sales and use taxes are excluded. |
| 20 | MOBILIZATIONS: Multiple mobilizations as required to complete the scope of work. |
| 21 | SCHEDULE: Subcontractor agrees to follow the Project Schedule and meet the milestone dates. Certain areas may be made earlier than originally indicated on Schedule. Subcontractor must be prepared for any adjustments to the Schedule as work progresses. |
| 22 | INSURANCE: Subcontractor shall provide and maintain required standard insurance coverage as required. |
| 23 | SURVEYING: All vertical and horizontal layout associated with this work, working from benchmarks and control points established by others, for the work of this subcontract to be performed by this Subcontractor. |
| 24 | PROTECTION: Protection of all adjacent existing work that is at risk due to the proximity to this Subcontractor's work. All equipment inside the building used in the completion of this scope shall having non-marking tires and diapers to protect the concrete slab including exhaust scrubbers if required. It is this subcontractor's responsibility to protect the building concrete slabs from material or liquids used in the completion of this scope that may stain. |



**EXHIBIT A
SCOPE OF WORK**

| | |
|----|---|
| 48 | Furnish and install prefabricated or field-formed flashings at all curbs, penetrations, and roof edges in accordance with Duro-Last details. |
| 49 | Rework existing roof drains and scuppers to accept the new membrane, including new clamping rings, hardware, and watertight connections, and complete tie-ins to existing piping. |
| 50 | Furnish and install new perimeter metal edge terminations and coping compatible with the Duro-Last system at all perimeters and parapet walls receiving new roofing, and coordinate profiles and colors with REEDER. |
| 51 | Furnish and install slip-resistant walkway pads at designated roof access and service routes shown in the Contract Documents, coordinating final locations with REEDER and the Owner. |
| 52 | Furnish and install preservative-treated wood blocking, Nailers, and curb extensions required for the roofing assembly at perimeters, penetrations, and equipment supports, coordinating elevations with Sheet Metal and Mechanical Subcontractors. |
| 53 | Furnish through-wall metal flashings to the Masonry Subcontractor for installation where indicated, including term bars and drip edges, and coordinate delivery and sequencing with REEDER. |
| 54 | Furnish and install downspouts and downspout boots at locations impacted by roofing work to complete drainage tie-ins, coordinating sizes and locations with REEDER and the Plumbing Subcontractor. |
| 55 | Provide daily temporary weather protection, water cut-offs, and night seals as required to maintain the building watertight during roofing operations, coordinating phasing with REEDER. |
| 56 | Coordinate and obtain Duro-Last technical inspections and approvals required to issue the 20-year Duro-Last NDL (No Dollar Limit) warranty covering materials and labor. |
| 57 | Correct all manufacturer- or REEDER-identified roofing deficiencies necessary to achieve warranty compliance and final acceptance. |
| 58 | Provide training to Owner’s personnel on roof system maintenance upon substantial completion. |
| 59 | Remove and legally dispose of all roofing demolition debris and unused materials and leave roof areas and adjacent grounds clean at completion. Use of REEDER dumpsters for this is unacceptable. |
| 60 | Furnish and install slip pads beneath all rooftop pipe supports to protect the membrane. |
| 61 | Furnish and install all top of parapet blocking and fasteners |
| 62 | Remove all loose aggregate at existing roof and clean as required prior to new overlay |

Typical Jobsite Conduct, Health, & Safety Requirements

Workplace Policy Requirements

I. ONSITE PROJECT REQUIREMENTS

1. **Mandatory Participation:** All Reeder projects require the lead foreman or superintendent of any Subcontractor, actively working on-site to participate in the Daily Huddle. Attendance is mandatory and must take place in the jobsite trailer or another designated area as determined by Reeder.
2. **Schedule and Timing:**
 - a. Daily Huddles are held every morning before work begins and no later than 8:30AM.
 - b. The meetings are in-person only, unless previously approved prior to meeting and are scheduled as follows:
 - i. Monday through Thursday: 10-15 minutes.
 - ii. Friday: Up to 45 minutes, incorporating a comprehensive "wipe-down" review.
3. **Purpose and Agenda:** The Daily Huddles aim to ensure effective coordination and communication among all project teams. Key agenda items include, but are not limited to:
 - a. Scheduling efforts with a focus on a three-week look-ahead plan.
 - b. Identifying and addressing issues or constraints impacting the project lifecycle.
 - c. Collaborative planning with the entire project team to enhance efficiency.
4. **Friday Responsibilities:** Every Friday, the lead foreman from each Subcontractor is required to:
 - a. Collaborate on a committed three-week look-ahead schedule.
 - b. Evaluate and score progress with the project team.
5. **Team Collaboration Goal:** Reeder Construction emphasizes teamwork to ensure the successful completion of every project. Active participation in Daily Huddles fosters a collaborative environment where each Subcontractor can operate effectively and efficiently.

II. QUALITY CONTROL

Quality Control is an essential tool to catch and address quality issues before they are installed, preventing the need for costly rework. Rework consumes valuable time, money, and materials, none of which are budgeted for. Rework is one of the biggest drains on a budget and resources, and it directly impacts the impression left on our clients. By prioritizing Quality, we can ensure smoother operations, protect our reputations, and deliver exceptional results every time.

REEDER will require a copy of each Subcontractor Quality Control Manual and Weekly Quality Control Inspections to review and verify it is being adhered to once they are approved by REEDER Quality Control Department.

Weekly Quality Control Inspections are to be turned in weekly to the Site Superintendent and reviewed by the REEDER Project Team along with the REEDER Quality Control Department. Any deficiencies found by the Subcontractor need to have a written plan of corrective action turned in with the report and follow up documentation of corrective action.

1. **Observations:** The purpose of the Observations is to document and identify deficiencies in the work. Observation items shall be completed within 5 calendar days of receiving an Observation. Observations will be distributed via REEDER's Procore project management software to the Subcontractor's project team. Upon completion of each Observation item Subcontractor, using REEDER's Procore project management software, shall mark complete and include pictures for all items on the date that the item was corrected. Upon completion of the entire Observation the Subcontractor shall notify, in writing, to REEDER that the work has been completed and schedule a final walk through to verify the completion of the Observation list. Any deficiencies on A/E, 3rd party, AHJ, Subcontractor's Weekly Quality Control Inspections, REEDER Weekly and Monthly Quality Control Inspections will be documented in the Observations distributed via REEDER's Procore project management software.

General Health, Safety & Regulations Policy

To help ensure a safe, healthy and productive work environment for the employees and subcontractors of REEDER, others on REEDER property, to protect REEDER property and assets, and to assure efficient operations, REEDER has adopted the following Health, Safety & Regulations policies.

For purposes of this policy the terms REEDER Property or REEDER Premises is used in its broadest sense and includes all property, facilities, land offices, building, structures, equipment, automobiles, trucks, all other vehicles, parking areas, jobsites of a customer or to and from those locations while in course of REEDER project.

Typical Jobsite Conduct, Health, & Safety Requirements

I. SAFETY & OTHER COMPLIANCE REQUIREMENTS

COMPLIANCE WITH LAWS AND REGULATIONS Subcontractors and suppliers shall comply with all applicable federal, state, and local environmental, safety, and health laws, regulations, and standards, including but not limited to the Occupational Safety and Health Act (OSHA), the Environmental Protection Agency (EPA) regulations, and any other relevant construction industry standards. The Subcontractor further understands and agrees to conform and abide by OSHA regulations regarding the storage and use of hazardous materials and provide any and all information and materials required by such regulations to the Contractor at least five (5) days prior to beginning any work on the project site.

ENVIRONMENTAL PROTECTION Subcontractors and suppliers shall take all necessary precautions to prevent environmental contamination and pollution. This includes, but is not limited to, proper disposal of hazardous materials, adherence to waste management protocols, and implementation of spill prevention and response procedures. Any violation or potential violation of environmental regulations must be reported immediately to REEDER General Contractors, Inc.

SAFETY PROGRAMS AND TRAINING Subcontractors and suppliers must establish and maintain an effective safety program that includes regular training for all employees on workplace safety, environmental hazards, and emergency procedures. Training records must be maintained and made available to REEDER General Contractors, Inc. upon request.

PERSONNEL PROTECTION EQUIPMENT (PPE) Subcontractors and suppliers are required to ensure that all employees are provided with, and use, appropriate personal protective equipment (PPE) at all times when on-site. This includes, but is not limited to, hard hats, safety glasses, gloves, high-visibility clothing, and respiratory protection as necessary.

INCIDENTS REPORTING AND INVESTIGATION All environmental, safety and health incidents, including near misses, must be reported to REEDER General Contractors, Inc. immediately. Subcontractors and suppliers shall cooperate fully with any investigations conducted by REEDER General Contractors, Inc. and shall implement corrective actions to prevent recurrence. Subcontractors shall provide REEDER General Contractors, Inc. with an incident report and root cause analysis, upon request.

AUDITS AND INSPECTIONS REEDER General Contractors, Inc. reserves the right to conduct audits and inspections of subcontractor and supplier operations to ensure compliance with this section. Subcontractors and suppliers must provide full access to their facilities and records upon request.

CORRECTIVE ACTIONS Subcontractors and suppliers are required to take immediate corrective actions upon identification of any environmental or safety non-compliance issues. Failure to implement such corrective actions promptly may result in the suspension of work or termination of the agreement. In the event of non-compliance to correct violation or deficiencies, REEDER may, at its sole discretion, mandate the Subcontractor supply a qualified and dedicated safety representative on-site. This safety representative shall be full-time or at intervals otherwise specified by REEDER

SAFETY ORIENTATION All site workers are required to complete a one-time per project safety orientation with a REEDER supervisor before starting any work on site. This orientation will cover site-specific safety protocols, emergency procedures, and any other relevant safety information. Upon completion of the site-specific safety orientation, each worker will be issued a hard hat sticker. This sticker must be worn at all times while on REEDER's job site as proof of orientation completion.

All on-site workers are also required to sign in at the REEDER General Contractors, Inc. job site office at the beginning of each workday. The sign-in process ensures that REEDER supervisors are aware of who is on-site for safety and accountability purposes. Failure to comply with the sign-in requirement may result in restricted access to the job site and potential disciplinary action.

COMPETENT PERSON The Subcontractor shall staff the project with adequate manpower, which may comprise a single crew or multiple crews, as required by the Contractor to meet the project schedule. The Subcontractor shall provide at least one (1) qualified Foreman to supervise the Subcontractor's crew(s). The Foreman must, at a minimum, be English-speaking, knowledgeable, and experienced in the current scope of work, including all changes and modifications as published on REEDER's Procore project management software. The Foreman shall also meet the requirements of a competent person as defined by OSHA.

The Foreman must be solely dedicated to the project site while work is being performed and shall remain on-site the entire time that work is being carried out. The Foreman's continuous on-site presence is essential to ensure proper

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supervision, coordination, and adherence to safety protocols. Any exceptions to this requirement must be pre-approved by the Contractor.

RISK ASSESSMENT The Subcontractor is required to conduct a daily risk assessment and job hazard analysis (JHA) for each task performed on the REEDER jobsite. These assessments must be completed at the start of each workday and prior to commencing any new task. The risk assessment and JHA shall identify potential hazards associated with the tasks, evaluate the risks, and outline necessary control measures to mitigate these risks. The completed risk assessment and JHA form must be reviewed and signed by the Foreman and submitted to the REEDER site supervisor before any work begins each day. Subcontractors must ensure that all crew members are informed of the findings and the safety measures to be implemented. Failure to conduct and submit these daily assessments may result in work stoppages and potential disciplinary actions.

SITE CLEAN-UP The Subcontractor shall follow the Contractor's clean up and safety directions and (a) allocate no more than four hours for one worker for every five workers (minimum one worker) to job site cleanup at the Contractor's discretion (b) at all times keep the building and premises free from debris and unsafe conditions resulting from the Subcontractor's Work; and (c) broom clean each work area prior to discontinuing work in the same. If the subcontractor fails to immediately commence compliance with such safety duties or commence clean up duties within 24 hours after receipt from the Contractor of written notice of noncompliance the Contractor may implement such safety or cleanup measures without further notice and deduct the cost thereof from any amounts due or to become due to the Subcontractor.

II. DRUGS, ALCOHOL & OTHER PROHIBITED ITEMS:

REEDER maintains the following policies on drugs, alcohol, and other prohibited items. This policy restricts certain items and substances from being brought on or being present on any REEDER property or workplace, prohibits REEDER employees and others working or being present on REEDER property from having detectable levels or identifiable traces/quantities of certain drugs and other substances, and prohibits the unauthorized possession, by employees or others, of property, equipment, materials or proprietary information belonging to REEDER or others.

REEDER prohibits the use, possession, transportation, concealment, selling or distribution on its premises, facilities or workplaces of any of the following:

1. Illegal or unauthorized drugs, controlled substances, marijuana, mood- or mind-altering substances, "look alike" substances, designer or synthetic drugs, and certain inhalants;
2. Unauthorized alcoholic beverages, intoxicating substances;
3. Unauthorized firearms, ammunition, explosives and weapons;
4. Equipment, paraphernalia and literature pertaining to illegal drug or substance use; or
5. Unauthorized prescription drugs and "over the counter" medications, which may affect the individuals safe performance of duties, except under the following conditions:
 - a. The drugs have been prescribed by a licensed physician for the person in possession of the drugs.
 - b. The prescription was filled by a registered/licensed pharmacist within the last (12) months for the person possessing the drug/medication and the drug/medication is in the original container from the pharmacy.
 - c. A "Prescription Drug Form" for the drug/medications completed by employee and appropriated supervisor with a copy of the signed form on file with REEDER records; and REEDER at all times, reserves the right to have a physician determine if a prescription drug or medication produces hazardous effects and may restrict the use of any such drug or medication accordingly. This may also include restricting the employee's work activity.

REEDER reserves the right, at all times, while on REEDER premises and property described above as circumstances warrant, to have REEDER supervisors and/or search & inspection specialists conduct reasonable and voluntary searches and inspections of employees, or other persons, and their personal property and effects, to include but not be limited to the vehicles, lockers, baggage, office, desk, tool boxes, clothing, living quarters for the purposes of determining if such employees or other persons are using, possessing, selling, distributing, concealing, or transporting any of the prohibited items and substances contained in the policy. These searches may include but are not limited to the use of electronic detection devices, scent trained dogs, or the taking of urine or blood samples for testing.

If the employee's supervisor(s) have reasonable suspicion that employees, or others, are in direct violation of any part of this policy, supervisor has the right to conduct an on-the-spot search and inspection of employees, or others, and their

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personal property and effects as described above. All searches and inspections conducted by outside authorized specialists will be in the presence of a REEDER representative. A search and inspection as defined in this policy may also require employees, and others present on REEDER property, to submit to a urine drug screen test and/or blood test. These tests may be utilized under the following circumstances:

1. Pre-employment examinations;
2. Part of an overall Search and Inspection of an employee, or other persons work area or location, of employment;
3. When two an employee's supervisor(s) have reasonable suspicion that an employee is intoxicated, using or under the influence of drugs or alcohol;
4. When an employee or person is found in possession of suspected illicit unauthorized drugs or and/or alcohol or when any of these items are found in the area controlled or used exclusively by designated employees; or
5. Following an on-the-job injury requiring transportation to a medical facility for treatment, or following a serious or potentially serious accident or incident involving damage to REEDER property, including but not limited to vehicles and other equipment. All persons involved and within the immediate vicinity of the incident may have their urine and blood tested and screened.

Searches (including urine and/or blood drug screening) and inspection by REEDER supervisors and specialists are voluntary and may be conducted from time-to-time without prior announcement. Searches will be performed with concern for the personal privacy of each employee or other individual.

(*Reasonable suspicion is a belief based on objective, articulate facts sufficient to lead a prudent supervisor to suspect that the employee is using or under the influence of drugs or alcohol.)

Any person found using, possessing, selling, distributing, concealing, or transporting any of the items or substances prohibited by this policy, or who refuses to submit to a search, urine and/or blood analysis, or other detection procedure, shall be removed from REEDER property and be subject to disciplinary action, up to and including termination of employment.

Any person who, as a result of drug testing and screening, is found to have detectable levels or identifiable traces of prohibited drug or substance in his or her system, regardless of why or where the drug entered the persons system, without an explanation satisfactory to REEDER will be considered in violation of this policy, will be removed from REEDER property and will be subject to disciplinary action, up to and including termination of employment.

All subcontractors and suppliers personnel and other third parties on REEDER premises will be subject to the policy. Any such individual found in violation of this policy, or who refuses to be searched, will be subject to removal from the premises. Violation of this policy by subcontractors or suppliers employees may also cause cancellation of the contract between REEDER and such subcontractors and suppliers and may result in the subcontractor or supplier losing the right to do business with REEDER

REEDER has the right, in its discretion, to report use, possession, transportation, concealing or selling, distributing of any substance named in this policy to law enforcement officials any and such substances.

All subcontractors and suppliers should inform your employees that this policy is in effect. New employees hired should be informed of this Policy. A copy of the Policy, which explains consequences for noncompliance, will be posted at all of our operational facilities. The Subcontractor hereby understands the obligation to conduct operations in a safe manner and in accordance with his scope of work during construction. The Subcontractor agrees to conform to and abide by the established health & safety policies and procedures of the Contractor