

**Charlotte County, FL**  
**EMERGENCY FOOD SERVICE –**  
**ANNUAL CONTRACT**

**Technical and Management Approach**

**25-514**

**DATE: July 21, 2025**

**PRESENTED BY:**

**Cotton Commerical USA Inc.**  
**5443 Katy Hockley Cut-Off Road**  
**Katy, TX 77493**



**Submitted By:**  
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**Business Development**

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## I. Introduction:

With over 29 years of expertise, Cotton has emerged as an industry leader in the emergency response and turnkey solutions sector. As a prime contractor, our experience spans more than five years collaborating with various federal agencies, including FEMA, HHS, ACF, and ORR, while also serving state agencies in Texas, Nevada, New Mexico, North Carolina, and Florida among others. Our reputation for delivering comprehensive in-house turnkey solutions ensures that projects are executed efficiently and seamlessly.

Cotton's catering capabilities are led by a team of seasoned professionals, including Executive Chef Wade Schindler, who joined Cotton Culinary in 2014. Chef Schindler brings decades of experience in remote catering and menu planning, having previously owned his own catering business. His expertise has been instrumental in developing Cotton's ability to provide professionally made food and beverage services in diverse settings, including corporate events, private gatherings, workforce camps, and disaster recovery scenarios.

Kraig Junck, Vice President of Cotton Culinary, joined the Cotton team in 2018 and has been instrumental in driving the growth and success of the Cotton Culinary brand. With extensive experience in strategic planning, financial performance, and day-to-day culinary operations, he has expanded the company's capabilities across Corporate Catering, Business Dining, OneLodge Food Services, Remote Site Catering, and Emergency Food Services. Kraig plays a critical role in coordinating healthy and safe meal services during natural disasters and catastrophic events, leveraging his leadership and expertise gained from previous roles, including Regional Director at Landry's and Director of Food Services at Buc-ee's.

Jeff Inman serves as the Director of Culinary Operations at Cotton, where he plays a key role in overseeing the day-to-day culinary functions and ensuring the delivery of high-quality food services across various operations. With his expertise and leadership, Jeff contributes to the development and execution of Cotton's food safety management plans, aligning with the company's commitment to excellence in emergency and remote catering services. His role is integral to maintaining operational efficiency and compliance with industry standards, ensuring Cotton's ability to meet the needs of clients during critical situations.

Cotton proves its commitment to excellence through its first-party executive management and operations personnel, dedicated to ensuring a comprehensive wraparound management approach to every effort. Our project management and coordination teams can take charge of all phases of operations, while our facilities management personnel create an environment conducive to productivity and safety. The corporate Health, Safety, and Environmental (HSE) teams focus their extensive experience in navigating state and federal regulations on prioritizing the reduction of our environmental footprint while delivering exceptional service. Simultaneously, our Quality Assurance and Quality Control (QAQC) teams uphold stringent standards that align with state, local, federal, and Cotton's own benchmarks for quality and safety. Complementing these efforts, our facilities upkeep and maintenance personnel ensure operational efficiency and cleanliness, overseeing housekeeping, janitorial, wash & fold



laundry staff and maintenance personnel to maintain a clean, hygienic and fully operational response approach

By leveraging our wide range of experience and dedication to quality, Cotton continues to deliver innovative modular solutions that meet the diverse needs of our clients and partners across the country.

## II. Objective:

Cotton Commercial USA Inc. aims to support Charlotte County's mission by providing Emergency Catering/Food Distribution and associated delivery, construction and commissioning at the County's designated location in case of an emergency situation. We are committed to delivering high-quality, efficient, and compliant services under the provided Invitation to Bid requirements.

## III. Scope:

A. Qualifications and experience of personnel, including the Administrator or Project Manager and other key personnel. All contact information, i.e., cell phones, satellite phones.

Please review Attachment A – Cotton Bios for information on the experience of Personnel. Project Managers are assigned as a project is kicked off, and while we will not guarantee any specific project manager, they are all highly trained professionals with experience in the industry.

Cotton's Executive Team, and Project Managers have extensive experience in emergency situations and disaster relief projects. While we have ongoing contracts with utility companies, state-level governments, municipalities, and federal agencies, our extensive network of partnerships allow us to manage multiple ongoing situations simultaneously.

B. Provide results in measurable terms that demonstrate the success of past contracts of a similar nature.

Please review Attachment B – Cotton Past Performance – Emergency Culinary.

The key to Cotton's ability to manage multiple critical operations simultaneously is in maintaining one of the most experienced and dedicated operational teams in the country. In just the past year (2024) we have responded to multiple simultaneous emergencies across the country and executed at a high level throughout our operations including:

### **2024 New Mexico Wildfires:**

Cotton deployed, managed & operated 3 separate FEMA basecamps simultaneously across the state of New Mexico: Alamogordo, NM, Ruidoso, NM & Roswell, NM. Throughout the duration of our time there, Cotton provided lodging, ablution facilities, dining facilities, meal services and more for over 1,500 displaced citizens and first responders.



## 2024 Hurricane Helene & Milton

In response to hurricane Helene, Cotton deployed, managed & operated 3 separate FEMA basecamps simultaneously across the State of North Carolina: Candler, NC, Flatrock, NC & Wilkesboro, NC. Between these camps, Cotton supported over 950 search & rescue, first responders, and FEMA personnel for a period of several months. These basecamps were fully self-sufficient with wraparound utility servicing. Cotton also stood up small community-use ablution & support facilities in the Black Mountain, NC area for FEMA. During this time Cotton also supported local fire departments with mobile ablution facilities, power generation, fueling, and water services.

During our operations in North Carolina, Hurricane Milton impacted the West coast of Florida and Cotton responded again. We shifted several critical management personnel from North Carolina and peeled off an operations team that had just finished their work in North Carolina down to Lutz, FL where we deployed another 1,200-bed basecamp for Quanta & Duke Energy linemen. This basecamp was another turnkey setup, fully self-sufficient with wraparound utilities including catering.

C. Proposer's Information Form, any written exceptions to proposal, and narrative fully describing supplier's program.

Cotton's emergency culinary capabilities are designed to provide high-quality, efficient, and compliant food services during disaster response and recovery operations. Cotton implements operational procedures that ensure all kitchen and dining facilities adhere to FDA, OSHA, IFC, and NFPA standards, maintaining safe and hygienic food service environments. The company is equipped to prepare two-to-four hot meals with the ability to do cold breakfast or boxed lunches as needed, following the Army 14-Day Menu program, with accommodations for special dietary needs such as vegetarian, vegan, kosher, and halal options.

Cotton's culinary staff undergo rigorous training, including certification in the Tri-Service Food Code (TB Med 530) and ANSI-accredited food safety programs, ensuring they meet industry standards. The company also conducts regular sanitation inspections and adheres to enhanced cleaning protocols in compliance with CDC, EPA, and other federal, state, and local regulations. Additionally, Cotton has implemented a robust Quality Assurance and Quality Control (QAQC) program to ensure consistent food safety and service quality. This program includes routine audits, real-time monitoring of food preparation processes, and detailed record-keeping to track compliance with all regulatory and internal standards. QAQC measures also involve feedback mechanisms to continuously improve operations and address any identified issues promptly. Please review Attachment C – Cotton Culinary QAQC Plan for additional details.

In emergency scenarios, Cotton's culinary team is among the first to mobilize, providing services such as mobile kitchens, catering, and food distribution. They are capable of supporting large-scale operations, as demonstrated in past events like Hurricane Ida, where Cotton provided food services for thousands of responders. Their ability to rapidly deploy and maintain high standards of food safety and quality makes them a reliable partner in emergency response situations.

**Exceptions:** Please review Attachment D – Cotton Exceptions





D. Proposer shall provide references of customers being sure to list Florida references, first if any, with whom Proposer has performed services of a similar nature. The list shall include the customer's name, address, telephone number, and the name of an individual to contact. Proposer shall indicate date and brief description of services performed.

1. Quanta Energy

- Contact Person: Tim Henry
- Address: Early Riser Ave. Lutz, FL 33558
- Telephone: 601-497-8192
- Email: james.henry@quantaservices.com
- Project: Storm Staging Basecamp RFP – 1,200 PAX Turnkey Staging Site (10/10/24-10/18/24)

Cotton set up a staging site for 1,200 linemen in Lutz, FL for Quanta Energy. This included catering.

2. Federal Emergency Management Agency (FEMA)

- Contact Person: Josh Wert
- Address: [Not provided in the context]
- Telephone: 202-440-2941
- Email: Joshua.wert@fema.dhs.gov
- Project: FEMA Temporary Support Facilities Responder Lodging Villages – North Carolina (9/30/24 - 12/9/24)

Cotton performed Full Turnkey Base-Camps in North Carolina, there were multiple simultaneous camps with 750, 250, and 50 headcount respectively. Cotton supplied on-site catering through the use of mobile kitchens, and an erected Dining Facility (DFAC).

3. Federal Emergency Management Agency (FEMA)

- Contact Person: David Callis
- Address: [Not provided in the context]
- Telephone: 202-705-8759
- Email: David.callis@fema.dhs.gov
- Project: FEMA Temporary Support Facilities Responder Lodging Villages – New Mexico (6/25/24 - 7/26/24)

Cotton performed Full Turnkey Base-Camps in New Mexico, there were multiple simultaneous camps with the largest having 300 headcount. Cotton supplied on-site catering through the use of mobile kitchens, and an erected Dining Facility (DFAC).

These references highlight Cotton's ability to deliver comprehensive solutions, including rapid deployment, turnkey services, and operational excellence during emergency response scenarios. TDEM is welcome to contact these references to verify our performance and capabilities.

E. Proposer to provide cost per person for 4 meals per 24-hour period for 3 to 7 days. (See Quantities below) This section should also include meal plans and menu options that would be served.

For a headcount between 200 and 499, the cost per person per meal would be \$28.26, for any headcounts above 500, the cost per person per meal would be \$23.00



Please review Attachment E – 7 day sample menu for an example of what a week's worth of emergency catering may look like.

F. Provide the response time in hours to be on location in Charlotte County, Florida once notified by the Emergency Management Coordinator to mobilize.

Cotton can be on-site within 48 hours once notified by the EMC to mobilize.

G. Provide information regarding available sites of supply sources and all resources for delivery, method of transportation, and serving. Proposer to include program flexibility.

Cotton maintains friendly partnerships with suppliers from all across the country, including many in Florida, Georgia, Alabama, and other surrounding states. To list all of them would take an undue amount of time and space within this RFP. To this end, we have listed two of our top-choice suppliers that provide services across the country.

**Sysco** – Sysco is the global leader in selling, marketing and distributing food and non-food products to restaurants, healthcare and educational facilities, lodging establishments and other customers around the world.

**Ben E Kieth** - For more than a century, Ben E. Keith has been a leader in fine food and premium beverage distribution, and we strive to provide excellent customer service to all our partners.

Cotton Commercial USA, Inc. Maintains a fleet of transportation and delivery vehicles to bring all required equipment and supplies on-site. We have assets stationed in a variety of locations across the Southeast in preparation for emergency situations in order to provide an additional level of support for our customers who may be impacted by these extreme weather events.

H. Provide back up plans for worst case scenarios, i.e. supplier's closest facility is destroyed or cannot be reached due to flooding or other conditions.

Cotton's existence as an out-of-state contractor, while resulting in marginally higher costs, is beneficial to the County's mission. While we have partners and suppliers within Florida, we also have partners and suppliers across the country. If the local suppliers and vendors are impacted by the same emergency circumstances as the county, there may be difficulties acquiring the necessary materials. Cotton can bring materials with us from wherever we depart, and maintains a fleet of vehicles including mobile kitchens, refrigeration trailers, hot boxes, and more to ensure food is maintained at the optimal temperature until the meals those ingredients are to be a part of are made and distributed.

I. Provide detailed explanation of how paperwork and billing will be processed (including method used to determine quantity of meals served per day) and include prior experience with any FEMA related documentation.

Our company will process paperwork and billing efficiently by leveraging a streamlined documentation system that ensures accuracy and compliance. Invoices are generated weekly reflecting the minimum expected meal-count or the actual meals served if they exceed the minimum. For determining the quantity of meals served per day, we will



implement a tracking system that records meal counts in real-time, ensuring precise reporting, this tracker can be provided daily to any Contracting Officer who needs access to it. Additionally, we have prior experience with FEMA-related documentation, which includes adhering to their specific requirements for record-keeping and reporting. This experience enables us to handle FEMA-related processes with confidence and accuracy. Furthermore, as per internal guidelines, we will ensure that all documentation uses consistent terminology, such as referring to our company as 'Cotton' after the first instance, to maintain clarity and uniformity.

J. A complete list of all available products offered, including, but not limited to, water, drinks, perishable food, non-perishable food, and supplies, including a detailed description of each item listed. Proposer shall provide firm pricing for all items listed in addition to the cost per person required in item E.

Per-person per-meal for headcounts 200 to 499	\$28.26
Per-person per-meal for headcounts 500 plus	\$23.00
Water – Case of 40 - 16.9floz water bottles	\$14.19 per case
Ice – 20lb Bag	\$4.99 per bag
Hot Meal – Breakfast, Lunch, or Dinner/Midnight use pricing above based on headcount	
Cold Breakfast or Lunch – use pricing above based on headcount	
Drinks - Gatorade, Tea, Coffee, Soda	\$2.50 per person
Snacks – Cookies, Chips, Granola Bars etc	\$8 per person
Disposable Plates	\$0.46 per person
Disposable Cups – Cold/Room Temp	\$0.14 per person
Disposable Cups – Hot	\$0.37 per person
Disposable Utensils – Fork/Knife/Spoon	\$.52 per person
Dining Facility for 200-300	\$69,231 + freight
Dining Facility for 300-550	\$92,308 + freight
Mobile Kitchen	No Charge
Kitchen Managers	\$46.50/hr
Kitchen Labor	\$43.07/hr
Mobilization	\$5,000.00
Demobilization	\$5,000.00

All proposals shall meet or exceed minimum specifications to be considered as valid proposals. All proposals received in response to this invitation shall become the property of the Charlotte County, and shall be retained in its file, and by reference become part of any formal agreement with the County. Receipt of a proposal by the County does not, in and of itself, constitute a contract. The County accepts no responsibility or liability for any cost incurred in the preparation and/or submission of such proposal. After award of proposal, all proposals shall be open for public inspection.



## **IV. Emergency Response Catering - Standard Operating Procedure (SOP)**

### **Purpose**

To provide a comprehensive and detailed guide for mobilizing, operating, and demobilizing an emergency response catering job, from the moment the notice to proceed (NTP) is received until the completion of the project. This SOP ensures that all personnel understand their roles and responsibilities, and that the operation is conducted efficiently, safely, and in full compliance with client expectations.

### **Scope**

This SOP applies to all departments and personnel involved in the emergency response catering operation, including management, kitchen staff, logistics, procurement, safety officers, finance, meal tracking, support staff, and any third-party contractors.

### **Procedures**

#### **Receive and Acknowledge the Notice to Proceed (NTP)**

##### **Responsible:**

Director of Operations

##### **Timeline:**

Immediate upon receipt

##### **Actions:**

- Verify Details: Confirm that the NTP includes all necessary details, such as scope, location, number of meals, dietary restrictions, and delivery timeline.
- Notification: Immediately notify key personnel via phone call and email.

#### **Initial Briefing and Strategy Meeting**

##### **Responsible:**

Director of Operations

##### **Timeline:**

Within 30 minutes of NTP receipt

##### **Participants:**

- Director of Operation
- Project Coordinator(s)
- Project Manager(s)

##### **Actions:**

- Gather Information: Review the NTP details, including client expectations, location and or locations, timeline, and specific requirements.
- Role Assignment: Assign specific roles and responsibilities to key personnel.

*Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.*



- Resource Review: Assess availability of resources, including staff, equipment, vehicles, and supplies. Identify gaps and develop a plan to address them.
- Contingency Planning: Discuss potential challenges and develop contingency plans.

### **Load and Mobilize Resources**

**Responsible:**

Project Coordinator(s)

Project Manager(s)

**Timeline:**

Immediately after the strategy meeting

**Actions:**

- Request assets
- Arrange transportation of mobile kitchens, generators, refrigeration units, box trucks, refrigerated trucks and equipment to the site.
- Confirm vehicle readiness (Pre Trip Inspections and fuel).
- Load needed smallware's.
- Load needed hot boxes, table, and shelving units.
- Load needed items for Command Set Up.
- Secure food ingredients, water, cleaning supplies, and consumables from suppliers.
- Schedule timely delivery of supplies to ensure a smooth preparation process.
- Confirm availability and transportation for all required staff,
- Ensure staff have necessary identification, uniforms, and protective gear.
- Schedule briefings to review roles and responsibilities with staff.

### **On-Site Setup**

**Responsible:**

Project Manager(s)

**Timeline:**

Within 48 hours of the NTP, depending on location

**Actions:**

- Upon arrival on site, meet with the site lead and determine were to set up.
- Site Assessment: Assess the site for safety, accessibility, and space allocation for kitchen setup, storage, and dining.
- Address any identified hazards immediately.
- Kitchen and Equipment Setup:
  - Position mobile kitchens, refrigeration units, and generators according to the site plan.
  - Coordinate with responsible vendor to connect all equipment to power and water.



- Establish food storage areas, sanitation stations, and waste disposal systems.
- Safety and Compliance:
  - Conduct a safety briefing covering hygiene standards, and equipment handling.
  - Set up first aid stations and ensure all staff know their locations.
- Implement controls and access to storage.
- Dining room set up to include, steamtables, salad bar, merchandiser, coffee dispensers and TV monitors.

### Day-to-Day Operations

**Responsible:**

Project Manager(s)

**Timeline:**

Start of each shift

**Actions:**

- Review Previous Day: Discuss the previous day's operations, including successes, challenges, and client feedback.
- Plan of Action: Outline the day's tasks, including meal preparation schedules, staffing, and any logistical needs.
- Safety Review: Review safety protocols and address any specific risks or changes in the environment.
- Assign Roles: Ensure all team members understand their responsibilities for the day.
- Project manager(s) submit daily PMR'

### Food Preparation and Service

**Responsible:**

Kitchen Lead(s)

**Timeline:**

Throughout the day, as per meal schedule

**Actions:**

- Menu Planning: Adjust the menu as necessary based on available ingredients and client requests.
- Preparation: Begin food preparation according to the menu plan, ensuring proper timing and coordination.
- Quality Control: Conduct taste tests and quality checks on all dishes. Address any issues immediately.
- Service: Oversee the serving of meals, ensuring correct portions, temperature, and presentation.
- Documentation: Record the number of meals served, any issues encountered, and client feedback.



- Confirm the plan for the next day, including any changes in staffing, menu, or coordination.
- Take in consideration all comments from CNP Command.

### **Inventory and Restocking**

**Responsible:**

Project Manager(s)

**Timeline:**

Per Established guidelines with individual vendors.

**Actions:**

- Inventory Check: Conduct an inventory of food supplies, cleaning products, and other consumables.
- Review menu for required items
- Order Placement: Place orders for any items that are running low to ensure availability for upcoming menus for the next 3 to 4 days.
- Storage: Ensure that all supplies are safely stored according to safety standards (e.g., refrigeration for perishables).

### **End-of-Project Demobilization and Clean-Up**

**Final Meal Service**

**Responsible:**

Project Manager(s)

Kitchen Lead(s)

**Timeline:**

Last day of service

**Actions:**

- Final Menu: Plan and execute the final meal service.
- Breakdown and pack all equipment and assets in the dining and prep tents.
- Load assets
- Disconnect utilities in coordination with vendors.
- Arrange transportation of assets to the proper laydown yard.
- Track movement of assets and staff.





## **Attachment A- Cotton Bios**



# Johnny Slaughter

President,  
Cotton Logistics



Johnny Slaughter joined Cotton Commercial USA, Inc. in 2001 as a project manager and, since then, has been instrumental in Cotton's growth and the expansion of services. As the company grew, so did Mr. Slaughter's responsibilities at Cotton. After two years as a project manager, he was promoted to General Manager, then Regional Manager, followed by Vice President of Operations for Cotton's Integrated Services Division, a division that worked primarily with international and government projects.

In 2011, after Cotton responded and provided temporary housing to a large oil spill site, Mr. Slaughter was tasked with launching a new logistics division that could provide operational support and workforce housing to clients. Cotton Logistics officially launched in 2012, with Mr. Slaughter as Executive Vice President, and in 2016, he was named President of Cotton Logistics. As President, Mr. Slaughter has led the development of his division, which now includes workforce housing, temporary facilities, culinary services, and emergency response solutions. He is actively involved and oversees the progress of workforce housing camps from initial concept to camp commission and the eventual decommissioning of each camp.

With his results-driven leadership style and innovative thinking, Mr. Slaughter has successfully opened Cotton offices in Houston, Austin, Denver, Louisiana, and West Texas. In addition to launching Cotton Logistics, Mr. Slaughter has played an important role in launching other Cotton divisions, such as Cotton Culinary and Cotton's environmental division.

Slaughter earned his Bachelor of Business Administration from Sam Houston State University in 1993.

He and his wife reside in Katy, Texas.

## SIGNIFICANT PROJECTS:

- 2001** - Tropical Storm Allison
- 2004** - Hurricane Ivan
- 2005** - Hurricanes Katrina and Rita
- 2008** - Hurricanes Dolly and Gustav
- 2010** - BP Oil Spill
- 2011** - Hurricane Irene
- 2018** - Hurricane Michael and Tropical Storm Alberto
- 2019** - Hurricanes Dorian and Barry
- 2020** - Hurricane Laura
- 2021** - Texas Winter Storm
- 2021** - Humanitarian Crisis
- 2021** - Hurricane Ida
- 2022** - Hurricane Ian



# Forrest Jackson

Executive  
Vice President,  
Cotton Logistics



Forrest Jackson joined Cotton Commercial USA, Inc. in 2005 with over fifteen years of experience in the construction and hospitality industries. Since then, Mr. Jackson has assisted Cotton's multiple divisions during numerous disasters, domestically and internationally. Through his hard work and strong leadership skills, Mr. Jackson quickly advanced through the company ranks to Vice President of Sales and Marketing for Cotton's Restoration and Construction Sales Team. After responding to a large oil spill in 2010, in which Cotton provided temporary workforce solutions, Mr. Jackson was tasked with evolving a logistics services segment that would provide operational support and infrastructure for workforce housing. In December 2011, Mr. Jackson was promoted to Executive Vice President and launched Cotton Logistics in 2012. Mr. Jackson and his team quickly grew the division into an industry leader in workforce housing, temporary facilities, emergency response, and culinary services. Most recently, Mr. Jackson evolved the Cotton Logistics division to include emergency response solutions that allow for the rapid mobilization of support crews, assets, and equipment for frontline support, ranging from temporary facilities to remote site catering. Forrest's unique experience, along with his task-oriented leadership skills, is well received by clients, resulting in strong customer

loyalty. Mr. Jackson has worked on some of Cotton's most challenging projects with some of the most aggressive deadlines and is always able to deliver solutions to our customers in their time of need. Forrest graduated from Texas Tech University in 1991 with a Bachelor of Business Administration in Restaurant Hotel and Institutional Management. Mr. Jackson resides in Missouri City, Texas.

## SIGNIFICANT PROJECTS:

- 2008** - Hurricane Dolly
- 2014** - Texas City "Y" Oil Spill
- 2015** - Avian Influenza Outbreak
- 2016** - Hurricane Matthew
- 2017** - Hurricanes Harvey, Irma, and Maria
- 2018** - Hurricane Michael
- 2019** - Hurricane Dorian
- 2020** - Hurricane Laura
- 2021** - Texas Winter Storm
- 2021** - Humanitarian Crisis
- 2021** - Hurricane Ida
- 2022** - Hurricane Ian



# Travis Bice

Executive  
Vice President,  
Cotton Logistics



Travis Bice joined Cotton Logistics in 2013, one year after the division was launched, and has proven to be an integral role in the division's growth. Mr. Bice began in Camp Operations, handling day-to-day tasks in our workforce housing facilities located throughout South and West Texas to Southeast Louisiana, but it wasn't long before he was assigned more responsibility as Camp Manager. In this role, Mr. Bice was able to gain more knowledge in camp operations and business development for the oil & gas industry. His leadership skills began to evolve, and seven years later, he is Executive Vice President of Cotton Logistics.

As EVP, Mr. Bice utilizes his expertise in facility operations, business development, financial analysis, and asset management to manage day-to-day operations for all of Logistics' lines of service: Logistics Operations, Logistics Construction, Fleet Management, Culinary Operations, Environmental Services, Rentals, and Emergency Response. He fully embraces the Cotton mantra of Operational Excellence and takes it upon himself to ensure his team is properly trained and well-equipped to deliver superior service, safely and efficiently.

Travis earned his Bachelor of Business Administration from Mary Hardin Baylor University in Belton, TX and currently resides in Hockley, TX with his wife, daughter and their two dogs.

## SIGNIFICANT PROJECTS:

**2014** - Texas City "Y" Oil Spill

**2017** - Hurricanes Harvey

**2018** - Hurricane Michael

**2019** - Hurricane Dorian

**2020** - Hurricane Laura

**2021** - Texas Winter Storm

**2021** - Humanitarian Crisis

**2021** - Hurricane Ida

**2022** - Hurricane Ian

**Bahamas Emergency Response**

**Emergency Response for oil spills across the United States**





# Kraig Junck

VP of Culinary



Kraig Junck joined the Cotton Team in 2018 as Vice President of Cotton Culinary. Mr. Junck coordinates strategic planning, oversees day-to-day culinary operations, drives financial performance, and creates safe and healthy dining options.

Since joining Cotton, Mr. Junck has been instrumental in growing the Cotton Culinary brand across each of its focused divisions: Corporate Catering, Business Dining, OneLodge Food Services, Remote Site Catering, and Emergency Food Services. Mr. Junck will play an integral role in the coordination of healthy meals during natural disasters and catastrophic events working closely with all other areas of the Cotton Team and its diverse components.

Prior to joining the Cotton Team, Mr. Junck worked for many years with other Texas cornerstones: Pappas, serving as Assistant

General Manager; Landry's, where Kraig was a Regional Director; and Buc-ee's as their Director of Food Services.

## SIGNIFICANT PROJECTS:

- 2018** - Hurricane Michael
- 2019** - Hurricanes Dorian and Barry
- 2020** - Hurricane Laura
- 2021** - Texas Winter Storm
- 2021** - Humanitarian Crisis
- 2021** - Hurricane Ida
- 2022** - Hurricane Ian



# Blake Hunt

## VP of Temporary Support Services



Since joining in 2014, Mr. Blake Hunt has played an integral role in growing Cotton Culinary's multiple business lines. As Director of Culinary Operations, he uses his 20+ years of experience in operations, management, and execution of foodservice distribution to oversee and manage all aspects of the operations.

Prior to joining Cotton Culinary, Mr. Hunt had worked with other organizations in the remote workplace industry, where he helped open new facilities and managed several operations of 100+ staff members each. His past roles included full-service housekeeping and kitchens, recruiting, training, scheduling, menu planning, and safety.

Mr. Hunt's experience in the remote workplace sector and foodservice industry aligns perfectly with Cotton Logistics' business plan to efficiently and safely operate multiple foodservice operations simultaneously.

Married for 11 years and the proud father of 3, Hunt resides with his family in Houston, Texas.

### **SIGNIFICANT PROJECTS:**

**2018** - Hurricane Michael

**2019** - Hurricanes Dorian and Barry

**2020** - Hurricane Laura

**2021** - Texas Winter Storm

**2021** - Humanitarian Crisis

**2021** - Hurricane Ida

**2022** - Hurricane Ian



# Chasity Mester

## Senior HSE Manager



Chasity Mester joined Cotton in 2017 and has since contributed to the evolution of the health, safety, and environmental department. As Senior HSE Manager, Mester is responsible for developing and implementing programs, processes, and strategies that drive Cotton's mission toward zero injuries. She is deemed a transformational leader and outstanding contributor in mitigation, medical program management, HSE policies development, safety management systems, and motivation.

Throughout her more than 16 years of experience, Mester has successfully led HSE programs and multidisciplinary teams for organizations within the industrial, energy, and petrochemical industries. She has a proven track record in improving incident rates, reducing occupational safety exposure, elevating safety culture, and mitigating risk.

Mester's strong business acumen and ability to design programs through the utilization of key metrics makes her an exceptional asset to the Cotton team.

A graduate from the University of Houston-Downtown with a Bachelor of Science in Engineering Technology. She resides in Houston, TX.

### **SPECIALTY AREAS INCLUDE:**

- Design & Implementation of HSE Procedures
- Reducing Occupational Safety Exposure
- Management of Multidisciplinary Teams





# Amber Landry

## Quality Assurance Manager



Amber Landry joined Cotton in 2020 as Quality Assurance Manager for the Logistics, Culinary, and Environmental divisions. In this role, she is responsible for ensuring that all end-users receive safe, top-quality products they can trust. She does so by providing staff with training and keeping track of all food handler and manager certificates. Landry also conducts internal audits of every facility managed by our Temporary Support Services, Culinary, and Environmental Support Services teams. If any issues are found during the audit, Landry creates a plan of action to address each issue in a timely manner.

Prior to joining Cotton, Landry worked as a quality control supervisor for one of the nation's largest processors of pickled snacks. Utilizing her skills and certifications, she has helped eliminate hazards for Cotton employees and the public during Hurricane Laura, the Texas Winter Storm, and other notable disasters.

Landry completed her Bachelor of Science in Kinesiology at Stephen F. Austin University and currently lives in Humble, TX. She earned her Meat, Poultry, and Seafood HACCP Certification from LSU AgCenter Food Science and is also ServSafe certified.

### SIGNIFICANT PROJECTS:

- 2020** - Hurricane Laura
- 2021** - Texas Winter Storm
- 2021** - Humanitarian Crisis
- 2021** - Hurricane Ida
- 2022** - Hurricane Ian

# Wade Schindler

## Executive Chef



Chef Wade Schindler joined the Cotton Culinary team in 2014 as Executive Chef, where he oversees the menu planning and coordination of catering services for multiple business lines. Before arriving at Cotton, Chef Wade owned his own catering business, which he started in 1996. During this time, he accumulated an impressive fleet of food trucks and catered a variety of events near and far.

His experience in remote catering and his passion for creativity has been instrumental in the development of Cotton Culinary's capabilities. In addition to catering corporate and private events, business dining, and Cotton Logistics' workforce camps, Cotton Culinary feeds large groups in disaster recovery settings.

During emergency response situations, Chef Wade is one of the first members of the Cotton Team to arrive on site. His role is to evaluate the

situation and develop a catering plan that can feed all personnel.

Chef Wade is also heavily involved in the community and leads the participation of Cotton Culinary in charitable events for organizations like MS150, Boys and Girls Club, CASA, and Houston Livestock Show & Rodeo. Wade Schindler received his Culinary Arts degree from the Western Culinary Institute in Portland.

### **SIGNIFICANT PROJECTS:**

**2014** - Texas City "Y" Oil Spill

**2017** - Rodeo Best Bites Champion

**2017** - Hurricane Harvey

**2020** - Rodeo Best Bites -  
People's Choice Award

**2021** - Humanitarian Crisis

**2021** - Hurricane Ida

**2022** - Hurricane Ian



# Anthony Geraci

Vice President  
of Sales, Cotton  
Logistics



Anthony Geraci joined Cotton Holdings in January 2025 as Vice President of Sales, bringing over 20 years of sales leadership experience across high-growth startups and global enterprises. In this role, he is responsible for shaping and executing the company's sales strategy, leading high-performing teams, and driving sustained revenue growth.

Anthony oversees all aspects of sales operations, including goal setting, team development, and cross-functional collaboration. He is deeply focused on building strong client relationships, enhancing customer satisfaction, and delivering measurable business outcomes. His data-driven approach ensures consistent performance tracking, process optimization, and strategic alignment with company goals.

Prior to joining Cotton Holdings, Anthony founded and led four successful startups, showcasing his entrepreneurial mindset and ability to scale businesses from the ground up. He also held senior leadership positions at Evolv Technology, Honeywell, and Rockwell Automation, where he led regional

and national sales teams, developed winning go-to-market strategies, and consistently exceeded growth targets. Additionally, his experience as both COO and CMO has given him a unique ability to bridge operations, brand development, and revenue generation across complex organizations.

Originally from Connecticut, Anthony now resides in Arizona with his family. Outside of work, he enjoys hiking, golf, and pursuing wellness-focused activities. He holds a Bachelor of Science degree from Quinnipiac University.

## SIGNIFICANT PROJECTS:

**2024** - New Mexico Wildfires

**2024** - Derecho Storm

**2024** - Hurricane Beryl

**2024** - Hurricane Francine

**2024** - Hurricane Helene

**2024** - Hurricane Milton



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# Felipe Hoyos

## Project Coordinator



Felipe Hoyos has been a key member of Cotton Logistics since November 2019, serving as a Project Coordinator with over 15 years of experience in managing large-scale, multimillion-dollar projects. His role involves coordinating long-term government projects, including school facilities and temporary emergency camps, ensuring that critical timelines are met while fostering valuable relationships across the industry.

Felipe's leadership skills were honed during his time in the United States Marine Corps, where he completed two combat deployments, leading several hundred men in high-pressure environments. His military background has equipped him with the ability to navigate complex challenges and effectively manage teams under demanding conditions.

Felipe earned his Bachelor of Science in Business Management, with a minor in Spanish, from Fairleigh Dickinson University in New Jersey. Originally from Queens, New York, he now resides in Katy, Texas. As a hobby, he has spent time coaching travel baseball to contribute to his community.

### **SIGNIFICANT PROJECTS:**

**2020** - Hurricane Laura

**2021** - Hurricane Ida

**2022** - Hurricane Ian

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# Dan Earnshaw

## Project Manager



Dan Earnshaw joined Cotton Logistics in 2024 as a Project Manager, bringing with him nine years of experience in project management and disaster response.

Throughout his career, Dan has handled a range of projects, from temporary support services to full historic restoration efforts.

His expertise lies in providing turnkey project management solutions, particularly in disaster response scenarios.

Before joining Cotton, Dan worked extensively in project management, with key achievements including the historic restoration of downtown Houston, which involved restoring the city's town hall, library and police headquarters. His experience spans various industries and regions, contributing to his deep knowledge of disaster response and restoration projects.

Dan earned his degree in Nutritional Science from the University of Leeds in the United Kingdom. Originally from the UK, he now resides in Bellville, Texas, where he enjoys valuable time with his family, spending time outdoors, hunting and participating in his local church community.

### **SIGNIFICANT PROJECTS:**

**2024** - Hurricane Beryl

**2024** - Hurricane Francine

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# Devon Miller

## Project Manager



Devon Miller, Project Manager, joined Cotton Logistics in September 2020 and brought with him four years of experience in project coordination and management. In his role, Devon is responsible for ensuring that sites are constructed according to the layouts provided by leadership and FEMA. His works to ensure that walkways, tents and trailers are set at appropriate distances and that all OSHA standards are met. He is also responsible for making necessary adjustments to meet projected timelines and scheduling vendors and subcontractors to keep projects running smoothly and safely.

Before joining Cotton, Devon worked in industrial plants as a welder, a role that gave him a strong understanding of OSHA regulations and basic construction standards that has proven invaluable in his current role as a Project Manager.

Devon attended Westlake High School and earned his Welding certification from ABC Trade School. Devon currently resides in Westlake, Louisiana with his wife and two children. Outside of work, Devon enjoys hunting, fishing, cooking and watching sports with family and friends. Living in Southwest Louisiana, he takes pride in the region's unique Cajun and Southern culture.

### **SIGNIFICANT PROJECTS:**

**2020** - Hurricane Laura

**2020** - Hurricane Delta

**2021** - Hurricane Ida

**2022** - Hurricane Ian

**2022** - New Mexico Wildfires

**2024** - New Mexico Wildfires

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# Samantha Henson

Project Manager



Samantha Henson joined Cotton Logistics in 2018 with six years of experience in the field. As a Project Manager, Samantha manages projects on a day-to-day level, ensuring that operations run smoothly and efficiently across various sites. Her expertise in site management has grown through her previous roles, including Assistant Site Manager and Site Manager, leading to her current position as Project Manager.

Originally from Joliet, Illinois, Samantha now resides in Bulverde, Texas. As a mother, she balances her professional life with her family responsibilities, and in her spare time, she enjoys spending quality time

with her family. She holds multiple certifications, including CPR, Forklift Operation and a Food Handler's Certificate, which enhance her ability to lead teams and manage operations effectively.

## **SIGNIFICANT PROJECTS:**

**2020** - Hurricane Laura

**2020** - Hurricane Delta

**2021** - Hurricane Ida

**2022** - Hurricane Ian



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# Derrick Manning

## Assistant Project Manager



Derrick Manning joined Cotton in June 2024 as an Assistant Project Manager, bringing four years of experience in related industries. He plays a critical role in supporting Project Managers and Coordinators by ensuring smooth operations onsite. His responsibilities include organizing plans, managing maintenance logs and utilizing software to streamline project management processes.

Before joining Cotton, Derrick gained valuable experience as a team lead at major retail corporation store, where he developed skills in organizing plans, presenting data and leading teams in a fast-paced environment, all of which have aided him in his current role.

Derrick holds a degree in Environmental Science and Geography from Sam Houston University. Originally from Spring, Texas, he now resides in Willis, Texas. Outside of work, Derrick enjoys traveling and spending time with his family. He is driven by a commitment to helping others, a value he strives to uphold in both his personal and professional life.

### **SIGNIFICANT PROJECTS:**

**2024** - New Mexico Wildfires

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# James Campbell

## Help Desk Support Specialist



James Campbell has been a vital part of Cotton since April 2013 and brings five years of experience in IT support and customer service. As a Help Desk Support Specialist, James assists employees and customers by troubleshooting technical issues, providing remote support and ensuring the seamless operation of Cotton's IT systems. His expertise spans network troubleshooting, hardware and software installation and managing ticketing systems.

Prior to joining Cotton, James worked as an IT support technician and as a customer service associate, where he strengthened his technical and customer service skills, laying the groundwork for his current role.

James holds a Bachelor's degree in Information Technology from Texas State University. Born and raised in Katy, Texas,

James continues to reside there with his family. He enjoys hiking with them on weekends and building custom PCs in his free time.

James has also been instrumental in supporting Cotton's teams during significant events, including the setup and technical support for the remote workforce during the 2021 Texas Winter Storm, helping to ensure business continuity in challenging circumstances.

### **SIGNIFICANT CERTIFICATIONS:**

**CompTIA A+**

**ITIL Foundation Certification**

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# Jacob Graham

Project Manager



Jacob Graham is an experienced Project Manager with over 20 years of expertise in project management. Starting at Cotton in July 2024, he brings a wealth of knowledge and practical skills to manage day-to-day operations efficiently.

Before joining Cotton, Graham worked in the oil and gas sector for two decades, where he honed his project management capabilities and had the opportunity to work in 13 different countries, gaining international exposure and diverse industry insights.

During his tenure at Cotton, Graham played a key role in providing crucial support during Hurricane Beryl,

showcasing his ability to manage high-stakes projects.

Originally from Houston, Texas, and now residing in Bellville, Texas, Graham attended Stephen F. Austin State University. Outside of work, he is passionate about the outdoors and enjoys hunting.

## **SIGNIFICANT PROJECTS:**

**2024** - Hurricane Beryl

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# Hayden Layne

Account Manager



Hayden has been an Account Manager at Cotton Logistics since 2020, with four years of experience in disaster recovery and logistics. A dedicated business development professional, Hayden excels in lead generation, client communication and customer relationship management. Hayden's strong problem-solving skills and networking abilities help drive success for both Cotton and its clients.

Throughout his career, Hayden has developed a talent for turning leads into opportunities. He maintains strong customer relationships through exceptional service, securing new clients while strengthening existing

partnerships at multiple levels. His work often involves supporting operational solutions in demanding environments, from remote regions to stringent timelines within the oil and gas industry.

Hayden earned his Bachelor's degree from the University of Arkansas. In his personal life, Hayden is devoted to his family and enjoys spending time with family and friends. He also enjoys working out in his free time.

## **SIGNIFICANT PROJECTS:**

**2020** - Hurricane Laura

**2021** - Hurricane Ida

**2022** - Hurricane Ian

**2024** - New Mexico Wildfires



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# Joel Garcia

## Maintenance Manager



Joel Garcia has been a key part of Cotton Logistics since December 2016, and he currently serves as a Maintenance Manager with over 30 years of experience in the field. In his role, Joel oversees the repairs and preventative maintenance of Cotton's assets, both idle and in use by clients. He also manages CDL drivers, ensuring the seamless operation of Cotton's logistics services.

Joel's extensive career includes leading roles as a commercial kitchen technician, CDL driver and in construction. His expertise in troubleshooting and repairing equipment that is deemed "unrepairable" showcases his

hands-on approach and problem-solving abilities. As a third-generation American, Joel comes from a long line of "do-it-yourself" individuals.

Originally from Brownsville, Texas, where he still resides, Joel attended James Pace High School and has since earned a CDL and various job-related certifications.

### **SIGNIFICANT PROJECTS:**

**2022** - Hurricane Ian

**2024** - New Mexico Wildfires

**2024** - Hurricane Beryl

# Jennifer Rios

## Quality Assurance Coordinator



Jennifer Rios is a dedicated Quality Assurance Coordinator at Cotton Holdings with a background in quality control and compliance management. Since joining the company in March 2022, she has been responsible for conducting internal audits, developing training programs and maintaining critical records and procedures across multiple locations. She also assists with permitting and licensing for each department and ensuring her team members maintain proper certifications and complete renewals within a timely manner. Her attention to detail and problem-solving skills have made her a key contributor to the company's ongoing commitment to quality assurance.

A graduate of Texas A&M University with a Bachelor of Science in Animal Science, Rios now lives in Pasadena, Texas. She is proficient in Spanish, serves as a Food Managers Proctor and has a range of certifications, including OSHA 30, Food

Managers, Basic Plus, Adult First Aid, CPR and AED.

Rios prides herself on staying adaptable while also focusing on continuous learning and development. Her dedication to maintaining high standards, both personally and professionally, has been crucial in helping Cotton Holdings maintain its strong reputation in the industry.

In her free time, Rios enjoys spending time with her dog, Tyson, and doing arts and crafts.

### **SIGNIFICANT PROJECTS:**

**2022** - Hurricane Ian

**2022** - New Mexico Wildfires

**2022** - Kentucky Floods

**2024** - Hurricane Beryl

**2024** - Canadian Wildfires

**2024** - Hurricane Francine

**2024** - Kentucky Labor Strikes

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# Judah Secunda

## Project Coordinator



Judah Secunda has been with Cotton since 2018, bringing over 34 years of experience to the role. As a Project Coordinator, Judah oversees multiple culinary projects and manages project managers, ensuring smooth operations and successful outcomes for each initiative.

Judah's career has spanned notable roles at prestigious companies where he honed his expertise in coordinating multiple culinary projects. Throughout his tenure with Cotton, Judah has played a vital role in major projects and has demonstrated his ability to adapt and contribute to complex, high-pressure situations.

Originally from Washington state, Judah now resides in Hawaii.

His love for golf, combined with his appreciation for classic art, architecture and puzzles, reflects his multifaceted interests.

### **SIGNIFICANT PROJECTS:**

**2020** - Hurricane Laura

**2021** - Texas Winter Storm

**2022** - Hurricane Ian





# Nick Hughes

## Estimator & Project Manager

Nicholas Hughes started his career in the construction industry while attending College at Texas A&M University, where he worked as an assistant superintendent for a heavy industrial contractor. He ended his time there as a quality control manager, while earning his major in Construction Management. Upon graduation in March of 2023 he joined Cotton as an Assistant Project Manager. Since then he has assisted in over 50 projects in the field and coordinated the on-site management for 3 emergency response base camps. After spending a year in the field, he transitioned to a new role to support the company as an estimator and procurement manager in March of 2024. During his time Estimating he has personally composed over 300 proposals for major clients across the country.



He has also overseen estimates for emergency response work during 3 major disaster events. In his time estimating, Mr. Hughes has also supported operations in the field with technical knowledge and experience that he gained in his past roles. Mr. Hughes continues to grow his base of knowledge in the emergency response sector by playing a critical role in the development and planning of major projects daily.

## Major Events:

**2024** - Houston Derecho

**2024** - Hurricane Beryl

**2024** - New Mexico Fires

**2024** - Hurricane Helene



# Steele Slaughter

## Operations Manager

Steele Slaughter started with Cotton logistics on July 14, 2014. He began as one of our critical site operations personnel. Personally managing 3 separate camps in West Texas for over 4 years. In 2018 Mr. Slaughter made the transition to maintenance manager for Cotton's West Texas camp division. During his time in this role he coordinated labor, on site maintenance, and sophisticated delivery and procurement schedules across 5 camps over 3 years. After his tenure in West Texas he shifted to The Global Disaster Response division of Cotton where he personally managed over 200 projects including water damage, asbestos remediation and complex restoration efforts across the country. In 2022 he returned to Cotton Logistics headquarters in Katy where he has remained as our operations manager.



Since his time in Katy, Steele has coordinated multiple disaster response efforts across 13 States. He has truly made a positive impact at Cotton during his years with the company, utilizing his first-hand experience to tackle complex issues. He has applied his vast knowledge of the industry in meaningful ways to improve the operations of Cotton Logistics and bring clients back to fully operational status in the wake of several major storms.

### Major Events:

**2021** - Hurricane Ida

**2022** - Hurricane Ian

**2022** - Kentucky Floods

**2024** - Hurricane Beryl

**2024** - New Mexico Fires



# Kollin Geraci

## Project Manager

Kollin Geraci started with Cotton Logistics on July 28, 2021. He was brought on to assist logistics procurement and estimating for both Day-to-day and emergency repose estimates. During his time in this role he personally managed the procurement of assets and recourses for 4 major disaster events and was deployed on site to two of them as an on-site procurement manager. After assisting in the procurement division of Cotton, Kollin shifted to site operations and coordinated the construction of the 'FEMA RED' site in Kentucky in response to the 100-year floods in 2022. With the success Kollin found in Kentucky, he was utilized as a project manager for several future projects which included several long-term man camps in West Texas for large petroleum clients.

He continued his record of success by taking on a critical management role during the TCE oil spill response along pipelines in Nebraska.

Since then Kollin has taken on a crucial role with Cotton as personnel logistics and lodging coordinator where he has ensured Cotton's speedy and successful response in multiple cities around the country, coordinating over 1,200 employees travel, lodging, movements and client relations. He has played a critical role in Cotton's success over the past three years at Cotton and will continue to support the company in critical missions in the future.

## Major Events:

**2022** - Hurricane Ian

**2022** - Kentucky Floods

**2024** - Houston Derecho

## **Attachment B - Cotton Past Performance - Emergency Culinary**



# REFERENCE SHEET

# EMERGENCY CATERING

## **HURRICANE** • *Baton Rouge, LA / Slidell, LA / Amelia, LA / Raceland, LA* • 9/2/21 – 3/31/22

Mobilized, set up and deployed emergency support infrastructure across 7 sites in response to Hurricane Ida, with a total capacity exceeding 2,200 beds in both modular (CLU) and mobile (RSU) formats. While supporting sites ranging from 150 to 500 beds, the project's core strength was the delivery of full-service emergency culinary operations — including large-scale meal production, distribution and sustained food service — complemented by comprehensive wrap-around services and full demobilization support in coordination with FEMA.

## **IMMIGRATION CAMP** • *Fort Bliss, TX* • 8/30/21 – 12/31/21

Humanitarian Crisis in Texas providing Halal Catering Service for 15,000 Personnel 4x per day for Breakfast, Lunch, Dinner and Midnight. Cotton provided all Kitchen Equipment, Kitchen Labor, and Kitchen Staff, along with QA and Housekeeping services for Multiple DFACs.

## **IMMIGRATION CAMP** • *Holloman Air Force Base, NM* • 10/11/21 – 1/31/22

Humanitarian Crisis in New Mexico providing Halal Catering Service for 5,000 Personnel 3x per day for Breakfast, Lunch, and Dinner. Cotton provided all Kitchen Equipment (Double Stack Ovens, Tilt Skillets, Hot Boxes, Reefers, Coolers, Dishwasher Trailer), Kitchen Labor, and Kitchen Staff, along with QA and Housekeeping services for DFAC.

## **DAY TO DAY** • *Fort Knox, KY* • 5/24/22 – 8/03/22

Logistical Support for US Government at Fort Knox, KY, providing turnkey food service operations consisting of up to 3 meals per day to military population. Award of Disney DFAC's (6012, 5915, 5917) total of 3,222 personnel per day.

## **HURRICANE** • *Fort Myers, FL* • 10/03/22 – 2/03/23

Mobilized and deployed full-scale emergency food service operations to support a total of 650 RSU beds across two Responder Lodging Sites in Fort Myers, FL — 500 beds at JetBlue Field (250 Wet RSU and 250 Dry RSU) and 150 RSU beds at the airport. Culinary services included 24/7 meal production, distribution and dietary accommodations for all housed personnel. Both sites also included full wrap-around and facilities management operations to ensure complete responder support.

## **HURRICANE** • *Asheville, North Carolina* • 9/30/24-11/29/24

FEMA contracted Cotton to set up and operate multiple emergency response camps across North Carolina to provide shelter, culinary services and full support during disasters. The largest site in Asheville, with 750 beds, serves as the central hub for western relief efforts. A mid-sized camp in Wilkesboro (150 beds) and a smaller site in Boone (50 beds) support local and regional response needs. At all locations, three hot meals were prepared and served daily to every individual, ensuring consistent nourishment and operational readiness throughout the deployment.

## WHY CHOOSE COTTON



**24/7  
SUPPORT**



**RAPID  
RESPONSE**



**WORLDWIDE  
SERVICES**



**25+ YEARS  
EXPERIENCE**

## **Attachment C - Cotton Culinary QAQC Plan**



## Objective

The Cotton Culinary Hazard Analysis and Critical Control Points (HACCP) Plan is a comprehensive and integrated system designed to ensure food safety and mitigate the risk of foodborne illnesses. Our food products and services adhere to the highest compliance standards, including MIL-STD 3006, TB MED 530, and all applicable federal, state, and local regulations and industry guidelines. The Culinary team operates in full accordance with USDA and FDA Food Code requirements, as well as local, state, and federal regulations. To maintain the integrity of our food safety practices, the HACCP Plan and Quality Assurance Plan are reviewed and updated annually by the Quality Assurance Department to align with any updates to MIL-STD 3006, TB MED 530, USDA regulations, and FDA Food Code standards. This ongoing commitment to excellence involves collaboration across all levels of the culinary division, from employees to managers, and extends to our clients. All Standard Operating Procedures (SOPs) and HACCP documentation undergo an annual review to uphold the highest levels of compliance and food safety, ensuring alignment with national, state, and local municipal authorities. The Quality Assurance team also conducts a comprehensive evaluation of menu items, SOPs, food handling practices, training programs, and related processes to ensure consistent adherence to regulatory requirements and industry best practices.

The Quality Assurance team will adhere to the following practices:

1. Stay informed of updates to food safety regulations and advancements in food science related to food preparation, storage, and service.
2. Conduct annual reviews of the company's food service management plans, ensuring alignment with HACCP principles and current standards.
3. Establish and maintain effective verification procedures to ensure policies are implemented accurately and successfully.
4. Provide tailored recommendations to individual kitchens regarding procedural, policy, training, and operational improvements to enhance food safety management.
5. Define and monitor performance benchmarks for food safety management plans across individual food production units.
6. Conduct comprehensive reviews of all food safety documentation to ensure accuracy and compliance.
7. Perform regular audits of kitchens, kitchen trailers, food trucks, and facilities to assess adherence to food safety standards and best practices.
8. Ensure all kitchen facilities and culinary assets comply with local and state regulations by maintaining up-to-date permits and licenses.
9. Develop and deliver job-specific training programs for all employees to effectively implement the food safety management plan.
10. Amend the food safety management plan promptly in response to the following circumstances:
  - a. Introduction of new menu items
  - b. Removal of menu items
  - c. Changes to food products



- d. Modifications to storage or preparation procedures
  - e. Association of a food item with an illness
  - f. Significant changes in customers, suppliers, equipment, or facilities
  - g. Availability of new food safety information
  - h. Substantial personnel changes
11. Document all updates and amendments to the food safety management plan and report changes appropriately.
  12. Distribute updated food safety management plan documentation annually to all relevant locations and kitchens to ensure alignment with the latest practices and standards.

### **HACCP Development TEAM**

- Johnny Slaughter – President of Cotton Logistics
- Travis Brice – Executive Vice President of Cotton Logistics
- Ciara Gerick – Director of Quality Assurance
- Amber Landry – Quality Assurance Manager- LCE
- Kraig Junck – Vice President of Culinary
- Jeff Inman – Director of Culinary Operations
- Jesse Casas– Executive Vice President HSE
- Wade Schindler – Executive Chef

### **Training**

The Cotton Business Academy is an in-depth training program designed to equip all Culinary employees with the foundational knowledge and skills necessary for success. This program provides comprehensive instruction in Basic Food Safety, HACCP principles, Standard Operating Procedures (SOPs), company policies, and expectations. Additionally, the Academy fosters a supportive environment, offering guidance and feedback to help new staff acclimate to Cotton Culinary's commitment to a strong food safety culture. To further reinforce this foundation, all employees are required to complete a food safety certification course and exam through an ANSI-Accredited Program. This ensures employees meet industry standards and stay informed on best practices.

### **Steps for Training of New Staff Members**

1. New employees fulfill all required paperwork and participate in initial training during the onboarding process.
2. Employees engage in the comprehensive training program to build a strong understanding of food safety principles and company procedures.
3. Employees complete an online food handler or manager certification course and obtain a valid certificate.
4. Managers guide new employees through the QA/QC Training Guide, tailoring the training to specific roles and responsibilities as applicable.





5. Managers submit the signed QA/QC Training Guide to the Quality Assurance department within two weeks of the employee's hire date.
6. Employees maintain their expertise in food safety by participating in weekly quizzes that focus on current topics and emerging trends in the industry.

## **Record Keeping**

The Cotton LCE Quality Assurance Team maintains all records and documents electronically for a minimum of one year, ensuring they are accessible at any time. Project, job, and event records are monitored using a compliance log tracker to ensure thorough oversight. These records include, but are not limited to:

- Final cooking temperature logs
- Cold and hot holding temperature logs
- Receiving temperature logs
- Refrigerator and freezer temperature logs
- Warewashing logs
- Thermometer calibration logs
- Cleaning routines
- Personal hygiene logs
- Damage and discard logs

## **Purchasing**

All food service purchasing is managed by kitchen/project managers, Divisional Directors, or the Executive Chef. Managers are responsible for maintaining inventory logs at their respective locations. Orders are based on current inventory levels and upcoming menu requirements. Food is procured exclusively from approved suppliers who source products from licensed and reputable purveyors and manufacturers that adhere to good manufacturing and sanitation practices.

## **Recalls**

The Cotton Quality Assurance Team monitors daily recall announcements from the CDC, USDA, and FDA to ensure the safety of all food products. If a food item used in a Cotton Culinary Kitchen is subject to a recall, the following steps are initiated:

1. The recall is immediately communicated to all culinary staff.
2. The Director of Quality Assurance activates the Recall Procedure, which involves the removal of the affected product from production.
3. The product details are recorded on the Damage and Discard Log.

These actions are typically completed within one hour of receiving the recall announcement, ensuring a swift and efficient response to protect food safety.



### **Audits & Corrective Actions**

In addition to inspections conducted by municipal, state, and federal health departments, the Cotton Quality Assurance Team performs internal audits at least quarterly. These audits involve comprehensive evaluations of cleanliness, food safety, equipment performance and maintenance, food handling practices, workplace safety, and other critical areas. If issues are identified during an audit, a Corrective Action Plan is developed and promptly executed. In cases where non-compliance results from a lack of training or understanding, affected individuals are retrained to ensure future compliance.

## **Attachment D - Legal Exceptions**

## **Legal Exceptions:**

Charlotte County, FL - RFP – 255142 **Exceptions:**

**Deductibles and Self-Insured Retention** – Any and all deductibles or self-insured retentions in excess of \$10,000 shall be declared to and approved by Risk Management. The County may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration and defense expenses within the deductible or retention.

Cotton does not agree with this provision, we do not insure with a deductible lower than \$100k.



## **Attachment E - Cotton Sample 7-day Menu**



## Sample Menu

### Breakfast

#### Day 1

*Scrambled Eggs, Rope Sausage, Hash Brown Patty, French Toast, Syrup, Ketchup, Butter*

#### Day 2

*Chorizo Scrambled Casserole, Diced Potato with Fajita Blend, Tortillas, Salsa, Pico de Gallo*

#### Day 3

*Biscuits And Gravy/ Scrambled Eggs, Sausage Patties and Crumbles, Tater Rounds (4oz), Country Gravy, Shredded Cheddar Cheese*

#### Day 4

*Omelet Topped with Cheese, Bacon, Buttered Grits, Waffle, Shredded Cheese, Butter & Syrup*

#### Day 5

*Chorizo Scrambled Casserole, Diced Potato with Fajita Blend, Tortillas, PC Salsa, Pico De Gallo*

#### Day 6

*Scrambled Egg with Peppers, Bacon, Shredded Hash Browns, Assorted Muffin, PC Ketchup, PC Salsa*

#### Day 7

*Frittata, Link Sausage, Tater Tots, Pancakes, PC Syrup, Ketchup, American Cheese*

### Hot Lunch

#### Day 1

*Chicken Fajitas, Spanish Rice, Black Charro Beans, Tortillas, Fajita Blend Vegetable, Salsa/Pico/Sour Cream*

#### Day 2

*Pulled Pork Sandwich: Pulled Pork, Skillet Potatoes, Cole Slaw, Hamburger Bun, Fried Onions/Jalapeno, Pickles, BBQ Sauce*

#### Day 3

*Roasted Pork Tenderloin w/Apple Chutney, Garlic Mashed Potatoes, Grilled Fresh Zucchini and Squash, Hawaiian Roll*

#### Day 4

*Herbed Grilled Chicken Breast, Broccoli, Cheese and Rice Casserole, Green Beans, Hawaiian Roll, Chicken Gravy*

#### Day 5

*Cheeseburgers: Hamburger Patty, Potato Salad, Corn on the Cobb, Hamburger Bun, LTOP & American Cheese, Ketchup, Mustard, Mayo*

#### Day 6

*Smoked Ribs, Mac and Cheese, Green Beans, Corn Muffin, Pickles/Onions*

#### Day 7

*Sweet & Sour Shrimp/Chicken Alternative, Breaded Shrimp/Chicken, Noodle Vegetable Stir Fry, Veggie Eggrolls, Garlic Bread, Sweet and Sour Sauce, Soy Sauce, Fortune Cookie*



### **Boxed Lunch**

**Day 1**

*Turkey, Bacon Guacamole Sandwich, Lettuce, Tomato, Pickle on the side, Chips, Granola Bar, Apple, and Beverage*

**Day 2**

*Ham and Swiss Cheese Sandwich, Lettuce, Tomato, Pickle on the side, Chips, Snack Bar, Apple, and Beverage*

**Day 3**

*Roast Beef and Cheddar Hoagie, Lettuce, Tomato, Pickle on the Side, Chips, Granola Bar, Apple, And Beverage*

**Day 4**

*Italian Sub Sandwich, Lettuce, Tomato, Pickle on the side, Chips, Snack Bar, Apple, and Beverage*

**Day 5**

*Club Sandwich, Lettuce, Tomato, Pickle on the side, Chips, Granola Bar, Apple, and Beverage*

**Day 6**

*Turkey and Cheese Sandwich, Lettuce, Tomato, Pickle on the side, Chips, Snack Bar, Apple, and Beverage*

**Day 7**

*Ham and Cheddar Cheese Sandwich, Lettuce, Tomato, Pickle on the side, Chips, Granola Bar, Apple, and Beverage*

### **Dinner**

**Day 1**

*Meatloaf, Brown Gravy, Mashed Potatoes, Green Beans, Diced Tomato and Oregano, Garlic Bread, Tomato Glaze, Fresh Parsley*

**Day 2**

*Carnitas, Yellow Rice, Zucchini, Tomatoes, Tortillas, Tomatillo Sauce, Fajita Veggies, Pico, Sour Cream*

**Day 3**

*Roasted Chicken, Roasted & Herbed Red Potatoes, Fresh Italian Vegetable Blend, Hawaiian Rolls, Chicken Gravy, Parsley*

**Day 4**

*Hamburger Steak and Gravy: Hamburger Steak, Garlic Mashed Potatoes, Sauteed Cabbage, Peppers & Onions, Parker House Roll, Fajita Blend, Brown Gravy*

**Day 5**

*Chicken Andouille Jambalaya, Rice, Corn and Peppers, Corn Muffin, Green Onion, Parsley*

**Day 6**

*BBQ Brisket and Sausage, Mac and Cheese, Pinto Beans, Texas Toast, BBQ Sauce, Marinated Onions, Jalapenos and Pickles*

**Day 7**

*Pork Ribeye, Garlic Mashed Potatoes, Sauteed Cabbage with Fresh Mixed Vegetables, Hawaiian Roll, Cajun Gravy*



## Beverages

### Breakfast

*Milk, Orange Juice, Apple Juice, Water*

### Lunch & Dinner

*Tea, Lemonade, Gatorade, Water, Soda*





**PART V - SUBMITTAL FORMS**  
**PROPOSAL SUBMITTAL SIGNATURE FORM**

The undersigned attests to his/her authority to submit this proposal and to bind the firm herein named to perform as per contract, if the firm is awarded the Contract by the County. The undersigned further certifies that he/she has read the Request for Proposal, Terms and Conditions, Insurance Requirements and any other documentation relating to this request and this proposal is submitted with full knowledge and understanding of the requirements and time constraints noted herein.

By signing this form, the proposer hereby declares that this proposal is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

In accordance with section 287.135, Florida Statutes, the undersigned certifies that the company is not on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and does not have business operations in Cuba or Syria (if applicable) or the Scrutinized Companies that Boycott Israel List, or is not participating in a boycott of Israel.

As Addenda are considered binding as if contained in the original specifications, it is critical that the Consultant acknowledge receipt of same. The submittal may be considered void if receipt of an addendum is not acknowledged.

Addendum No. <u>1</u> Dated <u>06/23</u>	Addendum No. _____ Dated _____	Addendum No. _____ Dated _____
Addendum No. <u>2</u> Dated <u>07/14</u>	Addendum No. _____ Dated _____	Addendum No. _____ Dated _____

Type of Organization (please check one):	INDIVIDUAL CORPORATION	( <input type="checkbox"/> ) ( <input checked="" type="checkbox"/> )	PARTNERSHIP JOINT VENTURE	( <input type="checkbox"/> ) ( <input type="checkbox"/> )
--	---------------------------	---	------------------------------	--

<u>Cotton Commercial USA, Inc.</u>	<u>877-511-2962</u>
Firm Name	Telephone

<u>5433 Katy Hockley Cut-Off Road</u>	<u>20-2702810</u>
Fictitious or d/b/a Name	Federal Employer Identification Number (FEIN)

<u>Katy, TX, 77493</u>	<u>29</u>
Home Office Address	Number of Years in Business
<u>Katy, State, Zip</u>	

Address: Office Servicing Charlotte County, other than above

<u>Howard Wood: Business Development Specialist</u>	<u>346-445-4482</u>
Name/Title of your Charlotte County Rep.	Telephone

<u>Travis Bice:</u>	
Name/Title of Individual Binding Firm (Please Print)	

<u>Travis Bice</u>	<u>7/18/2025   2:48 PM CDT</u>
Signature of Individual Binding Firm	Date

<u>travis.bice@cottonteam.com</u>	
Email Address	

(This form must be completed & returned)

**DRUG FREE WORKPLACE FORM**

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that Cotton Commercial USA, Inc.  
does: (name of business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

DocuSigned by:

*Travis Bice*

453FFB8C8EFB4A2...

Proposer's Signature

7/18/2025 | 2:48 PM CDT

Date

**NAME OF FIRM** Cotton Commercial USA, Inc.

(This form must be completed & returned)

**HUMAN TRAFFICKING AFFIDAVIT**  
**for Nongovernmental Entities Pursuant To FS. §787.06**  
**Charlotte County Contract #20250514**

The undersigned on behalf of the entity listed below, (the “Nongovernmental Entity”), hereby attests under penalty of perjury as follows:

- 1. I am over the age of 18 and I have personal knowledge of the matters set forth except as otherwise set forth herein.
- 2. I am an officer or representative of the Nongovernmental Entity and authorized to provide this affidavit on the Company’s behalf.
- 3. Nongovernmental Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.
- 4. This declaration is made pursuant to Section 92.525, Florida Statutes. I understand that making a false statement in this declaration may subject me to criminal penalties.

Under penalties of perjury, I declare that I have read the foregoing Human Trafficking Affidavit and that the facts stated in it are true.

Further Affiant sayeth naught.

DocuSigned by:



453FFBBC8EFB4A2...

Signature

Travis Bice

Printed Name

EVP of Logistics and Culinary

Title

Cotton Commercial USA, Inc.

Nongovernmental Entity

7/18/2025 | 2:48 PM CDT

Date

NAME OF FIRM

Cotton Commercial USA, Inc.

(This form must be completed & returned)

## BYRD ANTI-LOBBYING CERTIFICATION

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of an Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

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

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

7/18/2025 | 2:48 PM CDT

Date

Travis Bice

Type or Print Name

DocuSigned by:  
Travis Bice  
453FEBBC8FEB4A2

Signature

EVP of Logistics and Culinary

Title

**END OF PART V**

**NAME OF FIRM** Cotton Commercial USA, Inc.

(This form must be completed & returned)

## Certificate Of Completion

Envelope Id: D118D913-424B-43C8-80DC-F396C8F08E76

Status: Completed

Subject: Complete with Docusign: Charlotte County Government - RFP Culinary Response 07.18.25.pdf

Source Envelope:

Document Pages: 4

Signatures: 4

Envelope Originator:

Certificate Pages: 4

Initials: 0

kira ceker

AutoNav: Enabled

840 W Sam Houston Parkway N

Envelopeld Stamping: Enabled

2nd Floor

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Houston, TX 77024

kira.ceker@cottonteam.com

IP Address: 2601:2c1:8c00:8

## Record Tracking

Status: Original

Holder: kira ceker

Location: DocuSign

7/18/2025 12:45:51 PM

kira.ceker@cottonteam.com

## Signer Events

## Signature

## Timestamp

Travis Bice

travis.bice@cottonteam.com

Travis Bice - EVP of Logistics & Culinary Divisions

Security Level: Email, Account Authentication  
(None)

DocuSigned by:  
  
453FFB8C8EFB4A2...

Signature Adoption: Pre-selected Style

Using IP Address: 207.70.150.187

Sent: 7/18/2025 12:47:01 PM

Viewed: 7/18/2025 12:47:59 PM

Signed: 7/18/2025 12:48:09 PM

## Electronic Record and Signature Disclosure:

Accepted: 7/18/2025 12:47:59 PM

ID: 5ec88104-00fb-4686-8bd0-a02986a35acf

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

Jeremiah Zerby

Jeremiah.Zerby@cottonteam.com

Security Level: Email, Account Authentication  
(None)

**COPIED**

Sent: 7/18/2025 12:48:10 PM

Viewed: 7/18/2025 12:48:45 PM

## Electronic Record and Signature Disclosure:

Not Offered via Docusign

## Witness Events

## Signature

## Timestamp

## Notary Events

## Signature

## Timestamp

## Envelope Summary Events

## Status

## Timestamps

Envelope Sent

Hashed/Encrypted

7/18/2025 12:47:01 PM

Certified Delivered

Security Checked

7/18/2025 12:47:59 PM

Signing Complete

Security Checked

7/18/2025 12:48:09 PM

Completed

Security Checked

7/18/2025 12:48:10 PM



Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Cotton Holdings – Contracts (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Cotton Holdings – Contracts:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [kira.ceker@cottonteam.com](mailto:kira.ceker@cottonteam.com)

### **To advise Cotton Holdings – Contracts of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [kira.ceker@cottonteam.com](mailto:kira.ceker@cottonteam.com) and in the body of such request you must state: your

previous email address, your new email address. We do not require any other information from you to change your email address

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from Cotton Holdings – Contracts**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [kira.ceker@cottonteam.com](mailto:kira.ceker@cottonteam.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with Cotton Holdings – Contracts**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [kira.ceker@cottonteam.com](mailto:kira.ceker@cottonteam.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process.

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Cotton Holdings – Contracts as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Cotton Holdings – Contracts during the course of your relationship with Cotton Holdings – Contracts.