



JAY R.  
**REYNOLDS, INC.** MECHANICAL CONTRACTORS

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**October 21, 2025**

**VOLUME I – TECHNICAL SUBMITTAL**

**Project No. DGS C-0948-0087.3 Phase 1**

**Plumbing Construction**

PA State Museum – Paver Repair / Replacement  
State Museum of Pennsylvania  
300 North Street  
Harrisburg, Dauphin County, PA

**Submitted by:** Wayne R. Reynolds, Executive Vice President  
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## **Cover Letter**



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### **COVER LETTER**

October 21, 2025

Company name: Jay R. Reynolds, Inc.

Company address: One Brooks Avenue  
PO Box 326  
Willow Street, PA 17584

Contact person: Wayne R. Reynolds, Executive Vice President

Phone number: (717) 464-2755

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Project: DGS C-0948-0087 Phase 1  
PA State Museum-Paver Repair/Replacement  
State Museum of Pennsylvania  
300 North Street  
Harrisburg, Dauphin Co., PA 17120-0024

Contract: DGS C-0948-0087.3 Phase 1 Plumbing Construction

Joint Venture: No

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300 North Street  
Harrisburg, Dauphin Co., PA 17120-0024

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### **Introduction to the Project Team**

# T-1A INTRODUCTION TO THE PROJECT TEAM

## INTRODUCTION TO JAY R. REYNOLDS, INC.

Jay R. Reynolds, Inc. is a trusted name in public works plumbing and mechanical construction. Only the most organized and productive companies survive in this highly competitive and complex environment. Jay R. Reynolds, Inc. has not only survived but has consistently delivered quality-driven solutions in this arena for 53 years. We have performed work for the Department of General Services, school districts, universities as well as federal, state, county and local governments. Jay R. Reynolds, Inc. has successfully completed hundreds of multiple prime projects including the following projects. (Projects awarded based on the Best Value method are in bold.)

- **DGS 0408-0066.3 Phase 1 DeFrancesco Education Building Renovations at Kutztown University**
- **DGS 0948-0082.3 Phase 1 Construction & Related Improvements, Forum Building**
- **DGS 0987-0001.3 Phase 1 New Construction State Archives & Record Center Annex**
- **DGS 0417-0044.3 Phase 1 New Technology Center-Thaddeus Stevens College of Technology**
- **DGS 1101-0047.3 Learning/Counseling Academic Student Center**
- DGS 0948-0053.3 Phase 9 Limited Public Restroom Renovations & ADA Code Upgrade, Forum & Finance Building, Capitol Complex
- DGS 0962-0026.3 Phase 4, Part 2, Interior Renovations at PA National Guard Armory
- **DGS 0409-0062.3 Phase 1 Renovation of Math & Science Center at Lock Haven University**
- **DGS 0960-0055.3 Phase 2 Southeastern Veterans' Center Skilled Nursing/Dementia Unit**
- DGS 0251-0039.3 Construction of New Materials Testing Lab, DGS Annex
- **DGS 0577-0029.2 Revised Rebid SCI-Graterford Plumbing & Heating System Renovations**
- DGS 0414-0064.3 Construction of School of Music, West Chester University
- DGS 0948-0053.3 Entresol Floor, North Wing, Main Capitol Bldg.
- **DGS 0577-0029.3 Revised Rebid Plumbing Systems Renovations, SCI-Graterford**
- DGS 0948-0053.3 Phase 1, Part 1, Second Floor North Wing & North Hyphen Main Capitol Bldg.
- DGS 0948-0053.3 Phase 1, Part C, Sub-Basement, Main Capitol Building
- DGS 0948-0041 EN6.3 Roof Drains, Keystone Building Project

In addition to the above, the following high-profile DGS projects are currently in progress. (Projects awarded based on the Best Value method are in bold.)

- **DGS 0211-0005.3 Phase 5 – Revised Rebid PA State Police Academy & BESO Modernization**
- DGS 0211-0005.3 Phase 6 – PA State Police Academy – Out Buildings, Tactical Village & Sitework
- **DGS 1101-0055.3 Phase 1 Rebid Lincoln University Renovation & Additions to Manuel Rivero Gymnasium**
- DGS 0412-0056.3 Phase 1 – Shippensburg University – Franklin Science Center Renovation

Our work on these and many other projects demonstrates our capacity to manage complex scopes, meet tight schedules, and deliver consistently high-quality results.

Even though we have been in business for 53 years, Jay R. Reynolds, Inc. is committed to leveraging cutting-edge technology to enhance project execution. The 3-D Revit drawings and sketches that we have produced for every project since 1995 are an example of how Jay R. Reynolds, Inc. uses the newest technologies to continually improve and organize the work process. The latest computer hardware and software supports our estimating, purchasing, project management, scheduling, coordination, quality control, safety. Technology improves both efficiency and accuracy across the project lifecycle.

We recognize that quality assurance and quality control are crucial for a successful project. A quality finished project requires a commitment to manage the process from start to finish. The high level of planning, procedures and management that we employ as a routine order of business ensures full contract compliance, first class craftsmanship and timely project completion with the owner's best interest at the forefront of our thought process.

Jay R. Reynolds, Inc.'s quality assurance and quality control program starts long before mobilization on site. Prior to starting work on site, Jay R. Reynolds, Inc. draws all the plumbing systems in their entirety using our Revit piping program. During this process, Jay R. Reynolds, Inc. identifies many design and coordination issues that may affect the project schedule and the completion. As a result of this process, we can submit RFIs while there is sufficient time for them to be answered before questions become a crisis during the construction process. From our Revit drawings we develop the coordination drawings, schedules, installation drawings, time cards and as-built drawings.

Once our Revit drawings are completed, they are distributed to our field personnel for their use as an installation guide. These detailed Revit sketches list the material requirements for each project work area. We go through this pre-planning so we can guarantee our work is installed in a sequential, efficient manner consistent with the project specifications, drawings and schedule. The PA State Museum Paver Repair/Replacement project will require constant coordination and sequencing with the Owner, Project Professionals, other Prime Contractors and Subcontractors. Most successful projects need a detailed schedule showing all activities including award, submittals, submittal approvals, fabrication, delivery, field installation, testing, and closeout.

Jay R. Reynolds, Inc. recognizes this is a public area and that the adjacent buildings will be occupied by the owner. Therefore, before any onsite work begins we will work closely with the owner to coordinate our plumbing construction activities so that we do not interfere with the Owner's needs. We will develop a plan that will minimize the number of material deliveries to the site and the amount of actual work hours onsite. We will accomplish this by utilizing our prefabrication shop. We will prefab select portions of the storm water piping in order to minimize onsite installation time. With our prefab capabilities, we may be able to reduce the duration of work activities allowing work to be completed ahead of the proposed project schedule.

Jay R. Reynolds, Inc. also has a long history of making cost saving recommendations to project owners and professionals. When we identify significant cost savings potential via an alternative installation or material, we will contact the project engineer to review the cost savings idea. If there is no overriding design rationale for the more expensive installation or material, we will prepare a credit cost breakdown for submission and consideration by the project professional and owner. We discover many cost saving ideas at the beginning of a project during the preparation of our Revit layout sketches.

Jay R. Reynolds, Inc. applauds the owner for taking the steps necessary to utilize the Best Value Contracting Method for the three (3) prime contractors on the project which prioritizes qualifications, experience, and craftsmanship. This extra step eliminates the contractors who are able to obtain the bonding capacity for the project, but may not have the qualifications and plumbing trade skills to complete aspects of the projects in accordance with the contract documents and schedule.

Over the years, public works construction has become increasingly complex, expensive and adversarial between parties. Today, many projects unnecessarily end up in various forms of dispute resolution to the detriment of all involved. By utilizing the best value contracting method, many of the issues that arise on a project can be eliminated because the owner is only working with highly skilled, competent contractors. You can be assured Jay R. Reynolds, Inc. has instituted a number of proactive procedures which identify potential problems early in the process and then we propose and request prompt solutions beneficial to the owner, professionals, and contractors.

Communication and cooperation, of course, are the keys to successful execution of any project. We are proud of our long history of cooperation with DGS on some of Pennsylvania's most impressive construction projects including multiple past projects at the Capitol Complex and we look forward to the opportunity to bring our expertise to this project.

### **PROJECT TEAM ROLES AND RESPONSIBILITIES**

Jay R. Reynolds, Inc. and its experienced staff are uniquely qualified to successfully complete the proposed plumbing construction for the PA State Museum Paver Repair/Replacement project in Harrisburg. Jay R. Reynolds, Inc.'s team that we propose to utilize on the project is as follows:

Executive Vice President: Wayne Reynolds  
Senior Project Manager: Brian FitzGerald  
Project and Quality Control Manager: Robert B. Mease  
Project Superintendent: Karl Wilson  
Revit Technician: John Bailey

Please reference Tab T-2A for the narrative identifying each individual's experience, responsibilities and resume.

### **HISTORY OF WORKING RELATIONSHIPS BETWEEN FIRMS OR TEAM MEMBERS, INCLUDING SUBCONTRACTORS PERFORMING CRITICAL WORK**

Jay R. Reynolds, Inc. will perform the majority of the plumbing work with our own forces. The portions of the work we plan to subcontract are the excavation and plumbing insulation.

Jay R. Reynolds, Inc. has been a plumbing and mechanical contractor for 53 years and throughout our company history, we have developed relationships with numerous excavation and insulation subcontractors that we work with on a regular basis. Our subcontractors are experienced with working on large public works projects including projects requiring daily close coordination with other trades and the owner. Jay R. Reynolds, Inc. also only subcontracts work with competent qualified subcontractors. We pride ourselves on being a leader in the plumbing industry and strive to do the job right from the bidding process all the way through the warranty period and beyond. Once you work with the best you never want to work with anything but the best. DGS demonstrates a similar philosophy because it utilizes the Best Value process on this project.

As far as the working relationship between our team members, (employees) we take great pride in the commitment of our employees to our company. All the members of our proposed project team have over 24 years' experience working for Jay R. Reynolds, Inc. and with each other. The members of our proposed project team have extensive experience working with DGS. Over our 53 year history we have successfully completed 81 DGS projects. Multiple DGS projects were completed by the Project Manager and/or Superintendent selected for this project. The number of long time employees at Jay R. Reynolds, Inc. provides evidence of the dedication of our staff members. Jay R. Reynolds, Inc. recognizes that our employees are our greatest asset and we attempt to treat our employers with the highest respect and courtesy for the outstanding efforts they put forth on a daily basis. Jay R. Reynolds, Inc. strictly adheres to the policy of equal opportunity employment and hires individuals solely on the basis of their qualifications and ability to perform well in a chosen job.

We are proud that a number of employees have encouraged their family members to seek employment with the company. We currently have the following family relationships working for the company.

Husband and Wife	( 1 )
Grandfather & Grandson	( 2 )
Father and Son	(10)
Father and Son-in-law	( 2 )
Father and Daughter	( 1 )
Mother and Son	( 1 )
Brothers	( 3 )
Brother and Brother-in-law	( 1 )

Jay R. Reynolds, Inc.'s project management team has exceptional experience in managing and completing projects of a similar scope and complexity. In fact, the majority of our projects include storm drainage piping, sanitary drainage piping, hangers, floor drains, trench drains, roof drains and area drains. Jay R. Reynolds, Inc. believes our project management team is uniquely qualified for this project due to our work history with DGS along with our experience on a wide variety of other public works construction projects.

### **UNDERSTANDING OF THE SERVICES AND MATERIALS TO BE PROVIDED**

Jay R. Reynolds, Inc. will provide a complete storm water piping system as required by the contract documents. The services and materials provided will be in accordance with the project specifications and drawings. Jay R. Reynolds, Inc.'s work will consist of purchasing trench drains and area drains (to be installed by the GC). PVC pipe and PVC fittings for the underground, hangers and no-hub pipe and fittings for the aboveground storm water system will be furnished and installed under the plumbing contract.

If selected, Jay R. Reynolds, Inc. will be responsible for preparing monthly schedule updates, and temporary utilities assigned to the plumbing contractor.

Nearly all of the public works projects that Jay R. Reynolds, Inc. specializes in contain sanitary and/or storm drainage piping and connections to floor drains and trench drains. Please reference the attached list of Projects Completed over the last five years.

### **EXPERIENCE KEEPING EXISTING BUILDINGS ONLINE AND OPERATIONAL WHILE CONSTRUCTION, RENOVATION, AND DEMO ACTIVITIES RUN CONCURRENTLY ON OTHER BUILDINGS**

Jay R. Reynolds, Inc. has extensive experience working on multi-phased projects where plumbing systems are required to remain online and operational while construction, renovation, and demolition activities run concurrently. We are accustomed to working in active schools, universities, apartments, hospitals and prisons, where shut downs and utility connections to water, drainage and gas systems need to be done on evenings, weekends, holidays, and summer breaks. Materials, tools and manpower resources need to be coordinated and available along with contingency plans so that systems are returned to service and clean-up completed before the occupants are scheduled return to the area.

Please reference the attached list of Projects Completed over the last five years. Most of the renovation projects listed required portions of the building and utilities to remain operational while construction, renovation and demo activities ran concurrently.

## **EXPERIENCE WITH SIMILAR BUILDING TYPES**

Jay R. Reynolds, Inc. has been performing renovation work throughout our 53 year history, therefore we are very familiar with renovation work. Due to our vast experience we recognize that renovation work adds a layer of complexity to a project that some contractors don't realize or anticipate. In order to complete a renovation project in a professional and timely manner, we will need to work closely with the owner and other contractors to assure the following.

### Project Schedule:

The project schedule needs to clearly show the date work areas will be turned over to contractors and when the area is to be completed. The schedule need to allow time for the Owner to move out of the work area and also allow time for them to move back into the area once it is renovated.

### Swing spaces:

A swing space is typically required so the Owner has an area to relocate its operations to. The swing space needs to have the required temporary facilities for the owner so they can use the space for its intended purpose.

### Temporary Partitions:

Temporary partitions and a path of egress for the owner will be required. These are essential for the safety of the owner and the occupants.

### Coordination Drawings:

The coordination drawing process is much more complex on renovation projects. On new construction projects, the contractors have access to all the drawings at their fingertips. This gives the contractors all the information they need to prepare detailed coordination drawings. However, on renovation projects, there are a lot of unknowns while preparing the coordination drawings. We attempt to eliminate as many of the unknowns as possible by doing in-depth jobsite visits. Once we verify the existing conditions we incorporate the required changes in to our Revit take-off. By taking this extra step we eliminate any surprises that may arise late in the project when you are typically up against a hard deadline. If we do discover something during our jobsite visits that may affect the design or the project schedule, we will notify the project owner and professional by submitting an RFI while there is still sufficient time for the owner/professional to review and answer it before becoming a crisis.

### Air Quality Control and Noise:

Another major concern in renovation projects is air quality control and noise. Throughout the course of the project, gas/diesel operated engines may be used inside the existing building for various tasks. We recognize this safety issue, therefore, we will assure that the required safety precautions are put in place before we start working. Some of the safety precautions we will use are as follows:

- Where possible, utilize electric, air, or propane powered equipment instead of equipment with gas/diesel engines.
- Scrubbers will be used on all gas/diesel engines.
- Fans will be used to introduce fresh air into the work area and exhaust fumes to the outside.
- Air monitors will be used to assure that carbon monoxide levels do not exceed the maximum exposure limits permitted by OSHA.
- Shift work or weekend work may be required for certain activities

Renovation work does require some additional steps that are not needed during new construction. Because the storm water piping system is installed underground and above the ceiling, one major additional step is cutting and patching. The existing floor slab will have to be removed (by the GC) in certain areas in order to install the underground plumbing systems and some walls and ceiling will need to be removed in order to install our aboveground plumbing systems. If needed, Jay R. Reynolds, Inc. has the capability to remove the

existing floor, walls, and ceiling and patch these areas with our own work force. This is critical on projects with short durations because we are in control of our own workforce and do not have to rely on subcontractors to do concrete work, masonry work, etc.

Please reference the attached list of projects completed over the last five years. Note that of the 56 projects completed 44 of them had some type of renovation work associated with them. Therefore, over the last five years, 78% of our projects had some type of renovation work.

## **EXPERIENCE WITH STORM SEWER PIPING**

Jay R. Reynolds, Inc. has extensive experience in the installation and coordination of storm sewer and sanitary piping systems, a core scope component across the majority of our public works portfolio. Our capabilities include underground and aboveground storm drainage systems, trench drains, area drains, roof drains, and associated piping and support systems.

We have completed dozens of complex projects requiring integration of stormwater infrastructure within occupied facilities, urban environments, and active campuses – many of which demanded precise coordination with other trades, tight sequencing, and constrained site logistics. Please refer to the attached project list for detailed examples completed within the last five years.

Jay R. Reynolds, Inc. recognizes this is a high-profile project located on a large site along with significant pedestrian traffic. Therefore, before any onsite work begins we will collaborate closely with the owner to coordinate our deliveries and plumbing construction activities. This will ensure our operations do not interfere with the owner's ongoing needs or negatively impact the surrounding area.

Jay R. Reynolds, Inc. is currently working on the Montgomery County Justice Center Project. The Project has six stories of aboveground storm water piping, underground storm water piping and a rainwater harvesting system. The project has no laydown area or on-site parking for employees. Therefore, the logistics had to be considered at bid time. It takes a substantial amount of coordination with the Owner and other trades just to have a delivery made to the project site. The Owner on that project does not tolerate delivery trucks being queued up on the streets waiting for their turn to access the project site to be unloaded. Each delivery has a scheduled time and duration to be unloaded which has to be met or else it affects the rest of the deliveries scheduled for the day. In addition, there are many safety issues we need to consider when we are transporting material from the off-site laydown area to the project site. The safety of the staff and workers are our top priority.

In addition, Jay R. Reynolds, Inc. completed the Underground and Aboveground Storm Water System in the 11-story, 845,000 sq. ft. Harrisburg Keystone Building that was surrounded by Commonwealth Avenue, Forster Street, North Street and Third Street in downtown Harrisburg. Also, we have successfully completed three construction projects at the Pennsylvania State Capitol Building which had very limited laydown area and heavy pedestrian traffic. In addition, on those three projects activities had to be closely coordinated with the owner, security personnel, occupants and pedestrians. These jobs included sanitary and/or storm drainage piping and connections to floor drains.

Following are several other projects we have successfully completed within the last ten years which had limited laydown area and heavy pedestrian traffic around the project site, sanitary and/or storm drainage piping and connections to floor drains.

- Kutztown University Dixon Hall Student Housing
- 202 North Queen Street Apartments, Lancaster PA
- Bloomsburg University New Residence Hall & Bookstore
- Bloomsburg University Columbia Hall
- Shippensburg University McLean Hall

- Shippensburg University Mowrey Hall
- Kutztown University Berks Hall
- Millersville University Byerly Hall
- Lancaster Co. Career & Technology Center Willow Street Campus
- Kutztown University Schuylkill Hall
- Bloomsburg University Luzerne Hall
- Penn State University New Education Activity Building
- Penn State University East Halls Phase 2A

In addition to the projects listed above, we have successfully completed the plumbing construction on numerous other projects with a limited laydown area, heavy pedestrian traffic and sanitary and/or storm drainage piping. Please reference the attached list of projects completed over the last five years.

With a significant percentage of our projects involving storm sewer infrastructure in urban campus and government settings, Jay R. Reynolds, Inc. brings the necessary technical expertise, logistical foresight, and collaborative approach to effectively execute the plumbing scope for the PA State Museum Paver Repair/Replacement Project.

We are confident that our experience managing stormwater systems in complex environments, combined with our in-house BIM coordination and prefabrication capabilities, positions us to deliver this project safely, efficiently, and with minimal disruption to the Owner and the public.



Contractor Qualification Statement - Jobs in Progress

Project Name	Owner Name	Architect Name	Contract Amount including CO's	Scheduled Completion Date	Percent Complete
Littlestown Secondary School Additions & Alterations Plumbing <b>Prime Contractor</b>	Littlestown Area School District 162 Newark Street Littlestown, PA 17340 (717) 359-4146	RLPS Architects 250 Valleybrook Drive Lancaster, PA 17601 (717) 560-9501	\$3,599,260.12	November 2025	92.13
Montgomery Co. Justice Center Phase 2 New Construction Plumbing <b>Prime Contractor</b>	County of Montgomery PO Box 311 Norristown, PA 19404	Skidmore, Owings & Merrill 2001 K Street Washington, DC 20006 (202) 367-2552	\$5,553,709.00	April 2026	91.30
Wilson High School REBID Additions & Renovations Plumbing <b>Prime Contractor</b>	Wilson School District 2601 Grandview Blvd. West Lawn, PA 19609 (610) 670-0180	Crabtree, Rohrbaugh & Associates Architects 401 East Winding Hill Road Mechanicsburg, PA 17055 (717) 458-0272	\$957,624.00	December 2025	87.91
Leaders Heights Elem Sch Additions & Alterations Plumbing <b>Prime Contractor</b>	Dallastown Area School District 700 New School Lane Dallastown, PA 17313 (717) 244-4021	RLPS Architects 250 Valleybrook Drive Lancaster, PA 17601 (717) 560-9501	\$1,667,263.00	December 2025	79.77
West Bradford ES Additions & Renovations Plumbing <b>Prime Contractor</b>	Downingtown Area School District 540 Trestle Place Downingtown, PA 19335 (610) 269-8460	Gilbert Architects, Inc. 626 N. Charlotte Street Lancaster, PA 17603 (717) 291-1077	\$1,965,340.00	October 2025	77.11
Avon Grove Charter School Additions & Renovations Plumbing <b>Prime Contractor</b>	Avon Grove Charter School 110 East State Road West Grove, PA 19390 (484) 667-5000	Heckendorn Shiles Architects 347 E. Conestoga Road Wayne, PA 19087 (610) 994-3500	\$1,964,300.00	April 2026	75.37
DCCC-New Southeast Campus Additions & Renovations Plumbing <b>Prime Contractor</b>	Delaware County Community College 901 S. Media Line Road Media, PA 19063	Marotta/Main Architects 214 North Duke Street Lancaster, PA 17602 (717) 393-3211	\$4,213,456.00	February 2026	69.77
PSP Academy Out Bldgs & Sitework New Construction & Alterations Plumbing <b>Prime Contractor</b>	Department of General Services Arsenal Building 1800 Herr Street Harrisburg, PA 17103 (717) 787-6141	SOM 7 World Trade Center New York, NY 10007	\$3,905,392.19	July 2028	44.65

Jobs in Progress

T-1A

# Contractor Qualification Statement - Jobs in Progress

Jobs in Progress

T-1A

Project Name	Owner Name	Architect Name	Contract Amount including CO's	Scheduled Completion Date	Percent Complete
Middletown Primary School New Construction Plumbing <b>Prime Contractor</b>	Middletown Area School District 55 West Water Street Middletown, PA 17057-1467 (717) 948-3300	Crabtree, Rohrbaugh & Associates Architects 401 East Winding Hill Road Mechanicsburg, PA 17055 (717) 458-0272	\$3,660,500.00	July 2026	42.87
SU-Franklin Science Ctr Renovations Plumbing <b>Prime Contractor</b>	Department of General Services 18th and Herr Streets Harrisburg, PA 17120 (717) 787-6330	Stantec Architecture & Engineering LLC 400 Morgan Center, 101 E. Diamond Street Butler, PA 16001 (717) 431-1306	\$4,377,211.50	December 2026	36.18
Clifton Hts New MS - REBID New Construction Plumbing <b>Prime Contractor</b>	Upper Darby School District 8201 Lansdowne Avenue Upper Darby, PA 19082 (610) 789-7820	KCBA Architects 8 East Broad Street Hatfield, PA 19440 (215) 368-5806	\$4,860,881.00	August 2026	34.73
PSP Academy Core Bldgs & BESO New Construction & Alterations Plumbing <b>Prime Contractor</b>	Department of General Services Arsenal Building 1800 Herr Street Harrisburg, PA 17103 (717) 787-6141	SOM 7 World Trade Center New York, NY 10007 Nathaniel Broughton	\$20,417,282.27	June 2028	33.32
LU-Manuel Rivero Gym REBID Additions & Renovations Plumbing <b>Prime Contractor</b>	Department of General Services 18th and Herr Streets Harrisburg, PA 17120 (717) 787-6330	PZS Architects 4141 Station Street Philadelphia, PA 19127 (215) 403-7221	\$2,807,394.89	April 2027	32.89
Martin Meylin Middle School Additions & Renovations Plumbing <b>Prime Contractor</b>	Lampeter-Strasburg School District 1600 Book Road Lancaster, PA 17602 (717) 464-3311	Crabtree, Rohrbaugh & Associates Architects 401 East Winding Hill Road Mechanicsburg, PA 17055 (717) 458-0272	\$4,778,841.00	October 2026	32.70
Tredyffrin New ES Additions & Renovations Plumbing <b>Prime Contractor</b>	Tredyffrin/Easttown School District 940 West Valley Road Suite 1700 Wayne, PA 19087 (610) 240-1942	Heckendorn Shiles Architects 347 E. Conestoga Road Wayne, PA 19087 (610) 994-3500	\$2,395,670.00	February 2027	1.72

# Contractor Qualification Statement - Completed Jobs

Completed Jobs

T-1A

Project Name	Owner Name	Architect Name	Contract Amount Including COs	Completion Date	% Complete
Blue Bell Elementary School Additions & Alterations Plumbing <b>Prime Contractor</b>	Wissahickon School District 601 Knight Road Ambler, PA 19002 (215) 619-8000	Breslin Ridyard Fadero Architects 1266 Union Blvd. Allentown, PA 18109 (610) 437-9626	\$1,039,825.00	May 2025	100.00
Reamstown Elementary School Renovations Plumbing <b>Prime Contractor</b>	Cocalico School District 800 South 4th Street Denver, PA 17517 (717) 336-1401	AEM Architects, Inc. 3700 Perkiomen Avenue Reading, PA 19606-2795 (610) 779-3220	\$1,265,434.00	April 2025	100.00
Mechanicsburg HS Renovations Renovations Plumbing <b>Prime Contractor</b>	Mechanicsburg Area School District 600 S. Norway Street 2nd Floor Mechanicsburg, PA 17055 (717) 691-4092	Crabtree, Rohrbaugh & Associates Architects 401 East Winding Hill Road Mechanicsburg, PA 17055 (717) 458-0272	\$3,056,018.00	January 2025	100.00
Mechanicsburg HS Natatorium Additions & Renovations Plumbing <b>Prime Contractor</b>	Mechanicsburg Area School District 600 S. Norway Street 2nd Floor Mechanicsburg, PA 17055 (717) 691-4092	Crabtree, Rohrbaugh & Associates Architects 401 East Winding Hill Road Mechanicsburg, PA 17055 (717) 458-0272	\$443,643.00	January 2025	100.00
ELCO High School Additions & Renovations Plumbing <b>Prime Contractor</b>	Eastern Lebanon County School District 180 ELCO Drive Myerstown, PA 17067	AEM Architects, Inc. 3700 Perkiomen Avenue Reading, PA 19606-2795 (610) 779-3220	\$2,426,494.00	November 2024	100.00
Susquehannock HS Additions & Renovations Plumbing <b>Prime Contractor</b>	Southern York County School District 3280 Fissels Church Road PO Box 128 Glen Rock, PA 17327 (717) 235-4881	Beers & Hoffman, Ltd. Architects 250 Harrisburg Avenue Lancaster, PA 17603 (717) 625-0400	\$3,625,117.00	October 2024	100.00
Pequea Valley Middle-High Sch New Construction Plumbing <b>Prime Contractor</b>	Pequea Valley School District 166 South New Holland Road PO Box 130 Kinzers, PA 17535 (717) 768-5530	Crabtree, Rohrbaugh & Associates Architects 401 East Winding Hill Road Mechanicsburg, PA 17055 (717) 458-0272	\$4,490,632.20	October 2024	100.00
Downingtown HS West Additions & Alterations Plumbing <b>Prime Contractor</b>	Downingtown Area School District 540 Trestle Place Downingtown, PA 19335 (610) 269-8460	KCBA Architects 8 East Broad Street Hatfield, PA 19440 (215) 368-5806	\$1,498,671.24	August 2024	100.00

# Contractor Qualification Statement - Completed Jobs

Completed Jobs

T-1A

Project Name	Owner Name	Architect Name	Contract Amount Including COs	Completion Date	% Complete
Steele Elementary School Additions & Renovations Plumbing <b>Prime Contractor</b>	Harrisburg School District 1601 State Street Harrisburg, PA 17103 (717) 703-4000	Crabtree, Rohrbaugh & Associates Architects 401 East Winding Hill Road Mechanicsburg, PA 17055 (717) 458-0272	\$1,801,614.00	July 2024	100.00
York Co Central Booking Reloc Renovations Plumbing <b>Prime Contractor</b>	York County Board of Commissioners 28 East Market Street York, PA 17401 (717) 771-9964	Buchart-Horn, Inc. 445 West Phila. Street York, PA 17401 (717) 852-1400	\$695,934.00	July 2024	100.00
Fairview New IS New Construction Plumbing <b>Prime Contractor</b>	West Shore School District 507 Fishing Creek Road New Cumberland, PA 17070 (717) 938-9577	RLPS Architects 250 Valleybrook Drive Lancaster, PA 17601 (717) 560-9501	\$2,737,730.00	July 2024	100.00
Old Trail New IS New Construction Plumbing <b>Prime Contractor</b>	West Shore School District 507 Fishing Creek Road New Cumberland, PA 17070  (717) 938-9577	RLPS Architects 250 Valleybrook Drive Lancaster, PA 17601 (717) 560-9501	\$2,651,738.00	July 2024	100.00
North Queen St Apartments New Construction Plumbing <b>Subcontractor</b>	Berger Rental Communities 950 W. Valley Road Suite 2500 Wayne, PA 19087 (610) 688-6440	Barton Partners Architects 700 E. Main Street Suite 301 Norristown, PA 19401	\$2,875,749.00	June 2024	100.00
Millersburg MS-HS & PreK-4 Additions & Alterations Plumbing <b>Prime Contractor</b>	Millersburg Area School District 799 Center Street Millersburg, PA 17061 (717) 692-2108	Crabtree, Rohrbaugh & Associates Architects 401 East Winding Hill Road Mechanicsburg, PA 17055 (717) 458-0272	\$917,825.00	May 2024	100.00
L-S New Early Childhood Center New Construction Plumbing <b>Prime Contractor</b>	Lampeter-Strasburg School District 1600 Book Road Lancaster, PA 17602 (717) 464-3311	Crabtree, Rohrbaugh & Associates Architects 401 East Winding Hill Road Mechanicsburg, PA 17055 (717) 458-0272	\$1,146,448.00	April 2024	100.00
Loysville Youth Dev Ctr Replacement HVAC <b>Prime Contractor</b>	Department of General Services 18th and Herr Streets Harrisburg, PA 17120 (717) 787-6330	Tara Inglesby Design Group 140 Whitaker Avenue Monte Clare, PA 19453 (484) 920-6309	\$4,905,755.43	October 2023	100.00

# Contractor Qualification Statement - Completed Jobs

Project Name	Owner Name	Architect Name	Contract Amount Including COs	Completion Date	% Complete
Northern Lebanon New ES New Construction Plumbing <b>Prime Contractor</b>	Northern Lebanon School District 345 School Drive Fredericksburg, PA 17026 (717) 865-0541	Crabtree, Rohrbaugh & Associates Architects 401 East Winding Hill Road Mechanicsburg, PA 17055 (717) 458-0272	\$3,066,732.00	August 2023	100.00
Avon Grove Middle School Conversion Plumbing <b>Prime Contractor</b>	Avon Grove School District 375 South Jennersville Road West Grove, PA 19390 (610) 869-2441	KCBA Architects 8 East Broad Street Hatfield, PA 19440 (215) 368-5806	\$754,786.15	July 2023	100.00
Millersville Univ - Boyer Police Station Renovations Plumbing <b>Prime Contractor</b>	Millersville University of Pennsylvania 153 Creek Drive, PO Box 1002 Millersville, PA 17551-0302 (717) 872-3829	Muhlenberg Greene Architects LTD 955 Berkshire Blvd. Suite 101 Wyomissing, PA 19610 (610) 376-4927	\$326,028.34	July 2023	100.00
Forum Building - Phase 1 Renovations Plumbing <b>Prime Contractor</b>	Department of General Services 18th and Herr Streets Harrisburg, PA 17120 (717) 787-6330	Murphy & Dittenhafer Architects 226 W. Market Street York, PA 17401 (717) 848-8627	\$5,630,399.77	June 2023	100.00
Springettsbury Township Building Additions & Renovations Plumbing <b>Prime Contractor</b>	Springettsbury Township 1501 Mount Zion Road York, PA 17402 (717) 757-3521	Buchart-Horn, Inc. 445 West Phila. Street York, PA 17401 (717) 852-1400	\$1,060,939.93	May 2023	100.00
Kutztown Univ. - DeFrancesco Ed Bldg Renovations Plumbing <b>Prime Contractor</b>	Department of General Services 18th and Herr Streets Harrisburg, PA 17120 (717) 787-6330	Voith & Mactavish Architects 2401 Walnut Street Philadelphia, PA 19103 (215) 545-4544	\$764,003.63	April 2023	100.00
PA State Archives Bldg New Construction Plumbing <b>Prime Contractor</b>	Department of General Services 18th and Herr Streets Harrisburg, PA 17120 Steve Bernadyn, Project Coordinator (717) 787-6330	Vitetta Group, Inc. 645 North 12th Street Lemoyne, PA 17043 Daniel Vodzak	\$2,169,920.99	April 2023	100.00
Lebanon Co Dept of Emergency Svcs Facility New Construction Plumbing <b>Prime Contractor</b>	County of Lebanon 400 South 8th Street Lebanon, PA 17042 (717) 274-2801	Beers & Hoffman, Ltd. Architects 250 Harrisburg Avenue Lancaster, PA 17603 (717) 625-0400	\$1,186,102.00	March 2023	100.00

Completed Jobs

T-1A

# Contractor Qualification Statement - Completed Jobs

Project Name	Owner Name	Architect Name	Contract Amount Including COs	Completion Date	% Complete
Radnor H.S. Addition & Reno Additions & Renovations Plumbing <b>Prime Contractor</b>	Radnor Township School District 135 South Wayne Avenue Wayne, PA 19087-4194 (610) 688-8100	Breslin Ridyard Fadero Architects 1266 Union Blvd. Allentown, PA 18109 (610) 437-9626	\$1,395,784.00	March 2023	100.00
Mechanicsburg High School Additions & Renovations Plumbing <b>Prime Contractor</b>	Mechanicsburg Area School District 600 S. Norway Street 2nd Floor Mechanicsburg, PA 17055 (717) 691-4092	Crabtree, Rohrbaugh & Associates Architects 401 East Winding Hill Road Mechanicsburg, PA 17055 (717) 458-0272	\$893,772.00	January 2023	100.00
Northeastern High School Additions & Renovations Plumbing <b>Prime Contractor</b>	Northeastern School District 41 Harding Street Manchester, PA 17345	Kautter & Kelley Architects 5 Belmont Avenue Wyomissing, PA 19610-2001 (610) 372-9960	\$1,941,744.54	November 2022	100.00
Wyomissing Hills Elem Center Additions & Renovations Plumbing <b>Prime Contractor</b>	Wyomissing Area School District 630 Evans Avenue Wyomissing, PA 19610 (610) 374-0739	Crabtree, Rohrbaugh & Associates Architects 401 East Winding Hill Road Mechanicsburg, PA 17055 (717) 458-0272	\$1,159,713.00	November 2022	100.00
Huesken Middle School New Construction Plumbing <b>Prime Contractor</b>	Conestoga Valley School District 2110 Horseshoe Road Lancaster, PA 17601 Ken Johnson, Facilities Manager (717) 397-2421	Marotta/Main Architects 214 North Duke Street Lancaster, PA 17602 Westley Enterline, Project Architect (717) 393-3211	\$3,119,498.00	November 2022	100.00
Wyomissing Area Jr Sr High Sch Additions & Renovations Plumbing <b>Prime Contractor</b>	Wyomissing Area School District 630 Evans Avenue Wyomissing, PA 19610 (610) 374-0739	Crabtree, Rohrbaugh & Associates Architects 401 East Winding Hill Road Mechanicsburg, PA 17055 (717) 458-0272	\$779,692.00	September 2022	100.00
Lincoln Univ. - Amos Hall Additions & Renovations Plumbing <b>Prime Contractor</b>	Department of General Services 18th and Herr Streets Harrisburg, PA 17120 (717) 787-6330	CuetoKEARNEYdesign, llc 110 Park Avenue, Suite 1 Swarthmore, PA 19081 (610) 544-1722	\$707,791.77	August 2022	100.00
Northside Elem School Additions & Renovations Plumbing <b>Prime Contractor</b>	Mechanicsburg Area School District 600 S. Norway Street 2nd Floor Mechanicsburg, PA 17055 (717) 691-4092	Crabtree, Rohrbaugh & Associates Architects 401 East Winding Hill Road Mechanicsburg, PA 17055 (717) 458-0272	\$868,292.00	August 2022	100.00

Completed Jobs

T-1A

# Contractor Qualification Statement - Completed Jobs

Completed Jobs

T-11A

Project Name	Owner Name	Architect Name	Contract Amount Including COs	Completion Date	% Complete
Haverford High School - Project 2 Additions & Renovations Plumbing <b>Prime Contractor</b>	Haverford Twp School District 50 East Eagle Road Havertown, PA 19083 (610) 853-5900	KCBA Architects 8 East Broad Street Hatfield, PA 19440 (215) 368-5806	\$398,729.29	August 2022	100.00
Abington Senior High Sch Additions & Renovations Plumbing <b>Prime Contractor</b>	Abington School District 970 Highland Avenue Abington, PA 19001 (215) 884-4700	Gilbert Architects, Inc. 626 N. Charlotte Street Lancaster, PA 17603 Lenny Douk, Construction Administrator (717) 291-1077	\$4,817,345.00	August 2022	100.00
Sun Valley High School Additions & Renovations Plumbing <b>Prime Contractor</b>	Penn-Delco School District 2821 Concord Road Aston, PA 19014 (610) 497-6300	Marotta/Main Architects 214 North Duke Street Lancaster, PA 17602 (717) 393-3211	\$963,595.00	August 2022	100.00
Penn Manor High School Additions & Renovations Plumbing <b>Prime Contractor</b>	Penn Manor School District 2950 Charlestown Road Lancaster, PA 17603 (717) 872-9500	Crabtree, Rohrbaugh & Associates Architects 401 East Winding Hill Road Mechanicsburg, PA 17055 (717) 458-0272	\$3,538,623.67	August 2022	100.00
Hbg Military Bldgs 2, 3, 10 & 11 Renovations Plumbing <b>Prime Contractor</b>	Department of General Services 18th and Herr Streets Harrisburg, PA 17120 Steve Bernadyn, Project Coordinator (717) 787-6330	NV5 30775 Bainbridge Road Solon, OH 44139 (440) 247-3700	\$762,371.64	May 2022	100.00
Conrad Weiser Area H.S. Additions & Renovations Plumbing <b>Prime Contractor</b>	Conrad Weiser Area School District 44 Big Spring Road Robesonia, PA 19551-8948 Eric Lutz, Directory of Facilities (610) 693-8542	Muhlenberg Greene Architects LTD 955 Berkshire Blvd. Suite 101 Wyomissing, PA 19610 James Sarro (610) 376-4927	\$533,749.00	February 2022	100.00
Brandywine Heights IS & MS Renovations & Alterations Plumbing <b>Prime Contractor</b>	Brandywine Heights Area School District 200 W. Weis Street Topton, PA 19562 (610) 682-5100	KCBA Architects 8 East Broad Street Hatfield, PA 19440 (215) 368-5806	\$421,120.60	November 2021	100.00

Contractor Qualification Statement - Completed Jobs

Project Name	Owner Name	Architect Name	Contract Amount Including COs	Completion Date	% Complete
Broad Street Elem School Additions & Renovations Plumbing <b>Prime Contractor</b>	Mechanicsburg Area School District 600 S. Norway Street 2nd Floor Mechanicsburg, PA 17055 Dick Castner, Capital Projects (717) 691-4092	Crabtree, Rohrbaugh & Associates Architects 401 East Winding Hill Road Mechanicsburg, PA 17055 Frank Augustine, Construction Administrator (717) 458-0272	\$674,209.00	October 2021	100.00
Conestoga H.S. Expansion Additions & Renovations Plumbing <b>Prime Contractor</b>	Tredyffrin/Easttown School District 940 West Valley Road Suite 1700 Wayne, PA 19087 Colm Kelly (610) 240-1942	Heckendorn Shiles Architects 347 E. Conestoga Road Wayne, PA 19087 David Farabaugh (610) 994-3500	\$2,534,145.00	August 2021	100.00
Emory Markle Intermediate Sch Additions & Renovations Plumbing <b>Prime Contractor</b>	South Western School District 255 Bowman Road Hanover, PA 17331-4213 Nathan Osborne (717) 632-2500	Crabtree, Rohrbaugh & Associates Architects 401 East Winding Hill Road Mechanicsburg, PA 17055 Frank Augustine, Construction Administrator (717) 458-0272	\$1,723,390.00	August 2021	100.00
Lanc County Courthouse Renovations & Alterations Plumbing <b>Prime Contractor</b>	County of Lancaster 150 North Queen Street Floor 6, Suite 612 Lancaster, PA 17603 Barry Garman, Project Manager (717) 397-9753	Greenfield Architects, Ltd. 1853 William Penn Way Lancaster, PA 17601 Thomas Marcinkoski (717) 390-4614	\$1,731,316.00	May 2021	100.00
Elizabethtown Area MS Additions & Renovations Plumbing <b>Prime Contractor</b>	Elizabethtown Area School District 600 East High Street Elizabethtown, PA 17022 Adam Bergens, Director Buildings & Grounds (717) 367-1521	Crabtree, Rohrbaugh & Associates Architects 401 East Winding Hill Road Mechanicsburg, PA 17055 John Yarnall, Construction Administrator (717) 458-0272	\$477,220.00	April 2021	100.00
Bucks Co. Women's Correctional New Construction Plumbing <b>Prime Contractor</b>	County of Bucks 55 E. Court Street Doylestown, PA 18901	USA Architects One South 3rd Street, Seventh Floor Easton, PA 18042 (610) 559-6000	\$2,736,023.16	March 2021	100.00
Rossmoyne Elementary School New Construction Plumbing <b>Prime Contractor</b>	West Shore School District 507 Fishing Creek Road New Cumberland, PA 17070 Andy Glantz, Bldgs & Grounds Supervisor (717) 938-9577	RLPS Architects 250 Valleybrook Drive Lancaster, PA 17601 Anthony Diodato, Construction Administrator (717) 560-9501	\$1,623,785.00	March 2021	100.00

Completed Jobs

T-1A



# Contractor Qualification Statement - Completed Jobs

Completed Jobs

T-1A

Project Name	Owner Name	Architect Name	Contract Amount Including COs	Completion Date	% Complete
Lincoln Middle School Additions & Renovations Plumbing <b>Prime Contractor</b>	School District of Lancaster 251 S. Prince Street Lancaster, PA 17602 Dennis LaPorte, Maintenance Supervisor (717) 299-2700	Marotta/Main Architects 214 North Duke Street Lancaster, PA 17602 Donald Main, Principal Architect (717) 393-3211	\$1,691,210.32	February 2021	100.00
Loganville-Springfield Elem Sch Additions & Renovations Plumbing <b>Prime Contractor</b>	Dallastown Area School District 700 New School Lane Dallastown, PA 17313 James Heilman, Director of Bldgs & Grounds (717) 244-4021	RLPS Architects 250 Valleybrook Drive Lancaster, PA 17601 Anthony Diodato, Construction Administrator (717) 560-9501	\$1,390,098.00	December 2020	100.00
Altoona Area High School Additions & Renovations Plumbing <b>Prime Contractor</b>	Altoona Area School District 1415 Sixth Avenue Altoona, PA 16602 Doug Endler, Director of Bldgs & Grounds (814) 946-8211	KCBA Architects 8 East Broad Street Hatfield, PA 19440 Robert Montanye, Project Manager (215) 368-5806	\$3,368,091.00	December 2020	100.00
Valley Twp Admin & Police Facility New Construction Plumbing <b>Prime Contractor</b>	Valley Township 890 West Lincoln Highway Coatesville, PA 19320 Janis Rambo, Secretary/Treasurer (610) 384-5751	Kimmel Bogrette Architecture + Site 482 Norristown Road Suite 200 Blue Bell, PA 19422 Andrew Dillon, Project Architect (610) 834-7805	\$372,365.40	October 2020	100.00
Brownstown Elementary School Additions & Renovations Plumbing <b>Prime Contractor</b>	Conestoga Valley School District 2110 Horseshoe Road Lancaster, PA 17601 Ken Johnson, Facilities Manager (717) 397-2421	Marotta/Main Architects 214 North Duke Street Lancaster, PA 17602 Matthew Griffith, Project Manager (717) 393-3211	\$968,968.00	October 2020	100.00
Thaddeus Stevens Dorm Reno Renovations Plumbing <b>Prime Contractor</b>	Thaddeus Stevens College of Technology 750 E. King Street Lancaster, PA 17602 Gene Duncan, Director of Construction (717) 391-3528	Marotta/Main Architects 214 North Duke Street Lancaster, PA 17602 Carl Kowalski, Project Manager (717) 393-3211	\$411,555.00	October 2020	100.00
Uwchlan Hills Elementary School New Construction Plumbing <b>Prime Contractor</b>	Downingtown Area School District 540 Trestle Place Downingtown, PA 19335 John Ennis, Construction Coordinator (610) 269-8460	KCBA Architects 8 East Broad Street Hatfield, PA 19440 Mark Marella, Project Manager (215) 368-5806	\$1,316,080.00	October 2020	100.00

Contractor Qualification Statement - Completed Jobs

Project Name	Owner Name	Architect Name	Contract Amount Including COs	Completion Date	% Complete
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Completed Jobs

T-1A

## **T-1B**

### **Prime Contractor: Qualifications, Experience and Past Performance**

**APPENDIX F**  
**PRIME CONTRACTOR**  
**QUALIFICATION STATEMENT**

**COVER SHEET**

DGS Project Name PA State Museum - Paver Repair/Replacement

DGS Project Number DGS C-0948-0087 Phase 1

Check One:

☒ Corporation,

☐ Partnership,

☐ Individual,

☐ Joint Venture,

☐ Other \_\_\_\_\_

Name of Firm Jay R. Reynolds, Inc.

Address One Brooks Avenue, PO Box 326, Willow Street, PA 17584-0326

Principal Office One Brooks Avenue, PO Box 326, Willow Street, PA 17584-0326

Owner or Authorized Representative Wayne R. Reynolds, Executive Vice President

## **SECTION 1 – INFORMATION ON FIRM**

### **1.1 Background Information**

- a) How many years has the firm been in business? 53 years
- b) How many years has the firm been doing business in proposed contract field? 53 years

Under what former names has the firm conducted business?  
Jay R. Reynolds, Proprietor (May 1972 - November 1976)

- c) Provide an **Attachment 1** to this Qualifications Statement identifying all jurisdictions in which the firm is licensed or otherwise qualified to do business. List and provide copies of any business or trade licenses, certificates or registrations (to the extent that they apply to the Contract Work) held by the firm.

- d) If the firm is a corporation, provide the following information:

Date of incorporation November 1976

State of incorporation Pennsylvania

President's name Jay R. Reynolds

Vice President's name(s) Wayne R. Reynolds, Brian M. FitzGerald, June A. Reynolds

Secretary's name J. Ernest Lapp

Treasurer's name June A. Reynolds

- e) If the firm is a partnership, provide the following information:

Date of formation N/A

Type of partnership N/A

Names of partners N/A

- f) If the firm is individually owned, provide the following information:

Date of formation N/A

Name of owner N/A

- g) If the form of the firm is other than those listed above, describe it and name the principals:

N/A

## **SECTION 2 - EXPERIENCE AND PERFORMANCE**

### **2.1 General**

- a) Provide the annual construction volume in dollars completed by the firm in the past three years:
- |      |             |                         |
|------|-------------|-------------------------|
| Year | <u>2024</u> | <u>\$ 25,000,000.00</u> |
| Year | <u>2023</u> | <u>\$ 23,000,000.00</u> |
| Year | <u>2022</u> | <u>\$ 20,000,000.00</u> |
- b) Identify the percentage of work on similar projects the firm typically performs with its own work force 80%
- c) List the categories of work that the firm normally performs with its own forces on similar projects.
- Plumbing Construction, HVAC Construction

### **2.2 Project Experience and References**

Submit as **Attachment 2** to this Qualifications Statement:

- a) **Suggested number of Sheets/Pages:**

- 3 sheets/(6 pages)

Three (3) detailed project descriptions for relevant projects that are similar in size and scope to the Contract Work. The project descriptions shall include, at a minimum, the following information presented in the order listed below:

- i. Name of project, type of project and location
- ii. Description of the project and relevance of work to the Contract Work
- iii. Contact information for an owner representative familiar with the firm's work performed on this project. Include name, address, telephone number(s) and e-mail address.
- iv. The original bid/proposal price and the final contract price. If the project is ongoing, project the final price and relation to proposal price. Contract value for which the firm was/is responsible.
- v. The original date for project completion and the actual completion date. If the project is ongoing, project the completion date and relation to original schedule.
- vi. As available, performance ratings of the work evaluated by owner or owner's representative.

### **2.3 Contractor Safety Record**

Submit as **Attachment 3** to this Qualifications Statement the information specified herein and verify this information by providing copies of OSHA 300/200 Forms or appropriate documentation from insurance carriers, as applicable. The firm may submit written explanations to comment on or clarify its safety record.

- a) Provide the firm's Workers Compensation Experience Modification Rating for the past three years, beginning with the most recent year available:
- |         |             |              |
|---------|-------------|--------------|
| Year 1: | <u>2025</u> | <u>1.123</u> |
| Year 2: | <u>2024</u> | <u>1.115</u> |

Year 3:      2023                      1.041

- b) Provide the firm's Total Lost Workday Incidence Rate (LWDIR) for the past three years, beginning with the most recent year available:

Year 1:      2024                      0.00

Year 2:      2023                      0.00

Year 3:      2022                      0.00

\*LWDIR Rate = Number of Lost Time Injuries & Illnesses x 200,000 ÷ Total Hours Worked

- c) Provide the firm's Recordable Incidence Rate (RIR) for the past three years:

Year 1:      2024                      1.38

Year 2:      2023                      2.96

Year 3:      2022                      6.75

\*RIR Rate = Number of Injuries x 200,000 ÷ Total Hours Worked

- d) Provide in an **Attachment 4** to this Qualifications Statement a list of any health or safety citations issued by federal or state agencies for serious or willful violations issued in the past 3 years. Include a separate statement for any such violations and include the citation number, a brief description of the violation and the amount of penalty, if any, for each violation and current status of violation.

### **SECTION 3 - REQUIRED DISCLOSURES**

The firm shall answer the following questions with regard to the past three (3) years. If any question is answered in the affirmative, the firm shall submit in an **Attachment 5** to this Qualifications Statement, for each affirmative answer, a written explanation which shall provide details concerning the matter in question, including applicable dates, locations, names of projects/project owners and current status of any such matter.

- 3.1 Has the firm ever been debarred or suspended from doing business with any federal, state or local government agency or private entity?

Yes ☐ No ☒

- 3.2 Is the firm currently or has the firm been otherwise prohibited from doing business with any federal, state or local government agency or private entity?

Yes ☐ No ☒

- 3.3 Has the firm been denied prequalification (not including short listing), declared non-responsible, or otherwise declared ineligible to submit bids or proposals for work by any federal, state or local government agency or private entity?

Yes ☐ No ☒

- 3.4 Has the firm defaulted, been terminated for cause or otherwise failed to complete any project that it was awarded?

Yes ☐ No ☒

- 3.5 Has the firm been assessed or required to pay liquidated damages in connection with work performed on any project?

- Yes \_\_\_ No ☒
- 3.6 Has the firm had any business or professional license, registration, certificate or certification suspended or revoked?  
Yes \_\_\_ No ☒
- 3.7 Have any liens been filed against the firm as a result of its failure to pay subcontractors, suppliers, or workers?  
Yes \_\_\_ No ☒
- 3.8 Has the firm been denied bonding or insurance coverage or been discontinued by a surety or insurance company?  
Yes \_\_\_ No ☒
- 3.9 Has the firm been found in violation of any laws, including but not limited to contracting or antitrust laws, tax or licensing laws, labor or employment laws or environmental laws by a final decision of a court or government agency?  
Yes \_\_\_ No ☒
- \*Note: information regarding health and safety violations is addressed in a previous section.
- 3.10 Has the firm or its owners, officers, directors or managers been the subject of any criminal indictment or criminal investigation concerning any aspect of the firm's business?  
Yes \_\_\_ No ☒
- 3.11 Has the firm been the subject to any bankruptcy proceeding?  
Yes \_\_\_ No ☒

#### **SECTION 4 - REQUIRED REPRESENTATIONS**

In submitting this Qualifications Statement, along with the representations and authorizations listed on the Proposal Signature page and in the RFP, the firm also makes the following representations, which it understands are required as a condition of performing the Contract Work and receiving payment for same.

- 4.1 The firm will possess all applicable professional, business and trade licenses required for performing the Contract Work.
- 4.2 The firm satisfies all bonding and insurance requirements as stipulated in the solicitation for the Contract Work.
- 4.3 The firm and all subcontractors it employs in execution of the Contract Work shall be in full compliance with the Commonwealth's requirements for workers' compensation insurance according to all applicable laws, and unemployment insurance according to all applicable laws.
- 4.4 The firm and all subcontractors it employs in execution of the Contract Work shall be in full compliance with all requirements of the Commonwealth's prevailing wage law and Public Works Employment Verification Act.
- 4.5 If awarded the Contract Work, the firm represents that it will not exceed its current bonding limitations when the Contract Work is combined with the total aggregate amount of all unfinished work for which the Contractor is responsible.



- 4.6 The firm represents that it has no conflicts of interests with the Commonwealth of Pennsylvania and, if awarded the Contract Work, any potential conflicts of interest that may arise in the future will be disclosed immediately to the Department of General Services.
- 4.7 The firm represents the price offered in connection with its proposal for the Contract Work was arrived at independently without consultation, communication or agreement with any other Proposer or competitor.
- 4.8 The firm will ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin.

**ATTACHMENT 1**

Master Plumbers License good in any 3<sup>rd</sup> class city and other municipalities of less stature.

**2025**

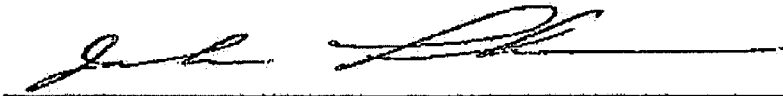
**License No: 138**

**Community, Planning & Economic Dev. Department  
Bureau of Building Code Administration  
Lancaster, Pennsylvania**

**This is to certify that JAY R. REYNOLDS  
Is duly registered as MASTER in accordance with Chapter 215,  
Article II of the Codified Ordinances of the City of Lancaster,  
Pennsylvania, as amended March 2, 1992**

**Void after 12/31/2025**

**Signed and Sealed at Lancaster, PA**



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**Building Code Official**

2025

License No: 307

Community, Planning & Economic Dev. Department  
Bureau of Building Code Administration  
Lancaster, Pennsylvania

This is to certify that **WAYNE REYNOLDS**  
Is duly registered as **MASTER** in accordance with Chapter 215,  
Article II of the Codified Ordinances of the City of Lancaster,  
Pennsylvania, as amended March 2, 1992

Void after 12/31/2025

Signed and Sealed at Lancaster, PA



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Building Code Official

DO NOT DETACH


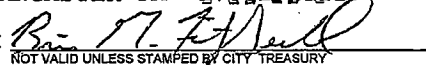
Attachment 1

- (1) Master electricians and master plumbers are further required to provide this Bureau proof that their liability and workman's compensation insurance is in effect.
- (2) No work is to be undertaken until a proper permit is issued barring emergency situations that occur when the Bureau is not open for business (in which case the permit must be obtained on the next business day).
- (3) The permit must list all work to be performed.
- (4) All plumbers & electricians working on a job must be licensed.
- (5) An apprentice may be on a job only if a Journeyman or Master Electrician is present at all times.
- (6) Permit fees not paid within 15 days of permit issuance shall preclude the issuance of additional permits until such fees are paid.
- (7) Newly installed panels will not be accepted as meeting code compliance unless each branch circuit is clearly marked as required by Section 110.02 of the current code.
- (8) Bureau of Codes Administration room number is 205 and the phone number is 255-6553.
- (9) All electrical work done in the City of Harrisburg must be inspected by a licensed electrical inspection agency.

TRACKING # 2024105761-9

AMOUNT \$125.00

BRIAN M FITZGERALD  
820 WATERFRONT DR  
LANCASTER PA 17602-4122

2024105761-9		
LICENSE ISSUED BY THE CITY OF HARRISBURG		
CATEGORY	PLUMBING	MASTER
LICENSE NO.	00871	EXPIRES ON DEC 31, 2025
INDIVIDUAL SHOWN IS LICENSED FOR THE ABOVE SHOWN TRADE IN HARRISBURG, PA		
BRIAN M FITZGERALD		NOV 14 2024
820 WATERFRONT DR		AAA
LANCASTER PA 17602-4122		
SIGNATURE		
NOT VALID UNLESS STAMPED BY CITY TREASURY		

cc: Payroll

## **TAB T-1B ATTACHMENT 2**

**Name of Project No. 1: New Residence Hall & Bookstore**

**Type of Project:** Public Works Construction using multi-prime method

**Location of Project:** Bloomsburg University

**Description:** Work under this project consists of construction of a new residence hall and bookstore at the Bloomsburg University of PA. Work entails the construction of 7-story residence hall, approximately 162,000 square feet including ground floor dining, new bookstore and mechanical areas with floors 1 thru 6 dedicated to residences.

**Relevance of Work to Project:** The construction of the new 7-story Residence Hall and Bookstore for Bloomsburg University is relevant to this project because both projects involve large drainage systems and close coordination with other trades and the Owner. Furthermore, they both have limited laydown area within the project site with heavy pedestrian and vehicle traffic. We are committed to working closely with the Owner to coordinate our deliveries and plumbing activities so we do not interfere with the Owner or surrounding area. In addition both projects were built using the multi-prime method and have time frames with fixed schedule requirements and liquidated damages.

Based on our experience on this project along with all the other projects we constructed with limited laydown area and congested sites, we are confident and believe that we are uniquely qualified to perform the plumbing construction on this project.

**Contact Information for Owner Representative:**

Bloomsburg University  
400 East 2<sup>nd</sup> Street, BMC Annex  
Bloomsburg, PA 17815  
Contact: Ed Gunshore  
Phone: (570) 389-2796  
E-mail: egunshore@bloomu.edu

**Original Contract Amount:** \$2,967,800.00

**Final Contract Amount:** \$3,192,736.00

**Explanation of Difference:** The contract was increased due to Owner-requested design changes to the plumbing work.

**Original Completion Date:** 6/15/2017

**Actual Completion Date:** 6/15/2017

**Explanation of Difference:** N/A

**Performance Ratings:** Jay R. Reynolds, Inc. does not request project Owners to fill out evaluations or testimony on our performance, or request letters of recommendation. However, we have received unsolicited letters from Owners, Construction Managers, and Architects regarding our performance on projects (samples attached).

## **TAB T-1B ATTACHMENT 2**

**Name of Project No. 2: Construction of New 7-story Student Residence Hall**

**Type of Project:** Public Works Construction using multi-prime method

**Location of Project:** Kutztown University

**Description:** The scope of the Project consists of the construction of a 256,000 SF 7-story Residence Hall on the Kutztown University Campus. The facility contains approximately 857 beds in a variety of one and two bed bedroom configurations along with several apartment style units. The structural system consisted of a plank and girder system.

**Relevance of Work to Project:** The construction of the new 7-story Student Housing Building for Kutztown University is relevant to this project because both projects involve large drainage systems, close coordination with other trades and have congested streets within the project site with heavy pedestrian and vehicle traffic. We are committed to working closely with the Owner to coordinate our deliveries and plumbing activities so we do not interfere with the Owner or surrounding area. In addition, both projects were built using the multi-prime method and have time frames with fixed schedule requirements and liquidated damages.

Based on our experience on this project along with all the other projects we constructed with limited laydown area and congested sites, we are confident and believe that we are uniquely qualified to perform the plumbing construction on this project.

**Contact Information for Owner Representative:**

Kutztown University  
P.O. Box 730  
Kutztown, PA 19530  
Contact: Terry Brown, Director of Facilities  
Phone: (610) 683-1573  
E-mail: [tbrown@kutztown.edu](mailto:tbrown@kutztown.edu)

**Original Contract Amount:** \$7,148,000.00

**Final Contract Amount:** \$7,221,407.58

**Explanation of Difference:** The contract was increased due to the Owner's request for a non-specified shower in the typical dorm rooms and other owner-requested design changes.

**Original Completion Date:** 8/8/2008

**Actual Completion Date:** 8/8/2008

**Explanation of Difference:** N/A

**Performance Ratings:** Jay R. Reynolds, Inc. does not request project Owners to fill out evaluations or testimony on our performance, or request letters of recommendation. However, we have received unsolicited letters from Owners, Construction Managers, and Architects regarding our performance on projects (samples attached).

## **TAB T-1B ATTACHMENT 2**

**Name of Project No. 3: Main Capitol Building, Sub-Basement**

**Type of Project:** Public Works Construction using multi-prime method

**Location of Project:** Harrisburg, Dauphin County, PA

**Description:** The scope of the project consists of replacing the plumbing lines and equipment in the sub-basement and install drip pans and sensors on A/C equipment throughout the Capitol Building and provide new service from water authority.

**Relevance of Work to Project:** The renovations in the Capitol Building are relevant to this project because they are both DGS projects with unique contract requirements. Jay R Reynolds, Inc. was the lead contractor with responsibilities for scheduling and close coordination with the Senate, Capitol Police, Capitol Preservation Committee, the Construction Manager, and DGS Inspectors. The PA State Museum – Paver Repair/Replacement Project will require similar close coordination with the Owner and its representatives. Furthermore, both projects utilize a project schedule with critical milestones and liquidated damages.

Based on our experience on this project along with all the other projects we have successfully completed in the past with extensive storm and sanitary drainage systems, trench drains and area drains, we are confident and believe that we are uniquely qualified to perform the plumbing construction on this project.

**Contact Information for Owner Representative:**

Department of General Services – Pre-Construction Bureau  
Arsenal Building, 1800 Herr Street  
Harrisburg, PA 17103  
Contact: Toni Dolan  
Phone: (717) 787-6141  
E-mail: tdolan@pa.gov

**Original Contract Amount:** \$1,027,700.00

**Final Contract Amount:** \$1,071,490.13

**Explanation of Difference:** The contract was increased due to Owner requested design changes to the plumbing work.

**Original Completion Date:** 9/27/2000

**Actual Completion Date:** 9/27/2000

**Explanation of Difference:** N/A

**Performance Ratings:** Jay R. Reynolds, Inc. does not request project Owners to fill out evaluations or testimony on our performance, or request letters of recommendation. However, we have received unsolicited letters from Owners, Construction Managers, and Architects regarding our performance on projects (samples attached).

**ATTACHMENT 2: Letters of Recommendation**



*Insurance & Bonding  
Risk Management  
Health Benefits  
Third-Party Administration  
Wealth Management*

**murrayins.com**

April 22, 2022

Mr. Jay Reynolds  
President  
Jay R. Reynolds, Inc.  
P.O. Box 326  
Willow Street, PA 17584

Dear Jay:

Congratulations to you, your family, and more than 70 employees as you celebrate Jay R. Reynolds, Inc.'s **50<sup>th</sup> ANNIVERSARY!**

Your integrity and dedication to quality workmanship—taught to employees through your apprenticeship training programs, on-the-job training, and advanced in-house trainings—has made you a trusted business partner and resource for many companies. You are a leader in the industry—a testament to your business acumen and ability to keep pace with the rapidly-changing construction business.

Please accept my heartfelt congratulations on behalf of myself and Murray Insurance Associates. We value the trust you have placed in us to insure your business needs and look forward to many more years together. Again, my very best wishes for your continued success.

Sincerely,

A handwritten signature in black ink, appearing to read "Rich Rankin".

Richard M. Rankin  
President & CEO



---

**From:** Arcuri, James [<mailto:jarcuri@pa.gov>]  
**Sent:** Friday, September 30, 2022 3:04 PM  
**To:** Bob Mease <[Bmease@jrrinc.com](mailto:Bmease@jrrinc.com)>; Karl Wilson <[1343@jrrincjob.com](mailto:1343@jrrincjob.com)>  
**Cc:** Wayne R. Reynolds <[Wreynolds@jrrinc.com](mailto:Wreynolds@jrrinc.com)>  
**Subject:** DGS 948-82 P1 Forum Bldg Reno - THANK YOU

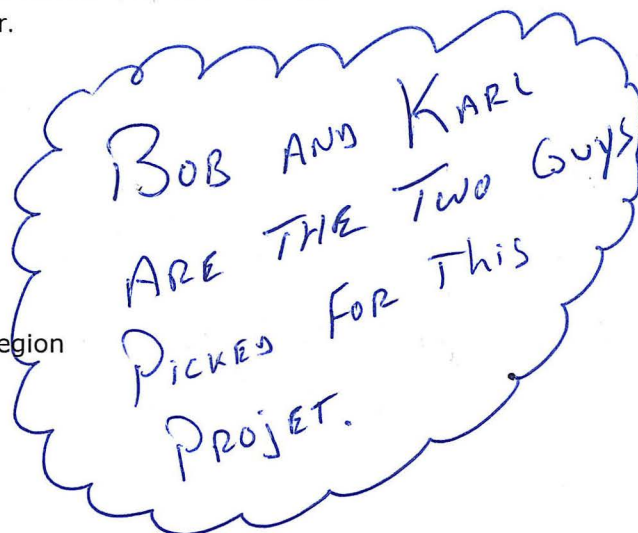
Bob,

Please accept my heartfelt thanks for the extra effort your entire JR Reynolds team provided to help secure the occupancy permit for the Forum auditorium. I'd also like to specifically thank you and Karl Wilson for your leadership and "can do" attitude throughout the entire effort but particularly in providing the connections to the temporary boiler for heat and domestic hot water to the facility. Your efforts were instrumental in securing the occupancy permit. You and your team demonstrated commendable integrity, perseverance, knowledge, and character.

THANK YOU FOR A JOB, WELL DONE!

Respectfully,  
Jim

**James D. Arcuri, Jr.** | Regional Director  
Department of General Services  
Bureau of Capital Projects - Construction | South Central Region  
The Arsenal Building  
18<sup>th</sup> and Herr Streets  
Harrisburg, Pennsylvania 17103  
(717) 603-2281  
[www.dgs.state.pa.us](http://www.dgs.state.pa.us)



BOB AND KARL  
ARE THE TWO GUYS  
PICKED FOR THIS  
PROJECT.

***At DGS, our mission is to help government operate more efficiently, effectively, and safely, delivering exceptional value for all Pennsylvanians.***

**Ernest Lapp**

---

**From:** John Bailey  
**Sent:** Thursday, October 22, 2020 3:24 PM  
**To:** Nancy Minchoff  
**Cc:** 'Stephen M Keck (1331@jrrincjob.com)'  
**Subject:** FW: October Pencil Copy

#1331  
CC: PF-10

**John Bailey**  
*Project Manager*  
**Jay R. Reynolds, Inc.**  
O: (717) 464-2755  
C: (717) 989-6119

---

**From:** Matt Griffith [<mailto:MRG@marottamain.com>]  
**Sent:** Thursday, October 22, 2020 3:14 PM  
**To:** John Bailey <[JBailey@JRRInc.com](mailto:JBailey@JRRInc.com)>  
**Subject:** RE: October Pencil Copy

John,

Thank you for doing what you guys do  
Wish every contractor worked like Reynolds does

**Matthew Griffith** / Project Manager



214 N. Duke Street Lancaster, PA 17602 T/ 717.393.3211/Extension 124 [marottamain.com](http://marottamain.com)

---

**From:** John Bailey <[JBailey@JRRInc.com](mailto:JBailey@JRRInc.com)>  
**Sent:** Thursday, October 22, 2020 3:11 PM  
**To:** Matt Griffith <[MRG@marottamain.com](mailto:MRG@marottamain.com)>  
**Cc:** 'Eric Danz ([epd1954@gmail.com](mailto:epd1954@gmail.com))' <[epd1954@gmail.com](mailto:epd1954@gmail.com)>; Kenneth Johnson <[kenneth\\_johnson@conestogavalley.org](mailto:kenneth_johnson@conestogavalley.org)>; Nancy Minchoff <[Nminchoff@jrrinc.com](mailto:Nminchoff@jrrinc.com)>  
**Subject:** RE: October Pencil Copy

Sounds good, thanks Matt

**John Bailey**  
*Project Manager*  
**Jay R. Reynolds, Inc.**  
O: (717) 464-2755

**Ernest Lapp**

---

**From:** Matt Griffith <MRG@marottamain.com>  
**Sent:** Thursday, November 7, 2019 10:13 AM  
**To:** Nancy Minchoff  
**Subject:** RE: Brownstown ES - Two Week Look Ahead dated 11-7-19

Nancy,

You are the best – wish every company was like Reynolds!

Matthew Griffith / Project Manager



214 N. Duke Street Lancaster, PA 17602 T/ 717.393.3211/Extension 124 marottamain.com

---

**From:** Nancy Minchoff [mailto:Nminchoff@jrrinc.com]  
**Sent:** Thursday, November 07, 2019 10:06 AM  
**To:** Matt Griffith <MRG@marottamain.com>  
**Subject:** Brownstown ES - Two Week Look Ahead dated 11-7-19

For today's Job Conference.  
Thanks, Nancy

Nancy Minchoff  
Project Administrator  
**Jay R. Reynolds, Inc.**  
Phone: (717) 464-2755  
E-Mail: [nminchoff@jrrinc.com](mailto:nminchoff@jrrinc.com)

**Ernest Lapp**

---

**From:** Wayne R. Reynolds  
**Sent:** Tuesday, November 06, 2018 8:01 AM  
**To:** Nancy Minchoff  
**Cc:** Brian M. FitzGerald  
**Subject:** FW: Dallastown Area School District - Loganville Springfield Elementary

**From:** Wesley L. Stiles [<mailto:wls@ba-inc.com>]  
**Sent:** Tuesday, November 06, 2018 7:54 AM  
**To:** Wayne R. Reynolds <[Wreynolds@jrrinc.com](mailto:Wreynolds@jrrinc.com)>  
**Subject:** RE: Dallastown Area School District - Loganville Springfield Elementary

Wayne,  
That's good to hear – you guys have a great reputation within our company for your work on previous projects...

Wes

---

**From:** Wayne R. Reynolds <[Wreynolds@jrrinc.com](mailto:Wreynolds@jrrinc.com)>  
**Sent:** Tuesday, November 06, 2018 7:42 AM  
**To:** Wesley L. Stiles <[wls@ba-inc.com](mailto:wls@ba-inc.com)>  
**Subject:** RE: Dallastown Area School District - Loganville Springfield Elementary

Wes--

I appreciate you letting us know about this project, I'll be ordering plans today.

Thanks,  
**Wayne R. Reynolds**  
*Vice President*  
*Jay R. Reynolds, Inc.*  
*Ph: 717-464-2755*  
[wreynolds@jrrinc.com](mailto:wreynolds@jrrinc.com)

---

**From:** Ernest Lapp  
**Sent:** Tuesday, November 06, 2018 6:53 AM  
**To:** Wayne R. Reynolds <[Wreynolds@jrrinc.com](mailto:Wreynolds@jrrinc.com)>  
**Subject:** FW: Dallastown Area School District - Loganville Springfield Elementary

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**From:** Wesley L. Stiles [<mailto:wls@ba-inc.com>]  
**Sent:** Monday, November 05, 2018 2:29 PM  
**To:** Wesley L. Stiles <[wls@ba-inc.com](mailto:wls@ba-inc.com)>; George E. Thompson <[get@ba-inc.com](mailto:get@ba-inc.com)>; Blaydon, Andrew <[ABlaydon@rlps.com](mailto:ABlaydon@rlps.com)>  
**Subject:** Dallastown Area School District - Loganville Springfield Elementary

All,

**Ernest Lapp**

---

**From:** Brian M. FitzGerald  
**Sent:** Wednesday, August 02, 2017 8:45 AM  
**To:** John Dudash  
**Cc:** Jeff Merritt; Brian Shaffer; Gunshore, Edwin; John Bailey; Tina Yinger; Wayne R. Reynolds; Jay R. Reynolds; John McLaughlin  
**Subject:** 2017-08-02 Bloomsburg University

**From:** John Dudash [<mailto:jdudash@reynoldssolutions.com>]  
**Sent:** Wednesday, August 02, 2017 7:37 AM  
**To:** Brian M. FitzGerald <[Bfitzgerald@jrrinc.com](mailto:Bfitzgerald@jrrinc.com)>  
**Cc:** Jeff Merritt <[jmerritt@reynoldssolutions.com](mailto:jmerritt@reynoldssolutions.com)>; Brian Shaffer <[bshaffer@reynoldssolutions.com](mailto:bshaffer@reynoldssolutions.com)>; Gunshore, Edwin <[egunshore@bloomu.edu](mailto:egunshore@bloomu.edu)>  
**Subject:** Bloomsburg University

Brian

On Friday I am going to get the occupancy certificate for the new residence hall at Bloomsburg University, and will be proudly handing the building over to the university in time for the start of the fall semester. As you are aware, this was an extremely large project with a very tight schedule. On time completion would not have been possible without the hard work and cooperation that we got from John Bailey and Chad Busswood. JRRI was the one contractor on site that got out ahead of the schedule from day one, and never got behind. I could always count on Chad to have all work complete and ready for the numerous in wall and above ceiling inspections required to keep the project on time. Both John and Chad were able to deal with the constant changes to the documents and keep things moving forward. JRRI played a huge role in the successful outcome of this project.

I hope to have the opportunity to work with JRRI again in the near future.

John Dudash, CPC  
*Project Superintendent*

**Reynolds**  
*Building Solutions*  
Construction Energy Restoration Commissioning  
3300 North Third St. Harrisburg, PA 17110  
Cell Phone: (717) 648-8170  
[www.reynoldsolutions.com](http://www.reynoldsolutions.com)

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**Ernest Lapp**

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**From:** Wayne R. Reynolds  
**Sent:** Wednesday, July 25, 2018 2:04 PM  
**To:** Nancy Minchoff  
**Cc:** Brian M. FitzGerald  
**Subject:** FW: East Goshen Elementary

**Wayne R. Reynolds**  
*Vice President*  
Jay R. Reynolds, Inc.  
Ph: 717-464-2755  
[wreynolds@jrrinc.com](mailto:wreynolds@jrrinc.com)

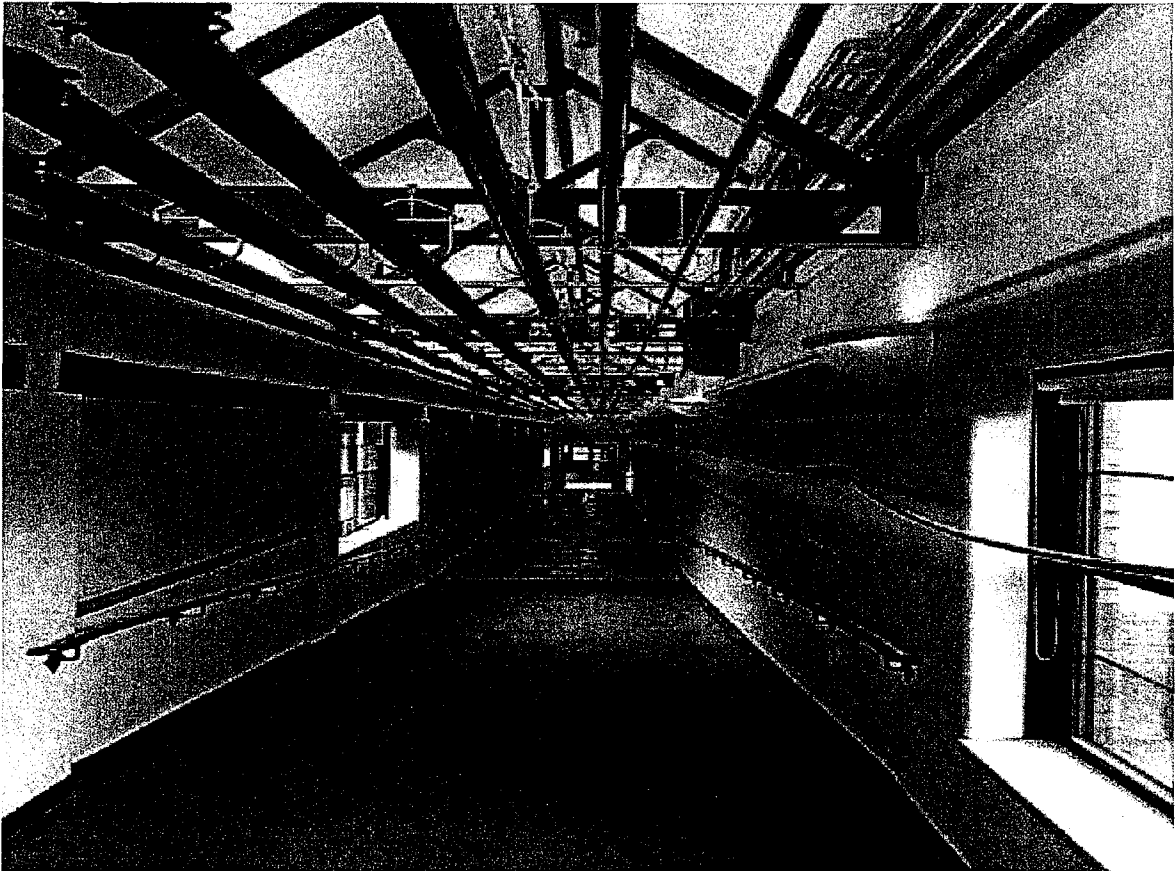
---

**From:** Mike Gehris [<mailto:mike@richtomkins.com>]  
**Sent:** Wednesday, July 25, 2018 9:24 AM  
**To:** Wayne R. Reynolds <[Wreynolds@jrrinc.com](mailto:Wreynolds@jrrinc.com)>; Randy Armstrong <[rarmstrong@JRRInc.com](mailto:rarmstrong@JRRInc.com)>  
**Cc:** Jim Keck <[jkeck@JRRInc.com](mailto:jkeck@JRRInc.com)>; [ethan@richtomkins.com](mailto:ethan@richtomkins.com)  
**Subject:** East Goshen Elementary

Wayne / Randy

I wanted to share some pictures of the amazing job your team is doing at East Goshen ES!

The care and expertise that Jim / Nate and the crew are showing at this project is far beyond the norm! It is great working with you guys on this project.









## Ernest Lapp

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**From:** Wayne R. Reynolds  
**Sent:** Thursday, June 14, 2018 1:43 PM  
**To:** Nancy Minchoff  
**Cc:** Tina Yinger  
**Subject:** FW: Rothermel Hall Tour today

---

**From:** Scott, Christopher [<mailto:scott@kutztown.edu>]  
**Sent:** Thursday, June 14, 2018 12:50 PM  
**To:** Stambaugh, Ray <[stambaugh@kutztown.edu](mailto:stambaugh@kutztown.edu)>; 'mkhobbs@purcellgc.com' <[mkhobbs@purcellgc.com](mailto:mkhobbs@purcellgc.com)>; Bob Mease <[Bmease@irrinc.com](mailto:Bmease@irrinc.com)>; Andrew Lawler <[ALawler@westsidehammer.com](mailto:ALawler@westsidehammer.com)>; Tom Krieger <[tkrieger@mycomechanical.com](mailto:tkrieger@mycomechanical.com)>; Salvatore Verrastro ([SVerrastro@spillmanfarmer.com](mailto:SVerrastro@spillmanfarmer.com)) <[SVerrastro@spillmanfarmer.com](mailto:SVerrastro@spillmanfarmer.com)>; Tom Woods <[twoods@spillmanfarmer.com](mailto:twoods@spillmanfarmer.com)>; Chad Destine ([derstine@lve.cc](mailto:derstine@lve.cc)) <[derstine@lve.cc](mailto:derstine@lve.cc)>; Kevin Burns ([burns@lve.cc](mailto:burns@lve.cc)) <[burns@lve.cc](mailto:burns@lve.cc)>; 'John Benko' <[benko@lve.cc](mailto:benko@lve.cc)>; Curt Wireman <[cwireman@purcellgc.com](mailto:cwireman@purcellgc.com)>; Nathan Cook (JRR) <[1300@jrrincjob.com](mailto:1300@jrrincjob.com)>; Duane Zimmerman <[DZimmerman@westsidehammer.com](mailto:DZimmerman@westsidehammer.com)>; Wayne Drager <[wdrager@mycomechanical.com](mailto:wdrager@mycomechanical.com)>  
**Subject:** Rothermel Hall Tour today

Hello All,

The tour of Rothermel Hall with President Dr. Hawkinson and the Council of Trustees went very well this morning .They were very impressed with the design ,and the fine workmanship that clearly shows throughout the building , very nicely done!

Thank you again for all your hard work for KU,  
Chris



**Chris Scott** | Associate Director/PM Deferred Maintenance, FPS Office  
**Kutztown University of Pennsylvania**  
427 Baldy Road | PO Box 730 | Kutztown Pa. 19530  
Phone: 610-683-1562 | Cell : 215-651-2509 |  
E-Mail- [scott@kutztown.edu](mailto:scott@kutztown.edu)

## Ernest Lapp

---

**From:** Brian M. FitzGerald  
**Sent:** Monday, May 15, 2017 8:34 AM  
**To:** Nancy Minchoff  
**Subject:** FW: Deatricks Hall

**From:** Stambaugh, Ray [<mailto:stambaugh@kutztown.edu>]  
**Sent:** Thursday, May 11, 2017 11:11 AM  
**To:** Brian M. FitzGerald <[Bfitzgerald@jrrinc.com](mailto:Bfitzgerald@jrrinc.com)>  
**Cc:** Scott, Christopher <[scott@kutztown.edu](mailto:scott@kutztown.edu)>  
**Subject:** Deatricks Hall

Brian, we are coming to the end [completion] of Deatricks hall and I would like to tell you what a pleasure it is working with Bob & Nate. It is over 3 years now that I have been working with Bob M. and it truly has been a pleasure. Throughout the job different situations arise [renovations] and I ALWAYS trusted Bob's answers to the fullest, If Bob told me something I knew it was the truth.

That brings me to Nate Snook, when J R Reynolds 1<sup>st</sup> got Deatricks Hall naturally I was hoping for Chad Busswood to run the job. I was disappointed not to get Chad back but I was told Nate would be running the job and he was trained by Chad, just give him a chance. Well, I can only tell you that Nate is one of the finest young men that I've run across in a long time. I could always trust him to do the right thing and not cover up any questionable work, with that being said I'm hoping that Rothermel is favorable for you and I would like to put a special request in now. IF J R Reynolds gets Rothermel I really want Bob & Nate back on this project with me.

**Ernest Lapp**

---

**From:** Brian M. FitzGerald  
**Sent:** Friday, November 13, 2015 8:14 AM  
**To:** Nancy Minchoff; Wayne R. Reynolds  
**Cc:** Bill Nice; Jay R. Reynolds; All Office Employees  
**Subject:** RE: HTSD Toilet Renovations - Final Completion

---

**From:** Jeff Chambers [<mailto:jeff@chambersarch.com>]  
**Sent:** Thursday, November 12, 2015 5:05 PM  
**To:** [jeff@chambersarch.com](mailto:jeff@chambersarch.com); Bill Nice  
**Cc:** [rl Lester@havsd.net](mailto:rl Lester@havsd.net); [rhenderson@havsd.net](mailto:rhenderson@havsd.net); [ron@chambersarch.com](mailto:ron@chambersarch.com); 'James K. Horst'; [pam@chambersarch.com](mailto:pam@chambersarch.com); 'Ken Matthews'  
**Subject:** RE: HTSD Toilet Renovations - GC Final Completion

Good Afternoon:

Bob Lester and I reviewed the buildings today noting that the punch list items and the project is considered complete. I just wanted to note that the patches that were reworked in Chatham Park where the sinks were removed, look great! Thanks!

I certified you final Application for Payment you submitted and delivered it to the District for payment with all of the closeout attachments. I appreciate the attention to detail displayed by you and Nancy on behalf of JR Reynolds on getting these project closed out. You should give seminars to other contractors on how to be efficient!

On behalf of the District, we appreciate your efforts on this project and hope you will consider bidding projects for the District or released from our office for bidding in the future.

Thank you again!

-jeff

Jeffrey D. Chambers, NCARB, AIA, ALEP, LEED AP BD+C

**CHAMBERS & ASSOCIATES, INCORPORATED**  
ARCHITECTURE – PLANNING – DESIGN

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35 SOUTH PENN STREET, MANHEIM, PA 17545-1729  
P: 717.665.0515 Fax: 717.665.0518  
[jeff@chambersarch.com](mailto:jeff@chambersarch.com)  
[www.chambersarch.com](http://www.chambersarch.com)

**Ernest Lapp**

---

**From:** Bob Mease  
**Sent:** Tuesday, August 26, 2014 11:13 AM  
**To:** Nancy Minchoff; Ginny Smith  
**Subject:** Goodnoe - Great job

---

**From:** Warren M. Gericke [<mailto:wmg@dhuy.com>]  
**Sent:** Tuesday, August 26, 2014 10:51 AM  
**To:** Stephen Jackson; Matt Rhodes ; Bob Mease; Gary Davidson; [ddavidson@mycomechanical.com](mailto:ddavidson@mycomechanical.com); Mike DeLuca ; [chillen@boroconstruction.com](mailto:chillen@boroconstruction.com)  
**Cc:** Bruce Bachtle; Doug Taylor; Nicole Crawford ; Arif Fazil  
**Subject:** 14-06-26 AP out Great job

I just would like to thank the entire team for the incredible effort this summer at Goodnoe. You guys did an amazing job of putting this all together, working cooperatively and bringing this to the finish. Prior to starting this we all knew that taking a bigger piece of the Phasing would cause some stress, but I know I am very thankful for your effort. This Wednesday we go for our Final Township Inspection, which should be a slam/dunk. Place looks great, thanks again for everyone's efforts.

Warren M. Gericke  
Senior Project Manager  
D'Huy Engineering Inc.  
484-357-6463  
[www.dhuy.com](http://www.dhuy.com)



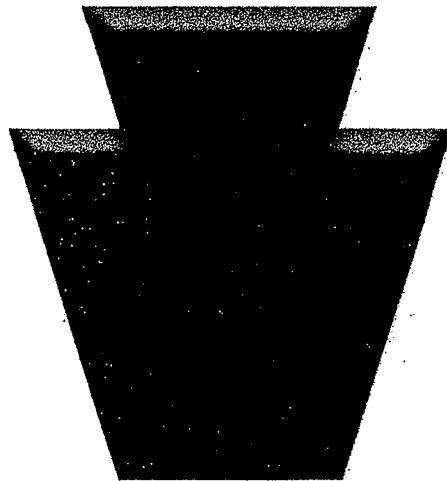
**D'HUY Engineering, Inc.**

A TRADITION OF EXCELLENCE

# 28th Infantry Division

Attachment 2

## Certificate of Appreciation



**GIVEN THIS 26<sup>TH</sup> DAY OF AUGUST 2014**

**"IN APPRECIATION FOR THE GREAT CRAFTSMANSHIP AND PROFESSIONALISM YOU DEMONSTRATED THROUGHOUT THE RENOVATIONS OF HARRISBURG MILITARY POST BUILDING 1 AND THE HEADQUARTERS OF THE 28TH INFANTRY "IRON" DIVISION. YOUR ABILITY TO ADAPT TO UNEXPECTED CONDITIONS, SEARCH FOR ECONOMICAL ALTERNATIVES AND IMPLEMENT HIGH QUALITY SOLUTIONS, ALL HALLMARKS OF THE IRON DIVISION SOLDIER, REFLECTS YOUR PRIDE AND SKILL AS A TRADESMEN, AND BRINGS HONOR TO ALL THOSE WHO WILL GRACE THESE HALLOWED HALLS IN THE DEFENSE AND PRESERVATION OF FREEDOM AND THE AMERICAN WAY OF LIFE."**

CHRISTOPHER KEPNER  
COMMAND SERGEANT MAJOR,  
PENNSYLVANIA ARMY NATIONAL GUARD  
COMMAND SERGEANT MAJOR

JOHN L. GRONSKI  
MAJOR GENERAL,  
PENNSYLVANIA ARMY NATIONAL GUARD  
COMMANDING

# Fulton Bank

LISTENING IS JUST THE BEGINNING.®

Curtis J. Myers  
President, Chief Operating Officer

November 1, 2011



Dear Jay,

On behalf of Fulton Bank, I would like to congratulate your business on being recognized as one of Central Pennsylvania's Business of the Year nominees.

As a thriving company, you are an inspiration and a leader in business excellence in our community. We truly value your business's contributions and local commitment which makes Central Pennsylvania a great place to live and work.

Again, congratulations, and we wish you continued success in the future.

Sincerely,

Curtis J. Myers

*Well done  
Congrats!*

One Penn Square, P.O. Box 4887, Lancaster, Pennsylvania 17604 • 717.291.2850  
cmyers@fultonbank.com



**WAYNESBORO AREA SCHOOL DISTRICT**  
**210 Clayton Avenue**  
**Waynesboro, PA 17268**  
**717-762-1191**

Jay R. Reynolds, Inc.  
 One Brooks Avenue  
 P.O. Box 326  
 Willow Street, PA 17584  
 Attn: Bill Nice



#1170

Jay R. Reynolds, Inc.  
 Incoming Mail Distribution by AME

Bill Bill File No. 10

greg greg File No.

P/R P/R P/R P/R P/R W/Scan

Comp Comp EEO EEO

cc: Brian Fitzgerald

Dear Bill:

I just wanted to write this note to let you know that I was very satisfied with the work of Greg Boylan. He was very professional and courteous to myself and the staff and was very easy to work with. He offered his help on many occasions and always kept the concern of the district at the top.

Sincerely,

Jeff Adams  
 Maintenance Supervisor

**From:** [John Bailey](#)  
**To:** [Cathy Milanak](#)  
**Cc:** [Brian M. Fitzgerald](#); [Wayne R. Reynolds](#)  
**Subject:** FW: Pleasant Acres Nursing Home Project  
**Date:** Friday, April 09, 2010 7:18:40 AM

---

**From:** Thomas D. Rumsey [mailto:[trumsey@peservices.org](mailto:trumsey@peservices.org)]  
**Sent:** Thursday, April 08, 2010 6:12 PM  
**To:** John Bailey  
**Subject:** Pleasant Acres Nursing Home Project

John,

It's getting close to the end of the project here and I just wanted to say a few things, I don't know if it means much coming from me but I feel I must give credit where credit is due.

Mike Barley has been great all throughout this project. He deserves a lot of credit as he's been very good to work with, he handles himself well in the construction meetings, and the installs & coordination on Jay R. Reynolds behalf has been good. It's been a pleasure working with Mike and yourself throughout the duration of this project. When issues have come up, (which hasn't been often) we've all (You, Mike, and I) been able to come up with solutions without conflict and be able to keep the project on schedule.

So, it's been great working with You and Mike, thanks, and hopefully we'll get to work with you guys again down the road.

Thanks,  
Tom Rumsey



Mechanical - Electrical - Plumbing

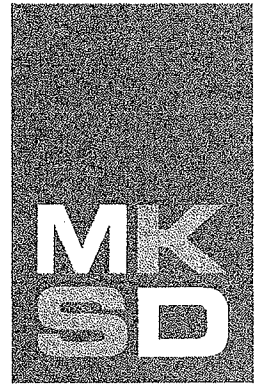
**Thomas D. Rumsey**  
**Mechanical Designer**

**The Corporate Center LEED® GOLD**  
2201 South Queen Street  
York, PA 17402  
**Direct Dial: 717.781.2256**



Joe Klocek  
Construction Site Manager  
MKSD architects  
1209 Hausman Road, Suite A  
Allentown, Pa 18104

email: jklocek@mksdarchitects.com  
cell: 610.349.6942



Mark Thompson, AIA  
Kimberly LaBrake, AIA, NCARB  
Silvia Hoffman, AIA, LEED

To Whom it May Concern:

Between October 2007 and July 2009 Nate Arms provided field supervision services for Jay R. Reynolds plumbing at Weisenberg Elementary School for the Northwestern Lehigh School District. This four phase project consisted of complete renovations to an existing 34,000 sq. ft. school and concurrent construction of a two story 43,000 sq. ft. addition with a plumbing contract price of \$1,001,100.00.

Throughout the entire scope of the project Nate demonstrated not only a strong understanding of the design documents, but was able to provide very useful input and modifications to produce a better product in a more timely fashion on multiple occasions. His coordination skills among the other prime contractors are extremely good, and he always completed his tasks on or ahead of schedule even if doing so meant working extra hours. His required paperwork and reports were always detailed and submitted per the requirements of the job. Likewise, Nate's rapport with the code officials and working knowledge of code requirements, made finalization of all the plumbing requirements easy for the design and engineering professionals.

I have no hesitation in recommending Nate for ANY job in the construction industry. There have been few occasions where I have encountered a plumbing contractor with as much job integrity or dedication.

If you have any questions please don't hesitate to contact me.

Sincerely,

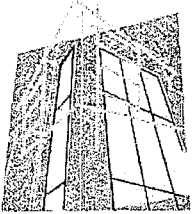
A handwritten signature in black ink that reads 'Joe Klocek'. The signature is fluid and cursive, with the first name 'Joe' being more prominent.

Joe Klocek  
Construction Site Manager  
MKSD architects

Architecture  
Interiors  
Project Management

MKSD, LLC  
1209 Hausman Road  
Suite A  
Allentown, PA 18104

610.366.2081 phone  
866.512.MKSD toll free  
610.366.8399 fax



architecture  
planning  
design



The  
Architectural  
Studio

Attachment 2

---

732 turner street allentown, pa 18102-4038 ph: 610 437 1737 fax: 610 437 4547 www.architecturalstudio.com

June 27, 2008

Re: Panther Valley Middle School  
Panther Valley School District  
Carbon County, Pennsylvania  
Plumbing Construction Contract

To Whom It May Concern:

As Site Superintendent for Jay R. Reynolds Inc., Larry Dombach was responsible for the plumbing scope of work on the new 76,000 square foot middle school, along with coordination among the other three Prime Contractors on site. Larry was easy to work with and responsive to changing project conditions. Under his supervision workmanship was performed in a professional manner.

We have established a good professional working relationship with Larry and would welcome working with him on future projects.

Very truly yours,

Janet M. Grazul, AIA  
Senior Associate

JMG:jk



**ARROACTIV** ➤  
*Project Managers & Schedulers*

3101R Beale Avenue

Altoona, PA 16601-1509

(814) 946-5434 Fax: (814) 946-9545

arroactiv.com

Attachment 2

February 14, 2006

Mr. Brian Fitzgerald, Project Manager  
J. R. Reynolds, Inc.  
1 Brooks Avenue  
Willow Street, PA 17584

RE: Letter of Recommendation

Dear Brian,

I am writing in regards to the plumbing work your company performed on the \$26 Million Catasauqua New High School Project, specifically that performed and coordinated by your foreman, Jason Wood. As the project manager for the Owner on this project, I worked very closely with Mr. Wood and his apprentice.

The work performed by Mr. Wood was always done in a professional and timely manner. The level of effort and detail put into the coordination drawings prepared by your company certainly simplified the installation and coordination process for all parties involved. Materials were also on site well in advance of when they were needed, avoiding any impacts to the project schedule. Mr. Wood worked very closely with our office and coordinated his work well with the other prime contractors on site.

As a project manager, I thought you would like to know when an employee represents your company in a positive and professional manner. I look forward to the opportunity of working with your company on another project, and would certainly recommend your company to other Owners, given the opportunity.

Sincerely,  
ARROACTIV, INC.

*Paul R. Caracciolo II*

Paul R. Caracciolo II  
President

ATTACHMENT 3: Experience Modification Rating and OSHA Forms



PA EXPERIENCE RATING MODIFICATION

<b>File Number:</b>	2422991	<b>County:</b>	Lancaster County
		<b>Mailing Address:</b>	1 Brooks Avenue
<b>Location:</b>	1		Willow Street PA 17584
<b>Issue Date:</b>	11/25/2024	<b>Effective Term:</b>	01/01/2025 - 01/01/2026
<b>Mod/Merit:</b>	1.123		
<b>Employer Name:</b>	Jay R. Reynolds, Inc.		
<b>Class Code:</b>	0663		

Data History	Effective Date
1.123	01/01/2025
1.115	01/01/2024
Class Reviewed	04/01/2023
1.041	01/01/2023
0.833	01/01/2022
0.782	01/01/2021
0.784	01/01/2020
0.979	01/01/2019
0.921	01/01/2018
Class Reviewed	08/23/2017
0.957	01/01/2017
0.767	01/01/2016
0.774	01/01/2015
0.947	01/01/2014
0.910	01/01/2013
0.900	01/01/2012
0.720	01/01/2011
0.759	01/01/2010
0.762	01/01/2009
0.747	01/01/2008
0.703	01/01/2007
0.666	01/01/2006
0.655	01/01/2005
0.707	01/01/2004
0.707	01/01/2003
0.727	01/01/2002

Class Code	Rating Value	Description	Location
0663	2.03	Plumbing	1
0664	2.09	Heating, Ventilating A/C Contractor	1

## Attachment 3

0822	0.05	Telecommuting Clerical Employees	1
0908	74.24	Domestic Workers - Inside	1
0951	0.13	Salesperson Outside	1
0953	0.05	Office	1
9046	0.19	Construction Class Credit	0

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases			
Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	1
(G)	(H)	(I)	(J)

Number of Days	
Total number of days away from work	Total number of days of job transfer or restriction
0	
(K)	(L)

Injury and Illness Types			
Total number of...			
(M)			
(1) Injury	1	(4) Poisoning	0
(2) Skin Disorder	0	(5) Hearing Loss	0
(3) Respiratory Condition	0	(6) All Other Illnesses	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

Attachment 3

Year 2024



U.S. Department of Labor  
Occupational Safety and Health Administration  
Form approved OMB no. 1218-0176

Establishment information

Your establishment name Jay R. Reynolds, Inc.

Street 1 Brooks Ave.

City Willow Street State Pennsylvania Zip 17584

Industry description (e.g., Manufacture of motor truck trailers)  
Mechanical/Plumbing

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)  
1 7 1 1

OR North American Industrial Classification (NAICS), if known (e.g., 336212)

Employment information

Annual average number of employees 78

Total hours worked by all employees last year 144,798.75

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Wayne R. Reynolds  
Company executive - Wayne R. Reynolds

Executive Vice President  
Title

(717) 464-2755  
Phone

1/28/2025  
Date

# OSHA's Form 300A (Rev. 01/2004)

## Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

### Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	1	1
(G)	(H)	(I)	(J)

### Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0	21
(K)	(L)

### Injury and Illness Types

Total number of...	(M)	(1) Injury	(2) Skin Disorder	(3) Respiratory Condition	(4) Poisoning	(5) Hearing Loss	(6) All Other Illnesses
		2	0	0	0	0	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed forms to this office.

Attachment 3

Year 2023



U.S. Department of Labor  
Occupational Safety and Health Administration  
Form approved OMB no. 1218-0176

### Establishment information

Your establishment name Jay R. Reynolds, Inc.  
Street 1 Brooks Ave.  
City Willow Street State Pennsylvania Zip 17584  
Industry description (e.g., Manufacture of motor truck trailers)  
Mechanical/Plumbing  
Standard Industrial Classification (SIC), if known (e.g., SIC 3715)  
1 7 1 1  
OR North American Industrial Classification (NAICS), if known (e.g., 336212)

### Employment information

Annual average number of employees 72  
Total hours worked by all employees last year 135,157.25

### Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Brian M. Fitzgerald  
Company executive - Brian M. Fitzgerald

Vice President  
Title

(717) 464-2755

Phone

1/30/2024  
Date

# OSHA's Form 300A (Rev. 01/2004)

## Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

### Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	4	0
(G)	(H)	(I)	(J)

### Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0	70
(K)	(L)

### Injury and Illness Types

Total number of...	(M)	(1) Injury	(2) Skin Disorder	(3) Respiratory Condition	(4) Poisoning	(5) Hearing Loss	(6) All Other Illnesses
		4	0	0	0	0	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed forms to this office.

Attachment 3

Year 2022



U.S. Department of Labor  
Occupational Safety and Health Administration  
Form approved OMB no. 1218-0176

### Establishment information

Your establishment name Jay R. Reynolds, Inc.  
Street 1 Brooks Ave.  
City Willow Street State Pennsylvania Zip 17584  
Industry description (e.g., Manufacture of motor truck trailers)  
Mechanical/Plumbing  
Standard Industrial Classification (SIC), if known (e.g., SIC 3715)  
1 7 1 1  
OR North American Industrial Classification (NAICS), if known (e.g., 336212)

### Employment information

Annual average number of employees 66  
Total hours worked by all employees last year 118,476.25

### Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Brian M. Fitzgerald  
Company executive - Brian M. Fitzgerald

Vice President  
Title

(717) 464-2755

Phone

1/30/2023  
Date



#### **ATTACHMENT 4: OSHA Citations**

All health or safety citations issued by federal or state agencies in the last three years:

On 09/19/2023, Jay R. Reynolds, Inc. was cited by OSHA under standard 1926.501(b)(1) regarding unprotected side or edge six (6) feet or more above the lower level. The citation was classified as “other than serious” during an OSHA informal conference, and we received a penalty of \$3,984.00. Jay R. Reynolds, Inc. did not create a hazard and no injury occurred. We were cited along with three other contractors as an Exposing Employer under OSHA’s Multi-Employer Worksite Policy. Temporary stair and landing railings were removed by another contractor in order to install the permanent railings without notifying our employee who was already working on the upper level. The citation agreement included the following non-admission clause:

*“None of the foregoing agreements, statements, stipulations, and actions taken by respondent shall be deemed an admission by respondent of the allegations contained within the notices and the complaint herein. The agreements, statements, stipulations, findings, and actions taken herein are made for the purpose of settling this matter amicably and they shall not be used for any purpose, except for proceedings and matters arising under the Occupational Safety and Health Act. The employer is entering into this agreement without any prejudice to its rights to raise any defense or argument in any future cases under the act.”*

## **T-1C**

### **Designated Critical Work: Qualifications, Experience and Past Performance**

**APPENDIX G**  
**DESIGNATED CRITICAL WORK**  
**QUALIFICATIONS STATEMENT**

**COVER SHEET**

DGS Project Name PA State Museum - Paver Repair/Replacement

DGS Project Number DGS C-0948-0087 Phase 1

**DESIGNATED CRITICAL WORK:** For proper evaluation, the Proposer **MUST** submit at least one "Designated Critical Work Qualification Statement" for each Work item listed in T-1C for the respective contract. **NOTE:** The selected Proposer shall enter subcontracts with each listed subcontractor in T-1C.

Check One Work item for which this Qualification Statement is being submitted:

General Construction (.1 contract)

       Historic Stonework

       Waterproofing

Plumbing Construction (.3 contract)

  ✓   Storm sewer system                      Self-performed by Jay R. Reynolds, Inc.

Electrical Construction (.4 contract)

       Security

       IT Infrastructure/Fiber Optic

Name of Firm Jay R. Reynolds, Inc.

Address One Brooks Avenue, PO Box 326, Willow Street, PA 17584-0326

Principal Office One Brooks Avenue, PO Box 326, Willow Street, PA 17584-0326

Owner or Authorized Representative Wayne R. Reynolds, Executive Vice President

## **SECTION 1 – FIRM INFORMATION**

### 1.1 Background Information

a) How many years has the firm been in business? 53 years

b) How many years has the firm been doing business in proposed contract field? 53 years

Under what former names has the firm conducted business?

Jay R. Reynolds, Proprietor (May 1972 - November 1976)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) Identify all jurisdictions in which the firm is licensed or otherwise qualified to do business.

See Attachment 1

\_\_\_\_\_  
\_\_\_\_\_

d) If the firm is a corporation, provide the following information:

Date of incorporation November 1976

State of incorporation Pennsylvania

President's name Jay R. Reynolds

Vice President's name(s) Wayne R. Reynolds, Brian M. FitzGerald, June A. Reynolds

Secretary's name J. Ernest Lapp

Treasurer's name June A. Reynolds

e) If the firm is a partnership, provide the following information:

Date of formation N/A

Type of partnership N/A

Names of partners N/A

f) If the firm is individually owned, provide the following information:

Date of formation N/A

Name of owner N/A

g) If the form of the firm is other than those listed above, describe it and name the principals:

N/A

\_\_\_\_\_  
\_\_\_\_\_

## **SECTION 2 - EXPERIENCE AND PERFORMANCE**

### **2.1 General**

- a) Provide the annual construction volume in dollars completed by the firm in the past three years:

Year	<u>2024</u>	<u>\$ 25,000,000.00</u>
Year	<u>2023</u>	<u>\$ 23,000,000.00</u>
Year	<u>2022</u>	<u>\$ 20,000,000.00</u>

- b) Identify the percentage of work on similar projects the firm typically performs with its own work force 80%
- c) List the categories of work that the firm normally performs with its own forces on similar projects.

Plumbing Construction, HVAC Construction

### **2.2 Project Experience and References**

Submit as **Attachment 2** to this Qualifications Statement:

- a) **Suggested number of Sheets/Pages:**

- 3 sheets/(6 pages)

Three (3) detailed project descriptions for relevant projects similar in size and scope to the Contract Work. The project descriptions shall include, at a minimum, the following information presented in the order listed below:

- vii. Name of project, type of project and location
- viii. Description of the project and relevance of work to the Contract Work
- ix. Contact information for an owner representative familiar with the firm's work performed on this project. Include name, address, telephone number(s) and e-mail address.
- x. The original bid/proposal price and the final contract price. If the project is ongoing, project the final price and relation to proposal price. Contract value for which the firm was/is responsible.
- xi. The original date for project completion and the actual completion date. If the project is ongoing, project the completion date and relation to original schedule.
- xii. As available, performance ratings of the work evaluated by owner or owner's representative.

### **2.3 Contractor Safety Record**

Submit as **Attachment 3** to this Qualifications Statement the information specified herein and verify this information by providing copies of OSHA 300/200 Forms or appropriate documentation from insurance carriers, as applicable. The firm may submit written explanations to comment on or clarify its safety record.

- a) Provide the firm's Workers Compensation Experience Modification Rating for the past three years, beginning with the most recent year available:

Year 1:	<u>2025</u>	<u>1.123</u>
Year 2:	<u>2024</u>	<u>1.115</u>

Year 3:      2023              1.041

- b) Provide the firm's Total Lost Workday Incidence Rate (LWDIR) for the past three years, beginning with the most recent year available:

Year 1:      2024              0.00

Year 2:      2023              0.00

Year 3:      2022              0.00

\*LWDIR Rate = Number of Lost Time Injuries & Illnesses x 200,000 ÷ Total Hours Worked

- c) Provide the firm's Recordable Incidence Rate (RIR) for the past three years:

Year 1:      2024              1.38

Year 2:      2023              2.96

Year 3:      2022              6.75

\*RIR Rate = Number of Injuries x 200,000 ÷ Total Hours Worked

- d) Provide in an **Attachment 4** to this Qualifications Statement a list of any health or safety citations issued by federal or state agencies for serious or willful violations issued in the past 3 years. Include a separate statement for any such violations and include the citation number, a brief description of the violation and the amount of penalty, if any, for each violation and current status of violation.

### **SECTION 3 - REQUIRED DISCLOSURES**

The firm shall answer the following questions with regard to the past three (3) years. If any question is answered in the affirmative, the firm shall submit in an **Attachment 5** to this Qualifications Statement, for each affirmative answer, a written explanation which shall provide details concerning the matter in question, including applicable dates, locations, names of projects/project owners and current status of any such matter.

- 3.1 Is the firm currently debarred or suspended from doing business with any federal, state or local government agency or private entity?  
Yes ☐ No ☒
- 3.2 Has the firm ever been debarred or suspended from doing business with any federal, state or local government agency or private entity?  
Yes ☐ No ☒
- 3.3 Is the firm currently or has the firm been otherwise prohibited from doing business with any federal, state or local government agency or private entity?  
Yes ☐ No ☒
- 3.4 Has the firm been denied prequalification (not including short listing), declared non-responsible, or otherwise declared ineligible to submit bids or proposals for work by any federal, state or local government agency or private entity?  
Yes ☐ No ☒
- 3.5 Has the firm defaulted, been terminated for cause or otherwise failed to complete any project that it was awarded?

- Yes \_\_\_ No ☒
- 3.6 Has the firm been assessed or required to pay liquidated damages in connection with work performed on any project?  
Yes \_\_\_ No ☒
- 3.7 Has the firm had any business or professional license, registration, certificate or certification suspended or revoked?  
Yes \_\_\_ No ☒
- 3.8 Have any liens been filed against the firm as a result of its failure to pay subcontractors, suppliers, or workers?  
Yes \_\_\_ No ☒
- 3.9 Has the firm been denied bonding or insurance coverage or been discontinued by a surety or insurance company?  
Yes \_\_\_ No ☒
- 3.10 Has the firm been found in violation of any laws, including but not limited to contracting or antitrust laws, tax or licensing laws, labor or employment laws or environmental laws by a final decision of a court or government agency?  
Yes \_\_\_ No ☒
- \*Note: information regarding health and safety violations is addressed in a previous section.
- 3.11 Has the firm or its owners, officers, directors or managers been the subject of any criminal indictment or criminal investigation concerning any aspect of the firm's business?  
Yes \_\_\_ No ☒
- 3.12 Has the firm been the subject to any bankruptcy proceeding?  
Yes \_\_\_ No ☒

#### **SECTION 4 - REQUIRED REPRESENTATIONS**

In submitting this Qualifications Statement, along with the other representations and authorizations listed in the RFP, the firm also makes the following representations, which it understands are required as a condition of performing the Contract Work and receiving payment for same.

- 4.1 The firm will possess all applicable professional, business and trade licenses required for performing the Contract Work.
- 4.2 The firm satisfies all bonding and insurance requirements as stipulated in the solicitation for the Contract Work.
- 4.3 The firm and all subcontractors it employs in execution of the Contract Work shall be in full compliance with the Commonwealth's requirements for workers' compensation insurance according to all applicable laws, and unemployment insurance according to all applicable laws.
- 4.4 The firm and all subcontractors it employs in execution of the Contract Work shall be in full compliance with all requirements of the Commonwealth's prevailing wage law and Public Works Employment Verification Act.

- 4.5 If awarded the Contract Work, the firm represents that it will not exceed its current bonding limitations when the Contract Work is combined with the total aggregate amount of all unfinished work for which the Contractor is responsible.
- 4.6 The firm represents that it has no conflicts of interests with the Commonwealth of Pennsylvania and, if awarded the Contract Work, any potential conflicts of interest that may arise in the future will be disclosed immediately to the Department of General Services.
- 4.7 The firm represents the price offered in connection with its proposal for the Contract Work was arrived at independently without consultation, communication or agreement with any other Proposer or competitor.
- 4.8 The firm will ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin.



**ATTACHMENT 1**

Master Plumbers License good in any 3<sup>rd</sup> class city and other municipalities of less stature.

**2025**

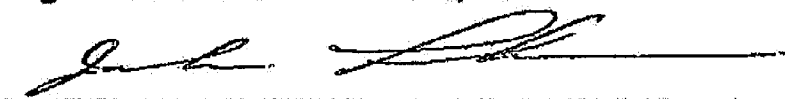
**License No: 138**

**Community, Planning & Economic Dev. Department  
Bureau of Building Code Administration  
Lancaster, Pennsylvania**

**This is to certify that JAY R. REYNOLDS  
Is duly registered as MASTER in accordance with Chapter 215,  
Article II of the Codified Ordinances of the City of Lancaster,  
Pennsylvania, as amended March 2, 1992**

**Void after 12/31/2025**

**Signed and Sealed at Lancaster, PA**



---

**Building Code Official**

**2025**

**License No: 307**

**Community, Planning & Economic Dev. Department  
Bureau of Building Code Administration  
Lancaster, Pennsylvania**

This is to certify that **WAYNE REYNOLDS**  
Is duly registered as **MASTER** in accordance with Chapter 215,  
Article II of the Codified Ordinances of the City of Lancaster,  
Pennsylvania, as amended March 2, 1992.

**Void after 12/31/2025**

**Signed and Sealed at Lancaster, PA**



**Building Code Official**

DO NOT DETACH


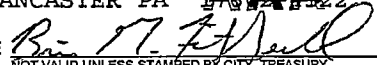
Attachment 1

- (1) Master electricians and master plumbers are further required to provide this Bureau proof that their liability and workman's compensation insurance is in effect.
- (2) No work is to be undertaken until a proper permit is issued barring emergency situations that occur when the Bureau is not open for business (in which case the permit must be obtained on the next business day).
- (3) The permit must list all work to be performed.
- (4) All plumbers & electricians working on a job must be licensed.
- (5) An apprentice may be on a job only if a Journeyman or Master Electrician is present at all times.
- (6) Permit fees not paid within 15 days of permit issuance shall preclude the issuance of additional permits until such fees are paid.
- (7) Newly installed panels will not be accepted as meeting code compliance unless each branch circuit is clearly marked as required by Section 110.02 of the current code.
- (8) Bureau of Codes Administration room number is 205 and the phone number is 255-6553.
- (9) All electrical work done in the City of Harrisburg must be inspected by a licensed electrical inspection agency.

TRACKING # 2024105761-9

AMOUNT \$125.00

BRIAN M FITZGERALD  
820 WATERFRONT DR  
LANCASTER PA 17602-4122

2024105761-9		
LICENSE ISSUED BY THE CITY OF HARRISBURG		
CATEGORY	PLUMBING	MASTER
LICENSE NO.	00871	PAID
INDIVIDUAL SHOWN IS LICENSED FOR THE ABOVE SHOWN TRADE IN HARRISBURG, PA		
NOV 14 2024		
BRIAN M FITZGERALD		
820 WATERFRONT DR		
LANCASTER PA 17602-4122		
SIGNATURE 		
NOT VALID UNLESS STAMPED BY CITY TREASURY		

cc: Payroll

## **TAB T-1B ATTACHMENT 2**

**Name of Project No. 1: New Residence Hall & Bookstore**

**Type of Project:** Public Works Construction using multi-prime method

**Location of Project:** Bloomsburg University

**Description:** Work under this project consists of construction of a new residence hall and bookstore at the Bloomsburg University of PA. Work entails the construction of 7-story residence hall, approximately 162,000 square feet including ground floor dining, new bookstore and mechanical areas with floors 1 thru 6 dedicated to residences.

**Relevance of Work to Project:** The construction of the new 7-story Residence Hall and Bookstore for Bloomsburg University is relevant to this project because both projects involve large drainage systems and close coordination with other trades and the Owner. Furthermore, they both have limited laydown area within the project site with heavy pedestrian and vehicle traffic. We are committed to working closely with the Owner to coordinate our deliveries and plumbing activities so we do not interfere with the Owner or surrounding area. In addition both projects were built using the multi-prime method and have time frames with fixed schedule requirements and liquidated damages.

Based on our experience on this project along with all the other projects we constructed with limited laydown area and congested sites, we are confident and believe that we are uniquely qualified to perform the plumbing construction on this project.

**Contact Information for Owner Representative:**

Bloomsburg University  
400 East 2<sup>nd</sup> Street, BMC Annex  
Bloomsburg, PA 17815  
Contact: Ed Gunshore  
Phone: (570) 389-2796  
E-mail: egunshore@bloomu.edu

**Original Contract Amount:** \$2,967,800.00

**Final Contract Amount:** \$3,192,736.00

**Explanation of Difference:** The contract was increased due to Owner-requested design changes to the plumbing work.

**Original Completion Date:** 6/15/2017

**Actual Completion Date:** 6/15/2017

**Explanation of Difference:** N/A

**Performance Ratings:** Jay R. Reynolds, Inc. does not request project Owners to fill out evaluations or testimony on our performance, or request letters of recommendation. However, we have received unsolicited letters from Owners, Construction Managers, and Architects regarding our performance on projects (samples attached).

## **TAB T-1B ATTACHMENT 2**

**Name of Project No. 2: Construction of New 7-story Student Residence Hall**

**Type of Project:** Public Works Construction using multi-prime method

**Location of Project:** Kutztown University

**Description:** The scope of the Project consists of the construction of a 256,000 SF 7-story Residence Hall on the Kutztown University Campus. The facility contains approximately 857 beds in a variety of one and two bed bedroom configurations along with several apartment style units. The structural system consisted of a plank and girder system.

**Relevance of Work to Project:** The construction of the new 7-story Student Housing Building for Kutztown University is relevant to this project because both projects involve large drainage systems, close coordination with other trades and have congested streets within the project site with heavy pedestrian and vehicle traffic. We are committed to working closely with the Owner to coordinate our deliveries and plumbing activities so we do not interfere with the Owner or surrounding area. In addition, both projects were built using the multi-prime method and have time frames with fixed schedule requirements and liquidated damages.

Based on our experience on this project along with all the other projects we constructed with limited laydown area and congested sites, we are confident and believe that we are uniquely qualified to perform the plumbing construction on this project.

**Contact Information for Owner Representative:**

Kutztown University

P.O. Box 730

Kutztown, PA 19530

Contact: Terry Brown, Director of Facilities

Phone: (610) 683-1573

E-mail: [tbrown@kutztown.edu](mailto:tbrown@kutztown.edu)

**Original Contract Amount:** \$7,148,000.00

**Final Contract Amount:** \$7,221,407.58

**Explanation of Difference:** The contract was increased due to the Owner's request for a non-specified shower in the typical dorm rooms and other owner-requested design changes.

**Original Completion Date:** 8/8/2008

**Actual Completion Date:** 8/8/2008

**Explanation of Difference:** N/A

**Performance Ratings:** Jay R. Reynolds, Inc. does not request project Owners to fill out evaluations or testimony on our performance, or request letters of recommendation. However, we have received unsolicited letters from Owners, Construction Managers, and Architects regarding our performance on projects (samples attached).

## **TAB T-1B ATTACHMENT 2**

**Name of Project No. 3: Main Capitol Building, Sub-Basement**

**Type of Project:** Public Works Construction using multi-prime method

**Location of Project:** Harrisburg, Dauphin County, PA

**Description:** The scope of the project consists of replacing the plumbing lines and equipment in the sub-basement and install drip pans and sensors on A/C equipment throughout the Capitol Building and provide new service from water authority.

**Relevance of Work to Project:** The renovations in the Capitol Building are relevant to this project because they are both DGS projects with unique contract requirements. Jay R Reynolds, Inc. was the lead contractor with responsibilities for scheduling and close coordination with the Senate, Capitol Police, Capitol Preservation Committee, the Construction Manager, and DGS Inspectors. The PA State Museum – Paver Repair/Replacement Project will require similar close coordination with the Owner and its representatives. Furthermore, both projects utilize a project schedule with critical milestones and liquidated damages.

Based on our experience on this project along with all the other projects we have successfully completed in the past with extensive storm and sanitary drainage systems, trench drains and area drains, we are confident and believe that we are uniquely qualified to perform the plumbing construction on this project.

**Contact Information for Owner Representative:**

Department of General Services – Pre-Construction Bureau  
Arsenal Building, 1800 Herr Street  
Harrisburg, PA 17103  
Contact: Toni Dolan  
Phone: (717) 787-6141  
E-mail: tdolan@pa.gov

**Original Contract Amount:** \$1,027,700.00

**Final Contract Amount:** \$1,071,490.13

**Explanation of Difference:** The contract was increased due to Owner requested design changes to the plumbing work.

**Original Completion Date:** 9/27/2000

**Actual Completion Date:** 9/27/2000

**Explanation of Difference:** N/A

**Performance Ratings:** Jay R. Reynolds, Inc. does not request project Owners to fill out evaluations or testimony on our performance, or request letters of recommendation. However, we have received unsolicited letters from Owners, Construction Managers, and Architects regarding our performance on projects (samples attached).

**ATTACHMENT 2: Letters of Recommendation**



*Insurance & Bonding  
Risk Management  
Health Benefits  
Third-Party Administration  
Wealth Management*

**murrayins.com**

April 22, 2022

Mr. Jay Reynolds  
President  
Jay R. Reynolds, Inc.  
P.O. Box 326  
Willow Street, PA 17584

Dear Jay:

Congratulations to you, your family, and more than 70 employees as you celebrate Jay R. Reynolds, Inc.'s **50<sup>th</sup> ANNIVERSARY!**

Your integrity and dedication to quality workmanship—taught to employees through your apprenticeship training programs, on-the-job training, and advanced in-house trainings—has made you a trusted business partner and resource for many companies. You are a leader in the industry—a testament to your business acumen and ability to keep pace with the rapidly-changing construction business.

Please accept my heartfelt congratulations on behalf of myself and Murray Insurance Associates. We value the trust you have placed in us to insure your business needs and look forward to many more years together. Again, my very best wishes for your continued success.

Sincerely,

A handwritten signature in black ink, appearing to read "Rich Rankin".

Richard M. Rankin  
President & CEO

---

**From:** Arcuri, James [<mailto:jarcuri@pa.gov>]  
**Sent:** Friday, September 30, 2022 3:04 PM  
**To:** Bob Mease <[Bmease@jrrinc.com](mailto:Bmease@jrrinc.com)>; Karl Wilson <[1343@jrrincjob.com](mailto:1343@jrrincjob.com)>  
**Cc:** Wayne R. Reynolds <[Wreynolds@jrrinc.com](mailto:Wreynolds@jrrinc.com)>  
**Subject:** DGS 948-82 P1 Forum Bldg Reno - THANK YOU

Bob,

Please accept my heartfelt thanks for the extra effort your entire JR Reynolds team provided to help secure the occupancy permit for the Forum auditorium. I'd also like to specifically thank you and Karl Wilson for your leadership and "can do" attitude throughout the entire effort but particularly in providing the connections to the temporary boiler for heat and domestic hot water to the facility. Your efforts were instrumental in securing the occupancy permit. You and your team demonstrated commendable integrity, perseverance, knowledge, and character.

THANK YOU FOR A JOB, WELL DONE!

Respectfully,  
Jim

**James D. Arcuri, Jr.** | Regional Director  
Department of General Services  
Bureau of Capital Projects - Construction | South Central Region  
The Arsenal Building  
18<sup>th</sup> and Herr Streets  
Harrisburg, Pennsylvania 17103  
(717) 603-2281  
[www.dgs.state.pa.us](http://www.dgs.state.pa.us)

***At DGS, our mission is to help government operate more efficiently, effectively, and safely, delivering exceptional value for all Pennsylvanians.***



**Ernest Lapp**

---

**From:** John Bailey  
**Sent:** Thursday, October 22, 2020 3:24 PM  
**To:** Nancy Minchoff  
**Cc:** 'Stephen M Keck (1331@jrrincjob.com)'  
**Subject:** FW: October Pencil Copy

#1331  
CC: PF-10

**John Bailey**  
*Project Manager*  
**Jay R. Reynolds, Inc.**  
O: (717) 464-2755  
C: (717) 989-6119

---

**From:** Matt Griffith [<mailto:MRG@marottamain.com>]  
**Sent:** Thursday, October 22, 2020 3:14 PM  
**To:** John Bailey <[JBailey@JRRInc.com](mailto:JBailey@JRRInc.com)>  
**Subject:** RE: October Pencil Copy

John,

Thank you for doing what you guys do  
Wish every contractor worked like Reynolds does

**Matthew Griffith** / Project Manager



214 N. Duke Street Lancaster, PA 17602 T/ 717.393.3211/Extension 124 [marottamain.com](http://marottamain.com)

---

**From:** John Bailey <[JBailey@JRRInc.com](mailto:JBailey@JRRInc.com)>  
**Sent:** Thursday, October 22, 2020 3:11 PM  
**To:** Matt Griffith <[MRG@marottamain.com](mailto:MRG@marottamain.com)>  
**Cc:** 'Eric Danz ([epd1954@gmail.com](mailto:epd1954@gmail.com))' <[epd1954@gmail.com](mailto:epd1954@gmail.com)>; Kenneth Johnson <[kenneth\\_johnson@conestogavalley.org](mailto:kenneth_johnson@conestogavalley.org)>; Nancy Minchoff <[Nminchoff@jrrinc.com](mailto:Nminchoff@jrrinc.com)>  
**Subject:** RE: October Pencil Copy

Sounds good, thanks Matt

**John Bailey**  
*Project Manager*  
**Jay R. Reynolds, Inc.**  
O: (717) 464-2755

**Ernest Lapp**

---

**From:** Matt Griffith <MRG@marottamain.com>  
**Sent:** Thursday, November 7, 2019 10:13 AM  
**To:** Nancy Minchoff  
**Subject:** RE: Brownstown ES - Two Week Look Ahead dated 11-7-19

Nancy,

You are the best – wish every company was like Reynolds!

**Matthew Griffith** / Project Manager



214 N. Duke Street Lancaster, PA 17602 T/ 717.393.3211/Extension 124 marottamain.com

**From:** Nancy Minchoff [mailto:Nminchoff@jrrinc.com]  
**Sent:** Thursday, November 07, 2019 10:06 AM  
**To:** Matt Griffith <MRG@marottamain.com>  
**Subject:** Brownstown ES - Two Week Look Ahead dated 11-7-19

For today's Job Conference.

Thanks, Nancy

Nancy Minchoff  
Project Administrator  
**Jay R. Reynolds, Inc.**  
Phone: (717) 464-2755  
E-Mail: [nminchoff@jrrinc.com](mailto:nminchoff@jrrinc.com)

**Ernest Lapp**

---

**From:** Wayne R. Reynolds  
**Sent:** Tuesday, November 06, 2018 8:01 AM  
**To:** Nancy Minchoff  
**Cc:** Brian M. FitzGerald  
**Subject:** FW: Dallastown Area School District - Loganville Springfield Elementary

**From:** Wesley L. Stiles [<mailto:wls@ba-inc.com>]  
**Sent:** Tuesday, November 06, 2018 7:54 AM  
**To:** Wayne R. Reynolds <[Wreynolds@jrrinc.com](mailto:Wreynolds@jrrinc.com)>  
**Subject:** RE: Dallastown Area School District - Loganville Springfield Elementary

Wayne,  
That's good to hear – you guys have a great reputation within our company for your work on previous projects...

Wes

---

**From:** Wayne R. Reynolds <[Wreynolds@jrrinc.com](mailto:Wreynolds@jrrinc.com)>  
**Sent:** Tuesday, November 06, 2018 7:42 AM  
**To:** Wesley L. Stiles <[wls@ba-inc.com](mailto:wls@ba-inc.com)>  
**Subject:** RE: Dallastown Area School District - Loganville Springfield Elementary

Wes--

I appreciate you letting us know about this project, I'll be ordering plans today.

Thanks,  
**Wayne R. Reynolds**  
*Vice President*  
*Jay R. Reynolds, Inc.*  
*Ph: 717-464-2755*  
[wreynolds@jrrinc.com](mailto:wreynolds@jrrinc.com)

---

**From:** Ernest Lapp  
**Sent:** Tuesday, November 06, 2018 6:53 AM  
**To:** Wayne R. Reynolds <[Wreynolds@jrrinc.com](mailto:Wreynolds@jrrinc.com)>  
**Subject:** FW: Dallastown Area School District - Loganville Springfield Elementary

---

**From:** Wesley L. Stiles [<mailto:wls@ba-inc.com>]  
**Sent:** Monday, November 05, 2018 2:29 PM  
**To:** Wesley L. Stiles <[wls@ba-inc.com](mailto:wls@ba-inc.com)>; George E. Thompson <[get@ba-inc.com](mailto:get@ba-inc.com)>; Blaydon, Andrew <[ABlaydon@rlps.com](mailto:ABlaydon@rlps.com)>  
**Subject:** Dallastown Area School District - Loganville Springfield Elementary

All,

## Ernest Lapp

---

**From:** Brian M. FitzGerald  
**Sent:** Wednesday, August 02, 2017 8:45 AM  
**To:** John Dudash  
**Cc:** Jeff Merritt; Brian Shaffer; Gunshore, Edwin; John Bailey; Tina Yinger; Wayne R. Reynolds; Jay R. Reynolds; John McLaughlin  
**Subject:** 2017-08-02 Bloomsburg University

**From:** John Dudash [<mailto:jdudash@reynoldssolutions.com>]  
**Sent:** Wednesday, August 02, 2017 7:37 AM  
**To:** Brian M. FitzGerald <[Bfitzgerald@jrrinc.com](mailto:Bfitzgerald@jrrinc.com)>  
**Cc:** Jeff Merritt <[jmerritt@reynoldssolutions.com](mailto:jmerritt@reynoldssolutions.com)>; Brian Shaffer <[bshaffer@reynoldssolutions.com](mailto:bshaffer@reynoldssolutions.com)>; Gunshore, Edwin <[egunshore@bloomu.edu](mailto:egunshore@bloomu.edu)>  
**Subject:** Bloomsburg University

Brian

On Friday I am going to get the occupancy certificate for the new residence hall at Bloomsburg University, and will be proudly handing the building over to the university in time for the start of the fall semester. As you are aware, this was an extremely large project with a very tight schedule. On time completion would not have been possible without the hard work and cooperation that we got from John Bailey and Chad Busswood. JRRI was the one contractor on site that got out ahead of the schedule from day one, and never got behind. I could always count on Chad to have all work complete and ready for the numerous in wall and above ceiling inspections required to keep the project on time. Both John and Chad were able to deal with the constant changes to the documents and keep things moving forward. JRRI played a huge role in the successful outcome of this project.

I hope to have the opportunity to work with JRRI again in the near future.

John Dudash, CPC  
*Project Superintendent*

**Reynolds**  
*Building Solutions*  
**Construction Energy Restoration Commissioning**  
3300 North Third St. Harrisburg, PA 17110  
Cell Phone: (717) 648-8170  
[www.reynoldsolutions.com](http://www.reynoldsolutions.com)

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**Ernest Lapp**

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**From:** Wayne R. Reynolds  
**Sent:** Wednesday, July 25, 2018 2:04 PM  
**To:** Nancy Minchoff  
**Cc:** Brian M. FitzGerald  
**Subject:** FW: East Goshen Elementary

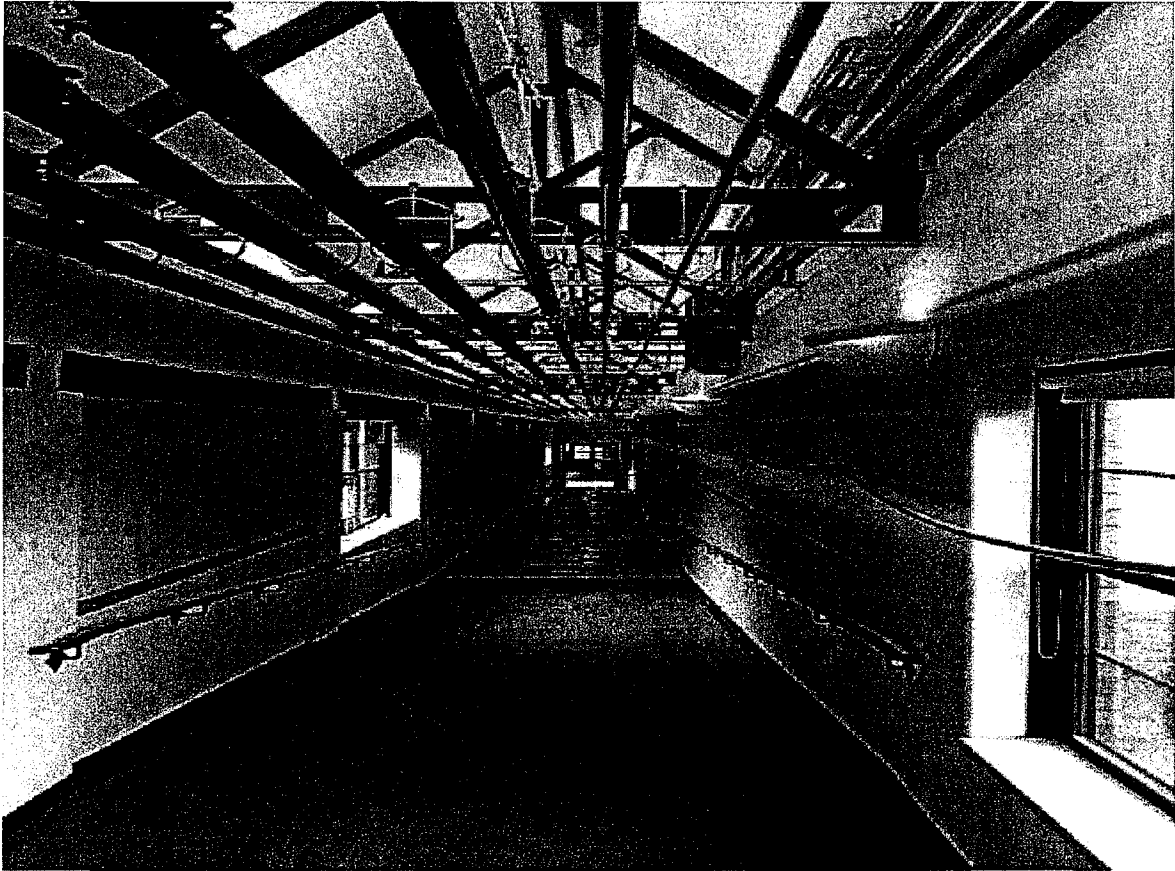
**Wayne R. Reynolds**  
*Vice President*  
*Jay R. Reynolds, Inc.*  
*Ph: 717-464-2755*  
[wreynolds@jrrinc.com](mailto:wreynolds@jrrinc.com)

**From:** Mike Gehris [<mailto:mike@richtomkins.com>]  
**Sent:** Wednesday, July 25, 2018 9:24 AM  
**To:** Wayne R. Reynolds <[Wreynolds@jrrinc.com](mailto:Wreynolds@jrrinc.com)>; Randy Armstrong <[rarmstrong@JRRInc.com](mailto:rarmstrong@JRRInc.com)>  
**Cc:** Jim Keck <[jkeck@JRRInc.com](mailto:jkeck@JRRInc.com)>; [ethan@richtomkins.com](mailto:ethan@richtomkins.com)  
**Subject:** East Goshen Elementary

Wayne / Randy

I wanted to share some pictures of the amazing job your team is doing at East Goshen ES!

The care and expertise that Jim / Nate and the crew are showing at this project is far beyond the norm! It is great working with you guys on this project.





## Ernest Lapp

---

**From:** Wayne R. Reynolds  
**Sent:** Thursday, June 14, 2018 1:43 PM  
**To:** Nancy Minchoff  
**Cc:** Tina Yinger  
**Subject:** FW: Rothermel Hall Tour today

**From:** Scott, Christopher [<mailto:scott@kutztown.edu>]  
**Sent:** Thursday, June 14, 2018 12:50 PM  
**To:** Stambaugh, Ray <[stambaugh@kutztown.edu](mailto:stambaugh@kutztown.edu)>; 'mkhobbs@purcellgc.com' <[mkhobbs@purcellgc.com](mailto:mkhobbs@purcellgc.com)>; Bob Mease <[Bmease@irrinc.com](mailto:Bmease@irrinc.com)>; Andrew Lawler <[ALawler@westsidehammer.com](mailto:ALawler@westsidehammer.com)>; Tom Krieger <[tkrieger@mycomechanical.com](mailto:tkrieger@mycomechanical.com)>; Salvatore Verrastro ([SVerrastro@spillmanfarmer.com](mailto:SVerrastro@spillmanfarmer.com)) <[SVerrastro@spillmanfarmer.com](mailto:SVerrastro@spillmanfarmer.com)>; Tom Woods <[twoods@spillmanfarmer.com](mailto:twoods@spillmanfarmer.com)>; Chad Destine ([derstine@lve.cc](mailto:derstine@lve.cc)) <[derstine@lve.cc](mailto:derstine@lve.cc)>; Kevin Burns ([burns@lve.cc](mailto:burns@lve.cc)) <[burns@lve.cc](mailto:burns@lve.cc)>; 'John Benko' <[benko@lve.cc](mailto:benko@lve.cc)>; Curt Wireman <[cwireman@purcellgc.com](mailto:cwireman@purcellgc.com)>; Nathan Cook (JRR) <[1300@jrrincjob.com](mailto:1300@jrrincjob.com)>; Duane Zimmerman <[DZimmerman@westsidehammer.com](mailto:DZimmerman@westsidehammer.com)>; Wayne Drager <[wdrager@mycomechanical.com](mailto:wdrager@mycomechanical.com)>  
**Subject:** Rothermel Hall Tour today

Hello All,

The tour of Rothermel Hall with President Dr. Hawkinson and the Council of Trustees went very well this morning .They were very impressed with the design ,and the fine workmanship that clearly shows throughout the building , very nicely done!

Thank you again for all your hard work for KU,  
Chris



**Chris Scott** | Associate Director/PM Deferred Maintenance, FPS Office  
**Kutztown University of Pennsylvania**  
427 Baldy Road | PO Box 730 | Kutztown Pa. 19530  
Phone: 610-683-1562 | Cell : 215-651-2509 |  
E-Mail- [scott@kutztown.edu](mailto:scott@kutztown.edu)



## Ernest Lapp

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**From:** Brian M. FitzGerald  
**Sent:** Monday, May 15, 2017 8:34 AM  
**To:** Nancy Minchoff  
**Subject:** FW: Deatrick Hall

**From:** Stambaugh, Ray [<mailto:stambaugh@kutztown.edu>]  
**Sent:** Thursday, May 11, 2017 11:11 AM  
**To:** Brian M. FitzGerald <[Bfitzgerald@jrrinc.com](mailto:Bfitzgerald@jrrinc.com)>  
**Cc:** Scott, Christopher <[scott@kutztown.edu](mailto:scott@kutztown.edu)>  
**Subject:** Deatrick Hall

Brian, we are coming to the end [completion] of Deatrick hall and I would like to tell you what a pleasure it is working with Bob & Nate. It is over 3 years now that I have been working with Bob M. and it truly has been a pleasure. Throughout the job different situations arise [renovations] and I ALWAYS trusted Bob's answers to the fullest, If Bob told me something I knew it was the truth.

That brings me to Nate Snook, when J R Reynolds 1<sup>st</sup> got Deatrick Hall naturally I was hoping for Chad Busswood to run the job. I was disappointed not to get Chad back but I was told Nate would be running the job and he was trained by Chad, just give him a chance. Well, I can only tell you that Nate is one of the finest young men that I've run across in a long time. I could always trust him to do the right thing and not cover up any questionable work, with that being said I'm hoping that Rothermel is favorable for you and I would like to put a special request in now. IF J R Reynolds gets Rothermel I really want Bob & Nate back on this project with me.

**Ernest Lapp**

---

**From:** Brian M. FitzGerald  
**Sent:** Friday, November 13, 2015 8:14 AM  
**To:** Nancy Minchoff; Wayne R. Reynolds  
**Cc:** Bill Nice; Jay R. Reynolds; All Office Employees  
**Subject:** RE: HTSD Toilet Renovations - Final Completion

---

**From:** Jeff Chambers [<mailto:jeff@chambersarch.com>]  
**Sent:** Thursday, November 12, 2015 5:05 PM  
**To:** [jeff@chambersarch.com](mailto:jeff@chambersarch.com); Bill Nice  
**Cc:** [rl Lester@havsd.net](mailto:rl Lester@havsd.net); [rhenderson@havsd.net](mailto:rhenderson@havsd.net); [ron@chambersarch.com](mailto:ron@chambersarch.com); 'James K. Horst'; [pam@chambersarch.com](mailto:pam@chambersarch.com); 'Ken Matthews'  
**Subject:** RE: HTSD Toilet Renovations - GC Final Completion

Good Afternoon:

Bob Lester and I reviewed the buildings today noting that the punch list items and the project is considered complete. I just wanted to note that the patches that were reworked in Chatham Park where the sinks were removed, look great! Thanks!

I certified you final Application for Payment you submitted and delivered it to the District for payment with all of the closeout attachments. I appreciate the attention to detail displayed by you and Nancy on behalf of JR Reynolds on getting these project closed out. You should give seminars to other contractors on how to be efficient!

On behalf of the District, we appreciate your efforts on this project and hope you will consider bidding projects for the District or released from our office for bidding in the future.

Thank you again!

-jeff

Jeffrey D. Chambers, NCARB, AIA, ALEP, LEED AP BD+C

**CHAMBERS & ASSOCIATES, INCORPORATED**  
ARCHITECTURE – PLANNING – DESIGN

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35 SOUTH PENN STREET, MANHEIM, PA 17545-1729  
P: 717.665.0515 Fax: 717.665.0518  
[jeff@chambersarch.com](mailto:jeff@chambersarch.com)  
[www.chambersarch.com](http://www.chambersarch.com)

**Ernest Lapp**

---

**From:** Bob Mease  
**Sent:** Tuesday, August 26, 2014 11:13 AM  
**To:** Nancy Minchoff; Ginny Smith  
**Subject:** Goodnoe - Great job

---

**From:** Warren M. Gericke [<mailto:wmg@dhuy.com>]  
**Sent:** Tuesday, August 26, 2014 10:51 AM  
**To:** Stephen Jackson; Matt Rhodes ; Bob Mease; Gary Davidson; [ddavidson@mycomechanical.com](mailto:ddavidson@mycomechanical.com); Mike DeLuca ; [chillen@boroconstruction.com](mailto:chillen@boroconstruction.com)  
**Cc:** Bruce Bachtie; Doug Taylor; Nicole Crawford ; Arif Fazil  
**Subject:** 14-06-26 AP out Great job

I just would like to thank the entire team for the incredible effort this summer at Goodnoe. You guys did an amazing job of putting this all together, working cooperatively and bringing this to the finish. Prior to starting this we all knew that taking a bigger piece of the Phasing would cause some stress, but I know I am very thankful for your effort. This Wednesday we go for our Final Township Inspection, which should be a slam/dunk. Place looks great, thanks again for everyone's efforts.

Warren M. Gericke  
Senior Project Manager  
D'Huy Engineering Inc.  
484-357-6463  
[www.dhuy.com](http://www.dhuy.com)



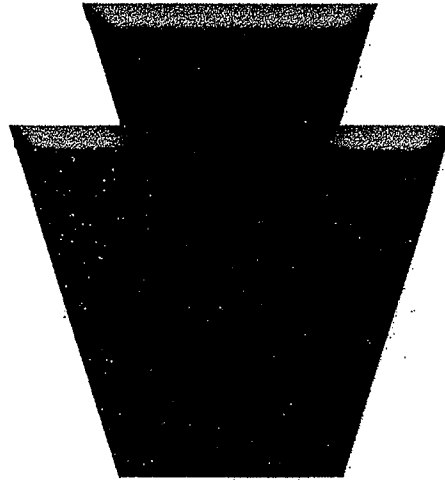
**D'HUY Engineering, Inc.**

A TRADITION OF EXCELLENCE

# 28th Infantry Division

Attachment 2

## Certificate of Appreciation



**GIVEN THIS 26<sup>TH</sup> DAY OF AUGUST 2014**

**"IN APPRECIATION FOR THE GREAT CRAFTSMANSHIP AND PROFESSIONALISM YOU DEMONSTRATED THROUGHOUT THE RENOVATIONS OF HARRISBURG MILITARY POST BUILDING 1 AND THE HEADQUARTERS OF THE 28TH INFANTRY "IRON" DIVISION. YOUR ABILITY TO ADAPT TO UNEXPECTED CONDITIONS, SEARCH FOR ECONOMICAL ALTERNATIVES AND IMPLEMENT HIGH QUALITY SOLUTIONS, ALL HALLMARKS OF THE IRON DIVISION SOLDIER, REFLECTS YOUR PRIDE AND SKILL AS A TRADESMEN, AND BRINGS HONOR TO ALL THOSE WHO WILL GRACE THESE HALLOWED HALLS IN THE DEFENSE AND PRESERVATION OF FREEDOM AND THE AMERICAN WAY OF LIFE."**

**CHRISTOPHER KEPNER  
COMMAND SERGEANT MAJOR,  
PENNSYLVANIA ARMY NATIONAL GUARD  
COMMAND SERGEANT MAJOR**

**JOHN L. GRONSKI  
MAJOR GENERAL,  
PENNSYLVANIA ARMY NATIONAL GUARD  
COMMANDING**

# Fulton Bank

LISTENING IS JUST THE BEGINNING.®

Curtis J. Myers  
President, Chief Operating Officer

November 1, 2011



Dear Jay,

On behalf of Fulton Bank, I would like to congratulate your business on being recognized as one of Central Pennsylvania's Business of the Year nominees.

As a thriving company, you are an inspiration and a leader in business excellence in our community. We truly value your business's contributions and local commitment which makes Central Pennsylvania a great place to live and work.

Again, congratulations, and we wish you continued success in the future.

Sincerely,

Curtis J. Myers

*Well done  
Congrats!*

One Penn Square, P.O. Box 4887, Lancaster, Pennsylvania 17604 • 717.291.2850  
cmyers@fultonbank.com



**WAYNESBORO AREA SCHOOL DISTRICT**  
210 Clayton Avenue  
Waynesboro, PA 17268  
717-762-1191

Jay R. Reynolds, Inc.  
One Brooks Avenue  
P.O. Box 326  
Willow Street, PA 17584  
Attn: Bill Nice



#1170

Jay R. Reynolds, Inc.  
Incoming Mail Distribution by AMG

File No.	Bill	File No.	10
File No.	greg	File No.	
File No.	P/B	File No.	P/A
File No.	Greg	File No.	Scan
File No.	cc: Brian Fitzgerald	File No.	

Dear Bill:

I just wanted to write this note to let you know that I was very satisfied with the work of Greg Boylan. He was very professional and courteous to myself and the staff and was very easy to work with. He offered his help on many occasions and always kept the concern of the district at the top.

Sincerely,

Jeff Adams  
Maintenance Supervisor

**From:** [John Bailey](#)  
**To:** [Cathy Milanak](#)  
**Cc:** [Brian M. Fitzgerald](#); [Wayne R. Reynolds](#)  
**Subject:** FW: Pleasant Acres Nursing Home Project  
**Date:** Friday, April 09, 2010 7:18:40 AM

---

**From:** Thomas D. Rumsey [mailto:[trumsey@peservices.org](mailto:trumsey@peservices.org)]  
**Sent:** Thursday, April 08, 2010 6:12 PM  
**To:** John Bailey  
**Subject:** Pleasant Acres Nursing Home Project

John,

It's getting close to the end of the project here and I just wanted to say a few things, I don't know if it means much coming from me but I feel I must give credit where credit is due.

Mike Barley has been great all throughout this project. He deserves a lot of credit as he's been very good to work with, he handles himself well in the construction meetings, and the installs & coordination on Jay R. Reynolds behalf has been good. It's been a pleasure working with Mike and yourself throughout the duration of this project. When issues have come up, (which hasn't been often) we've all (You, Mike, and I) been able to come up with solutions without conflict and be able to keep the project on schedule.

So, it's been great working with You and Mike, thanks, and hopefully we'll get to work with you guys again down the road.

Thanks,  
Tom Rumsey



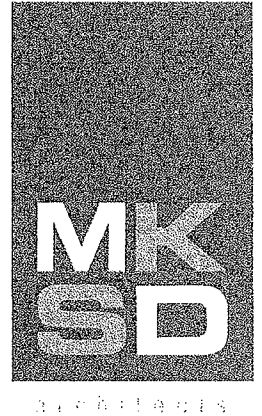
Mechanical - Electrical - Plumbing

**Thomas D. Rumsey**  
**Mechanical Designer**

**The Corporate Center LEED® GOLD**  
2201 South Queen Street  
York, PA 17402  
**Direct Dial: 717.781.2256**

Joe Klocek  
Construction Site Manager  
MKSD architects  
1209 Hausman Road, Suite A  
Allentown, Pa 18104

email: jklocek@mksdarchitects.com  
cell: 610.349.6942



Mark Thompson, AIA  
Kimberly LaBrake, AIA, NCARB  
Silvia Hoffman, AIA, LEED

To Whom it May Concern:

Between October 2007 and July 2009 Nate Arms provided field supervision services for Jay R. Reynolds plumbing at Weisenberg Elementary School for the Northwestern Lehigh School District. This four phase project consisted of complete renovations to an existing 34,000 sq. ft. school and concurrent construction of a two story 43,000 sq. ft. addition with a plumbing contract price of \$1,001,100.00.

Throughout the entire scope of the project Nate demonstrated not only a strong understanding of the design documents, but was able to provide very useful input and modifications to produce a better product in a more timely fashion on multiple occasions. His coordination skills among the other prime contractors are extremely good, and he always completed his tasks on or ahead of schedule even if doing so meant working extra hours. His required paperwork and reports were always detailed and submitted per the requirements of the job. Likewise, Nate's rapport with the code officials and working knowledge of code requirements, made finalization of all the plumbing requirements easy for the design and engineering professionals.

I have no hesitation in recommending Nate for ANY job in the construction industry. There have been few occasions where I have encountered a plumbing contractor with as much job integrity or dedication.

If you have any questions please don't hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joe Klocek', is written over a horizontal line.

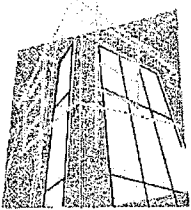
Joe Klocek  
Construction Site Manager  
MKSD architects

Architecture  
Interiors  
Project Management

MKSD, LLC  
1209 Hausman Road  
Suite A  
Allentown, PA 18104

610.366.2081 phone  
866.512.MKSD toll free  
610.366.8399 fax





architecture  
planning  
design



The  
Architectural  
Studio

Attachment 2

---

732 turner street allentown, pa 18102-4038 ph: 610 437 1737 fax: 610 437 4547 www.architecturalstudio.com

June 27, 2008

Re: Panther Valley Middle School  
Panther Valley School District  
Carbon County, Pennsylvania  
Plumbing Construction Contract

To Whom It May Concern:

As Site Superintendent for Jay R. Reynolds Inc., Larry Dombach was responsible for the plumbing scope of work on the new 76,000 square foot middle school, along with coordination among the other three Prime Contractors on site. Larry was easy to work with and responsive to changing project conditions. Under his supervision workmanship was performed in a professional manner.

We have established a good professional working relationship with Larry and would welcome working with him on future projects.

Very truly yours,

Janet M. Grazul, AIA  
Senior Associate

JMG:jk



**ARROACTIV** ➤  
*Project Managers & Schedulers*

3101R Beale Avenue

Altoona, PA 16601-1509

(814) 946-5434 Fax: (814) 946-9545

arroactiv.com

Attachment 2

February 14, 2006

Mr. Brian Fitzgerald, Project Manager  
J. R. Reynolds, Inc.  
1 Brooks Avenue  
Willow Street, PA 17584

RE: Letter of Recommendation

Dear Brian,

I am writing in regards to the plumbing work your company performed on the \$26 Million Catasauqua New High School Project, specifically that performed and coordinated by your foreman, Jason Wood. As the project manager for the Owner on this project, I worked very closely with Mr. Wood and his apprentice.

The work performed by Mr. Wood was always done in a professional and timely manner. The level of effort and detail put into the coordination drawings prepared by your company certainly simplified the installation and coordination process for all parties involved. Materials were also on site well in advance of when they were needed, avoiding any impacts to the project schedule. Mr. Wood worked very closely with our office and coordinated his work well with the other prime contractors on site.

As a project manager, I thought you would like to know when an employee represents your company in a positive and professional manner. I look forward to the opportunity of working with your company on another project, and would certainly recommend your company to other Owners, given the opportunity.

Sincerely,  
ARROACTIV, INC.

*Paul R. Caracciolo II*

Paul R. Caracciolo II  
President

# ATTACHMENT 3: Experience Modification Rating and OSHA Forms



## PA EXPERIENCE RATING MODIFICATION

<b>File Number:</b>	2422991	<b>County:</b>	Lancaster County
		<b>Mailing Address:</b>	1 Brooks Avenue
<b>Location:</b>	1		Willow Street PA 17584
<b>Issue Date:</b>	11/25/2024	<b>Effective Term:</b>	01/01/2025 - 01/01/2026
<b>Mod/Merit:</b>	1.123		
<b>Employer Name:</b>	Jay R. Reynolds, Inc.		
<b>Class Code:</b>	0663		

Data History	Effective Date
1.123	01/01/2025
1.115	01/01/2024
Class Reviewed	04/01/2023
1.041	01/01/2023
0.833	01/01/2022
0.782	01/01/2021
0.784	01/01/2020
0.979	01/01/2019
0.921	01/01/2018
Class Reviewed	08/23/2017
0.957	01/01/2017
0.767	01/01/2016
0.774	01/01/2015
0.947	01/01/2014
0.910	01/01/2013
0.900	01/01/2012
0.720	01/01/2011
0.759	01/01/2010
0.762	01/01/2009
0.747	01/01/2008
0.703	01/01/2007
0.666	01/01/2006
0.655	01/01/2005
0.707	01/01/2004
0.707	01/01/2003
0.727	01/01/2002

Class Code	Rating Value	Description	Location
0663	2.03	Plumbing	1
0664	2.09	Heating, Ventilating A/C Contractor	1

0822	0.05	Telecommuting Clerical Employees	1
0908	74.24	Domestic Workers - Inside	1
0951	0.13	Salesperson Outside	1
0953	0.05	Office	1
9046	0.19	Construction Class Credit	0

# OSHA's Form 300A (Rev. 01/2004)

## Summary of Work-Related Injuries and Illnesses

Attachment 3

Year 2024



U.S. Department of Labor  
Occupational Safety and Health Administration  
Form approved OMB no. 1218-0175

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

### Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	1
(G)	(H)	(I)	(J)

### Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0	
(K)	(L)

### Injury and Illness Types

Total number of...	(M)	(N)	(O)
(1) Injury	1	(4) Poisoning	0
(2) Skin Disorder	0	(5) Hearing Loss	0
(3) Respiratory Condition	0	(6) All Other Illnesses	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

### Establishment information

Your establishment name Jay R. Reynolds, Inc.  
Street 1 Brooks Ave.  
City Willow Street State Pennsylvania Zip 17584  
Industry description (e.g., Manufacture of motor truck trailers)  
Mechanical/Plumbing  
Standard Industrial Classification (SIC), if known (e.g., SIC 3715)  
1 7 1 1  
OR North American Industrial Classification (NAICS), if known (e.g., 336212)

### Employment information

Annual average number of employees 78  
Total hours worked by all employees last year 144,798.75

### Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Wayne R. Reynolds  
Company executive - Wayne R. Reynolds

Executive Vice President  
Title

(717) 464-2755  
Phone

1/28/2025  
Date

# OSHA's Form 300A (Rev. 01/2004)

## Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

### Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	1	1
(G)	(H)	(I)	(J)

### Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0	21
(K)	(L)

### Injury and Illness Types

Total number of...	(M)	(1) Injury	(2) Skin Disorder	(3) Respiratory Condition	(4) Poisoning	(5) Hearing Loss	(6) All Other Illnesses
		2	0	0	0	0	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

Attachment 3

Year 2023



U.S. Department of Labor  
Occupational Safety and Health Administration  
Form approved OMB no. 1218-0176

### Establishment information

Your establishment name Jay R. Reynolds, Inc.  
Street 1 Brooks Ave.  
City Willow Street State Pennsylvania Zip 17584  
Industry description (e.g., Manufacture of motor truck trailers)  
Mechanical/Plumbing  
Standard Industrial Classification (SIC), if known (e.g., SIC 3715)  
1 7 1 1  
OR North American Industrial Classification (NAICS), if known (e.g., 336212)

### Employment information

Annual average number of employees 72  
Total hours worked by all employees last year 135,157.25

### Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Brian M. Fitzgerald  
Company executive - Brian M. Fitzgerald

Vice President  
Title

(717) 464-2755

Phone

1/30/2024  
Date

# OSHA's Form 300A (Rev. 01/2004)

## Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

### Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	4	0
(G)	(H)	(I)	(J)

### Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0	70
(K)	(L)

### Injury and Illness Types

Total number of...	(M)	(1) Injury	(2) Skin Disorder	(3) Respiratory Condition	(4) Poisoning	(5) Hearing Loss	(6) All Other Illnesses
		4	0	0	0	0	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed forms to this office.

Attachment 3

Year 2022



U.S. Department of Labor  
Occupational Safety and Health Administration  
Form approved OMB no. 1218-0176

### Establishment information

Your establishment name Jay R. Reynolds, Inc.  
Street 1 Brooks Ave.  
City Willow Street State Pennsylvania Zip 17584  
Industry description (e.g., Manufacture of motor truck trailers)  
Mechanical/Plumbing  
Standard Industrial Classification (SIC), if known (e.g., SIC 3715)  
1 7 1 1  
OR North American Industrial Classification (NAICS), if known (e.g., 336212)

### Employment information

Annual average number of employees 66  
Total hours worked by all employees last year 118,476.25

### Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Brian M. Fitzgerald  
Company executive - Brian M. Fitzgerald

Vice President  
Title

(717) 464-2755  
Phone

1/30/2023  
Date

#### **ATTACHMENT 4: OSHA Citations**

All health or safety citations issued by federal or state agencies in the last three years:

On 09/19/2023, Jay R. Reynolds, Inc. was cited by OSHA under standard 1926.501(b)(1) regarding unprotected side or edge six (6) feet or more above the lower level. The citation was classified as “other than serious” during an OSHA informal conference, and we received a penalty of \$3,984.00. Jay R. Reynolds, Inc. did not create a hazard and no injury occurred. We were cited along with three other contractors as an Exposing Employer under OSHA’s Multi-Employer Worksite Policy. Temporary stair and landing railings were removed by another contractor in order to install the permanent railings without notifying our employee who was already working on the upper level. The citation agreement included the following non-admission clause:

*“None of the foregoing agreements, statements, stipulations, and actions taken by respondent shall be deemed an admission by respondent of the allegations contained within the notices and the complaint herein. The agreements, statements, stipulations, findings, and actions taken herein are made for the purpose of settling this matter amicably and they shall not be used for any purpose, except for proceedings and matters arising under the Occupational Safety and Health Act. The employer is entering into this agreement without any prejudice to its rights to raise any defense or argument in any future cases under the act.”*



## **T-2A**

### **Project Management Team**

## **T-2A PROJECT MANGEMENT TEAM**

Jay R. Reynolds, Inc. and its experienced staff are uniquely qualified to successfully complete the proposed plumbing work at the PA State Museum - Paver Repair/Replacement project. Jay R. Reynolds, Inc.'s team that we plan to utilize on the project is as follows.

### **Executive Vice President: Wayne Reynolds**

Wayne Reynolds as the Executive Vice President of the company will oversee the legal documents of the project such as the contract, schedule of values and payment applications. Mr. Reynolds has been employed by Jay R. Reynolds, Inc. for 35 years and has been the Vice President for 28 years. He is a licensed Master plumber for the cities of Lancaster and Harrisburg, and he was the Project Manager on numerous high profile and complex projects. Please reference Mr. Reynolds' résumé outlining his qualifications and additional work experience.

### **Senior Project Manager: Brian FitzGerald**

Brian FitzGerald as the Senior Project Manager will be involved with reviewing project documents and correspondence and reviewing quality control and quality assurance for the project. Mr. FitzGerald has been employed by Jay R. Reynolds, Inc. for 34 years and has served as Vice President of Operations for 28 years. He is a licensed Master plumber for the cities of Lancaster and Harrisburg. He was the Project Manager on numerous high profile and complex projects. Please reference Mr. FitzGerald's résumé outlining his qualifications and additional work experience.

### **Project and Quality Control Manager: Robert Mease**

Robert Mease will be the Project and Quality Control Manager and designated primary point of contact. Mr. Mease will be responsible for the management of all labor and materials for the project, coordination between Jay R. Reynolds, Inc. and other prime contractors, reviewing quality control and quality assurance for the project and safety. Mr. Mease will be responsible for project correspondence between the Owner and their representatives. Mr. Mease has been employed by Jay R. Reynolds, Inc. for 47 years and has been a Project Manager for 42 years. He is a licensed Journeyman plumber for the City of Lancaster and Harrisburg and was the Project Manager on numerous high profile and complex projects. Mr. Mease has served as a Project Manager for Jay R. Reynolds, Inc. on 35 DGS projects including several projects at the Pennsylvania State Capitol Building where we were the lead contractor responsible for scheduling and coordinating numerous subcontractors and other prime contractors on the projects. Mr. Mease serves as the company's Safety Director and has been the chairman of our Safety Committee since 1996. The Safety Committee meets quarterly to discuss and address safety issues and safety education for our workforce and subcontractors. Please reference Mr. Mease's résumé outlining his qualifications and additional work experience.

### **Project Superintendent: Karl Wilson**

Karl Wilson will be our on-site representative. He will be responsible for any field coordination between the different prime contractors, the Owner and the Owner's representatives. In addition, Mr. Wilson will be responsible for the direct supervision of Jay R. Reynolds, Inc.'s manpower, layout, installations, quality and safety. The Project Superintendent will also prepare all field correspondence and records. Mr. Wilson started in the plumbing trade in 1990. He has been employed by Jay R. Reynolds, Inc. for 28 years and has been a Project Superintendent for 24 years. He is a licensed Journeyman plumber for the city of Lancaster and has extensive experience managing large and complex plumbing projects. Mr. Wilson has served as a Project Superintendent for Jay R. Reynolds, Inc. on numerous high profile and complex projects including a project at the Forum Building (*DGS Project 948-0082.3 Construction & Related Improvements Phase 1 Plumbing Construction*). Please reference Mr. Wilson's résumé outlining his qualifications and additional work experience.

**Revit Technician: John F. Bailey**

John Bailey started with Jay R. Reynolds, Inc. in 1992. He served as a Project Manager, Project Superintendent and Estimator on numerous projects for Jay R. Reynolds, Inc. before becoming a Revit Technician in 2022. He is a licensed Journeyman plumber for the City of Lancaster. Mr. Bailey will be responsible for preparing Jay R. Reynolds, Inc.'s Revit layout sketch, installation sketches, coordination drawings and as-built drawings. Mr. Bailey was Jay R. Reynolds Inc.'s Revit Technician for numerous high profile and complex projects. Please reference Mr. Bailey's résumé outlining his qualifications and additional work experience.

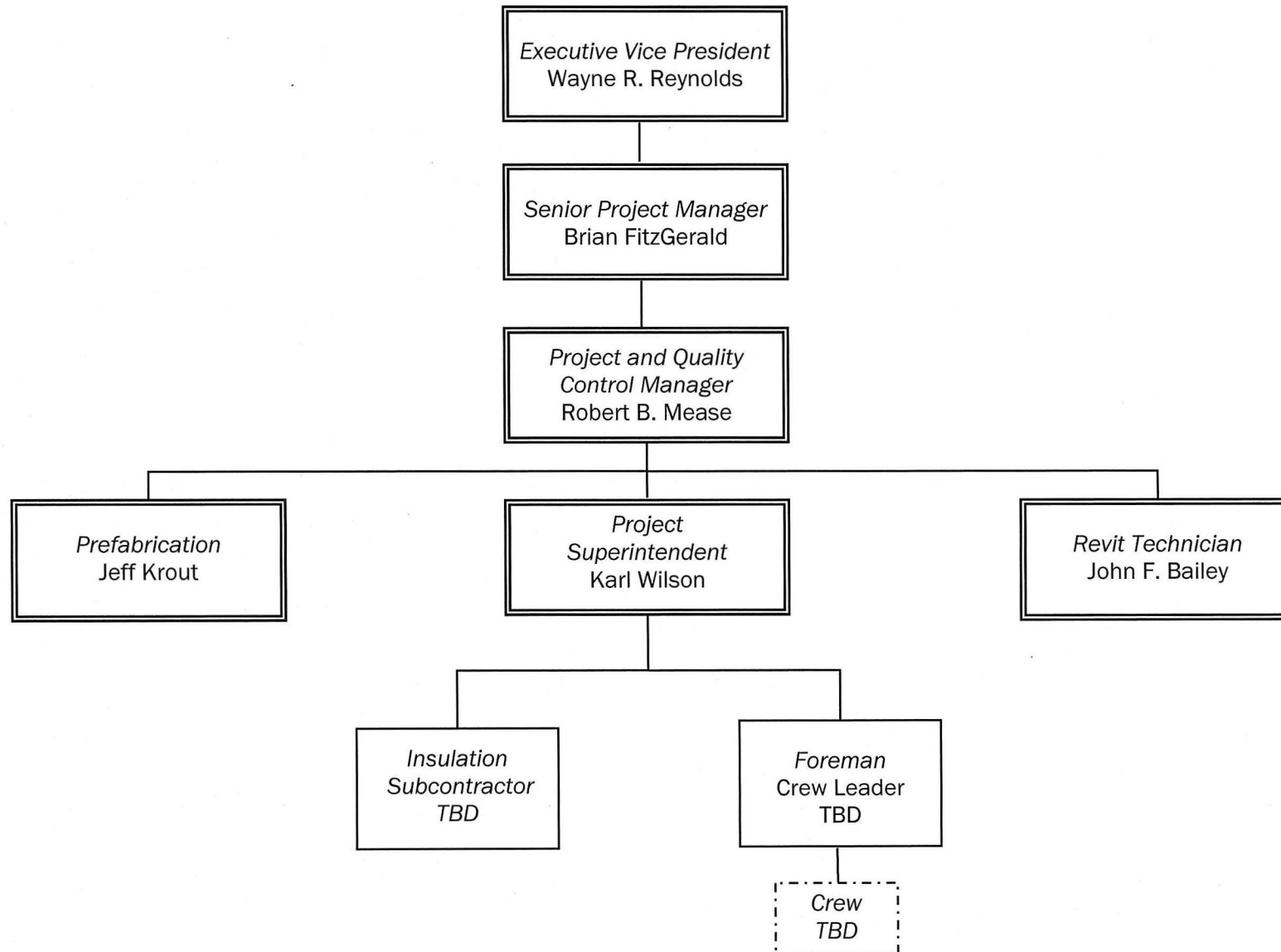
**On-site Workforce:** Jay R. Reynolds, Inc. will perform the majority of the work with our own workforce. We take great pride in the commitment of our employees to our company. The number of long time employees at Jay R. Reynolds, Inc. provides evidence of the dedication of our staff members. Jay R. Reynolds, Inc. recognizes that our employees are our greatest asset and we attempt to treat our employees with the highest respect and courtesy for the outstanding efforts they put forth on a daily basis. Jay R. Reynolds, Inc. strictly adheres to the policy of equal opportunity employment and hires individuals solely on the basis of their qualifications and ability to perform well in a chosen job. We are proud that a number of employees have encourage their family members to seek employment with the company. We currently have the following family relationships working for the company.

Husband and Wife	( 1 )
Grandfather & Grandson	( 2 )
Father and Son	(10)
Father and Son-in-law	( 2 )
Father and Daughter	( 1 )
Mother and Son	( 1 )
Brothers	( 3 )
Brother and Brother-in-law	( 1 )

Based on the above, you can clearly see that Jay R. Reynolds, Inc.'s project management team has exceptional experience in managing and completing projects of similar scope and complexity. All the members of our project management team are licensed Journeyman or Master Plumbers and every member of our project team has been involved in previous public works projects with limited laydown areas and full owner occupancy. Jay R. Reynolds, Inc. believes our project management team is uniquely qualified for this project due to our 53 year work history on public works construction projects and our history of completing numerous projects for the Department of General Services including previous projects at the Capital Complex.

Please reference the attached Project Team Organization Chart.

### PROJECT TEAM ORGANIZATION CHART



# WAYNE R. REYNOLDS – Executive Vice President

---

**Summary of Qualifications** Started in the plumbing trade in 1990  
Employed by Jay R. Reynolds, Inc. since 1990  
Estimator for Jay R. Reynolds, Inc. since 1993  
Completed a bona fide apprentice program in 1994  
Became a licensed Journeyman Plumber in 1994  
Project Manager for Jay R. Reynolds, Inc. since 1994  
Vice President for Jay R. Reynolds, Inc. since 1997  
Became a Master Plumber in 2005  
Appointed Executive Vice President for Jay R. Reynolds, Inc. in 2022

## **Professional Experience**

### **Executive Vice President - Jay R. Reynolds, Inc.**

2022 – Present. Responsible for communicating and implementing the company's vision, mission, and overall direction. Evaluate and prepare corporate documents; manage and oversee the daily business operations. Negotiate and approve contracts, bids, or other agreements or legal documents.

### **Vice President - Jay R. Reynolds, Inc.**

1997 – 2022 Responsible for overseeing Jay R. Reynolds, Inc.'s construction projects, project managers, and purchasing department. Duties include reviewing contracts, construction plans, progress schedules, correspondence, project coordination, legal issues, procurement and productivity. Jay R. Reynolds, Inc. has completed contracts in excess of \$250,000,000 since 2010.

### **Project Manager - Jay R. Reynolds, Inc.**

8/19/04 – 6/8/05 New Student Homes FY 04-05, Milton Hershey School, Hershey, PA, Mechanical Trades Construction – Contract Amount \$3,225,000

4/30/03 – 4/28/05 Renovations & Alterations for Conrad Weiser Area School District, Heidelberg Township, Berks Co., PA, Plumbing Construction – Contract Amount \$1,193,100

7/19/99 – 12/04/01. Alterations & Additions to Southern Middle School, Southern York County School District, Glen Rock, PA, Plumbing Construction – Contract Amount \$846,400

7/14/94 – 12/17/98 – Served as Project Manager for 4 other projects during this time period valued at approximately \$6,600,000.

### **Estimator - Jay R. Reynolds, Inc.**

1993 – Present. Various jobs.

## **Education**

1990 - Graduated from Solanco Senior High School, Quarryville, PA  
General Courses, Honor Roll

1994 - Graduated from Associated Builders & Contractors Apprenticeship Program, Keystone Chapter, Manheim, PA

1990 - Present. Attended numerous continuing education courses and seminars in plumbing, heating, business management, estimating, project management, scheduling (certificates available upon request).

## **Safety**

CPR, First Aid & AED  
Fall Protection  
OSHA 10 Hour Occupational Safety & Health Training  
Excavation Safety  
Excavation Trenching & Shoring Safety  
Reasonable Suspicion Testing Training for Supervisors

EPA/HUD Lead Safety Certification  
Boom & Scissor Lift Training  
Forklift Safety  
Respirator Evaluation  
Mold Prevention & Awareness Training

## **Licenses**

Master Plumber, Lancaster, PA – License No. 307  
Master Plumber, Harrisburg, PA – License No. 870

# BRIAN FITZGERALD – Senior Project Manager

---

## **Summary of Qualifications**

Started in the plumbing trade in 1991  
Employed by Jay R. Reynolds, Inc. since 1991  
Estimator for Jay R. Reynolds, Inc. since 1993  
Completed a bona fide apprentice program in 1994  
Became a licensed Journeyman Plumber in 1994  
Project Manager for Jay R. Reynolds, Inc. since 1994  
Vice President for Jay R. Reynolds, Inc. since 1997  
Became a Master Plumber in 2005

## **Professional Experience**

### **Vice President – Jay R. Reynolds, Inc.**

1997 – Present. Responsible for overseeing Jay R. Reynolds, Inc.'s construction projects, project managers, and purchasing department. Duties include reviewing contracts, construction plans, progress schedules, correspondence, project coordination, legal issues, procurement and productivity. Jay R. Reynolds, Inc. has completed contracts in excess of \$250,000,000 since 2010.

### **Project Manager – Jay R. Reynolds, Inc.**

03/05/19 – 08/07/19 Additions & Renovations to the Solanco High School Activities Building, Plumbing Construction, Solanco School District, Quarryville, Pa. Contract Amount \$214,100

07/17/18 – 02/25/20 Additions & Renovations to Swift Middle School & Clermont Elementary School, Plumbing Construction, Solanco School District, Quarryville, PA. Contract Amount \$444,400

09/29/09 – 4/02/10 City Island Stadium Renovations, City of Harrisburg, Harrisburg, PA, Plumbing Construction – Contract Amount \$963,473.00

10/18/94 – 7/17/2010 – Served as Project Manager for 21 other projects during this time period worth approximately \$38,600,000.

## **Education**

1986 - Graduated from Bishop Meige High School, Kansas, KS

1990 - Graduated from Missouri State University, Springfield, Missouri, BA English

1994 - Graduated from Associated Builders & Contractors Apprenticeship Program, Keystone Chapter, Manheim, PA

1990 – Present. Attended numerous continuing education courses and seminars in plumbing, heating, business management, estimating, project management and scheduling (certificates available upon request).

## **Safety**

CPR, First Aid & AED

Fall Protection

OSHA 10 Hour Occupational Safety and Health Training

Excavation Safety

Excavation Trenching & Shoring Safety

Reasonable Suspicion Testing Training for Supervisors

EPA/HUD Lead Safety Certification Training

Boom & Scissor Lift Training

Forklift Safety

Respirator Evaluation

Mold Prevention & Awareness Training

## **Licenses**

Master Plumber, Lancaster, PA – License No. 306

Master Plumber, Harrisburg, PA – License No. 871

## ROBERT B. MEASE – Project & Quality Control Manager

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**Summary of Qualifications** Started in the plumbing trade in 1978  
Employed by Jay R. Reynolds, Inc. since 1978  
Completed a bona fide apprentice program in 1982  
Became a licensed Journeyman Plumber in 1982  
Estimator for Jay R. Reynolds, Inc. since 1985  
Project Manager for Jay R. Reynolds, Inc. since 1992

**Professional Experience** **Project & Quality Control Manager – Jay R. Reynolds, Inc.**

4/07/25 – Present Cedar Crest High School Additions and Alterations, Plumbing Construction, Cornwall-Lebanon School District, Lebanon, PA  
Contract Amount \$6,089,000

1/07/25 – Present Lincoln University-Manuel Rivero Gymnasium REBID, Plumbing Construction, Department of General Services, Lincoln University, PA  
Contract Amount \$2,775,500

3/13/24 – Present West Bradford Elementary School Additions and Renovations, Plumbing Construction, Downingtown Area School District, Downingtown, PA  
Contract Amount \$1,873,600

6/08/23 – Present Reamstown Elementary Renovations, Plumbing Construction, Cocalico School District, Denver, PA  
Contract Amount \$1,298,000

11/10/92 – 6/08/23 Served as Project Manager for 89 other projects during this time period valued at approximately \$97,666,000.

**Project Estimator – Jay R. Reynolds, Inc.**

1985 – 1992 Various projects.

**Education** 1978 - Graduated from Hempfield High School, Lancaster, PA  
1982 - Graduated from Associated Builders & Contractors Apprenticeship Program, Keystone Chapter, Manheim, PA  
1978 - Present. Attended numerous continuing education courses and seminars in plumbing, heating, business management, estimating, project management, and scheduling (certificates available upon request).

<b>Safety</b>	CPR, First Aid & AED	EPA/HUD Lead Safety Certification Training
	Fall Protection	Safety Council of Central PA, "Buy-In" to Safety
	OSHA Construction Safety & Health 10-Hour Course	Fork Lift Safety
	Excavation Safety	Respirator Evaluation
	Excavation Trenching & Shoring Safety	Mold Prevention & Awareness Training
	Reasonable Suspicion Testing Training for Supervisors	

**Licenses** Journeyman Plumber, Lancaster, PA – License No. 742  
Journeyman Plumber, Harrisburg, PA – License No. 1623

# KARL WILSON – Project Superintendent

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**Summary of Qualifications** Started in the plumbing trade in 1990  
Completed a bona fide apprentice program in 1994  
Became a licensed journeyman plumber in 1994  
Employed by Jay R. Reynolds, Inc. since 1997  
Project Superintendent for Jay R. Reynolds, Inc. since 2001

**Professional Experience** **Project Superintendent – Jay R. Reynolds, Inc.**

02/19/25 – Present McCaskey High School Stadium Project, Plumbing Construction,  
School District of Lancaster, Lancaster, PA  
Contract Amount \$760,800

06-08-23 – 04-25-25 Reamstown Elementary Renovations, Plumbing Construction,  
Cocalico School District, Denver, PA  
Contract Amount \$1,298,000

01/12/21 – 06/14/23 Construction & Related Improvements Phase 1 to Forum Building,  
Plumbing Construction, Department of General Services, Harrisburg, PA  
Contract Amount \$5,332,000

8/18/97 – 9/4/20 – Served as Project Superintendent for 19 other projects during this time  
worth approximately \$21,778,920.

**Education** 1987 – 1990 Graduated from Warwick High School, Warwick, PA  
1989 – 1990 Mount Joy Vo-Tech School - Plumbing  
1990 – 1994 Graduated from ABC Apprenticeship Program, Keystone Chapter,  
Manheim, PA

**Safety** CPR, First Aid, AED  
Fall Protection  
OSHA 10 Hour Occupational Safety and Health Training  
OSHA Competent Person Training  
Excavation Safety  
EPA/HUD Lead Safety Training  
Boom & Scissor Lift Safety  
Rough Terrain Forklift Training  
Respirator Evaluation  
Mold Prevention & Awareness Training

**Licenses** Journeyman Plumber, Lancaster, PA – License No. 806  
Journeyman Plumber, Reading, PA – License No. JP201904



# JOHN F. BAILEY – Revit Technician

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## **Summary of Qualifications**

Started working in the plumbing trade in 1992  
Employed by Jay R. Reynolds, Inc. since 2001  
Completed a bona fide apprentice program in 2003  
Estimator for Jay R. Reynolds, Inc. since 2003  
Became a licensed Plumber in 2004  
Project Manager for Jay R. Reynolds, Inc. since 2004  
Senior Project Manager for Jay R. Reynolds, Inc. since 2011  
Revit Technician for Jay R. Reynolds, Inc. since 2022

## **Professional Experience**

### **Revit Technician – Jay R. Reynolds, Inc.**

2022 to present

Responsible for the preparation of detailed technical drawings for material takeoff, layout, and coordination to facilitate the purchasing and installation of plumbing systems and associated piping.

Current projects include:

- Cedar Crest High School Additions & Alterations– Contract Amount: \$6,089,000
- Springfield Township Middle School Renovations – Contract Amount: \$1,767,000
- New Middletown Primary School – Contract Amount: \$3,660,500
- Clifton Heights New Middle School – Contract Amount: \$4,855,500
- PA State Police Academy, Out Buildings and Sitework – Contract Amount \$3,737,000

### **Senior Project Manager – Jay R. Reynolds, Inc.**

2004 – 2022 Served as Project manager for 58 other projects during this time worth approximately \$80,275,360.00.

### **Project Estimator – Jay R. Reynolds, Inc.**

2003 – 2004 Various jobs.

### **Project Superintendent – Jay R. Reynolds, Inc.**

6/03/02 – 5/14/04 Phase 1 Renovations to Dauphin County Court House Building,  
Plumbing Construction, Dauphin County, PA  
Contract Amount - \$1,070,100

## **Education**

1989 – Graduated from Solanco High School, Quarryville, PA  
2003 – Graduated from Associated Builders & Contractors Apprenticeship Program, Keystone Chapter, Manheim, PA  
2001 – Present. Attended numerous continuing education courses and seminars in Plumbing, Heating, Business Management, Estimating, Project Management and Scheduling (certificates available upon request).

## **Safety**

CPR, First Aid & AED  
Fall Protection  
OSHA 10 Hour Occupational Safety and Health Training Course  
Excavation Safety  
Safety Council of Central PA, "Buy-In" to Safety  
8 Hour Certified Renovator, Repair and Paint Course for Lead  
Reasonable Suspicion Testing Training for Supervisors  
Respirator Evaluation

## **Licenses**

Journeyman Plumber, Lancaster, PA – License No. 771

## **T-2B**

### **Work Plan and Schedule**

## **TAB T-2B WORK PLAN AND SCHEDULE**

### **CRITICAL ISSUES FOR PLUMBING CONSTRUCTION IDENTIFIED IN SECTION T-2B A OF THE REQUEST FOR PROPOSAL**

- **Coordination With Other Primes**
- **Adherence to Contract Sequences**
- **Coordination of Storm Sewer System**

The PA State Museum - Paver Repair/Replacement project will require constant coordination and sequencing with the Owner, Project Professionals, other Prime Contractors, Subcontractors and Suppliers. All successful projects need a detailed schedule showing all activities including award, submittals, submittal approvals, fabrication, delivery, field installation, punch list, testing and training. We have reviewed the project drawings and specifications in detail and coordination of the storm sewer system. We will staff and schedule resources in order to meet the 612 day duration of the project.

Because Jay R. Reynolds, Inc. typically works as a prime contractor and at times the lead contractor on public works construction projects, we are experienced with preparing and utilizing various schedule formats to plan and sequence the project activities. We have the capability to work with schedules prepared using the prominent scheduling software from Primavera, Microsoft Project and various other scheduling programs. We also prepare and submit bi-weekly progress schedule updates for our activities as a routine order of business.

With our experience being the lead contractor on previous projects along with our Revit capabilities (Reference Tab T-2D for a full description of our abilities) we are confident we can coordinate the work with the Owner, Project Professionals and other prime contractors on the project. In fact, if the owner would like to utilize Building Information Modeling (BIM) for the project, we have the ability to produce BIM drawings.

Please reference the attached sample schedule cover letter and preliminary plumbing schedule that shows the plumbing activities, durations, predecessors and successors broken down by floor level and area. If awarded the project, Jay R. Reynolds, Inc. will develop a schedule that corresponds with the project schedule developed by the General Contractor.

### **UNDERSTANDING OF CRITICAL MATERIALS & EQUIPMENT AND LONG LEAD ITEMS**

The pipe, fittings, and hangers on the project are standard materials, readily available at our normal wholesalers. The materials will be ordered after receiving notice to proceed and in sufficient time to allow for delivery to the project prior to their installation date.

However, the following are long lead items and have approximate lead times of 4-6 weeks after approval of the shop drawings.

- Trench Drains
- Area Drains

Jay R. Reynolds, Inc. will assure the long lead items are reflected in the project schedule. Once we know the delivery date we can coordinate it with the other prime contractors on the project to make sure it does not cause a negative impact on the progress of the job.

Jay R. Reynolds, Inc. does not foresee these long lead items being an issue on this project since it has a 612 day duration. Even on projects with shorter time frames, Jay R. Reynolds, Inc. rarely experiences issues with deliveries because we prepare an itemized take-off of all the materials required for the project and purchase everything

required for the project as soon as possible and then we release the materials in accordance with the project schedule. Plus, our long standing relationship with our suppliers enables us to expedite or hold up deliveries in the event of project acceleration or delays. Suppliers cater to contractors who are organized and plan their work far in advance so that delivery dates don't become an issue. In addition, they typically put you in the front of the line when you have a long history of continuously paying your bills on time.

We also have the capability to have items delivered to our prefab shop, assembled and stored until the job progresses to the point when it is ready for installation. This process expedites on-site installation time and eliminates the amount of laydown area required on the project site.

### **UNDERSTANDING OF CONSTRUCTION CHALLENGES, PROPOSED SOLUTIONS, AND MINIMIZING RISK**

Jay R. Reynolds, Inc.'s work is guided by a system of checks and balances that we use to improve our organization and procedures. Please reference the list of different approaches Jay R. Reynolds, Inc. takes when typical situations occur on projects. We conduct in house pre-construction kick-off meeting with Jay R. Reynolds, Inc. project team leaders to communicate information, ideas and concerns of the estimating and Revit teams to the Project Manager and Superintendent. We also utilize a peer review system for project correspondence, submittal review and schedule updates in order to eliminate mistakes and miscommunications. In addition we maintain a list of "Job Problems to Avoid" and we review applicable potential issues at the start of each project in an attempt to prevent common job problems from occurring on our projects. Under Tab T-2D Quality Control Plan you will find a sample agenda for our kick-off meetings and you will see under the bulleted items the task to identify complex or unusual aspects of the project and a task to review the common job problems to avoid along with many other tasks we do prior to starting work on the project site.

### **SITE OPERATIONS, LOGISTICS, JOBSITE CONTROLS AND PRACTICES**

Jay R. Reynolds, Inc. does not consider a job complete until the end of the warranty period. Towards the end of a project, contractors typically start to neglect their current jobs and move onto their new projects. When this happens, owners find it challenging to get punch list work completed, training of their employees completed, as-built drawings prepared, operation and maintenance manuals submitted and other close-out paperwork finalized.

We have a series of procedures we do as the job progresses to ensure that at the completion of the project, our O&M manuals and as-built drawings are prepared and training is provided to the owner, etc. For example, part of our Purchase Order Terms and Conditions state that payment will not be provided to the supplier until we receive written O&M manual instructions from the manufacturer; and for major equipment purchases that require training, we agree to a lump sum amount of money we withhold from a supplier until training is provided to the owner. These Terms and Conditions are included in our quote request to the suppliers so when they quote the specific items they can quote it based on our Terms & Conditions.

These are just a couple of the procedures we have in place to ensure contract compliance from Notice to Proceed through the warranty period. These steps are critical on this project because of the complex nature of this project and because this is an active site occupied by the Owner.

Based on our scheduling capability, past performance, and ability to plan our work and then work our plan, Jay R. Reynolds, Inc. is confident we can successfully perform the plumbing construction at the PA State Museum - Paver Repair/Replacement project.

## **INFORMATION TECHNOLOGY SOLUTIONS AND SYSTEMS FOR DOCUMENT CONTROL**

Always on the cutting edge of technology, Jay R. Reynolds, Inc. is constantly upgrading our computer systems and network structure. We are currently replacing all of the computers in our office. A high-end PC is located at every desk and they are running Windows 11 and Microsoft Office 2013 products along with various other software. These PCs provide access to a multitude of services including internet access and e-mail. The Avaya IP Office Voice Over IP phone system enhances the overall communications of the company. Our CAD designers use Revit 2024 paired with Sysque 11.3.1 to draw intelligent 3-D piping. QuoteSoft Estimating was upgraded in June, 2020, and is the backbone of the estimating department, while Vista by Viewpoint is the support system for the accounting department. Historical job cost and purchasing data is readily available to review and analyze. The entire company benefits from a number of custom programmed databases and reports that deliver business-critical information in seconds over the high-speed gigabit network within the building. The 25-user network is driven by 3 Dell PowerEdge servers running Windows Server 2019 and Windows Server 2016, Hyper-V, Exchange 2019 and SQL Server 2019. The company's valuable data is protected by Backup Assist's latest backup and replication. With the addition of the aforementioned software our disaster recovery time which was measured in hours is now measured in minutes. A hardware accelerated firewall protects the network and routes high speed cable internet.

In addition to the home office, Jay R. Reynolds, Inc. also deploys a computer or iPad with broadband internet access and a printer/scanner to every job site. This has exponentially increased the speed and effectiveness of the communication between the job superintendent and the home office which in turn allows Jay R. Reynolds, Inc. to work more efficiently.

Project tracking and reporting for schedules, change orders, RFIs, etc. are tracked in a custom designed Access database. In addition, many of the projects Jay R. Reynolds, Inc. is involved in utilize their own job specific tracking and reporting software such as e-Builder (which is being used on this project), Constructware, ProjectMates, Newforma, Procore, Submittal Exchange, PlanGrid, AEC-Sync, Primavera, Microsoft Scheduler, etc.

Jay R. Reynolds, Inc. frequently works with these programs along with a variety of other programs. We have the capability to adapt to the owner's specific requirements for tracking RFIs, change orders, schedules, etc.

## **SCHEDULE NARRATIVE DESCRIBES CHALLENGES, PROPOSED SOLUTIONS AND CRITICAL PATH**

The PA State Museum - Paver Repair/Replacement will require constant coordination and sequencing with the Owner, Project Professionals, other Prime Contractors and Subcontractors. All successful projects need a detailed schedule showing all activities including award, submittals, submittal approvals, fabrication, delivery, field installation, testing, and closeout. We have reviewed the project drawings and specifications in detail, and we will schedule our material, manpower, subcontractor resources as required in order to meet the 612 calendar day duration for the project.

Please reference the sample schedule cover letter and preliminary plumbing schedule we prepared for the project showing the plumbing activities, durations, predecessors and successors broken down by area. If awarded the project, Jay R. Reynolds, Inc. will develop a schedule that corresponds with the project schedule developed by the General Contractor.

Because Jay R. Reynolds, Inc. typically works as a prime contractor and at times the lead contractor on public works construction projects, we are experienced with preparing and utilizing various schedule formats to plan and sequence the project activities. We have the capability to work with schedules prepared using the prominent scheduling software from Primavera, Microsoft Project and various other scheduling programs.

Jay R. Reynolds, Inc. has sufficient manpower available for the project. We do a detailed take-off so we know the total hours required for the entire project; or if needed, we can break it down into the hours and material required for a smaller work area. We evaluated the total hours required for the project and compared it to the 612 calendar day duration and determined that we have sufficient manpower for the project. In addition, the majority of the materials on the project are standard materials, readily available at our normal wholesalers. The materials will be ordered after receiving notice to proceed and in sufficient time to allow for delivery to the project prior to their installation date.

Jay R. Reynolds, Inc. will also prefabricate portions of the storm sewer system in order to minimize on-site installation times. With our prefab capabilities, we are confident that we can meet any reasonable schedule dates.

Therefore, Jay R. Reynolds, Inc. will proceed expeditiously with adequate forces to achieve the completion dates. Please reference the following list of different approaches Jay R. Reynolds, Inc. takes to maintain the project schedule and assure that critical dates are met.

## **SOLUTIONS TO TYPICAL JOB ISSUES**

### Schedule Slippage

- Reduce float.
- Parallel activities, rather than sequential to extent possible without creating interferences.
- Request contractor that caused the delay to work overtime to make up for lost time.
- Request acceleration of the work to get back on schedule.

### Unforeseen Conditions

- Must be accessed quickly, owner/engineer architect must provide prompt direction. i.e.: sink hole – issue remedial measure quickly, have the contractors work in different areas and mitigate delay.
- Material shortage – propose substitute materials.

### Design Errors and Omissions

- Owner needs to acknowledge that design errors and omissions do occur. When a no-cost solution is not available, the using agency must be involved in order to direct the designer to quickly and accurately correct an error or omission with the owner's ultimate needs and requirements in mind.

### Avoiding and Handling Project Difficulties

- Jay R. Reynolds, Inc. maintains a list of "Job Problems to Avoid" and we review applicable potential issues at the start of each project in an attempt to prevent common job problems from occurring on our projects.
- We monitor the predecessor activities to the plumbing activities and provide written notice to the owner and their representatives of delays to the schedule. In the early stages of a project before most of the trade contractors are active on site, it is critical that the owner and their representatives monitor and enforce progress on schedule activities because the other trades aren't around to complain about lost time on the schedule. Delays to early schedule activities like site excavation, foundations, masonry, steel erection and roofing can and often do cause jobs to go south.
- Early delays can create a ripple effect that often grows into a tidal wave later during the rough-in and finish phase of the project when there are fifty activities compressed, out of sequence, stacked, etc. For example, a reputable general contractor on one of our jobs said he received a \$500,000 better price on the site excavation but they told him it would take four months longer than scheduled. The general contractor said "I just could not turn down that \$500,000 buyout." The \$500,000 the general contractor saved caused the owner and the following trades to all lose time and significantly more than \$500,000. Job problems and delays need to be faced and dealt with promptly. When delays are concealed for appearance sake, they return to haunt the project later in the form of missed completion dates and cost overruns.

- In summary, Jay R. Reynolds, Inc.'s approach is to be proactive and vocal with regard to job problems and delays which ultimately benefits the owner, the contractors and the project.

#### Methodology/Philosophy Regarding RFIs

- RFIs are sent when there are questions or omissions of needed information, an elevation problem, a utility tie-in problem, etc.
- We send RFIs on a form and keep a log to track the status. We copy other contractors the RFI and the response if the RFI involves them.
- An RFI Log should be kept by the project architect or construction manager and attached to the job meeting minutes. The RFI log should be reviewed at each job meeting and delinquent items followed up.

#### Cost Controls/Change Orders

- Time and material change orders, daily records kept and signed by owner's representatives.
- Change orders usually result from an RFI response. Time is saved if designer can provide a clear change order scope of work when returning the RFIs.
- Track the status of change order proposals at job meetings.
- We often try to propose solutions when submitting an RFI in order to expedite a solution. The prompt issuance of proposal requests, reviews and approvals is critical.

#### Construction Cost Savings

- Jay R. Reynolds, Inc. has a long history of making cost saving recommendations to project owners and professionals. When we identify significant cost savings potential via an alternate installation or material, we will contact the project engineer to review the cost savings idea. If there is no overriding design rationale for the more expensive installation or material, we will prepare a credit cost breakdown for submission and consideration by the project professional and owner. On past projects, we have offered credits to change from cast iron pipe and fittings to Schedule 40 PVC/DWV pipe and fittings; copper tube and fittings to galvanized grooved steel pipe and fittings; extra heavy no hub couplings to standard no hub couplings, etc. We discover many cost saving ideas at the beginning of a project during the preparation of our AutoCAD layout sketches.



1 BROOKS AVE. • P.O. BOX 326 • WILLOW STREET, PA 17584-0326 • PHONE (717) 464-2755 • FAX (717) 464-2784 • WEBSITE: www.jrrinc.com

## SAMPLE SCHEDULE LETTER

October 21, 2025

Department of General Services  
2<sup>nd</sup> Floor Arsenal Building  
1800 Herr Street  
Harrisburg, PA 17125

Project: DGS C-0948-0087.3 Phase 1  
Plumbing Construction  
PA State Museum – Paver Repair/Replacement  
300 North Street  
Harrisburg, Dauphin Co., PA

SUBJ: Preliminary Schedule Input for Plumbing Construction for the PA State Museum

Attention: Scheduler

We have prepared the attached list of plumbing and sprinkler activities (arranged by floor and area) with their durations, predecessors and successors. Each plumbing activity should be identified in the project schedule with the applicable predecessor and successor activities in order to establish the logical sequence of trade activities.

As required by Specification Section 013100 and in order to be utilized as a successful tool for scheduling, planning and monitoring the work, the construction schedule needs to contain sufficient detail and be organized by the project floor and area.

In addition, all of the applicable mechanical systems below ground and above ceiling for plumbing, heating, duct work, sprinkler, electrical and communication are installed in layers. Each system must be installed in a sequential manner. The coordination of the sequence is important to identify the time frames required for each system's installation and testing. In addition, the layout of the overhead MEP systems cannot begin until coordination drawings have been completed and signed off.

With consideration of the foregoing comments, please incorporate the attached plumbing schedule activities and durations into the project construction schedule.

Should you have any questions or need any additional information, please do not hesitate to contact this office.

Respectfully,  
JAY R. REYNOLDS, INC.



**JAY R. REYNOLDS, INC.**  
**Plumbing Activities, Durations, Predecessors,**  
**and Successors for PA State Museum**

Plumbing Activities	Duration*	Predecessor Activities	Successor Activities
<b>SEQUENCE 01</b>			
Underground plumbing	44	Area turned over to contractors and concrete floor removal	Stone subgrade/slab on grade
Plbg RI in walls & chases	10	Floor slab and layout	Interior CMU walls, stud walls
Connect to Area Drains and Trench Drains	19	Overhead RWC piping and drains set	Pipe covering
Overhead RWC	35	Ceiling removal	Ceiling grid and ceiling installation
Plumbing pipe covering	17	Overhead RWC and drains installed	Ceiling grid and ceiling installation
<b>SEQUENCE 02</b>			
Underground plumbing	0	Area turned over to contractors and concrete floor removal	Stone subgrade/slab on grade
Plbg RI in walls & chases	5	Floor slab and layout	Interior CMU walls, stud walls
Connect to Area Drains and Trench Drains	22	Overhead RWC piping and drains set	Pipe covering
Overhead RWC	16	Ceiling removal	Ceiling grid and ceiling installation
Plumbing pipe covering	8	Overhead RWC and drains installed	Ceiling grid and ceiling installation
<b>SEQUENCE 03</b>			
Underground plumbing	0	Area turned over to contractors and concrete floor removal	Stone subgrade/slab on grade
Plbg RI in walls & chases	3	Floor slab and layout	Interior CMU walls, stud walls
Connect to Area Drains and Trench Drains	25	Overhead RWC piping and drains set	Pipe covering
Overhead RWC	12	Ceiling removal	Ceiling grid and ceiling installation
Plumbing pipe covering	6	Overhead RWC and drains installed	Ceiling grid and ceiling installation
<b>SEQUENCE 04</b>			
Underground plumbing	6	Area turned over to contractors and concrete floor removal	Stone subgrade/slab on grade
Plbg RI in walls & chases	8	Floor slab and layout	Interior CMU walls, stud walls
Connect to Area Drains and Trench Drains	35	Overhead RWC piping and drains set	Pipe covering
Overhead RWC	20	Ceiling removal	Ceiling grid and ceiling installation
Plumbing pipe covering	10	Overhead RWC and drains installed	Ceiling grid and ceiling installation

**T-2C**

**Safety Plan**

## T-2C SAFETY PLAN

Jay R. Reynolds, Inc. is dedicated to providing a safe work environment for our employees, subcontractors and other tradespeople on the project. Jay R. Reynolds, Inc. established its written safety program in 1972 and we have continued to refine and update the program as conditions and standards change. We also have a Safety Committee comprised of two principals of the company, our Safety Director, the Safety Secretary, all Project Managers, and Purchaser. We also rotate in our Field Superintendents for the meetings. The Safety Committee meets a minimum of four times a year and they review and update one or two chapters of our Safety Program at each meeting. This procedure assures that our Safety Manual is up-to-date with all current standards. Attached is a copy of our current Safety Program's Table of Contents. A complete copy of our written Safety Program is available upon request.

Jay R. Reynolds, Inc. takes great pride in their safety program and we constantly promote safety to our employees, subcontractors and other tradespeople on the projects. In the past three (3) years we have had zero lost work days due to injuries which provides evidence of the efforts Jay R. Reynolds, Inc. puts forth promoting a safety first attitude.

Since 2019 Jay R. Reynolds, Inc. has had 33 OSHA inspections with only one (1) citation due to a hazard caused by another contractor. We were cited as an Exposing Employee under OSHA's Multi-Prime Worksite Policy. The citation included a non-admission clause. This record is a testament of how seriously we take safety and how effective our safety plan/program is.

Jay R. Reynolds, Inc.'s Statement of Safety Policy states the following:

*Safety is everyone's responsibility. It is the desire of the Company to help provide a safe working environment for all employees. To accomplish this, management will provide reasonable safeguards to help insure safe working conditions and support the safe and efficient development of all work activities.*

*The need also exists for recognizing that no job is so important and no order is so urgent that we cannot take time to perform our work safely.*

*Employees are expected to use the safety equipment provided. Rules of conduct and rules of safety shall be observed.*

*The joint cooperation of employees and management in observance of this policy will help provide safe working conditions, help reduce work related accidents and will be to the mutual advantage of all. Therefore, we ask your cooperation and support to help make all our jobs safe.*

Jay R. Reynolds, Inc. also has weekly Tool Box talks on all our jobsites and has an annual Safety Meeting for our employees.

Our current safety program and safe work practices take into account the safety hazards routinely encountered on large public works construction sites. However, if a new safety issue is identified on this project, Jay R. Reynolds, Inc. has the ability to adopt the changes into our policy and ensure they will be adhered to.

The requirements under this Tab are identical to the requirements under Tab T-3C Work Force Safety; therefore, please reference Tab T-3C Workforce Safety for our training programs and/or safety certifications.

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- Lockout/Tag-Out Program

## **Chapter 12 – Scaffolding**

- Scaffolding
- Aerial Lifts
- Scissor Lifts
- Aerial & Scissor Lift Daily Inspection Checklist

## **Chapter 13 – Fall Protection/Prevention**

- Fall Protection/Prevention
- Ladder Safety Tips
- Body Harness and Lanyard Inspection Report
- Written Rescue Plan for Suspended Workers

## **Chapter 14 – Cranes and Hoisting**

- Cranes and Hoisting

**Chapter 15 – Motor Vehicles and Equipment Safety**

- Motor Vehicles & Equipment Safety
- Safe Driving Practices for Employees
- Safe Winter Driving
- Work Zone Traffic Safety
- Transporting Cargo Safely
- Vehicle Accident Review
- Shop Vehicle Checklist
- Box Truck Checklist
- Forklift Safety

**Chapter 16 – Excavation**

- Excavation Requirements
- Excavation Decision Flow Chart
- Soil Analysis Checklist
- Sloping and Benching
- Excavation Definitions
- OSHA Do Not Enter an Unprotected Trench Poster
- OSHA Working Safely in Trenches

**Chapter 17 – Demolition**

- Demolition
- Demolition Safety Tips

**Chapter 18 – Ladders and Stairways**

- Ladders and Stairways
- OSHA Rules for Ladders and Stairways
- Glossary

**Chapter 19 – Respiratory Protection**

- Respiratory Protection
- OSHA Quick Card Respirators
- Small Entity Compliance Guide (Respiratory Hazards)
- Mandatory Evaluation Questionnaire
- OSHA Standard on Air Contaminants
- References for the OSHA Respiratory Protection Standard

**Chapter 20 – Respirable Crystalline Silica**

- Respirable Crystalline Silica

**Chapter 21 – Drug and Alcohol Policy**

- Drug and Alcohol Policy

**Chapter 22 – Workplace Violence Policy**

- Workplace Violence Policy

**T-2D**

**Quality Control Plan**

## **T-2D QUALITY CONTROL PLAN**

Quality assurance and quality control are integral to every procedure and aspect of our business. A quality finished product requires a commitment to managing the process from start to finish. Jay R. Reynolds, Inc. thoroughly reviews the contract drawings and product quality to assure compliance with the Owner's specifications and requirements. We promptly communicate any questions, concerns or problems to the Owner's representatives.

The project's specific quality control and quality assurance plan will include the following components:

1. In-house project preconstruction kickoff meeting with our key personnel. (Reference attached agenda.)
2. Bi-weekly progress schedule updates (reference attached sample).
3. In-house review of the project's progress at monthly intervals and at the completion of each phase.
4. Procedure for submittal review and checking.
5. Procedure for testing and certification and commissioning of plumbing equipment and systems.
6. Project closeout evaluation.

Jay R. Reynolds, Inc.'s quality control and quality assurance program starts long before mobilization on site. Prior to starting work on site, Jay R. Reynolds, Inc. draws all the plumbing systems in their entirety using our 3-D Revit piping program. During this process, Jay R. Reynolds, Inc. identifies many design and coordination issues that may affect the project schedule and the completion. As a result of this process, we can submit RFIs while there is sufficient time for them to be answered before they become a crisis during the construction process. From our Revit drawings, we develop the project coordination drawings, schedules, installation drawings and as-built drawings. Once our Revit drawings are completed, they are distributed to our field personnel for their use as an installation guide. These detailed 3-D Revit sketches list the material requirements for each sketch area. We go through this pre-planning so we can guarantee our work is installed in a sequential, efficient manner consistent with the project specifications, drawings and schedule. Please reference the attached copy of a typical Revit plan overview and detailed isometric drawing.

Once the project starts, Jay R. Reynolds, Inc. prepares bi-weekly updates that are based on the project schedule. The updates show the scheduled activities along with the start dates, finish dates, actual start dates, percent complete, actual completion dates and comment lines for each activity on the schedule. Preparing this bi-weekly update ensures timely and accurate communication between Jay R. Reynolds, Inc. and the Owner and their representatives for all scheduling issues on the project. Please reference a copy of a bi-weekly update used on a previous project.

Jay R. Reynolds, Inc.'s work process is guided by a system of checks and balances that we use to improve our organization and procedures. Attached are a few of Jay R. Reynolds, Inc.'s checklists that we utilize throughout the normal course of business. In addition, Jay R. Reynolds, Inc. utilizes a peer review system for project correspondence, submittal review and schedule updates in order to eliminate mistakes and miscommunications.

Project tracking and reporting for schedules, change orders, RFIs, etc. are tracked in a custom designed Access database. In addition, many of the projects Jay R. Reynolds, Inc. is involved in utilize their own job specific tracking and reporting software such as eBuilder, Constructware, ProjectMates, Newforma, Submittal Exchange, AEC-Sync, Primavera, Microsoft Scheduler, etc. Jay R. Reynolds, Inc. frequently works with these programs along with a variety of other programs. We have the capability to adapt to the Owner's specific requirements for tracking RFIs, change orders, schedules, etc.



Jay R. Reynolds, Inc. maintains a list of “Job Problems to Avoid” and we review applicable potential issues at the start of each project in an attempt to prevent common job problems from occurring on our projects.

We expeditiously address any punch list items and submit written updates to the project team regarding the completion of punch list items. Like the owner, Jay R. Reynolds, Inc. makes every effort to complete all contractual work and required documentation so that the project can be finalized and paid without delay.

The practices described above are also utilized to insure that our subcontractors perform in accordance with the contract documents and project schedule.

Jay R. Reynolds, Inc. places a strong emphasis on providing the owner with detailed accurate, and useful as-builts, O&M’s and records of material certifications, and on-site testing. As-builts, O&M’s and training are not an after-thought for us. We collect and update the information from the start of the project and consider turning over this information to be a point of pride for a job well done. We have benefitted from taking great care with as-builts and O&M’s on projects when we return to renovate decades later.

In reference to coordination with other prime contractors and steps to resolve differences with other primes, please reference the attached list of different approaches Jay R. Reynolds, Inc. takes when typical situations occur on projects.

## **COORDINATION WITH OTHER PRIMES AND STEPS TO RESOLVE DIFFERENCES**

### **A.) Schedule Slippage – Solutions**

- 1.) Reduce Float
- 2.) Parallel activities, rather than sequential to extent possible without creating interferences.
- 3.) Request contractor that caused the delay to work overtime to make up for lost time.
- 4.) Request acceleration of the work to get back on schedule.

### **B.) Unforeseen Conditions**

- 1.) Must be accessed quickly, owner/engineer architect must provide prompt direction. i.e., Sink hole – issue remedial measure quickly, have the contractors work in different areas and mitigate delay.
- 2.) Material Shortage – Propose substitute materials.

### **C.) Design Errors and Omissions**

- 1.) Owner's need to acknowledge when a design error and omission has occurred. When a no cost solution is not available, the using agency must be involved in order to direct the designer to quickly and accurately correct an error or omission with the Owner's ultimate needs and requirements in mind.

### **D.) Cost Controls/Change Orders**

- 1.) Time and material change orders, daily records kept and signed by owner's Representatives.
- 2.) Change orders usually result from an RFI response. Time is saved if designer can provide a clear change order scope of work when returning the RFIs.
- 3.) Track the status of change order proposals at job meetings.
- 4.) We often try to propose solutions when submitting an RFI in order to expedite a solution. The prompt issuance of proposal requests, reviews and approvals is critical.

### **E.) Methodology/Philosophy Regarding RFIs**

- 1.) RFIs are sent when there are questions or omissions of needed information, elevation problem, utility tie in problem, etc.
- 2.) We send RFIs on a form and keep a log to track the status. We copy other contractors the RFI and the response if the RFI involves them. An RFI Log should be kept by the construction manager and attached to the job meeting minutes. The RFI log should be reviewed at each job meeting and delinquent items followed up.

# ***Agenda***      **Preconstruction Kick-off Meeting**

<b>Meeting Called By:</b>	Bob Mease
<b>Date:</b>	8/22/2016
<b>Project:</b>	#1290 Deatrick Hall, Kutztown University
<b>Attendance:</b>	Bob Mease, Nate Snook, Brian FitzGerald and Wayne Reynolds
<b>Please bring:</b>	Completed Agenda (copy for all attendees), plans, specs, bid, bid notes, preconstruction notes, Superintendent's notebook. The Superintendent will need copies of the following items: current Share the Knowledge, Common Job Problems to Avoid spreadsheets, Field Requisitions, Superintendent Skills and 'Band of Brothers' article.

## **Agenda topics**

- Explain the purpose and goal of the meeting: Review JRR's bid plan for completing the project in budget and on time. Identify complex or unusual aspects of the project. Discuss the most productive means and methods for executing project work activities. Listen to feedback and ideas from the project superintendent.
- Review the bid, bid notes.
- Discuss the construction contract, accepted alternates, unit prices, allowances, general and supplemental conditions, notice provisions, litigation.
- Discuss project start date, phasing plan, schedule, completion dates and manpower requirements.
- Review project subcontracts.
- Review the project manager's preconstruction notes based on the general specification requirements, Summary of Work, Division 22 specifications, other applicable specifications and drawing notes. Check to see if the "Administration of Contract - Project Info & Requirements" form was filled out. Check Progress on "Administration of Contract – Checklist".
- Review applicable project plans, submit RFIs if there are questions about the work. Do the drawings indicate rough-in in accordance with the applicable ADA standards?
- Review Autocad sketches if complete. Conference call or bring in the A-cad Tech to review the job.
- Review prefab plan.
- Discuss potential safety issues and precautions. Review "What to do when OSHA arrives on site" (copy in Superintendent's notebook under "Safety Inspection" Tab). Does Superintendent have current certification in OSHA 10 hour training, EPA Lead Safety for Renovators, First Aide, All-terrain forklift, firestop, etc.? If not, schedule courses. Address the safety poster (no smoking ban postings), safety manual, MSDS, first aide kit and PPE?
- If we have a DGS job, the superintendent will need a DOT recognized drug and alcohol course for supers.
- The work being performed determines the Prevailing Wage rate. Review L&I's list of laborer's work.
- Review Superintendent's notebook, current list of "Share the Knowledge" items and "Common Job Problems to Avoid".
- Review Project Superintendent Skills and 'Band of Brothers' article on leadership.
- Review procedures for receiving materials. Review field requisitions.
- Review installation control sheets and progress/productivity reports and accountability (when put in charge take charge). Communicate productivity requirements to your crew based on the hours per sketch.
- Pull and order tools and consumables that will be needed for the project. Calibrate lasers and air monitors.
- As soon as we know we are the low bidder, Wayne will get the Dodge plans, specs, and addendums and save to X:\AutoCad\Jrr\_Acad-dwg\Jrr-Job#\Dodge. If Dodge plans are not available, Wayne will scan in a clean set of the applicable plans, specifications and addenda once they are received from the Professionals. Only applicable to contract we bid – IE plumbing plans, plumbing specs.
- Bid plans and specs get scanned in color to F:\Contract Administration\Jobs – Active\Job # and Name\03 TAKE-OFF. Bid plans consist of drawings that were used for take-off. Specifications consist of Notice to Bidders, Scope of Work, Plumbing Specifications and any other applicable sections with the Addenda posted.

Save Completed Agenda to PF-3

Progress Report Based on Baseline Schedule  
Data Date 8-15-22

NTP Date: August 15, 2022  
Subst. Comp. Date: September 05, 2023

<b>LEGEND</b>		
Remark #	Date	Remarks:
1.	11/12/22	B1080 Area B Underground Sanitary cannot start until area is to subgrade and footers/foundations start progressing.
2.	11/26/22	B1100 Area B Underground Storm cannot start until area is to subgrade and footers/foundations start.
3.	11/26/22	C1060 Area C Underground Sanitary cannot start until area is to subgrade and footers/foundations start.
4.	12/24/22	C1100 Area C Underground Storm cannot start until area is to subgrade and footers/foundations start.
5.	12/24/22	A1080 Area A Underground Sanitary cannot start until area is to subgrade and footers/foundations start.
6.	01/21/23	A1090 Area A Underground Storm cannot start until the area is to subgrade and footers and foundations progress.
	02/04/23	A1090 Area A Underground Storm cannot start until the area is to subgrade and footers and foundations progress.
7.	03/04/23	A1090 Area A Underground Storm is complete except for the Vestibule piping which will be completed with Area B piping.
8.	03/04/23	A1080 Area A Underground Sanitary is complete except for the Vestibule piping which will be completed with Area B piping.
9.	05/13/23	B3170 Area B Aboveground DWV needs overhead building structure to proceed.
10.	05/13/23	B3200 Area B Aboveground Domestic Water needs overhead building structure to proceed.
11.	05/13/23	B3210 Area B Aboveground Gas needs overhead building structure to proceed.
12.	05/13/23	B3180 Area B Aboveground RWC needs overhead building structure to proceed.
13.	05/13/23	C3180 Area B Aboveground DWV needs overhead building structure to proceed.
14.	05/27/23	B3190 Aboveground Condensate requires overhead building structure to proceed.

Progress Report Based on Baseline Schedule  
Data Date 8-15-22

NTP Date: August 15, 2022  
Subst. Comp. Date: September 05, 2023

15.	05/27/23	C3210 Aboveground Gas requires overhead building structure to proceed.
16.	05/27/23	C3230 Plumbing Equipment will not be installed until a dried-in building is available.
17.	06/10/23	A3170 Area A Aboveground DWV is progressing as CMU, Steel and Decking progress.
18.	06/10/23	A3200 Area A Aboveground Domestic Water is progressing as CMU, Steel and Decking progress.
19.	06/10/23	A3180 Area A Aboveground RWC is progressing as CMU, Steel and Decking progress.
20.	06/24/23	U1030 Bulk Brine System cannot be installed until the area of installation is to subgrade.
21.	06/24/23	B3230 Firestopping will not start until building structure is weather tight.
22.	07/08/23	41130 Gas will not be installed until the area is brought to subgrade and gas meter set pad location is established.
23.	07/22/23	A3210 Area A Firestopping will start when building is enclosed and water tight.
24.	07/22/23	C3190 Area C Above Ground Condensate will progress as HVAC units are installed.
25.	08/05/23	A3190 Area A Above Ground Condensate will progress as HVAC units are installed.
26.	08/05/23	C3200 Area C Above Ground Domestic Water is progressing as decking is installed.
27.	08/05/23	C3220 Area C Firestopping will start when the building is enclosed and water tight.
#1365 cc:	Brian Imler, ECI Gary Smith, ECI Frank Augustine, CRA Mike Boyce, LSSD PF-9a, Ken w/c	

**Lampeter-Strasburg New  
Early Childhood Center**

Link	Title
001	Slab Detail For Non-Bearing Walls
002	Size & Capacity of Hot Water Heaters
003	RWC Piping at C Canopy
004	Buried Water Piping Specification
005	Footer Needs Stepped at Ramp B121
006	JRRI To Provide Regulator At Gas Service
007	A101 Canopy RWC Piping
008	Fixture Mounting Heights
009	Replace High School Roof
010	Classroom Sinks
011	HVAC RFI Requires Upgrade to DWH's
012	20 Day EOT
013	ASI #6 Revise Fixture Locations
014	SK-6 in Nurse B106
015	Eliminate Wall Hydrants
016	Kitchen Water Piping Note #7
017	Additional EOT Required
018	Plbg RFP 002-Insulate ORD System
019	Conflict Between ST Piping & Roof Hatch
020	Denied Access To Work
021	ECI Response to Temp Water
022	Brine Tank At Each Softener
023	Access Panels
024	Add Valves to Kitchen
025	Condensate Drain for MUA-1
026	Exposed Piping in Small Group Rm
027	SK-3 & SK-8 Sinks
028	Conflict with Brine Tank & Curbing
029	Gas Pressure for Emergency Generator



## INSPECTION & TEST CERTIFICATE

DATE: \_\_\_\_\_

PROJECT: L-S New Early Childhood Center  
New Construction Site  
1700 Pioneer Road  
Lancaster, PA 17602  
Owner: Lampeter-Strasburg School District  
Plumbing Construction

PROCEDURE: Upon completion of work, inspection and test shall be made by the Contractor's representative and witnessed by the local Plumbing Inspector and an Owner's representative as required by the Contract Documents.

All defects shall be corrected prior to signing this Certificate.

Systems or Systems Inspected	Location	Drawing Referenced	Tested at PSI	Length of Test

The plumbing rough-in has been inspected and tested as stated above.

Approved by Contractor \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Approved by  
Plumbing Inspector \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Approved by  
Owner's Representative \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Approved by Others \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

cc: PF-12, Scan

**Jay R. Reynolds, Inc.**  
Safety Conformance Review/Checklist

T-2D

**Date:** \_\_\_\_\_

**Project:** \_\_\_\_\_

**Safety Supervisor/Project Superintendent:** \_\_\_\_\_

**Name of Individual Completing this Form:** \_\_\_\_\_

**Signature of Individual Completing this Form:** \_\_\_\_\_

INDICATE EITHER: **A** = Acceptable; **U** = Unacceptable; **C** = Corrected Unacceptable Condition; **N/A** = Not Applicable

**Administrative Requirements**

OSHA and other jobsite warning posters posted.	
Emergency phone numbers posted in a location known by all employees.	
Emergency evacuation map posted near work area (typically in the office trailer).	
Safety meetings (toolbox talks) held regularly.	
Company Safety Program available.	
Job personnel informed of accident procedure.	
Safety equipment shall be charged to cost code 105.	
Time spent on safety inspections, safety reviews and safety mtgs (Tool Box Talks) shall be charged to cost code 105.	

**General Safety and Health**

Employees instructed in the recognition and avoidance of unsafe conditions and the applicable regulations.	
Employees instructed in the use and handling of chemicals and harmful substances.	
Employees required to enter confined spaces are instructed and necessary precautions taken.	
General housekeeping is neat and orderly.	
Regular disposal of waste and trash.	
Scrap lumber with protruding nails and other debris kept clear from work areas, passageways and stairs	
Employees are required to wear personal protective equipment when exposed to hazardous conditions.	
Lockout/tagout is being used for appropriate tasks.	
Rebar caps used.	

**Medical Services, First Aid, Sanitation**

Employee trained in first aid on the jobsite.	
First aid supplies accessible on the jobsite.	
Potable drinking water and adequate toilet facilities available at the jobsite and clean.	

**Hazard Communication**

Employer has written Hazard Communication Program available on site.	
Complete list of hazardous chemicals used on site (SDS sheets) available at a central location.	
All hazardous chemicals are labeled, tagged or marked including identity and hazard warning.	

**Personal Protective Equipment**

Hard hats worn at all times where there is a possible danger of head injury.	
Eye and face protection available and worn as required.	
Hand and foot protection used/worn as required.	
Employees protected against the effects of noise exposure.	

**Fire Protection and Prevention**

Firefighting equipment readily available, accessible (not blocked) + inspected.	
Visually inspect all portable fire extinguishers monthly, confirm the gauge is on green, then initial & date the monthly inspection record on the back of the card attached to the fire extinguisher.	
All flammable and combustible liquids stored and handled in approved containers (OSHA metal safety gas cans)	

**Signs, Signals and Barricades**

Signs, symbols and accident prevention tags are being utilized as required.	
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**Material Storage, Handling, Disposal**

Materials are stacked in a secure manner to prevent sliding, falling, or collapse.	
Aisles and passageways are kept clear and in good repair.	
Rigging equipment, slings, etc. are sized to handle the load capacity they are being used to lift.	
Slings used for lifting are absent of deterioration.	

**Tools, Hand and Power**

Hand and power tools are maintained in a safe condition. Damaged tools are repaired or replaced promptly.	
Power tools are properly guarded.	
Electric power tools are properly ground or double insulated.	



## **Welding and Cutting**

When transporting or storing compressed gas cylinders, cylinders are secured, upright and caps in place.	
Torches & hoses are inspected for leaks at the beginning of each shift.	
Oxygen/acetylene torch units have flash back arrestors.	
Employees are instructed in the safe means of welding, soldering, brazing and cutting.	
Suitable eye protective equipment used during welding, soldering, brazing and cutting operations.	
Suitable fire extinguishing equipment immediately available in work area and ready for use.	
Containers or hollow structures which have contained toxic or flammable substances are cleaned, vented and tested before welding, cutting, or heating.	
Area adequately vented to remove fumes and smoke and keep concentration within safe limits.	

## **Electrical**

All electrical equipment is free from recognized hazards that may cause death or serious harm.	
Sufficient working space provided to permit safe operation and maintenance of electrical equipment.	
Live electrical parts are guarded against electrical contact.	
Ground fault circuit interrupters (GFCI's) used for all portable electrical tools.	
Outlet devices correctly matched to the load being served.	
Light bulbs for illumination are protected against breakage.	
Flexible cords passing thru doorways or other pinch points must be protected.	
All pull boxes, junction boxes, and fittings have covers and covers are installed.	
Electrical panels are labeled appropriately and knockouts are in place.	
Electrical cords inspected and taken out of service when worn, frayed, or missing prong.	

## **Fall Protection, Ladders and Scaffolding**

Defective ladders -broken or missing rungs or steps, broken or split side rails- withdrawn from service.	
Stairs or ladders provided for access points greater than 19" high.	
Extension ladders extend 3' beyond landing. Required railing around landing.	
Step ladders used in the open position.	
Scaffolds, guardrails, and toeboards are in compliance with OSHA regulations.	
100% fall protection in place above 6 feet in height, full body harness + lanyard used.	
Inspect harnesses & lanyards prior to each use and twice per year.	
Perimeter protection in place prior to entering elevated work areas.	

## **Floor and Wall Openings**

Floor and wall openings properly covered or guarded with standing railings and toeboards.	
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## **Cranes, Lifts, Hoists and Elevators**

Barricades around swing radius of crane.	
Harnesses and lanyards attached to the boom or basket when employees are working from an aerial lift.	
Employees operating lifts are trained on equipment.	
Hoists in good condition and load rated.	

## **Motor Vehicles, Mechanized Equipment**

Vehicles equipped with an audible warning device, back up alarm.	
Vehicle seat belts are being used.	

## **Excavations**

PA 1 Call made prior to excavation work.	
All underground utility installations have been located.	
Access ladders or ramps located every 25' in trenches more than 4' deep.	
Employees exposed to vehicular traffic to wear warning vests made of reflectorized or high visibility material.	
Barricades around unattended excavations, holes, pits, etc.	
Testing and controls used to prevent hazardous atmospheres.	
Excavations and other materials kept at least two feet away from edge of excavation.	
Excavations inspected daily and after any hazard increasing occurrence.	
Employees in excavations 5' deep or more or with potential for cave in are protected by adequate systems.	

## **Silica**

Engineered control methods utilized to control exposure to silica dust	
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## **COVID-19**

Following COVID-19 Safety and Health Guidance for the project.	
<b>Comments:</b>	

cc: PF-9C, email jobsite if prepared by PM, Safety Crono, SC

**PURCHASE ORDER CHECK LIST****JOB # / NAME:** \_\_\_\_\_**TO:** \_\_\_\_\_**PO #:** \_\_\_\_\_**PREPARED BY:** \_\_\_\_\_**DATE:** \_\_\_\_\_**DESCRIP:** \_\_\_\_\_

A Purchase Order is an agreement and instructions between JRRI and a vendor. Promises made by the vendor during negotiations shall be documented in the P.O. (or included by reference). Ask the vendor to update their quotes to include verbal promises so the information is documented by the vendor.

- ☐ Minimum 3 quotes for material.
- ☐ Is the buyout print out attached?
- ☐ Is the material pulled from stock report attached?
- ☐ If material was recently purchased on another project, was the purchase order pulled and price checked? (Reference Viewpoint P.O. Look Up)
- ☐ Specification reference language. Example: The following pipe and fittings for the aboveground sanitary and vent system shall be no hub cast iron in accordance with Specifications Section 15410, Page 15410-5, Para. 2.03B (copy attached).
- ☐ Are the correct specifications attached?
- ☐ F.O.B. to jobsite or shop?
- ☐ Were extended purchase order terms and discount negotiated?
- ☐ Was the restocking charge percentage negotiated?
- ☐ Was the additional purchases percentage negotiated?
- ☐ Was an adequate retainer withheld on equipment or system purchases? Also, are startup and warranty included?
- ☐ If a piece of equipment requires an extended or special warranty, is it listed as a separate line item on the P.O.?
- ☐ Are the numbers correct for submittal data and operating and maintenance instructions?
- ☐ If steel certifications are required, are they referenced in the P.O. and attached? We fill out the ST-1 form ourselves for items like cast iron pipe and steel pipe that are stamped "Made in the USA". Do not send steel certification forms to vendors for items stamped or identified "Made in the USA".
- ☐ If a joint check is required, are the joint check directions noted on the purchase order?
- ☐ Are the vendor and shipping addresses correct?
- ☐ Is the purchase order signed?
- ☐ Is the Non-Discrimination Clause attached?
- ☐ Is the Factory Rep copied if there are special shipping or packing requirements?

\_\_\_\_ P.M.'s initials

cc: Purchase Order section in Project Manager's procedure manual

# Agenda

## Project Closeout Evaluation Meeting

**Meeting Called By:** Project Manager: Bob Mease

**Project:** Bathroom Renovations Forum & Finance Buildings Job #1260

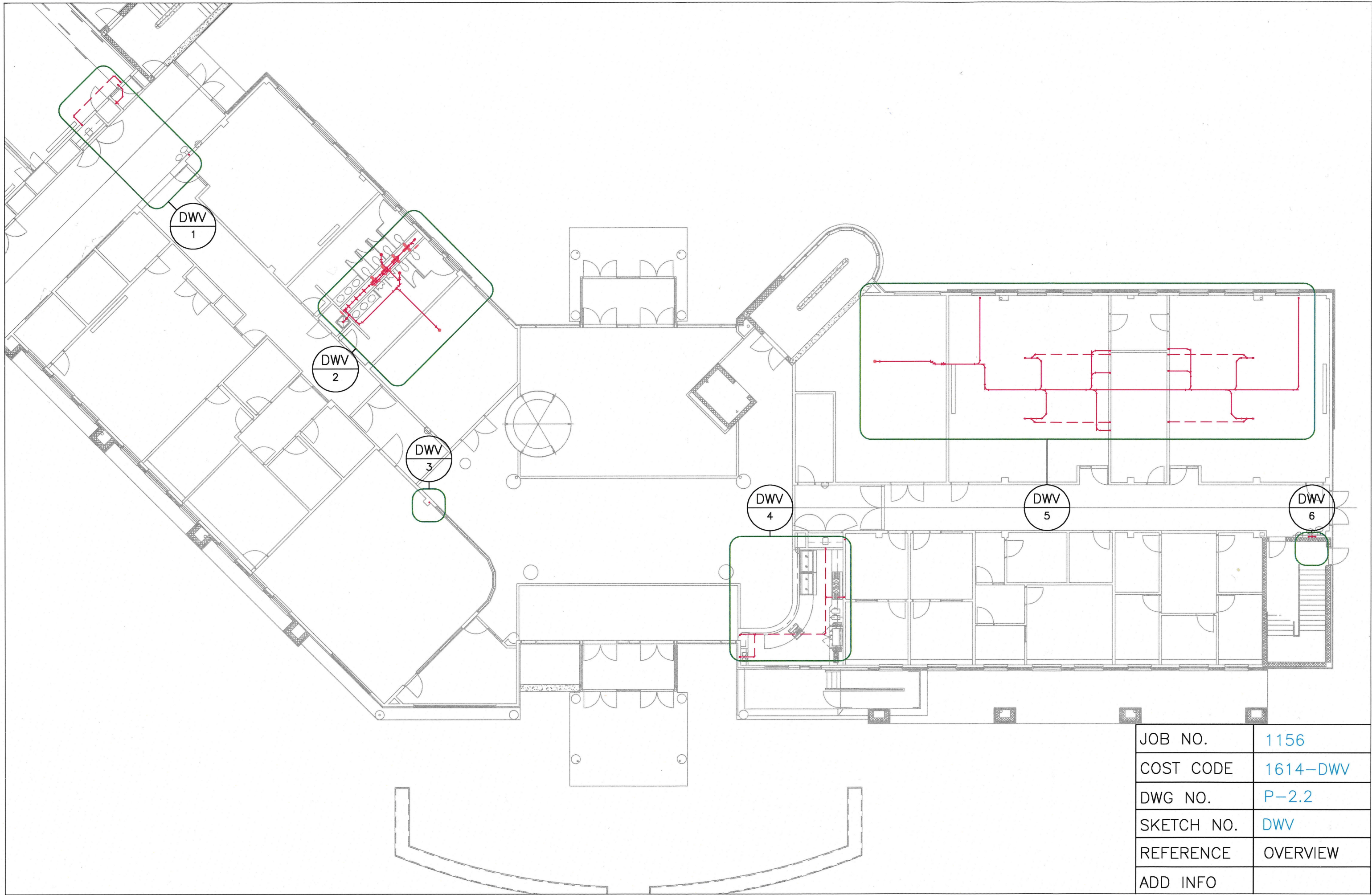
**Attendance:** Charles Raffensberger, Bob Mease, Brian FitzGerald and & Wayne Reynolds

**PM Please bring:** Plans, specs., bid, AutoCad sketches, Project Manager's notebook, current Share the Knowledge spreadsheet, WIP Report, Job Cost Detail Report, Project Closeout Evaluation form, Common Job Problems to Avoid from, job's tool spreadsheet, calculator

### Agenda topics

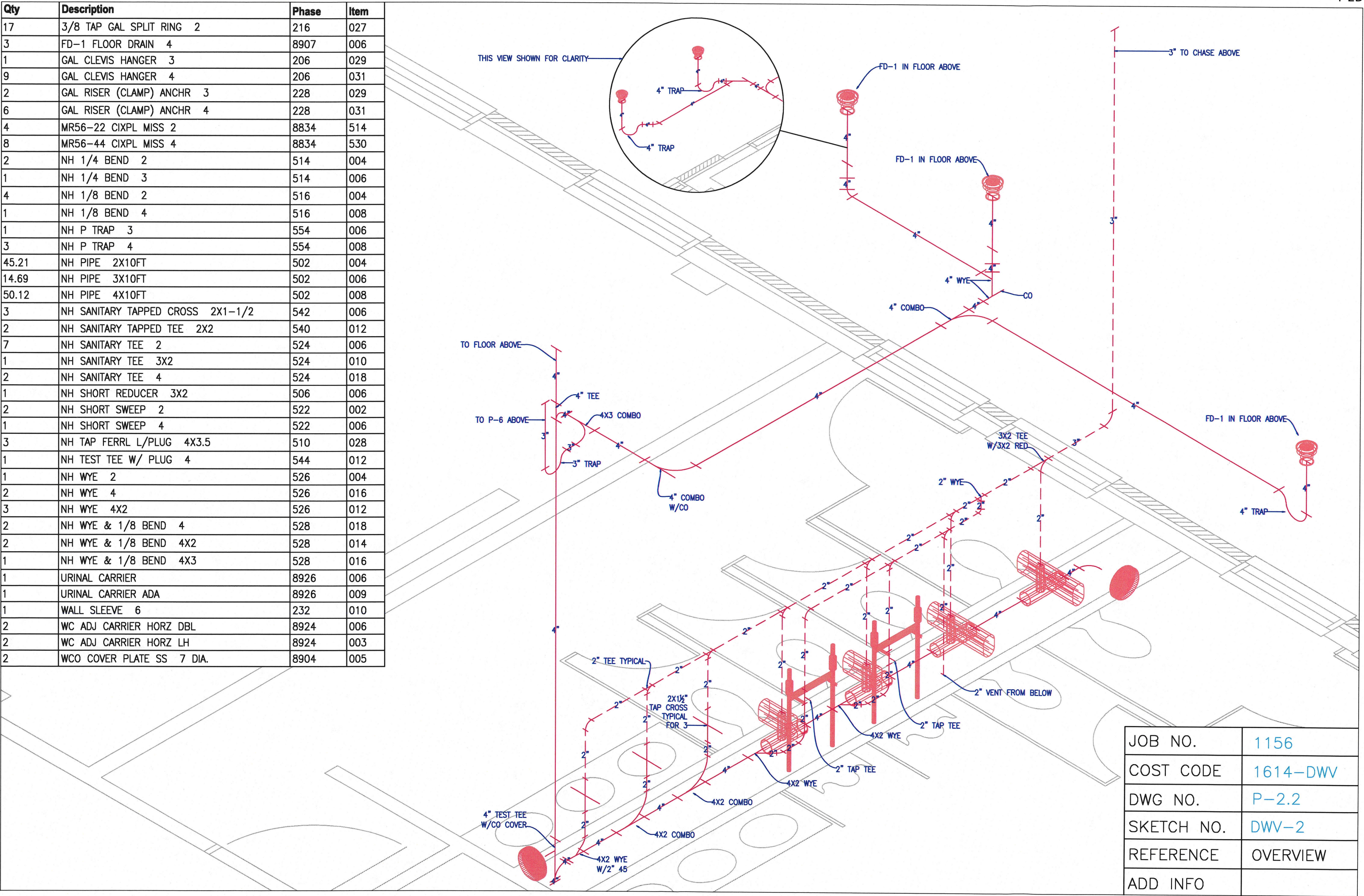
- Explain the purpose and goal of the meeting: Review JRRI's execution of the project. Review the performance of the other parties involved in the project. Identify problems and successes of the project. Listen to feedback and ideas from the project superintendent. Learn from the past and improve the process for the future.
- Review applicable project plans and AutoCad sketches.
- Review, discuss and fill out the Project Closeout Evaluation form.
- Review loss of materials and tools (fraud and embezzlement policy).
- Review current list of "Share the Knowledge" items and make additions and improvements.
- Review the "Common Job Problems to Avoid" sheet and make additions and improvements.
- Review tool spread sheet.

Save Completed Agenda to PF-3





Qty	Description	Phase	Item
17	3/8 TAP GAL SPLIT RING 2	216	027
3	FD-1 FLOOR DRAIN 4	8907	006
1	GAL CLEVIS HANGER 3	206	029
9	GAL CLEVIS HANGER 4	206	031
2	GAL RISER (CLAMP) ANCHR 3	228	029
6	GAL RISER (CLAMP) ANCHR 4	228	031
4	MR56-22 CIXPL MISS 2	8834	514
8	MR56-44 CIXPL MISS 4	8834	530
2	NH 1/4 BEND 2	514	004
1	NH 1/4 BEND 3	514	006
4	NH 1/8 BEND 2	516	004
1	NH 1/8 BEND 4	516	008
1	NH P TRAP 3	554	006
3	NH P TRAP 4	554	008
45.21	NH PIPE 2X10FT	502	004
14.69	NH PIPE 3X10FT	502	006
50.12	NH PIPE 4X10FT	502	008
3	NH SANITARY TAPPED CROSS 2X1-1/2	542	006
2	NH SANITARY TAPPED TEE 2X2	540	012
7	NH SANITARY TEE 2	524	006
1	NH SANITARY TEE 3X2	524	010
2	NH SANITARY TEE 4	524	018
1	NH SHORT REDUCER 3X2	506	006
2	NH SHORT SWEEP 2	522	002
1	NH SHORT SWEEP 4	522	006
3	NH TAP FERRUL/PLUG 4X3.5	510	028
1	NH TEST TEE W/ PLUG 4	544	012
1	NH WYE 2	526	004
2	NH WYE 4	526	016
3	NH WYE 4X2	526	012
2	NH WYE & 1/8 BEND 4	528	018
2	NH WYE & 1/8 BEND 4X2	528	014
1	NH WYE & 1/8 BEND 4X3	528	016
1	URINAL CARRIER	8926	006
1	URINAL CARRIER ADA	8926	009
1	WALL SLEEVE 6	232	010
2	WC ADJ CARRIER HORZ DBL	8924	006
2	WC ADJ CARRIER HORZ LH	8924	003
2	WCO COVER PLATE SS 7 DIA.	8904	005



JOB NO.	1156
COST CODE	1614-DWV
DWG NO.	P-2.2
SKETCH NO.	DWV-2
REFERENCE	OVERVIEW
ADD INFO	





## **T-3A**

### **Staffing Resources**

## **T-3A STAFFING RESOURCES**

By preparing an itemized take-off, Jay R. Reynolds, Inc. can calculate the actual man hours required to complete the project in total or by a variety of other work breakdown structures. Based on our itemized take-off and the preliminary schedule, we can determine how many workers will be required for the project in total or for various project areas.

Jay R. Reynolds, Inc. has the required manpower readily available to perform the work. We take great pride in the commitment of our employees to our company. The number of long time employees at Jay R. Reynolds, Inc. provides evidence of the dedication of our staff members. Jay R. Reynolds, Inc. recognizes that our employees are our greatest asset and we attempt to treat our employees with the highest respect and courtesy for the outstanding efforts they put forth on a daily basis. Jay R. Reynolds, Inc. is proud that a number of employees have encouraged their family members to seek employment with the company. We currently have the following family relationships working for the company.

Husband and Wife	( 1 )
Grandfather & Grandson	( 2 )
Father and Son	(10)
Father and Son-in-law	( 2 )
Father and Daughter	( 1 )
Mother and Son	( 1 )
Brothers	( 3 )
Brother and Brother-in-law	( 1 )

The following is a list of our current employees, their position and how long they have been employed by Jay R. Reynolds, Inc. A review of the following list should provide additional evidence of our staff's experience level, loyalty and ability to do the job.

When Jay R. Reynolds, Inc. does have positions available for field employees, the positions are quickly filled from a waiting list of qualified applicants who are eager to make the highest wages available in the industry and who want to be part of an exceptional team.



**JAY R. REYNOLDS, INC.**  
**Employees' Years of Service**

T-3A

Full Name	Years Employed	Position
Jay R. Reynolds	53	President
Robert B. Mease*	47	Project Manager
Wayne R. Reynolds	41	Vice-President
David W. Charles, Jr	40	Foreman
M. Thomas Bell	36	Foreman
Rob W. Weaver	36	Foreman
Randall L. Armstrong	35	Estimator
John J. McLaughlin	35	Revit Technician
Larry L. Dombach	34	Foreman
Thorpe W. Ellis, Jr	34	Foreman
Brian M. FitzGerald	34	Vice-President
Jason M. Wood	32	Foreman
Joel T. Krallinger	30	Plumber
Chad E. Busswood	28	Project Manager
Karl R. Wilson**	28	Foreman
Kenneth K. McGuire	27	Foreman
John F. Bailey	24	Revit Technician
Michael E. Barley	24	Foreman
James T. Keck	24	Project Manager
Dennis D. Lavoie, Sr	24	Foreman
Michael L. Miller	24	Plumber
Catherine Milanak	23	Admin. Assistant
Joshua C. Miller	23	Plumber
Brandon R. Kauffman	21	Foreman
Thorpe W. Ellis, III	20	Foreman
Hans S. Groff	20	Foreman
Jeffrey T. Krout	20	Pre-fab
J. Ernest Lapp	20	Controller
Charles E. Raffensberger	20	Plumber
Charles E R Kinard	19	Foreman
Nathan C. Snook	19	Foreman
Stephen M. Keck	14	Foreman
Charles F. Rineer	14	Plumber
Patricia A. Barnett	12	Admin. Assistant
David W. Charles, III	12	Foreman
Kevin P. FitzGerald	12	Apprentice
Brian P. Suppin	12	Plumber

\*Project Manager for the project

\*\*Superintendent for the project

**JAY R. REYNOLDS, INC.**  
**Employees' Years of Service**

T-3A

Full Name	Years Employed	Position
David R. Wilson, Jr	12	Plumber
Skyler L. Busswood	11	Foreman
Cole R. Reynolds	11	Apprentice
Nicholas J. Baughman	10	Plumber
Brian J. Lovett	10	Plumber
Michael W. Hook, II	9	Plumber
Grayson W H Charles	7	Apprentice
Levi J. Hicks	7	Foreman
Jarett M. McGuire	7	Apprentice
Joel T. McGuire	7	Plumber
David R. Barnes	6	IT Manager
Christopher J. Costigan	6	Foreman
Ricky Ortiz	6	Plumber
Chad D. Heitzman	5	Plumber
Mark A. Lewis	5	Laborer
Cameron S. Bitts	3	Apprentice
Lori A. Leitch	3	Bookkeeper
Judy L. Weaver	3	Admin. Assistant
Tyler R. Barnes	2	Apprentice
Ryan J. Hogarth	2	Apprentice
Connor J. Horst	2	Apprentice
Zane P. Keck	2	Apprentice
Nathan O. Miller	2	Apprentice
Jordan N. Weaver	2	Admin. Assistant
Rusty L. Armstrong	1	Laborer
Ruvim Y. Bozhko	1	Apprentice
Jake D. Decamps	1	Plumber
Nicholas E. Gladfelter	1	Purchaser
Gerald M. Graeff	1	Plumber
Gary L. Hossler	1	Plumber
William J. Kerlinger, Jr	1	Plumber
Karl R. Laursen	1	Plumber
Adam W. MacFeat	1	Project Manager
Ellen M. Martin	1	Admin. Assistant
Allan D. Meshyock	1	Plumber
Jessica L. Minnich	1	Admin. Assistant
Nathan T. Shambaugh	1	Apprentice

\*Project Manager for the project

\*\*Superintendent for the project

**JAY R. REYNOLDS, INC.**  
**Employees' Years of Service**

T-3A

Full Name	Years Employed	Position
William P. Sheaffer	1	Apprentice
Kevin M. Keen	<1	Purchaser
Seth C. Burkett	< 1	Laborer
John W. Dalahan	< 1	Plumber
Chance A. Glass	< 1	Laborer
Nicholas K. Jensen	< 1	Apprentice
Zachary N. Renninger	< 1	Laborer
Joel A. Santos	< 1	Plumber
Chad W. Sload	< 1	Apprentice
Georgia A. Weaver	< 1	Cleaner
Charles H. Westerlund	< 1	Laborer

\*Project Manager for the project

\*\*Superintendent for the project

## **T-3B**

### **Skill Training**

## **T-3B SKILL TRAINING**

Public works construction projects require competent and first-class workmen and mechanics, meaning those who are duly skilled in their respective branches of labor.

Plumbers who have completed a bona fide Apprenticeship Program will be recognized as competent workmen. Employees hired by Jay R. Reynolds, Inc. are required to complete a bona fide Apprenticeship Program that conforms to the requirements of the State and Federal government.

Jay R. Reynolds, Inc. has a Federal and State approved bona fide Apprenticeship Program. We use the National Association of Plumbing, Heating & Cooling Contractors (NAPHCC) 4-year course study program. In addition to the course work, the program also requires apprentices to complete 8,000 hours of on the job training under the supervision of a licensed journeyman or master plumber. The Apprenticeship Program takes approximately four years to complete.

In addition to our bona fide Apprenticeship Program, we rotate field employees in to the office for six months of full time advanced training. This office time is live on the job training with direct supervision. As an example, the employee may receive live training on material take-off for jobs we are bidding. In six months, the employee can see and do as much work in his head and on paper as he would experience in nearly a lifetime of working in the field. The employee learns how to quickly get around plans and specifications. He learns how to read and understand the specifications and plans for foundations, structural, architectural, roof, casework, mechanical, electrical, room finishes, etc. This type of training builds depth to our company and sets one up for a chance to move into other positions. This type of training helps take the burden off the job superintendents, the estimators, purchasing and project managers because people are cross trained. We are training people in all aspects of shop/office work. Our employees who come into the office and don't know how to type are paid to practice typing with a typing program for half an hour a day until they can type 40 words per minute. During the in-house training, our employees gain a familiarity with our Revit program. They learn how these drawings are used to verify the bid take-off, procure materials, prepare coordination drawings, time cards, schedules and as-builts. This process is ongoing and builds depth, commitment and team spirit at all levels.

We also continue to educate and train our employee by having them attend additional training classes such as:

- Competent Person Training
- Excavation Safety
- Confined Space Entry
- Rooftop Perimeter Safety
- Scissor Lift Training
- Fork Lift Training
- EPA Lead Safety Training
- Dept. of Transportation Drug & Alcohol Training as required by DGS
- Back Injury Prevention
- Fitness & Wellness
- CPR/First Aid
- OSHA 10-hour Course

All of Jay R. Reynolds, Inc.'s superintendents and mechanics hold journeyman or master plumber licenses.

Our commitment to training and safety distinguishes Jay R. Reynolds, Inc. from many of our competitors. Our competition knows how well our personnel are trained and they aggressively recruit our people. One competitor even offers a significant cash reward to any of their employees who can convince one of our employees to come to work for them. We are fortunate to have so many loyal employees who choose to stay with our team.

## **T-3C**

### **Workforce Safety**

## **T-3C WORKFORCE SAFETY**

Jay R. Reynolds, Inc. is dedicated to providing a safe work environment for our employees, sub-contractors and other tradespeople on the project. We consider working safely to be our top priority. We established our written safety program in 1972 and have continued to refine and update the program as conditions and standards change. In the past three (3) years, we have had zero lost work days due to injuries which provides evidence of the efforts Jay R. Reynolds, Inc. puts forth promoting a safety first attitude.

Part of our employee orientation process involves the review of our written safety program and safety videos. This procedure ensures that our employees are aware of our safety requirements before they step foot on a project.

We are continuously sending our employees to safety courses such as trench excavation, fall protection, and we also provide the 10-hour OSHA course to all our employees every five years. It was last provided in March, 2023 and is scheduled to be provided in March, 2028. In addition to the 10-hour OSHA course we provide for all our employees, many of our key personnel also have the 30-hour OSHA course.

Jay R. Reynolds, Inc. provides CPR and first aid training for all of their employees every two years. It was last provided in February, 2025. In addition, we purchased a defibrillator and provided training for all employees on the proper use of a defibrillator.

Jay R. Reynolds, Inc. has a drug and alcohol policy which complies with the Drug Free Workplace Act of 1988. (Reference Chapter 20 of our Safety Program under Tab 2C.) Public Contracts often require pre-employment drug and alcohol testing plus random job site drug and alcohol testing. All our employees are required to comply with these testing requirements.

The organizations we typically use for our training are: (1) Murray Risk Management; (2) Livengood Safety Training; (3) United Rentals Safety Training; (4) High Environmental Health & Safety Consulting; (5) Lifeloc Technologies; and (6) American Heart Association.

In addition to outside training, Jay R. Reynolds, Inc. also has weekly Tool Box Talks on all our jobsites (reference sample attached) and has an Annual Safety Meeting for our employees. At our annual safety meetings we bring in a guest speaker to address a variety of safety issues. Our project managers and superintendents are also active in the presentations at the Annual Safety Meetings. Each year we select one or more superintendent or project manager to research a safety topic and prepare a presentation for the meeting. We have found that by doing this, the employee benefits from what he learns doing the research on the safety topic and the presentations hit home with our other employees because the information is coming from a peer. In addition, if you heckle the presenter, you will likely be nominated to give a safety talk at the next meeting.

At the conclusion of our Annual Safety Meeting, Jay R. Reynolds, Inc. gives out safety awards to field employees without any lost time accidents during the year.

OSHA cards, CPR/First Aid cards and a copy of our Drug and Alcohol Policy are available upon request.

Jay R. Reynolds, Inc. complies with these programs and provides safety training as part of our routine order of business. Therefore, all these programs will be used in the performance of this project.

Please refer to Tab T-2C for information on Jay R. Reynolds, Inc.'s written safety program.

Please refer to Tab T-3B for additional safety courses our employees attend.



JAY R.

**REYNOLDS, INC.** MECHANICAL CONTRACTORS

1 BROOKS AVE. • P.O. BOX 326 • WILLOW STREET, PA 17584-0326 • PHONE (717) 464-2755 • WEBSITE: www.jrrinc.com

**WEEKLY TOOLBOX TALK**

Date: 4/19/2024  
 Project: 1366 Pequea Valley Middle-High Sch  
 Superintendent: David W. Charles, III  
 Subject: Trenching and Excavation Safety - Soil Types

The undersigned employees confirm that:

- They have read the above referenced Toolbox Talk
- They have attended a Safety Meeting conducted by the Project Superintendent for the purpose of discussing the contents of the Toolbox Talk
- They will wear proper clothing and work boots while on the jobsite (provided by the employee)
- They will inspect their work area for safety hazards and will immediately notify the Project Superintendent of any safety concern
- They have been provided with the safety equipment necessary to perform assigned work in accordance with OSHA safety standards and will utilize safety equipment as required by the jobsite conditions and the work. Please reference the following list of common safety equipment:

- |                  |   |
|------------------|---|
| - Hard Hat       | - Respirator                              |
| - Safety Glasses | - Gloves                                  |
| - Face Shield    | - Ground Fault Circuit Interrupter (GFCI) |
| - Ear Plugs      | - Harness and Lanyard                     |
| - Dust Mask      | - 1st Aid Kit                             |

If anyone on the jobsite is in need of any of the above listed safety equipment or other safety equipment not identified on the list in order to safely perform assigned tasks, contact the Project Manager immediately.

SIGNATURE	PRINT NAME	DATE
	Wink Charles III	4/22/24
	Chad Hertzman	4/22/24
	Wink Charles SR	
	Mark Craig	
	Brandon Verrilli	
	Gary A. Charles	
	Hans Groff	
	Jerry Graeff	

Note to Superintendent: Please return this form with signature(s) to the office.  
 Time for this meeting is charged to Cost Code 905.

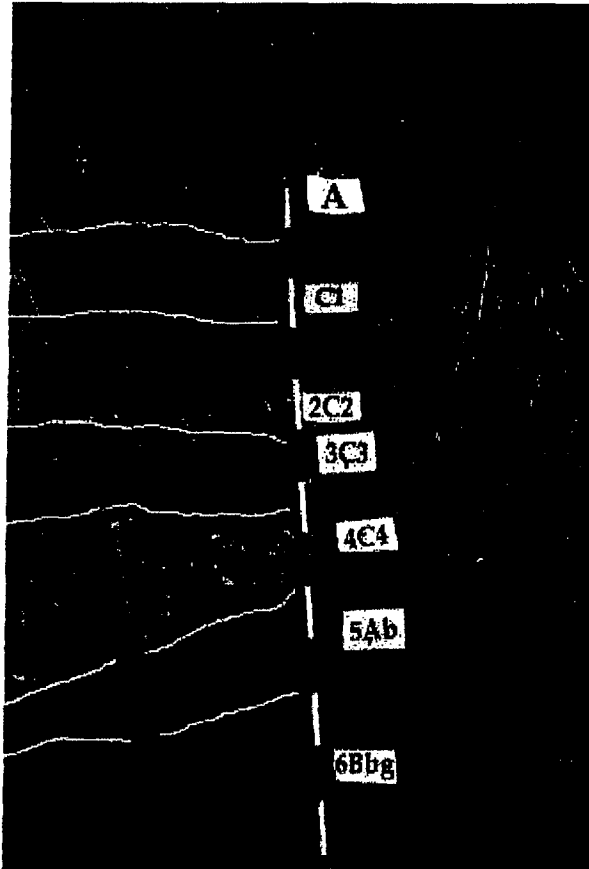
cc: PF-9C

R:\Accounting\Payroll\Safety news letters



## TRENCHING AND EXCAVATION SAFETY- SOIL TYPES

According to OSHA, there are four soil types. Stable rock is the most stable structure. It



pretty much speaks its own mind. There is Type A, which are clays and solid materials. It has an unconfined compressive strength of 1.5 tons per square foot or greater. Type B, or silts, are materials that want to stick together but are not strong. They have an unconfined compressive strength of anywhere from 0.5 to 1.5 tons per square foot. Type C soils, or gravels, are sand materials that no matter what you do to it, just does not want to stay together. It has an unconfined compressive strength of less than 0.5 tons per square foot.

The standards require you to do one of two things when analyzing soil. You can decide not to analyze it and assume it to be Type C, then pick your protective system accordingly. If you are going to grade the soil, you must do at least one manual test and one visual test. Remember, these tests can be very subjective to the person doing the

analysis. The manual tests can be anything such as a ribbon test, the dry strength test, pocket penetrometer, using a torvane or any other mechanical tool. With the manual tests, unless you are using one of the tools, it really depends on the size of particles you feel, how well the material holds together when you roll it into a ribbon or compose a thread test. If you're doing the ribbon test, do you get it to hold a 1/8-inch strength down to 2 inches? More than 2 inches? Does it even form a ribbon? It really is a subjective measure, which is why even completing just one test may or may not give you a correct analysis of the true soil type.

When people are being trained in how to do soil analysis, they need to know that you really have to get your hands dirty. It's not something you can just step back and take a look and say this looks like Type C soil. You actually have to put your hands into the dirt because you may have to justify how you came up with a determination.